

**MINUTES OF STATED PRESBYTERY MEETING
JANUARY 28, 2020 4:00 P.M.**

**TWELVE CORNERS PRESBYTERIAN CHURCH
ROCHESTER, NY**

The Stated Meeting of the Presbytery of Genesee Valley was hosted by Twelve Corners Presbyterian Church, Rochester, NY, on Tuesday, January 28, 2020. Presbyters were invited to attend a pre-meeting opportunity beginning at 2pm: The PC(USA)'s Matthew 25 Initiative led by 223rd (2018) General Assembly Co-Moderator Rev. Cindy Kohlmann (Boston Presbytery).

CONSTITUTION

Moderator CP Elder Roger Estes (Mumford) called the meeting to order at 4:01pm, a quorum being present. During Announcements, the host pastor, Rev. Janice Fitzgerald (Geneva Presbytery), offered a welcome to the Presbytery. Other Announcements included:

- Rev. Jim Renfrew (Byron) invited Presbytery to Congregational Learning Day at Perinton Presbyterian Church on February 8th, an educational day for all church members sponsored by the Tools & Training Working Group
- Elder Kay VanNostrand (Lyndonville), Relationships Working Group, encouraged people to make an entry into the Prayer Journal, and to mark their entry with an asterisk "*" to indicate permission to share the prayer publicly.

Moderator Estes shared the opening prayer, and offered the following statement: "I would like to acknowledge that this meeting is being held on the traditional lands of the Wenro, Erie, Susquehannock, and Seneca People, and pay my respects to elders both past and present."

ROLL CALL

CONGREGATIONS: MINISTERS & COMMISSIONERS (CM = Corresponding Member; CP = Commissioned Pastor)

CONGREGATION	MINISTER	COMMISSIONER(S)	CONGREGATION	MINISTER	COMMISSIONER(S)
Albion, First	Sue Thaine		Lyndonville	CP Martha Mitchell	Beth Smith
Attica, First	CP Brad Smith	Kathy Glowka	Medina, First	William Wilkinson	
Avon, Central (2)	Carin Farmer	Gail Wright	Mendon	Ho Dong Hwang	
Barre Center	EX – Barbara Tipton	Mike Thaine	Mt. Morris, United	EX – CP Jerry Swain	
Batavia, First	Roula Alkhoury		Mumford, First (2)	CP Roger Estes	Susan Csizmadia
Bethany	Robert Spratt	Sue Brown	North Bergen	A – CP Dave Fish	
Brockport, First	Nick Dorland	Kristen Gerling	Nunda, Trinity	Ron Duttweiler	Julie Simone
Byron, First	Jim Renfrew	Ruth Andes	Ogden	Tedd Pullano	Pat Everett
Caledonia, First (2)	-----	Lisa Morrill	Ossian, First	----	
Chili, First (2)	Brandi Wooten	Brian Gernhardt Geoffrey Wasmer	Parkminster	----	
Christ Clarion	Kay Michelinie		Penfield	Carson Mouser	EX - Shaffer
Corfu United	Aaron Neff	Steven Chapman	Perinton	Laura Fry	Sandy Munson
Covington United (2)	----	Sarah Noble Moag	Perry, Brick	----	
Dansville	Marcia Reiff	Janis Lewis	Pike Community		
Downtown United	Pat Youngdahl		Pittsford, First (2)	----	Dianne Brown Janette Henderson
East Avon, First (2)	Michael Fry		Roch. Korean (2)		
East Bethany	Erin Jacobson		Scottsville, Union (2)	Kevin Hershey	Don Tubman Jacqueline Coates
Elba, First	EX – Barbara Tipton	EX - Barone	South	EX – Deb Swift Laura Bachman	Nancy Rice
Gates	----		Sparta, First	----	
Geneseo, Central (2)	Nancy Lowmaster	Julie Brocklehurst- Woods	Stone, Bergen		
Groveland Fed.			Summerville	Elaine Loggi	Mary Haverfield
Holley, First	Tom Gardner		Third (3)	Lynette Sparks Ernest Krug	Betty Iwan Judy Gordon
Honeoye Falls (2)	Kirk Baker	Martha Kumler	Trinity Emmanuel (2)	A – J.D. Jackson	Joyce Burwell-Miller Roger Miller
Irondequoit	Twyla Boyer	Jim Tappon	Tuscarora, First		
John Calvin	A – Marie Hanselman	Ellen Best	Twelve Corners	CM Janice Fitzgerald	Kathy Iuli
John Knox	CM Alan Dailey	Priscilla Thomas	Victor, First	Colin Pritchard	EX - Cornwell
LeRoy, First	A – David Pepper		Warsaw United	----	
Lima (2)	David Kilgore	Claudia Gallipeau Carolyn Fleming	Webster	Larry DeVuyst EX – Borduin Vanderzwan	
Livonia (2)	Jamie Tyrrell	Sylvia Maxwell Cindy Jackson	York, United (2)	Michelle Sumption	Bonnie MacLeod Debbie Orman

**MINUTES OF STATED PRESBYTERY MEETING
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**TWELVE CORNERS PRESBYTERIAN CHURCH
ROCHESTER, NY**

MINISTERS IN VALIDATED MINISTRIES / MINISTERS AT LARGE / MINISTERS HONORABLY RETIRED

(VM = Validated AL = At-large HR = Honorably Retired IA = Inactive)

Present:

Louise Armstrong (HR)	Roderic Frohman (HR)	Stephanie Sauve (VM)
Philip Benier (AL)	Carolyn Grohman (HR)	Pat Shaffer (HR)
Viktoria Berlik (AL)	Judy Lee Hay (HR)	Walter Stuber (AL)
Kathryn Bindig (AL)	Harry Heintz (HR)	Tom Taylor (HR)
Bruce Boak (HR)	Harriet McConnochie (HR)	Laurie Tiberi (VM)
Jeff Falter (AL)	Nadia Mullin (VM)	Anne Waasdorp (HR)
Amy Williams Fowler (VM)	Laurel Nelson (VM)	Gordon Webster (HR)
Val Fowler (HR)	Jerrold Paul (HR)	James Widboom (HR)

Excused:

James Anderson (HR)	Gene Fowler (HR)	Gail Riccuiti (HR)
Mary Lou Anderson (HR)	Donald Glover (HR)	Bob Rice (HR)
Raymond Bagnuolo (HR)	Louise Josephson (HR)	Lisette Russell (IA)
Elizabeth Beckhusen (HR)	Jamie Kenyon (IA)	Ron Sallade (HR)
Bruce Billman (HR)	Ray Lindquist (HR)	Mary Carol Schaedel (HR)
Robert Booher (HR)	Cheryl Zoller Lowe (HR)	Carol Anne Strawbridge (HR)
Linda Brebner (HR)	Kathy Madigan (HR)	George Walker III (HR)
Virginia Brown (HR)	Cheryle McCann (HR)	Walter Wenhold (HR)
Andrew Chalmers (HR)	Carrie Mitchell (VM)	
Ann Evinger (HR)	Rosemary Mitchell (VM)	

Absent:

Christine Baker (HR)	Bill Hockey (HR)	Kavin Rossman (HR)
Steven Becker (HR)	Robert Kaiser (HR)	David Seaburn (HR)
Ruth Doyle (HR)	Lucinda Lamme (HR)	David Smith (HR)
James Evinger (HR)	Charles Leport (HR)	Encie Stevens (HR)
Neil Frood (HR)	Alfreda Morse (HR)	Kathryn Stimson (VM)
Katrina Hebb (AL)	Nancy Overgaard (AL)	David Strickland (HR)
John Heister (HR)	Anthony Riccuiti (HR)	Cy Varland (HR)
	Charles Roberts (HR)	Jane Watt (HR)

ADDITIONAL ELDER COMMISSIONERS / CERTIFIED CHRISTIAN EDUCATORS

(Appointed by presbytery to correct elder-clergy imbalance)

Present:

Linda Badger Becker (Gates)	George Gotcsik (Third)	Hezekiah Simmons (Pittsford)
Kathy Coons (Gates)	Ron Hansen (Third)	Nancy Sprenkle (Pittsford)
Mary Cowden (Third)	Peter Judd (Perinton)	Sue Tedesco (Companions on the Way)
John DeHority (Downtown)	Susan Orr (Trinity Emmanuel)	Kay VanNostrand (Lyndonville)

Excused:

Barbara Bruins (Pittsford)	Fred Denson (Webster)	Rose Peet (Third)
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CORRESPONDING MEMBERS ENROLLED FOR THIS MEETING (others noted under “Congregations”):

Rev. Cynthia Kohlmann (Boston)	Rev. Steve Michie (HR, Hudson River)	Rev. Nathan Mochizuki (Heartland)
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REGISTERED VISITORS including PRESBYTERY STAFF and COMMISSIONED PASTORS Not Serving Churches:

Cheryl Battaglia (staff)	Diane Hanna (Irondequoit)	Barbara Stickney (Dansville)
Tim Bucknam (CP, Perry)	Melanie Jones (ROC SALT)	Ann Still (Christ Clarion)
Rev. Debbie Grohman (Ontario Center, Geneva)	Debra McIntyre (Covington)	Erika Willis (Dansville)
Ann Haag (Third)	Julio Nieves (Parkminster)	
	Jennifer Shelton (Christ Clarion)	

SUMMARIES FOR EACH MEETING	Jan 28	April 25	July 28	Oct 31
Total Minister Members of Presbytery	111			
Total Minister Commissioners Present	57			
Total Elder Commissioners Present	54			
Parity (expressed in terms of Elders, + or -)	-3			
Total Churches Unrepresented by Elders	26			
Total Churches Unrepresented by Elders and Pastors	15			

Total Registered Visitors	17			
TOTAL REGISTERED ATTENDANCE - 2020	128			

INTRODUCTORY BUSINESS

Approval of Docket

Upon motion, the presbytery **APPROVED** the docket for the meeting, as follows:

4:00pm	Announcements <ul style="list-style-type: none">Greetings from the Host Church	Janice Fitzgerald
4:05pm	Call to Order and Opening Prayer Introductory Business <ul style="list-style-type: none">Approval of DocketAppointment of TellersGreeting New CommissionersEnrollment of Corresponding MembersPrivilege of the Floor Consent Agenda <ul style="list-style-type: none">Lifting of Motions for Discussion Call for New Business	Roger Estes
4:15pm	Worship Service with Necrology Report	Colin Pritchard Cindy Kohlmann
5:00pm	Presbytery Leader Report	Amy Williams Fowler
5:05pm	Report of the Big Picture Team <ul style="list-style-type: none">Action on the Presbytery Budget for 2020Action on the Revised Examination Process for Ministers of Word and Sacrament Accepting Calls	Sue Thaine
5:50pm	Report of the Committee on Representation <ul style="list-style-type: none">Elect Rev. Jeffrey Falter (AL) to serve on Permanent Judicial Commission, Class of 2024Re-elect Elder Robert Mecredy (Pittsford) as Treasurer of the Presbytery, February 1, 2020 – January 31, 2021Process for Suggesting Names for Presbytery Committees and Teams	Nancy Sprenkle
6:00pm	Boxed Dinner	
6:45pm	Good News from Congregation & Neighborhood <ul style="list-style-type: none">Good News from Grants Working Group	
6:55pm	Report of the Committee on Ministry <ul style="list-style-type: none">Examination of and action on: Rev. Philip Benier for Membership (re-enrollment) Rev. Steve Michie (HR) for Membership Rev. Nathan Mochizuki (AL) for MembershipDissolution of the pastoral relationship between the Covington United Presbyterian Church and the Rev. Laura Fry, effective September 8, 2019Dissolution of the pastoral relationship between Christ Clarion Presbyterian Church and the Rev. Kay Michelinie, effective January 31, 2020. Grant status of Honorably Retired, effective February 1, 2020.Action to Concur on the Overture on Authority to Convene Meetings to the 224th General Assembly from Detroit Presbytery	Anne Waasdorp
7:55pm	3 Key Things to Take Home	
8:00pm	Adjourn with Prayer	

Appointment of Tellers / New Business Committee

The Moderator appointed the following persons to serve as Tellers:

- RE John DeHority (Downtown)
- RE Martha Mitchell (CP Lyndonville)
- TE Jim Renfrew (Byron)
- TE Brandi Wooten (Chili)

Greeting New Commissioners

The Presbytery welcomed first-time elder commissioners from the following congregations:

Pittsford
Companions on the Way

Lima
Perinton

Scottsville

Journal Clerk pro-tem Elder Sylvia Maxwell (Livonia) was welcomed.

Enrollment of Corresponding Members

The Presbytery **VOTED** to enroll the following persons as Corresponding Members with voice, no vote:

- Rev. Cindy Kohlmann (Boston Presbytery)
- Rev. Steve Michie (HR, Hudson River)
- Rev. Nathan Mochizuki (Heartland)

See Roll Call for Corresponding Members serving congregations.

Privilege of the Floor

The Presbytery **VOTED** to grant privilege of voice to non-commissioners, including worship leaders and participants, for the purpose of making reports to the presbytery, or participating in reports.

CONSENT AGENDA

The purpose of a Consent Agenda is to enable a governing body to deal with routine business expeditiously, thus freeing up time for other activities. Opportunity was given for presbyters to lift items from the Consent Agenda for later consideration. None were lifted.

Consent Agenda: Items for Presbytery's Action

The Presbytery **VOTED** to:

(Minutes)

Approve the Minutes of the October 12, 2019, stated meeting of the Presbytery of Genesee Valley held at Dansville Presbyterian Church, Dansville, NY.

(Treasurer's Report)

1. **Receive** the Treasurer's Report, month ending November, 2019.
2. **Receive** the report of the 2018 Presbytery of Genesee Valley Audit Review Summary dated December 9, 2019 as conducted by Heveron & Company, Certified Public Accountants.

See Appendix A: Balance Sheet Summary, November 2019

See Appendix B: Operating Statement Summary, November 2019

See Appendix C: 2018 Presbytery of Genesee Valley Management Letter

(New Worshiping Communities)

1. **Authorize** leaders of 1001 New Worshiping Communities of the Presbytery to administer the Sacraments of Baptism and Communion (W-3.0403, W-3.0410, respectively), upon request.
2. **Hold** and distribute the finances of 1001 New Worshiping Communities, upon their request.

[NOTE: The motions will be included in the Manual of Operations as a Guideline under Part III: General Policies and Procedures.]

(Lagom Landing)

Approve Lagom Landing as a Designated Ministry of the Presbytery. [NOTE: In order to network and market to wider PC(USA) linkages, Lagom Landing (LL) requests the status of Designated Ministry of the Presbytery, and at this time, is not seeking financial support. This will allow LL to more effectively recruit students from a wider denominational pool. BPT recognizes the Presbytery's long-standing relationship with Lagom Landing and the Validated Ministry status of one of its directors (Rev. Laurel Nelson).]

(Communications Working Group of the Healthier Congregations Team)

Dissolve the Communications Working Group of the Healthier Congregations Team and to move the strategy and oversight of Presbytery communications to the Big Picture Team.

[NOTE: The Policies & Procedures Manual will be revised to reflect the change.]

CONSENT AGENDA: Items for Presbytery's Information

(Anniversaries)

The following are the significant anniversaries of congregations that will occur in 2020 (listed in 25-year increments):

125 years (1895)
South Presbyterian Church, Rochester, NY
225 years (1795)
Lima Presbyterian Church, Lima, NY

(2019 Session Minutes Review)

The 2019 Session Minutes Review was conducted in three sessions held in November by Stated Clerk, Susan Orr. The following 3 churches did not present their books for review (with year of last review in parentheses): Albion (2014); Groveland Federated (2011); Warsaw (2014).

[NOTE: A detailed report and completed review forms were sent to Committee on Ministry liaisons and the Relationships Working Group.]

(Ordinations / Installations)

The installation of Rev. Laura Fry was held on November 10, 2019 at Perinton Presbyterian Church, Fairport, NY, with the following change to the previously approved Administrative Commission: Rev. Amy Williams Fowler did not participate.

(Roster of the Permanent Judicial Commission)

The *Book of Order* (D-5.0206b) requires the stated clerk of a governing body annually report to that governing body the names of the members of its Permanent Judicial Commission and the names of those whose terms have expired within the past six years:

Current Roster: term expires on December 31st

Class of 2024 Rev. Carin Farmer (Avon Central)
Rev. Gordon Webster (HR)
Rev. Jeff Falter (AL) – *pending election*
Class of 2022 Elder LaMarr Jackson (Trinity Emmanuel)
Elder Ella Van Loon (Laurelton/PGV)
Class of 2020 Elder Allan Reeve (Pittsford, First)
Elder Joan Wolfarth (Downtown)

Expired Terms (2014 through 2018):

Class of 2018 Rev. Roula Alkhouri (Batavia)
Rev. Bruce Boak (HR)
Class of 2016 Elder James Moore (Third)
Rev. David Smith (HR)
Class of 2014 Elder Tom Brewer (Gates)
Elder Norma Polizzi (Gates)

(Proposed Correction of Imbalance between Clergy and Elders for 2020)

The following persons have declined the invitation to serve as Additional Elder Commissioner for 2020:

Cathy Foerster (Christ Clarion, former moderator)
Jerry Swain (Commissioned Pastor, Mt. Morris)

(Transfer of PGV Membership)

Beverly Neroni to Bethany Presbyterian Church (former member of Lakeside Presbyterian Church, Rochester, NY)

[NOTE: Membership of persons from dissolved congregations is held by Presbytery until such time as he/she is welcomed into a new church home.]

(NYS Mandated Sexual Harassment Prevention Training)

The following employees of the Presbytery of Genesee Valley, paid and unpaid, received Sexual Harassment Prevention Training in 2019, as mandated by New York State:

Cheryl Battaglia – Presbytery staff
Judy Bennett – Friends of CSA
Janice Bilohlavek – Presbytery volunteer
Martha Cuthbert - South Wedge Food Program volunteer
Amy Williams Fowler – Presbytery staff
John Gliem - South Wedge Food Program volunteer
Judy Lee Hay – Friends of CSA
Melanie Jones – ROC SALT staff
Susan Orr – Presbytery staff

Eric Paquin – South Wedge Food Program volunteer
Chad Parrot – South Wedge Food Program volunteer
Marjorie Searl – Friends of CSA
Katie Jo Suddaby – ROC SALT staff
Tracy Walker – Friends of CSA
Jamie Yost - South Wedge Food Program volunteer

(Self-Development of People)

The national Presbyterian Committee on the Self-Development of People (SDOP) has awarded City Roots Community Land Trust group a grant of \$15,000. City Roots is a land trust, owned and run by community members in the city of Rochester. The group buys up what are known as “zombie” properties, houses that have been abandoned, and then donates labor and materials to rehab the properties and prepare them for sale. The house for which funds have been granted is City Roots’ first attempt at this model. This funding is made possible by Presbyterian congregations, through their giving to the One Great Hour of Sharing, enabling Self-Development of People to enter into a partnership with communities of need.

(Schedule: BIG PICTURE TEAM (BPT) & PRESBYTERY: 2020 Meetings and Locations)

- CONGREGATIONAL LEARNING DAY – Saturday, February 8, 2020 9am at Perinton
- BPT – Monday, February 24, 2020 6pm at Twelve Corners
- BPT – Monday, March 24, 2020 6pm at Gates
- PRESBYTERY – Saturday, April 25, 2020 10am @ Batavia First
- BPT – Monday, May 18, 2020 6pm at Batavia First
- BPT – Monday, June 15, 2020 6pm at Albion First
- PRESBYTERY – Tuesday, July 28, 2020 4pm at Mumford United
- BPT – Monday, August 24, 2020 5pm (dinner) at Lagom Landing
- BPT – Monday, September 28, 2020 6pm at Pittsford
- PRESBYTERY – Saturday, October 31, 2020 10am at tbd
- BPT – Monday, November 30, 2020 6pm at Caledonia First

CALL FOR NEW BUSINESS

There being no new business, the Moderator thanked the Tellers for their willingness to serve as the New Business Committee.

WORSHIP SERVICE WITH NECROLOGY REPORT

The Presbytery joined together in worship around the theme of Lifelong Discipleship Formation, the first of the 7 Vital Marks of Vital Congregations. Worship was led by Presbytery Co-Moderator Rev. Colin Pritchard (Victor) and 223rd General Assembly Co-Moderator Rev. Cindy Kohlmann (Presbytery of Boston). The message given by Rev. Kohlmann were based upon Matthew 25:31-46 and the PC(USA) Matthew 25 Initiative. With gratitude for their abiding faith in God and their faithful service to the church, prayer was offered by Rev. Amy Williams Fowler for Elders and Ministers of Word and Sacrament who died in 2019. Names, ordination date and date of death were projected as the names were read. The news of the recent deaths of Rev. Dane Gordon (HR) and former long-time Presbytery Attorney Elder Mel Olver (Chili) was shared. Elder Judy Gordon (Third) spoke with gratitude for the life and faithfulness of her husband, Dane.

REPORT OF THE PRESBYTERY LEADER

Rev. Amy Williams Fowler thanked God for the presence and commitment of 223rd GA Co-Moderator Rev. Cindy Kohlmann and for her service on behalf of the wider church. Upcoming Presbytery events include the Feb 8th Congregational Learning Day; the next Presbytery meeting on Saturday, April 25th at Batavia First will be a blend of Mission Day and a presbytery meeting. We just received word that the national Self Development of People (SDOP) Committee will host a 50th Anniversary celebration event at Third Presbyterian Church on Sept 17-18 featuring Presbyterian Mission Agency President and Executive Director Rev. Diana Moffett preaching at the opening worship. SDOP was approved at the General Assembly hosted in Rochester, NY in 1970. As part of the weekend, site visits will be conducted to previous SDOP grant recipients in the Rochester area including City Roots Land Trust which just received a \$15,000 SDOP grant. Amy read a letter recently sent to the General Assembly from Holley First Presbyterian Church: its 50 members raised \$1349 throughout Advent, with the goal achieved on Christmas Eve, inspired and grateful for the opportunities presented by the Giving Catalog. Amy announced that the Communications Coordinator departed without notice last week, and thanked the staff and volunteers who made the presbytery

meeting come together. Amy is grateful for the continuing prayers for her husband, Rev. Gene Fowler (HR) - today was the 29th of 30 days of his first round of chemo/radiation for brain cancer.

REPORT OF THE BIG PICTURE TEAM

Rev. Sue Thaine, Convener, presented the report of the Big Picture Team.

(2020 Budget)

Peter Judd (Perinton), chair of Budget, Development and Oversight, answered questions regarding the budget cuts proposed that are necessary to balance the budget as required by the Manual of Operations. In order to close the approximately \$29,000 budget gap, line #4552 Investment Support for Sustainability line was raised from 5% (first read) to 6%, raising the investment income from \$75,483 to \$92,221. The target is between 4-6%. Line #6200 Healthier Congregations Work was reduced from \$32,181 to \$26,055. Staff salaries were increased by 1.5%. Peter challenged the members of Presbytery to increase their mission giving in order to restore the reductions to the Healthier Congregations Team. The Presbytery **VOTED** to approve the 2020 Budget Proposal as presented.

See Appendix D: 01-28-20 2nd Read 2020 Budget rev.

(Revised Proposal Regarding Examinations on the Floor of Presbytery)

Rev. Anne Waasdorp, COM Leadership Team, provided some background regarding the revised proposal, and answered questions from the body. The Presbytery **VOTED** to approve the following additions to the Committee on Ministry Job Description as found in the Policies and Procedures Manual:

- approve and present calls to the Presbytery for services of ministers. To accommodate pastoral candidates, and to save the congregation the cost of an “extra trip” to attend a regularly scheduled Presbytery meeting for examination, upon COM approval, a congregation may:
 - wish to host a Special Meeting of Presbytery called for the purpose of Examining and Receiving their Candidate, and Approving the Call, if the way be clear, during the candidate’s visit.
 - Invite the candidate to participate electronically, both audio and video, at the next stated meeting or at a special meeting of the Presbytery as hosted by the calling congregation.
- approve pastor members of Presbytery accepting new calls within the Presbytery; and examining and approving Honorably Retired members of other presbyteries requesting transfer to, or temporary membership in, the Presbytery

See Appendix E: Policies and Procedures Manual – 1-28-20 proposed COM job description revision

Big Picture Team: Items for Presbytery’s Information

The Big Picture Team, on behalf of Presbytery, **VOTED** to:

(Wyoming Manse)

1. **Authorize** the Trustees of the Presbytery of Genesee Valley sell to Scott and Cheryl Northup, individuals residing in Wyoming, New York, the premises known as 1 Sherman Avenue in the Town of Middlebury, Wyoming County, New York (Tax Account 36.8-1-5.1), being the property improved by a single family residence, and being the same premises acquired by Presbytery on the dissolution of the Wyoming Presbyterian Church for the sale price of \$35,000, with such contingencies, terms and conditions as are negotiated by the Trustees with the purchaser.
2. **Apply** the net proceeds of the sale of such property, after payment of all necessary and customary closing costs, including attorney’s fees and the expenses of procuring the Court Order, to the Acquired Assets Fund of the Presbytery; and
3. **Authorize** the Trustees and the officers of the Trustees to take such actions, and to execute and deliver such documents, as shall be appropriate and necessary to effectuate the foregoing.

[NOTE: This authorization shall be subject to approval of a Justice of the Supreme Court of the State of New York, as provided by law.]

(Mission Linkages Working Group)

Activate the Mission Linkages Working Group of the Big Picture Team, with a minimum of three members, to be co-convened by Elder Ron Little (Twelve Corners) and Rev. Laura Bachmann (South). An invitation for membership is extended to Presbytery members.

(Genesee Area Campus Ministries)

Endorse the grant application to the Synod of the Northeast from Genesee Area Campus Ministries (GACM) for 2020 funding.

(Westminster Worship Ministry)

Approve the contract agreement with Rev. Gordon Webster (HR) as Mission Co-Worker Chaplain for the Westminster Worship Ministry at the Rochester Presbyterian Home effective January 1, 2020 – December 31, 2020. The \$460/week salary reflects a 2% increase in compensation.

REPORT OF THE COMMITTEE ON REPRESENTATION

Elder Nancy Sprenkle (Pittsford), committee chair, presented the report of the Committee on Representation. The Presbytery **VOTED** to elect the following persons to:

Permanent Judicial Commission – Class of 2024

TE Jeffrey Falter (AL)

Camp Whitman Committee

RE Adam Scoville (Chili) 2023

Treasurer of Presbytery

RE Bob Mecredy (Pittsford) – for a one-year term beginning 2/1/20

Nancy described a successful nominating process recently utilized in the Presbytery of Carlisle. It is an invitation to play “Do You Know Anyone Who?” during dinner to help the Committee on Representation understand where various gifts and skills may be available within the Presbytery.

Moderator Roger Estes led the Presbytery in a prayer of thanksgiving for the meal and the table conversations about to be shared.

DINNER BREAK

Moderator Roger Estes resumed the meeting, a quorum having been reestablished. Gratitude to the Twelve Corners congregation for their gracious hosting!

GOOD NEWS FROM CHURCHES AND NEIGHBORHOODS

Opportunity was given for sharing brief stories of good news:

- Bethany: New Member Committee became the Welcoming Committee, sending birthday cards to every member on their rolls
- Rev. Kevin Hershey (Scottsville/Companions on the Way) is available to lead retreats and offer spiritual direction
- Victor: Joint family service with the Methodist church on Christmas Eve; Rev. Val Fowler (HR) and Rev. Colin Pritchard are offering a benefit concert on Feb 22nd at 6pm at Victor, proceeds to the Grants Working Group; hosting a seminary student from Ghana
- Early Ministry Institute for CREs and pastors in their first year of ministry is available from the Synod of the Northeast
- Perinton: witnessed the miraculous healing of a member of their congregation
- Jim Tappan (Irondequoit) lifted up the work of the Rochester Area Interfaith Climate Action
- Nunda: celebrating 10 years of offering free community meals three Wednesdays a month

Good News from the Grant Working Group: Money was offered- literally, in the form of \$1 bills! -to congregations in need of money for ministry. Applications for congregations and community agencies are now available with application deadline of May 1, 2019.

REPORT OF THE COMMITTEE ON MINISTRY

Anne Waasdorp, member of the COM Leadership Team, gave the report of the Committee on Ministry.

Committee on Ministry: Items for Presbytery’s Action

Upon recommendation from the Committee on Ministry, the Presbytery **VOTED** to:

(Rev. Philip Benier)

1. **Approve**, upon examination, re-enrolling Rev. Philip Benier (AL) as an at-large member of the Presbytery of Genesee Valley.
2. **Add** Rev. Philip Benier to the Pulpit Supply List.

(Rev. Steve Michie)

1. **Approve**, upon examination, enrolling the Rev. Steve Michie (HR, Hudson River) as a member of the Presbytery of Genesee Valley.
2. **Add** Rev. Steve Michie to the Pulpit Supply List.

(Rev. Nathan Mochizuki)

1. **Approve**, upon examination, enrolling the Rev. Nathan Mochizuki (Heartland) as an at-large member of the Presbytery of Genesee Valley.
2. **Add** Rev. Nathan Mochizuki to the Pulpit Supply List.

Prayer and welcome was shared by Moderator CP Roger Estes.

(Covington / Rev. Laura Fry)

Approve the dissolution of the pastoral relationship between Covington United Presbyterian Church and the Rev. Laura Fry effective September 8, 2019 at the following terms:

Salary	\$ 550.52
Housing Allowance	\$ 76.84
Deferred Compensation	\$ 107.72
Social Security Offset	\$ 78.96
Unused Vacation Time	\$ 556.71
Total Financial Package	\$1,307.75
Board of Pension Dues	\$ 546.77

The special congregational meeting was held on September 1, 2019 and was moderated by Rev. Laura Fry. The Session appointed Elders Sarah Noble-Moag and Debra McIntyre to appear before Presbytery and attest to the congregational meeting and the dissolution of the call of Rev. Fry.

(Christ Clarion / Rev. Kay Micheline)

1. **Approve** the dissolution of the pastoral relationship between Christ Clarion Presbyterian Church, Pittsford, NY and Rev. Kay Micheline effective January 31, 2020. The special congregational meeting was held on January 5, 2020 and was moderated by Rev. Kay Micheline.
2. **Grant** the status of Honorably Retired to Rev. Kay Micheline, effective February 1, 2020. The congregation appointed Ann Still and Jennifer Shelton to attest to the dissolution and the ministry of Rev. Micheline at the January 28, 2020 stated meeting of Presbytery.

Anne led the Presbytery in a prayer of gratitude for Kay's faithful service and witness.

(Overture Concurrence)

After a description of the Committee's discernment and rationale followed by a time of debate, the Presbytery voted by hand vote 18-44 not to concur with the Overture on Authority to Convene Meetings to the 224th General Assembly from Detroit Presbytery.

Committee on Ministry: Actions Taken on Behalf of Presbytery

Acting on behalf of the presbytery, the Committee on Ministry **VOTED** to:

(Transfer of Membership)

1. **Dismiss** Rev. Jeanine Haven (AL) to Cayuga-Syracuse effective October 20, 2019. Rev. Haven has received a call as pastor for First Presbyterian Church, Baldwinsville, NY. Rev. Haven will be removed from the Pulpit Supply List.
2. **Dismiss** Rev. Jeffrey Weenink (Interim, Pittsford) to the Presbytery of St. Augustine effective November 1, 2019. Rev. Weenink is serving as Interim Pastor for Palms Presbyterian Church, Jacksonville Beach, FL.

(Moderator Appointments)

1. **Appoint** Rev. Rod Frohman (HR) as Moderator for the annual meeting of Gates Presbyterian Church, Rochester, NY held on December 8, 2019.
2. **Appoint** Rev. Anne Waasdorp (HR) as Moderator for Christ Clarion Presbyterian Church, Pittsford, NY for the month of February 2020.
3. **Appoint** Rev. Carolyn Grohman (HR) as Moderator for the February 2, 2020 meeting of the congregation and for the February 17, 2020 stated meeting of Session for Gates Presbyterian Church, Rochester, NY. Rev. Grohman also moderated a special meeting of Session held on December 22, 2019.

Committee on Ministry: Actions Reported to Presbytery as Information

(Caledonia First / Rev. Vinod Gnanaraj)

Approved the Temporary Student Supply Covenant Agreement between Rev. Vinod Gnanaraj and the Session of First Presbyterian Church, Caledonia, NY effective January 29 – the obtaining of Rev. Gnanaraj's R-1 Visa at the following terms:

Cash Salary	\$29,000
Housing Allowance	<u>\$18,500</u>
Effective Salary	\$47,500
Social Security Offset	\$ 3,634
PC(USA) Benefits Plan	\$17,575
Cont Ed/Study Leave	\$ 800
BoP Healthcare FSA	\$ 2,500
Travel/Professional Expense	\$ 4,716

Annual Leave & Vacation Time: 36 days including 6 Sundays

Cont Ed/Study Leave: 2 weeks

Sick Leave: 1 day/month cumulative

[NOTE: Rev. Gnanaraj and family will be moving to Caledonia at the end of January to begin Optional Practical Training (OPT) through Princeton. The Terms will be paid directly to Princeton University on Rev. Gnanaraj's behalf until the commencement of the Designated Pastor arrangement.]

(Dansville / Rev. Marcia Reiff)

1. **Approved** the Stated Supply Pastor Covenant Agreement (43% time) between the Session of Dansville Presbyterian Church, Dansville, NY and Rev. Marcia Reiff effective January 1 – December 31, 2020.
2. **Approved** the Terms of Call between the Session of Dansville Presbyterian Church, Dansville, NY and Rev. Marcia Reiff effective January 1 – December 31, 2020 at the following terms:

Cash Salary	\$ 3,000
Housing/Utility Allowance	<u>\$17,000</u>
Effective Salary	\$20,000
Social Security Offset	\$ 1,530
Cont Ed/Study Leave	\$ 800
Books	\$ 200
Travel/Professional Expense	\$ 1,000

Annual Leave & Vacation Time: 30 days, including 5 Sundays

Cont Ed/Study Leave: 2 weeks

Sick Leave: 1 day/mo cumulative

(Downtown / Associate Pastor)

1. **Approved** the position description and creation of an Associate Pastor position (full-time) for Downtown Presbyterian Church, Rochester, NY. The congregational meeting was held on October 27, 2019 and was moderated by Rev. Pat Youngdahl.
2. **Approved** the election of the Associate Pastor Nominating Committee for Downtown Presbyterian Church, Rochester, NY.

(Gates / Rev. Rod Frohman)

Granted permission for Rev. Rod Frohman (HR) to provide pulpit supply to Gates Presbyterian Church, Rochester, NY for five consecutive services during Lent, March 8 – April 5 (Palm Sunday), 2020.

(Irondequoit / Rev. Twyla Boyer)

Approved the Terms of Call (75% time) between the Session of Irondequoit Presbyterian Church, Rochester, NY and Rev. Twyla Boyer effective January 1 – December 31, 2020 at the following terms:

Cash Salary	\$16,000
Housing/Utility Allowance	<u>\$20,000</u>
Effective Salary	\$36,000
Social Security Offset	\$ 2,754
PC(USA) Benefits Plan	\$15,650

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Cont Ed/Study Leave \$ 800
Travel/Professional Expense \$ 4,800

Annual Leave & Vacation Time: 30 days, including 5 Sundays
Cont Ed/Study Leave: 2 weeks
Sick Leave: 1 day/mo cumulative

(Ossian / Communion)

Granted blanket permission to Elders Cathy Saunders and Beth Watson (Ossian) to officiate communion for Ossian Presbyterian Church, Dansville, NY following the completion of a time of study with Rev. Marcia Reiff (Dansville).

[NOTE: Long-term pulpit supply Adam Lowry is a FourSquare Gospel denominational lay person and is not eligible to officiate the sacraments.]

(Perry / CP Lynn Burdick)

Granted permission for CP Elder Lynn Burdick (Caledonia First) to provide pulpit supply to Brick Presbyterian Church, Perry, NY for six services in the month of December 2019.

(South / Rev. Laura Bachmann)

Approved the Stated Supply Pastor Covenant Agreement (full-time) between the Session of South Presbyterian Church, Rochester, NY and Rev. Laura H. Bachmann effective January 1 – December 31, 2020 at the following terms:

Cash Salary	\$22,491
Deferred Compensation	\$ 2,600
Housing/Utility Allowance	<u>\$28,000</u>
Effective Salary	\$53,091
Social Security Offset	\$ 4,061
PC(USA) Benefits Plan	\$19,646
Cont Ed/Study Leave	\$ 800
Travel/Professional Expense	\$ 5,335

Annual Leave & Vacation Time: 36 days, including 6 Sundays
Cont Ed/Study Leave: 2 weeks
Sick Leave: 1 day/mo cumulative

(Stone Bergen / Rev. Mike Stuart)

Approved the Stated Supply Covenant Agreement (33.3% time) between the Session of Stone Church Presbyterian Church, Bergen, NY and Rev. Mike Stuart (HR, Cascades) effective January 1 – December 31, 2020 at the following terms:

Cash Salary	\$0
Housing/Utility Allowance	<u>\$0</u>
Effective Salary	\$0
Social Security Offset	\$0
PC(USA) Benefits Plan	\$0
Cont Ed/Study Leave	\$0
Travel/Professional Expense	\$0

Annual Leave & Vacation Time: 30 days, including 5 Sundays
Cont Ed/Study Leave: 2 weeks
Sick Leave: 1 day/mo cumulative

[NOTE: Rev. Mike Stuart has retired from his chaplaincy position at HomeCare & Hospice. He has requested that, in lieu of pay beginning in 2020, his salary be donated to the renovation of the church manse into a hospice care facility.]

(Trinity Emmanuel / Rev. J.D. Jackson)

Approved the Stated Supply Covenant Agreement (33.3% time) between the Session of Trinity Emmanuel Presbyterian Church, Rochester, NY and Rev. Julius D. Jackson Jr effective January 1 – December 31, 2020 at the following terms:

Cash Salary	\$13,700
Housing/Utility Allowance	<u>\$ 6,430</u>

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Effective Salary	\$22,180
Social Security Offset	\$ 1,697
Cont Ed/Study Leave	\$ 800
Travel/Professional Expense	\$ 1,200

Annual Leave & Vacation Time: 30 days, including 5 Sundays
 Cont Ed/Study Leave: 2 weeks
 Sick Leave: 1 day/mo cumulative

(Congregational Visitation)

The Committee on Ministry and the Relationships Working Group (RWG) of the Healthier Congregations Team will work together in developing a schedule of gatherings with each of the six Neighborhood Groups, beginning in the spring of 2020 based upon a Visitation Model Proposal drafted by the RWG and endorsed by COM. The model may be revised as it is lived into.

(Congregational Transition Documents)

1. **Approved** the April 2015 Mission Study (Revised October 2019) for Bethany Presbyterian Church, Rochester, NY.
2. **Approved** the Interim Ministry Information Form of Covington United Presbyterian Church, Pavilion, NY.
3. **Approved** the Interim Ministry Information Form of Third Presbyterian Church, Rochester, NY.
4. **Approved** the Ministry Information Form of Irondequoit Presbyterian Church, Rochester, NY.
5. **Approved** the Designated Ministry Information Form for Gates Presbyterian Church, Rochester, NY.

(Exit Interviews)

Received the report of the Exit Interview with the Session of Covington United Presbyterian Church, Pavilion, NY conducted by Elders Kathy Coons and Janis Lewis on October 10, 2019.

(Pulpit Supply List)

1. **Restored** Rev. Joy Bergfalk (American Baptist) to the Pulpit Supply List.
2. **Added** Rev. Charles Roberts (HR) to the Pulpit Supply List.

THREE KEY THINGS TO TAKE HOME

Rev. William Wilkinson (Medina) offered three things to take home and share.

- What it means to equip the church: by praying and acting together
- The call to participate in the PC(USA)'s Matthew 25 Initiative, and the tools to assist
- We don't know everything - we'll see you at Congregational Learning Day for new learnings, and nuts and bolts

We are reforming even though we already think we're reformed!

ADJOURNMENT

Moderator Roger Estes called for a motion to adjourn. He led the presbytery in the closing prayer. Adjournment at 7:52pm.

ATTEST: _____
Susan B. Orr, Stated Clerk

- APPENDIX A: Balance Sheet Summary, November 2019*
- APPENDIX B: Operating Statement Summary, November 2019*
- APPENDIX C: 2018 Presbytery of Genesee Valley Management Letter*
- APPENDIX D: 01-28-20 2nd Read 2020 Budget rev.*
- APPENDIX E: Policies and Procedures Manual – 1-28-20 proposed COM job description revision*

APPENDIX A:

Balance Sheet Summary, November 2019

	<u>Nov 30, 19</u>	<u>Oct 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Petty Cash	30	30	0
1008 · ROC SALT Checking	21,834	40,438	(18,604)
1117 · M & T Checking	109,656	80,124	29,532
1118 · M & T Money Market	10,135	10,123	12
Total Checking/Savings	<u>141,655</u>	<u>130,715</u>	<u>10,940</u>
Accounts Receivable			
1200 · Accounts Receivable			
1210 · GPC Receivable	826	619	207
1200 · Accounts Receivable - Other	46,739	10,251	36,488
Total 1200 · Accounts Receivable	<u>47,565</u>	<u>10,870</u>	<u>36,695</u>
1216 · Mortgage Receivable			
1216A · Mortgage Rec.-Lakeside 3/1/23	263,824	264,146	(322)
Total 1216 · Mortgage Receivable	<u>263,824</u>	<u>264,146</u>	<u>(322)</u>
Total Accounts Receivable	311,389	275,016	36,373
Other Current Assets			
1300 · Invested Funds			
1312 · PILP	100,000	100,000	0
1313 · Karpus Investment Fund			
1313A · Gain / Loss	927,104	927,104	0
1313 · Karpus Investment Fund - Other	1,184,270	1,184,270	0
Total 1313 · Karpus Investment Fund	<u>2,111,374</u>	<u>2,111,374</u>	<u>0</u>
Total 1300 · Invested Funds	<u>2,211,374</u>	<u>2,211,374</u>	<u>0</u>
Total Other Current Assets	<u>2,211,374</u>	<u>2,211,374</u>	<u>0</u>
Total Current Assets	2,664,418	2,617,105	47,313
Fixed Assets			
1800 · Equipment & Fixtures			
1801 · BWT Server System - 12/03	4,392	4,392	0
1802 · Computers	16,802	16,802	0
1803 · Office Renovation Co-Presbyters	6,701	6,701	0
1804 · Telephone System	4,540	4,540	0
1800 · Equipment & Fixtures - Other	1,999	1,999	0
Total 1800 · Equipment & Fixtures	<u>34,434</u>	<u>34,434</u>	<u>0</u>
1900 · Accumulated Depreciation	(33,077)	(33,053)	(24)
Total Fixed Assets	1,357	1,381	(24)
Other Assets			
1400 · Loans to Churches			
1405 · Trinity Emmanuel (LoC) 11-2020	9,300	9,800	(500)
	9,300	9,800	(500)

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Total 1400 · Loans to Churches			
1766 · Synod Per Capita - Prepaid	2,982	5,964	(2,982)
1880 · Property			
1883 · Calvary St. Andrew's Property			
1883AD · CSA Prop - Accum Depreciation	(20,892)	(20,324)	(568)
1883 · Calvary St. Andrew's Property - Other	265,900	265,900	0
Total 1883 · Calvary St. Andrew's Property	<u>245,008</u>	<u>245,576</u>	<u>(568)</u>
Total 1880 · Property	245,008	245,576	(568)
1884 · CSA Property - Land Value	47,100	47,100	0
1888 · ROC SALT Other Assets (net)	62,456	53,155	9,301
Total Other Assets	<u>366,846</u>	<u>361,595</u>	<u>5,251</u>
TOTAL ASSETS	<u>3,032,621</u>	<u>2,980,081</u>	<u>52,540</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2001 · Business Credit Cards			
2001E · Credit Card - CB	(334)	(340)	6
Total 2001 · Business Credit Cards	<u>(334)</u>	<u>(340)</u>	<u>6</u>
Total Credit Cards	(334)	(340)	6
Other Current Liabilities			
2100 · Employee Related Accounts			
2101 · Employer Pension Escrow	1,693	654	1,039
2107 · Employee Medical Premiums			
2107A · Employee Vision Care	0	(4)	4
Total 2107 · Employee Medical Premiums	<u>0</u>	<u>(4)</u>	<u>4</u>
2108 · FSA	67	67	0
Total 2100 · Employee Related Accounts	<u>1,760</u>	<u>717</u>	<u>1,043</u>
2200 · Insurance Premiums	85,525	(327)	85,852
2310 · Funds Held For Others 3-1-23	7,657	7,254	403
Total Other Current Liabilities	<u>94,942</u>	<u>7,644</u>	<u>87,298</u>
Total Current Liabilities	94,608	7,304	87,304
Long Term Liabilities			
2008 · ROC SALT (CSA) PILP Loan	51,287	51,851	(564)
Total Long Term Liabilities	<u>51,287</u>	<u>51,851</u>	<u>(564)</u>
Total Liabilities	145,895	59,155	86,740
Equity			
3000 · Donor Restricted Funds			
3001 · Slater Fund			
3001A · Slater Fund - Book Value	22,623	22,623	0
3001B · Slater Fund Total Return	1,597	1,597	0
Total 3001 · Slater Fund	<u>24,220</u>	<u>24,220</u>	<u>0</u>
Total 3000 · Donor Restricted Funds	24,220	24,220	0
3008 · ROC SALT Equity	33,004	41,742	(8,738)

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3100 · Donor Specific Use Funds			
3101 · Misc. Designated Gifts & Grants			
3101B · Blossom Trust	5,147	5,147	0
3101MM · Measuring Mission	1,946	2,446	(500)
3101S · Scholarships	3,192	3,192	0
3101 · Misc. Designated Gifts & Grants - Other	<u>21,322</u>	<u>19,474</u>	<u>1,848</u>
Total 3101 · Misc. Designated Gifts & Grants	31,607	30,259	1,348
3104 · Presbytery Peace Offering	3,951	3,220	731
3110 · Ministry Candidates Aid Fund			
3110A · Henritz Fund	3,976	3,976	0
3110 · Ministry Candidates Aid Fund - Other	<u>3,752</u>	<u>3,173</u>	<u>579</u>
Total 3110 · Ministry Candidates Aid Fund	7,728	7,149	579
3114 · Commissioned Pastor Training	1,871	1,871	0
3117 · Emergency Aid Fund (PCD)	<u>2,749</u>	<u>2,749</u>	<u>0</u>
Total 3100 · Donor Specific Use Funds	47,906	45,248	2,658
3200 · Presbytery Designated Funds			
3201 · Grace Fund for Urban Ministry	59,843	59,843	0
3202 · Revolving Loan Fund			
3202a · Gates PC Bldg Improvements	(27,165)	(27,658)	493
3202 · Revolving Loan Fund - Other	<u>945,529</u>	<u>945,497</u>	<u>32</u>
Total 3202 · Revolving Loan Fund	918,364	917,839	525
3211 · Westminster-RPH Mission Fund	55,546	57,463	(1,917)
3215 · Acquired Assets Fund - Property			
3215B · Calvary St. Andrews Property	<u>313,000</u>	<u>313,000</u>	<u>0</u>
Total 3215 · Acquired Assets Fund - Property	313,000	313,000	0
3216 · Acquired Assets Fund			
3216D · Bequests Received	3,881	3,881	0
3216G · Lakeside	21,885	21,563	322
3216H · Acquired Assets - Brighton	65,373	65,373	0
3216I · Acquired Assets - RKPC	(9,918)	(9,918)	0
3216J · Caledonia, Stone	18,373	18,373	0
3216K · Acquired Assets - New Life	32,300	32,300	0
3216L · Wyoming - Acquired Assets	52,315	53,290	(975)
3216 · Acquired Assets Fund - Other	<u>485,490</u>	<u>484,279</u>	<u>1,211</u>
Total 3216 · Acquired Assets Fund	669,699	669,141	558
3217 · Presbytery Budget Support	429,144	444,675	(15,531)
3218 · Denominational Materials Sales	(2,248)	(2,264)	16
3220 · Youth Triennium Escrow Fund	2,797	5,897	(3,100)
3221 · Touch of Grace Initiative-TOGI	<u>320</u>	<u>320</u>	<u>0</u>
Total 3200 · Presbytery Designated Funds	2,446,465	2,465,914	(19,449)
3300 · Un-Designated Equity	<u>335,132</u>	<u>343,803</u>	<u>(8,671)</u>
Total Equity	<u>2,886,727</u>	<u>2,920,927</u>	<u>(34,200)</u>
TOTAL LIABILITIES & EQUITY	<u>3,032,622</u>	<u>2,980,082</u>	<u>52,540</u>

APPENDIX B:

Operating Statement Summary, November 2019	<u>Nov Actual</u>	<u>Nov Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000INC · Congregational & Individual					
4000 · Presbytery General Mission	9,514	#####	146,577	161,132	175,780
4100 · Presbytery Per Capita	5,025	#####	136,442	146,667	160,000
4150 · Pby Meeting Offerings	0	375	1,205	1,500	1,500
Total 4000INC · Congregational & Individual	14,539	#####	284,224	309,299	337,280
4400INC · Other Support					
4420 · UCC/Wellspring Staff Support	0	0	833	750	1,000
4430 · Credit Card Rewards-Misc Income	0	42	475	458	500
4490 · Master Insurance Service Rcpts.	272	400	1,414	1,600	1,600
Total 4400INC · Other Support	272	442	2,722	2,808	3,100
4500INC · Investment Income Support					
4552 · Investment Support for Budget	15,543	#####	170,974	170,974	186,517
Total 4500INC · Investment Income Support	15,543	#####	170,974	170,974	186,517
4800 · ROC SALT Income	5,790	9,204	96,379	101,246	110,450
Total Income	36,144	#####	554,299	584,327	637,347
Expense					
5600 · Designated Mission Support					
5601 · Cameron Comm Ministry	500	500	5,000	5,000	5,000
5603 · Greater Roch Comm Churches	0	0	1,000	1,000	1,000
5604 · Camp Whitman	1,750	1,750	17,500	17,500	17,500
5605 · Youth Triennium	0	0	0	0	2,500
5606 · ROC SALT	1,000	1,000	10,000	10,000	10,000
Total 5600 · Designated Mission Support	3,250	3,250	33,500	33,500	36,000
6200 · Healthier Congregations Work					
6210 · Grants	1,100	6,000	25,600	26,000	26,000
6220 · Relationships	0	0	0	750	1,000
6230 · Tools & Training					
6231 · Congregational Learning Day	44	0	(330)	0	250
6232 · Measuring Mission	27	0	555	0	500
6233 · Scholarships	0	0	3,075	0	1,475
6234 · Mission Day	0	0	235	0	300
6236 · Event Sponsorship (PGV/N/C)	0	0	51	0	2,275
6230 · Tools & Training - Other	0	0	1,063	0	200
Total 6230 · Tools & Training	71	0	4,649	0	5,000
6240 · Resource Center					
6240A · UCC/Wellspring	0	0	0	0	0
6240 · Resource Center - Other	0	98	(66)	1,083	1,181
Total 6240 · Resource Center	0	98	(66)	1,083	1,181

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6250 · Communications/Connections	<u>0</u>	<u>167</u>	<u>0</u>	<u>1,833</u>	<u>2,000</u>
Total 6200 · Healthier Congregations Work	1,171	6,265	30,183	29,666	35,181
6300 · Healthy Leaders Work					
6310 · Committee on Ministry					
6311 · CoM Committee Expenses	400	133	845	1,467	1,600
6312 · Resources	0	0	16	200	200
6313 · Sexual Misconduct Trng	0	0	0	200	200
6314 · Discretionary Fund	<u>0</u>	<u>0</u>	<u>1,868</u>	<u>1,125</u>	<u>1,500</u>
Total 6310 · Committee on Ministry	400	133	2,729	2,992	3,500
6320 · Patorial Care & Development					
6321 · Committee Expense	0	0	0	388	465
6322 · Education & Training	0	0	0	401	535
6323 · Pastoral Health & Dev	0	0	0	320	320
6324 · Retired Clergy Meals	0	145	502	1,030	1,480
6325 · Hospitality Gifts	0	0	0	250	500
6326 · Consultant Services	<u>0</u>	<u>142</u>	<u>300</u>	<u>1,558</u>	<u>1,700</u>
Total 6320 · Patorial Care & Development	0	287	802	3,947	5,000
6330 · Cmte on Prep. for Ministry					
6331 · Committee Expenses	0	0	34	300	300
6332 · Career Evaluation	0	0	0	500	500
6333 · CP Scholarships	<u>0</u>	<u>0</u>	<u>233</u>	<u>500</u>	<u>500</u>
Total 6330 · Cmte on Prep. for Ministry	<u>0</u>	<u>0</u>	<u>267</u>	<u>1,300</u>	<u>1,300</u>
Total 6300 · Healthy Leaders Work	400	420	3,798	8,239	9,800
7700 · Support for a Healthy Pby					
Total 7701 · Salaries & Benefits	23,592	#####	286,687	306,669	334,078
7740 · Personnel Committee					
7741 · Staff Retreat	0	0	0	0	300
7742 · Staff/Vol Recognition	33	0	343	300	400
7743 · Resp Higher Gov. Bodies	0	457	0	2,743	3,200
7744 · Payroll Service Fee					
7744A · FSA Admin Fee	4		43		
7744 · Payroll Service Fee - Other	<u>0</u>	<u>0</u>	<u>750</u>	<u>750</u>	<u>1,025</u>
Total 7744 · Payroll Service Fee	4	0	793	750	1,025
7745 · Support Staff Cont Ed.	<u>128</u>	<u>0</u>	<u>646</u>	<u>0</u>	<u>275</u>
Total 7740 · Personnel Committee	165	457	1,782	3,793	5,200
7750 · Office/Admin/Custodial					
7751 · Pby Mtg Exp	0	250	568	1,000	1,000
7752 · Custodial Salaries					
7752A · Office Maint Supplies	0	0	16	58	58
7752 · Custodial Salaries - Other	<u>0</u>	<u>0</u>	<u>1,575</u>	<u>1,575</u>	<u>1,575</u>
Total 7752 · Custodial Salaries	0	0	1,591	1,633	1,633
7753 · Office Supplies	109	300	1,644	3,300	3,600
7754 · Postage	200	208	1,485	2,292	2,500
7755 · Telephone	172	533	4,673	5,867	6,400

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7756 · Non-cap Equip/Software/Warranty	0	0	194	400	400
7757 · Computer Maintenance	0	542	1,612	5,958	6,500
7758 · Copy Machine	182	300	2,063	3,300	3,600
7759 · Support for Pby Web Site	306	150	2,143	1,650	1,800
Total 7750 · Office/Admin/Custodial	969	2,283	15,973	25,400	27,433
7760 · Trustees/Facilities					
7761 · Committee Expenses	0	0	0	50	100
7762 · Office Rent					
7762a · Office Relocation Expense	0	0	20,386	20,000	20,000
7762 · Office Rent - Other	961	643	17,855	16,625	17,267
Total 7762 · Office Rent	961	643	38,241	36,625	37,267
7763 · General Insurance	1,074	0	4,006	2,874	5,045
7764 · Legal Retainer	0	0	9,000	9,000	12,000
7765 · Additional Legal Services	0	0	(1,250)	500	500
Total 7760 · Trustees/Facilities	2,035	643	49,997	49,049	54,912
7766 · Synod & GA PC Differential	6,474	1,375	10,742	15,125	16,500
7780 · Judicial Expenses					
7781 · PJC Investigative Cmte Exp	0	0	0	275	275
7782 · Admin Comm Exp	0	0	0	400	400
Total 7780 · Judicial Expenses	0	0	0	675	675
7785 · Audit/Banking/Depr Exp					
7786 · Heveron & Heveron Audit	0	0	1,825	4,300	4,300
7787 · Heveron & Heveron Addt'l	0	0	0	600	600
7788 · Banking Fees	28	29	317	321	350
7789 · Depreciation	592	89	6,511	979	1,068
Total 7785 · Audit/Banking/Depr Exp	620	118	8,653	6,200	6,318
Total 7700 · Support for a Healthy Pby	33,855	#####	373,834	406,911	445,116
7790 · Big Picture Team 5000					
7791 · Big Picture Team Oper Exp	0	65	84	400	400
7792 · Moderator's Expense	0	0	68	400	400
Total 7790 · Big Picture Team 5000	0	65	152	800	800
7800 · ROC SALT Expense	14,528	#####	150,336	121,413	132,450
Total Expense	53,204	#####	591,803	600,529	659,347
Net Ordinary Income	(17,059)	(137)	(37,504)	(16,202)	(22,000)
Net Income	(17,059)	(137)	(37,504)	(16,202)	(22,000)
Presbytery	(8,321)		16,451		
ROC SALT	(8,738)		(53,957)		
Total Net Income	(17,059)		(37,504)		

APPENDIX C: 2018 Presbytery of Genesee Valley Management Letter



December 6, 2019

To The Board of Trustees
Presbytery of Genesee Valley
1049 Wegman Road
Rochester, NY 14624

Dear Trustees:

Our review is designed to help you safeguard your assets and to report your financial activity and account balances accurately and properly. As we perform our review procedures we also look for circumstances where you can operate more efficiently. This letter includes observations from our recently completed review.

Our Responsibilities to You

The scope of an accountant's review is substantially less than an audit. Consequently, we do not provide an opinion as we do with an audit. Review engagement standards require that we understand your operations and that we perform certain analytical procedures such as analyzing your account balances. We will also make inquiries to make sure that you understand recordkeeping and financial reporting responsibilities.

Your Responsibilities

It is your responsibility to be sure that proper standards of business practice have been set, that policies and procedures exist to ensure that your directives are carried out, that you have an appropriate system for recording and reporting financial transactions, and appropriate internal controls, including proper business practices and separation of the responsibilities of custody and recordkeeping, and that transactions are properly documented.

The Role of Internal Controls

Internal controls are managements' standards to safeguard your assets. They include the following components:

- ✓ Setting expectations of integrity and ethical conduct, with actions such as proper hiring and training,
- ✓ Assessing risks based on your operations and your staffing,
- ✓ Establishing control activities, such as separation of responsibilities, to reduce risks,
- ✓ Communications from senior management to all involved staff about internal controls, and
- ✓ Monitoring - ongoing evaluation of whether controls are appropriate and are working.

While we did not audit your internal controls or other areas, we do have some recommendations as a result of our review.

Internal Controls

- ✓ Someone independent of transferring donations received through PayPal should review monthly or quarterly reports from PayPal. This provides monitoring of all the activity and reduces the risk of transfers to an unauthorized bank account.
- ✓ The most basic and effective control over cash receipts is to have someone other than the person who records them, initially receive and document receipts. We understand that this has not been happening recently due to the loss of a staff person. This control should be reinstated as soon as possible.
- ✓ ROC SALT (Rochester Serving and Learning Together) is a mission of the Presbytery but they perform their own finance functions, as an auxiliary. You should be monitoring the activity of this group to ensure they have proper controls in place to avoid possible embarrassment to the Presbytery that could result from any wrongdoing within this group. See our attachment for best practices in this area. An alternative would be to have all finances of this group handled by the Presbytery finance office who would record the activity the same as other separate funds until the mission splits off into its own organization.

Recordkeeping

- ✓ Transfers of cash from the Presbytery to the ROC SALT mission should be recorded differently. On the Presbytery books, you have been crediting cash and debiting the net asset account. On the ROC SALT books, transfers are being recorded as a debit to cash and a credit to income. Since the ROC SALT activity is recorded in one net entry in the Presbytery accounting software, transfers are also included in the monthly income and expenses. This makes it difficult to tie the two sides together and requires adjustments to the net asset account for ROC SALT on the Presbytery books. You should record transfers of cash between the two cash accounts in the Presbytery accounting software and remove it from the monthly entries recorded for ROC SALT.
- ✓ ROC SALT's monthly activity is recorded in income and expenses and in the fund account activity. You should only record the fund account. However, you should review and keep the income and expense statement and balance sheet reports you are recording the entry from and the monthly bank statements to support the entries.

Information Technology

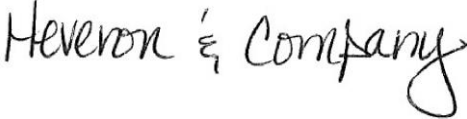
- ✓ Passwords should be changed on a regular basis. A good policy to follow is to change them every 90 days. Currently that is the policy, however the computers and programs do not force users to change their passwords. Passwords should be set to meet security standards with at least 12-15 characters and contain a capital letter, lowercase letter, number, and special character.

Other Matters

- ✓ The Brighton Securities statement is still in the name of Calvary St. Andrews Presbyterian Parish. This should be updated to Presbytery of Genesee Valley, but can also contain the name ROC SALT mission.

Please contact us if you have any questions about this letter or if we can help in any other way.

Sincerely,

A handwritten signature in black ink that reads "Heveron & Company". The signature is written in a cursive, flowing style.

Heveron & Company CPAs

MINUTES OF STATED PRESBYTERY MEETING
 JANUARY 28, 2020 4:00 P.M.

TWELVE CORNERS PRESBYTERIAN CHURCH
 ROCHESTER, NY

APPENDIX D:

01-28-20 2nd Read 2020 Budget rev.

Ordinary Income/Expense

Income

4000INC · Congregational & Individual

4000 · Presbytery General Mission

4100 · Presbytery Per Capita

4150 · Pby Meeting Offerings

Total 4000INC · Congregational & Individual

4400INC · Other Support

4420 · UCC/Wellspring Staff Support

4430 · Credit Card Rewards-Misc Income

4490 · Master Insurance Service Rcpts.

Total 4400INC · Other Support

4500INC · Investment Income Support

4552 · Investment Support for Sustainability

Total 4500INC · Investment Income Support

4600INC Non-Presbytery Per Capita Income

4611 Synod Per Capita Income

4612 GA Per Capita Income

Total Synod & GA Income

4800 ROC SALT Income

Total Income

Expense

5600 · Designated Mission Support

5601 · Cameron Comm Ministry

5603 · Greater Roch Comm Churches

5604 · Camp Whitman

5605 · Youth Triennium

5606 · ROC SALT

Total 5600 · Designated Mission Support

6200 · Healthier Congregations Work

Total 6210 · Grants

6220 · Relationships

6230 · Tools & Training

	2018 Actual	2019 Budget	2020 1st Read	2020 2nd Read
		11/13/18	10/12/19	01/28/20
Total 4000INC · Congregational & Individual	358,381	337,280	325,150	325,150
Total 4400INC · Other Support	3,992	3,100	2,100	2,100
Total 4500INC · Investment Income Support	136,006	186,517	75,483	92,221
Total Synod & GA Income			95,051	95,051
Total Income	686,879	526,897	497,785	514,523
Total 5600 · Designated Mission Support	31,000	36,000	36,000	36,000
Total 6210 · Grants	29,070	26,000	26,000	26,000
6220 · Relationships	0	1,000	1,000	1,000

**MINUTES OF STATED PRESBYTERY MEETING
JANUARY 28, 2020 4:00 P.M.**

**TWELVE CORNERS PRESBYTERIAN CHURCH
ROCHESTER, NY**

6231 · Congregational Learning Day	(274)		250	250
6232 · Measuring Mission	526		500	500
6233 · Scholarships	2,640		1,475	1,475
6234 · Mission Day	104		300	300
6236 · Event Sponsorship (PGV/N/C)	329		2,275	2,275
6230 · Tools & Training - Other	1,692	5,000	381	381
Total 6230 · Tools & Training	5,017	5,000	5,181	5,181
6240 · Resource Center				
6240A · UCC/Wellspring			0	0
6240 · Resource Center - Other	1,022	1,181	0	0
Total 6240 · Resource Center	1,022	1,181	0	0
6250 · Communications/Connections				
6251 · Communications	0	2,000	3,000	
Total 6250 · Communications/Connections	0	2,000	3,000	0
HCW reduction (change since 1st read) - TBD by Cmte				(6,126)
Total 6200 · Healthier Congregations Work	35,109	35,181	35,181	26,055
6300 · Healthy Leaders Work				
Total 6310 · Committee on Ministry	1,662	3,500	3,500	3,500
Total 6320 · Patoral Care & Development	1,182	5,000	5,000	3,720
Total 6330 · Cmte on Prep. for Ministry	783	1,300	1,300	2,580
Total 6300 · Healthy Leaders Work	3,627	9,800	9,800	9,800
7700 · Support for a Healthy Pby				
Total 7701 · Salaries & Benefits	329,687	334,078	268,547	268,547
7740 · Personnel Committee				
7741 · Staff Retreat	293	300	300	300
7742 · Staff/Vol Recognition	308	400	400	400
7743 · Resp Higher Gov. Bodies	2,511	3,200	3,200	3,200
7744 · Payroll Service Fee	1,000	1,025	1,025	1,025
7745 · Support Staff Cont Ed.	0	275	275	1,000
Total 7740 · Personnel Committee 5200	4,112	5,200	5,200	5,925
7750 · Office/Admin/Cust				
7751 · Pby Mtg Exp	773	1,000	1,000	1,000
7752 · Custodial Salaries	2,757	2,633	0	0
Total 7750 -7752	2,757	2,633	1,000	1,000
7753 · Office Supplies	1,789	3,600	3,600	3,600
7754 · Postage	2,578	2,500	2,500	2,500
7755 · Telephone	6,761	6,400	6,400	3,600
7756 · Non-cap Equip/Software	642	400	400	400
7757 · Computer Maintenance	4,954	6,500	2,000	1,500
7758 · Copy Machine	3,382	3,600	3,600	720

**MINUTES OF STATED PRESBYTERY MEETING
JANUARY 28, 2020 4:00 P.M.**

**TWELVE CORNERS PRESBYTERIAN CHURCH
ROCHESTER, NY**

7759 · Support for Pby Web Site	1,869	1,800	1,800	3,800
Total 7753-7759	25,505	24,800	20,300	16,120
Sub-Total 7750 · Office/Admin/Cust	28,262	27,433	21,300	17,120
		(1,250)	0	0
Total 7750 · Office/Admin/Cust	28,262	26,183	21,300	17,120
7760 · Trustees/Facilities				
7761 · Committee Expenses	23	100	100	100
7762 · Office Rent	22,372	18,517	12,000	12,000
7762A Office Relocation Expense		20,000	0	0
7763 · General Insurance	4,725	5,045	6,982	6,982
7764 · Legal Retainer	12,000	12,000	12,000	12,000
7765 · Additional Legal Services	0	500	500	500
Total 7760 · Trustees/Facilities	39,120	56,162	31,582	31,582
Total 7770 (former Stated Clerk lines)			0	0
7780 · Judicial Expenses				
7781 · PJC Investigative Cmte Exp	0	275	275	275
7782 · Admin Comm Exp	0	400	400	400
Total 7780 · Judicial Expenses	0	675	675	675
7785 · Audit/Banking/Depr Exp				
7786 · Heveron & Heveron Audit	4,175	4,300	4,450	4,450
7787 · Heveron & Heveron Addt'l	0	600	600	600
7788 · Banking Fees	342	350	350	350
7789 · Depreciation	9,946	1,068	1,068	1,068
Total 7785 · Audit/Banking/Depr Exp	14,463	6,318	6,468	6,468
7766 · Synod & GA PC Shortfall	15,478	16,500	0	0
7790 · Big Picture Team 5000				
7791 · Big Picture Team Oper Exp-5001	281	400	400	400
7792 · Moderator's Expense 5005	0	400	400	400
Total 7790 · Big Picture Team 5000	281	800	800	800
Total 7700 · Support for a Healthy Pby	428,366	445,917	334,572	331,117
7800 ROC SALT Expense	138,914			
8000 Synod & GA PC paid by Pby				
8010 Synod PC paid by Pby			35,047	35,047
8020 GA PC paid by Pby			76,505	76,505
Total 8000 Synod & GA PC Paid by Pby			111,551	111,551
Total Expense	637,297	526,897	527,105	514,523
Subtotal Ordinary Income	0	0	(29,319)	
8030 Additional Investment Support			29,319	
Net Ordinary Income	49,586	0	0	0

*This is based on Presbytery moving to Gates Presbyterian in July 2019, with one month overlap

Membership	9,713	8,951	8,548	8,548
Per Capita				
Presbytery	19.43	20.60	21.63	21.63
Synod	4.10	4.10	4.10	4.10
GA	7.73	8.95	8.95	8.95
Total Per Capita	31.26	33.65	34.68	34.68

APPENDIX E:

Policies and Procedures Manual – 1-28-20 proposed COM job description revision

PRESBYTERY OF GENESEE VALLEY

COMMITTEE ON MINISTRY JOB DESCRIPTION

Membership: 24

The Presbytery shall elect a Committee on Ministry, which shall function as the pastor, counselor and advisor according to the Form of Government G-3.0307. In its work the Committee on Ministry shall seek to be open at all times to communication regarding the life and ministries of the Presbytery's congregations and minister members; and to further the spiritual and temporal welfare of congregations, ministers, certified Christian educators, and commissioned pastors of the Presbytery.

The Committee on Ministry shall have twenty-four (24) members in three classes of eight (8) persons. The Committee on Ministry shall be comprised of twelve (12) ministers and twelve (12) elders. Care shall be taken to ensure that the Committee on Ministry is representative of both the demographics and the geography of the Presbytery.

With the provision that all such actions be reported to the next stated meeting of Presbytery, the Committee on Ministry shall have authority to act on behalf of Presbytery to:

- facilitate the oversight of Presbytery's minister members, including granting Honorable Retirement status
- find in order calls and covenant agreements issued by churches
- approve and present calls to the Presbytery for services of ministers. **To accommodate pastoral candidates, and to save the congregation the cost of an "extra trip" to attend a regularly scheduled Presbytery meeting for examination, upon COM approval, a congregation may:**
 - wish to host a Special Meeting of Presbytery called for the purpose of Examining and Receiving their Candidate, and Approving the Call, if the way be clear, during the candidate's visit.
 - Invite the candidate to participate electronically, both audio and video, at the next stated meeting or at a special meeting of the Presbytery, as hosted by the calling congregation.
- approve pastor members of Presbytery accepting new calls within the Presbytery; and examining and approving Honorably Retired members of other presbyteries requesting transfer to, or temporary membership in, the Presbytery
- establish administrative commissions for ordination and/or installation services as per G- 2.0703 and G-2.0805
- grant permission, and annually review, minister members laboring within or outside the bounds of Presbytery
- dismiss ministers to other presbyteries
- dissolve the pastoral relationship when requested and/or necessary G-2.09
- settle difficulties on behalf of the Presbytery where possible and expedient
- consult with congregations and neighborhoods regarding its strategy for mission, in collaboration with the Big Picture Team and the Relationships Working Group of the Healthier Congregations Team
- conduct and approve clearance and exit interviews with pastors and sessions
- establish minimum compensation standards for pastoral calls and Certified Christian Educators
- counsel with a session concerning reported difficulties within a congregation, including:

- (1) advising the session as to appropriate actions to be taken to resolve the reported difficulties
 - (2) recommending resources for mediation
 - (3) acting to correct the difficulties if requested to do so by the session or, if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline with the provision that all such actions be reported to the next stated meeting of Presbytery.
- Encourage congregations make full use of the resources available to them, such as Congregational Learning Day and Pastoral Care & Development, and be an active participant in its Presbytery Neighborhood

The Committee on Ministry shall make recommendations to Presbytery to:

- Oversee the division, dismissal, or dissolution of congregations in consultation with their members
- Assume original jurisdiction in accordance with G-3.0303e

The Committee on Ministry shall work in conjunction with other appropriate committees of the Presbytery for the care and well-being of the minister members and congregations of the Presbytery. The Committee of Ministry shall oversee training and education regarding sexual misconduct awareness and prevention. For more information see the Presbytery's Sexual Ethics Policy.

Proposed Revision January 2020