



**Presbytery of Genesee Valley
STATED MEETING
September 27, 2016 – 4:00pm
First Presbyterian Church of Victor
70 E. Main Street, Victor, NY 14564**



The Rev. Jim Renfrew, *Moderator*
Elder Hezekiah Simmons, *Moderator-Elect*
The Rev. Val Fowler, *Stated Clerk*
Elder Bob Mecredy, *Treasurer*

MAILED DOCKET



AT THIS MEETING:

- 2:00** - ON-SITE SIGN IN OPENS
- 2:30** - CHOICE OF 2 PRE-MEETING OPPORTUNITIES
- 4:00** - BUSINESS MEETING TO BEGIN PROMPTLY
- 8:00** - ADJOURNMENT!

Please consider bringing a donation of....

Food goods to help both the Victor & Calvary St. Andrews Food Cupboards

- **New Commissioners:** Please contact Cheryl Battaglia (programsecretary@pbygenval.org or 242-0080) in the Presbytery Office to request a name badge and a *Welcome to Presbytery* resource booklet.
- **Resource Center:** The Resource Center comes to you at every Presbytery meeting. Please visit the display and check out all the great resources available for borrowing!
- **Minutes** of previous Presbytery meetings are available on the web site at www.pbygenval.org/documents. They will be mailed to presbyters who do not have e-mail access.
- **Attendance:** Since ministers and elder commissioners are required to attend presbytery meetings, presbyters who do not request excuses will be marked absent. Corrections to attendance from previous meetings will be made in the permanent record.

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To avoid distraction, please silence your cell phone when you are in the meeting. Thanks!

“Know Christ, Live Christ, Share Christ”

First Presbyterian Church IN VICTOR

**WHOEVER YOU ARE.
HOWEVER YOU HAVE COME.
YOU ARE WELCOME HERE.**

70 East Main Street Victor, NY 14564 (585) 924-2289 www.victorpres.org

Welcome to the First Presbyterian Church in Victor

Our church was incorporated on September 13, 1798, by the Reverend Reuben Parmele. At the first worship service, so many folks attended (around 400), that the service was held outdoors – in mid-February! At our founding, we belonged to the Congregational church.

Land for our first church building was purchased in 1804, and a plain frame structure with a steeple was built on Boughton Hill. The building was used by several denominations without problem for many years.

In 1827, our congregation reached an agreement that allowed the church to maintain connections with both the Congregational and Presbyterian churches. The congregation did not commit entirely to the Presbyterian Church until 1858.

Our current church building was constructed in 1832. The original structure was a 40 by 50 foot sanctuary with a gallery and a spire. The pulpit was above the pews at the north end of the sanctuary, which is the back of the sanctuary today. In 1860 an addition was put on the back of the sanctuary, moving the pulpit to the south end where it is today, and the present steeple was built, making room for a 1700 pound bell, which was used by the community as a fire alarm and a call to meetings.

In 1957, the basement of the church was rebuilt into the current fellowship hall (Corey Hall). At the same time, a new Christian education building was constructed.

In 1971-1973, the narthex was rebuilt, and the sanctuary and narthex were both redecorated. At this time, the original 1832 pulpit was refinished and restored to the sanctuary. The sanctuary was renovated again in 1989-1991, when the blue carpet and new pews were installed.

We completed major capital campaigns in 1998 and 2002 that have raised more than \$500,000 and enhanced and expanded our church buildings and programs. In 1998-2000, the pipe organ was refurbished, and the stained glass windows were completely restored.

Since 2005, there have been many changes to the physical facility and the faith community. The building has been updated with a new heating system, fire monitoring, a renovated kitchen, a renovated fellowship hall, new exterior signage, fresh exterior paint, new landscaping, the addition of a public gazebo and more. We have welcomed well over 100 new members during that time, and celebrated the addition of two (2) new staffing positions (Sunday School Program Coordinator and Youth Ministry Director). Earlier this year, thanks to the generosity of the congregation with a recent capital campaign, we were able to fully pay off the mortgage for the 2002 building expansion and delight in the possibilities of now being debt-free.

The Mission activity of the community has also grown significantly, and now features a free community supper three (3) times a month, an international partnership with an orphanage in Uganda, urban-suburban programs with Maggie's Kids and a Book and Blanket program with RCSD elementary school, and deep support for the local Food Cupboard, which has grown its ability to address local hunger needs by nearly 400% in this time. Our exciting newest commitment is to being a founding congregation in support of bringing Family Promise (Homeless Sheltering) to Ontario County.

Welcome to FPCV, and enjoy the adventure!

Directions:

Victor is located in the northwest corner of Ontario County.

From the NYS Thruway, take Exit 45 and follow the signs for Route 96 South, towards Victor.

From 490 East (Coming from Rochester), take the Route 96 exit for Victor. The sign says "Last Exit Before Toll." Follow Route 96 South for about two (2) miles into the Village of Victor.

From Canandaigua, take Route 332 North to Route 96 North. Continue into the Village of Victor. In the Village of Victor, look for the white church with the tall steeple, on the South side of Main Street, in the center of town.

Parking located behind the church.

DOCKET

For the Meeting of the Presbytery of Genesee Valley

Tuesday, September 27, 2016

Victor Presbyterian Church

Stated Meeting

Victor, New York

	<u>Page Reference</u>		
	<u>Mailed</u> <u>Taken</u>		
3:55 PM		Announcements ▪ <i>Greetings from the Host Church</i>	Colin Pritchard
4:00 PM		Call to Order and Opening Prayer Introductory Business ▪ <i>Approval of Docket</i> ▪ <i>Appointment of Tellers</i> ▪ <i>Greeting New Commissioners</i> ▪ <i>Enrollment of Corresponding Members</i> ▪ <i>Privilege of the Floor</i>	
	4-6	Omnibus Motion ▪ <i>Lifting of Motions for Discussion</i>	
		Call for New Business Congregational Development ▪ <i>Second Chance Grants: Attica and Summerville</i>	Kevin Hershey
4:25 PM	7-14	Presbytery Council ▪ <i>Second Reading and Approval of Accessibility Policy</i> ▪ <i>Recommendation concerning the retirement of the Rev. Dr. Val Fowler as Stated Clerk of the Presbytery, effective September 30, 2016.</i> ▪ <i>Recommendation to approve the Position Description for Presbyter for Healthy Congregations/Stated Clerk (This is a transitional position).</i> ▪ <i>Recommendation to approve Ruling Elder Susan Orr as Presbyter for Healthy Congregations, from October 1, 2016 - December 31, 2018.</i> ▪ <i>Motion that the Presbyterian policy concerning the election of the Stated Clerk be temporarily suspended (requiring a 3/4 vote of those present).</i> ▪ <i>Recommendation to elect Ruling Elder Susan Orr as Stated Clerk, for the period October 1, 2016 - December 31, 2018.</i>	Brandi Wooten
	15-20	Budget Development and Oversight Committee and Treasurer's Report ▪ <i>First Reading of 2017 Budget</i> ▪ <i>Approval of 2017 Per Capita of \$19.05</i>	Ed Orman Bob Mecredy
		2016 General Assembly Report	Sarah Noble-Moag Sylvia Fix Jim Renfrew Amy Williams Fowler
		Worship - The Confession of Belhar	
6:15 PM		Dinner Break	
7:00 PM		Triennium Report	Jane Carden Katie Styr
		International Peacemaker/Presbytery Peacemaking Program	Areej Masoud Carl Horton
7:20 PM	21-27	Committee on Ministry ▪ <i>Dissolution of the Pastoral Relationship between Mendon Presbyterian Church and the Rev. Dr. Janet Hufford</i> ▪ <i>2017 Terms of Call</i> ▪ <i>Commissioning of Ruling Elder Martha Mitchell to the Pulpit Supply List</i>	Melissa DeRosia
	28	Nominating	Ralph Carter
7:45 PM		Good News from Churches Installation of Stated Clerk (if the way be clear) Three Key Things to Take Home	
8:00 PM		Adjournment	

OMNIBUS MOTION
Presbytery of Genesee Valley
September 27, 2016 ~ First Presbyterian Church, Victor

The purpose of an Omnibus Motion is to enable a governing body to deal with routine business expeditiously, thus freeing up time for other activities.

Action items are listed by **number**. Information items are listed by **letter**.

How to lift items for discussion or debate:

An opportunity will be given for presbyters to request that action items be lifted from the Omnibus Motion. Simply go to the microphone and when you are recognized, request—by line numbers—the item you wish to lift out. [Example: “Madam/Mr. Moderator, I wish to lift out line numbers 127 through 138 for discussion.”]

ITEMS LIFTED OUT FOR DISCUSSION WILL BE DEALT WITH DURING THE COMMITTEE REPORT ASSOCIATED WITH THAT PARTICULAR ITEM.

The remaining items (those not lifted out) will be approved in one motion.

Omnibus Motion: Items for Presbytery’s Action

Stated Clerk Action Items

The stated clerk moves that the presbytery:

(Minutes, July 19, 2016)

1. **Approve** the Minutes of the July 19, 2016 stated meeting of Genesee Valley Presbytery, held at Covington Presbyterian Church, Pavilion, NY.

(Treasurer’s Report)

2. **Receive** the Treasurer’s Report—for August 31, 2016. [Reports provided in the Mailed Docket.]

(Investigating Committee, D-2016-01)

3. **Receive** the report of the Investigating Committee, Case No. D-2016-01.

The complainant withdrew the allegations made, and the Investigating Committee determined that the case did not warrant bringing any charges against the accused. The case is hereby closed.

Members of the Investigating Committee are:

The Rev. David Seaburn, HR
The Rev. Eileen Borduin Vanderzwaan (Webster)
Elder Mary Haverfield (Summerville)
Elder Roger Estes, CRE (Mumford)

4. **Dismiss** the Investigating Committee, Case No. D-2016-01, with thanks.

(Proposed Correction of Imbalance Between Clergy and Elders 2016 - 2017)

5. **Approve** the proposal to correct the imbalance between clergy and elders, for presbytery meetings, through August 31, 2017.

PROPOSED IMBALANCE CORRECTION, 2016-2017

Takes effect September 1, 2016

Current Imbalance Report

Minister members of presbytery	135
Less ministers unable to attend (age/infirmity/distance)	43
Less ministers deceased since 12/31/2014 statistical report	2
Total expected attendance of minister members	90
Elder commissioners from congregations (one per congregation)	64
Additional elder commissioners from 4 larger churches	6
Total elder commissioners from congregations	70

IMBALANCE TO BE CORRECTED IN 2016-2017 (90 - 70) 20**Stated clerk's motion to correct the imbalance in 2015-2016**

Name the following persons to serve as "additional elder commissioners" through June 30, 2016:

Presbytery Moderator-Elect Hezekiah Simmons (Pittsford, First)	1
Presbytery Staff (Ruling Elders) Presbyter for Mission & Education: Susan Orr (Laurelton),	1
Certified Christian Educators (Ruling Elders) Linda Badger Becker	1
Presbytery Treasurer Bob Mecredy (Pittsford, First)	1
Committee chairs (Ruling Elders) Ed Ormand (York) Budget Development & Oversight Kay VanNostrand (Lyndonville), Mission & Advocacy John DeHority (DUPC), Committee on Preparation, Co-Chair Ann Haag (Third), Stewardship Development & Interpretation Ralph Carter (Third), Nominating Barbara James (Summerville), Trustees	6
Commissioned Ruling Elders in current service Bill Ellis (Ossian) Roger Estes (Mumford) Cathy Foerster (Lima) Anne Martin (Livonia) Brad Smith (Attica) Jerry Swain (Mount Morris)	6
Synod Commissioners Don Tubman, Class of 2016 (Scottsville) Vernie Grammer, Class of 2016 (Third) Ruth Stewart, Class of 2018 (Stone, Bergen) Barbara Crane, Class of 2018 Lacey Sloat (Byron, Elder), YAAD, Class of 2018	4
Auburn Seminary Board member George Gotcsik (Third)	1
Previous elder moderators of presbytery Betty Minemier (Dansville) Fred Denson (Webster) Nancy Sprenkle (Third)	3
Additional Commissioners from Congregations Trinity Emmanuel Honeoye Falls Rochester Korean	3

TOTAL INVITATIONS TO CORRECT IMBALANCE 29

NOTE: The invitations are nine more than the total needed. The four additional persons compensate for churches that are not represented by elders, thus bringing the presbytery closer to parity, meeting-to-meeting.

Omnibus Motion: Items for Presbytery's Information

Stated Clerk Information Items

A. The following are the significant ordination anniversaries of ministers that will occur this year (listed in 5-year increments):

5 years (2011)

The Rev. Steven Allman (December 18, 2011 – Presbytery of West Virginia)
The Rev. Nancy Lowmaster (August 28, 2011 – Presbytery of Lake Erie)

10 years (2006)

The Rev. Twyla Boyer (February 26, 2006 – Presbytery of Long Island)
The Rev. Brandi Wooten (April 9, 2006 – Presbytery of San Jose)

15 years (2001)

The Rev. Roula Alkhouri (February 4, 2001 – Presbytery of Cascades)

20 years (1996)

The Rev. Ron Sumption (January 14, 1996 – Presbytery of Minnesota Valleys)

25 years (1991)

The Rev. Ron Duttweiler (July 19, 1991 – Wesleyan Church)

30 years (1986)

The Rev. Bob Rice (February 2, 1986 – Presbytery of Susquehanna Valley)

35 years (1981)

The Rev. Bill Hockey (September 13, 1981 – Presbytery of Western New York)
The Rev. Kathy Madigan (October 11, 1981– Presbytery of Genesee Valley)
The Rev. Anne Waasdorp (September 1, 1981 – Presbytery of Genesee Valley)
The Rev. Pat Youngdahl (July 24, 1981 – Presbytery of Chicago)

40 years (1976)

The Rev. Dottie Yoder (November 7, 1976– Presbytery of Palo Duro Union)

45 years (1971)

The Rev. Judy Lee Hay (November 27, 1971 – Presbytery of Northern New York)
The Rev. Ernest F. Krug (May 30, 1971 --)

50 years (1966)

The Rev. Jim Marlett (July 6, 1966 – Presbytery of Geneva)

Over 50 years

The Rev. Linda Brebner (**51 years**, February 21, 1965 – Presbytery of Riverside)
The Rev. Jack Heister (**51 years**, June 1, 1965 – Presbytery of Philadelphia)
The Rev. Jerrold Paul (**51 years**, July 27, 1965 – Presbytery of Monmouth)
The Rev. Merl Galusha (**52 years**, February 1, 1964 – Presbytery of Albany)
The Rev. Bob Booher (**54 years**, October 14, 1962 – Presbytery of Genesee Valley)
The Rev. Bob Kaiser (**55 years**, May 1, 1961 – Central NY Conference, United Methodist Church)
The Rev. Chuck Leport (**55 years**, June 21, 1961 – Presbytery of Utica)
The Rev. Frank Ichishita (**56 years**, February 21, 1960 – Presbytery of Philadelphia)
The Rev. Charles Lee (**56 years**, May 15, 1960 – Presbytery of Washington)
The Rev. Bruce Billman (**56 years**, October 1, 1960 – Presbytery of Steuben-Elmira)
The Rev. Dane Gordon (**58 years**, November 30, 1958 – Presbytery of Rochester)
The Rev. Don Roth (**58 years**, May 17, 1958 – Presbytery of Lackawanna)
The Rev. Ron Sallade (**59 years**, May 1, 1957 – Presbytery of Pittsburgh)
The Rev. Walter Wenhold (**60 years**, May 1, 1956 – Presbytery of Philadelphia)
The Rev. Bob Geyer (**60 years**, May 16, 1956 – Presbytery of Upper Ohio Valley)

PRESBYTERY COUNCIL – REPORT TO PRESBYTERY

[Meeting held on August 15, 2016]

September 27, 2016

ITEMS FOR PRESBYTERY’S ACTION

The Council VOTED to recommend that the presbytery:

(Accessibility Policy)

Receive for second reading and action—the following *Accessibility Policy*:

ACCESSIBILITY POLICY

The Presbytery of Genesee Valley strives to make full inclusion a priority. To this end the presbytery encourages its constituent congregations to:

1. Continually work to remove all barriers, physical and otherwise, to full inclusion in the life of the church of all persons with disabilities.
2. Provide children and adults with disabilities the opportunity for a Christian education.
3. Provide persons with disabilities the opportunity for church membership, even when requirements and activities for membership must be modified to meet their special needs and challenges.
4. Intentionally and continually build awareness and understanding of all types of disability and of the issues that people with disabilities confront.
5. Promote advocacy for justice for people of all ages with disabilities.

The Presbytery of Genesee Valley makes a commitment to:

Recommendations	Suggestions for Implementation
1. Continue to hold stated meetings and presbytery-wide events in settings that are accessible for worship, business, fellowship, and dining. (Provide information on building accessibility in the call to the meeting.)	1a. Churches will make accessibility information available to the Office Administrator. 1b. The Office administrator will create a compilation of church accessibility information. 1c. All meeting registrations will include questions regarding accessibility needs.
2. Provide sign language interpreters when requested in a timely manner.	2. Request for ASL interpreter will be submitted to the Presbytery Office two weeks before the scheduled meeting.
3. Provide printed materials in alternative formats (e.g. large print or braille) as requested.	3. Requests for alternative formats will be submitted two weeks before the event.
4. Encourage speakers to read aloud projected materials that have not previously been made available.	4. The Moderator will lead this effort to make new information available to all who are present.
5. Urge that requests for Revolving Loan Funds or PILP endorsements for funding new construction or remodeling of church property include provision for accessibility.	5. The requestor will submit provisions for accessibility to the Trustees.
6. Encourage speakers and leaders to use person-first language when referring to persons with disabilities. For example, use “a woman who is blind,” rather than “a blind woman.” Use inclusive language. For example,	6. The Council will model the person-first language. The presbytery will make available resource materials to churches via the Resource Center.

use a statement like, "Please rise in body or in spirit," rather than, "Please rise."	
7. Encourage the nominating committee to seek out persons with disabilities for leadership positions in presbytery, synod, and General Assembly.	7. The Presbytery Leader will provide this encouragement, accessing information from annual statistical reports as needed.
8. Encourage inclusion of people with disabilities in worship leadership.	8. The Moderator and worship planners will seek out participants with the help of pastors.
9. Take feasible steps to ensure that Presbytery Offices meet ADA requirements for accessibility.	9. See <i>Minutes of Stated Presbytery Meeting of November 29, 2005</i> for decisions regarding the offices attached to Twelve Corners Presbyterian Church.

(Recommendations concerning the Staffing of the Presbytery – from the Personnel Committee and the Vision & Strategy Committee of the Presbytery Council)

The Council voted to recommend that the Presbytery;

1. Accept the retirement of the Rev. Val Fowler from the position of Stated Clerk of the Presbytery, effective September 30, 2016, with deeps thanks for his dedicated service.
2. Approve the Position Description for *Presbyter for Healthy Congregations/Stated Clerk*.

This Position is recommended by the Vision & Strategy Committee and the Personnel Committee for the period October 1, 2016 through December 31, 2018. The Position Description is attached to this report.

3. Approve Ruling Elder Susan Orr as Presbyter for Healthy Congregations, in accordance with the Position Description.
4. Suspend temporarily the provision of the *Policies and Procedures Manual of the Presbytery of Genesee Valley* regarding the nomination and election of the Stated Clerk:

"The Stated Clerk ordinarily shall be elected at the January meeting of the Presbytery for a term of three years starting on February 1 of that year. A Stated Clerk Nominating Committee – comprised of a representative of the Presbytery Nominating Committee, a representative of the Nominating Committee, and a person nominated by the Chair of Presbytery Council – shall be convened by the Chair of Presbytery Council. The committee will make a nomination to the presbytery."

[This motion requires a $\frac{3}{4}$ vote of the members and commissioners in attendance.]

5. Nominate Ruling Elder Susan Orr as Stated Clerk of the presbytery, for the period October 1, 2016 through December 31, 2018, and, if elected, install her at the end of the close of this meeting.

Letters concerning these recommendations are attached to this report.

ITEMS FOR PRESBYTERY'S INFORMATION

The Council VOTED to:

(Council Meeting Dates, 2017)

1. **Affirm** the following meeting dates/times for 2017:

- PRESBYTERY – Tuesday September 27, 2016 First Presbyterian Church, Victor
- COUNCIL – Monday October 24, 2016 – John Calvin, Henrietta
- PRESBYTERY – Tuesday November 29, 2016 – Webster Presbyterian Church
- COUNCIL – Monday January 9, 2017, Third Presbyterian Church
- PRESBYTERY – Tuesday January 31, 2017, Irondequoit Presbyterian Church
- COUNCIL – Monday February 27, 2017, Third Presbyterian Church
- PRESBYTERY – Saturday March 25, 2017, Pittsford First
- COUNCIL – Monday April 24, 2017, York Presbyterian Church
- PRESBYTERY – Tuesday May 23, 2017, Byron First
- COUNCIL – Monday June 12, 2017, Lyndonville Presbyterian Church

- **CHURCH LEADERSHIP DEVELOPMENT DAY** – Saturday February 11, 2017, Perinton Presbyterian Church

Presbytery of Genesee Valley

Position Description

- Title:** Presbyter for Healthy Congregations/Stated Clerk
- Category:** In accord with the Fair Labor Standards Act, this position is an exempt position. It is a full-time, salaried position (40 hour/week), for the period *October 1, 2016-December 31, 2018*. The Stated Clerk is an Officer of the Presbytery.
- Employment:** Employment for the Presbyter position is by the Presbytery, in consultation with the Personnel Committee, and in accordance with Presbytery policies. Employment as Stated Clerk is through election by the Presbytery for a term beginning *October 1, 2016, and ending December 31, 2018*.
- Accountability:** As Presbyter for Healthy Congregations, the position is accountable to the Presbytery Leader. As Stated Clerk, the position is accountable to the Presbytery.

Presbyter for Healthy Congregations (PHC) Responsibilities:

1. In accordance with the Presbytery's vision of Healthy, Vital, and Sustainable Congregations:

The role of the PHC will be to implement the transition of current mission partnerships to the Healthy Congregations model, so that the mission work of the Presbytery is accomplished primarily through partnerships in Neighborhoods and across the Presbytery.

PHC will focus first on the work of the current program and mission committees of the Presbytery (Mission & Advocacy, Congregational Development, Resource & Education, and Stewardship Development, Three Committees Collaborating and Self-Development of People). PHC will initiate a design process to identify with current and former committee members

- what work should continue, and what may be discontinued.
- what work may be done most effectively by a Healthy Congregations Team of trained, skilled, and collaborative persons consulting directly with Neighborhoods and congregations,
- and what may remain as Presbytery-initiated work.

PHC will make recommendations to the Vision & Strategy Committee and Presbytery Council on the findings, and work to develop the Healthy Congregations Team to serve Neighborhoods and congregations.

- 2. PHC will direct the Resource Center (now also serving the Genesee Valley Association of the United Church of Christ), and propose a model for managing the Resource Center beyond 2018. PHC will train those who will continue this work.
- 3. In addition, the PHC will meet with the Presbytery Council, including the Vision & Strategy Team, and consult with the Nominating Committee.
- 4. Upon request, PHC will visit congregations for worship and other opportunities for relationship building.

Stated Clerk Responsibilities:

- 1. As Secretary to the Presbytery:
 - Record and report minutes for Presbytery, COM, and the Presbytery Council.
 - Serve as parliamentarian to those bodies, including advising on *Robert’s Rules of Order*
 - Prepare Omnibus motions and the Stated Clerk’s Report, the Presbytery Council Report and the COM Report for Presbytery Meetings
 - Maintain membership rolls of Teaching Elders (Ministers of Word and Sacrament), Commissioned Ruling Elders, and Certified Christian Educators.
 - Handle official correspondence, and attest to the actions of the Presbytery, and respond to inquiries regarding a Teaching Elder’s standing in the Presbytery, in accordance with the Book of Order.
 - Complete the Annual Statistical Report with the clerks of session to submit it to the Office of General Assembly; report to the Presbytery.
- 2. Recruit, orient, guide and follow up with Investigative Committees, in accordance with Rules of Discipline and Presbytery procedures; resource Administrative Commissions as requested.
- 3. Supervise the annual reading of the minutes of the councils of congregations.
- 4. Participate in the Synod and General Assembly events appropriate to the position, including the reading of Presbytery’s minutes.
- 5. Fulfill such other duties as may be called for in the Book of Order and policies of the Presbytery.

It is anticipated that the proportion of the PHC to SC work will be 80%/20% in the aggregate.

Performance Review: An annual review by the Personnel Committee for each role will be conducted according to the Presbytery’s Personnel policy.



Presbytery of Genesee Valley

1190 WINTON ROAD SOUTH • ROCHESTER, NEW YORK 14618-2244 • (585) 242-0080
 FAX (585) 242-0086 RESOURCE CENTER (585) 242-0099 www.pbvgenval.org

September 12, 2016

"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." Jeremiah 29:11

Dear Friends:

For the past several years we have been working to flesh-out our Mission Statement: To Know Christ, To Live Christ, To Share Christ. We are focusing on work that will move us toward the vision of Healthy, Vital, Sustainable Congregations and Leaders.

Over the past several months, the Vision & Strategy Committee of Council, with input from the Personnel Committee and the Budget Development & Oversight Committee, has been working to design a transitional plan for staffing the Presbytery's work through the end of 2018.

Our focus will be on the development of the Presbytery Neighborhood Groups of pastoral leaders and churches, and on serving our churches in their contexts to encourage new, more collaborative work in mission -- local, regional, and global. We are committed to resourcing and nurturing our pastoral and congregational leaders as they ask similar pressing questions about God's future for their congregations: Who are we now? What are we here for? Who is our neighbor? Our potential partners for mission?

We will be assessing the work of our current program committees this fall as we work towards a more holistic way of resourcing and encouraging churches and Presbytery Neighborhoods through a Healthy Congregations Team. The goal is to provide skilled leaders with tools to offer in response to the questions and yearnings throughout our presbytery, at the time they are requested, and in the local context. We are calling this Healthy Congregations work.

To implement this vision, and taking into account our prospective budget planning, proposals will be brought through Council to the September 27th presbytery meeting to reframe the staff in the following ways:

1. The Presbytery will be asked to accept the retirement of the Rev. Val Fowler as Stated Clerk, effective September 30, 2016, with deep thanks for his service. The most recent extension of Val's term as Stated Clerk expires in September. A time for thanking Val for his service will be scheduled in the near future.
2. The work of Ruling Elder Susan Orr will be refocused in accordance with the attached Position Description for a Presbyter for Healthy Congregations/ Stated Clerk, for the period October 1, 2016 through December 31, 2018. This will be a transitional position for this specific period of time.
3. If the way be clear, Ruling Elder Susan Orr will be nominated as Stated Clerk, and if elected, be installed.

THE REV. AMY WILLIAMS FOWLER
Presbytery Leader

BETH WEAVER
Office Administrator

EIDER SUSAN B. ORR
Presbyter for Mission and Education

THE REV. FRANK Y. ICHISHITA
Executive Presbyter Emeritus

THE REV. DR. VAL FOWLER
Stated Clerk

CHERYL BATTAGLIA
Financial & Program Administrator

Presbytery Leader Amy Williams Fowler will consult with Susan to design the Healthy Congregations work. Amy will continue staffing the Committee on Ministry, Clergy Care and Development Committee, and the Committee on Preparation for Ministry, with the goal of integrating this leadership work within the Presbytery Neighborhoods and in collaboration with the Healthy Congregations work. Thus a team working with a particular congregation or Neighborhood will include one or more Committee on Ministry liaisons. To facilitate this work COM liaisons are now assigned to Neighborhoods for shared knowledge and continuity.

Amy will also continue to staff the Healthy Presbytery work done by the Board of Trustees, Budget Development & Oversight, and Personnel Committees (as Head of Staff).

Both Amy and Susan will continue to serve ex officio on the Presbytery Council, including the Vision & Strategy Committee, and the Nominating Committee. The position descriptions for the Office Administrator and the Financial and Program Administrator are not changing at this time.

We encourage you to read carefully the Mailed Docket for the upcoming presbytery meeting in preparation for the meeting. We covet your prayers for our presbytery, and encourage you to share your questions and responses with the members of the Vision & Strategy Committee.

Sincerely,



Jim Renfrew
Moderator



Brandi Wooten
Chair of Presbytery Council



Rose Peet
Co-Chairs of the Personnel Committee



Barbara Bruins

Vision & Strategy Committee of the Presbytery Council

Teaching Elders: Jim Renfrew, Brandi Wooten, Laura Fry, Tom Taylor, John Wilkinson
Ruling Elders: Karen Pryor, Bob Mecredy, Hezekiah Simmons, Cathy Foerster

THE REV. AMY WILLIAMS FOWLER
Presbytery Leader

BETH WEAVER
Office Administrator

ELDER SUSAN B. ORR
Presbyter for Mission and Education

THE REV. FRANK Y. ICHISHITA
Executive Presbyter Emeritus

THE REV. DR. VAL FOWLER
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Presbytery of Genesee Valley

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September 20, 2016

Dear Presbyters,

A letter concerning the retirement of the Rev. Dr. Val Fowler as Stated Clerk was sent out from the Presbytery Office in recent days. It seemed wise to us to offer more detail about that retirement ahead of the Presbytery meeting that will take place on Tuesday, September 27th at the First Presbyterian Church of Victor.

In recent months, two things came together at the same time in the life of our Presbytery, both of which impact the role of the Stated Clerk.

The Personnel Committee conducted its annual review of all of the Presbytery staff, in accordance with its job description. On the basis of the evaluation forms received, the Personnel Committee made the decision that it would not recommend Val for re-nomination to a three-year term. The current term had been extended twice, and ends this month.

At the same time there was an ongoing, serious, and difficult conversation within the Vision & Strategy Committee about the staffing of this Presbytery as we move into the future. We became increasingly aware, and have communicated to the Presbytery, that our current staffing model cannot be maintained financially for very long. It became more and more clear to Vision & Strategy that maintaining a stand-alone position of stated clerk is becoming untenable.

The combination of these things led to the request that the stated clerk seek retirement. This request was painful to conceive, and painful to make. This request was painful for the stated clerk to receive.

We want the presbytery to understand that this retirement was not initiated by the clerk, but was agreed to with concern on everyone's part for the best interests of the Presbytery. We want to celebrate the quality of service our clerk has given us over almost twenty years, and the contributions he has made to the life of this Presbytery, while acknowledging with sorrow that it is time to make this change.

Not every part of this process was handled well. We are aware and we commit ourselves to doing better in the future. Even so, everyone involved has sought to be faithful. The Vision & Strategy Committee, the Personnel Committee, the leaders of the Presbytery, and our retiring clerk pray--and ask you to pray--that we may be the leaders that we desire to be, and the leaders you need us to be by the grace and mercy of God.

Always in the Hope and Peace of Jesus Christ,

Brandi Wooten

The Rev. Brandi Wooten
 Chair of Presbytery Council

James Renfrew

The Rev. James Renfrew
 Moderator of Presbytery

THE REV. AMY WILLIAMS FOWLER
Presbytery Leader

ELDER SUSAN B. ORR
Presbyter for Mission and Education

THE REV. DR. VAL FOWLER
Stated Clerk

BETH WEAVER
Office Administrator

THE REV. FRANK Y. ICHISHITA
Executive Presbyter Emeritus

CHERYL BATTAGLIA
Financial & Program Administrator

2017 PRESBYTERY BUDGET PROPOSAL		
	2017	2016
BUDGET INCOME	PROPOSAL	BUDGET
Congregational and Individual Support	75.3%	74.4%
Presbytery General Mission	206,504	221,762
Presbytery Per Capita (\$19.05)	170,000	168,211
Presbytery Meeting Offerings	2,200	2,200
Congregational and Individual Support:	378,704	392,173
Investment Income Support:	24.0%	25.3%
Interest from Presbytery Cash Flow Reserves - Line 3219	2,500	2,500
Investment Management Fee - from Karpus Fund		14,000
Investment Support for Budget - from Line 3217	118,207	116,907
Investment Income Support:	120,707	133,407
Other Support:	0.8%	0.3%
UCC/Wellspring Staff Support	2,000	0
Master Insurance Service Receipts	1,800	1,800
Other Support:	3,800	1,800
TOTAL BUDGET INCOME:	503,211	527,380
BUDGET EXPENSE		
Designated Mission Support		
Cameron	7,500	5,000
PMIC	2,500	2,300
Greater Rochester Community of Churches	1,000	1,000
Camp Whitman	20,000	20,000
Campus Ministry	250	250
Lagom Landing		3,500
	31,250	32,050
Healthy Congregations Work (M&A, R&E, CDC, Stewardship)	41,431	37,540
Healthy Leaders Work		
COM	4,000	4,000
Clergy Care	5,500	5,500
CPM	1,300	1,300
	10,800	10,800
Support for a Healthy Presbytery		
Staff Salaries & Benefits	317,237	322,184
Personnel Related Expenses	5,200	5,200
Office /Admin/Custodial	26,854	26,846
Facilities Expense	38,159	55,583
Synod & GA Per Capita not covered by churches	17,500	18,500
Stated Clerk Expenses	2,000	2,828
Judicial Expenses	1,100	1,100
Audit, Banking Fees & Depreciation Expense	10,880	13,949
Big Picture Team/Council	800	800
	419,730	446,990
2017 Budget Proposal @ 09/14/16	503,211	527,380

PRESBYTERY OF GENESEE VALLEY
 Presbyterian Church USA

2016 OPERATING STATEMENT

PRESBYTERY BUDGET				2016	August	2016	Budgeted	% To	Budget %	Actual YTD
LINE #	BUDGET INCOME	Budget	ACTUALS	TO DATE	Balance To Date	To Date 66.7%	August 2015	August 2015		
Congregational and Individual Support		74.4%								
4000	Presbytery General Mission	221,762	11,805	116,691	(31,150)	53%	57%	131,067		
4100	Presbytery Per Capita (\$18.31)	168,211	9,821	110,324	(1,817)	66%	65%	112,170		
4500	Presbytery Meeting Offerings	2,200	0	1,107	(359)	50%	39%	869		
		392,173	21,626	228,122				244,105		
Investment Income Support		25.3%								
4445	Interest from Presbytery Cash Flow Reserves - Line 3219	2,500	0	8,694	7,028	348%	110%	2,743		
4551	Investment Management Fee - from Karpus Fund	14,000	0	9,740	406	70%	63%	8,815		
4552	Meeting the Great Ends of the Church - from Line 3217	116,907	9,742	77,938	0	67%	65%	93,144		
	Investment Income Support:	133,407	9,742	96,372				104,702		
Other Support		0.3%								
4420	UCC/Wellspring Staff Support	0	0	1,000						
4490	Master Insurance Service Receipts	1,800	0	880		49%	53%	960		
	Other Support:	1,800	0	1,880				960		
	TOTAL BUDGET INCOME:	527,381	31,368	326,374	(25,213)	62%	62%	349,768		
LINE # BUDGET EXPENSES										
Activating Mission with, through & in Congregations		42.9%								
5000s	Council - Camp Whitman	20,000	2,000	14,000	0	70%	70%	14,000		
5300s	Trustees - Resource Center Rent	10,752	896	7,168	0	67%	67%	7,027		
5500s	Administrative Operations - Website, Stewardship	1,327	96	1,489	(605)	112%	243%	3,162		
6000s	Mission & Advocacy Committee	20,700	1,478	14,015	475	68%	69%	22,714		
6400s	Resource & Education 6440s	5,500	432	1,302	2,364	24%	40%	2,601		
	Congregational	23,200	875	10,694	5,546	46%	61%	20,395		
	Development 7200s Presbytery	42,021	3,641	29,000	(986)	69%	67%	27,812		
	Leader (35%) 7400s	23,810	1,949	15,818	55	66%	66%	15,415		
7500s	Presbyter for Mission & Education	78,940	1	52,539	88	67%	66%	51,465		
	Activating Mission with, through and in Congregations:	226,250	11,367	146,026				164,592		
Nurturing Presbyterian Community		24.8%								
5000s	Council	800	0	620	(87)	78%	26%	210		
5050	SNE & GA Per Capita Contrib. from budget	18,500		29,144				34,477		
6300s	Committee On Ministry	4,000	0	1,333	1,334	33%	37%	1,477		
6500s	Clergy Care & Development	5,500	35	2,280	1,387	41%	38%	2,110		
6600s	Committee on Preparation for Ministry	1,300	0	0	867	0%	9%	120		
6700s	Nominating Committee	0	0	0				0		
6800s	Committee on Representation	0	0	0				0		
6900s	Judicial Expenses	1,100	0	0	733	0%	0%	0		
7100s	Presbyter for Pastoral Support	0	0	0	0	0%	66%	17,325		
7200s	Presbytery Leader (50%)	60,030	5,202	41,428	(1,408)	69%	67%	39,732		
7400s	Staff Support	22,915	1,875	15,220	56	66%	66%	14,833		
7800s	Office of the Stated Clerk	16,658	1,152	10,020	1,085	60%	55%	9,039		
	Nurturing Presbyterian Community Subtotals:	130,803	8,264	100,044				119,322		
Being Organized (a Religious Corporation)		32.3%								
5200s	Personnel Committee / Employment Costs (7000s)	9,186	1,213	3,328	2,796	36%	51%	4,620		
5300s	Trustees (including office rent)	44,832	896	23,598	6,290	53%	54%	23,703		
5500s	Administrative Operations, BDOC	36,971	3,658	26,072	(1,424)	71%	64%	21,335		
7000s	Staff Support & Presbytery Leader (15%)	79,339	6,584	53,176	(283)	67%	66%	51,675		
	Being Organized Subtotals:	170,328	12,351	106,174				101,334		
	TOTAL BUDGET EXPENSE:	527,381	31,982	352,243				385,247		
	BUDGET EXCESS / SHORTFALL:	0	(614)	(25,869)				(35,479)		

		2016	August	YEAR	\$\$		
LINE #	NON-BUDGET ITEMS	Budget	ACTUALS	TO DATE	TO DATE		
Synod & GA INCOME							
4200	Synod Per Capita (\$4.00)	40,743	2,103	23,473	(3,689)	58%	
4300	General Assembly Per Capita (\$7.05)	74,383	3,743	42,224	(7,365)	57%	
5050	- Estimated Synod & GA Per Capita Shortfall	(18,500)			(49,430)		:Actual Shortfall to date
	Total Synod & GA Income	96,626	5,846	65,696	(30,930)		
4420	UCC/Wellspring Staff Support	0	0	1,000			
Synod & GA EXPENSE							
8010	Synod Per Capita Payments	40,743	0	40,743	0	100%	100%
8020	GA Per Capita Payments	74,383	6,762	54,096	2,028	73%	
	Total Synod & GA Expense	115,126	6,762	94,840	14,252		
PMIC INCOME/EXPENSE							
4710A	People's Ministry in Christ Mission Income	0	0	131		NOT PART OF PMIC INCOME	
4710	People's Ministry in Christ Income	0	3,202	12,877			
6150	People's Ministry in Christ Expense	0	550	9,266			
	PMIC INCOME LESS EXPENSE	0	2,652	3,742			
LINE #	BUDGET EXPENSES	2016	August	YEAR	\$\$		
		Budget	ACTUALS	TO DATE	TO DATE		
5000	COUNCIL						
5001	General Expenses 100%	400	0	354	(88)		
5005	Moderator's Expense 100%	400	0	266	1		
5010	Camp Whitman - Grant	20,000	2,000	14,000	0		
	COUNCIL TOTAL:	20,800	2,000	14,620	(87)		
5200	PERSONNEL COMMITTEE						
5201	Committee Expenses 100%	0	0	0	0		
5202	Staff Retreat 100%	300	0	0	200		
5203	Staff Recognition	400	0	142	125		
5205	Responsibilities with Higher Gov. Bodies 100%	3,200	650	999	1,135		
5206	Payroll Service Fee 100%	1,000	0	525	142		
5207	Support Staff Continuing Ed.	300	0	0	200		
	PERSONNEL COMMITTEE TOTAL:	5,200	650	1,665	1,802		
5300	TRUSTEES						
5301	Committee Expenses 100%	100	0	0	67		
5302	Investment Fund Management Fee - Karpus Fund 100%	14,000	0	9,740	(406)		
5304	Office Rent 100%	21,503	1,792	14,336	(0)		
5305	General Insurance 100%	9,480	0	1,691	4,629		
5306	Legal Retainer 100%	10,000	0	5,000	1,667		
5308	Additional Legal Services 100%	500	0	0	333		
	TRUSTEES TOTAL:	55,583	1,792	30,766	6,289		
5500	ADMINISTRATIVE OPERATIONS						
5510	Contingencies 100%	900	34	810	(210)		
5513	Office Maintenance 100%	200	0	58	75		
5514	Office Supplies 100%	3,600	365	2,476	(76)		
5515	Postage 100%	4,000	318	1,557	1,110		
5516	Telephone 100%	6,000	568	3,983	17		
5517	Non-capitalized Office Equipment 100%	400	0	477	(210)		
5519	Computer Upgrades & Maintenance 100%	2,600	740	3,436	(1,702)		
5520	Copy Machine (Maintenance & Copy) 100%	4,200	1,115	1,994	806		
5521	Support for Presbytery Web Site 100%	2,246	96	1,239	258		
	ADMINISTRATIVE OPERATIONS TOTAL:	24,146	3,235	16,031	67		
	BUDGET DEVELOPMENT AND OVERSIGHT COMMITTEE						
5526	Heveron & Heveron Audit / Review 100%	7,119	0	7,125	(2,379)		
5527	Heveron & Heveron Additional Work 100%	600	0	0	400		
5560	Depreciation 100%	5,880	490	3,924	(4)		
5570	Banking Fees 100%	350	29	232	1		
	BUDGET DEVELOPMENT AND OVERSIGHT TOTAL:	13,949	519	11,281	(1,981)		
	STEWARDSHIP DEVELOPMENT AND INTERPRETATION COMMITTEE						
5575	Committee Expenses and Program 100%	204	0	250	(114)		
6000	MISSION & ADVOCACY COMMITTEE						
6001	Committee Expenses	100	7	57	10		
6002	Theological Education Fund Expenses	100	0	0	67		
6004	Peace & Justice	2,450	16	1,710	(77)		
6005	Global Mission	0	0	0	0		
6006	Greater Rochester Community of Churches	1,000	0	1,000	(333)		
6007	Campus Ministry	250	0	0	167		
6008	Measuring Mission	1,000	0	163	504		
	Committee Sub-Total:	4,900	23	2,930	337		

LINE #	BUDGET EXPENSES		Budget	ACTUALS	TO DATE	TO DATE
6100	<u>ECUMENICAL MINISTRIES & AGENCIES</u>					
6102	Genesee Orleans Ministry of Concern		0	0	0	0
6121	Rural & Migrant Ministries		0	0	0	0
6132	People's Ministry in Christ Grant		2,300	230	1,610	0
6136	Triple Play Funding		10,000	875	7,375	(375)
6137	Lagom Landing		3,500	350	2,100	350
	Ecumenical Ministries & Agencies Sub-total:		15,800	1,455	11,085	(25)
	MISSION & ADVOCACY COMMITTEE TOTAL:		20,700	1,478	14,015	475
6300	<u>COMMITTEE ON MINISTRY</u>					
6301	Committee Expense	100%	2,100	0	980	420
6303	Resources	100%	200	0	0	133
6304	Sexual Misconduct Policy Training	100%	200	0	105	28
6305	Discretionary Fund		1,500	0	248	752
	COMMITTEE ON MINISTRY TOTAL:		4,000	0	1,333	1,334
6400	<u>RESOURCE & EDUCATION</u>					
6401	Committee Expenses		100	0	0	67
	<u>Education & Training</u>					
6410	Leadership Development Events		250	24	(407)	574
6413	Church Educator		250	0	115	52
	Education & Training Sub-Total:		500	24	(292)	625
	<u>Resource Center</u>					
6420A	Resource Center - Wellspring		0	204	326	(326)
6420	Resource Center Operations		300	0	86	114
6421	Resource Center Materials		750	104	604	(104)
6423	Subscriptions & Memberships		750	100	613	(113)
6424	Book Sales		100	0	(54)	120
	Resource Center Sub-Total:		1,900	408	1,574	(308)
	<u>Presbytery Youth Ministry</u>					
6430	Youth Council		500	0	20	313
6431	Youth Triennium		2,500	0	0	1,667
	Presbytery Youth Ministry Sub-Total:		3,000	0	20	1,980
	RESOURCE & EDUCATION TOTAL:		5,500	432	1,302	2,364
6440	<u>CONGREGATIONAL DEVELOPMENT COMMITTEE</u>					
6441	Committee Expenses		200	0	28	106
6442	Promote Linkages - Triple Play Funding		10,000	875	7,375	(375)
6443	Equip Congregations		10,000	0	3,291	3,709
6445	Church Transformation		3,000	0	0	2,100
	CONGREGATIONAL DEVELOPMENT COMMITTEE TOTAL:		23,200	875	10,694	4,773
6500	<u>CLERGY CARE & DEVELOPMENT</u>					
6501	Committee Expenses	100%	670	0	0	447
6502	Education & Training	100%	1,000	0	1,035	(368)
6503	Clergy Health & Development	100%	320	0	200	13
6504	Luncheon for Honorably Retired Clergy	100%	500	35	595	(261)
6505	Hospitality Gifts	100%	510	0	0	340
6506	Consultant Services	100%	2,500	0	450	1,217
	CLERGY CARE & DEVELOPMENT TOTAL:		5,500	35	2,280	1,387
6600	<u>COMMITTEE ON PREPARATION FOR MINISTRY</u>					
6601	Committee Expense	100%	300	0	0	200
6603	Career Evaluation	100%	500	0	0	333
6604	CPE Scholarships	100%	500	0	0	333
	COMMITTEE ON PREPARATION FOR MINISTRY TOTAL:		1,300	0	0	867
6700	<u>NOMINATING COMMITTEE</u>					
6701	Committee Expenses	100%	0	0	0	0
	NOMINATING COMMITTEE TOTAL:		0	0	0	0
6800	<u>COMMITTEE ON REPRESENTATION</u>					
6801	Committee Expenses	100%	0	0	0	0
	COMMITTEE ON REPRESENTATION TOTAL:		0	0	0	0
6900	<u>JUDICIAL EXPENSES</u>					
6901	PJC Expenses	100%	0	0	0	0
6902	PJC Investigative Committee Expenses	100%	275	0	0	183
6903	PJC Trial Expenses	100%	0	0	0	0
6904	Committee of Council	100%	0	0	0	0
6905	Administrative Commission Expenses	100%	825	0	0	550
	JUDICIAL EXPENSES TOTAL:		1,100	0	0	733

LINE #	BUDGET EXPENSES		Budget	ACTUALS	TO DATE	TO DATE
7000	<u>SALARIES AND BENEFITS</u>					
7001	New York State Disability	100%	300	(10)	(100)	300
7002	Unemployment Insurance	100%	1,500	93	739	261
7003	Workers' Compensation	100%	2,186	480	1,024	433
	Salaries & Benefits Sub-Total:		3,986	563	1,663	994
	<u>PERSONNEL</u>					
7150	<u>Presbyter for Pastoral Support</u>					
7151	Salary		0	0	0	0
7152	Travel & Expenses		0	0	0	0
7153	Supplemental Assistance (SECA)		0	0	0	0
	Presbyter for Pastoral Support Total:		0	0	0	0
7200	<u>Presbytery Leader</u>					
7201	Salary		79,608	6,713	53,543	(471)
7203	Benefits / Pension		27,863	2,345	18,437	138
7204	Travel & Prof. Expense		5,500	90	4,951	(1,285)
7204A	Genesis Group		0	743	828	(828)
7205	Study Leave		1,000	0	1,000	(333)
7206	Supplemental Assistance (SECA)		6,090	514	4,096	(36)
	Presbytery Leader Sub-Total:		120,061	10,404	82,856	(2,815)
7400	<u>Presbytery Support Staff</u>					
7401	Salaries	90%	73,866	6,044	49,062	182
7402	Supplemental Salary	90%	14,197	1,162	9,430	35
7403	Social Security	90%	6,737	551	4,475	17
7404	Benefits / Pension	90%	10,568	865	7,019	26
7405	Temporary Staff	90%				0
	Presbytery Support Staff Sub-Total:		105,367	8,621	69,986	259
7500	<u>Presbyter for Mission & Education</u>					
7501	Salary		52,535	4,378	35,023	(0)
7502	Social Security		4,791	399	3,194	(0)
7503	Benefits/Pension		7,516	626	5,011	0
7504	Conference Expense		1,500	600	1,419	(419)
7505	Travel & Prof. Expense		2,500	196	1,160	507
7506	Supplement Salary		10,097	841	6,732	(0)
	Presbyter for Mission & Education Sub-Total:		78,940	7,041	52,539	88
7600	<u>Custodial Staff</u>					
7601	Contract	100%	2,700	225	1,800	0
	Custodial Staff Sub-Total:		2,700	225	1,800	0
	PERSONNEL TOTAL:		311,054	26,854	208,844	(1,475)
7800	<u>CLERKS</u>					
7801	Stated Clerk	100%	12,847	1,071	8,565	0
7802	Social Security	100%	983	82	655	0
7804	SC Expense	100%	2,020	0	800	547
7805	Conferences	100%	303	0	0	202
	Stated Clerk Sub-Total:		16,153	1,152	10,020	749
7850	<u>Journal Clerk Expenses</u>	100%	505	0	0	337
	CLERKS TOTAL:		16,658	1,152	10,020	1,085

COMMITTEE ON MINISTRY REPORT for September 27, 2016**First Presbyterian Church, Victor, NY**

[Meetings of 08/02/2016 & 09/06/2016]

ITEMS FOR PRESBYTERY'S ACTION

The Committee VOTED to recommend that the presbytery:

1. **Approve** the dissolution of the pastoral relationship between Mendon Presbyterian Church, Mendon, NY and the Rev. Janet Hufford, effective September 30, 2016, at the following severance terms:

Cash Salary (\$2,333.33 / month, 5 months)	11,666.66
Housing Allowance (\$2,333 / month, 5 months)	11,666.66
SECA Allowance (\$357.00 / month, 5 months)	1,785.00
Pension Dues (\$1,633.33 / month, 6 months)	9,799.98
Other Provision: Lump Sum Payment	15,000.00
Total Financial Package	49,918.30

Unpaid financial severance payments shall cease at the date, before the end of financial payments under this agreement for severance, if the pastor accepts another position for full-time employment or shall be adjusted if the pastor accepts a part-time position.

(2017 Terms of Call)

2. **Approve** 2017 Terms of Call reflecting no recommended increase in the total Effective Salary. [See attached *Worksheet*.]

Note: Board of Pensions dues will increase 1.5% for members who have been "member-only", so that the medical dues for all Traditional (Pastors Participation) plan members will be paid at the same percentage of Effective Salary.

(Commissioning)

3. **Commission** Elder Martha Mitchell, CRE to the Pulpit Supply List.

ACTIONS TO BE REPORTED TO PRESBYTERY AS INFORMATION

The Committee VOTED to:

(Rochester Korean United)

- 1, **Approve** the Temporary Supply Covenant (16.66% time) between the Administrative Commission of Rochester Korean United Presbyterian Church, Rush, NY and the Rev. Jae Seun Jo, effective August 1, 2016 at the following terms:

Cash Salary	12,000.00
Value of Manse	9,258.00
Utilities	3,500.00
Total Effective Salary	24,758.00

Study Leave: 2 weeks, including 2 Saturdays & 2 Sundays

Vacation: 1 month, including 4 Saturdays & 4 Sundays

Sick Leave: 1 day/month, cumulative to 90 days

4. **Amend** the Temporary Supply covenant (16.66% time) between the Administrative Commission of Rochester Korean United Presbyterian Church, Rush, NY and the Rev. Jae Seun Jo, effective August 1, 2016 to include **an annual \$800 Continuing Education/Study Leave allowance**. The revised Covenant is:

Cash Salary	12,000.00
Value of Manse	9,258.00
Utilities	3,500.00
Total Effective Salary	24,758.00

Continuing Education/Study Leave	800.00
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Study Leave: 2 weeks (*translates into 2 Saturdays and 2 Sundays*)

Vacation: 1 month (*translates into 4 Saturdays and 4 Sundays*)

Sick Leave: 1 day/month, cumulative to 90 days (*translates into 2 hours Saturday or Sunday per month that can accumulate during the year*)

(Caledonia, First / the Rev. William Schram)

5. **Approve** renewal of the Interim Pastor Covenant Agreement (full time) between the session of First Presbyterian Church, Caledonia, NY and the Rev. William C. Schram, effective August 10, 2016 at the following terms:

Cash Salary	35,920.00
Housing Allowance	11,000.00
Total Effective Salary	46,920.00

Social Security Offset (SECA)	3,589.00
Benefits Plan (PCUSA)	17,126.00
Continuing Education	800.00
Travel and Professional Expense	3,200.00

Study Leave Time: 2 weeks, including 2 Sundays

Vacation: 36 days, including 6 Sundays

Sick Leave: 1 day per month, cumulative to 90 days

Unused vacation and study leave; and moving expenses

- Will provide full (100%) unused vacation time
- Will not compensate for unused study leave
- Will not pay for moving expenses

(Dansville / the Rev. Marcia Rose Reiff)

6. **Approve** renewal of the Stated Supply Covenant 43% time) between the session of Dansville Presbyterian Church, Dansville, NY and the Rev. Marcia Rose Reiff, effective September 8, 2016 at the following terms:

Cash Salary	2,241.00
Housing Allowance	17,000.00
Total Effective Salary	19,241.00

Social Security Offset (SECA)	1,472.00
Continuing Education	800.00
Books	200.00
Travel and Professional Expense	1,000.00

Study Leave Time: 2 weeks, including 2 Sundays

Vacation: 30 days, including 5 Sundays

Sick Leave: 1 day per month, cumulative to 90 days

**PRESBYTERY OF GENESEE VALLEY
ANNUAL TERMS OF CALL WORKSHEET FOR CLERGY FOR 2017**

Name: _____ Full-time (approx. 48 hrs/wk) Part-time: _____ %

Check all which apply: Pastor Associate Pastor Interim Pastor Co-Pastor Stated Supply
 Temporary Supply Designated Pastor Organizing Pastor

Effective dates for terms below: _____ Date of congregational approval: _____

Church: _____

Contact person for questions about worksheet: _____

Telephone Number: _____ E-Mail: _____

PART I: EFFECTIVE SALARY CALCULATION

(PLEASE ROUND ALL AMOUNTS TO THE NEAREST DOLLAR.)

Line #	Description	DO NOT FILL IN THESE COLUMNS		Fill out whichever column applies	
		2016 Minimum (change In BOP dues)	2016 Challenge (change in BOP dues)	2016 Actual without manse	2016 Actual with manse
1	Cash Salary				
2	Deferred Compensation (optional)				
3	Housing Allowance				
4	Fair Rental Value of Manse				
5	Utilities*				
6	Medical Deductible Benefit*				
7	Other: _____				
8	EFFECTIVE SALARY (lines #1-#7)	44,748	50,209		

PART II: BENEFITS AND ALLOWANCES

9	Social Security Offset (SECA) = 7.65% of Lines #1, #3, #4, and #5				
10	Health Insurance & Pension (only):				
10a	Benefits Plan PC(U.S.A.)—For full-time positions multiply Line #8 Effective Salary by 36.5%				
10b	Benefits Plan PC(U.S.A.)—For part-time positions and those filled by retired ministers, see instructions on reverse.				
10c	Non-PC(U.S.A.) Plan: _____				
11	Continuing Education/Study Leave Allowance*	800	800		
12	Other Benefits and Allowances* (explain):				
13	Travel and Professional Allowance*	4,716	5,335		
TOTAL COMPENSATION (Lines #8 through #13)					

PART III: ANNUAL LEAVE AND VACATION TIME

14	Continuing Education/Study Leave Time	2 weeks	2 weeks		
15	Annual Vacation	30 days, including 5 Sundays	36 days, including 6 Sundays		
16	Sick Leave	1 day/mo cumulative	1 day/mo cumulative		

*Starred items may be reimbursed through an accountable reimbursement plan and some may be subject to inclusion in the calculation of Effective Salary in Line 8 (see Instructions on reverse). Please see the Board of Pensions booklet *Understanding Effective Salary* for assistance in determining whether or not these items should be included in the Effective Salary calculation.

Full-time vs. Part-time Status: Part-time status is based on the approximate number of hours worked per week on which salary/housing compensation and benefits are determined. Forty-eight hours is full-time and is the benchmark. Part-time status is defined in the particular setting in terms of days per week and hours per day and is mutually agreed upon by the minister and the church/session and takes into consideration scheduling and program needs and commuting distance. For example: Twenty-four hours per week is half-time. It could be a typical schedule of 6 four-hour days, 4 six-hour days, 3 eight-hour days, etc.; but it is still based on a 52-week year at 24 hours per week. Therefore, Continuing Education/Study Leave Allowance (Line 11), and Lines 14 through 16 should not be pro-rated. The terms must at least meet the minimum shown.

DO NOT USE THIS FORM FOR COMMISSIONED LAY PASTORS. PLEASE USE THE TERMS OF CALL WORKSHEET FOR CLPS.

INSTRUCTIONS

****Please round all amounts to the nearest dollar****

PART I: Effective Salary Calculation: Use the appropriate column, depending on whether or not the pastor lives in a manse. Amounts may be pro-rated for a part-time call or contract.

Line 1: Cash Salary is taxable and is included in the calculation of Effective Salary for Board of Pension purposes. Where a pastor and a church agree upon the incorporation of Deferred Compensation (Line 2), Line 1 may be reduced by the amount of the Deferred Compensation.

Line 2: Deferred Compensation is an elective reduction in cash salary; is tax deferred if invested in a qualified plan such as a Type 403b, available through the Board of Pensions; and is included in the calculation of Effective Salary for Board of Pensions purposes.

Lines 3 and 4: Housing Allowance and Fair Rental Value of Manse are not taxable to the extent that expenses can be validated and the amount does not exceed the fair rental value furnished. The value of housing is subject to SECA tax. See the latest edition of the IRS Tax Guide for Individuals (Pub. 17) for more information. These lines are to be included in the calculation of Effective Salary for Board of Pension purposes. For congregations in which the pastor resides in a manse (see Line 4), this value may be negotiated between pastor and congregation, taking into consideration the fair rental value of the housing, as long as the agreed value is at least 30% of Line 1, 2, and 5; and Line 8 meets or exceeds the Presbytery minimum salary.

Line 5: Utilities is not taxable if reimbursed by voucher, supported by evidence of actual costs, or paid directly by the church. This allowance includes the cost of heating and lighting but not telephone costs. Utility expense is included in the calculation of Effective Salary for Board of Pension purposes if the allowance is paid directly to the pastor. If utilities are not paid directly to the pastor, they should be included on Line 12.

Line 6: Medical Deductible Benefit. Congregations may wish to provide medical reimbursement to their pastor(s) for medical expenses not covered by the major medical plan of the Board of Pensions. Such a benefit may be provided in different ways including self-insurance, the purchase of supplemental coverage, or a Section 125 plan (Cafeteria Plan, Flexible Spending Account, Salary Reduction Plan). Each of these ways of providing benefits has implications with respect to the calculation of IRS Withholding Tax, SECA tax, and Effective Salary for the Board of Pensions. Regulations regarding the provision of benefits equally for all employees also must be observed. Churches considering the provision of a supplemental medical benefit may wish to consult with a tax advisor for further information. The manner in which the item is paid determines whether or not it is considered part of Effective Salary. Consult the Board of Pensions publication *Understanding Effective Salary* to determine if this item should be included in Effective Salary. If not, list it below on Line 12.

Line 7: Other. Other items such as manse furnishings and interest-free loans may need to be included in Effective Salary. Consult the BOP publication for information.

PART II: Benefits and Allowances: These are either paid on behalf of the pastor or are reimbursed to the pastor up to the amount stated. With the exception of fixed cost items such as the Benefits Plan PC(U.S.A.) and the minimum requirement for Continuing Education/Study Leave, these amounts may be negotiated between the church and the pastor.

Line 9: Social Security Offset is intended to compensate pastors who participate in the Social Security program for the additional tax collected from them because they pay the self-employment tax (SECA). It is calculated at 7.65% of Salary plus Housing Allowance or value of Manse plus Utilities, is fully taxable, is subject to SECA tax, and is not included in the calculation of Effective Salary for Board of Pension purposes.

Line 10: Health Insurance & Pension

Line 10a: PC(U.S.A.) Benefits Plan contribution for the major medical plan and pension for full-time positions. This is calculated as a percentage (either 35% or 36.5% depending on coverage level) of Line 8. This percentage includes medical dues and pension contributions. List other types of insurance such as dental and accidental death on Line 12.

Line 10b: PC(U.S.A.) Benefits Plan contribution for the major medical plan and pension for part-time positions and positions filled by retired ministers. The calculation of dues for part-time positions and positions filled by retired clergy differs from the calculation for those in full-time positions. Contact the Board of Pensions (800-773-7752) or go their website (www.pensions.org) and click on Treasurers & Administrators/Dues/Dues Levels to download a 2017 Dues Schedule and a Worksheet for Full-time Equivalent Salary Basis for Healthcare Dues. The Dues Calculator on the website is very helpful. List other types of insurance such as dental and accidental death on Line 12.

Line 10c: The contribution of a congregation to non-PC(U.S.A.) health and/or pension plan. If the pastor is not eligible for the BOP plan because he or she is not a PC(U.S.A.) pastor or Formula of Agreement pastor, or is a PC(U.S.A.) pastor who has elected to opt out of participation in the plan, a contribution may be made to another health insurance/pension plan negotiated between the church and the pastor. List other types of insurance such as dental and accidental death on Line 12.

Line 11: Continuing Education/Study Leave Allowance is an accountable reimbursement item. Included is the extra cost incurred for continuing education including tuition, materials, travel, and lodging. Time absent for continuing education is normally paid as a part of salary, and does not extend or augment a call. Unused study leave allowances may be accumulated during the continuation of a pastoral relationship for up to four years and up to a total of eight weeks. The Presbytery does not require any accumulated amounts of time and money remaining at dissolution to be included in any termination agreement, except in the case of an Interim Pastor, with the concurrence of the Committee on Ministry.

Line 12: Other Benefits and Allowances. Name the benefit or allowance, its cost, and how it is to be paid (direct payment, accountable reimbursement item, other). Note that some Other Benefits and Allowances, such as Manse Furnishings, may need to be included in Line 7 as part of the calculation of Effective Salary. Refer to the BOP document *Understanding Effective Salary* for information.

Line 13: Travel and Professional Expenses is an accountable reimbursement item. Unused funds remaining in this account at the close of the fiscal year belong to the church.

PART III: Annual Leave and Vacation Time: Lines 14, 15 and 16 are based on the assumption that pastoral and worship leadership is required for a 52-week year, whether or not that is a full-time or part-time position. **Therefore, Continuing Education/Study Leave Allowance (Line 11), and Lines 14 through 16 should not be pro-rated. The terms must at least meet the minimum shown.**

Line 14: Continuing Education/Study Leave Time: The two weeks of study leave are considered to be 14 days including 2 Sundays. Time absent for continuing education is normally paid as a part of salary, and does not extend or augment a call.

Line 15: Annual Vacation: Time on vacation is paid time. The minimum annual vacation time of 30 days includes 4 or 5 Sundays depending on years of ordination: 26 days plus 4 Sundays for less than three years of ordination or 25 days plus 5 Sundays for three or more years of ordination. An optional Challenge vacation plan is 36 days including 6 Sundays for ten or more years of ordination. For the benefit of the pastor and his or her family, it is expected that normally all vacation time will be used up during each year of a call. Any vacation time remaining at dissolution of a pastoral relationship shall be compensated for according to the terms of call then in effect until used up, with an upper limit of 30 days, unless stipulated and agreed to in advance by pastor and congregation, or session in the case of a non-installed pastor, all with the concurrence of the Committee on Ministry.

Line 16: Sick Leave is accumulated one day per month beginning with the effective date of service at the church with a maximum accumulation of 90 days. Accumulated sick leave is not included in any severance or termination compensation. The 90-day accumulation is equal to the amount of time required between the advent of disability and the beginning of payments by the Board of Pensions.

**PRESBYTERY OF GENESEE VALLEY
ANNUAL TERMS OF CALL WORKSHEET
FOR COMMISSIONED RULING ELDERS FOR 2017**

Name: _____ Full-time (approx. 48 hrs/wk) Part-time: _____ %
 Effective dates for terms below: _____ Date of Session Approval _____
 Church: _____
 Contact person for questions about worksheet: _____
 Telephone Number: _____ E-Mail: _____

PART I: EFFECTIVE SALARY CALCULATION

(PLEASE ROUND ALL AMOUNTS TO THE NEAREST DOLLAR.)

Line #	Description	DO NOT FILL IN THESE COLUMNS		Fill out whichever column applies	
		2016 Minimum	2016 Challenge (no change)	2016 Actual without manse	2016 Actual with manse
1	Cash Salary				
2	Deferred Compensation (optional)				
3	Housing Allowance				
4	Fair Rental Value of Manse				
5	Utilities*				
6	Medical Deductible Benefit*				
7	Other: _____				
8	EFFECTIVE SALARY (lines #1-#7)	35,798	40,167		

PART II: BENEFITS AND ALLOWANCES

9	Social Security Offset (SECA) = 7.65% of Lines #1, #3, #4, and #5				
10	Health Insurance & Pension Contribution				
11	Continuing Education/Study Leave Allowance*	800	800		
12	Other Benefits and Allowances* (explain):				
13	Travel and Professional Allowance*	3,811	4,267		
TOTAL COMPENSATION (Lines #8 through #13)					

PART III: ANNUAL LEAVE AND VACATION TIME

14	Continuing Education/Study Leave Time	2 weeks	2 weeks		
15	Annual Vacation	30 days, including 5 Sundays	36 days, including 6 Sundays		
16	Sick Leave	1 day/mo cumulative	1 day/mo cumulative		

*Starred items may be reimbursed through an accountable reimbursement plan and some may be subject to inclusion in the calculation of Effective Salary in Line 8 (see Instructions on reverse). Please see the Board of Pensions booklet *Understanding Effective Salary* for assistance in determining whether or not these items should be included in the Effective Salary calculation.

Full-time vs. Part-time Status: Part-time status is based on the approximate number of hours worked per week on which salary/housing compensation and benefits are determined. Forty-eight hours is full-time and is the benchmark. Part-time status is defined in the particular setting in terms of days per week and hours per day and is mutually agreed upon by the CLP and the church/session and takes into consideration scheduling and program needs and commuting distance. For example: Twenty-four hours per week is half-time. It could be a typical schedule of 6 four-hour days, 4 six-hour days, 3 eight-hour days, etc.; but it is still based on a 52-week year at 24 hours per week. **Therefore, Continuing Education/Study Leave Allowance (Line 11), and Lines 14 through 16 should not be pro-rated. The terms must at least meet the minimum shown.**

INSTRUCTIONS

****Please round all amounts to the nearest dollar****

PART I: Effective Salary Calculation: Use the appropriate column, depending on whether or not the commissioned lay pastor lives in a manse. Amounts may be pro-rated for a part-time contract.

Line 1: Cash Salary is taxable and is included in the calculation of Effective Salary. Where a commissioned lay pastor and a church agree upon the incorporation of Deferred Compensation (Line 2), Line 1 may be reduced by the amount of the Deferred Compensation.

Line 2: Deferred Compensation is an elective reduction in cash salary, is tax deferred if invested in a qualified plan such as a Type 403b, and is included in the calculation of Effective Salary.

Lines 3 and 4: Housing Allowance and Fair Rental Value of Manse are not taxable to the extent that expenses can be validated and the amount does not exceed the fair rental value furnished. The value of housing is subject to SECA tax. See the latest edition of the IRS Tax Guide for Individuals (Pub. 17) for more information. These lines are to be included in the calculation of Effective Salary. For congregations in which the commissioner lay pastor resides in a manse, this value may be negotiated between commissioned lay pastor and congregation, taking into consideration the fair rental value of the housing, as long as the agreed value is at least 30% of Line 1, 2, and 5; and Line 8 meets or exceeds the Presbytery minimum salary.

Line 5: Utilities is not taxable if reimbursed by voucher, supported by evidence of actual costs, or paid directly by the church. This allowance includes the cost of heating and lighting but not telephone costs. Utility expense is included in the calculation of Effective Salary if the allowance is paid directly to the commissioned lay pastor. If utilities are not paid directly to the commissioned lay pastor, they should be included on Line 12.

Line 6: Medical Deductible Benefit. Congregations may wish to provide medical reimbursement to their pastor(s) for medical expenses not covered by the major medical plan of the Board of Pensions. Such a benefit may be provided in different ways including self-insurance, the purchase of supplemental coverage, or a Section 125 plan (Cafeteria Plan, Flexible Spending Account, Salary Reduction Plan). Each of these ways of providing benefits has implications with respect to the calculation of IRS Withholding Tax, SECA tax, and Effective Salary for the Board of Pensions. Regulations regarding the provision of benefits equally for all employees also must be observed. Churches considering the provision of a supplemental medical benefit may wish to consult with a tax advisor for further information. The manner in which the item is paid determines whether or not it is considered part of Effective Salary. Consult the Board of Pensions publication *Understanding Effective Salary* to determine if this item should be included in Effective Salary. If not, list it below on Line 12.

Line 7: Other. Other items such as manse furnishings and interest-free loans may need to be included in Effective Salary. Consult the Board of Pensions publication, *Understanding Effective Salary*, for information.

PART II: Benefits and Allowances: These are either paid on behalf of the commissioned lay pastor or are reimbursed to the commissioned lay pastor up to the amount stated. With the exception of fixed cost items such as minimum requirement for Continuing Education/Study Leave, these amounts may be negotiated between the church and the commissioned lay pastor.

Line 9: Social Security Offset is intended to compensate commissioned lay pastors who participate in the Social Security program for the additional tax collected from them because they pay the self-employment (SECA) tax. It is calculated at 7.65% of Salary plus Housing Allowance or value of Manse plus utilities, is fully taxable, is subject to SECA tax, and is not included in the calculation of Effective Salary.

Line 10: Health Insurance and Pension Contribution. Congregations are encouraged to contribute to the cost of health insurance and pension for commissioned lay pastors.

Line 11 Continuing Education/Study Leave Allowance is an accountable reimbursement item. Included is the extra cost incurred for continuing education including tuition, materials, travel, and lodging. Time absent for continuing education is normally paid as a part of salary, and does not extend or augment a call. The two weeks of study leave are considered to be 14 days including two Sundays. Unused study leave time and allowances may be accumulated during the continuation of a pastoral relationship for up to four years and up to totals of 8 weeks. The Presbytery does not require any accumulated amounts of time and money remaining at dissolution to be included in any termination agreement, except in the case of an Interim Pastor, with the concurrence of Committee on Ministry.

Line 12: Other Benefits and Allowances. Name the benefit or allowance, its cost, and how it is to be paid (direct payment, accountable reimbursement item, other). Note that some Other Benefits and Allowances, such as Manse Furnishings, may need to be included in Line 7 as part of the calculation of Effective Salary. Refer to the BOP document *Understanding Effective Salary* for information.

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Line 15: Annual Vacation. Time on vacation is paid time. The minimum annual vacation time of 30 days includes 4 or 5 Sundays depending on years since commissioning: 26 days plus 4 Sundays for less than three years since commissioning or 25 days plus 5 Sundays for three or more years since commissioning. An optional Challenge vacation plan is 36 days including 6 Sundays for ten or more years since commissioning. For the benefit of the commissioned lay pastor and his or her family, it is expected that normally all vacation time will be used up during each year of a contract. Any vacation time remaining at dissolution of a pastoral relationship shall be compensated for according to the terms of call then in effect until used up, with an upper limit of 30 days, unless stipulated and agreed to in advance by the commissioned lay pastor and the Session, all with the concurrence of the Committee on Ministry.

Line 16: Sick Leave is accumulated one day per month beginning with the effective date of service at the church with a maximum accumulation of 90 days. Accumulated sick leave is not included in any severance or termination compensation.

Martha Mitchell Bio

I was born and raised in Albion, New York, and I am a member of the First Presbyterian Church of Albion. I attended high school in Albion, but I graduated from The National Academy of Ballet and Theater Arts in New York City and received a NYS Regents diploma. In 1973, I received a BA with honors from Bard College, Annandale-on-Hudson, NY. In 1975, I became permanently certified to teach English 6-12. In 1985 I received an MA in English from SUNY Brockport, and this past May I received the Certificate of Christian Study from the School for Christian Leadership at Colgate Rochester Crozer Divinity School. This three year regimen of classes satisfied my educational requirement to become a CRE. During the final year of classes, I interned for 5 months at First Presbyterian Church in Batavia, NY, under the tutelage of the Reverend Dr. Roula Alkhouri. I have just completed my final 6 month internship at Lyndonville First Presbyterian Church under the tender care of Rev. Catherine Benjamin.

I have been married for 42 years to James Mitchell and together we have two children. Our daughter, Jane, resides in Oxford, England and works for Lincoln College University of Oxford. Our son Jimmy, a civil engineer, lives in Atlanta, GA, with his wife Angela and his two sons, Charles and James. After living in North Carolina for 26 years, we returned to Western NY and now live on our beloved Lake Ontario where life is just about as perfect as I could ever hope it to be; I look forward to what the Lord brings next.

Nominating Committee

Ralph Carter, Chair

rcarter56@gmail.com, 271-7649

MOTIONS

Elect the following persons to:

Committee on Ministry

RE Mary Haverfield (Summerville)

2019

RE Martha Mitchell (Albion)

2019

Congregational Development

RE Sue Edwards (Attica)

2019

TE Aaron Neff (Corfu)

2019

Trustees

RE Bob Ossont (Mt. Morris)

2019