



Presbytery of Genesee Valley

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WEBSITE: www.pbygenval.org

The Stated Meeting of the Presbytery of Genesee Valley was held electronically via Zoom on Tuesday, January 25, 2022. Theme was “Healthy, VITAL, Sustainable Congregations & Leaders.” Presbyters were invited to attend a pre-meeting open conversation with Rev. Luke Choi, PC USA Board of Pensions consultant.

CONSTITUTION

Moderator Elder Lea Kone (Downtown) called the meeting to order at 6:00 pm, a quorum being present. Moderator Kone gave an opening prayer. She then made announcements including highlights of upcoming Presbytery events and a reminder that no prefix is needed when addressing the Moderator or Stated Clerk.

CONGREGATION	MINISTER	COMMISSIONER(S)	CONGREGATION	MINISTER	COMMISSIONER(S)
Albion, First	Sue Thaine	Amanda Krenning	Lyndonville	CP Martha Mitchell	Beth Smith
Attica, First	A – CP Brad Smith		Medina, First	A – William Wilkinson	
Avon, Central	A – Carin Farmer	Jessica White	Mendon	---	
Barre Center	A – Barbara Tipton	Mike Thaine	Mt. Morris, United	---	
Batavia, First	Roula Alkhouri		Mumford, First	CP Roger Estes	
Bethany	Robert Spratt		North Bergen	A – CP David Fish	
Brockport, First	---	Kristen Gerling	Nunda, Trinity	Ron Duttweiler	Julie Simone
Byron, First	James Renfrew	Ruth Andes	Ogden	Elaine BordinVanDerzwan	Pat Everett
Caledonia, First	Vinod Gnanaraj		Ossian, First	---	
Chili, First	Brandi Wooten		Parkminster	---	
Christ Clarion	CP Mark McDaniel		Penfield	Twyla Boyer	Mindy Shaffer
Corfu United	Evan Wildhack	Patti Miles	Perinton	A – Laura Fry	Mark Stevens
Covington United	Christine James	Cathy Little	Perry, Brick	CP Lynn Burdick	
Dansville	Marcia Reiff		Pike Community		
Downtown	Laurie Tiberi	Sam King	Pittsford, First (2)	Aaron Neff Erin Jacobson	Barbara Smith Grace Browning Judith Van Dorn
East Avon, First	Michelle Allen		Roch. Korean (2)	Young Kim	
East Bethany	---		Scottsville, Union	Kevin Hershey	Donald Tubman
Elba, First	A – Barbara Tipton		South	EX Deb Swift	Nancy Rice
Gates	EX Laura Bachmann	Tom Brewer	Sparta, First	---	
Geneseo, Central	EX Nancy Lowmaster		Stone, Bergen	A – CP David Fish	Deborah Godlove
Groveland Fed.			Summerville	Elaine Loggi	Mary Haverfield
Holley, First	---	Don Welch	Third (3)	Tedd Pullano A – Rebecca Segers	Bruce Peachey Ralph Carter
Honeoye Falls	Kirk Baker	Martha Kumler	Trinity Emmanuel (2)	A -J. D. Jackson	Roger Miller Sarah Fraiser
Irondequoit	A – Jim Widboom		Tuscarora, First	A – CM Stuart Buisch	
John Calvin	Marie Hanselman	Ellen Best	Twelve Corners	CM Janice Fitzgerald	Katherine Iuli
John Knox	CM Alan Dailey	Pricilla Thomas	Victor, First	EX Nicholas Dorland	
LeRoy, First	A – David Pepper		Warsaw United	---	
Lima	David Kilgore		Webster	CM Philip Davis	Anita Brocker
Livonia	Jamie Tyrrell	Lori Shipman	York, United	Michelle Sumption	Bonne MacLeod

Rev. Laurel Nelson (VM) read the Land Acknowledgement statement in which we pay respects to the indigenous people on whose traditional land this meeting was collectively being held today. She encouraged all to work toward partnership with our indigenous sisters and brothers.

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

**MINISTERS IN VALIDATED MINISTRIES / MINISTERS AT LARGE / MINISTERS HONORABLY RETIRED
(VM = Validated AL = At-large HR = Honorably Retired IA =Inactive)**

Present:

Louise Armstrong (HR)	Carolyn Grohman (HR)	Rachel Reid (AL)
Elizabeth Beckhusen (HR)	Judy Hay (HR)	Gail Ricciuti (HR)
Viktoria Berlik (AL)	Hodong Hwang (AL)	Stephanie Sauve (VM)
Bruce Boak (HR)	Robert Kaiser (HR)	Tom Taylor (HR)
Jeff Falter (AL)	Ernest Krug (HR)	Anne Waasdorp (HR)
Rod Frohman (HR)	Ray Lindquist (HR)	Jane Watt (HR)
Tom Gardner (AL)	Carson Mouser (HR)	Marsha Wenhold (VM)
	Laurel Nelson (VM)	Pat Youngdahl (HR)

Excused:

See above

Absent:

James Anderson (HR)	Virginia Brown (HR)	Lucinda Lamme (HR)	Charles Roberts (HR)
Mary Lou Anderson (HR)	Stuart Buisch (AL)	Lisa Lancaster (HR)	Ronald Sallade (HR)
Christine Baker (HR)	Michael Fry (AL)	Charles Leport (HR)	Mary Carol Schaedel (HR)
Steven Becker (HR)	J. Don Glover (HR)	Cheryl Loew (HR)	David Seaburn (HR)
S. Philip Benier (AL)	Harry Heintz (HR)	Nancy Overgaard (AL)	Patricia Shafer (HR)
Kathryn Bindig (AL)	John Heister (HR)	Jerrod Paul (HR)	David Smith (HR)
Robert Booher (HR)	Bill Hockey (HR)	Anthony Ricciuti (HR)	Walter Wenhold (HR)
Linda Brebner (HR)	Louise Josephson (HR)	Robert Rice (HR)	

ADDITIONAL ELDER COMMISSIONERS / CERTIFIED CHRISTIAN EDUCATORS (Appointed by Presbytery to correct elder-clergy imbalance)

Linda Badger Becker (Gates)	Betty Iwan (Third)	Karen Pryor (Third)
Lewis Becker (Pittsford)	Peter Judd (Perinton)	Hezekiah Simmons (Pittsford)
Kathy Coons (Gates)	Lea Kone (Downtown)	Nancy Sprenkle (Pittsford)
George Gotschik (Third)	Bob Mecredy (Pittsford)	Sue Tedesco (CoW)
Janette Henderson (Pittsford)	Susan Orr (Trinity Emmanuel)	Kay VanNostrand (Lyndonville)

CORRESPONDING MEMBERS ENROLLED FOR THIS MEETING (others noted under "Congregations"):

Rev. Luke Choi (PC USA)

REGISTERED VISITORS including PRESBYTERY STAFF and COMMISSIONED PASTORS Not Serving Churches:

Cheryl Battaglia (Staff)	CP John Goehle	Tom Matthews
Lisa Bennett (Staff)	Sherry Haylett (Barre)	Robin Shepard (Penfield)
Joyce Burwell Miller (Trinity Em)		

SUMMARIES FOR EACH MEETING	Jan 25				
Total Minister Members of Presbytery	108				
Total Minister Commissioners Present	48				
Total Elder Commissioners Present	52				
Parity (expressed in terms of Elders, + or -)	+4				
Total Churches Unrepresented by Elders	29				
Total Churches Unrepresented by Elders & Pastors	18				
Total Registered Visitors	11				
TOTAL REGISTERED ATTENDANCE - 2022	111				

INTRODUCTORY BUSINESS

Greeting New Commissioners

Moderator welcomed new Commissioners present at this meeting.

Approval of Docket

Upon motion, the Presbytery **VOTED** by poll vote to approve the docket for the meeting as follows:

			THEME: Healthy, VITAL, Sustainable Congregations & Leaders	
Page Reference				
5 p.m.			Pre-meeting: Pensions benefits update	Luke Choi
5:55 p.m.			Announcements	Lea Kone
6 p.m.			Call to Order and Opening Prayer ▪ Land Acknowledgement	Lea Kone
			Introductory Business ▪ Declaration of Quorum ▪ Greeting New Commissioners ▪ Enrollment of Corresponding Members ▪ Approval of Docket ▪ Privilege of the Floor	Lea Kone
		p. 3	Consent Agenda	
			Call for New Business	
6:15 p.m.			Worship ▪ 2021 Necrology Report	Valley Neighborhood Pastors
6:45 p.m.			Healthier Congregations Team ▪ Feb 12 Winter Gathering ▪ Congregational Learning Day ▪ Youth & Young Adult Working Group	Jim Renfrew

6:50 p.m.			Welcome new Board of Pensions Church Consultant	Luke Choi
6:55 p.m.			Transitional Leader/Stated Clerk Report	Susan Orr
7:10 p.m.			Good News from Congregations and Neighborhoods	Lea Kone
7:15 p.m.			Prayer Focus	Jim Renfrew
7:20 p.m.		p. 23 p. 24	Big Picture Team Report <ul style="list-style-type: none"> ▪ Creation of a Visioning Working Group ▪ Celebrating the Conclusion of the Vital Congregations Initiative ▪ Proposal regarding the Grace Fund 	Laurel Nelson
7:40 p.m.		p. 28	Budget, Development & Oversight Committee Report <ul style="list-style-type: none"> ▪ 2021 Financial Picture ▪ Receipt of the 2022 Budget 	Peter Judd Bob Mecredy
7:50 p.m.			Report of the Communications & Technology Working Group <ul style="list-style-type: none"> ▪ Launch of the new PGV Database 	Communications & Technology Working Group
8 p.m.		p. 32	Committee on Representation Report <ul style="list-style-type: none"> ▪ Election of the Presbytery Treasurer 	Erin Jacobson
8:05 p.m.		p. 37	Report of the Committee on Ministry <ul style="list-style-type: none"> ▪ Proposal regarding Examinations 	Marcia Reiff
8:15 p.m.			Three Key Things to Take Home	Michelle Sumption
8:20 p.m.			Adjourn with prayer	Michelle Sumption

Privilege of the Floor

The Presbytery **VOTED** by poll vote to grant privilege of voice to non-commissioners for the purpose of participating in reports.

CONSENT AGENDA

CONSENT AGENDA: Items for Presbytery's Action

The Stated Clerk moved that the Presbytery:

(Minutes)

1. **Approve** the Minutes of the October 23, 2021 stated meeting of the Presbytery of Genesee Valley.
2. **Approve** the Minutes of the December 14, 2021 special meeting of the Presbytery of Genesee Valley.
[Minutes were provided with Docket materials and are available on the Presbytery website.]

(Treasurer's Report)

1. **Receive** the Treasurer's Report, month ending November 30, 2021

2. **Receive** the report of the 2020 Presbytery of Genesee Valley Audit Review Summary dated as of December 31, 2020 as conducted by Heveron & Company, Certified Public Accountants.

See Appendix A: Balance Sheet Summary, November 30, 2021

See Appendix B: Operating Statement Summary, November 30, 2021

See Appendix C: 2020 Review Summary Letter from Heveron & Co.

(PGV Food Ministry Fund)

Approve the language of the Food Ministry Fund Policy as recommended by the Big Picture Team.

See Appendix D: Food Ministry Policy

(Committee on Preparation for Ministry)

Approve the revised Committee description dated November 2021. This replaces the description included in the Presbytery Policies & Procedures Manual appendices.

See Appendix E: Committee on Preparation for Ministry committee description

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 December 31, 2021):

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

(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. Lisette C. Russell, 60, died on December 13, 2021. A memorial service will be held in the spring.

(Ordinations/Installations)

1. The installation of Rev. Vinod Gnanaraj was held on October 24, 2021 at First Presbyterian Church, Caledonia, NY.
2. The installation of Rev. Evan Wildhack was held on December 4, 2021 at Corfu United Presbyterian Church, Corfu, NY.
3. The installation of Rev. Elaine Loggi was held on December 5, 2021 at Summerville Presbyterian Church, Rochester, NY.
4. The ordination of Rev. Marsha Wenhold to Validated Ministry at the Rochester Presbyterian Home was held on January 22, 2022 at Lyndonville Presbyterian Church, Lyndonville, NY.

(2021 Session Minutes Review)

2021 Session Minutes Review were conducted in November by Stated Clerk Susan Orr, assisted by Journal Clerk Kathy Coons: The following seven churches did not present their books for review (with year of last review in parentheses): Avon Central (2019); Covington (2019); Groveland Federated (2011); Honeoye Falls (2019); Mt. Morris (2019); Ossian (2019); Warsaw (2014).

[NOTE: The Minutes Reviews were not conducted in 2020 due to the pandemic. A detailed report and completed review forms were sent to Committee on Ministry liaisons.]

(Administrative Commission for Parkminster Presbyterian Church, Rochester, NY)

Training for the Administrative Commission was held on November 17, 2021 and was led by Moderator Lea Kone, Stated Clerk Susan Orr and Parkminster Moderator Rev. Chuck Roberts (HR). The AC appointed Elder Linda Badger Becker (Gates) as Moderator of the Administrative Commission and Rev. Barbara Tipton (Elba) as Clerk of the Commission.

(Presbytery Litigation)

Trustees have retained Reformat, Hurwitz & Daniel PLLC for representation in connection with Osborne v. United Church (Mt. Morris) and Presbytery of Genesee Valley.

(NYS Mandated Sexual Harassment Prevention Training)

The following employees and volunteers of the Presbytery of Genesee Valley received the NYS mandated 2021 Workplace Sexual Harassment Prevention Training:

Employees & Office Volunteers: Cheryl Battaglia, Lisa Bennett, Janice Bilohlavek, Kathy Coons, Susan Orr

COM members: Lew Becker, Viktoria Berlik, Bruce Boak, Craig Chormann, John DeHority, Janette Henderson, Elaine Loggi, Karen Pryor, Marcia Reiff

BPT members: Laura Bachmann, Barbara James, Peter Judd, Lea Kone, Lisa Morrill, Laurel Nelson, Karen Pryor, Jim Renfrew, Deb Swift, Laurie Tiberi

(Proposed Correction of Imbalance between Clergy and Elders for 2022)

The following changes have been made to the report as presented to the Presbytery in October 2021:

Elder Kathy Coons (Gates) will serve as an Additional Elder Commissioner in 2022 for her role as Journal Clerk

Elder Barbara James (Summerville) declined the offer to serve as Additional Elder Commissioner to the Presbytery in 2022 for her role as chair of the Board of Trustees

(Roster of the Permanent Judicial Commission)

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

Current Roster: term expires on December 31st

Class of 2026	Rev. Laurie Tiberi (Downtown) Elder Andrea Wright (Pittsford)
Class of 2024	Rev. Carin Farmer (Avon Central) Rev. Gordon Webster (HR) Rev. Jeff Falter (AL)
Class of 2022	Elder LaMarr Jackson (Trinity Emmanuel) Elder Ella Van Loon (Laurelton/PGV)

Expired Terms (2016 through 2020):

Class of 2020	Elder Allan Reeve (Pittsford, First) Elder Joan Wolfarth (Downtown)
Class of 2018	Rev. Roula Alkhouri (Batavia) Rev. Bruce Boak (HR)
Class of 2016	Elder James Moore (Third) Rev. David Smith (HR)

(Transfer of PGV Membership)

Lottie Bernas to Trinity Emmanuel Presbyterian Church (former member of Laurelton United Presbyterian Church, Rochester, NY.

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

(Financial Records from the Calvary St. Andrews Parish)

Third Presbyterian Church has graciously offered to hold several boxes of non-permanent financial records from the Calvary St Andrews Parish which was dissolved in April 2017. Third will hold the records until they are eligible to be shredded per IRS standards.

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

- BPT – Monday, February 28, 2022 at 6:00 pm
- CONGREGATIONAL LEARNING DAY – Saturday, March 5, 2022 via zoom
- BPT – Monday, March 28, 2022 at 6:00 pm
- PRESBYTERY- – Tuesday, April 26, 2022 at 6:00 pm **NOTE – This is a change**
- BPT – Monday, May 23, 2022 at 6:00 pm
- BPT – Monday, June 13, 2022 at 6:00 pm
- PRESBYTERY – Tuesday, July 12, 2022 at 6:00 pm
- BPT – Monday, August 29, 2022 at 6:00 pm
- BPT – Monday, September 26, 2022 at 6:00 pm
- PRESBYTERY – Tuesday, October 25, 2022 at 6:00 pm
- BPT – Monday, November 28, 2022 at 6:00 pm

CALL FOR NEW BUSINESS

None

WORSHIP

Worship was led by the Valley Neighborhood pastors. Rev. Michelle Allen (East Avon) opened with a prayer. Rev. Michelle Sumption (York) presented the Necrology Report via a slide presentation and read the names of those Elders and Ministers of Word and Sacrament who died in 2021. Rev. Vinod Gnanaraj (Caledonia) gave a meditation on Psalm 13, a song of lament. He described the elements of lament (faith in God, freedom of expression, seeking God's help, trust in God) and challenged us to use this language in our own lives and congregations. This was followed by a musical slide presentation of "Hymn of Promise." Rev. Jamie Tyrrell (Livonia) offered a closing prayer.

REPORT OF HEALTHIER CONGREGATIONS TEAM

Rev. James Renfrew (Bryon) reported on upcoming events for the Presbytery which are: (1) Winter Family Fun Day, February 12, 2022, (2) Congregational Learning Day, March 5, 2022, (3) Youth Retreat, February 19, 2022. Information and pre-registration for each can be found on the Presbytery website. He announced that the Team has established a new working group – Youth & Young Adult Working Group. For more information on this Group, contact Rev. Michelle Allen or Elder Rebeka Fergusson Lutz.

WELCOMING NEW BOARD OF PENSIONS CONSULTANT

Rev. Luke Choi, PC USA Board of Pensions consultant, highlighted the changes in medical and benefit plans for 2022. He noted that the primary contact for medical plan questions is now Quantum Health and the contact for pension plan, disability plans and Medicare supplemental plans is still Board of Pensions.

REPORT OF THE TRANSITIONAL PRESBYTERY LEADER/STATED CLERK

Susan Orr used the story of the recent movie, “Don’t Look Up” as a message to the church. That is, what are we ignoring in our hope of returning to a normal that no longer exists? She then played a video by Ryan George entitled “How the past Two Years Felt” (<https://www.youtube.com/watch?v=8oI0BRXj7fU>.) Members divided into breakout rooms and reflected on the following questions: What plans have “left” the church? Did you and/or your church lose hope? Have dreams returned to your church?

GOOD NEWS FROM CONGREGATIONS & NEIGHBORHOODS

Members offered the following good news:

- *Albion* – Sue Thaine – The choir has doubled in size during the pandemic.
- *Lagom Landing* – Laurel Nelson – This is the final year of the 9-month program. The hope is to begin to offer a retreat program for all ages.
- *Pittsford* – Aaron Neff – A family of 9 Afghan refugees is living in a house owned by the church and a group in the congregation is supporting this family.
- *Dansville* – Marcia Reiff – Dansville is honoring their oldest member, Elsie Hartman, who is 100 years old, by using her favored church music throughout the month.
- *Christ Clarion* – Mark McDaniel – The church had its first baptism in years on January 16, 2022.
- *Nunda Trinity* – Ron Duttweiler – The church and community have set up a food pantry that is regularly serving 250 families.

PRAYER FOCUS

Rev. Jim Renfrew explained that due to meetings now being held electronically, we no longer have a prayer journal to pass around. He asked members to include their prayer requests in the chat feature of this Zoom meeting. The Moderator then offered a prayer for healing for all.

REPORT OF THE BIG PICTURE TEAM

Items for Presbytery Action

Laurel Nelson, Convener of the Big Picture Team, gave background on the reasons why the Team is proposing creation of a Visioning Working Group. She explained it is becoming more difficult for the Team to keep the bigger picture in focus while dealing with the day-to-day business of the Presbytery. A new working group would specifically focus on visioning. If approved, the group will begin work in the spring, 2022. Funding would come from the redesignation of the Vital Congregations Initiative budget. After discussion, Presbytery **VOTED** to:

(Visioning Working Group)

1. **Approve** amending the Policies and Procedures Manual page 6 “Big Picture Team and Working Groups” to include the addition of a new Working Group called Visioning Working Group of Big Picture Team:

Visioning— approximately 6-8 members from a diversity of affiliation in the Presbytery in order to re-envision our Presbytery’s mission and structures in light of the changing realities of the Church and our world. Members feel energized by challenging, daring, and honest conversations about the future, and 1-3 members also participate with the multi-presbytery conversation.

2. **Approve** the recommendation of the BPT to redesignate line #3101VCI (\$16,931 as of Nov 30, 2021) for the work of the Visioning Working Group.

Rev. Nelson asked that anyone interested in being part of this group, or if you know of anyone who may be called for this work, to contact her.

Rev. Tedd Pullano (Third, member of Trustees) presented the next proposal from the Big Picture Team which was to approve the recommendation of Trustees to disburse the remainder of the Grace Fund to Trinity Emmanuel Church. Presbytery **VOTED** to:

(Grace Fund)

Approve the recommendation of Trustees as concurred by the Big Picture Team to gift the remainder of Grace Fund to Trinity Emmanuel Presbyterian Church for completion of the renovation of their sanctuary.

Actions Taken by Big Picture Team on behalf of Presbytery

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

(Personnel)

Approve recommendation of the Personnel Committee to change Presbytery office hours to 9:30 am - 4:00 pm, Tuesdays – Thursdays, effective January 3, 2022.

Approve recommendation of the Personnel Committee that Presbytery staff working remotely beginning January 3, 2022 through January 31, 2022 and empowered the Personnel Committee to determine when the offices may be safely reopened.

(Committee on Representation)

Elect Abigail Dove as the Young Adult Advisory Delegate to the 225th General Assembly.
[BACKGROUND: Abigail is a member of First Presbyterian Church in Owego (Presbytery of Susquehanna Valley). She is a junior at SUNY Geneseo and an active participant at Central Presbyterian Church in Geneseo. The Stated Clerk determined with the Office of the General Assembly that Abigail can serve as YAAD on behalf of our Presbytery.]

(2022 Budget)

Approve the 2022 Budget as presented by the Budget, Development and Oversight Committee.

(Multi Presbytery Conversations)

Approve spending \$9,671 (current balance) from line #3101SNE to fund Convergence Networks to continue the multi-presbytery conversations in 2022.

Rationale: Line #3101SNE was created with funding from the former Synod of the Northeast as a Presbytery Partnership Group (PPG) Block Grant for Transformation. The Western New York PPG consisted of the presbyteries of Western New York, Genesee Valley and Geneva. Genesee Valley has held this fund on behalf of the three presbyteries. The monies were received in November 2014 and have never been utilized. Western New York and Geneva councils have also approved this utilization of these funds.

(Rochester Presbyterian Home)

Mission Linkages Working Group completed the hiring of the new chaplain for the Rochester Presbyterian Home. We welcomed Rev. Marsha Wenhold to this position in November 2021 and look forward to her unfolding ministry there.

Big Picture Team Information Items

(Trinity Emmanuel Presbyterian Church)

The church applied for and has received a \$2,100 African American Boost Grant from PC(USA)'s Racial Equity Women's Intercultural Ministry and Theology Education & Evangelism department in support of the church's Second Chance Ministry – Co-Dependent Women Ministry Group.

REPORT OF BUDGET, DEVELOPMENT AND OVERSIGHT COMMITTEE

2021 Budget. Peter Judd, Treasurer, reviewed the 2021 financials.

Income - Included \$147,547 from General Mission, \$164,468 from Per Capita. With additional income received from the Lakeside mortgage and the sale of the Wyoming property, there was no need to draw from the investment account in 2021.

Expense totals are not yet finalized. Budget amount for expenses was \$461,771.

2022 Budget. Elder Bob Mecredy, chair of BDOC, presented the 2022 budget as approved by the Big Picture Team. He noted, even with adjustments from 2021 budget, it is a balanced budget which supports our staff, programs, and mission.

Income – Assumptions include reduction in congregation receipts due to reduction in church membership. Investment support will come from Genesee Valley Fund and the Matthew 25 Fund.

Expenses – Reflects staff increases of 3% and database expense increase. Decreases are in Office Supplies and Rent (due to pandemic) as well as in COM and Pastoral Care Committee budgets.

See Appendix F: 2022 Budget

REPORT OF COMMUNICATIONS AND TECHNOLOGY WORKING GROUP

Elder Lea Kone reported that the Working Group has implemented a new database for the Presbytery. The vendor for this database, or directory, is *in-C*. Lisa Bennett, Presbytery Communications Coordinator, demonstrated via a self-produced video how this directory may be used. The database will be available to all members of the Presbytery. A link to it can be found on the Presbytery website. The passphrase to use is PGVconnect.

REPORT OF COMMITTEE ON REPRESENTATION

Rev. Erin Jacobson (Pittsford) reported the Committee nominates Elder Peter Judd (Perinton) as Treasurer of the Presbytery for a term of six months (at his request). Presbytery **VOTED** to elect Peter Judd as Treasurer for a term of six months effective February 2022. Erin expressed gratitude to Peter for continuing his service to the Presbytery while the Committee works diligently to find a new candidate for Treasurer.

REPORT OF THE COMMITTEE ON MINISTRY

Rev. Marcia Reiff (Dansville), member of the Committee on Ministry, provided background on the Committee's recommendation to empower the Committee on Ministry to act on behalf of the Presbytery to examine candidates and approve calls for services of ministers. It was noted this proposal was recommended in January 2019 but failed to be approved by Presbytery at that time. After discussion, Presbytery **VOTED** not to approve this recommendation by the following vote: 54% No, 46% Yes.

See Appendix G – Motion to Revise the COM Committee Description

See Appendix H – Proposed Revision of COM Job Description

Actions taken by COM on behalf of Presbytery

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

Moderator Appointments

- **Mt. Morris – Appoint** CP Tim Bucknam as Moderator of Session effective October 2020.
- **Stone – Appoint** CP David Fish as Moderator of Session effective September 1, 2021.
- **Barre Center – Appoint** Rev. Tom Gardner (HR) as Moderator effective November 28, 2021.
- **Irondequoit – Appoint** Rev. Deborah Swift as Moderator effective February 1, 2022 .
- **Mendon – Appoint** Rev. Kirk Baker as Moderator of Session meeting on January 12, 2022 and Rev. Bruce Boak (HR) as Moderator of Congregational meeting on January 23, 2022.

Membership

- **Dismiss** Rev. Ray Bagnuolo (HR) to the Hudson River Presbytery effective November 3, 2021.
- **Dismiss** Rev. Carrie Mitchell (VM) to the Presbytery of the Coastlands effective November 2, 2021.

Pulpit Supply List

- **Approve** CP John Goehle as pulpit supply for Barre Center Presbyterian Church for December 1 – December 31, 2021.
- **Approve** the recommendation of the Pulpit Supply Team to add Rev. Jimmy Reader (American Baptist) to the pulpit supply list.

Items reported by COM for Information

Boundaries Awareness Training (Boak) – Accepted the completion of the UCC Boundaries Awareness Training by Rev. Michelle Allen (East Avon) on October 12, 2021 as satisfaction of the Presbytery requirement for boundaries training by pastoral leaders.

Barre Center - Authorized CP John Goehle to officiate communion on December 5, 2021.

Stone - Approved the Covenant Agreement for Commissioned Ruling Elder with CP David Fish as part time (33%) pastor for the period September 1, 2021 through December 31, 2021 upon the following terms of call:

Cash Salary:	\$2,250.00
Housing Allowance:	\$2,000.00
Effective Salary:	\$4,250.00
Social Security offset	\$ 325.13
Continuing Ed/Study Leave allowance:	\$ 90.00
Travel/Professional Allowance:	\$ 425.00
Total Compensation:	\$5,090.13
Continuing Ed/Study Leave time:	5 days
Annual Vacation:	10 days, including 2 Sundays

Dansville - Approved the Covenant Agreement with Rev. Marcia Reiff as part time Stated Supply Pastor (44%) effective January 1, 2022 upon the following terms of call:

Cash Salary:	\$ 3,000.00
Housing Allowance:	\$ 17,000.00
Medical Deductible Benefit	\$ 1,670.00
Effective Salary:	\$ 21,670.00
Social Security Offset	\$ 1,658.00
Continuing Ed/Study Leave allowance:	\$ 800.00
Travel/Professional Allowance:	\$ 1000.00
Other Allowances (books)	\$ 200.00
Total Compensation:	\$ 25,358.00
Continuing Ed/Study Leave time: 2 weeks	
Annual Vacation: 30 days, including 5 Sundays	
Sick Leave: 1 day/month cumulative	

Livonia– Approved the Covenant Agreement with Rev. Jamie Tyrrell as part time Stated Supply Pastor (33.3%) effective January 1, 2022, upon the following terms of call:

Cash Salary:	\$ 8,226.00
Housing Allowance:	\$ 8,000.00
Effective Salary:	\$16,226.00
Continuing Ed/Study Leave allowance:	\$ 800.00
Travel/Professional Allowance:	\$ 1602.00
Total Compensation:	\$18,628.00
Continuing Ed/Study Leave time: 2 weeks	
Annual Vacation: 30 days, including 5 Sundays	
Sick Leave: 1 day/month cumulative	

Summerville - Approved the proposal to change the call of Summerville Presbyterian Church to Rev. Elaine Loggi from a designated term to full time pastor for an indefinite term effective November 1, 2021 upon the following terms of call:

Cash Salary:	\$49,712
Social Security Offset:	\$ 3,802
PC(USA) Benefits Plan:	\$18,393
Cont Ed/Study Leave Allowance:	\$ 800
Travel/Professional Allowance:	\$ 4,716
Total Compensation:	\$77,423
Annual Vacation Time: 30 days, including 5 Sundays	
Cont Ed/Study Leave: 2 weeks	
Sick Leave: 1 day/mo cumulative	

[The congregational meeting held on October 31, 2021 was moderated by Rev. Louise Armstrong (HR). The congregation elected Elders Mary Haverfield and Ruth McNamara (alternative Elder Todd Hayes) to attest to the congregational meeting and the call of Rev. Loggi.]

1. **Appointed** the following persons as the Administrative Commission to install Rev. Loggi on December 5, 2021 at Summerville Presbyterian Church in the church sanctuary:

Moderator Elder Lea Kone (Downtown)	Elder Susan Orr (Trinity Emmanuel)
Rev. Nathan Mochizuki (AL)	Elder Karen Pryor (Third)
Rev. Kevin Hershey (Scottsville)	Elder Mary Haverfield (Summerville)
Rev. Louise Armstrong (HR)	

2. **Enrolled** the following additional participants as Corresponding Members of the Commission:
Rev. Melissa Morris (Pittsburgh Presbytery)
Elder Todd Hayes (Summerville)
Deacon Sue Smith (Summerville)
3. **Dismissed** the Administrative Commission at the conclusion of the installation service.
4. **Directed** COM Leadership Team to communicate to clerks and moderators the updated policy information prior to the December 5, 2021 installation service to avoid any confusion of the process recently experienced at Caledonia First.

Irondequoit– Approved the Covenant Agreement with Rev. Deborah Swift as part time stated supply pastor (50%) effective February 1, 2022, upon the following terms of call:

Cash Salary:	\$ 17,774.00
Housing Allowance:	\$ 11,000.00
Effective Salary:	\$28,744.00
Social Security Offset:	\$ 2,199.00
Benefits Plan (PCUSA):	\$ 13,874.00
Continuing Ed/Study Leave allowance:	\$ 800.00
Travel/Professional Allowance:	\$ 4,810.00
Total Compensation:	\$50,427.00
Continuing Ed/Study Leave time: 2 weeks	
Annual Vacation: 36 days, including 6 Sundays	
Sick Leave: 1 day/month cumulative	

Lyndonville - Approved the Covenant Agreement with CP Martha Mitchell as full time Commissioned Ruling Elder effective January 1, 2022, upon the following terms of call, with exception since these do not include benefits or social security offset:

Cash Salary:	\$ 43,730.00
Effective Salary:	\$ 43,730.00
Continuing Ed/Study Leave allowance:	\$ 800.00
Travel/Professional Allowance:	\$ 3,887.00
Total Compensation:	\$ 48,417.00
Continuing Ed/Study Leave time: 2 weeks	
Annual Vacation: 30 days, including 5 Sundays	
Sick Leave: 1 day/month cumulative	

Rochester Korean – Approved the Covenant Agreement with Rev. Young Jun Kim as part time Temporary Supply Pastor (45%) effective January 1, 2022, upon the following terms of call:

Cash Salary:	\$ 7,200.00
Fair Rental Value of Mans	\$ 15,600.00
Effective Salary:	\$ 22,800.00
Continuing Ed/Study Leave allowance:	\$ 800.00
Travel/Professional Allowance:	\$ 4,200.00
Other benefits/allowances	\$ 3,300.00
Total Compensation:	\$ 31,100.00
Continuing Ed/Study Leave time: 2 weeks	
Annual Vacation: 1 month	
Sick Leave: 1 day/month cumulative	

Pittsford - Approved the request of Session to commence with the process to call Temporary Supply Associate Pastor Rev. Erin Jacobson as Associate Pastor. [NOTE: It is the general policy of this Presbytery that temporary pastoral leaders are not eligible to serve the congregation as permanent installed pastors. The Presbytery may occasionally determine that its mission strategy with a particular congregation would be enhanced by allowing a temporary pastoral leader to serve as an installed pastor, co-pastor, or associate. In order to establish such a relationship, a three-quarter vote of the Presbytery is required to approve the call.]

Trinity Emmanuel - Ratified actions of COM taken via email on December 17, 2021, which concurred with the request of the pastor and Session of Trinity Emmanuel to enter into an agreement with Rev. Ernst Krug (HR) to be their voluntary Parish Associate.

Twelve Corners

- **Received** the Congregational Study dated December 14, 2021
- **Approved** the request to form a Pastor Nominating Committee or Designated Pastor Nominating Committee, the choice for which is to be determined by the congregation.

Warsaw - Acknowledged receipt of the request of the congregation to initiate the dismissal process of the church's relationship with Presbyterian Church (USA), and (b) **Appointed** Elder Janette Henderson and Rev. Marcia Reiff to coordinate with the Big Picture Team in establishing a discernment team to work with Warsaw in this process.

Designated Term Pastor policy - Approved the following changes to the "Eligibility and Process for Calling the Pastor to an Indefinite Term" section of the policy:

- (a) delete the bullet point in this section which reads: *"COM seeks the approval of the Presbytery"*,
- (b) amend the last bullet in this section to read *"Once approved by COM, the pastor may be installed for an indefinite term."*
- (c) amend the third to last bullet in this section to read *"Upon successful election by the congregation, the session submits the Terms of Call Worksheet, Pastoral Call Form and Plans for Installation Service worksheet to COM for approval."*

See Appendix I - Calling an Installed Pastor for a Designated Term

Exit Interviews

Irondequoit

- **Received** report on exit interview that COM members Karen Pryor and Jim Widboom had with Rev. Nathan Mochizuki on October 5, 2021. A copy of the report is on file in the Presbytery offices.
- **Received** report on exit interview that COM members Karen Pryor and Jim Widboom had with Session on September 30, 2021. A copy of the report is on file in the Presbytery offices.

Congregational Transition Documents

Bethany – Dissolved the Pastor Nominating Committee and no longer searching for part time pastor for youth.

Mt. Morris - No longer searching for a pastor, working with pulpit supply.

THREE KEY THINGS TO TAKE HOME

Rev. Michelle Sumption (York) offered the following:

1. In the cold and snow of winter, there are fellowship opportunities happening! Family Fun Winter Fun Day February 12, 2022, Congregational Learning Day March 5, 2022, PGV youth Retreat February 19, 2022.

2. Loss and Lament named. But we do that together. In the words of Vinod's proclamation of the word, we put words to our Lament using a Psalm for these Times, written by Rev. Kevin Hershey with contributions of your words shared in the chat.
 3. Hope: Collaboration, Visioning, Conversation, working groups, Matthew 25, Grace Fund, wonderful staff, Database Directory, Good news from congregations.
-

ADJOURNMENT WITH PRAYER

The meeting adjourned with a Psalm for these Times written by Rev. Kevin Hershey which was by read Moderator-Elect Michelle Sumption followed by prayer at 8:30 pm.

ATTEST: _____
Kathleen L Coons, Journal Clerk

Appendix A: Balance Sheet Summary as of November 30, 2021
Appendix B: Operating Statement Summary as of November 30, 2021
Appendix C: Audit Summary by Heveron & Co. CPA, as of December 31, 2020
Appendix D: Food Ministry Policy
Appendix E: Committee on Preparation for Ministry Committee Description
Appendix F: 2022 Budget
Appendix G: Motion to Revise the COM Committee Description
Appendix H: Proposed Revision of COM Job Description
Appendix I: Calling an Installed Pastor for a Designated Term

Appendix A

Balance Sheet (prior month variance) November 30, 2021

	Nov 30, 21	Oct 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · Petty Cash	30	30	0
1117 · M & T Checking	173,413	198,560	(25,147)
1118 · M & T Money Market	10,368	10,368	0
Total Checking/Savings	183,811	208,958	(25,147)
Accounts Receivable			
1200 · Accounts Receivable	14,833	6,074	8,759
1216 · Mortgage Receivable			
1216A · Mortgage Rec.-Lakeside 3/1/23	255,629	255,989	(360)
Total 1216 · Mortgage Receivable	255,629	255,989	(360)
Total Accounts Receivable	270,462	262,063	8,399
Other Current Assets			
1300 · Invested Funds			
1312 · PILP	100,000	100,000	0
1313 · Investment Fund			
1313A · Gain / Loss	1,481,267	1,530,302	(49,035)
1313 · Investment Fund - Other	999,631	999,631	0
Total 1313 · Investment Fund	2,480,898	2,529,933	(49,035)
Total 1300 · Invested Funds	2,580,898	2,629,933	(49,035)
Total Other Current Assets	2,580,898	2,629,933	(49,035)
Total Current Assets	3,035,171	3,100,954	(65,783)
Fixed Assets			
1800 · Equipment & Fixtures	1,999	1,999	0
1900 · Accumulated Depreciation	(1,214)	(1,190)	(24)
Total Fixed Assets	785	809	(24)
Other Assets			
1400 · Loans to Churches			
1412 · Gates	15,333	15,826	(493)
1413 · RKPC Loan 5 yr pymts begin 8/22	6,939	6,939	0
Total 1400 · Loans to Churches	22,272	22,765	(493)
1880 · Property			
1883 · Calvary St. Andrew's Property			
1883AD · CSA Prop - Accum Depreciation	(34,527)	(33,959)	(568)

MINUTES OF STATED PRESBYTERY MEETING
January 25, 2022 at 6:00 pm

Electronic Meeting via Zoom
Rochester NY

	Nov 30, 21	Oct 31, 21	\$ Change
1883 · Calvary St. Andrew's Property - Other	265,900	265,900	0
Total 1883 · Calvary St. Andrew's Property	231,373	231,941	(568)
Total 1880 · Property	231,373	231,941	(568)
1884 · CSA Property - Land Value	47,100	47,100	0
Total Other Assets	300,745	301,806	(1,061)
TOTAL ASSETS	3,336,701	3,403,569	(66,868)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2100 · Employee Related Accounts			
2101 · Employer Pension Escrow	2,106	1,053	1,053
2102 · Employee Pension Escrow	584	292	292
Total 2100 · Employee Related Accounts	2,690	1,345	1,345
2200 · Insurance Premiums	78,613	83,070	(4,457)
Total Other Current Liabilities	81,303	84,415	(3,112)
Total Current Liabilities	81,303	84,415	(3,112)
Total Liabilities	81,303	84,415	(3,112)
Equity			
3000 · Donor Restricted Funds			
3001 · Slater Fund			
3001A · Slater Fund - Book Value	22,623	22,623	0
3001 · Slater Fund - Other	2,773	3,242	(469)
Total 3001 · Slater Fund	25,396	25,865	(469)
Total 3000 · Donor Restricted Funds	25,396	25,865	(469)
3100 · Donor Specific Use Funds			
3101 · Misc. Designated Gifts & Grants	10,512	9,904	608
3101B · Blossom Trust	1,826	1,826	0
3101MM · Measuring Mission	2,224	2,224	0
3101S · Scholarships	3,287	3,287	0
3101SNE · Synod Partnership Grant	9,671	9,671	0
3101VCI · Vital Congregations Initiative	16,931	17,135	-204
3104 · Presbytery Peace Offering	1,814	1,612	202
3110 · Ministry Candidates Aid Fund	7,357	7,086	271
3114 · Commissioned Pastor Training	2,871	2,871	0
3116 · New Worshipping Communities			
3116A · Companions on the Way	6,045	5,981	64
Total 3116 · New Worshipping Communities	6,045	5,981	64
3117 · Emergency Aid Fund (PCD)	10,170	9,875	295
Total 3100 · Donor Specific Use Funds	72,708	71,472	1,236

MINUTES OF STATED PRESBYTERY MEETING
January 25, 2022 at 6:00 pm

Electronic Meeting via Zoom
Rochester NY

	Nov 30, 21	Oct 31, 21	\$ Change
3200 · Presbytery Designated Funds			
3201 · Grace Fund for Urban Ministry	67,205	68445	(1240)
3211 · Westminster-RPH Mission Fund	31,806	36310	(4504)
3214 · Genesee Valley Fund			
3214A · Calvary St. Andrews	(9,818)	(7,175)	(2,643)
3214G · Lakeside	58,677	57,144	1,533
3214 · Genesee Valley Fund - Other	2,480,649	2,527,389	(46,740)
Total 3214 · Genesee Valley Fund	<u>2,529,508</u>	<u>2,577,358</u>	<u>(47,850)</u>
3215 · Acquired Assets Fund - Property			
3215B · Calvary St. Andrews Property	313,000	313,000	0
Total 3215 · Acquired Assets Fund - Property	<u>313,000</u>	<u>313,000</u>	<u>0</u>
3218 · Denominational Materials Sales	(2,085)	(2,085)	0
3220 · Youth Triennium Escrow Fund	7,797	7,797	0
3221 · Touch of Grace Initiative-TOGI	280	280	0
Total 3200 · Presbytery Designated Funds	<u>2,947,511</u>	<u>3,001,105</u>	<u>(53,594)</u>
3300 · Un-Designated Equity	517,826	517,826	0
3900 · Retained Earnings	(260,093)	(259,733)	(360)
Net Income	(47,948)	(37,380)	(10,568)
Total Equity	<u>3,255,400</u>	<u>3,319,155</u>	<u>(63,755)</u>
TOTAL LIABILITIES & EQUITY	<u>3,336,703</u>	<u>3,403,570</u>	<u>(66,867)</u>

Appendix B

Operating Statement as of November 30, 2021

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000INC · Congregational & Individual					
4000 · Presbytery General Mission	12,105	7,058	122,697	112,259	136,641
4100 · Presbytery Per Capita	12,291	7,579	146,323	133,675	151,696
4150 · Phy Meeting Offerings	0	333	0	1,000	1,000
Total 4000INC · Congregational & Individual	24,396	14,970	269,020	246,934	289,337
4400INC · Other Support					
4430 · Credit Card Rewards-Misc Income	0	0	252	375	500
4490 · Master Insurance Service Rcpts.	352	400	1,504	1,600	1,600
Total 4400INC · Other Support	352	400	1,756	1,975	2,100
4500INC · Investment Income Support					
4552 · Inv Support for Sustainability	0	0	0	0	81,521
Total 4500INC · Investment Income Support	0	0	0	0	81,521
4610 · Synod & GA PC Paid by Churches					
4611 · Synod PC Paid by Churches	2,276	1,257	26,436	24,296	27,839
4612 · GA PC Paid by Churches	5,008	2,738	57,924	53,207	60,974
Total 4610 · Synod & GA PC Paid by Churches	7,284	3,995	84,360	77,503	88,813
Total Income	32,032	19,365	355,136	326,412	461,771
Gross Profit	32,032	19,365	355,136	326,412	461,771
Expense					
5600 · Designated Mission Support					
5601 · Cameron Comm Ministry	700	700	7,000	7,000	7,000
5603 · Greater Roch Comm Churches	0	0	1,000	1,000	1,000
5604 · Camp Whitman	1,750	1,750	17,500	17,500	17,500
5605 · Youth Triennium	0	0	0	0	2,500
5607 · Genesee Area Campus Ministries	1,000	0	4,000	3,000	4,000
5608 · Racial Justice Working Group	3,800	1,000	3,800	4,000	4,000
5609 · NYS Council of Churches	0	0	1,000	1,000	1,000
Total 5600 · Designated Mission Support	7,250	3,450	34,300	33,500	37,000
6200 · Healthier Congregations Work					
6210 · Grants	0	0	21,000	21,000	21,000
6220 · Relationships	0	0	750	563	750
6230 · Tools & Training					
6231 · Congregational Learning Day	0	0	0	250	250
6232 · Measuring Mission	0	0	0	375	500
6233 · Scholarships	0	0	528	1,106	1,475
6234 · Mission Day	0	0	0	300	300
6236 · Event Sponsorship (PGV/N/C)	0	0	1,009	1,125	1,500

	<u>Nov 21</u>	<u>Budget</u>	<u>Jan - Nov 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6230 · Tools & Training - Other	0	0	0	210	280
Total 6230 · Tools & Training	0	0	1,537	3,366	4,305
Total 6200 · Healthier Congregations Work	0	0	23,287	24,929	26,055
6300 · Healthy Leaders Work					
6310 · Committee on Ministry					
6311 · CoM Committee Expenses	100	133	124	1,467	1,600
6312 · Resources	0	0	0	150	200
6313 · Sexual Misconduct Trng	0	0	0	200	200
6314 · Discretionary Fund	0	125	0	1,375	1,500
Total 6310 · Committee on Ministry	100	258	124	3,192	3,500
6320 · Patorial Care & Development					
6321 · Committee Expense	0	39	0	426	465
6322 · Education & Training	0	0	0	401	535
6323 · Pastoral Health & Dev	0	0	0	240	320
6324 · Retired Clergy Meals	0	400	0	1,200	1,200
6325 · Hospitality Gifts	0	0	0	150	200
6326 · Consultant Services	0	83	0	917	1,000
Total 6320 · Patorial Care & Development	0	522	0	3,334	3,720
6330 · Cmte on Prep. for Ministry					
6331 · Committee Expenses	0	0	0	225	300
6332 · Career Evaluation	0	0	715	960	1,280
6333 · CP Scholarships	0	0	0	750	1,000
Total 6330 · Cmte on Prep. for Ministry	0	0	715	1,935	2,580
Total 6300 · Healthy Leaders Work	100	780	839	8,461	9,800
7700 · Support for a Healthy Pby					
7701 · Salaries & Benefits					
7120 · Acting Salaries & Benefits					
7121 · Acting Presbytery Leader Salary	0	0	10,150	10,150	10,150
7122 · Acting Leader Suppl Salary	0	0	2,639	2,139	2,139
7123 · Acting Leader Pension	0	0	1,386	1,352	1,352
7124 · Acting Leader Study Leave	0	0	0	250	250
7125 · Acting Leader Professional Exp	0	0	297	750	750
7126 · Acting SC Administration	0	0	5,344	5,344	5,344
7128 · Acting SC P & P	0	0	480	0	0
7130 · Acting Salaries - FICA	0	0	1,424	1,350	1,350
Total 7120 · Acting Salaries & Benefits	0	0	21,720	21,335	21,335
7702 · NYS Disability Insurance	(10)	(5)	112	177	172
7703 · NYS Unemployment Insurance	43	0	992	225	300
7704 · Worker's Compensation	0	0	1,655	1,720	1,720
7705 · NYS Paid Family Leave	(76)	(65)	23	179	114
7720 · Transitional Leader/StatedClerk					

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
7721 · TPL/SC Salary	7,250	7,250	58,000	58,000	65,250
7723 · TPL/SC Pension 403(b)	726	725	5,808	5,800	6,525
7724 · TPL/SC Social Security	555	555	4,437	4,437	4,992
7727 · TPL/SC Medical/Dental	776	776	6,985	6,209	6,985
7728 · TPL/SC Professional Expense	288	417	1,339	3,333	3,750
7729 · TPL/SC Study Leave	0	167	178	1,333	1,500
Total 7720 · Transitional Leader/StatedClerk	9,595	9,890	76,747	79,112	89,002
7730 · Other Salaries & Benefits					
7731A · Financial Admin - Salary					
7732 · FinancialAdmin- Supplemental Sal	0	809	4,041	8,898	9,707
7734 · Financial Admin-Pension 403(b)	327	511	4,518	5,625	6,136
7731A · Financial Admin - Salary - Other	4,825	3,839	48,133	42,232	46,071
Total 7731A · Financial Admin - Salary	5,152	5,159	56,692	56,755	61,914
7731B · Communications - Salary	1,746	1,827	21,106	20,097	21,924
7731C · Journal Clerk - Salary	1,000	900	6,500	7,200	8,100
7733 · Social Security-Other Salaries	579	564	6,200	6,000	6,564
Total 7730 · Other Salaries & Benefits	8,477	8,450	90,498	90,052	98,502
Total 7701 · Salaries & Benefits	18,029	18,270	191,747	192,800	211,145
7740 · Personnel Committee					
7741 · Staff Retreat	0	0	(25)	150	300
7742 · Staff/Vol Recognition	141	0	671	200	400
7743 · Resp Higher Gov. Bodies	13	0	13	0	3,200
7744 · Quarterly Payroll Service Fee	0	0	750	775	1,025
7745 · Support Staff Cont Ed.	0	0	0	750	1,000
Total 7740 · Personnel Committee	154	0	1,409	1,875	5,925
7750 · Office/Admin					
7751 · Pby Mtg Exp	0	0	279	500	750
7753 · Office Supplies	15	300	574	3,300	3,600
7754 · Postage	17	175	1,241	1,925	2,100
7755 · Telephone/Netwok Usage/Security	106	162	3,105	1,783	1,945
7756 · Non-cap Equip/Software/Warranty	0	0	1,408	0	400
7757 · Computer Maintenance	1,099	0	1,348	1,500	1,500
7758 · Copy Machine	9	60	2,313	660	720
7759 · PGV Technology Expense					
7759A · Database Expense	2,575	100	4,686	1,100	1,200
7759B · Website Expense	592	637	2,531	5,867	6,504
7759 · PGV Technology Expense - Other	0	75	1,077	825	900
Total 7759 · PGV Technology Expense	3,167	812	8,294	7,792	8,604
Total 7750 · Office/Admin	4,413	1,509	18,562	17,460	19,619

	<u>Nov 21</u>	<u>Budget</u>	<u>Jan - Nov 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
7760 · Trustees/Facilities					
7761 · Committee Expenses	0	0	0	50	100
7762 · Office Rent	883	1,000	10,182	11,000	12,000
7763 · General Insurance	1,173	1,200	4,830	7,471	7,471
7764 · Legal	3,920	0	3,920	4,500	6,000
7765 · Other Legal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>
Total 7760 · Trustees/Facilities	5,976	2,200	18,932	23,021	26,071
7780 · Judicial Expenses					
7781 · PJC Investigative Cmte Exp	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>675</u>
Total 7780 · Judicial Expenses	0	0	0	0	675
7785 · Audit/Banking/Depr Exp					
7786 · Heveron & Heveron Audit	0	0	7,750	7,580	7,580
7788 · Banking Fees	33	33	361	363	396
7789 · Depreciation	<u>592</u>	<u>592</u>	<u>6,511</u>	<u>6,868</u>	<u>7,460</u>
Total 7785 · Audit/Banking/Depr Exp	<u>625</u>	<u>625</u>	<u>14,622</u>	<u>14,811</u>	<u>15,436</u>
Total 7700 · Support for a Healthy Pby	29,197	22,604	245,272	249,967	278,871
7790 · Big Picture Team					
7791 · Big Picture Team Oper Exp	0	33	374	367	400
7792 · Moderator's Expense	<u>0</u>	<u>0</u>	<u>117</u>	<u>200</u>	<u>400</u>
Total 7790 · Big Picture Team	0	33	491	567	800
7902 · Unallocated Reserve	0	0	0	0	3,429
8000 · Synod & GA Per Capita Pd by Pby					
8010 · Synod PC Paid by Pby	0	0	32,340	33,169	33,169
8020 · GA PC Paid by Pby	<u>6,054</u>	<u>6,054</u>	<u>66,594</u>	<u>66,594</u>	<u>72,648</u>
Total 8000 · Synod & GA Per Capita Pd by Pby	<u>6,054</u>	<u>6,054</u>	<u>98,934</u>	<u>99,763</u>	<u>105,817</u>
Total Expense	<u>42,601</u>	<u>32,921</u>	<u>403,123</u>	<u>417,187</u>	<u>461,772</u>
Net Ordinary Income	<u>(10,569)</u>	<u>(13,556)</u>	<u>(47,987)</u>	<u>(90,775)</u>	<u>(1)</u>
Net Income	<u><u>(10,569)</u></u>	<u><u>(13,556)</u></u>	<u><u>(47,987)</u></u>	<u><u>(90,775)</u></u>	<u><u>(1)</u></u>

Appendix C



Presbytery of Genesee Valley Review Summary December 31, 2020

Thank you for the opportunity to serve as independent accountants.

This report provides information about the review and our key findings and recommendations.

About the Review

- ✓ A review includes a professional analysis of your financial statements based on normal relationships of accounts, your budget, your prior year's activities, and what we learn about your operation from inquiries, review of board minutes, and similar procedures. It does not include audit procedures such as verification with independent sources, and examining supporting documentation.
- ✓ A review is *not a review of all of your transactions*, and we cannot verify whether your internal controls were in place and working properly throughout the year, so a review does not provide assurance that financial statements are not misstated due to errors or fraud. You need to monitor operations carefully and question unusual activities to reduce the possibility of financial statement misstatements.

Review Results

- ✓ We have completed our review of your December 31, 2020 financial statements and issued our draft accountants' report on those financial statements, confirming that we are not aware of any material changes that needed to be made to your financial statements.

Important Financial Results/Trends

Major items that impacted your financial results this year include:

- ✓ Renovations were done in the Calvary building where the ROC SALT building was held. ROC SALT dissolved in 2021 and the building was sold.
- ✓ You did not acquire any property from dissolved churches during 2020, but did sell the Wyoming manse acquired in the prior year.
- ✓ ROC SALT got more funding in grants and contributions in 2020. The food pantry really grew rapidly in response to the increased need during the pandemic with kids attending school virtually and more adults being out of work.
- ✓ Investment income was lower in 2020 than 2019.
- ✓ The Presbytery Leader transitioned into an Acting Presbytery Leader, reducing payroll expenses.
- ✓ Designated mission support was lower in 2020, partially resulting from no youth triennium that year and no more Wyoming pastor wages and benefits being paid.
- ✓ Healthier congregations work expense was up in 2020 due to grants to others, which include forgiveness of loans from churches.

Key financial results as of and for the year ended December 31, 2020 include:

Total Assets	\$ 3,399,502	<i>\$586,673 is net fixed assets; \$304,063 is current (cash and receivables); \$2,508,766 is other assets (investments, certificate of deposit, church property held for sale, and long term loans receivable)</i>
Total Liabilities	\$ 43,815	<i>Debt</i>
Net Assets	\$ 3,355,687	<i>\$216,610 is donor restricted; \$111,137 is Presbytery designated</i>
Total Support and Revenue	\$ 876,505	<i>Down from \$1,017,661 last year</i>
Total Expenses	\$ 729,637	<i>Down from \$824,770 last year</i>
Surplus	\$ 146,868	

Benchmarks

Your results as of December 31, 2020 and 2019:

	Result		General benchmarks & industry averages
	Current	Prior	
Program Expenses/Total Expenses	70.2%	74.2%	<i>At least 65-75%; Industry 74%*</i>
Management & General/Total Expenses	29.8%	25.8%	<i>25% or less Industry 26%*</i>
Payroll, Taxes, and Benefits As a % of Total Expenses	34.2%	37.0%	<i>2020 and 2019 were lower than historical</i>
Payroll Overhead As a % of Total Payroll	23.3%	31.8%	<i>Lower than historical</i>

* The industry used is "Christianity".

Other Financial Statement Highlights

The footnotes to your financial statements are packed with useful information. They facilitate your understanding of the statements and the organization itself. Here are some of the highlights:

- ✓ Investment details are included on pages 11 and 12. Most were held in Exchange traded funds at year-end.
- ✓ Your lease commitment is described on page 14. It explains the rent reduction resulting from renovations paid by the Presbytery.
- ✓ Long-term debt is described on page 14. Principal and interest are payable in monthly installments of \$715 through January 2027. The balance at December 31, 2020 amounted to \$43,815.
- ✓ Note 12, starting on page 15, describes Presbytery guarantees on loans under the General Assembly program. At December 31, 2020, the potential Presbytery liability was \$640,664 and the Presbytery reserves were \$74,882, which is equal to 9 months of payments.

Appendix D

Food Ministry Fund Policy (A Presbytery Designated Fund)

Background

At the Presbytery meeting held on April 24, 2021, the Presbytery voted to approve the following amended motion:

A percentage of the net proceeds (from the sale of 68 Ashland St) be gifted to the South Wedge Food Program in recognition of its history as a ministry of the Calvary St. Andrews congregation, with the balance of the proceeds returning to the Presbytery of Genesee Valley for future mission opportunities focused on racial and income disparities in Rochester. The Presbytery of Genesee Valley will determine the final distribution of the proceeds from the sale of the building. Percentages will take into consideration income and expenses for the building between the time of SWFP incorporation and sale of the building.

At the Presbytery meeting held on July 27, 2021, the Presbytery voted to approve the following amended motion regarding the distribution of the net proceeds from the sale of the Calvary St. Andrews building (68 Ashland St), to be paid after payment of expenses of the sale and the outstanding loan from Presbytery Loan Program:

*35% to the Matthew 25 Fund (to be formed)
10% to the South Wedge Food Program [NOTE: renamed to The People's Pantry of Rochester]
25% to the food ministry fund of the Presbytery (to be formed)
20% to Westminster Fund (for funding of chaplaincy at Rochester Presbyterian Home) 10% to Genesee Valley Fund*

Proceeds shall be reduced by all closing-related costs, any outstanding loans, and any building-related expenses that have been incurred by Presbytery. Additionally, a reserve for the ROCSalt portion of the 2021 financial review/audit shall be deducted along with any unpaid Per Capita amounts attributed to the former Calvary St. Andrews congregation. Proportionate labor expense (accounting and facility) will be included in the offset to arrive at net proceeds.

Policy

25% of the net proceeds from the sale of 68 Ashland St, as defined in the paragraph above, shall be held as a Presbytery Designated Fund named "FOOD MINISTRY FUND". The Food Ministry Fund shall be part of the professionally managed Investment Funds and share in the capital gain or loss of these funds.

The FOOD MINISTRY FUND shall be evenly distributed to The People's Pantry of Rochester (TPPR) over the course of five years via one payment ordinarily made by January 31 of each year. The first installment will be made in January 2023.

To monitor the viability of the TPPR, the TPPR shall forward quarterly financials (Income Statement and Balance Sheet) to the Trustees. Should the Trustees and Big Picture Team determine that the long-term viability of the TPPR may be limited, funding may then be focused and distributed to other Food Ministry programs within the Presbytery. Recommendations to approve funding food ministries other than the TPPR will come from the Trustees and/or Big Picture Team to a stated meeting of Presbytery.

Appendix E

Committee on Preparation for Ministry committee description

Committee on Preparation for Ministry

Committee on Preparation for Ministry assists inquirers and candidates as they prepare to become Ministers of the Word and Sacrament. Meets monthly at the convenience of the committee members. Quorum for the Committee on Preparation for Ministry is half (50%) of voting membership.

Membership: 6-9 (*equal number of elders and ministers, as is practicable*)

Purpose: To enter into a covenant relationship with those preparing to become Ministers of the Word and Sacrament so as to ensure that those who are to be ordained receive full preparation for their task. The Committee on Preparation for Ministry not only assists inquirers and candidates as they prepare for ministry but it also provides nurture and care for those enrolled as inquirers or under care as candidates.

Description:

The Committee Shall:

- Be authorized to act on behalf of the Presbytery of Genesee Valley in accordance with G-2.06 of the *Book of Order*
- Meet with sessions when a member of the church desires to become an inquirer in order to provide an orientation to the preparation process and instruct sessions as to their role in the inquiry and candidacy phases
- Interview prospective inquirers and enroll them as inquirers or grant their withdrawal from the process if so requested and report that action at the next Presbytery meeting in accordance with the *Book of Order*
- Provide consultation and guidance during the inquiry phase, ensuring that all requirements of the *Book of Order* are met
- Confer with inquirers and review evidence that they are ready to proceed to candidacy
- Act as a commission to receive an inquirer into candidate status and notify the Stated Clerk so that the candidate may be enrolled. At the next following Presbytery meeting, recognize and lift the candidate in prayer
- Provide continuing consultation and guidance during the candidacy phase, in order to determine whether each candidate to be ordained has fully demonstrated readiness to begin the Ministry of the Word and Sacraments or grant withdrawal from the process if so requested and report the same to the next Presbytery meeting as required by the Book of Order
- Consult annually with each inquirer and candidate as required by the *Book of Order* and report such actions to the Presbytery
- Recommend to Presbytery, or to the Big Picture Team (in months in which the Presbytery does not meet) persons to be elected as readers for candidates' examinations. [See the *Book of Order* Section G-2.0607(d)]

Proposed revision - NOVEMBER 2021

Appendix F

						010322 BPT Budget Approval	2021 Budget	2022 Budget	Notes
						Ordinary Income/Expense			
						Income	-5.0%	-5.0%	
						4000INC · Congregational & Individual			
						4000 · Presbytery General Mission	136,641	140,898	
						4100 · Presbytery Per Capita	151,696	145,933	
						4150 · Pby Meeting Offerings	1,000	0	
						Total 4000INC · Congregational & Individual	289,337	286,831	
						4400INC · Other Support			
						4420 · UCC/Wellspring Staff Support	0	0	
						4430 · Credit Card Rewards-Misc Income	500	500	
						4490 · Master Insurance Service Rcpts.	1,600	1,600	
						Total 4400INC · Other Support	2,100	2,100	
						4500INC · Investment Income Support			
						4552 · Investment Support for Sustainability	81,521	89,561	
						Total 4500INC · Investment Income Support	81,521	89,561	
						4600INC Non-Presbytery Per Capita Income			
						4611 · Synod Per Capita Income	27,839	26,588	
						4612 · GA Per Capita Income	60,974	58,234	
						Total Synod & GA Income	88,813	84,821	
						4700INC Matthew 25 Support			
						4701 · Matthew 25 Support		4,000	
						Total Matthew 25 Support		4,000	
						Total Income	461,771	467,313	
						Expense			
						5600 · Designated Mission Support			
						5601 · Cameron Comm Ministry	7,000	7,000	
						5603 · Greater Roch Comm Churches	1,000	1,000	
						5604 · Camp Whitman	17,500	17,500	
						5605 · Youth Triennium	2,500	2,500	
						5607.Genesee Area Campus Ministries	4,000	4,000	
						5608. Racial Justice-Working Group	4,000	0	2022 moved to BPT A/C#7793
						5609 · NYS Council of Churches	1,000	1,000	
						Total 5600 · Designated Mission Support	37,000	33,000	
						6200 · Healthier Congregations Work			
						6210 · Grants			
						6211 · Mission, Peace & Justice Part			
						6212 · Congregational/Neighborhood			
						6210 · Grants - Other	21,000	21,000	
						Total 6210 · Grants	21,000	21,000	
						6220 · Relationships	750	750	

010322 BPT Budget Approval					2021 Budget	2022 Budget	Notes
				6230 · Tools & Training			
				6231 · Congregational Learning Day	250	250	
				6232 · Measuring Mission	500	500	
				6233 · Scholarships	1,475	1,475	
				6234 · Mission Day	300	300	
				6236 · Event Sponsorship (PGV/N/C)	1,500	1,500	
				6230 · Tools & Training - Other	280	280	
				Total 6230 · Tools & Training	4,305	4,305	
				Total 6200 · Healthier Congregations Work	26,055	26,055	
				6300 · Healthy Leaders Work			
				Total 6310 · Committee on Ministry	3,500	3,000	
				Total 6320 · Pastoral Care Committee	3,720	1,720	
				Total 6330 · Cmte on Prep. for Ministry	2,580	2,580	
				Total 6300 · Healthy Leaders Work	9,800	7,300	
				7700 · Support for a Healthy Pby			
				7701 Salaries & Benefits			
				7120 Acting Salaries & Benefits			
				7121 Acting Presbytery Leader Salary	10,150		
				7122 Acting Leader Suppl Salary	2,139		
				7123 Acting Leader Pension	1,352		
				7124 Acting Leader Study Leave	250		
				7125 Acting Leader Professional Expense	750		
				7126 Acting SC Administration	5,344		
				7128 Acting SC P&P	0		
				7130 Acting Salaries FICA	1,350		
				Total Acting Salaries & Benefits	21,335	0	
				7702 NYS Disability Insurance	172	270	
				7703 NYS Unemployment Insurance	300	1,110	
				7704 Worker's Compensation	1,720	1,655	
				7705 NYS Paid Family Leave	114	0	
				7720 Transitional Leader/Stated Clerk			
				7721 TPL/SC Salary	65,250	89,610	
				7723 TPL/SC Pension 403(b)	6,525	8,961	
				7724 TPL/SC Social Security	4,992	6,855	
				7727 TPL/SC Medical/Dental	6,985	10,130	
				7728 TPL/SC Professional Expenses			
				7728A Travel & Professional	3,750	5,500	
				7728B Coaching		1,800	
				7729 TPL/SC Study Leave	1,500	1,750	
				Total 7720 Transitional Leader/Stated Clerk	89,002	124,606	
				7730 Other Salaries & Benefits			
				7731A Financial Admin Salary			
				7732 Financial Admin Suppl Salary	9,707	0	
				7734 Financial Admin Pension 403(b)	6,136	4,990	
				7731A Financial Admin Salary - Other	46,071	58,710	
				Total 7731 Financial Admin Salary	61,914	63,700	

						010322 BPT Budget Approval	2021 Budget	2022 Budget	Notes
						7731B Communications - Salary	21,924	22,582	
						7731C Journal Clerk - Salary	8,100	11,124	
						7733 Social Security - Other Salaries	6,564	7,070	
						Total 7730 Other Salaries & Benefits	98,502	104,476	
						Total 7701 · Salaries & Benefits	211,145	232,117	
						Total 7740 · Personnel Committee 5200	5,925	3,725	
						7750 · Office/Admin/Cust			
						7751 · Pby Mtg Exp	750	0	
						Total 7750 -7752	750	0	
						7753 · Office Supplies	3,600	1,600	
						7754 · Postage	2,100	1,700	
						7755 · Telephone	1,945	3,300	
						7756 · Non-cap Equip/Software	400	1,765	
						7757 · Computer Maintenance	1,500	1,530	
						7758 · Copy Machine	720	500	
						7759 · PGV Technology Support	900	600	
						7759A Database	1,200	4,800	
						7759B Website	6,504	6,501	
						Total 7750 · Office/Admin/Cust	19,619	22,296	
						7760 · Trustees/Facilities			
						7761 · Committee Expenses	100	0	
						7762 · Office Rent	12,000	10,800	
						7763 · General Insurance	7,471	6,907	
						7764 · Legal	6,000	6,000	
						7765 · Other Legal Services	500	500	
						Total 7760 · Trustees/Facilities	26,071	24,207	
						Total 7780 · Judicial Expenses	675	500	
						Total 7785 · Audit/Banking/Depr Exp	15,436	12,336	
						Total 7700 · Support for a Healthy Pby	278,871	295,181	
						7790 · Big Picture Team			
						7791 Big Picture Team Oper Exp	400	400	
						7792 Moderator's Exp	400	400	
						7793 Racial Justice Working Group		4,000	
						7794 Presbyteries Collaboration		0	
						Total Big Picture Team	800	4,800	
						7900 Unallocated Reserve	3,429		
						8000 Synod & GA PC paid by Pby			
						8010 Synod PC paid by Pby	33,169	31,652	
						8020 GA PC paid by Pby	72,648	69,326	
						Total 8000 Synod & GA PC Paid by Pby	105,817	100,978	
						Total Expense	461,771	467,313	
						Net Ordinary Income	(0)	0	

Appendix G

Motion to Revise the COM Committee Description

BACKGROUND: In January 2019, a major revision to the COM Committee Description was presented to the Presbytery which included the following proposal (changes in red):

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

- facilitate the oversight of Presbytery's minister members, including granting Honorable Retirement status
- find in order calls and covenant agreements issued by churches
- approve calls to the Presbytery for services of ministers
- establish commissions to examine pastors accepting new calls and/or requesting transfer to, or temporary membership in, the Presbytery

The recollection of the Stated Clerk was that the Presbytery approved all of the changes except the proposal recommending removing the requirement to present calls to the Presbytery for services of ministers. The sentiment at the time was that examinations of incoming pastors at Presbytery meetings offered an opportunity to meet and get to know new colleagues. *NOTE: There is nothing in the January 2019 Meeting Minutes to indicate that the original motion was lifted from the Consent Agenda or later discussed and amended. Very interesting!!*

Later that year, a special Presbytery meeting was necessary to prosecute the call of a pastoral transition occurring within the Presbytery. Recognizing the hardship placed on churches having to delay the start date of incoming pastors to accommodate Presbytery action while also recognizing the commitment of resources of both staff and commissioners to host and attend special meetings, the Presbytery passed the following revision to the COM committee description in January 2020:

(Revised Proposal Regarding Examinations on the Floor of Presbytery)

The Presbytery **VOTED** to approve the following additions to the Committee on Ministry Job Description as found in the Policies and Procedures Manual:

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

NEW RECOMMENDATION JAN 2022:

The Committee on Ministry recommends the Presbytery reevaluate the requirement for all calls to be presented to the Presbytery. Several factors have changed since this motion was originally defeated in January 2019:

- The pandemic caused a move to Zoom meetings and the Presbytery has since acted to keep all meetings of Presbytery, both stated and special, on zoom.
- The Presbytery has voted to call four stated meetings a year.
- The Presbytery has voted to host all examinations at special meetings.
- The Presbytery hosted **five** special meetings in 2021, a significant impact on staff hours as well as a time commitment for Officers and commissioners. Four of these meetings were for examinations.
- The average attendance at stated meetings in 2021 is 103; special meetings is 65 (does not include attendance from Sept 28th in-person meeting)

Since the original reason not to empower COM to prosecute calls on behalf of Presbytery no longer exists (i.e. meeting new colleagues in person), the Committee on Ministry respectfully requests the Presbytery reconsider the following motion: *See Jan 2022 Proposed Change to COM Committee Description*

Appendix H

Proposed Revision of COM Job Description

Committee on Ministry

Committee on Ministry furthers spiritual and temporal welfare of congregations, ministers, certified Christian educators, and commissioned lay pastors of presbytery. Responsible for churches going through pastoral transitions.

Membership: 24

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

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

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

- facilitate the oversight of Presbytery's minister members, including granting Honorable Retirement status
- find in order calls and covenant agreements issued by churches
- find in order and approve calls to the Presbytery for services of ministers per G-3.0307, including pastors serving designated terms being called by the congregation to an indefinite term. [NOTE: the examination will be conducted by the entire Committee on Ministry and is in addition to the COM Clearance Interview conducted by a smaller group.]
- examine and approve transfer of membership for pastors accepting new calls within the Presbytery per G-3.0306 and introduce and welcome the pastor during the Committee on Ministry Report at the next stated meeting of Presbytery. The pastor's statement of faith and bio will be provided to the Presbytery in the Docket.
- examine and approve Honorably Retired and at large members of other presbyteries requesting transfer to, or temporary membership in, the Presbytery per G-3.0306
- establish administrative commissions for ordination and/or installation services as per G- 2.0703 and G-2.0805
- grant permission, and annually review, minister members laboring within or outside the bounds of Presbytery
- dismiss ministers to other presbyteries
- dissolve the pastoral relationship when requested and/or necessary G-2.09
- settle difficulties on behalf of the Presbytery where possible and expedient
- consult with congregations and neighborhoods regarding its strategy for mission, in collaboration with the Big Picture Team and the Relationships Working Group of the Healthier Congregations Team
- conduct and approve clearance and exit interviews with pastors and sessions

- establish minimum compensation standards for pastoral calls and Certified Christian Educators
- counsel with a session concerning reported difficulties within a congregation, including:
 1. advising the session as to appropriate actions to be taken to resolve the reported difficulties
 2. recommending resources for mediation
 3. acting to correct the difficulties if requested to do so by the session or, if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline with the provision that all such actions be reported to the next stated meeting of Presbytery
 4. walking with congregations through the grieving process resulting from difficulties
- encourage congregations make full use of the resources available to them, such as Congregational Learning Day and Pastoral Care & Development, and be an active participant in its Presbytery Neighborhood

The Committee on Ministry shall make recommendations to Presbytery to:

- Oversee the division, dismissal, revitalization, union or dissolution of congregations in consultation with their members
- Assume original jurisdiction in accordance with G-3.0303e The Committee on Ministry shall:
 - walk with congregations through times of transition
 - work in conjunction with other appropriate committees of the Presbytery for the care and well-being of the minister members and congregations of the Presbytery.
 - shall oversee training and education regarding sexual misconduct awareness and prevention. For more information see the Presbytery's Sexual Ethics Policy.
 - shall conduct on-going evaluation of the work of the committee and its impact on the Presbytery

Appendix I

Calling an Installed Pastor for a Designated Term

G-2.0504a Installed Pastoral Relationships

The installed pastoral relationships are pastor, co-pastor, and associate pastor. A minister of the Word and Sacrament may be installed in a pastoral relationship for an indefinite period or *for a designated term determined by the presbytery in consultation with the congregation and specified in the call* (italics added).

In the Presbytery of Genesee Valley, the criteria, specific process, and the length of the designated term is determined by the Committee on Ministry.

CRITERIA

As congregations go through various life cycles and critical events, there are times when installing a pastor for a designated term may provide essential stability. Installing a pastor for a designated term is reserved for special circumstances such as:

- when a congregation is engaged in an intentional process of transformation and is redirecting its ministry
- when a congregation wants to test a new direction or new model of leadership.
- when a congregation has been wounded by conflict
- when the congregation has experienced the sudden loss of a pastor or frequent pastoral leadership turnover
- when congregations are considering engaging in shared ministry
- when exceptional circumstances indicate that an expedited process would benefit the mission and ministry of the congregation

PROCESS

The process of considering installing a pastor for a designated term may be initiated by a Session or by the Committee on Ministry (COM) as part of the initial conversations regarding pastoral transition.

1. To proceed, a written rationale for installing a pastor for a designated term must be approved by both the session and COM. The rationale shall include a list of concerns/tasks to be addressed and the specific length of the designated term.
2. The session facilitates the completion of a mission study or congregational self-study approved by the session and COM.
3. A congregational meeting is called to elect a Designated Term Pastor Nominating Committee (DTPNC) and to consult with the congregation regarding the pursuit of a pastor for a designated term.
4. The DTPNC completes the Presbyterian Church (U.S.A.) Ministry Information Form (MIF) for session and COM approval.
5. The COM Church Leadership Connection (CLC) Liaison submits the completed and approved MIF to CLC for matching.
6. A COM review team including the COM CLC liaison, the congregation's COM liaison and up to two other COM members are appointed by COM to review PIFs. The COM review team discusses the needs of the church based on the MIF, the criteria that will narrow the choices, and the process that will be used to review the PIFs.

7. Self-referrals may be considered only if submitted to the COM review team directly providing a clearance check confirms the desirable qualifications.
8. The COM review team presents the DTPNC with a list of candidates if available and have acceptable clearance checks.
9. The DTPNC conducts the interview process and selects a candidate to present to the congregation.
10. If the DTPNC cannot agree on one of the recommended candidates, the COM team will present an additional list of candidates for consideration, if available. If the DTPNC still cannot agree, then the DTPNC will be free to conduct the search for an installed pastor through the required process with no designated term.
11. Following the presumed approval of the congregation, the DTPNC submits the Terms of Call worksheet, Pastoral Call Form (including the length of the term), and Plans for Installation Service worksheet to the session and the COM for approval.
12. Once approved by COM, the pastor shall be installed for the designated term.

Length of the Designated Term

The specific length of the term shall be no less than two years and no more than four years and shall be specifically identified in the initial terms of call.

Eligibility and Process for Calling the Pastor to an Indefinite Term.

Discussions between the pastor, the session, and the COM liaison regarding the possibility of calling the pastor for an indefinite term should begin no later than six months prior to the conclusion of the designated term.

The pastor serving for a designated term is eligible to be installed for an indefinite term provided:

- the Session first assesses the health of the ministry of the congregation under the leadership of the pastor, using the suggested norms and behaviors found in the *Advisory Handbook for Ministry Committees/Commissions* of the PCUSA (see appendix – adaptation from: What is a Healthy Ministry” below)
- the COM liaison, and the session, and the pastor together review the rationale and criteria for the designated term together to determine if specific concerns and issues have been addressed.
- a COM team including the liaison conducts separate interviews with the Session and the pastor to ensure there is mutual understanding and agreement to proceed with the call.

If there is mutual agreement to proceed to indefinite term:

- The session shall inform all members of the congregation by letter of their recommendation to request that Presbytery install the pastor to an indefinite term. This will include a rationale for the recommendation that seeks to demonstrate how this action will enhance the mission and ministry of the congregation.
- The session, in consultation with the COM Liaison, shall initiate an opportunity for open discussion and discernment within the congregation. At minimum, there shall be one congregational gathering for discussion and discernment. The COM liaison or COM designee shall be present at all congregational gatherings.
- Following this time of discussion and discernment, the session and COM shall determine if the process should go forward.

- If the decision is to go forward, then the session shall call a congregational meeting for the purpose of electing an installed pastor for an indefinite term. The called meeting of the congregation shall be moderated by a designee of the Committee on Ministry.
- Following full discussion at the congregational meeting, a vote shall be taken by secret ballot. A supermajority (three-fourths vote of the members of the congregation present and voting) for the election of the installed pastor is required by the Presbytery.
- Upon successful election by the congregation, the Session submits the *Terms of Call Worksheet*, *Pastoral Call Form*, and *Plans for Installation Service* worksheet to COM for approval.
- Once approved by COM, the pastor may be installed for an indefinite term.

Appendix: adapted from “What is Healthy Ministry?”

Advisory Handbook for Ministry Committees/Commissions of the PC(U.S.A.)

Healthy congregations can be found in inner city settings, on the square in county seat towns, and nestled into suburban developments. Yet in all the variety of healthy expressions of ministry, healthy congregations are alike in sharing many of these norms and behaviors:

- Vibrant faith in God is expressed in lively, faithful worship and in a commitment to engage in ministries of justice and compassion.
- Caring response to the needs of people outside the church is as important as fostering relationships of friendship and caring within the congregation.
- Following God’s intentions for the congregation is more important than maintaining buildings or merely balancing the budget.
- Respect for tradition and the past are balanced by flexibility and creativity.
- People of all ages are growing in wisdom and knowledge.
- Relationships of friendship and mutual accountability provide the context for inclusive hospitality and respectful evangelism.
- Respect, accountability and trust rather than control, individualism and secrecy characterize relationships within the congregation.
- Clear structures of authority and decision-making are coupled with open access to those structures by the entire congregation.
- Transparency and openness in regard to communication, information sharing, and decision-making are balanced by appropriate and respectful treatment of confidential information.
- Respect for the authority of called and elected leaders is coupled with the awareness that leaders are only part of a very complex organism.
- Congregational self-confidence is balanced by appropriate humility.