



Presbytery of Genesee Valley

STATED MEETING

October 25, 2022 – 6 p.m.

Electronic Meeting via Zoom



Rev. Michelle Sumption, Moderator
Rev. Aaron Neff, Moderator-Elect
Elder Susan Orr, Stated Clerk
Elder Karen Pryor, Treasurer

DOCKET

Spirit of Love: "For God has not given us a spirit of fear, but of power, and of love, and of a sound mind." –2 Timothy 1:7

PRE-MEETING – 5 p.m.

Conversation with the Parkminster Administrative Commission

[Join Zoom Meeting](#) Meeting ID: 881 9559 7099

No advance registration required for pre meeting. **NOTE:** This link doesn't provide access to STATED meeting.

STATED MEETING – 6 p.m. (Log onto Zoom any time after 5:30 p.m.)

Please [register in advance using this registration link](#). **NOTE:** Registration is required to attend the STATED meeting.

After registering you will receive a confirmation email containing the necessary information for joining the STATED meeting. Be sure you save that confirmation message for ready access to the meeting on October 25.

New Commissioners: Please review [the responsibilities and resources for your role here](#).

Minutes of previous Presbytery meetings are available [on the web site at this link](#). Drafts of Presbytery minutes [being approved at this meeting are available here](#).

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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Next STATED meeting: **Saturday, January 28, 2023, TBD** via Zoom (*pending approval*)

AGENDA

Stated Presbytery Meeting		October 25, 2022	
DOCKET			
For the Stated Meeting of the Presbytery of Genesee Valley			
Tuesday, October 25, 2022		Electronic Meeting via Zoom	
Stated Meeting		THEME:	Rochester, New York
		Spirit of Love: "For God has not given us a spirit of fear, but of power, and of love, and of a sound mind." -2 Timothy 1:7	
<u>Page Reference</u>			
5 p.m.		Pre-meeting: Conversation with the Parkminster Administrative Commission	Parkminster Administrative Commission
5:55 p.m.		Announcements	
6 p.m.		Call to Order <ul style="list-style-type: none"> ▪ Declaration of Quorum ▪ Opening Prayer ▪ Land Acknowledgement 	Michelle Sumption Tedd Pullano
6:10 p.m.		Introductory Business <ul style="list-style-type: none"> ▪ Greeting New Commissioners ▪ Enrollment of Corresponding Members ▪ Approval of Docket ▪ Privilege of the Floor 	Michelle Sumption
6:15 p.m.		Call for New Business	
6:20 p.m.	p. 3	Consent Agenda	
6:30 p.m.	p. 18	Committee on Preparation for Ministry <ul style="list-style-type: none"> ▪ Examination of Rebeka Fergusson Lutz for Candidacy 	Walter Stuber
6:45 p.m.		Worship <ul style="list-style-type: none"> ▪ Recognition of 2022 Ordination Anniversaries ▪ Sacrament of the Lord's Supper 	Aaron Neff Lisa Lancaster
7:10 p.m.		Prayer Focus	William Wilkinson
7:15 p.m.		Good News from Congregations and Neighborhoods <ul style="list-style-type: none"> ▪ Celebrating the new Presbytery website ▪ News from Self Development of People 	Lisa Bennett Tedd Pullano
7:30 p.m.		Break	
7:35 p.m.		Report from the Transitional Leader/Stated Clerk	Susan Orr
7:40 p.m.	p. 20	Report from the Parkminster Administrative Commission <ul style="list-style-type: none"> ▪ Dissolution of Parkminster Presbyterian Church and related motions 	Linda Badger Becker
8:00 p.m.	p. 27, 28 p. 29, 32	Report of the Committee on Ministry <ul style="list-style-type: none"> ▪ Approval of the Call between Rev. Jeffrey Fox-Kline and Twelve Corners Presbyterian Church as pastor effective 10/8/22 and related motions ▪ 2023 Terms of Call 	Charles Roberts Corinne Coon Gail Henry
8:20 p.m.	p. 34	Grants Working Group <ul style="list-style-type: none"> ▪ 2022 Second Chance Grant Recipients 	Judy Lee Hay
8:25 p.m.	p. 36, 37	Report of the Big Picture Team <ul style="list-style-type: none"> ▪ 2023 Per Capita ▪ 2023 Presbytery Meeting Dates 	Evan Wildhack Bob Mecredy
8:40 p.m.		Three Key Things to Take Home	Rod Frohman
8:45 p.m.		Adjourn with Prayer	

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.

How to lift items for discussion or debate:

- *An opportunity will be given for presbyters to request that action items be lifted from the Consent Agenda. Simply go to the microphone and when you are recognized, request the item you wish to lift out.*
- *Items lifted out for discussion will be handled during the committee report associated with that item.*
- *The remaining items (those not lifted out) will be approved in one motion.*

CONSENT AGENDA: Items for Presbytery's Action

The Stated Clerk moves that the presbytery:

(Minutes)

1. **Approve** the Minutes of the July 26, 2022 Stated meeting of the Presbytery of Genesee Valley.
See Appendix A: Minutes from the Stated Meeting July 26, 2022
2. **Approve** the Minutes of the September 15, 2022 Special meeting of the Presbytery of Genesee Valley.
See Appendix B: Minutes from the Special Meeting September 15, 2022

(Treasurer's Report)

1. **Receive** the Treasurer's Report, month ending September 30, 2022.
2. **Receive** the summary report of the 2021 Presbytery of Genesee Valley Audit Review Summary dated September 7, 2022 as conducted by Heveron & Company, Certified Public Accountants.
See Appendix C: Balance Sheet as of September 30, 2022
See Appendix D: Operating Statement as of September 30, 2022
See Appendix E: Mission and Per Capita Apportionment
See Appendix F: 2021 Audit Summary Letter from Heveron & Co.

(Committee on Representation / Nominations)

Elect, upon recommendation of the Committee on Representation, the following persons to service on the following committees:

Camp Whitman Advisory Team

RE Terri Tugel (East Avon) 2025

Committee on Ministry

TE Louise Armstrong (HR) 2023

Permanent Judicial Commission, Class of 2028

RE Fred Denson (Webster)

TE Marcia Reiff (Dansville)

Trustees

RE Jan Beutner (Gates) 2025

(Revisions to the Policies & Procedures Manual)

Approve, upon recommendation of the Big Picture Team, the following revisions to the Policies & Procedures Manual:

1. Combining the Racial Justice Working Group with the not-yet-formed Peace and Advocacy Working Group into the Racial Justice, Peace and Advocacy Working Group, and authorize this WG to administer and oversee the Matthew 25 Fund.
2. The removal of the Copyright Policy. With the sunseting of the Resource Center and the conclusion of the copier lease, this policy is no longer necessary.
3. The removal of Policies & Procedures Appendix I: Guidelines for Writing a Session Sexual Misconduct Policy & Procedures. This Appendix is over ten years old and is no longer accurate.

[NOTE: Per the Policies & Procedures Manual, revisions must be approved by a 2/3 vote of members present.]

(Proposed Correction of Imbalance between Clergy and Elders for 2023)

Current Imbalance Report

Minister members of Presbytery (as of 10/1/22)	108	(113 in 2021)
Average ministers in attendance in 2022	42	(34 in 2021)
Elder Commissioners from congregations (one per)	56	
Add'l Elder Commissioners from large congregations (over 500)	2	
Pittsford (780) – 1 additional		
Third (941) – 1 additional		
Average elder commissioners in attendance in 2022	49	(45 in 2021)
Average # of churches not represented by elder comm.	30	(31 in 2021)
Average # of churches not represented by elder comm. or pastor	18	(19 in 2021)

The Stated Clerk recommends the Presbytery of Genesee Valley APPROVE inviting the following persons to serve as “additional elder commissioners” for calendar year 2023:

Presbytery Officers:

Karen Pryor (Third) – Treasurer

Susan Orr (Trinity Emmanuel) – Transitional Leader/Stated Clerk

Certified Christian Educators:

Linda Badger Becker (Gates)

Commissioned Pastors in current service:

Tim Bucknam (Pike)

Lynn Burdick (Perry Brick)

Roger Estes (Mumford)

David Fish (North Bergen/Stone Bergen)

John Goehle (Barre Center)

Mark McDaniel (Christ Clarion)

Martha Mitchell (Lyndonville)

Brad Smith (Attica)

Committee Chairs:

Lew Becker (Pittsford) – Committee on Ministry

Bob Mecredy (Pittsford) – Budget Development and Oversight

Synod and General Assembly Commissioners:

Betty Iwan (Third) – Synod

Former Moderators:

Fred Denson (Webster)

George Gotcsik (Third)

Lea Kone (Downtown)

Hezekiah Simmons (Pittsford)

Nancy Sprenkle (Pittsford)

Kay VanNostrand (Lyndonville)

Additional Commissioners from our Racial Ethnic Congregations:

Rochester Korean

Trinity Emmanuel

TOTAL INVITATIONS = 22

CONSENT AGENDA: Items for Presbytery's Information

(Matthew 25 Churches in the Presbytery)

Each of the following congregations have submitted paperwork to the Presbyterian Mission Agency to be declared a Matthew 25 church (as of September 30th):

Chili	John Knox	Mt. Morris	Third
Gates	Irondequoit	Penfield	Trinity Emmanuel
Geneseo	Medina	South	

(Anniversaries)

The following are the significant anniversaries of congregations that occur in 2022 (listed in 25-year increments):

50 years (1972)

Pike Community Church, Pike, NY

200 years (1822)

First Presbyterian Church, Elba, NY

Union Presbyterian Church, Scottsville, NY

(Necrology)

The Rev. Ronald Sallade, 90, died on August 20, 2022. A memorial service was held on September 24, 2022 at Union Presbyterian Church, Scottsville, NY.

The Rev. Dr. J. Donald Glover, 87, died on August 29, 2022. A memorial service was held on September 24, 2022 at Third Presbyterian Church, Rochester, NY.

(Ordinations / Installations)

The installation of Rev. Laura Bachmann as Pastor was held on September 25, 2022, at Gates Presbyterian Church, Rochester, NY.

(2022 Significant Ordination Anniversaries of Ministers [listed in 5-year increments])

10 years (2012)

The Rev. Michael McNamara (March 25, 2012 – Presbytery of Genesee Valley)

The Rev. William Wilkinson (December 9, 2012 – Presbytery of Genesee Valley)

15 years (2007)

The Rev. Tedd Pullano (September 30, 2007 – Presbytery of Genesee Valley)

20 years (2002)

The Rev. Kathryn Bindig (October 27, 2002 – Presbytery of Western New York)

25 years (1997)

The Rev. S. Philip Benier (September 21, 1997 – Maumee Valley Presbytery)

The Rev. Nancy Overgaard (June 8, 1997 – Presbytery of Boston)

30 years (1992)

The Rev. Christine Baker (October 4, 1992 – New Castle Presbytery)

The Rev. Jamie Kenyon (February 2, 1992 – Presbytery of Boulder)

35 years (1987)

The Rev. Janice Fitzgerald (December 12, 1987 – Presbytery of Genesee Valley)

The Rev. Lisa Lancaster (March 8, 1987 – Presbytery of New Brunswick)

The Rev. Alfreda Morse (May 17, 1987 – Presbytery of Genesee Valley)

The Rev. Encie Stevens (March 1, 1987 – Presbytery of Genesee Valley)

The Rev. Laurie Tiberi (February 15, 1987 – Presbytery of Western New York)

40 years (1982)

The Rev. Charles Roberts (June 13, 1982 – Albany Presbytery)

45 years (1977)

The Rev. Elizabeth Beckhusen (July 10, 1977 – Elizabeth Presbytery)

The Rev. Ann Evinger (September 11, 1977 – Presbytery of New York City)

The Rev. Rosemary Mitchell (Susquehanna Valley Presbytery)

The Rev. Jane Searjeant Watt (Presbytery of Genesee Valley)

50 years (1972)

The Rev. Bruce Boak (June 25, 1972 – Presbytery of Shenango)
The Rev. Roderic Frohman (June 7, 1972 – Presbytery of Philadelphia)
The Rev. Neil Froot (May 7, 1972 – Presbytery of Genesee Valley)
The Rev. David Kilgore (March 26, 1972 – Redstone Presbytery)
The Rev. Anthony Ricciuti (October 29, 1972 – Presbytery of Monmouth)

Over 50 years

The Rev. George W. Walker III (52 years, April 1, 1970 – Presbytery of Detroit)
The Rev. Andrew Chalmers (55 years, October 22, 1967 – Presbytery of Elizabeth)
The Rev. Ray Lindquist (55 years, October 10, 1967 – Presbytery of Newton)
The Rev. Linda Brebner (57 years, February 21, 1965 – Presbytery of Riverside)
The Rev. Jack Heister (57 years, June 1, 1965 – Presbytery of Philadelphia)
The Rev. Jerrold Paul (57 years, July 27, 1965 – Presbytery of Monmouth)
The Rev. Bob Booher (60 years, October 14, 1962 – Presbytery of Genesee Valley)
The Rev. Bob Kaiser (61 years, May 1, 1961 – Central NY Conf., United Methodist Church)
The Rev. Chuck Leport (61 years, June 21, 1961 – Presbytery of Utica)
The Rev. Walter Wenholt (66 years, May 1, 1956 – Presbytery of Philadelphia 5 years (2016))

(Administrative Commission for Rochester Korean Presbyterian Church, Rush, NY)

Moderator Michelle Sumption has appointed the following persons to serve as the Administrative Commission for Rochester Korean Presbyterian Church, Rush, NY formed at the special meeting of Presbytery on September 15, 2022:

Elder Lewis Becker (Pittsford)	Elder Barbara James (Summerville)
Rev. Twyla Boyer (Penfield)	Rev. Rebecca Segers (Third)
Elder Ron Hansen (Third)	

Training for the Administrative Commission (AC) was conducted by WNY Stated Clerk Rev. Laura Norris Buisch on September 29, 2022. The AC appointed Elder Lew Becker and Elder Ron Hansen as AC Co-Moderators and Rev. Twyla Boyer as AC Clerk.

(Mendon Church)

Due to the original attorney closing his practice due to health reasons, the Mendon Community Church project was transferred to Underberg and Kessler LLP. The new firm found that everything wasn't complete as received by them. They are currently working to re-enable the filing with the Court in Monroe County to be followed by proper filings with NYS to complete the project. The PGV settlement amount of \$113,642 remains in an attorney trust account and will be issued at the final closing.

(Annual Review of Presbytery Minutes)

Due to the pandemic, the Synod of the Northeast did not review Presbytery Minutes in 2021. The Annual Review of Presbytery Minutes was conducted virtually by the Synod of the Northeast in August 2022. The Minutes of the Presbytery of Genesee Valley for the years 2020 and 2021 were reviewed by Rev. Laura Norris Buisch (Stated Clerk, Presbytery of Western New York) and were approved without exception. The following were listed as "items found commendable that the Presbytery is doing":

- Emergency COVID Financial Aid Grants
- Necrology Memorial Tribute
- New Worshiping Communities and Collaborative Ministries
- Presbytery meeting themes including "Caring Relationships"

(Presbytery Litigation)

In August 2021 the Presbytery and United Church of Mt. Morris were sued under the NY Child Victims Act by a former member of the Mt. Morris Church. Presbytery has hired the law firm of Refermat Hurwitz & Daniel PLLC to defend it in this matter. A settlement offer was made by the defendants in February 2022;

the plaintiff dismissed it and did not counteroffer. A motion to dismiss all four claims brought against the Presbytery was filed by the Presbytery attorneys on February 28, 2022; this was denied by the court. Our attorneys filed answers to the plaintiff's complaint on July 5, 2022. The matter is now in discovery phase. Discovery is the process by which parties in litigation share information and documentation to establish a factual record and identify disputed facts.

(PGV Insurance Coverage)

The Board of Trustees has taken significant time to research PGV's current insurance offering including the method of allocation. It was determined to base premium allocations as provided by the insurance carrier which are based on: size of the church and materials of construction; coverage of a fire sprinkler system; distance to the nearest fire station; and whether the firefighters are full-time or volunteer; presence of a daycare, or not; underwriter's experience with other claims, by county; type and amount of additional insurance purchased, if any. After soliciting quotes from two agencies representing multiple providers, the Board of Trustees accepted the renewal offer from our current agent, the Christopher Williams Agency, Inc., and current provider, Church Mutual to cover the policy period from September 1, 2022 through December 31, 2023.

(NYS Mandated Sexual Harassment Prevention Training)

The following employees and volunteers of the Presbytery of Genesee Valley have received the mandated 2022 Workplace Sexual Harassment Prevention Training:

Elder Lewis Becker (Pittsford)	Elder Susan Orr (Trinity Emmanuel)
Elder Barbara Crane (Covington)	Rev. Tedd Pullano (Third)
Rev. Robert Heppenstall (HR)	Rev. Stephanie Sauve (HR)
Elder Jim Hetzler (Bethany)	Rev. Michelle Sumption (York)
Rev. Christine James (Covington)	Rev. Evan Wildhack (Corfu)

(Schedule: BIG PICTURE TEAM (BPT) & PRESBYTERY: 2022 Meeting Dates)

BPT – Tuesday, November 29, 2022 6:00 pm

APPENDICES for CONSENT AGENDA

Appendix A: [Minutes from Stated Meeting of Presbytery 7-26-22](#)

Appendix B: [Minutes from the Special Meeting 9/15/22](#)

Appendix C:

Balance Sheet as of September 30, 2022

	Sep 30, 22	Aug 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1117 · M & T Checking	94,104	87,200	6,904
1118 · M & T Money Market	10,369	10,369	0
Total Checking/Savings	104,473	97,569	6,904
Accounts Receivable			
1200 · Accounts Receivable	4,316	9,094	(4,778)
1216 · Mortgage Receivable			
1216A · Mortgage Rec.-Lakeside 3/1/23	251,940	252,317	(377)
Total 1216 · Mortgage Receivable	251,940	252,317	(377)
Total Accounts Receivable	256,256	261,411	(5,155)
Other Current Assets			
1300 · Invested Funds			
1312 · PILP	100,000	100,000	0
1313 · Investment Fund			
1313A · Gain / Loss	984,998	1,167,585	(182,587)
1313 · Investment Fund - Other	1,153,789	1,153,789	0
Total 1313 · Investment Fund	2,138,787	2,321,374	(182,587)
Total 1300 · Invested Funds	2,238,787	2,421,374	(182,587)
Total Other Current Assets	2,238,787	2,421,374	(182,587)
Total Current Assets	2,599,516	2,780,354	(180,838)
Fixed Assets			
1800 · Equipment & Fixtures	1,999	1,999	0
1900 · Accumulated Depreciation	(11,225)	(11,201)	(24)
Total Fixed Assets	(9,226)	(9,202)	(24)
Other Assets			
1400 · Loans to Churches			
1412 · Gates	10,403	10,896	(493)
1413 · RKPC Loan 5 yr pymts begin 8/22	6,239	6,539	(300)
Total 1400 · Loans to Churches	16,642	17,435	(793)
Total Other Assets	16,642	17,435	(793)
TOTAL ASSETS	2,606,932	2,788,587	(181,655)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2100 · Employee Related Accounts			
2101 · Employer Pension Escrow	0	2,325	(2,325)
2102 · Employee Pension Escrow	0	592	(592)
Total 2100 · Employee Related Accounts	0	2,917	(2,917)

	Sep 30, 22	Aug 31, 22	\$ Change
2200 · Insurance Premiums	0	(337)	337
Total Other Current Liabilities	0	2,580	(2,580)
Total Current Liabilities	0	2,580	(2,580)
Total Liabilities	0	2,580	(2,580)
Equity			
3000 · Donor Restricted Funds			
3001 · Slater Fund			
3001A · Slater Fund - Book Value	22,623	22,623	0
3001B · Slater Fund Total Return	(1,463)	(12)	(1,451)
Total 3001 · Slater Fund	21,160	22,611	(1,451)
Total 3000 · Donor Restricted Funds	21,160	22,611	(1,451)
3100 · Donor Specific Use Funds			
3101 · Misc. Designated Gifts	2,128	2,033	95
3101B · Blossom Trust	206	206	0
3101CLS · Congregational Legal Support	7,785	7,785	0
3101MM · Measuring Mission	2,315	2,315	0
3101S · Scholarships	3,287	3,287	0
3101SNE · Synod Partnership Grant	171	171	0
3101VWG · Visioning Working Group	15,839	16,360	(521)
3104 · Presbytery Peace Offering	3,278	3,278	0
3110 · Ministry Candidates Aid Fund	9,409	9,812	(403)
3114 · Commissioned Pastor Training	2,871	2,871	0
3116 · New Worshipping Communities			
3116A · Companions on the Way	3,842	3,778	64
Total 3116 · New Worshipping Communities	3,842	3,778	64
3117 · Emergency Aid Fund (PCD)	13,925	13,925	0
Total 3100 · Donor Specific Use Funds	65,056	65,821	(765)
3200 · Presbytery Designated Funds			
3204 · Matthew 25 Fund	89,438	91,428	(1,990)
3207 · Food Ministry Fund	63,884	65,306	(1,422)
3211 · Westminster-RPH Mission Fund	66,430	68,617	(2,187)
3214 · Genesee Valley Fund			
3214A · Calvary St. Andrews	0	14,167	(14,167)
3214G · Lakeside	73,972	72,439	1,533
3214 · Genesee Valley Fund - Other	2,347,720	2,512,226	(164,506)
Total 3214 · Genesee Valley Fund	2,421,692	2,598,832	(177,140)
3220 · Youth Triennium Escrow Fund	6,867	6,117	750
3221 · Touch of Grace Initiative-TOGI	280	280	0
Total 3200 · Presbytery Designated Funds	2,648,591	2,830,580	(181,989)
3300 · Un-Designated Equity	593,245	593,581	(336)
3900 · Retained Earnings	(328,111)	(327,734)	(377)
Net			
Income	(393,007)	(398,853)	5,846
Total Equity	2,606,934	2,786,006	(179,072)
TOTAL LIABILITIES & EQUITY	2,606,934	2,788,586	(181,652)

Appendix D

Operating Statement as of September 30, 2022

	Sep Actual	Sep Budget	YTD Actual	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000INC · Congregational & Individual					
4000 · Presbytery General Mission	20,392	18,317	109,231	97,535	140,898
4100 · Presbytery Per Capita	11,464	15,323	103,877	112,275	145,933
Total 4000INC · Congregational & Individual	31,856	33,640	213,108	209,810	286,831
4400INC · Other Support					
4430 · Credit Card Rewards-Misc Income	0	42	126	375	500
4490 · Master Insurance Service Rcpts.	0	0	720	800	1,600
Total 4400INC · Other Support	0	42	846	1,175	2,100
4500INC · Investment Income Support					
4552 · Inv Support for Sustainability	0	7,463	50,000	67,171	89,561
Total 4500INC · Investment Income Support	0	7,463	50,000	67,171	89,561
4610 · Synod & GA PC Paid by Churches					
4611 · Synod PC Paid by Churches	2,089	2,216	18,932	19,941	26,588
4612 · GA PC Paid by Churches	4,575	4,853	41,464	43,676	58,234
Total 4610 · Synod & GA PC Paid by Churches	6,664	7,069	60,396	63,617	84,822
4620 · Mission Support Income					
4621 · Matthew 25 Support	0	0	0	4,000	4,000
Total 4620 · Mission Support Income	0	0	0	4,000	4,000
Total Income	38,520	48,214	324,350	345,773	467,314
Gross Profit	38,520	48,214	324,350	345,773	467,314
Expense					
5600 · Designated Mission Support					
5601 · Cameron Comm Ministry	700	700	5,600	5,600	7,000
5603 · Greater Roch Comm Churches	0	0	1,000	1,000	1,000
5604 · Camp Whitman	1,750	1,750	14,000	14,000	17,500
5605 · Youth Triennium	0	0	0	0	2,500
5607 · Genesee Area Campus Ministries	0	0	3,000	3,000	4,000
5609 · NYS Council of Churches	0	0	1,000	1,000	1,000
Total 5600 · Designated Mission Support	2,450	2,450	24,600	24,600	33,000
6200 · Healthier Congregations Work					
6210 · Grants	0	0	7,600	20,000	20,000
6220 · Relationships	(115)	438	601	1,313	1,750
6230 · Tools & Training					
6232 · Measuring Mission	0	125	303	375	500
6233 · Scholarships	0	250	800	750	1,000
6234 · Mission Day	0	0	0	300	300
6236 · Event Sponsorship (PGV/N/C)	0	306	0	919	1,225
6230 · Tools & Training - Other	0	23	0	210	280
Total 6230 · Tools & Training	0	704	1,103	2,554	3,305
6260 · Youth & Young Adults WG	0	250	753	750	1,000
Total 6200 · Healthier Congregations Work	(115)	1,392	10,057	24,617	26,055
6300 · Healthy Leaders Work					
6310 · Committee on Ministry					
6311 · CoM Committee Expenses	0	92	0	825	1,100
6312 · Resources	0	20	0	160	200
6313 · Sexual Misconduct Trng	0	0	0	200	200
6314 · Discretionary Fund	0	0	0	1,000	1,500
6315 · CP Scholarships	0	0	0	500	1,000
Total 6310 · Committee on Ministry	0	112	0	2,685	4,000

	Sep Actual	Sep Budget	YTD Actual	YTD Budget	Annual Budget
6320 · Pastoral Care Committee					
6321 · Committee Expense	0	13	0	120	160
6322 · Education & Training	0	90	0	270	360
6323 · Pastoral Wellness & Hospitality	0	300	200	900	1,200
Total 6320 · Pastoral Care Committee	0	403	200	1,290	1,720
6330 · Cmte on Prep. for Ministry					
6331 · Committee Expenses	0	75	0	225	300
6332 · Career Evaluation	0	320	1,415	960	1,280
Total 6330 · Cmte on Prep. for Ministry	0	395	1,415	1,185	1,580
Total 6300 · Healthy Leaders Work	0	910	1,615	5,160	7,300
7700 · Support for a Healthy Pby					
7701 · Salaries & Benefits					
7702 · NYS Disability Insurance	(10)	(5)	(6)	285	270
7703 · NYS Unemployment Insurance	0	278	1,000	833	1,110
7704 · Worker's Compensation	1,716	1,655	1,716	1,655	1,655
7705 · NYS Paid Family Leave	(79)	(39)	240	117	0
7720 · Transitional Leader/StatedClerk					
7721 · TPL/SC Salary	7,468	7,468	67,208	67,208	89,610
7723 · TPL/SC Pension 403(b)	747	747	6,721	6,721	8,961
7724 · TPL/SC Social Security	571	571	5,141	5,141	6,855
7727 · TPL/SC Medical/Dental	844	844	7,463	7,598	10,130
7728 · TPL/SC Professional Expense					
7728A · TPL/SC Travel & Professnal	250	458	833	4,125	5,500
7728B · TPL/SC Coaching	0	150	1,200	1,350	1,800
Total 7728 · TPL/SC Professional Expense	250	608	2,033	5,475	7,300
7729 · TPL/SC Study Leave	0	438	1,163	1,313	1,750
Total 7720 · Transitional Leader/StatedClerk	9,880	10,676	89,729	93,456	124,606
7730 · Other Salaries & Benefits					
7731A · Financial Admin - Salary					
7734 · Financial Admin-Pension 403(b)	416	416	3,743	3,743	4,990
7731A · Financial Admin - Salary - Other	4,893	4,893	44,033	44,033	58,710
Total 7731A · Financial Admin - Salary	5,309	5,309	47,776	47,776	63,700
7731B · Communications - Salary	2,258	1,882	17,447	16,937	22,582
7731C · Journal Clerk - Salary	850	927	6,446	8,343	11,124
7733 · Social Security-Other Salaries	612	589	5,196	5,302	7,070
Total 7730 · Other Salaries & Benefits	9,029	8,707	76,865	78,358	104,476
Total 7701 · Salaries & Benefits	20,536	21,272	169,544	174,704	232,117
7740 · Personnel Committee					
7741 · Staff Retreat	0	0	0	300	300
7742 · Staff/Vol Recognition	0	0	371	100	400
7743 · Resp Higher Gov. Bodies	0	0	190	0	1,000
7744 · Quarterly Payroll Service Fee	250	250	750	775	1,025
7745 · Support Staff Cont Ed.	0	250	0	750	1,000
Total 7740 · Personnel Committee	250	500	1,311	1,925	3,725
7750 · Office/Admin					
7753 · Office Supplies	20	133	239	1,200	1,600
7754 · Postage	0	40	967	1,275	1,700
7755 · Telephone/Netwok Usage/Security	31	275	853	2,475	3,300
7756 · Non-cap Equip/Software/Warranty	30	13	1,026	1,007	1,765
7757 · Computer Maintenance	0	0	44	430	1,530
7758 · Copy Expense	0	42	0	375	500
7759 · PGV Technology Support					
7759A · Database Expense	400	400	3,600	3,600	4,800
7759B · Website Expense	67	67	5,800	6,300	6,501
7759 · PGV Technology Support - Other	0	50	474	450	600

	<u>Sep</u> <u>Actual</u>	<u>Sep</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u>
Total 7759 · PGV Technology Support	467	517	9,874	10,350	11,901
Total 7750 · Office/Admin	548	1,020	13,003	17,112	22,296
7760 · Trustees/Facilities					
7762 · Office Rent	986	917	8,053	8,050	10,800
7763 · General Insurance	551	0	3,696	3,145	6,907
7764 · Legal	0	1,500	8,817	4,500	6,000
7765 · Other Legal Services	0	0	0	500	500
Total 7760 · Trustees/Facilities	1,537	2,417	20,566	16,195	24,207
7780 · Judicial Expenses	0	0	0	0	500
7785 · Audit/Banking/Depr Exp					
7786 · Heveron & Heveron Audit	1,370	2,913	9,320	11,650	11,650
7788 · Banking Fees	72	33	426	300	400
7789 · Depreciation	24	24	1,066	215	286
Total 7785 · Audit/Banking/Depr Exp	1,466	2,970	10,812	12,165	12,336
Total 7700 · Support for a Healthy Pby	24,337	28,179	215,236	222,101	295,181
7790 · Big Picture Team					
7791 · Big Picture Team Oper Exp	200	33	200	300	400
7792 · Moderator's Expense	0	33	171	300	400
7793 · Racial Justice Working Group	0	1,000	0	3,000	4,000
Total 7790 · Big Picture Team	200	1,066	371	3,600	4,800
8000 · Synod & GA Per Capita Pd by Pby					
8010 · Synod PC Paid by Pby	0	0	30,861	31,652	31,652
8020 · GA PC Paid by Pby	5,777	5,777	51,994	51,994	69,326
Total 8000 · Synod & GA Per Capita Pd by Pby	5,777	5,777	82,855	83,646	100,978
Total Expense	32,649	39,774	334,734	363,724	467,314
Net Ordinary Income	5,871	8,440	(10,384)	(17,951)	0
Net Income	<u>5,871</u>	<u>8,440</u>	<u>(10,384)</u>	<u>(17,951)</u>	<u>0</u>

Appendix E

Mission and Per Capita as of September 30, 2022

CHURCHES	Presbytery Mission Estimate	Mission Paid To Date	Mission Estimate Balance	Pby Per Capita Apportionment	Pby Per Capita Paid To Date	Pby Per Capita Balance	Synod Per Capita Apportionment	Synod Per Capita Paid To Date	Synod Per Capita Balance	GA Per Capita Apportionment	GA Per Capita Paid To Date	GA Per Capita Balance	Total Per Capita Apportionment	Total Per Capita Paid	% Per Capita Paid To Date
ALBION, FIRST	-	0	-	2,610	1,265	1,345	476	230	245	1,042	505	537	4,127	2,000	48%
ATTICA, FIRST	100	0	100	1,305	0	1,305	238	0	238	521	0	521	2,064	0	0%
AVON, CENTRAL	-	0	-	3,285	698	2,587	599	127	471	1,311	279	1,032	5,195	1,104	21%
AVON, FIRST	0	0	-	2,070	1,380	690	377	251	126	826	551	275	3,273	2,182	67%
BARRE CENTER	-	0	-	1,440	1,320	120	262	241	22	575	527	48	2,277	2,087	92%
BATAVIA, FIRST	-	0	-	4,995	2,593	2,402	910	472	438	1,994	1,035	959	7,899	4,100	52%
BETHANY	6,477	4,318	2,159	7,245	4,830	2,415	1,320	880	440	2,892	1,928	964	11,457	7,638	67%
BROCKPORT, FIRST	-	1,857	-	2,723	1,785	937	496	325	171	1,087	712	374	4,305	2,823	66%
BYRON, FIRST	2,600	1,950	650	2,588	2,588	0	472	472	0	1,033	1,033	0	4,092	4,092	100%
CALEDONIA, FIRST	3,000	2,250	750	2,993	2,246	746	545	409	136	1,194	896	298	4,732	3,552	75%
CHILI, FIRST	-	0	-	2,138	2,138	0	390	390	0	853	853	0	3,380	3,380	100%
CORFU, FIRST	-	0	-	2,903	339	2,564	529	62	467	1,158	135	1,023	4,590	536	12%
DANSVILLE	-	0	-	1,350	679	671	246	125	121	539	274	265	2,135	1,078	51%
DOWNTOWN UNITED EAST BETHANY	14,000	12,000	2,000	4,590	0	4,590	836	0	836	1,832	0	1,832	7,258	0	0%
ELBA	-	0	-	1,935	1,935	0	353	353	0	772	772	0	3,060	3,060	100%
FAIRPORT, PERINTON	10,000	7,500	2,500	9,945	7,459	2,486	1,812	1,359	453	3,969	2,977	992	15,726	11,795	75%
GATES	4,250	1,063	3,188	7,425	1,901	5,524	1,353	347	1,007	2,963	759	2,205	11,741	3,007	26%
GENESEO, CENTRAL	500	500	0	4,973	2,486	2,487	906	453	453	1,985	993	992	7,863	3,932	50%
GROVELAND, FEDERATED	-	0	-	180	0	180	33	0	33	72	0	72	285	0	0%
GROVELAND, SPARTA	-	125	-	608	608	-1	111	111	0	242	242	0	961	961	100%

CHURCHES	Presbytery Mission Estimate	Mission Paid To Date	Mission Estimate Balance	Pby Per Capita Apportionment	Pby Per Capita Paid To Date	Pby Per Capita Balance	Synod Per Capita Apportionment	Synod Per Capita Paid To Date	Synod Per Capita Balance	GA Per Capita Apportionment	GA Per Capita Paid To Date	GA Per Capita Balance	Total Per Capita Apportionment	Total Per Capita Paid	% Per Capita Paid To Date
HENRIETTA, JOHN CALVIN	100	100	0	855	855	0	156	156	0	341	341	0	1,352	1,352	100%
HOLLEY	0	0	-	1,058	1,058	0	193	193	0	422	422	0	1,672	1,672	100%
HONEOYE FALLS, FIRST	-	750	-	3,960	2,970	990	722	541	180	1,580	1,185	395	6,262	4,697	75%
IRONDEQUOIT	2,760	2,070	690	1,620	1,215	405	295	221	74	647	485	162	2,562	1,921	75%
JOHN KNOX	3,642	0	3,642	1,913	1,091	822	349	199	150	763	435	328	3,024	1,725	57%
KOREAN	-	0	-	360	0	360	66	0	66	144	0	144	569	0	0%
LEROY, FIRST	-	0	-	2,138	1,425	712	390	260	130	853	569	284	3,380	2,253	67%
LIMA	500	500	-	968	968	0	176	176	0	386	386	0	1,530	1,530	100%
LIVONIA CNTR, FIRST	750	750	0	675	675	0	123	123	0	269	269	0	1,067	1,067	100%
LYNDONVILLE	750	375	375	1,733	863	870	316	159	157	691	348	343	2,740	1,370	50%
MEDINA, FIRST	2,000	1,500	500	1,800	749	1,051	328	136	192	718	299	420	2,846	1,184	42%
MENDON	-	0	-	1,283	0	1,283	234	0	234	512	0	512	2,028	0	0%
MOUNT MORRIS	-	0	-	540	540	0	98	98	0	216	216	0	854	854	100%
MUMFORD, FIRST	0	0	0	990	495	495	180	90	90	395	198	198	1,566	783	50%
NORTH BERGEN	-	0	-	1,013	0	1,013	185	0	185	404	0	404	1,601	0	0%
NUNDA, TRINITY	-	0	-	1,170	0	1,170	213	0	213	467	0	467	1,850	0	0%
OSSIAN	-	0	-	405	405	0	74	74	0	162	162	0	640	640	100%
PARKMINSTER	-	0	-	1,238	22	1,215	226	4	221	494	9	485	1,957	35	2%
PAVILION, COVINGTON	2,500	2,500	0	2,790	2,970	-180	508	541	-33	1,114	1,185	-72	4,412	4,697	106%
PENFIELD	4,072	1,931	2,141	2,970	2,228	743	541	406	135	1,185	889	296	4,697	3,522	75%
PERRY, BRICK	-	0	-	1,688	0	1,688	308	0	308	674	0	674	2,669	0	0%
PIKE, COMMUNITY	500	500	-	270	0	270	49	0	49	108	0	108	427	0	0%
PITTSFORD, CHRIST CLARION	-	5,250	-	1,598	0	1,598	291	0	291	638	0	638	2,526	0	0%
PITTSFORD, FIRST	21,000	10,500	-	17,820	17,820	0	3,247	3,247	0	7,112	7,112	0	28,179	28,179	100%
SCOTTSVILLE	-	880	-	3,015	1,508	1,507	549	275	275	1,203	602	602	4,768	2,384	50%

CHURCHES	Presbytery Mission Estimate	Mission Paid To Date	Mission Estimate Balance	Pby Per Capita Apportionment	Pby Per Capita Paid To Date	Pby Per Capita Balance	Synod Per Capita Apportionment	Synod Per Capita Paid To Date	Synod Per Capita Balance	GA Per Capita Apportionment	GA Per Capita Paid To Date	GA Per Capita Balance	Total Per Capita Apportionment	Total Per Capita Paid	% Per Capita Paid To Date
SOUTH	500	500	-	1,013	1,013	-1	185	185	-1	404	404	0	1,601	1,602	100%
SPENCERPORT TOGDEN	2,900	1,450	1,450	3,960	972	2,988	722	177	545	1,580	389	1,191	6,262	1,538	25%
STONE CHURCH, BERGEN	-	0	-	450	0	450	82	0	82	180	0	180	712	0	0%
SUMMERVILLE	2,750	2,750	0	2,453	2,453	0	447	447	0	979	978	1	3,878	3,877	100%
THIRD	-	33,818	-	22,748	11,374	11,374	4,145	2,073	2,073	9,079	4,539	4,539	35,971	17,986	50%
TRINITY EMMANUEL	300	300	0	1,125	632	493	205	115	90	449	252	197	1,779	1,000	56%
TUSCARORA, FIRST	100	100	0	990	993	-3	180	181	-1	395	396	-1	1,566	1,570	100%
TWELVE CORNERS	3,720	2,790	930	1,913	1,913	0	349	349	0	763	763	0	3,024	3,024	100%
VICTOR	2,240	1,680	560	5,850	2,194	3,656	1,066	400	666	2,335	876	1,459	9,251	3,469	38%
WARSAW, UNITED	-	0	-	810	0	810	148	0	148	323	0	323	1,281	0	0%
WEBSTER	5,000	3,750	1,250	6,323	4,743	1,580	1,152	864	288	2,523	1,893	630	9,998	7,500	75%
YORK	3,900	2,925	975	3,488	3,488	0	636	636	0	1,392	1,392	0	5,515	5,515	100%
ADJUSTMENT															
TOTALS	100,911	109,231	23,860	173,700	103,877	69,823	31,652	18,932	12,720	69,326	41,464	27,862	274,678	164,273	
CHURCHES NOT YET MAKING A CONTRIBUTION:		26			13			13			13				

Appendix F

2021 Audit Summary Letter from Heveron & Co.



Auditors' Communications

September 7, 2022

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

Dear Trustees:

We have audited the financial statements of Presbytery of Genesee Valley for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our Audit Plan provided to you prior to the engagement. Professional standards also require that we communicate to you the following information related to our audit.

General Observations and Significant Audit Matters

- Management is responsible for the selection and use of appropriate *accounting policies*. The significant accounting policies used by Presbytery of Genesee Valley are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2021. We noted no transactions entered into by the Presbytery during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.
- *Accounting estimates* are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events, and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements include areas such as useful life of fixed assets and collectibility of receivables.
- The *financial statement disclosures* are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements include the disclosure of liquidity and availability, net assets with donor restrictions, loans receivable, and contingencies.
- *Management may disagree with auditors* about areas needed to be accessed for audits or about conclusions that are reached with respect to amounts or disclosures. Management may explain their position and may also reach out to other CPAs or experts. We did not have any such disagreements or difficulties with management.

- Whenever we become aware of *adjustments or corrections* that are not clearly trivial, we will discuss them with management. Management approved all accounting adjustments that were proposed and recorded to make your financial statements materially correct.
- We have requested certain *representations from management* that are included in the management representation letter.
- In some cases, *management may decide to consult with other accountants about auditing and accounting matters*, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Presbytery’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

In planning and performing our audit of the financial statements of Presbytery of Genesee Valley as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered Presbytery of Genesee Valley’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Presbytery’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Presbytery’s internal control.

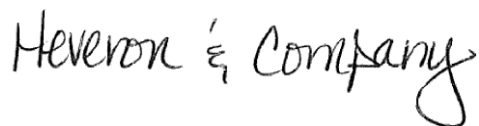
A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Presbytery’s financial statements will not be prevented or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A *significant deficiency* is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

This communication is intended solely for the information and use of management, Board of Trustees, others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,



Heveron & Company CPAs

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Rochester, New York 14608-2239
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COMMITTEE ON PREPARATION FOR MINISTRY REPORT

Examination of Inquirer Rebeka Fergusson Lutz for Candidacy

Approve, upon examination, moving Inquirer Rebeka Fergusson Lutz (Third) to Candidacy.

NOTE: Per CPM guidelines, the person recommended for candidacy appears before Presbytery & may respond to questions in three areas: their Statement of Motivation for Ministry (distributed in the Docket), their spiritual journey and their work in the church.

See Appendix G: Rebeka Fergusson-Lutz: Candidacy Statement

APPENDIX for COMMITTEE ON PREPARATION FOR MINISTRY REPORT

Appendix G

Rebeka Fergusson-Lutz: Candidacy Statement

I spent most of my formative years covered in Elmer's glue, glitter, tempera paint, and felt scraps. As an only child until age 10 who grew up in rural Upstate New York (Springwater, Livingston County, to be precise) before the arrival of cable television, I entertained myself by painting rocks, sewing clothes for my dolls, building model cars, and slowly working through the children's and young adult collection of the local public library. Perhaps unsurprisingly, much of my early faith formation was tied to my literacy development and blossoming identity as a reader. I learned to read in pre-kindergarten, but my literacy education was reinforced in Sunday School, Junior Church, and Bible quizzing practice every time I was given a gold star or a nickel for memorizing Scripture.

I think that my path to teaching and to ministry is due in large part to my intensely text-based childhood. For 17 years I taught middle-school, high-school, and college English and EAL (English as an Additional Language), during which time my life overflowed with essays and vocabulary quizzes and annotated novels. In this most recent phase of my education, pursuing the Master of Divinity degree at Colgate Rochester Crozer Divinity School, God has given me another opportunity to use words to (my own and those of others) to explore what Teresa of Avila called "the inner castle" of my soul. I have honed the practice of close reading, of rhetorical and literary exegesis, throughout my life, and I continue to find joy in unpacking the layers of meaning within texts – and in particular, our sacred text.

I was raised in a very loving but rather conservative evangelical congregation. I first heard the call to ministry when I was 13 years old, about to start the eighth grade, at a Church of the Nazarene-sponsored Tween Camp. At that point I had no clear sense of what form that ministry might take, but I knew that God's work was meant to be my life's work. When I was in high school and college and I began to find my own political voice, however, I struggled with my church's condemnation of the LGBTQ+ community, its boldly pro-Zionist political stance, and its denunciation of all abortions. I strove to reconcile my political and social vision for the world with that undeniable call to ministry, but I could not see a way forward. (I couldn't even find theologically and ethically comfortable ground on which to stand!) What compounded this struggle even

further was that my father was in ministry, which meant that any deconstruction of my faith threatened to deconstruct our family. So like many young people in similar circumstances, I left the church for a while.

And even after I returned to the church in my mid-twenties, I worshipped in discomfort and cognitive dissonance for many years. I loved God and knew that I could not forego my relationship with God, that God's love for me was stronger than my intellectual and emotional tangles. I could not help but bristle, however, when I heard people say things like, "It's not Biblical for women to be in the pulpit." It was only in my mid-thirties, when I joined the Congregation of the Good Shepherd in Beijing that I found a community of believers that shared my values for social justice and full inclusion of all God's people. That little ecumenical group was the only English-speaking expatriate church I could find (because of the obvious limitation on public Christian worship in China), but that little community transformed my life. From them I learned that The Church is not a building or even a public presence, and that what defines a church is the ineffable bond that links people who share a sense of God's salvific grace. I had the opportunity to learn the doctrinal and socio-cultural differences between Lutheranism and Anglicanism, Presbyterianism and Methodism, and everything in between. The Congregation of the Good Shepherd was in many ways that bridge that led me to the PC(USA) upon my return to the United States.

Perhaps because of my aggregate experiences in the church, my faith has always been a "marginal" one. I felt drawn to God as a small child because I felt that I was at the margins, never quite fitting in and experiencing the world the way that others do. I still am drawn to the edges: to the people at the edges, to the border of the known and unknown and seemingly unknowable. I like working with other individuals who feel in some way marginal or marginalized, helping them see and understand themselves as beloved children of a Savior who lived in those margins in his time on earth.

I come from a long line of pastors and missionaries who served in Nebraska, Cameroon, Saskatchewan, Wisconsin, Ukraine, Moldova, New Jersey, New York, and North Dakota. I'd like to think that I carry on that plucky spirit, that intrepidity to chart new literal and figurative territory. I'd like to believe that I am part of a tribe that is hard-wired to take calculated risks, learn new languages and cultures, and forge new relationships. This heritage of faith simultaneously grounds me and propels me; I feel a connective thread to the faithful servants of the past and a willingness to stare into the unknown future of the institutional church. I truly believe that God is "doing a new thing" (Isaiah 43:19) and that I am part of that "new thing."

I feel called to pastoral ministry but am reluctant to imagine myself in too many hypothetical congregations of various sizes, demographics, social situations, or locations. I can say with some confidence, though, that the "particular kirke" to which God is calling me is one that: 1) wants and/or needs to innovate and take some God-endorsed risks; and 2) places significant value on inter-congregational, interdenominational, and interfaith collaboration. The next generation of the church accesses its faith through different channels and in different modalities than did generations past, but the need for *ecclesia* is stronger than ever.

PARKMINSTER ADMINISTRATIVE COMMISSION REPORT

ITEMS FOR ACTION: The Administrative Commission of the Parkminster Presbyterian Church recommends that the Presbytery of Genesee Valley:

- 1.) **Authorize** the Parkminster Presbyterian Church (the “Church”), 2710 Chili Avenue, Town of Chili, Monroe County, NY, 14624 sell to the Northeast Conference Corporation of Seventh Day Adventists, a religious corporation, the premises known as 2710 Chili Avenue, Rochester, NY 14624 and the manse at 10 Cardinal Drive, Rochester, NY 14624 (tax number 16-0803017) for \$900,000, and being the same premises acquired by the Church by warranty deed dated September 20, 1958 and recorded in the Monroe County Clerk’s office on October 16, 1958 in Liber 3175 of Deeds at page 133.

Such sale shall take place in accordance with a Purchase and Sale Contract between the parties dated on or about August 5, 2022 which Purchase and Sale Contract provides for a sale price of \$900,000, with such contingencies, terms and conditions as are set forth in such Contract and negotiated by the Trustees of Parkminster Presbyterian Church, including \$50,000 in concessions.

- 2.) **Distribute** the net proceeds of the sale of such property, after payment of all necessary and customary closing costs, including attorney fees, and expenses of procuring the Court Order to the following:
 - a) Unpaid Per Capita owed to the Presbytery of Genesee Valley at an approximate value of \$83,000.00
 - b) 10% be given to the Presbytery of Genesee Valley in consideration of the Presbytery’s right to ownership. It is requested that this tithe be designated as the *Parkminster Legacy Fund* which would make available Transformational Grants to be awarded to small congregations of fewer than 100 members for projects that promote positive change, are creative and innovative, and have a reasonable chance of success. Applications would be evaluated and dispersed by the Grant Working Group of the Healthier Congregations Team.
 - c) After the aforementioned expenses, Per Capita, and Legacy Fund have been dispersed, the remaining proceeds be distributed at the following percentage ratio plan to long-standing ministries supported by Parkminster Presbyterian Church:
 - International Ministries

Servants In Fellowship (Haiti)	8.2%
Samaritan’s Purse	6.2%
Wycliffe Bible Translators	2.4%
Compassion (international)	2.2%
 - National Ministries

Intervarsity Christian Fellowship	8.3%
Young Life	5.0%
 - Local Ministries

Compass Care	17.2%
Open Door Mission	14.6%
Hope Dealers	10.4%
Flower City Outreach	7.9%
Uganda Water Project	7.8%
Flower City Habitat for Humanity	4.9%
Peaceprints Prison Ministries	2.6%
Summer’s Best Two Weeks	2.3%

3. **Distribute**, after all disbursements and legal obligations for operations of the church have been met, any remaining financial assets of Parkminster Presbyterian Church to Presbyterian Church USA in Louisville, KY for Presbyterian Disaster Assistance.
4. **Dissolve** Parkminster Presbyterian Church effective December 31, 2022.
5. **Authorize** the Chair of the Presbytery Board of Trustees or the Stated Clerk, individually or such of them as be necessary and appropriate, to prepare and file such documents and to take such actions, separately or in cooperation with representatives of the Church as may be required to effect the sale and legal dissolution of the Church, the costs of such actions to be paid by the Church, subject to approval by a New York State Supreme Court Justice.
6. **Dissolve** the Administrative Commission of the Parkminster Presbyterian Church upon dissolution of the Church.

BACKGROUND and RATIONALE

At a Special Meeting of the Presbytery on September 14, 2021, acting on a request by the Session of the Parkminster Presbyterian Church (the “Church”), an Administrative Commission (AC) was formed to accompany the Session in discerning the Church’s future. The AC was authorized to bring a recommendation to the Church and the Presbytery regarding the future of the Church and its property.

Moderator Lea Kone appointed the following persons to serve:

Elder Linda Badger Becker (Gates), Elder Ed Daniel (Perinton/PGV Trustee), Rev. Carol Anne Strawbridge (HR), Rev. Tom Taylor (HR), Rev. Barbara Tipton (Elba). The AC appointed Elder Badger Becker as chair and Rev. Tipton as clerk. Records of all proceedings were kept, in accordance with G-3.0109b of the Book of Order and will be transferred to the Stated Clerk.

The AC has served in a partnering, advisory role with the Session, while also interpreting the interests of the Presbytery. The AC encouraged and supported the work of the Session in accomplishing the necessary tasks for the important decisions under consideration.

The AC observed that, since the departure of their pastor in 2017, the leadership of the Church had faithfully but unsuccessfully sought a new pastor; that they had engaged in attempts at church renewal; and that they had practiced an extensive process of spiritual discernment with the congregation. The AC commends the leadership of Parkminster for its diligence and faithfulness in seeking to know God’s leading. The AC acknowledges the steadfast support and long-term commitment of the Rev. Charles Roberts (HR) as Moderator of the Parkminster session.

The AC was present in conversations and discernment activities with the Session and the congregation. A town hall style meeting of the congregation was held on March 13, 2022 to explore and discuss various options for the future. Congregational surveys assisted in narrowing the field of options. Another such meeting was held on May 15, 2022.

These meetings disclosed some important insights.

- The results of two surveys and two town hall meetings did not reveal a clear unified direction for viability.
- Session and the congregation had spent significant time in spiritual discernment which had not led to the discovery of a way to move forward as a congregation in the present state.
- Input from financial officers about dwindling resources and projected financial sustainability disclosed a 16-month life expectancy, declining faster than expected.

- The overall cost and maintenance of the buildings and property is too much for such a small congregation to sustain.
- The small size of membership means there are too few people to fill officer and leadership rolls which are critical to continue forward as a Presbyterian congregation.
- Members are exhausted and it is hard to muster sufficient spiritual energy for personal evangelism and outreach which are vital to church renewal efforts.

Therefore, at a duly called congregational meeting moderated by the Rev. Charles Roberts on June 12, 2022, at the recommendation of the Session, the congregation voted 20-5 by ballot to dissolve and close as a congregation of the Presbytery of Genesee Valley and to initiate the process of selling the property. The Trustees of the Church were authorized to begin the process of seeking a buyer. Session and congregation members expressed their desire and prayers that the property be sold to another congregation so the witness to Christ could continue on that corner.

These prayers were answered when the Jefferson Avenue Seventh Day Adventist Church (members of the Northeast Conference Corporation of Seventh Day Adventists) who had lost their building due to a fire in December 2021, made a purchase offer. At a duly called congregational meeting moderated by the Rev. Charles Roberts on August 14, 2022, the congregation of the Parkminster Presbyterian Church voted unanimously by ballot to accept the offer, upon Presbytery approval, of the Northeast Conference Corporation of Seventh Day Adventists to purchase the Church and Manse properties for \$900,000.00. Later, the environmental study revealed asbestos that need to be abated. The Trustees of Church, upon approval of the Session, negotiated \$50,000 in concessions.

With gathered input from members, the Session and the AC discussed recommendations for the distribution of assets in order to propose a reasonable and respectful plan that could be acceptable to all interested parties. It was important to honor Parkminster's long-standing mission relationships and to provide encouragement to small congregations. The percentage ratios were calculated from the results of a survey among members.

At a duly called meeting of the congregation moderated by the Rev. Charles Roberts on October 9, 2022, the congregation voted 15-1 by ballot to approve the recommended distribution of assets as described above.

If approved, the final worship service is scheduled for Sunday, November 20, 2022.

Parkminster Elder Robert Jackson writes on behalf of the session and the congregation: "It is our ardent prayer that the Presbytery of Genesee Valley will give its approval for the sale of the property, distribution of financial assets and the dissolution of the Congregation/Corporation known as Parkminster Presbyterian Church at 2710 Chili Avenue, Rochester, NY 14624. This decision has come through several years of discernment and with a deep commitment to follow the leading of Jesus Christ. We truly believe that God's Spirit has blessed this work we now present for approval, even with many heavy hearts by his servants at Parkminster."

The Administrative Commission respectfully submits the above motions for the consideration of the Presbytery.

COMMITTEE ON MINISTRY REPORT

ITEMS FOR PRESBYTERY ACTION

Twelve Corners

- **Approve** upon examination, enrolling Rev. Fox-Kline as a member of the Presbytery of Genesee Valley, and request transfer of membership from the Presbytery of John Knox.
- **Approve** the call of Twelve Corners Presbyterian Church to Rev. Fox-Kline as pastor (full-time) effective November 8, 2022 upon the following terms of call:

Cash Salary	\$32,000
Housing Allowance	\$28,000
Effective Salary	\$60,000
Social Security Offset	\$ 4,590
PC(USA) Benefits Plan	\$22,200
Cont Ed/Study Leave	\$ 800
Other (Dental Family)	\$ 1,752
Travel and Professional	\$ 4,810
Continuing Ed/Study Leave: 2 weeks, including 2 Sundays	
Annual Vacation Time: 36 days, including 6 Sundays	
Sick Leave: Per church policy 1 day/mon cumulative	
Moving Expenses All reasonable household and office expenses	

[The congregational meeting held on October 2, 2022 was moderated by Rev. Bruce Boak (HR). The congregation elected Corinne Coon and Gail Henry (Co-chairs of the PNC), to attest to the congregational meeting and the call of Rev. Fox-Kline.]

- **Appoint** Rev. Jeffrey Fox-Kline to moderate Session effective November 8, 2022.

See Appendix H: Faith Statement of Rev. Jeffrey Fox-Kline

See Appendix I: Biography of Rev. Jeffrey Fox-Kline

2023 Terms of Call

- **Approve** terms of call for 2023 which include the following:
 - Effective Salary – minimum increase of 4% over 2022; challenge increase of 5% over 2022
 - Study Leave Allowance – increase to \$1500 minimum
 - Travel/Professional Allowance - 5% of Effective Salary, no less than \$1000 (Note: this is a decrease from 2022)

See Appendix J: Annual Terms of Call Worksheet for 2023

See Appendix K: Theological Rationale for Terms of Call

ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY

Acting on behalf of the Presbytery, the Committee **VOTED** to:

Moderator Appointments

- **Livonia – Appoint** Rev. Marcia Reiff to moderate the August 18, 2022 and the September 15, 2022 Session meetings.
- **Twelve Corners – Appoint** Rev. Bruce Boak (HR) to moderate Session meetings to be held October - November 2022 and **ratify** appointment of Rev. Boak as moderator of congregational meeting held on October 2, 2022.
- **John Calvin – Appoint** Rev. Bruce Boak (HR) to moderate a congregational meeting to be held on January 29, 2023.

Presbytery Membership

Approve following changes in membership:

- change the status of TE Lawrence DeVuyst from At Large to Inactive
- transfer of TE Jamie Tyrrell's (HR) membership to Presbytery of Geneva

Pulpit Supply List - Approve request of Rev. James Widboom to be removed from the list.

ACTIONS TO BE REPORTED TO PRESBYTERY AS INFORMATION

Albion - Approved the Covenant Agreement with Rev. Susan Thaine as full-time stated supply pastor for the period July 16, 2022 - July 15, 2023 upon the following terms of call:

Cash Salary	\$35,503.00
Housing Allowance	\$14,500.00
Utilities	\$ 5,300.00
Effective Salary	\$55,303.00
Social Security Offset	\$ 4,230.68
PC(USA) Benefits Plan	\$ 20,462.00
Cont Ed/Study Leave	\$ 800.00
Travel/Prof Allowance	\$ 4810.00
Total Compensation	\$ 85,605.68
Annual Leave & Vacation Time:	36 days, 4 including 5 Sundays
Cont Ed/Study Leave:	2 weeks
Sick Leave:	1 day/mo cumulative

Barre Center - Approved the Covenant Agreement with John Goehle as part time (50%) Commissioned Pastor effective October 9, 2022 – December 31, 2022 upon the following terms of call:

Effective Salary:	\$ 5,077.00
Social Security Offset:	\$ 388.00
Continuing Ed/ Study Leave allowance:	\$ 185.00
Travel/Professional Allowance:	\$ 790.00
Total Compensation:	\$ 6,440.00
Continuing Ed/Study Leave time:	1 week
Annual Vacation:	7 days including 1 Sunday
Sick Leave:	1 day/mon cumulative

Brockport - Authorized CP Dean Cornwell administering communion at Brockport PC on August 7, 2022 while he was serving as pulpit supply.

Byron

- **Received** Dissolution Agreement and Separation Ethics Boundaries Covenant with Rev. Jim Renfrew effective July 31, 2022.
- **Received** the Exit Interview report of COM members Charles Roberts, Bruce Boak and William Wilkinson which they had with Rev. James Renfrew on September 8, 2022. A copy of the report is on file in the Presbytery offices.

Downtown - Approved the Covenant Agreement with Rev. Laurie Tiberi as full-time interim pastor effective July 5, 2022 – July 4, 2023 upon the following terms of call:

Cash Salary	\$40,000.00
Housing Allowance	\$40,000.00
Effective Salary:	\$80,000.00

Social Security Offset:	\$ 6,120.00
PC USA Benefits Plan	\$ 8,000.00
Non PC USA Plan	\$ 4,984.00
Continuing Ed/ Study Leave allowance:	\$ 2,000.00
Travel/Professional Allowance:	\$ 5,000.00
Total Compensation:	\$ 106,104.00
Continuing Ed/Study Leave time:	2 weeks
Annual Vacation:	36 days including 6 Sundays
Sick Leave:	1 day/mon cumulative

East Bethany - Approved the following revised Terms of Call for CP John Goehle as part time (33%) Commissioned Pastor for the period April 1, 2022 – September 30, 2022, noting exception that terms are below minimum:

Cash Salary	\$5,500.00
Effective Salary	\$5,500.00
Social Security Offset	\$ 420.75
Cont Ed/Study Leave	\$ 1000.00
Travel/Prof Allowance	\$ 525.00
Total Compensation	\$6,545.75
Annual Leave & Vacation Time:	4 days, including 1 Sunday
Cont Ed/Study Leave:	1 week
Sick Leave:	1 day/mo cumulative

Gates

- **Appointed** the following persons as the Administrative Commission to install Rev. Laura Bachmann at 3:00 pm on September 25, 2022 at Gates Presbyterian Church, Rochester NY
Moderator Rev. Michelle Sumption
Rev. Stephanie Sauve (HR)
Rev. Tedd Pullano (Third)
Rev. William Wilkinson (Medina)
Elder Cindy Becker (Pittsford))
Elder Pat Fink (Parkminster)
Elder Barbara Durfee (South)
- **Dismissed** the Administrative Commission at the conclusion of the Service of Installation.

Holley

- **Authorized** the following to officiate sacraments on those days they are leading worship at the church: CP Carl DelleFave, CP Mark Ross, CP Whitney Scoville.
- **Approved** the addendum dated September 19, 2022 to the Separation Ethics Boundaries Covenant between Rev. Thomas Gardner (HR) and the church.

John Knox

- **Approved** the request of Session for a waiver on the limitation of six years of service as church officers so as to allow a one-year extension for three elders beginning January 2023.

Ogden

- **Approved** Rev. Robert Heppenstall (HR) to serve as pulpit supply for eight consecutive services from November 20, 2022 to January 1, 2023.

Parkminster

- **Approved** the request of the Session and Congregation of Parkminster Presbyterian Church for a waiver on the limitation of six years of service for its church officers through 2022 in order for continuity of officers as they proceed to dissolve and close as a PCUSA Congregation.
- **Approved** the Covenant Agreement with Rev. Charles M. Roberts (HR) as part time Temporary Supply Pastor (40%) for the purpose of providing necessary pastoral services for the congregation during their transition to closure effective August 1, 2022 – December 31, 2022 upon the following terms of call:

Cash Salary:	\$8,121.00
Effective Salary:	\$ 8,121.00
Social Security Offset:	\$1,243.00
Travel/Professional Allowance:	\$ 802.00
Reimbursement for	
Total Compensation:	\$ 10,166.00
Continuing Ed/Study Leave time:	n/a
Annual Vacation:	6 days
Sick Leave:	1 day/month cumulative

Congregational Transition Documents/Actions

Barre Center - Approved position description for half-time Commissioned Pastor.

Downtown - Approved the Mission and Ministry Statement approved by Session on September 20, 2022 and **approved** formation of a Pastor Nominating Committee.

Ogden – Approved Mission Study that was approved by Session on July 21, 2022 and **approved** formation of a Pastor Nominating Committee.

Perinton - Approved the job description for part time Temporary Supply Associate Pastor.

Victor – Approved the Mission Study approved by Session on September 13, 2022 and by the congregation on September 25, 2022.

Appendix H

Rev. Jeffrey Fox-Kline—Statement of Faith

God is one God but triune in nature, existing as Mother/Father, Son and Holy Spirit. God has existed since before time and will exist beyond eternity. This Holy Trinity exists in communion with itself: Christ prayed to *Abba* in Gethsemane; the Spirit descended on Christ as a dove at His baptism; God breathed the Spirit, *Ruach Adonai*, on the waters during creation. The Triune God is three-in-one, sharing the same Godly essence and is the only God.

God the Father/Mother is creator, parent and ruler of all, creating everything in the universe, things known and unknown. Nothing exists that does not come from our divine parent. God, as parent, has worked throughout time; showing power, in liberating the Jews out of Egypt; showing mercy, in sending the son Jesus Christ; and showing faithfulness in continually revealing who God is to us. Our God has proven throughout history to be a liberator God, loving all and working towards justice.

Jesus Christ is the Son of God. Jesus Christ was fully human, born of a human woman and living a life on earth. Jesus Christ is also fully God. While on earth, he was a revolutionary figure, working to advance justice and combat oppression. He ate with sinners and outcasts and he challenged authority. He healed, taught and demonstrated God's love to all, regardless of class or social standing. Jesus was God incarnate on earth, showing us God in human form and calling all humanity towards God's grace. God came to earth to meet us on our own terms, giving us a glimpse of God's infinite love in the self-sacrifice that was Jesus' life. Jesus died a humiliating death on the cross, a death he did not deserve, at the hands of humanity's sinfulness. Jesus Christ then rose from the dead. In his resurrection, Jesus triumphed over death for all time, granting us eternal life and proving that violence and hatred are no longer the ultimate, but God is.

The Holy Spirit moves through the earth, counseling and guiding God's people, sustaining creation. The Spirit has been active throughout all time. The Spirit binds God's people together, creating a community united by God's covenants with humans, from Abraham to Christ. The Holy Spirit is palpable in daily life, giving strength to the weak and help to those in need. The Spirit speaks to us, moving us to comfort and be comforted, to challenge and be challenged.

Even though human beings are made in God's image, we are fallen. Humans are given the gift of free will, able to choose right or wrong, good or evil. Sin is when we choose something that runs contrary to God's will. God's grace, shown through Jesus Christ, shows the tremendous depth of God's love, forgiving us for our sin and promising us eternal life despite our sin. We respond to this with good works, not to win God's favor, but out of gratefulness for this undeserved gift of salvation.

The Church is the body of believers with Christ as the head. Jesus Christ's life, ministry, and teachings guide the Church and God's people to live God's will. God's will is attested to through scripture. Scripture was written at a specific time and in a specific context, and the Church interprets scripture through this context. However, scripture is authoritative for Christian faith and paramount in understanding our lives and who God is, especially when being viewed through the rule of faith and love.

The two sacraments, baptism and communion, were instituted by Christ and are essential to the covenant community that is the Church. The Holy Spirit was present at Christ's baptism and is present at all of our baptisms; adopting us into God's family. In communion we remember Christ's life and death. In the breaking of

the bread and in the sharing of the cup God strengthens the bonds of community. In communion the Holy Spirit's power and Christ's presence make the bread and wine sacred and they feed us spiritually with the bread of life and the cup of the new covenant.

As a church, we are Reformed and always being reformed, open to the Spirit who continues to reveal who God is and what God wants for us and from us. This calls us all towards justice, love and humility, through which we seek to live into God's kingdom. We do all of this for the glory of God, for God's is the kingdom, and the power, and the glory forever.

Appendix I

Rev. Jeffrey Fox-Kline—Biographical Statement

Jeff was born in Evanston Illinois, was baptized at First Presbyterian Church of Evanston, and moved to Royal Oak Michigan when he was seven. He grew up outside of Detroit, attending First Presbyterian Church of Royal Oak, where he served as a Ruling Elder. He graduated from Albion College with a bachelor's degree in Religious Studies and Spanish. From there he went to McCormick Theological Seminary, where he earned his Master of Divinity degree in 2013.

Jeff Fox-Kline is entering his ninth year of ordained ministry, having served churches in Pottstown, Pennsylvania, and Madison, Wisconsin. Most recently, Jeff was the Associate Pastor at Covenant Presbyterian Church in Madison. At Covenant, Jeff was responsible for overseeing the work of the mission committee, adult education committee and the Deacons. He regularly led worship, enjoying the work of bringing the Word to life and sharing in prayers with the worshipping community. While executing these responsibilities, Jeff fostered deep connections with members of the church, both individually and in group settings. He created a small group Bible study program that ran year-round at Covenant. These small groups provided many people an opportunity to deepen their understanding of scripture, while cultivating supportive relationships within their community of faith. Jeff also was responsible for the creation of a community for young families that provided an opportunity for overwhelmed parents to find support among their church family. Jeff's work with the deacons involved collaborating on exciting fellowship events, supportive care, and welcoming new members into the church. In his work with the mission committee Jeff shepherded the church to being a Matthew 25 Congregation, providing opportunities for members to find new ways of engaging in service. In 2020 Jeff worked with the mission committee to create a fund to support neighbors who were financially impacted by the pandemic. This fund raised over \$50,000 to provide food, housing, utilities and medical support to people in Madison and around the world.

Prior to working in Madison, Jeff served as the Associate Pastor for Children, Youth, and Families at First Presbyterian Church of Pottstown. There, Jeff focused on nurturing the faith of young members of the church and equipping them to live lives of discipleship. Before that, Jeff served as the Pastoral Assistant and Director of Student Ministries at First Presbyterian Church of Wilmette in Illinois.

Appendix J

PRESBYTERY OF GENESEE VALLEY ANNUAL TERMS OF CALL WORKSHEET FOR 2023

Forms are to be filled out and submitted to the COM by the Clerk of Session after approval by
Session or Congregation.

Name: _____ Ordination/Commissioned Date: _____

Church: _____

Contact person for questions about worksheet: _____

Telephone Number: _____ E-Mail: _____

Date the Session or Congregation approved: _____

Terms of Call Effective Dates: Start: _____ End: _____

Full-time (**approx. 45 Hrs. / Wk.**) Part-time: _____%

Type of Call: Installed Stated Supply Temporary Supply Transitional

Temporary Student Supply Commissioned Pastor

Line #	EFFECTIVE SALARY <i>MUST add up to at least the minimum if full time</i> (round to whole dollars) (Presbytery Minimum 2023 \$50,675 – 4% over 2022) (Presbytery Challenge 2023 \$57,515– 5% over 2022)	Full Time Pastor		Part Time Pastor	
		Installed	Non-Installed	Ordained Pastor	Commissioned Pastor or Temporary Student Supply
	Commissioned or Temporary Student Pastor: Must be at Least 80% of 2023 Minimum				
1	Cash Salary				
2	Deferred Compensation (optional)				
3	Housing Allowance (If no manse)				
4	Fair Rental Value of Manse (if manse provided)				
5	Utilities *				
6	Medical Deductible Benefit *				
7	Other: _____				
8	EFFECTIVE SALARY (lines #1-#7)				

PART II: BENEFITS AND ALLOWANCES

9	Social Security Offset (SECA) * = 7.65% of Lines #1, #3, #4, and #5 (Ordinarily Required)				
10	Health Insurance & Pension (CHOOSE ONE - A, B, C, or D that follows):				
A	Benefits Plan PC(U.S.A.)—For full-time positions multiply Line #8 Effective Salary by 39%				
B	PC (U.S.A.) Benefits Plan contribution for the new Minister's Choice Plan is 10% of line 8.	N/A			
C	Benefits Plan PC(U.S.A.)—For part-time positions and those filled by retired pastors, see instructions on reverse.	N/A			
D	Non-PC(U.S.A.) Plan: _____	N/A			
11	Continuing Education/Study Leave Allowance (\$1,500 minimum)				
12	Other Benefits and Allowances * (explain):				
13	Travel and Professional Allowance * (Recommended 5% of effective salary no less than \$1,000)				
	TOTAL COMPENSATION (Lines #8 through 13)				

PART III: ANNUAL LEAVE AND VACATION TIME MUST MEET FULL TIME MINIMUMS BUT PRO RATED FOR PART-TIME

14	Continuing Education/Study Leave Time (minimum of 2 weeks of pay for equivalent of two weeks time, based on full time or part-time hours)				
15	Annual Vacation SEE INSTRUCTIONS				
16	Sick Leave (minimum of 1 day per month, cumulative)				

INSTRUCTIONS

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

These terms are negotiated between the Pastor and the Session of the Congregation who is empowered to form the Covenantal agreement on behalf of the church for temporary pastoral positions. Lines 1-7 are all negotiable between the parties! **Forms are to be filled out and submitted to the COM by the Clerk of Session after approval by Session or Congregation.**

*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. 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-five 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 pastor and the church/session and takes into consideration scheduling and program needs and commuting distance. For example: 22-1/2 hours per week is half-time. It could be a typical schedule of 6-3.75-hour days or 3 -7.5-hour days, etc.; but it is still based on a 52-week year at 22-1/2 hours per week. All line items 13-16 will be pro-rated according to the percentage of agreed time as determined by the pastor and the church/session.

PART I: Effective Salary Calculation: Use the appropriate column, depending on the type of call and whether or not a manse is part of the compensation.

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 is 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, and 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.); all other benefits 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.

In rare cases, it might be of benefit to the pastor to not receive the social security offset due to ministry being a second career and receiving the offset negatively impacting the pastor's tax burden. Unless otherwise requested by the pastor for specific reasons, the church is responsible for paying the Social Security offset. If the pastor requests there not be Social Security offset, other compensation of a similar value should be considered.

Line 10: Health Insurance & Pension **CHOOSE ONLY ONE**

Line A: PC (U.S.A.) Benefits Plan contribution for the major medical plan and pension for full-time positions described as the Pastor Participation Plan, **mandatory for installed pastors.** This is calculated as 39% of Line 8. Pastor's participation includes medical, pension, death and disability, temporary disability and the Employee Assistance Plan (EAP). List other benefits paid by the church, i.e. dental and vision eyewear on Line 12.

Line B: PC (U.S.A.) Benefits Plan contribution for the new Minister's Choice Plan is 10% of line 8. Minister's Choice does not include medical benefits, but does include the remaining benefits of Pastor's Participation (pension, death and disability, temporary disability and the Employee Assistance Plan). This may be utilized only in calls in which the **pastor is covered by outside medical insurance in a manner that is at least equivalent to the traditional Pastor Participation Plan** (for example, a retirement plan from a previous career or being covered under a spouse's medical benefits). Congregations and Pastors seeking to choose Minister's Choice should go to the Board of Pensions website to review exactly what is included and what is not prior to making this selection.

Line C: PC (U.S.A.) Benefits Plan contribution for the major medical plan and pension **for part-time positions and positions filled by retired pastors.** The calculation of dues for part-time positions and positions filled by retired pastors differs from the calculation for those in full-time positions. Contact the Board of Pensions (800-773-7752) and the correct dues amount will be provided. List other benefits paid for by the church such as dental and vision eyewear on Line 12.

Line D: 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 they are not a PC(U.S.A.) pastor or Formula of Agreement pastor, or is a non-installed 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 a required accountable reimbursement item. Included is the extra cost incurred for continuing education including tuition, materials, travel, and lodging. Coaching is an acceptable use of this time and funding. Time absent for continuing education is 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 a Transitional/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. Coaching is an acceptable use of this funding.

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 must meet the Presbytery minimums for full time positions as stated and are pro-rated for part-time positions.**

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.

Sabbatical Leave is strongly encouraged. Presbytery recommendation is 3 months after 6 years of service. Sabbatical leave does NOT affect vacation or study leave time or funds.

Line 15: Annual Vacation: Time on vacation is paid time. The minimum annual vacation time is one month of typical work time including 5 Sundays. An optional Challenge vacation plan is 6 weeks including 6 Sundays for five or more years of ordination. Vacation time is typically taken one full week at a time, but can be taken on a different schedule so long as the total days and Sundays remains appropriate.

For the benefit of the pastor and their family, it is expected that normally all earned vacation time will be used up during each year of a call. Any earned vacation time remaining at dissolution of a pastoral relationship shall be compensated in the terms of dissolution, with an upper limit of 30 days, unless stipulated and agreed to in advance by pastor and the Session, 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.

Appendix K

Presbytery of Genesee Valley Policy on Compensation for its Pastors 2022

An Answer to the question: “Why does the Presbytery establish Minimum Terms of Call?”

The Church’s provision of compensation and benefits for its pastors and employees is holy work, giving expression to the creative activity of the Trinitarian God to whom Holy Scripture bears witness. The desire for health and wholeness are at the heart of the gospel call.

The promises by ordained leaders in the church must give initial shape to all decisions about compensation. Decisions related to money must reflect our primary allegiance and dependence only on God in Jesus Christ. Decisions about compensation, further, must be a decision that also points to Christ, to the life of Christ, the love, justice and compassion of Christ.

Clergy compensation has historically been part of our faith tradition since Old Testament times when the support of the Levites as the priestly class was established. This was to ensure that those who dedicated their lives to serving the Lord in the Temple would not suffer poverty because of the time spent in ministry rather than secular work. (Exodus 28:1-3, Numbers 18:8-14, Joshua 13:14) This concept of pastor compensation to ensure that ministers are fairly paid is supported in our Constitution in both the Book of Confessions and the Book of Order. See appendix for actual citations from these resources.

We also believe that decisions about compensation must reflect the values of this particular presbytery. In the Presbytery of Genesee Valley, we believe decisions about compensation by the Presbytery, its sessions and congregations, and its pastors must seek always to serve congregations so that vitality is encouraged. These decisions, further, must be accomplished in a spirit of mutual and interdependent partnership that is reflective of God’s partnership with us.

In the Presbyterian Church (U.S.A.) it is affirmed that each part is integral to the working and well-being of the other. The leadership of pastors becomes critical in the ministry of a congregation; likewise, the congregation’s ministry directly impacts the life of every pastor. Having pastors who are fairly, justly compensated brings life to a congregation. At the same time, keeping levels of compensation in balance with the whole ministry of the whole church, seeing how they relate to the church’s mission brings greater vitality to congregations.

Therefore, Terms of Call must also be fair to churches, since pastors are not meant to enrich themselves at the expense of the faithful or to behave in ways that are corrupt or seek to trick people. By the time of Jesus, the duties that had been those of the Levites were largely being done by Sadducees, who were often wealthy individuals, with teaching being done mostly by the Pharisees. In some cases the wealth existed before their priestly service and in some cases their wealth was a result of the corruption that had become part of what had once been pure service to the Lord. Both of these groups had their origins in the intertestamental period and thus, there is not the same level of biblical support for their ministry.

There is, however, much biblical support for the contempt in which Jesus held both groups of people who had so corrupted the ministry to God’s people that He regularly spoke out against them. (Matthew 23, Luke 20, especially 45-47, Luke 18:9-14, and many other instances in the Gospels) When Paul took up the special ministry of mission work, he became a tent maker to support himself so as not to be a burden to the fledgling congregations of believers. (Acts 20:33-35) Yet he also indicated that his needs had been supplied by the generous giving of the faithful. (Philippians 4:10-20) Thus, as we live into the increasing reality of part-time pastors, there is biblical precedent for both the pastor and the church contributing to the cost of supporting life for a pastor, but with the understanding, that the time the pastor needs to make enough money to supply their needs will be time not spent in ministry. And there is still the need for time for personal care and Sabbath rest.

Thus, Terms of Call must find balance between the needs of the pastor and the needs of the congregation both in terms of financial compensation and in terms of time, seeking to be fair to all. The Terms of Call must be sufficiently fixed to ensure that no one is taking unfair advantage and sufficiently flexible to allow adaptation to particular circumstances in an ever-changing world. Establishing minimum Terms of Call that satisfy the needs of the pastors, the needs of the churches, the requirements of the General Assembly and that maintain sufficient flexibility to work in the real world is a required task of the presbytery and adhering to those minimum standards is a required task of the member churches of the presbytery.

It is this Presbytery's intention to respect and honor each part of the church and, in so doing, do what is necessary for the faithful work of the church. This document has been developed as a means of providing a uniform compensation policy to guide the Sessions of congregations of the Presbytery of Genesee Valley in their relationships with their pastors. The term "pastor" as used in this document refers to the office for all Installed Pastors, Associate Pastors, Organizing Pastors, Stated and Temporary Supply Pastors, Associate Stated or Temporary Supply Pastors, Transitional/Interim Pastors and Transitional/Interim Associate Pastors, Pastors for a Designated Term, Student Pastors, Commissioned Pastors/Ruling Elders and Pastors in Validated Ministries. This policy does not apply to members of the Presbytery whose compensation is not subject to COM oversight.

The minimum Terms of Call recommendation for a full time Installed Pastor and a Commissioned Pastor comes from the Committee on Ministry (COM) and is approved by the Presbytery, each year. The Committee on Ministry and the Presbytery realizes that the church and ministry of today looks radically different from the way things used to be, including a much larger proportion of part-time positions as churches shrink in a post-Christendom society. This policy presents a new friendlier Terms of Call worksheet with explanations for it and presents a variety of substitutions for traditional minimum terms of call items in those instances in which a particular benefit is inconsistent with the needs of a particular pastor or congregation in an effort to provide sufficient flexibility for ministry as it exists in today's world. The list of substitutions is not comprehensive but serves as a starting point for conversations between pastors and congregations.

GRANTS WORKING GROUP REPORT

Second Chance Presbytery Grants

2022 Collaborative Ministry Grants

Jennifer's Closet

Bethany Presbyterian, Amount Awarded \$3,000

“What the neighborhood really needs, she [Jennifer] said, is a clothing closet and household furnishings shop.” The project will be a new neighborhood initiative that combines Bethany volunteers and neighborhood residents to establish a new resource for the community. They will collaborate to determine the best items to collect, scheduling, and operating guidelines. Bethany volunteers will assist in the filing for non-profit status, and an equal number of congregation and neighborhood volunteers will make up the new Board of Directors for Jennifer's Closet.

Black/White Churches Addressing Racism Workshop

John Knox Presbyterian and Greater Rochester Community of Churches (GRCC), Amount Awarded \$1,500

This congregation knows that “The church and society have, for generations, behaved in racist ways. This must change if we expect to flourish and break down racial barriers in our current culture.” This workshop is designed to help the participants see how racism and racist attitudes are outside of God's understanding of love. It is our hope that over time, our work will result building awareness of the impact racism has on all involved, create opportunities and a willingness and desire to work together as allies to reduce the impact of systemic racism on individuals affected daily by racism, poverty and other systemic marginalization and oppression throughout the Greater Rochester region.

Supporting Mental Health Needs

Webster Presbyterian, Amount Awarded \$1100

Schools are reporting more emotional and mental health needs than ever before. Families are reporting more stress and emotional instability than ever before. Webster Presbyterian Church has committed itself to be seen more in the community and build relationships of support through God's love. Webster congregation will gain a keener understanding of the needs of the community, especially at the school level which is fundamentally a core institution of the community. All in our congregation relate to a child or grandchild, yet we struggle to serve this demographic and are eager to partner with the educators and others to provide supports.

Family First

Brick Presbyterian Church and Hope Chapel Free Methodist Church, Amount Awarded \$2,500

This is a comprehensive partnership project that “will bring together a variety of support and educational services for young parents, single parents, grandparents and other parental units raising young children. There will be hands-on demonstrations—such as preparing healthy meals on a budget, basic sewing skills, basic computer skills including using the internet and keeping children safe on-line, basic car care—how check oil in a car, check tire pressure and windshield washer fluid.”

Witness Palestine Film Festival

Third and Penfield Presbyterian, Amount Awarded \$1000

This grant will be combined with faith community and other donations and used to fund the October 2022 Witness Palestine Film Festival (WPF). It will include a film panel discussion and speakers. The film festival spotlights the continued suffering of the Palestinian people who have lived under Israeli occupation for over 70 years. Their stories, their histories and their cries for justice have rarely been told in the United States. The WPF helps to educate the Rochester community by telling these stories and showing these cries for justice through film.

2022 Congregational Vitality Grants

Connecting People To Christ

Lyndonville Presbyterian, Amount Awarded \$1,000

“**Connecting People to Christ** is an idea birthed by our Pastoral Care Team.” The team aims to connect with seniors who are unable to attend via chrome book and other technology. They hope to provide seniors the opportunity to view live streaming as well as enable them to access the website and use email or online giving. Providing a chrome book and instruction on how to use it, at-home parishioners could then become linked back into the life of the church. Members will go to homes to provide instruction. The more technical savvy we all become, the more we can actively serve.

Martin Luther King Jr Holiday Celebration Series

Medina Presbyterian, Amount Awarded \$950

Medina Congregation has studied the Race and Reconciliation resource, Confession of 1967 and the Belhar Confession. The celebration of the Martin Luther King Holiday will provide a new and collaborative ministry for building racial justice ministry for the Congregation and offer a new ministry of racial justice to our Medina Area Association of Churches. This project will deepen the culture of welcome in our congregation, deepen our understanding of racial justice, and speak to the building of faith over fear in the sacred conversations on race and reconciliation.

Congregational Vitality Grants for Session Coaching

Covington Presbyterian has been awarded a coaching grant. “By receiving the coaching requested, we will have the opportunity to work together to find new strategies and structures to enable growth.”

2022 Peacemaking Grants

Presbyterian Church of South Sudan – Merle, Uganda has been granted \$500 for training 30 women in Rhino Refugee Camp and Arua Town. They will be trained on restorative/retributive justice, peace, reconciliation, and forgiveness.

Building Minds in South Sudan has been granted \$500 for college cost for 2 women, and is partnering with Downtown United Presbyterian

BIG PICTURE TEAM REPORT

ITEMS FOR PRESBYTERY ACTION

The Big Picture Team recommends that the Presbytery:

(2023 Per Capita)

Approve no increase in the Presbytery per capita rate for 2023. Total per capita cost for Presbytery, Synod and General Assembly shall be:

Per Capita	Current	Proposed
	2022	2023
Presbytery	\$22.50	\$22.50
Synod	\$4.10	\$4.25
GA	\$8.98	\$9.85
Total	\$35.58	\$36.60

(2023 Meeting Dates)

Approve the following dates for Presbytery meetings in 2023:

- Presbytery – Saturday, January 28, 2023
- Congregational Learning Day -Saturday March 4, 2023
- Presbytery – Saturday, April 29, 2023
- Presbytery - Tuesday July 25, 2023
- Presbytery - Tuesday October 24, 2023

Approve an exception to standing rules that require all Presbytery meetings be via Zoom to allow for an in-person meeting on Saturday, April 29, 2023.

ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY

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

(Committee on Representation)

Elect, upon recommendation of the Committee on Representation, the following persons to service to the following:

Synod of the Northeast Commissioners, Class of 2024

- TE Brandi Wooten (Chili)
- TE Ho Dong Hwang (AL)
- RE Betty Iwan (Third)
- RE Kay VanNostrand (Lyndonville)
- TE Erin Jacobson (Pittsford) - *Alternate*

Synod of the Northeast, Mission & Ministries Commission

- TE Brandi Wooten (Chili)
- TE Erin Jacobson (Pittsford) – *Alternate*

Committee on Ministry

- RE Kristen Gerling (Brockport), Class of 2025

(BPT Membership)

Elect Elder Luis Martinez (Pittsford) as At Large member for a one-year term effective August 1, 2022.

Elect Elder Barbara Crane (Covington) as At Large member for a three-year term effective August 1, 2022.

(Presbytery Neighborhoods)

Approve the request of Elba Presbyterian Church to be moved from Neighborhood 1 (Harvest Neighborhood) to Neighborhood 3 (Country Neighborhood) effective August 2022.

(Personnel)

Approve an amended job description for the Financial & Program Administrator, including title change to “Operations Manager”.

See Appendix L: Position Description of Operations Manager

ITEMS FOR PRESBYTERY’S INFORMATION

(Book of Order amendments)

Approved acting upon the 2022 proposed Book of Order amendments at two meetings in 2023, and **empowered** the Moderator and Moderator Elect to determine the agenda for each meeting regarding such amendments.

(Multi-Presbytery Task Force Awards)

[Cayuga-Syracuse, Genesee Valley, Geneva, Lake Erie, Western NY]

Disbursed the following financial “awards” totaling \$700 from line #3101 VWG to the congregations with the highest percentage of the 5 Presbyteries surveys completed. [These five churches were the only churches to have a return rate of over 10% of membership. In total, 228 surveys were completed by 41 churches in Genesee Valley. Each congregation has determined the mission which will receive the gift. The checks will be disbursed directly to their designated ministry of choice]:

1. First Place \$250: Livonia (23.3%)
2. Second Place \$150: East Avon (12.7%)
3. Third Place \$100/each: Chili (11.34%), Twelve Corners (11.25%), Irondequoit (10.8%)

(Presbytery Offices)

Empowered the Presbytery Trustees to manage the move of the Presbytery offices to a virtual

(BPT Membership)

Confirmed Elder Michael Thaine (Barre Center) as the Neighborhood 1 (Harvest Neighborhood) representative to the Big Picture Team effective September 1, 2022.

APPENDIX for BIG PICTURE TEAM REPORT

Appendix K

Presbytery of Genesee Valley

Position Description

TITLE: **Operations Manager**

CATEGORY: In accord with the Fair Labor Standards Act, this position is classified as exempt, full-time.

EMPLOYMENT: Employment is by the **Transitional Leader/Stated Clerk** in consultation with the Personnel Committee in accordance with Presbytery procedures.

ACCOUNTABILITY: The employee is accountable to the **Transitional Leader/Stated Clerk** who is the immediate supervisor.

RESPONSIBILITIES:

Financial Operations Responsibilities

1. Receive and deposit all contributions to the Presbytery.
2. Pay all properly submitted bills either by check, by using the internet banking bill paying service or ACH direct deposit.
3. Prepare the bi-monthly employee ~~payroll timesheets~~ for the payroll service and send payroll checks or make payroll direct deposits using the internet banking ACH service.
4. **Remit bi-monthly EFTPS payroll tax payments and monthly NYS WH payroll tax payments.**
5. Enter all financial transactions in the ledgers of Presbytery and prepare monthly universal financial reports for Presbytery, Committees (including Treasurer, Budget Development and Oversight Committee, Trustees) and Working Groups Leaders.
- ~~6. Annual Synod and General Assembly Reporting.~~
7. Maintain **electronic** financial files ~~(both electronic and paper)~~ of all vouchers and receipts submitted for payment (including Credit Card accounts).
8. Maintain records of all ~~LoG~~, Mortgage loans and repayments.
9. Send reports of the congregations of the Presbytery detailing their congregational contributions to date for Presbytery Mission and Per Capita for Presbytery, Synod, and General Assembly. **These statements are to be sent monthly to Pastors in Churches, Clerks of Session, Church Treasurers and Church Administrators.**
10. **Work with BDOC, Committee Chairs and Working Group leaders on budget preparations.**
11. Maintain records of Presbytery insurance policies, service contracts, and warranties.
10. ~~Provide personnel records of employment to Presbytery Leader.~~
11. ~~Track employee vacation, sick leave, and personal days taken.~~
12. Reconcile all bank and investment accounts **monthly**.
13. Provide reports, **documentation**, and information as needed for annual audit/review.
14. ~~Receive and track payments from churches for the Master Insurance Policy.~~
15. Participate in leadership for the Church Treasurer's workshop at Congregational Learning Day (**CLD**), including any updates to the Manual for Church Treasurers, and act as a resource person to church treasurers.
16. ~~Work with volunteer for filing of paper financial records.~~
17. **Special projects as needed.**

Committee Responsibilities

- ~~1. Support designated committees.~~
- ~~2. Attend Presbytery meetings.~~
- ~~3. Act as a resource person to the Budget Development and Oversight Committee.~~
- ~~4. Act as a resource person to the Board of Trustees.~~
5. Support & act as a resource person for Trustees and Budget, Development & Oversight Committee.
6. Support Tools and Training (including coordination for CLD with CLD Team and Communications Coordinator); Pastoral Care & Development (including Spring & Christmas luncheons) and Working Group Events as requested. Grants Working Group; and Mission Linkages Working Group.

Office Operations Responsibilities

Provide support for the Presbyter for Healthier Congregations (PHC)

- ~~1. Maintain office files, as needed.~~
2. Presbytery Meetings: Prepare Retirement Certificate(s) and New Member Packets and provide registration totals to Stated Clerk for Administration. Attend and Provide Support for Presbytery Meetings as needed. Including sending the Elder Commissioner participation list to Journal Clerk prior to meetings and provide the final participation report to Journal Clerk post-meeting.
- ~~3. Reserve rooms for meetings~~
4. Maintain: PGV Calendar (including reserving rooms for meetings), Staff Devotionals Calendar, Coordinate Staff Christmas gathering.
- ~~5. Share telephone and receptionist duties with Communications Coordinator and distribute incoming mail.~~
6. Quarterly reminders for staff to change passwords and provide up to date PTO information.
7. Provide background checks upon request for CoM or churches.
8. Coordinate Sexual Harassment Prevention Training for staff/volunteers of Presbytery, including COM and BPT, and support congregations in their training efforts
9. Order supplies
10. Work with Communications Coordinator on ordering Planning Calendars for staff and churches.
11. Assist Communications Coordinator with online registrations and if applicable, set up PayPal for online registration forms.
12. Provide personnel records of employment to Head of Staff

Responsibilities in Support of the Presbytery Leader

- ~~1. Assist with CoM and CPM files.~~
2. Keep ~~Transitional Presbytery Leader~~ informed of administrative concerns, pastoral concerns, issues and opportunities.

Responsibilities in Support of the Stated Clerk

- ~~1. Assist in the research, collection of data, and mailings for clerk, e.g., necrology, statistical letters.~~
- ~~2. Prepare necrology report (January).~~
3. Prepare Presbytery minutes for presentation to the Synod.
- ~~4. Format and finalize minutes prepared by the clerk.~~
5. Arrange finalized minutes for binding.
6. Arrange for shipment/transfer of materials to Presbyterian Historical Society.
- ~~7. Collaborate on updating sign-in sheets and name tags for Presbytery meetings.~~

RELATIONSHIPS:

The **Operations Manager** will work collaboratively with the Treasurer and the Chairs of the Board of Trustees & BDOC on financial matters and works directly with the Transitional Leader/Stated Clerk. **The**

Operations Manager also works collaboratively ~~assist with supervision of~~ with the Communications Coordinator & ~~Volunteers~~ the Journal Clerk

PERFORMANCE REVIEW:

An annual review by the Personnel Committee will be conducted according to the Presbytery's Personnel Policy.

Updated 8/12/10
Revised October 2011
Revised March 2013
Revised August 2014
Revised September 2017
Revised June 2018
Revised November 2019
Revised August 2022