

**Presbytery of San Jose: Notice of Stated Meeting
September 25, 2021 9:00 am**

Zoom meeting (pre-registration required, link at <https://sanjosepby.org/>)

9:00 Opening Prayer and Zoom Instructions Moderator, Rev. Andy Wong

9:05 Presbytery Worship

Reflection

The Rev. Jason Barraca

9:30 Transition to agenda

9:35 Stated Clerk

The Rev. Erica Rader

Change in the Docket; Quorum call (8 ministers/8 elders/6 churches); Corresponding Members; First time attendees; Visitors

New Business (must be referred)

Consent Agenda

- 1) Motion to approve the Minutes of the May 1, 2021 Stated Meeting of the Presbytery of San Jose. **pp.3-20**

- 2) **Reports and Announcements Received in Docket**
 - Report from Presbytery Council **p. 21**
 - Report from Presbytery Council **pp.21-23**
 - 2nd Reading of Amendment of Standing Rules
 - Notice: Invitation for prospective GA 225 Commissioners **pp. 24-25**
 - Report from Committee on Ministry **pp. 26-28**
 - Report from Committee on Ministry: 1st Read: New Policy amendments **pp.29-39**
 - Report from Financial Affairs Committee: Proposed 2022 Budgets **pp.40-43**
 - Report from Financial Affairs Committee: 1st Read Proposed Policy **pp. 44-45**
 - Report from Synod **p.46**

9:40 Committee on Representation and Empowerment

The Rev. Annanda Barclay

9:50 Polity and Government

Elder Carol Holsinger

Report on Congregational Minutes Review

Motion to approve Standing Rules amendment- Second Reading (pp.21-23)

10:05 Prospective GA Commissioners (pp.24-25) The Rev. Erica Rader

10:10 Break

10:15 Executive Presbyter Update The Rev. Joey Lee
Information on Terms of Call Reporting

10:20 Peace and Justice Work Group Elder. Meredith Hurley
Thank you to Rev. Geoff Browning and update

10:30 Personnel Committee The Rev. David McCreath

10:35 Financial Affairs Committee The Rev. Lindsay Woods Wong

Motion to approve 2022 Ecclesiastical and Mission Program budgets (pp.40-43)
First Reading of proposed Financial Policy (pp.44-45)

10:55 Church Health and Growth Work Group The Rev. Robby Olson

11:00 Mission and Outreach Work Group The Rev. Vincent Arishvara

11:05 Prayer breakout rooms The Rev. Andy Wong

11:15 Announcements

11:20 Stated Clerk The Rev. Erica Rader

11:25 Prayer and Adjournment The Rev. Andy Wong

Next Stated Presbytery meeting: November 20, 2021 by Zoom

PRESBYTERY OF SAN JOSE
Minutes of Stated Meeting
Saturday, May 1, 2021
via Zoom

The Stated Meeting of the Presbytery of San Jose was called to order at 9:02 am by the Moderator, the Reverend Andy Wong who offered the opening prayer. Presbyters received instructions on the most effective ways to use Zoom during this meeting.

WORSHIP

The Presbytery of San Jose celebrated worship.

The Reverend Ryan Althaus introduced Donna Miller, Associate for Mental Health Ministries for the PC(USA) who reminded presbyters that May is Mental Health Month and mentioned a number of resources available for churches.

Presbyterian Mission Mental Health Ministry:

<https://www.presbyterianmission.org/ministries/compassion-peace-justice/mental-health-ministry/>

Presbyterian Mental Health Network Facebook Group:

<https://www.facebook.com/groups/presbyterianmentalhealthnetwork/>

The Reverend Ryan Althaus provided a reflection based on Deuteronomy 28:27-29 and I Peter 5:7, sharing personal stories, encouraging care for each other and ourselves, and reminding us that God works in (our) weakness.

STATED CLERK

1. The Stated Clerk, the Reverend Erica Rader, welcomed attendees and confirmed the presence of a quorum.
2. There were no changes to the docket.
3. There were no Corresponding Members.
4. There was no New Business.
5. Visitors, first time attendees and first time commissioners were introduced.

Committee Chairs/Council Present

Frank Bernstein, Former Moderator

Claudia Hamm, Former Moderator

Carol Holsinger, P&G

James Lee, At Large

Marcia Ludwig, Former Moderator

Nan Notor, Synod Commissioner

Jane Odell, GPS

Carlo Panighetti, Nominating

Lynn Viale, Council Moderator

Rosaleen Zisch, Presbyterian Women

Teaching Elders Present

Althaus, Ryan	Kim, Hardy	Olson, Robby
Bales, Jennifer	Lane, Bill	Peake, Mark
Barclay, Annanda	LeClare, Sharon	Peterson-Iyer, Karen
Barraca, Jason	Lee, Fred	Rader, Erica
Bennett, James	Lee, Irene Pak	Rausch, Andy
Boles, Margaret	Lee, Joey	Reyes-Chow, Bruce
Eschen-Pipes, Kathleen	Logan, Molly	Thorson, Martha
Evans, Samantha	Macway, Evie	Troester, Deborah
Franzen, Bryan	Matusiewicz, Stella	Van Laar, Trevor
Gibson, Diana	McAnelly, Anne	Williams, Chris
Hahn, Tae Jinn	McGinnis, Katheryn	Wong, Andy
Hoffman, Dan	Norman, Steve	Wong, Lindsay Woods

Teaching Elders, Honorably Retired, Present

Baker, Debra	Breeden, Edd	Longley, Jack
Boatwright, Libby	Kim, David Kwang	Swanson, Nan
Bowles, Bob	Knowles, Steve	

Teaching Elders Not Present

Allen, Stephanie Lutz	Hansen, Chris	Pearson, Marjorie
Arishvara, Vincent	Hanson, Duncan	Person, Brian
Boyer, Tim	Hejmanowski, Karin	Sohn, Joseph
Browning, Geoff	Kim, HanHo	Swanson, Erik
Choi, Don	Kim, Taelor	Tsai, Andrew
Crocker, Douglas	Kuo, Ruth	Watermulder, David
Drescher, Kent	Lai, Hsien-Chang	Woodsmall, Dennis
Esaki, Ted	Lee, Jaeguen	Yoon, I Sil
Garner, Mike	Minerva, George	

Teaching Elders, Honorably Retired, Not Present

Ah, Dong Sung	Hollingsworth, Mark	Momrow, Ed
Bartow, Jay	Hsieh, Stephen	Nelson, Jim
Bender, Jim	Joy, Judy	Newcomer, Ben
Bland, Byron	Kelso, Paula	Norton, Karla
Bracey, Dale	Kim, Insik	Rowlison, Bruce
Bristol, John	Kim, Kyung Jae	Schmidt, Lyle
Burke, John	Kim, Young Han	Smith, Kent
Choi, Samuel	Koopman, Peter	Solis, Dick
Dosker, Richard	Kress, Karla	Spencer, Dick
Doyal, George	Kwon, Young Bai	Takarabe, Hei
Erickson, George	Kwon, Young K	Tan, Tiat-Han
Gardener, Thomas	Lewis, Charles	Tyler, Lee
Hansen, David	Lyke, Brian	Vilardo, Larry
Harrington, Nancy	McCreath, David	Wilson, George
Harvey, Bill	Menser, Bruce	Yeane, Darrel

Elder Commissioners Present

Aptos, St. Andrew 3

Burk, Gene
Finchum, Carol
Mihm, Eileen

Gilroy 6

Martin, Denise

Gonzales, Community 1

Rutledge, Kay

Los Gatos 6

Cerussi, Natalie
Damore, Kimberly
Joiner, Charles
Lynner, Collette
Hickman, Choe

Monterey, El Estero 1

Wong, Dick

Monterey, First 6

Dickson, Dorothy
Porter, Jeanne

Mountain View, First 2

Edmundson, Bruce

Palo Alto, Covenant 4

Reynolds, Lizanne
Tanojo, Hanafi
Tanojo, Naomi
Templeton, Bruce

Palo Alto, First 5

Jones, Paul
Maris, Martha
Noble, Lela

Wong, Evelyn

Salinas, Lincoln Avenue 1

(none)

Salinas, Northminster 3

Gash, Jackie
Hembree, Louis
Loder, Lisa

Salinas, St. Phillips 1

(none)

San Jose, Cornerstone 1

(none)

San Jose, Evergreen 1

Wolfe, Pat

San Jose, Foothill 4

Moore, Woody
Rowser, Sharon

San Jose, Santa

Teresa Hills 3

Elliott, Paul

San Jose, Stone 6

Barret, Neale
Goertz, Mel
Hurley, Nicholas
McCreath, Ruth
Nelson, Steve

San Jose, Taiwanese

American 2

(none)

San Jose, Trinity 3

Briggs, Gail

Cox, Michael

San Jose, Westminster 3

Barrons, Ross
Burgess, David
Marovich, Andrew

San Martin 1

(none)

Santa Clara, First 3

(none)

Santa Cruz, Bonny Doon 1

(none)

Santa Cruz, Trinity 3

Duffus, Emily

Saratoga, Westhope 1

(none)

Sunnyvale 6

Coleman, Bill
Dyslin, Marsha
Hawthorne, Sarah
Medsker, Roger
Pogue, Judith
Vickrey, Barry

Sunnyvale, Daesung 2

Chun, GJ
Kim, Nam Hun

Watsonville, Westview 1

Rogers, Barbara

Visitors

Comunidad LatinoAmericana: Mike Matusiewicz

Gilroy: Tricia Herz

Gonzales: Florence Knowles

Palo Alto Covenant: Beverley Dere

Palo Alto First: Chyrise King

PCUSA Staff, Associate for Mental Health Ministry: Donna Miller

Presbyterian Foundation: Maggie Harmon

Presbytery Office: Diane Case

Stone Church of Willow Glen: Meredith Hurley, Michele Smith

Santa Cruz, Sweaty Sheep: Theresa Nelson

Sunnyvale: Elbeth TeBrake

CONSENT ITEMS

Stated Clerk

- (1) The Presbytery APPROVED the minutes of the February 6, 2021, Stated Meeting of the Presbytery of San Jose.
- (2) Reports and Announcements Received in the Docket:
 - Report from Presbytery Council (Appendix A)
 - Report from Polity and Government Sub-Committee (incorporated into these minutes)
 - Report from Treasurer (Appendix B)
 - Report from Committee on Ministry (Appendix C)
 - Report from Peace and Justice Work Group (incorporated into these minutes)
 - Report from Fire Recovery Task Force (Appendix D)
 - Report from Stated Clerk: 2020 Presbytery Statistics (Appendix E)
 - Report from Financial Affairs Committee (incorporated into these minutes)

COMMITTEE ON REPRESENTATION AND EMPOWERMENT (CORE)

The Reverend Annanda Barclay thanked leadership in the White Awake and Crossroads Antiracism Lenten Series which was provided in conjunction with the Peace and Justice Work Group.

Over seventy members of the Presbytery who identify as white registered and participated in the White Awake Study designed to provide a brave space for emotional/spiritual support to be, to grieve, question, and digest how white supremacy dehumanizes white people.

The Crossroads Study was available for people of color.

EXECUTIVE PRESBYTER JOEY LEE

Executive Presbyter Joey Lee shared the joys of easily meeting with colleagues from across the country and sorrows of police shootings of black and brown people, violence against Asian Americans, and systemic racism. He shared communications from the Presbytery of Chicago and the Presbytery of the Twin Cities, reminding us that when one part of the body of Christ suffers, the whole body suffers, and that we worship a God who does powerful, audacious things. Thank you to the Committee on Representation and Empowerment and the Peace and Justice Work Group as we act with God to accomplish justice.

POLITY AND GOVERNMENT

Elder Carol Holsinger reported on the work of the Polity and Government Subcommittee of Presbytery Council.

Information Items:

Items 1 and 2 are presented as a FIRST READ to be voted on at the September meeting of Presbytery.

- (1) At the January 21, 2021, meeting of the Presbytery Council, the Polity and Government Committee was tasked with providing an authoritative interpretation

of Standing Rule 4.21 to explain the new added responsibility of reviewing and approving proposals for new ministries that are not congregations, and defining their supervision and support.

In our exploration of providing authoritative interpretations and given the structure of the Standing Rules of the Presbytery of San Jose, Polity and Government suggests an addition to the Standing Rules to answer the question. This addition is provided below with new text in red italics:

4.28 The Presbytery Council shall:

4.28.7 receive, evaluate, and approve all new ministry possibilities not originating with a council, considering how to best further God's work in the world. Presbytery Council may use the means at its disposal such as Task Forces or Standing Committees, and must report any actions taken to the Presbytery. Among the factors which may be considered are the lodging of ongoing oversight within the structure of the Presbytery, the impact on available Presbytery resources, and the impact on existing ministries in the Presbytery, including but not limited to existing congregations, fellowships, new church developments, and worshipping communities.

This will also necessitate the renumbering of current Standing Rule 4.28.7 to become *4.28.8*.

- (2) The Polity and Government Committee also suggests that the name of the Presbytery Council be changed to the *Presbytery Coordinating Council* throughout the current Standing Rules.
- (3) Review of Session Records for the years 2019 and 2020 are underway, with over half of our churches having indicated a plan. There are three options available which take into account various coronavirus comfort levels and we encourage each of you to assist your clerks in determining what is best for your church. The deadline is June 30, 2021.

THANK YOU TO JANE ODELL

On behalf of the Presbytery, Executive Presbyter Joey Lee thanked Elder Jane Odell for her ten years of service to the Presbytery as our Coordinator for Safe Church Practices. Jane has also served as Interim Executive Presbyter, Acting Associate Executive Presbyter, and even as the Interim Synod Executive for the Synod of the Pacific. As the Safe Church Practices Coordinator, Jane was a resource, encourager, and conscience for congregations and pastors to create safe environments for church life. She received from the presbytery an orchid and a necklace engraved "To Jane, with love and gratitude 2011-2021".

Jane Odell responded with thanks and appreciation for all who have made our churches safer and admonished us to take the threat of active shooters seriously.

Moderator Andy Wong offered a prayer of thanks for Jane's service.

PEACE AND JUSTICE

Ms. Meredith Hurley reported on the work of the Peace and Justice Work Group.

The Peace and Justice Work Group provides information about upcoming antiracism education and action items available throughout the Presbytery in order to help congregations connect with and learn from each other as we collectively discern how to engage in our churches and communities.

- Our first quarter theme, Environmental Justice as Racial Justice, generated a lot of interest around the topic of how local indigenous groups are organizing for environmental justice. Over forty people registered for one or both education/action workshops we hosted on the topic.
- Our second quarter theme, Mass Incarceration and Racial Justice, explores the racial roots and the current moment of fighting for racial justice within the mass incarceration system. Education/action events include: two watch parties and discussions about the documentary “13th” from Ava DuVernay and a workshop led by Showing Up for Racial Justice at Sacred Heart about how local organizers are promoting non-carceral alternatives to building a new jail in Santa Clara County.

The Peace and Justice Work Group is looking for a Peacemaking Advocate. It is a volunteer position with a stipend for 20 hours per month. The Peacemaking Advocate provides guidance concerning peace and justice issues of particular importance to Bay Area churches. Please apply before June 11, 2021, on the Presbytery website.

TREASURER'S REPORT

The Reverend Edd Breeden, treasurer of the Presbytery of San Jose, provided additional information on the two reports in Appendix B: Revenues/Disbursements and Assets/Liabilities.

The Presbytery continues working towards fossil fuel divestment and is currently at 99.44%.

FINANCIAL AFFAIRS

The Reverend Lindsay Woods Wong reported on the work of the Financial Affairs Committee.

Action Items:

- 1) The Presbytery VOTED to authorize Financial Affairs Committee and the Downtown San Jose Commission to approve Westminster's application to Synod for a loan up to the amount of \$600,000 for completion of the chapel and educational building remodel that will be part of the San Jose Urban Ministry Project.
- 2) The Presbytery APPROVED a \$250,000 Synod loan to First Presbyterian Church of Mountain View, to be secured by its manse property. This loan will allow the church to satisfy their equity sharing agreement obligation to their pastor.

Information Items:

The Financial Affairs Committee has been meeting monthly this year, monitoring our investments, leases, etc.

A specific highlight to our work is drafting a policy to clarify how we manage real property as investments. This is in response to the Coordinating Council's request following the Presbytery meeting last summer and the Presbytery's actions during that meeting. We are still working on the draft, which we anticipate presenting to the Presbytery for a first reading in September. The goal is to define Financial Affairs responsibilities regarding real property purchases, sales, loans, etc, and how those responsibilities coordinate with the larger Presbytery, offering transparency and clarity.

Another action we have taken is to update the lease template for congregations leasing space to other organizations in light of COVID and local church experiences. The new version now includes language that holds tenants to any new rules and regulations a landlord may issue in writing from time to time.

We also took action so San Jose Presbytery can sponsor the Kaleidoscope Conference that will be taking place in the fall.

PRESBYTERIAN FOUNDATION

Elder Maggie Harmon provided an update on the work of the Presbyterian Foundation.

As Maggie was doing yoga practice this morning, the instructor said, "Let the wobbles adjust your position." This can certainly be applied to the situations we have found ourselves in such a wobbly year.

Maggie is available as a resource, provided the internet resources listed below, and encouraged attendance at the Stewardship Kaleidoscope Conference in September – it's a hybrid conference this year and scholarships are available.

maggie-harmon@presbyterianfoundation.org

<https://stewardshipkaleidoscope.org/>

<https://stewardshipnavigator.com/>

<https://www.newcovenantfunds.com/>

<http://www.newcovenanttrust.com/>

CHURCH HEALTH AND GROWTH

The Reverend Robby Olson reported on work of the Church Health and Growth Work Group. They have hosted several events on adaptive change. As we move out of COVID-19 restrictions, tech upgrade grants (Ministry Funding Application) for churches are available on the Presbytery website at <http://sanjosepby.org> on the right side of the screen.

MISSION AND OUTREACH

The Reverend Margaret Boles reported on work of the Mission and Outreach Work Group. They have been working to learn what is already happening and to that end, they have been meeting with mission workers internationally and locally.

She invited us to join Captain Ryan Althaus on the new Salty Sheep Catamaran for a special inaugural sail. Ryan confirmed the invitation and extended additional invitations to an art program at Trinity Cottage in May and a special gardening program at Common Roots farm in June.

REAL ESTATE UTILIZATION

Reverend Lindsay Woods Wong invited presbyters to a meeting after this presbytery meeting (same Zoom link) to discuss utilization of real estate and facilities owned by the Presbytery of San Jose and its churches.

PRAYER BREAKOUT ROOMS

Members of the presbytery shared joys and concerns and prayed for God's will and work to be done in the world.

ANNOUNCEMENTS/OPEN MIC/JOYS AND CONCERNS

1. The Reverend Edd Breeden shared that Immanuel House Refugee Project has begun a new program by subleasing an apartment to provide for families rather than individuals. It is expected that a family would stay 9-12 months, then move on so that another family can move in. On another note, most Immanuel House residents are vaccinated and are doing well.
2. Office Manager Collette Lynner highlighted two events
 - Writer and Presbyterian Anne Lamott will speak for Recovery Cafe, a healing community for those traumatized by addiction, homelessness, and mental health challenges and is supported by Stone Church of Willow Glen in San Jose. The event will take place on Zoom on Friday, May 7, at 11:30 am.
 - All Santa Clara County vaccination sites will accept walk-ins for the next two days.

STATED CLERK

The Stated Clerk, the Reverend Erica Rader, thanked presbyters for the work and witness shared in the course of the meeting, the shared lament of racial injustice, mental health concerns. We care about our siblings so we suffer with them and we celebrate Jane Odell who will continue working with us in a new capacity. Keep praying for each other.

Next Stated Presbytery Meeting is September 25, 2021, at 9am via Zoom.

ADJOURNMENT

The meeting was adjourned at 11:32 with prayer by the Reverend Andy Wong.

APPENDIX A

Council of the Presbytery

Council met on April 6, 2021 and April 15, 2021

Information items:

1. Catamaran Purchase

Council reviewed and approved a boat ownership agreement with Rev. Ryan Althaus. It is analogous to an equity sharing agreement between a pastor and congregation, but in this case, the parties are the minister in a validated ministry and Presbytery on behalf of its NWC Sweaty sheep.

Presbytery has completed the purchase of a catamaran in Maryland in excellent condition, manufactured in 2019. The transaction was brokered by a national firm and the seller was enthusiastic about Ryan's anticipated use for ministry with differently abled folks and he granted a \$75,000 portion as a donation.

Total acquisition cost of the boat was \$193,200 (including cross county shipping) Rev. Althaus made a personal cash contribution of \$75,640 towards purchase and his ownership share is proportional with his contribution.

Council did not need to approve the budget allocation and expenditure. The funds for the Presbytery's purchase are designated funds for Sweaty Sheep and these are specifically designed for this boat purchase, including a \$50,000 Walton award that must be used for a boat purchase or returned. Sweaty Sheep had a total of \$135,000 in its designated accounts and more potential grants coming in for this boat. The boat has been assessed for insurance purchased at a value greater than our acquisition cost.

Council reviewed and approved this agreement not due to concern about the agreement or the budget, but due to our new understanding that ministry proposals that come to the Financial Affairs Committee should also be approved by another committee, Session or Council. Financial Affairs reviewed it at their March meeting, anticipating a transaction, but there was not a particular boat or offer at that time. Council called a special meeting on April 6, 2021 for emergent business to respond to an excellent purchase opportunity.

2. Clergy Terms of Call Report

Council approved that the Clergy Terms of Call report, a Standing item for the May meeting would be reported in the September Presbytery meeting to provide time for reporting to be compiled.

3. September Presbytery meeting by Zoom

Council approved that the September 25, 2021 meeting would be convened on Zoom.

APPENDIX B

**Presbytery of San Jose
2020 Year End Treasurer Report**

	Mission Program (2)	Ecclesia Program (3)	Total Program (1)
REVENUES (4)			
(5) Per Capita	-	170,360.00	170,360.00
(6) Congregational Mission	224,909.00		224,909.00
(7) Pooled Investment	191,234.00	1,199,770.00	1,391,004.00
(8) Synod and GA Funding	26,879.00		26,879.00
(9) Immanuel House	7,425.00		7,425.00
(10) Cornerstone Rent	41,300.00		41,300.00
(11) Dismissal Funding	60,000.00	30,000.00	90,000.00
TOTAL REVENUE	551,747.00	1,400,130.00	1,951,877.00
DISBURSEMENTS (12)			
(13) Connections			
(14) Per Capita GA & Synod		59,557.00	59,557.00
(15) Justice & Mission	36,860.00	1,500.00	38,360.00
Total Connections	36,860.00	61,057.00	97,917.00
Resources			
(17) Scholarships	2,887.00		2,887.00
(18) Vision Grants/Chrch Grwth	74,333.00		74,333.00
(19) Transitional Maintenance		26,896.00	26,896.00
(20) Other Projects	38,760.00	875.00	39,635.00
Total Resources	115,980.00	27,771.00	143,751.00
(21) Ministries			
(22) Staff and Benefits	210,404.00	171,843.00	382,247.00
(23) Office and Facilities	114,728.00	46,199.00	160,927.00
Total Ministries	325,132.00	218,042.00	543,174.00
TOTAL DISBURSEMENTS	477,972.00	306,870.00	784,842.00
NET REVENUE	73,775.00	1,093,260.00	1,167,035.00

NOTES and EXPLANATIONS

- 1 STATEMENT OF FINANCIAL ACTIVITIES**, the Profit and Loss, lists the revenue (income) and the disbursements (expenses) of the organization for the last fiscal year, excluding the purchase of property.
- 2 MISSION/PROGRAM Budget**, the revenues come from the Basic Mission Giving of our congregations with some assistance from Presbytery investment income and supports the general mission staff and programs of the Presbytery.
- 3 ECCLESIASTICAL Budget**, the revenues come from the Per Capita of our congregations with some assistance from Presbytery investment income and growth and these support the operations of the Presbytery.
- 4 REVENUE**, the income of the Presbytery is divided into broad categories for ease of understanding.
- 5 PER CAPITA**, this is the Presbytery's portion of the amount paid by the individual congregations based upon the number of members on their roles at the time of the previous year's report.

- 6 CONGREGATIONAL MISSION**, this is the Presbytery's portion of the Basic Mission Giving from the churches of the Presbytery.
- 7 POOLED INVESTMENT**, this includes the interest, dividends, and unrealized growth or loss from Presbytery's investment pool which are used to help fund the budget of the Mission and Ecclesiastical Program.
- 8 SYNOD AND GA FUNDING**, Synod of the Pacific has extra income from their Savings and Loan program, and they share some of their excess with each of the Presbyteries in the Synod. There are a few endowments set up at the Synod (Anne Penke) and the GA (Walker, Miesse) that send income to the Presbytery. Additionally, some of our revenue comes from GA funding for programs of Hunger and Peacemaking.
- 9 IMMANUEL HOUSE**, this is pass through income sent by churches through the extra commitment giving program of the Synod and is passed on to the IH Board.
- 10 CORNERSTONE RENT**, Cornerstone church pays the equivalent of their share of the cost of insurance, taxes, maintenance, and utilities for the Meridian Way property.
- 11 DISMISSAL FUNDING**, these funds are the interest on the dismissal money used for various Community Mission Projects, Congregational Renewal Projects, and Per Capita Assistance.
- 12 DISBURSEMENTS**, the expenses of the Presbytery are divided into three areas based upon our vision statement. We are seeking to build **connections** between churches and the community, we are seeking to provide needed **resources** to congregations, and we are seeking to help individual **ministries** as well.
- 13 CONNECTIONS**, the various ways the Presbytery supports congregations and their work of ministry to the communities where we live.
- 14 PER CAPITA, GA AND SYNOD**, this is our annual assessment paid to the GA and Synod.
- 15 JUSTICE AND MISSION**, this line includes the budgeted expenditures of the Mission and the Peace & Justice task forces.
- 16 RESOURCES**, ways we are resourcing congregations for greater effectiveness.
- 17 SCHOLARSHIPS**, these scholarships are available for adults and youth from the churches of the Presbytery for camps, conferences, and further religious education.
- 18 VISION GRANTS/CHURCH GROWTH**, we have a variety of grants are available for projects at your church to improve the quality of the church's program and ministry.
- 19 TRANSITIONAL MAINTENANCE**, these are a few expenses incurred this year to work with the closing of facilities at First San Jose, Watsonville, and setting up plans for the future.
- 20 OTHER PROJECTS**, including the resources of Hunger and Safe Church Advocates, director of Communications, Representation and Empowerment, Stewardship Training, the Media Center support, COM and CPM committees, Emergency Assistance, and the like.
- 21 MINISTRIES**, mobilize (Assist) relationships between Teaching and Ruling Elders within the bounds of the Presbyter so we can work together for the greater good of the Kingdom of God.
- 22 STAFF AND BENEFITS**, providing the Exec Presbyter, Stated Clerk, Office Manager, Accountant, and Treasurer to help the ongoing work of the Presbytery.
- 23 OFFICE AND FACILITIES**, carrying on the work of the Presbytery including rent, maintenance, supplies, equipment, payroll services, auditing, insurance, utilities, etc.

(APPENDIX B CONTINUED)

**Presbytery of San Jose
2020 Year End Treasurer Report**

	Mission Program (2)	Ecclesia. Program (3)	Total Program (1)
ASSETS (4)			
(5) Cash Accounts			
(6) Bank & Savings Accts	57,557.00	189,614.00	247,171.00
(7) Synod Cash Accts	122,799.00	30,402.00	153,201.00
Total Cash Accounts	180,356.00	220,016.00	400,372.00
(8) Investment Accounts			
(9) Synod (MDC) Accts	150,213.00	1,466,209.00	1,616,422.00
(10) Presbyterian Foundation	1,379,657.00	2,036,075.00	3,415,732.00
(11) Brokerage Acct		10,043,350.00	10,043,350.00
(12) Credit Lines Out		34,047.00	34,047.00
Total Investment Accts	1,529,870.00	13,579,681.00	15,109,551.00
(13) Fixed Assets			
(14) Real Estate (book value)			
(Imm House & Meridian & Mental & Main St)		3,631,492.00	3,631,492.00
TOTAL ASSETS	1,710,226.00	17,431,189.00	19,141,415.00
LIABILITIES (15)			
(16) Restricted Funds			
(17) Special Funds	262,559.00	341,890.00	604,449.00
(18) Scholarship Funds	720,000.00	-	720,000.00
(19) Evergreen Funds	613,960.00	-	613,960.00
(20) Reserve Fund		3,800,000.00	3,800,000.00
(21) Cypress Ave. Funds		1,490,000.00	1,490,000.00
(22) Dismissal Receipts to date	-	2,330,506.00	2,330,506.00
(23) UP Watsonville		895,721.00	895,721.00
(24) Urban Ministry SJ		3,456,184.00	3,456,184.00
(25) Office Operations	30,184.00	-	30,184.00
Total Restricted Funds	1,626,703.00	12,314,301.00	13,941,004.00
(26) Unrestricted Funds			
(27) Real Estate	-	3,631,492.00	3,631,492.00
(28) Cash Equivalents	83,523.00	1,959,697.00	2,043,220.00
Total Unrestricted Funds	83,523.00	5,591,189.00	5,674,712.00
TOTAL LIABILITIES	1,710,226.00	17,905,490.00	19,615,716.00

NOTES and EXPLANATIONS

1 **STATEMENT OF FINANCIAL POSITION**, the Balance Sheet, does not indicate anything related to income and expenses but summarizes the assets (holdings) and liabilities (obligations) of the organization.

2 **MISSION/PROGRAM**, this column includes the locations of the assets owned by the Presbytery directly related to the Mission/Program.

- 3 **ECCLESIASTICAL PROGRAMS**, this column includes the locations of the assets owned by the Presbytery directly related to the Ecclesiastical/Program.
- 4 **ASSETS**, the assets are defined as any real asset, like a bank account, the value of investments, the book value of real property, and the like.
- 5 **Cash Accounts**, these monies are in bank and savings accounts and in “demand” accounts at the Synod. They are to help meet the short-term obligations of the Presbytery, i.e. day-to-day cash flow.
- 6 **Bank & Savings Accts**, show the total balances of various bank and savings accounts, located at Bank of the West at year end.
- 7 **Synod Cash Accts**, are the balances of various deposits with the Synod of the Pacific in Custodial Funds that receive interest. These include accounts where the money is deposited "on demand" just like a savings account.
- 8 **Investment Accounts**, these accounts include longer term investment (MDCs) available through the Synod, mutual funds, ETFs, Bonds, and some additional investments.
- 9 **Synod (MDC) Accts**, are similar to CDs which pay a higher rate of return depending on the length of time the money is invested. This is a product of the Synod of the Pacific; and is available to Presbyteries and local churches in the Synod but not to individuals.
- 10 **Presbyterian Foundation (NCF) Accts**, are mutual funds invested by the New Covenant Funds. The Growth fund invests in stocks of the S&P 500 companies according to the Socially Responsible guidelines of the General Assembly. The Income Fund includes government bonds and similar fixed income opportunities. You can see information about these investments on their website; NewCovenantFunds.com
- 11 **Brokerage Acct**, The Stock portion of the Brokerage account is invested in S&P 500 vehicles SPY (general S&P 500 stocks), SPYX (general S&P without Carbon 200 companies), and SUSA (general S&P stocks with high commitment to ESG protocols). The Bond portion of the Brokerage account is invested in a variety of corporate bonds available on the open market; laddered out over an 8-10-year time horizon.
- 12 **Credit Lines Outstanding**, in certain extraordinary circumstances the Presbytery has loaned monies at interest for specific projects that seemed beneficial. Presbytery encourages churches who are looking for loans to take advantage of the Synod Loan Program and their various different interest rates and loans.
- 13 **Fixed Assets**, this includes property assets that are real property, owned in the name of the Presbytery alone, not in conjunction with individual churches.
- 14 **Real Estate**, The Presbytery owns the property known as the Immanuel House, operated by the Immanuel House Board for short term refugee housing; the property at Meridian Way where the offices are located, and Cornerstone Church currently resides; the property on Beach Street in Watsonville, the property on Main Street in Watsonville; and the property on Mental Ave in Santa Cruz. These properties are listed at book value less the accumulated depreciation.
- 15 **LIABILITIES**, the liabilities show how much of the assets are allocated to specific projects. For example, your home bank account might have \$5,000 in it. But some of that money is specifically earmarked for the upcoming insurance payment and future property taxes so you cannot spend all of the money in the checking account. The Presbytery has obligations as well.
- 16 **Restricted Funds** have been set aside for specific projects, with the expectation that they will be used in the future for those purposes or reallocated in the future.
- 17 **Special Funds** set aside to pay for programs in the future, like the Youth Triennium, Camperships, Christian Education projects, Cong. Development, Representation, Justice & Mission, COM projects, and other ministries.
- 18 **Scholarship Funds**, the proceeds of these funds, primarily coming from the sale of the Corralitos Camp property and set aside at the time by a vote of Presbytery, are used for scholarships for people within the

Minutes of May 1, 2021 Stated Presbytery Meeting

Presbytery to attend camps and conferences. Note: any monies set aside by a vote of Presbytery can be reallocated with a vote of Presbytery.

19 **Evergreen Funds**, this is money from the sale of their church property and is managed by the Presbyter and the income is used to help the Evergreen church with some of its ongoing expenses.

20 **Reserve Fund**, with an ongoing combined Mission Program and Ecclesiastical Program Budget of 750,000, the reserve monies are designed to produce enough Return on Investment (ROI) to cover approximately 1/4 of the annual budget if so needed.

21 **Cypress Ave. Funds** came from the sale of the Cypress Ave Property and were set aside at the time by the Presbytery for Korean American ministries.

22 **Dismissal Receipts to date**, these funds have come from the settlement agreements of the dismissal of churches in our Presbytery. The proceeds of these investments will fund per capita, community mission, and congregational renewal through grants to churches in our Presbytery. See the criteria and the application forms under the Financial Affairs Committee on the Presbytery website; sanjosepby.org.

23 **UP Watsonville**, these are monies set aside for the commission at UPC Watsonville

24 **Urban Ministry San Jose**, these are monies set aside for the work of the commission related to San Jose First church property sale and future ministry.

25 **Office Operations**, these monies are available for expenses related to the office of the Presbytery.

26 **UnRestricted Funds**, these include the value of properties of the Presbytery, and cash equivalents that have not been earmarked for a particular purpose or project.

27 **Real Estate**, see item 14 above for a list of the properties.

28 **Cash Equivalents**, this money could be allocated in the future for various projects, however, in the meantime they help generate the income of the portfolio for the benefit of the ongoing budget and the future vision of the Presbytery of San Jose.

APPENDIX C

**Committee on Ministry
Report to Presbytery
April 20, 2021**

Next meeting of COM, May 10, 2021, via zoom

Information Items:

Frank Bernstein and Lizanne Reynolds presented their research on Minimum Effective Clergy Salary at the January-April COM meetings. After extensive discussion, considering HUD guidelines and regional rental rates, the results were as follows:

The COM will recommend to the Presbytery of San Jose will maintain the current 2019 salary levels of
\$102,500- Santa Clara
\$85,900- Santa Cruz
\$62,900- Monterey

And will be indexed yearly according to the Federal COLA guidelines. The Presbytery will vote on this new policy at a later date through revisions to the Policy Statement on Minimum Terms of Call. COM will coordinate this proposal with Polity and Government.

A Designated Pastor Agreement between the Rev. Stephen Knowles and Gonzales Community Presbyterian Church for the period of three years, February 1, 2020, to January 31, 2023, was approved on February 8, 2021.

A Stated Supply Pastor Contract and Covenant between The Presbyterian Church of Los Gatos and the Rev. Erica Rader for the period of January 1, 2021, and December 31, 2021, was approved on February 8, 2021.

Rev. Debra Baker was approved for a change of status to Honorably Retired on February 8, 2021.

A Stated Supply Pastor Contract and Covenant between Evergreen Presbyterian Church and the Rev Dr. Jennifer Bales for January 1, 2021, and December 31, 2021. was approved on March 8, 2021

Designated Stated Supply Pastor Relationship between the Rev. Theodore Esaki and El Estero Presbyterian Church, Monterey for the period May 1, 2021, to December 31, 2021, was approved on April 12, 2021

Transitional Pastor Agreement for Rev. Evelyn Macway to serve at First Presbyterian Church, Mountain View, May 1, 2021, to April 30, 2022 was approved on April 12, 2021.

Rev. Tim Boyer was approved for a change of status to Honorably Retired on April 12, 2021. He and his wife are moving to Henderson, Nevada.

Rev. Kent Drescher was approved for a change of status to Honorably Retired to begin on December 31, 2020.

Rev. Deborah Troester was approved for transfer from SE Illinois Presbytery to begin February 1, 2021, as Pastor of Santa Teresa Hills Presbyterian Church. Her installation service was held via zoom on March 7th,

Minutes of May 1, 2021 Stated Presbytery Meeting

2021 at 2 PM. Installation commission members included Rev. Andrew Wong, Rev. Dr. Jennifer Bales, Rev. Dr. Elizabeth Boatwright, Rev. Nan Swanson, Elders Frank Bernstein, Chris Hasagawa, and Alice Thorn.

An installation service for Rev. Kathryn McGinnis as Pastor for Trinity Presbyterian Church, Santa Cruz was held on Sunday, March 21st, 2021 via zoom at 10:30 and 2 PM. Installation commission members included Rev. Andy Wong, Rev. Ananda Barclay, Rev. Robbie Olson, Rev. Ryan Althaus, Elders Nicholas Hurley, Martha Wills, and Kathy Willott

Rev. Dr. Elizabeth Boatwright attended the Caring Conversations: National COM dialogue meeting on February 4th and 18, 2021 via zoom.

Rev. Sharon Hare, Pastor of First Presbyterian Church of San Jose who moved to Oregon after retirement, passed away on January 21, 2021. We continue to pray for her daughter, Michelle Hare.

Rev. Sim Granado, pastor of St. Philips Presbyterian Church, Salinas passed away on February 7, 2021. Sim was the pastor of St. Philips for 17 years. We continue to pray for his wife, Liz, daughter Shema and family, and son Shechem.

There are no action items at this time

**Respectfully submitted,
Rev. Dr. Elizabeth Boatwright, Chair, COM**

APPENDIX D

Presbytery of San Jose
FIRE RECOVERY TASK FORCE
May, 2021

The Presbytery Coordinating Council established the Fire Recovery Task Force in the Fall of 2020 as a result of the wildfires through the Fall, and particularly the CZU fire in the Santa Cruz mountains. Nine persons were recruited to serve, including Erica Rader, Judi Poage, Trevor Van Laar, Robbie Olson, Martha Wills, Lee Dufus, Collette Lynner, and David McCreath; Joey Lee gave staff support. Susan Malloy, a volunteer with the Presbyterian Disaster Assistance Office, was also a member, representing that Office.

The Task Force was concerned about the several fires that afflicted the counties served by the Presbytery. One situation in particular focused our attention: the fire in the Santa Cruz mountains that occurred around the community of Bonnie Doon. The sanctuary building suffered some damage to the roof and steeple, soot and smoke residuals remained in the interior of the building, and a storage shed and a water tank were destroyed. In addition, several families of the congregation had to evacuate their homes, and some homes were destroyed.

Members of the Task Force met with members of the Bonnie Doon Session, and regularly consulted with the Rev. Edd Breeden to assure that our responses to the situation were in accord with the plans of the congregation. Among those responses were \$17,000 in relief checks for members of the congregation who had lost homes or other possessions in the fire. Contributions were also given to support replacement of the shed destroyed in the fire. Task Force member Martha Wills and her colleagues at Los Gatos Presbyterian Church researched and funded appropriate herbicide for the invasive plants around the church site.

The Task Force commends the Bonnie Doon congregation, its Session, and the Rev. Edd Breeden for their commitment to the life and mission of the congregation, even in the face of personal loss and disruption of the community. Their response is a witness to the strength of their faith. The Task Force also appreciates the contributions of several congregations to the Presbytery's relief efforts. We also are grateful for the contributions of congregations to the General Assembly's Disaster Assistance Office.

As we approach another wildfire season, the Task Force will be ready to respond to further recovery efforts as they might arise throughout the Presbytery.

Minutes of May 1, 2021 Stated Presbytery Meeting

APPENDIX E

2020 Presbytery Statistical Report

Presbytery San Jose
Address 890 Meridian Way, San Jose, CA 95126
Phone 408-279-0220 **Fax** 408-279-5261
Email info@sanjosepby.org
Web Site www.sanjosepby.org



Membership			
Prior Active Members	4039	Adjusted membership	4043
Gains		Losses	
Certificate	20	Certificate	11
Youth Professions	15	Deaths	93
Professions & Reaffirmations	54	Deleted for any Other Reason	147
Total Gains	89	Total Losses	251
Total Ending Active Members	3881		

Baptisms		Average Weekly Worship Attendance	2132
Presented by Others	9	Female Members	2346
At Confirmation	1	Friends of the Congregation	716
All Other	8	Ruling Elders on Session	213
		Do you have Deacons? Yes / No	20 / 5

Age Distribution of Active Members		People with Disabilities	
25 & Under	328	Hearing impairment	140
26 - 40	430	Sight impairment	54
41 - 55	568	Mobility impairment	152
56 - 70	939	Other impairment	147
Over 70	1357		
Total Age Distribution	3622		

Christian Education			
Birth - 3	65	Grade 7	39
Age 4	28	Grade 8	38
Kindergarten	20	Grade 9	51
Grade 1	33	Grade 10	24
Grade 2	43	Grade 11	39
Grade 3	40	Grade 12	27
Grade 4	49	Young Adults	146
Grade 5	55	Over 25	781
Grade 6	43	Teachers/Officers	187
		Total Christian Education	1708

Racial Ethnic			
Asian/Pacific Islander/South Asian	584	Native American/Alaska Native/Indigenous	9
Black/African American/African	98	White	2830
Middle Eastern/North African	16	Multiracial	93
Hispanic/Latino-a	114		
		Total Racial Ethnic	3744

Financial Data			
Annual Income	11,508,575	Mission Expenses	846,022
Annual Expenses	10,878,137	Personnel Expenses	7,086,144
		Facilities Expenses	1,758,950

Thursday, April 22, 2021

Page: 1 of 1

Report of the Council of the Presbytery of San Jose

The Council met on August 25, 2021 by Zoom. Information items to share with Presbytery include the following:

Nominating Committee action

Synod Commissioners The Synod asked the Presbytery to name our commissioners before our next Presbytery meeting. Due to the timing of this need, the Council approved the Nominating Committee's nomination for Synod Commissioners: Elder Carolyn Rosen, PCLG, Rev. Robert Bowles, HR. (second terms)

Polity & Gov't Sub-Committee

A second reading of two amendments to the standing rules will take place at the Sept. Presbytery meeting. No comments were received after the first reading in May. The purpose of this language is to place authority to govern new ministries that are initiated by a non-elected body (such as NWC or work group) with the Council of the Presbytery. Polity and Govt. consulted with GA's Associate Stated Clerk Molly Castille on this matter.

Review of Session Records (2019 & 2020) is wrapping up.

Safe Church Policy Proposal

Council approved a motion to form a Task Force to develop a uniform Safe Church Policy for churches in the Presbytery (members TBD, resourced by the Stated Clerk.) Martha Thorson volunteered to sit on this Task Force.

Committee on Ministry

The 2021 Terms of Call report will be printed and mailed to Pastors and Clerks of Sessions.

Financial Affairs

Financial Affairs Committee will present a first read of policy FA-01, clarifying when real estate is purchased or sold, the role of Financial Affairs regarding different types of loans.

FA is working on policy FA-02, clarifying language on leases to tenants on church property.

The 2022 Budget will be presented in a traditional accounting format because it provides a clearer read and follows conventional accounting standards.

Personnel Committee

The Committee is preparing to conduct performance reviews in the fall, will announce this at Presbytery.

Motion was passed by Council to extends its requirement that all committees and councils will meet virtually until the end of 2021.

Council of the Presbytery

This material provides background and proposed changes to the Standing Rules of the Presbytery of San Jose and is presented for a FIRST READ at the May 2021 meeting of the Presbytery and a SECOND READ/VOTE at the September Presbytery meeting.

(1) At the January 21, 2021, meeting of the Presbytery Council, the Polity and Government Committee was tasked with providing an authoritative interpretation of Standing Rule 4.21 to explain the new added responsibility of reviewing and approving proposals for new ministries that are not congregations, and defining their supervision and support.

In our exploration of providing authoritative interpretations and given the structure of the Standing Rules of the Presbytery of San Jose, Polity and Government suggests an addition to the Standing Rules to answer the question. This addition is provided below with new text in red italics:

4.28 The Presbytery Council shall:

4.28.7 receive, evaluate, and approve all new ministry possibilities not originating with a council, considering how to best further God's work in the world. Presbytery Council may use the means at its disposal such as Task Forces or Standing Committees, and must report any actions taken to the Presbytery. Among the factors which may be considered are the lodging of ongoing oversight within the structure of the Presbytery, the impact on available Presbytery resources, and the impact on existing ministries in the Presbytery, including but not limited to existing congregations, fellowships, new church developments, and worshipping communities.

This will also necessitate the renumbering of current Standing Rule 4.28.7 to become **4.28.8**.

(2) The Polity and Government Committee also suggests that the name of the Presbytery Council be changed to the *Presbytery Coordinating Council* throughout the current Standing Rules. This change should occur in the following locations:

Presbytery Coordinating Council/Coordinating Council/the Coordinating Council

2.14, 2.15, 2.17, 2.18, 3.14.1, 3.14.3, 3.14.3e,

4.10, 4.11, 4.14, 4.15, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27

4.28, 4.28.1, 4.28.2b, 4.28.2b4, 4.28.2d, 4.28.2e, 4.28.2e2, 4.28.2e3, 4.28.2e4, 4.28.6, 4.28.7 and the following heading regarding subcommittees,

4.29.1, 4.29.2, 4.43b, 4.53a, 4.53g, 8.12

Pertinent Standing Rules

4.20 THE PRESBYTERY COUNCIL

4.21 The purpose of the Presbytery Council is to coordinate the life and ministry of Presbytery in accordance with policies, priorities, and goals enacted by the Presbytery.

4.22 (Composition)

4.23 (Chair)

4.24 (Ex-Officio, Secretary)

4.25 (Corresponding Members)

4.26 (Ruling Elder At-Large Members)

4.27 The Presbytery Council's stated meetings shall be held at least three weeks before each stated meeting of the Presbytery. Special meetings of the Presbytery Council, either physical or electronic, may be called by the chair of Presbytery Council when needed to conduct emergent business.

4.28 The Presbytery Council shall:

4.28.1 at its discretion, act on behalf of Presbytery on matters both administrative and ecclesiastical that need to be considered prior to the next meeting of Presbytery. No judicial business shall be referred to the Presbytery Council.

4.28.2 (Work Groups, Task Forces)

4.28.3 correspond with councils of synods and the General Assembly;

4.28.4 annually direct the Financial Affairs Committee with budget allocations as they prepare the mission budget for Presbytery approval;

4.28.5 review yearly the activities and needs of all the standing committees of the Presbytery. It shall nominate all members and the chair of the Presbytery Committee on Nominations.

4.28.6 assist the Presbytery in setting goals for its development. It shall propose concrete strategy suggestions to be adopted by the Presbytery and implemented by appropriate committees and congregations. It shall set specific time limits for such strategies. When the Council devises and approves a strategy and presents it to the Presbytery, the Presbytery will either approve the strategy or refer it back to the Council with suggested modifications. When finally adopted, the strategy becomes the basis for established procedures.

4.28.7 The Presbytery Council shall, at each stated meeting of the Presbytery, report each item of business transacted by it. Its decisions shall be immediately operative wherever responsibility has been conferred, but they may be reviewed and reversed by the Presbytery.

4.29 (Sub-Committees P&G, GPS)



INVITATION TO NOMINATE FOR 225th GENERAL ASSEMBLY

Important information for Prospective GA 225 Commissioners

The meetings of the 225th General Assembly will be a blend between in-person Assembly committee meetings held at the Presbyterian Center in Louisville and online plenaries convened via Zoom.

All Assembly meetings will be held between Friday, June 17, 2022, and Saturday, July 9, 2022. Commissioners and advisory delegates are asked to hold this full block of time until they have been notified of their Assembly committee assignment. Assembly committee assignment and specific dates for travel to Louisville will be distributed on or about Feb. 28, 2022. Requests to change committee assignments due to scheduling conflicts or other preferences cannot be honored due to the committee assignment requirements of the GA Standing Rules. More details can be found <https://oga.pcusa.org/section/ga/ga/>

Please see the information below from the *Presbytery of San Jose Standing Rules* for the process for electing Commissioners and Young Adult Advisory Delegates to General Assembly at our November meeting..

Submit nominations by Nov. 10 to the Stated Clerk by mail to the Presbytery office or email Erica@sanjosepby.org

- 8.10 Commissioners to General Assembly and Young Adult Advisory Delegates shall be elected at the November stated meeting. (Book of Order **G-3.0302a**)
- 8.11 The Stated Clerk shall enclose in the mailing of the call to the September meeting the invitation to nominate Ministers and Ruling Elders for election as commissioners.
- 8.12 To be eligible for election as a commissioner, a Minister must
 - a) be an active member (Book of Order G-2.0502) of Presbytery;
 - b) have been a member of San Jose Presbytery for the previous two years;
 - c) be currently serving on a Presbytery committee/council/commission/Task Force;
 - d) be present at election;
 - e) have attended at least three of the stated meetings of Presbytery in the previous year;
 - f) be willing and able to be a resource on General Assembly in the 12 months after serving as commissioner.
- 8.13 To be eligible for election as a commissioner, a Ruling Elder must
 - a) be nominated by his/her session;
 - b) have been present at least three of the stated meetings of presbytery in the preceding year;
 - c) be present at election;
 - d) be willing and able to be a resource on General Assembly in the 12 months after serving as commissioner.

- 8.14 The following shall govern the selection of Minister commissioners:
- 8.14.1 Any Minister who meets the criteria of 8.12 above may be placed in nomination. Others may be nominated from the floor, provided they are present and meet the criteria (a) through (f) of 8.12 above and provide information asked.
- 8.14.2 Presbytery shall vote for as many Minister commissioners as are allowed by the Book of Order. Those receiving the most votes shall be declared elected, if they have received a majority of the votes cast. If necessary, additional ballots shall be taken, eliminating those with fewer than 15 percent of votes cast, until a majority is reached.
- 8.15 Each eligible Minister, and each Ruling Elder nominated by his/her session, shall submit the following about her/himself, on one page, for mailing with the call to the November meeting:
- a) Personal background in the Presbyterian Church;
Personal hopes and desires for the Church;
Brief descriptions of several significant issues facing the Church;
A statement that, if elected, she/he intends to be a General Assembly resource for the Presbytery in the year following service as commissioner.
- 8.16 The following shall govern the selection of Ruling Elder commissioners: (See also 8.13 and 8.15 above.)
- 8.16.1 All churches shall be invited to nominate a Ruling Elder commissioner provided they meet criteria (a) through (d) of 8.13 above and provide information asked in 8.15 above. The Stated Clerk, with the call to the September meeting, shall invite all churches to nominate an eligible Ruling Elder. All churches responding shall reply to the Stated Clerk with the name and information required in 8.15 above by the 10th of November.
- 8.16.2 Nominations may be made from the floor, provided nominees are present and meet criteria (a) through (d) of 8.13 above, and provide information asked in 8.15 above to the Stated Clerk by the 10th of November.
- 8.16.3 Presbytery shall vote for as many Ruling Elder commissioners as are allowed by the Book of Order. Those receiving the most votes shall be declared elected, if they have received a majority of the votes cast. If necessary, additional ballots shall be taken, eliminating those with fewer than 15 percent of the votes, until a majority is reached.
- 8.16.4 Should any elected commissioner be unable to attend the meeting of General Assembly, his/her runner-up in the election of commissioners shall be the alternate commissioner.
- 8.17 The following shall govern the selection of Young Adult Advisory Delegates to General Assembly:
- 8.17.1 Every session may nominate a person between the ages of 17 and 23 (on the day General Assembly convenes) for the position of Young Adult Advisory Delegate to General Assembly. Nominations must be in writing to the Stated Clerk by the 10th of November, accompanied by the same documents required of nominees for commissioner. (See 8.15 above.) The election process shall be as outlined in 8.16.3.
- 8.17.2 Should any elected Young Adult Advisory Delegate be unable to attend the meeting of General Assembly, the runner-up to the elected YAAD shall be the alternate delegate.

**Committee on Ministry
Report to Presbytery**

Information Items:

During this period of time (February to September) COM and the Executive Presbyter continued to inform churches of the various pandemic changes/reopening policies regarding public worship of the three counties, Santa Cruz, Monterey and Santa Clara.

It was announced that The Rev. Tim Boyer will retire from his position as Pastor for First Presbyterian Church of Mountain View during the COM meeting February 8, 2021. He will be moving to Henderson, Nevada. His status was changed to HR. Discussion re: shared equity of the manse will be handled by the session of FPMV with approval of the Financial Affairs Committee of Presbytery. On April 12, COM announced that Evie Macway would be presented as FPMV interim, beginning May 1st.

At the February 8th meeting COM confirmed the HR status of Debra Baker.

It was with great sadness that we announced the death of Sim Granado, Pastor of St. Phillips Presbyterian Church in Salinas and the Rev. Sharon Hare, former Pastor at First Presbyterian Church, San Jose during the February 8th meeting of COM. During the August 9th COM meeting Executive Presbyter Joey Lee noted that Rev. Bill Lane, Minister at Large, had been approached to fulfill the position of Moderator of Session for St. Phillips.

Discussion re: Terms of call (housing and salary policies) were discussed during the February, March and April meetings of COM. A decision was made on April 12th to freeze the minimum terms of call to 2019 levels and that COLA figures from the Social Security Administration be applied to adjust them annually. The revisions were sent to the Polity and Government Council of San Jose Presbytery.

During the February-April meetings of COM, updates were presented re: Ministers at Large and Pulpit Supply rosters. Dennis Woodsmall, Andy Rausch and Libby Boatwright participated in the update. A report of these findings were sent to Collette Lynner in the Presbytery Office.

Katherine McGinnis' commission for installation was approved on March 8th. Installation took place via zoom on March 21, 2021.

Santa Teresa called the Rev. Deborah Troester as Pastor and COM proceeded with FIT interview and COM examination. Rev. Troester was installed as Pastor of Santa Teresa Presbyterian Church on March 7, 2021. During the June meeting it was noted that both of our newest pastor members, Rev. Troester and Rev. McGinnis participated in a recent Church Health and Growth event.

Jane Odell announced her retirement from the position of Safe Church Coordinator, on March 8. The committee expressed their gratitude for her faithful service in that position.

Various discussions took place during COM from February to August, 2021 re: Taiwanese American Presbyterian Church. This involved the resignation of the Rev. Fred Lee and the PC(USA) status of the potential candidate the church was seeking based. The Rev. Fred Lee and TAPC understood that Rev. Lee was close to

retirement and that his service would be not be longer than several years. TAPC will come to the end of their three years with Rev. Lee on August 31, 2021. On May 10th, Joey Lee accepted the role as liaison for TAPC. A Congregational meeting to end the relationship with Rev. Lee took place on July 25th. The candidate the church hopes to call is working to reinstate his VISA. In the meantime, the church will utilize pulpit supply

Sunnyvale Presbyterian Church informed COM at the March 8th meeting that the church was not in a financial position to hire an Associate Pastor.

On March 8th, the Rev. Mark Peake, Pastor at First Presbyterian Church, Monterey, announced that the church will be bringing in an intern from Princeton for three months.

It was announced at the June 14th meeting that David Watermulder will be organizing a book study.

Rev. Dr. Elizabeth Boatwright announced her retirement from her Parish Associate position at Sunnyvale Presbyterian on June 14th effective June 30th. She will continue on as Chair of COM to the end of 2021.

Policy Statements for Pastor and Associate Pastor Nominating Committee Liaison, Interim Pastors and Temporary Supply/Transitional/Interim Pastor Agreement were presented at the June and August meetings for revisions. All three policy statements were passed and will be sent on to the Polity and Government Council of the Presbytery.

First Presbyterian Church of Mountain View announced on August 9, that it will be engaged in a Mission Study proposal and has requested that the Presbytery provide a demographic review of a five mile radius from the church.

The 2021 Terms of Calls Report was presented to COM by Executive Presbyter Joey Lee on August 9, 2021. A hard copy will be mailed to the distribution list of the Presbytery.

COM Approved the Following Agreements from February 8, 2021 to August 9, 2021:

Stated Supply Pastor Agreement between The Rev. Erica Rader and Presbyterian Church of Los Gatos February 8, 2021 for the period of January 1, 2021 to December 31, 2021.

Stated Supply Pastor Agreement between The Rev. Dr. Jennifer Bales and Evergreen Presbyterian Church, March 8, 2021 for the period of January 1, 2021 to December 21, 2021.

Transitional Pastor Agreement between The Rev. Evie Macway and First Presbyterian Church, Mountain View, April 12, 2021 for the period of May 1, 2021-April 1, 2022.

Stated Supply Pastor Agreement between The Rev. Ted Esaki and El Estero Presbyterian Church of Monterey on April 12, 2021 for the period of May 1, 2021 to December 31, 2021.

Parish Associate Agreement between The Rev. Sharon J. Le Claire and Stone Church, San Jose on May 10th for the period of March 1, 2021 to February 28, 2022

Parish Associate Agreement between The Rev. David McCreath and Stone Church, San Jose May 10th for the period of March 1, 2021 to February 28, 2022

Stated Supply Pastor Agreement between The Rev. Jason Baracca and the Lincoln Avenue Presbyterian Church, Salinas on June 14th for the period of July 1, 2021 to June 30, 2022.

There are no action items at this time.

**Respectively Submitted,
Rev. Dr. Elizabeth T. Boatwright
Chair, COM**

Pastor and Associate Pastor Nominating Committee Liaison

Policy Statement

The Committee on Ministry (COM) is responsible for exercising Presbytery's oversight of the pastor nominating process, including the issues, concerns, and steps necessary for a pastor search. See Policy PT-4. To facilitate this oversight, when a pastoral call is dissolved, COM will appoint a liaison to the session, to introduce the process for calling a new pastor. That liaison should continue to work with the Pastor Nominating Committee (PNC) or Associate Pastor Nominating Committee (APNC) that the congregation elects to carry out the search for a new pastor or associate pastor.

Rationale

Ministering to pastors and congregations is fundamental to COM's role and purpose in the San Jose Presbytery. Facilitating the pastor nominating process as much as possible, without interfering with the work of the PNC or APNC, is an indispensable part of that ministry. By appointing a liaison, COM can carry out its work of ministering to congregations.

Responsibilities

COM Responsibilities

Trains and appoints COM Liaison to PNC/APNC

- Ordinarily, the appointed COM Liaison will be a current member of COM

Appoints COM Liaison to meet with the session's Interim Pastor Selection Committee to assist the committee in listing areas of concern during interim period, and determine the skills needed to address areas of concern.

When notified that a pastoral call is going to be terminated, provides names of potential transitional and designated pastors to the COM Liaison.

Receives periodic reports from the COM Liaison.

Reviews and approves congregational Mission Study Report.

Advises congregation regarding appropriate time to form a PNC or APNC.

Reviews and approves PNC/APNC's Ministry Information Form (MIF).

Interviews potential candidates selected by the PNC/APNC:

- Conducts "Fit" interview
- Examines the chosen pastoral candidate

Committee on Ministry- New Policy (First Reading)

- Approves Terms of Call
- Approves candidate's membership in the Presbytery.

Appoints moderator for congregational meeting to call pastor or associate pastor.

Prays for the session, congregation and PNC/APNC throughout the search process.

COM Liaison Responsibilities

Is familiar with the Office of the General Assembly's Church Leadership Connection, their contact information, and the expectations and procedures regarding forms and requests, and assists the PNC/APNC in meeting those expectations and procedures.

Is familiar with the roles and procedures of the Presbytery of San Jose and COM, and assists the PNC/APNC in meeting the Committee on Ministry's expectations.

Meets with session as soon as possible after notification from congregation to COM that the pastoral call will be terminated.

Reinforces to the congregation, the session, and the PNC/APNC the importance of the PNC/APNC's work in the life of the congregation.

Guides Interim Pastor Selection Committee, including providing list of potential Interim and Designated Pastors/Associate Pastors to session.

Provides an overview of the pastor nominating process, using "On Calling a Pastor," a manual issued by Church Leadership Connection (CLC) and the Office of the General Assembly, as a guide. See

https://www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pastor_manual_march_2015.pdf.

Consults with session to help to assess budgetary requirements for PNC/APNC (meetings with candidates, moving allowance for selected candidate).

Consults with session to help to assess minimum salary requirements for Pastor/Associate Pastor Terms of Call, and budgeting to meet those requirements.

Consults with session and PNC to discuss negotiation of Terms of Call with selected candidate.

Arranges first meeting of the PNC.

Functions as member of PNC or APNC *ex officio*.

Attends as many PNC or APNC meetings as possible, acting as a consultant or advisor, without participating directly in deliberations or votes on candidates.

As needed, works with PNC/APNC chair and co-chair outside of regular meetings.

Assures Presbytery Executive-to-Executive reference check.

Reports monthly to COM.

Committee on Ministry- New Policy (First Reading)

May join COM representatives in exit interview with previous pastor.

May meet with the Interim Pastor, better to understand the life of the congregation.

For an APNC, clarifies the relationship of the Pastor to the call process.

Prays for session, congregation, and the PNC/APNC throughout the search process.

Interim Pastor/Pastor Responsibilities

Prays for the PNC/APNC, the session, and the congregation throughout the search process.

Assists as appropriate with preparation of Mission Study Report.

Refrains from interfering with the work of the PNC/APNC.

PNC Responsibilities

Maintains strict confidentiality about its work.

Becomes familiar with contents of “On Calling a Pastor” document.

Consults with session and COM Liaison to help to assess budgetary requirements for PNC/APNC (meetings with candidates, moving allowance for selected candidate).

Consults with session and COM Liaison to help to assess minimum salary requirements for Pastor/Associate Pastor Terms of Call, and budgeting to meet those requirements.

Consults with session and COM Liaison to discuss negotiation of Terms of Call with selected candidate.

Completes congregation’s MIF and submits to session and then to COM for approval.

Provides summary progress reports to session and congregation.

Maintains contact with General Assembly Office of Church Leadership Connection (CLC), and CLC’s Call Process Services.

Receives and reviews Personal Information Forms (PIF): From CLC, Presbytery, or self-referrals. Evaluates candidates objectively and prayerfully.

Meets with candidates in ways appropriate to stage of the selection process, from get-acquainted telephone or video interviews, to more lengthy follow-up interviews, to in-person interviews.

Coordinates with COM Liaison to secure a neutral pulpit.

Organizes and coordinates weekend for the congregation to meet the selected candidate, and congregational meeting to elect candidate and approve Terms of Call.

Session Responsibilities

Enters into a contract with an Interim Pastor.

Consults with COM regarding appropriate time to form a PNC/APNC.

Presents a slate of PNC/APNC candidates who are representative of the congregation (G-2.0802), and then calls a congregational meeting to elect the PNC/APNC.

Notifies COM when the PNC/APNC is elected.

Consults with PNC/APNC and COM Liaison to help to assess budgetary requirements for PNC/APNC (meetings with candidates, moving allowance for selected candidate),

Consults with PNC/APNC and COM Liaison to help to assess minimum salary requirements for Pastor/Associate Pastor Terms of Call, and budgeting to meet those requirements,

Consults with PNC/APNC and COM Liaison to discuss negotiation of Terms of Call with selected candidate,

In consultation with the PNC/APNC, sets Terms of Call.

Prays for the PNC and the congregation throughout the search process.

Congregation Responsibilities

Elects the PNC/APNC.

Prays for the PNC/APNC throughout the search process.

Elects the candidate and approves Terms of Call.

INTERIM PASTORS

I. Policy Statement

An intentional interim pastor is a minister invited by the session to serve the congregation during the interim period between installed pastors to carry out normal pastoral duties and to attend to specific tasks needed during this period of transition. The Presbytery of San Jose encourages selection of an Interim while a church is seeking a pastor. The transition period between pastors is an important time in the life of a congregation. An Interim Pastor can guide the congregation in problem-solving, corporate renewal, reaffirmation of faith and planning for the future. This policy shall also apply to interim co-pastors and interim associate pastors.

II. Rationale

The interim period is important in the transition between pastors. This can be a time of problem-solving, corporate renewal, reaffirmation of faith and planning for the future. An Interim Pastor is a minister invited by the session to serve the congregation during the interim period between installed pastors. He or she carries out normal pastoral duties and attends to specific tasks needed during the period of transition.

III. Responsibilities

A. ~~Committee on Ministry (COM) Responsibilities~~

1. ~~Appoints liaison to meet with Interim Pastor Search Committee to~~
 - ~~a) assist committee in listing areas of concern during interim period,~~
 - ~~b) determine skills needed to address areas of concern.~~
2. ~~Makes sure that a list of appropriate interim candidates is provided.~~
3. ~~Approves candidate and terms of call after Session approval and after Interim Agreement has been signed.~~

B. ~~Interim Pastor Responsibilities~~

1. ~~Has the experience, specific preparation or training required.~~
2. ~~Presents evidence of ability to deal with congregational dynamics, process of transition and evolving demands of the interim period.~~
3. ~~Performs pastoral duties outlined in the Interim Agreement (attached).~~

- ~~4. Maintains contact with the COM liaison to the church.~~
- ~~5. Prepares the staff and congregation to take those steps which will make it possible to welcome the new called pastor.~~
- ~~6. Participates in the Interim Pastor support group of Presbytery.~~
- ~~7. Clarifies for the church that he/she is not eligible as a candidate.~~

~~C. Session Responsibilities~~

- ~~1. Reviews the church status and establishes expectations for interim period~~
- ~~2. Appoints the Interim Selection Committee and maintains contact as the selection process goes on~~
- ~~3. Approves the candidate and terms of call in the Interim Pastor Agreement, making sure that the compensation package remains the same as that of the previous pastor~~
- ~~4. Notifies the congregation that an interim may not be considered for a call to the church being served~~
- ~~5. Establishes the range of responsibilities which the Interim Pastor, staff and related committees will be expected to perform~~
- ~~6. Plans a welcome for the Interim Pastor~~
- ~~7. Evaluates performance and progress at regular intervals~~
- ~~8. Prepares appropriate service of departure when interim period ends.~~

A. Session Responsibilities

1. Reviews the church status and establishes expectations for interim period.
2. Appoints an Interim Pastor Selection Committee and maintains contact with the Committee as the selection process goes on.
3. Approves the selected Interim Pastor and the Interim Pastor Agreement, making sure that the compensation package in the Interim Pastor Agreement meets the Presbytery minimum (PS-1, PT-6) and, where appropriate, remains the same as that of the previous pastor.
4. Establishes the responsibilities to be performed by the Interim Pastor, staff and related committees.
5. Plans a welcome for the Interim Pastor.
6. Evaluates performance and progress at regular intervals.
7. Prepares a service of departure when interim pastor leaves.

B. Committee on Ministry (COM) Responsibilities

1. Makes sure that a list of appropriate interim candidates is provided to the Interim Selection Committee by the presbytery.
2. Approves the selected Interim Pastor and Interim Pastor Agreement after Session

approval and after the Interim Pastor Agreement has been signed.

C. Interim Pastor Responsibilities

The title Interim Pastor may only be used for individuals who have completed, at a minimum, Interim Training Level 1.

1. The Interim Pastor should present evidence of experience and ability to deal with congregational dynamics, process of transition and evolving demands of the interim period
2. Guides the session and the congregation through the time of transition.
3. Performs pastoral duties outlined in the Interim Pastor Agreement (attached),
4. Maintains contact with the COM liaison to the church,
5. Prepares the staff and congregation to take those steps that will make it possible to welcome the new called pastor,

D. Additional Responsibilities/Information

The beginning and ending of ministry are two extremely vital and vulnerable events for a congregation and the pastors involved. Attention needs to be directed to helping these become appropriate times of celebration and affirmation. A service of welcome can help define the interim period as a time to reflect on the past, evaluate the present and look forward to the future. Likewise, a service of appreciation and departure provides a time to celebrate things that have been learned while looking forward to the future ministry with a newly called pastor.

In the Policies section of the Web site for the Presbytery of San Jose (<http://sanjosepby.org/policies/>) is a copy of the Interim Pastor Agreement used by the Presbytery of San Jose and a page with brief examples of “Words of Welcome” and a “Litany of Departure” that could be adapted, expanded or modified for use in beginning and ending the work of an Interim Pastor.

More extensive information, guidelines and resources are available from <http://imnedu.org/>. Mailing address:

INTERIM MINISTRY NETWORK, INC.

1001 Frederick Road

PO Box 21036

Catonsville, MD 21228

(410) 719-0777

MINIMUM TERMS OF CALL

Policy Statement

The Presbytery of San José requires that terms of call for all pastors include the following categories: salary and housing, auto allowance, study leave, Board of Pensions dues, and vacation. It is the responsibility of each church to make it possible for all ordained staff to find and afford decent and appropriate housing reasonably close to the church. Additionally, the Presbytery requires that each church comply with federal, state and local government tax requirements.

Rationale

The Presbytery of San José provides this information in order to guide congregations in fulfilling their commitment to pay fairly the ministers who serve them.

Responsibilities

Committee on Ministry (COM) Responsibilities

At the request of any session, personnel committee or pastor, COM shall provide a representative to be present for salary negotiation.

COM shall insure that all arrangements with an incoming pastor are in writing, and are clearly understood by the pastor and the session.

COM shall consider a particular church's request for exemption from this policy.

COM shall report to Presbytery the annual cost of living (COLA) figures as reported by the Social Security Administration, with the annual salary component adjustments reflecting these figures (See Appendix A for Methodology) ~~for HUD income limits (Appendix A, Salary and Housing)~~

Minister Responsibilities

Ministers shall familiarize themselves with this policy.

Ministers shall report annually to Presbytery the approved terms of call.

Session Responsibilities

The session shall recommend annually to the congregation a salary that recognizes with fairness the unique gifts the pastor brings to the church.

COM Amended Policy PS-1 (PT-6) (First Reading)

The session may allocate as reimbursable such professional expenses as:

- a. travel and living expenses for activities associated with performance of duties (e.g., attendance at General Assembly);
- b. hospitality expenses;
- c. book allowance;
- d. professional organizations and publications;
- e. continuing education expense for ministry-related courses other than those taken during study leave.

The session shall explain the components of the terms of call to the congregation.

The session may request COM to grant an exemption from this policy, stating reasons for the request.

Stated Clerk and Executive Presbyter Responsibilities

The Executive Presbyter and/or the Stated Clerk shall maintain records of terms of call for each minister.

Additional Responsibilities/Information

Congregations and ministers may agree to allocate the Salary and Housing components of the minimum Terms of Call in a manner that meets both of their needs as they see fit, consistent with requirements of local, county, state, and federal taxing authorities

See other Presbytery policies (www.sanjosepby.org/policies)

See Board of Pensions (www.pensions.org)

Appendix A

Components for the Minimum Terms of Call

The minimum Terms of Call consist of the following components:

- **Minimum Salary and Housing:** For a given year, the amount in Appendix B from the preceding year, indexed by the Social Security Administration Cost of Living Adjustment (COLA). See <https://www.ssa.gov/cola/>. ~~100% of the median individual income for the county/region within which the particular church is located as calculated from “FY [current year] Income Limits” published by HUD at www.huduser.org.~~ See Appendix B below.

The actual housing provided shall take into account the particular minister’s reasonable needs but shall, at a minimum, provide a two bedroom residence within a reasonable driving distance of the church or an equivalent cash allowance.

- **Effective Salary:** Typically Salary and Housing. The Board of Pensions may call for inclusion of other compensation as Effective Salary. Refer to The Board of Pensions publication “Understanding Effective Salary.” See <https://www.pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf/>.
- **Board of Pensions:** The yearly designated dues (medical, pension, and death and disability) for Member + Family. (If a covered partner has access to qualified healthcare coverage, a waiver may be granted for the eligible family members.) (www.pensions.org)
- **Auto Allowance**
- **Study Leave:** Minimum requirements are 14 days per calendar year and \$1000 (reimbursed expense); refer to PS-6, *Use of Study Leave*, for additional requirements.
- **Vacation** – One month (30 calendar days)

APPENDIX B

Santa Clara County: \$102,500

Santa Cruz County: \$85,900

Monterey County: \$62,900

2022 PROPOSED ECCLESIASTICAL BUDGET				
The Presbytery of San Jose				
Ecclesiastical Budget				
		2020	2021	2022
Income				
40100	Per Capita -Current Year	\$168,120.00	\$161,560.00	\$155,240.00
40200	Per Capita-Prior Year	\$0.00	\$0.00	
45000	misc. interest	\$0.00	\$0.00	
45500	Presbytery Pooled Investments	\$66,756.51	\$88,113.80	\$101,958.20
46000	books	\$0.00	\$0.00	
	Community Mission Bin - Interest			\$30,000.00
	Congregational Growth Bin - Interest			\$30,000.00
46300	Per Capita Bin - Interest	\$30,000.00	\$30,000.00	\$30,000.00
	Total Income	\$264,876.51	\$279,673.80	\$347,198.20
Expenses				
	Personnel Pool	\$0.00	\$4,000.00	\$5,590.00
60100	Stated Clerk	\$53,720.00	\$53,720.00	\$55,220.00
60200	Treasurer	\$18,185.00	\$18,185.00	\$20,431.00
60400	SC Travel & Expense	\$6,000.00	\$6,000.00	\$6,000.00
60600	Telephone	\$1,800.00	\$1,800.00	\$1,800.00
61000	Accountant	\$59,256.00	\$59,256.00	\$59,256.00
61005	Payroll taxes	\$7,396.00	\$7,396.00	\$11,000.00
61100	Legal Services	\$21,000.00	\$21,000.00	\$21,000.00
61200	Presbytery Meetings	\$350.00	\$350.00	\$350.00
61300	Accountant Retirement	\$5,625.00	\$5,625.00	\$5,925.00
61310	Accountant Benefits	\$2,472.00	\$2,472.00	\$3,000.00
61400	Stated Clerk Pen / Med	\$18,766.00	\$18,766.00	\$18,766.00
61500	Financial Review	\$6,000.00	\$6,000.00	\$6,000.00
60825	Insurance Beach st	\$0.00	\$13,000.00	\$13,000.00
62100	Moderator Expenses	\$250.00	\$250.00	\$250.00
62500	Depreciation Expense	\$0.00	\$0.00	\$0.00
62600	Emergency Assistance	\$1,500.00	\$1,500.00	\$1,500.00
	GA Travel Pool	\$0.00	\$0.00	\$0.00
Committee Expenses				
63100	Preparation for Ministry	\$1,000.00	\$1,000.00	\$1,000.00
63200	Committee on Ministry	\$2,000.00	\$2,000.00	\$2,000.00
	Community Mission Grants	\$0.00	\$0.00	\$30,000.00
	Congregational Growth Grants	\$0.00	\$0.00	\$30,000.00
	Other committees	\$0.00	\$0.00	
	Sub-total			
66100	General Assembly Per Capita	\$37,616.85	\$36,270.22	\$34,851.38
66200	Synod Per Capita	\$21,939.66	\$21,083.58	\$20,258.82
	Total Expenses	\$264,876.51	\$279,673.80	\$347,198.20
Per Capita Assessment				
	Presbytery	\$25.83	\$25.80	\$25.80
	Synod	\$5.22	\$5.22	\$5.22
	General Assembly	\$8.95	\$8.98	\$8.98
	Total	\$40.00	\$40.00	\$40.00
	members	4,203.00	4,039.00	3,881.00

2022 PROPOSED MISSION PROGRAM BUDGET				
		2020	2021	2022
	REVENUE			
	Congregational Mission Giving	\$227,000.00	\$180,000.00	\$180,000.00
50050	Synod Block Grant	\$46,685.00	\$44,574.00	\$44,982.00
50150	A Penke Fund	\$6,300.00	\$6,700.00	\$7,400.00
50153	Walker, Lundy, Miesse	\$4,000.00	\$12,000.00	\$12,000.00
50200	Hunger Action Enabler Grant	\$5,000.00	\$5,000.00	\$5,000.00
50250	Peacemaking Offering - Presby Portion	\$4,800.00	\$4,000.00	\$4,000.00
50333	Immanuel House	\$5,000.00	\$5,000.00	\$5,000.00
50350	Presbytery Pooled Investment Income	\$88,640.00	\$137,351.00	\$135,533.00
50360	Cornerstone Rent	\$42,000.00	\$42,000.00	\$42,000.00
50400	Congregational Growth Bin - Interest	\$30,000.00	\$30,000.00	\$0.00
50460	Community Mission Bin - Interest	\$30,000.00	\$30,000.00	\$0.00
50463	Evergreen Custodial Income	\$14,000.00	\$14,000.00	\$14,000.00
	TOTAL REVENUE	\$503,425.00	\$510,625.00	\$449,915.00
	EXPENSES			
	YOUTH - CE SCHOLARSHIPS			
60230	Summer Camp/ Scholarships	\$500.00	\$500.00	\$500.00
60240	Ethnic Small Ch Scholarship	\$400.00	\$400.00	\$400.00
60250	APCE Participation	\$1,000.00	\$1,000.00	\$1,000.00
60260	Youth Triennium	\$3,000.00	\$3,000.00	\$3,000.00
	TOTAL YOUTH - CE SCHOLARSHIP	\$4,900.00	\$4,900.00	\$4,900.00
	YOUTH SCHOLARSHIP UNALLOCATED			
60310	Unallocated Youth Scholarship	\$1,000.00	\$1,000.00	\$1,000.00
	TOTAL YOUTH SCHOLARSHIP	\$1,000.00	\$1,000.00	\$1,000.00
	ADULT SCHOLARSHIP REPRESENTATION &			
60620	RE Adv Pastoral Skills	\$500.00	\$0.00	\$500.00
60630	Leadership - People of Color	\$500.00	\$500.00	\$500.00
60640	Leadership - Women	\$500.00	\$500.00	\$500.00
60650	Leadership - Persons w/ Disabilities	\$500.00	\$500.00	\$500.00
	TOTAL ADULT SCHOLARSHIP	\$2,000.00	\$1,500.00	\$2,000.00
	ADULT SCHOLARSHIPS UNALLOCATED			
60910	Unallocated Adult Scholarships	\$2,000.00	\$2,000.00	\$2,000.00
	TOTAL ADULT SCHOLARSHIPS	\$2,000.00	\$2,000.00	\$2,000.00
	FUTURE SCHOLARSHIPS RESERVE			

2022 PROPOSED MISSION PROGRAM BUDGET				
		2020	2021	2022
60110	Future Scholarship Reserve	\$2,000.00	\$2,000.00	\$2,000.00
	TOTAL FUTURE SCHOLARSHIPS RESERVE	\$2,000.00	\$2,000.00	\$2,000.00
	VISION GRANTS			
61210	Consultants (CG)	\$1,000.00	\$1,000.00	\$1,000.00
61260	Crisis Intervention (COM)	\$1,000.00	\$1,000.00	\$1,000.00
61280	Church Growth Seminar	\$1,000.00	\$1,000.00	\$1,000.00
61295	Unallocated Vision Grants	\$10,000.00	\$10,000.00	\$10,000.00
	TOTAL VISION GRANTS	\$13,000.00	\$13,000.00	\$13,000.00
	CHURCH GROWTH			
61320	Evergreen Presbyterian Church	\$14,000.00	\$14,000.00	\$14,000.00
61340	Misc Cong Development	\$1,000.00	\$1,000.00	\$1,000.00
61345	Indonesian Christian Church	\$3,000.00	\$3,000.00	\$3,000.00
61350	Thai Fellowship of San Jose	\$2,500.00	\$3,000.00	\$3,000.00
61355	Comunidad Latinoamericana	\$6,000.00	\$6,000.00	\$6,000.00
61361	NWC Wednesday Revive	\$3,000.00	\$3,000.00	\$3,000.00
61362	NWC Beer Church	\$3,000.00	\$3,000.00	\$3,000.00
61363	NWC Sweaty Sheep	\$3,000.00	\$3,000.00	\$3,000.00
61365	Congregational Worship resources	\$1,000.00	\$1,000.00	\$1,000.00
	TOTAL CHURCH GROWTH	\$36,500.00	\$37,000.00	\$37,000.00
	MISSION AND OUTREACH			
61420	Mission Trip	\$3,000.00	\$3,000.00	\$3,000.00
61430	Local Outreach Program	\$1,000.00	\$1,000.00	\$1,000.00
61435	PACT Support	\$1,000.00	\$1,000.00	\$1,000.00
61440	Task Force misc expenses	\$300.00	\$300.00	\$300.00
	TOTAL MISSION AND OUTREACH	\$5,300.00	\$5,300.00	\$5,300.00
	REPRESNTATION & EMPOWERMENT			
61520	Seminary Interships	\$1,000.00	\$1,000.00	\$1,000.00
61540	People of Color	\$500.00	\$500.00	\$500.00
61550	Women	\$500.00	\$500.00	\$500.00
61560	Persons w/ Disabilities	\$500.00	\$500.00	\$500.00
	TOTAL REPRESNTATION &	\$2,500.00	\$2,500.00	\$2,500.00
	PEACE & JUSTICE			
61726	Grants	\$1,000.00	\$1,000.00	\$3,000.00
61738	Scholarships	\$1,000.00	\$1,000.00	\$3,000.00
61739	Programs	\$1,000.00	\$1,000.00	\$3,000.00
61753	Peacemaking Enabler (PMO)	\$4,800.00	\$4,800.00	\$6,000.00
	TOTAL PEACE & JUSTICE	\$7,800.00	\$7,800.00	\$15,000.00

2022 PROPOSED MISSION PROGRAM BUDGET				
		2020	2021	2022
	MINISTRY VOCATIONS			
61810	Pastor Support	\$3,000.00	\$3,000.00	\$3,000.00
	TOTAL MINISTRY VOCATIONS	\$3,000.00	\$3,000.00	\$3,000.00
	GENERAL ADMINISTRATIVE			
61901	Hunger Action Advocate	\$10,000.00	\$10,000.00	\$10,000.00
61904	Safe Church Coordinator	\$10,000.00	\$10,000.00	\$0.00
61905	Director of Communications	\$7,200.00	\$7,200.00	\$7,200.00
61910	Stewardship Training	\$7,500.00	\$7,500.00	\$7,500.00
61911	FA Com Expense	\$500.00	\$500.00	\$500.00
61915	Immanuel House	\$5,000.00	\$5,000.00	\$5,000.00
62102	Insurance	\$11,000.00	\$11,000.00	\$11,000.00
62103	Maintenance	\$10,000.00	\$10,000.00	\$10,000.00
62104	Utilities	\$30,000.00	\$30,000.00	\$30,000.00
62106	Taxes	\$8,000.00	\$8,000.00	\$8,000.00
62210	Postage	\$800.00	\$800.00	\$800.00
62120	Telephone	\$3,925.00	\$3,925.00	\$3,925.00
62130	Supplies	\$14,000.00	\$14,000.00	\$14,000.00
62140	Professional	\$1,000.00	\$1,000.00	\$1,000.00
62150	Support Staff Cont Education	\$1,000.00	\$1,000.00	\$1,000.00
62160	Equipment Purchase/Lease/Maintenance	\$13,000.00	\$13,000.00	\$13,000.00
62210	WWW Site Maintenance - Council	\$500.00	\$500.00	\$500.00
62211	Congrational Growth Grants	\$30,000.00	\$30,000.00	\$0.00
62212	Community Mission Grants	\$30,000.00	\$30,000.00	\$0.00
62220	misc council expenes	\$1,000.00	\$500.00	\$500.00
	Presbytery Staff	\$229,000.00	\$232,700.00	\$232,700.00
	Personnel Pool	\$0.00	\$4,000.00	\$5,590.00
	TOTAL GENERAL ADMINISTRATIVE	\$423,425.00	\$430,625.00	\$362,215.00
	TOTAL EXPENSES	\$503,425.00	\$510,625.00	\$449,915.00

FA - 01 Policy for Management and Investments in Real Property

1. Preamble

Financial Affairs Committee has as its purpose per the Standing Rules of the Presbytery:

4.81 The purpose of the Committee on Financial Affairs is to assist and oversee the Presbytery as it manages all real property and assets of the Presbytery and its churches.

Specifically,

4.83 This committee shall:

- a) manage all real property and assets of the Presbytery in accordance with the Book of Order G-3.0113, G-4.02 (entire section);*
- b) implement all financial and risk management policy matters decided by the Presbytery regarding assets of the Presbytery and its congregations including property, encumbrances, disbursements, investments, and insurance;*
- c) execute all legal documents on behalf of the Presbytery when so ordered;*

All property and assets of the Presbyterian Church (U.S.A.), of its councils and entities, and of its congregations, is a tool for the accomplishment of the mission of Jesus Christ in the world (see G-4.01 and G-4.02). As such, the Financial Affairs committee is charged with managing investments in multiple forms, including the form of real property. We understand that an investment is the use of assets, financial or real, in such a way that they are expected to produce a financial benefit of the Presbytery, either annually or over a longer period, and further the mission of Jesus Christ in the world.

The following guidelines clarify the management of such investments.

2. Parties

Parties that may approach Financial Affairs Committee regarding the management of real property investments:

- Constituted Congregations of the Presbytery
- Committees of the Presbytery
- The Council of the Presbytery
- Administrative Commission of the Presbytery
- The Presbytery

3. Types of Investments

Such investment includes:

3.1 Loans -

3.1.1 Bridge Loans - at times congregations or authorized ministries are in need of an expedient loan that cannot be obtained in a timely manner, for example an HVAC replacement. Since the Synod only approves these loans at set times throughout the

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year, a congregation or authorized ministry can approach Financial Affairs for a “Bridge Loan” to meet the need until other arrangements are possible.

3.1.2 Other occasions - Ordinarily, congregations and authorized ministries will obtain loans through other sources, which is encouraged. On a case by case basis, parties can seek a loan from the Presbytery through the Financial Affairs committee.

3.2 Management of Property Expenses and Repairs

The Financial Affairs Committee oversees property management, repairs and expenses for all real property listed as an asset of the Presbytery.

3.3 Purchase of Real Property as Investment and Tool for Mission

3.3.1 The above parties can approach the Financial Affairs Committee with a proposal for the purchase of real property as an investment for the Presbytery, whether encumbered or unencumbered. If encumbered, such a plan shall also be developed to include a payment schedule. . Such property will be held with only the Presbytery on the title.¹ Such purchases shall be approved by the Presbytery.

3.3.2 The Financial Affairs Committee will assess the risk of investment as it would with any other financial investment in its decision. If the Committee recommends the purchase, they will make a motion to the Presbytery for final approval.

3.3.3 Such properties will be noted as assets of the Presbytery and listed on the annual Assets and Liabilities Report to the Presbytery at the May meeting.

3.4 Sale of property not currently being used by a congregation

3.4.1 Properties listed exclusively as assets of the Presbytery can be recommended for sale by the Financial Affairs committee with proceeds reinvested. Such sales shall be approved by the Presbytery.

3.4.2 An Administrative Commission seeking to sell property, ordinarily will consult with the Financial Affairs Committee.

3.5 Properties currently in use by congregations

3.5.1 The above guidelines do not pertain to the management of properties currently in use by congregations or where a congregation is named on the title.

4. Direction to withdraw from particular investments

4.1 The Presbytery/Council acting on behalf of the Presbytery can vote to instruct the Financial Affairs committee to withdraw or seek to withdraw from any particular investment if they so choose, real or financial.

¹ Rationale: The Committee is charged with management of all property and assets, and is given the responsibility of moving and adjusting such investments for the financial betterment and stewardship of the Presbytery without seeking a vote of the Presbytery prior to any particular investment or divestment. The title is held exclusively in the name of the Presbytery to clarify that the investments are not being transferred to a particular congregation or other entity.



Synod of the Pacific - Take Home Piece

Special Meeting
Zoom Video Conference
August 16, 2021

The following notes are for commissioners' own use and for in reporting to presbyteries. They are not official minutes.

1. This was a special meeting called for distinct purposes, not a full agenda. The driving need was for the Synod Assembly to consider changes to the Synod Administrative Manual [SAM] that affect the authority and timing of Mission Partnership Committee to do its work on behalf of Synod.
2. The Synod commissioners did approve updates to SAM to allow the Mission Partnership Committee to act on behalf of Synod and thus enable quicker response to applications for grants from all three grant funds: Emerging Need Grant Fund, Hilda V. Thompson Medical Ministry Grant Fund, and Opportunity Grant Fund. (Info and applications for all funds are available on the Synod of the Pacific website: www.synodpacific.org.)
3. Additional SAM amendments were made since the Synod now includes ten (not eleven) presbyteries: Boise, Cascades, Eastern Oregon, Kendall, Nevada, North Central California (the newest!), Redwoods, San Francisco, San Joaquin, and San Jose.
4. As commissioners logged on to the Zoom meeting, Stated Clerk Kathy Runyeon and AV coordinator Andy Rausch helped participants, both those new to Zoom and old hands, become familiar with how the Synod would use technology for this meeting. While now adept at Zoom meetings and recognizing cost and time savings, commissioners do miss gathering in person.
5. Synod voted to approve two grants: the first was an Opportunity Grant for North Central California Presbytery for the Uganda Ministry Network's project and the second was an Emerging Need Grant for First Presbyterian Church in Petaluma, CA to upgrade their AV equipment and Technology for worship.
6. Vice Moderator Kaye Whitney led Synod commissioners through resiliency exercises to help participants stay energized for the work before them. Such exercises may easily be 'borrowed' for presbytery meetings.
7. Kathy Runyeon reminded Synod of the passing of Ani Lele'a, previously the Synod Treasurer and a member of staff, and of her Celebration of Life on August 21st.
8. The next Stated Synod Assembly will be October 6th to 8th via Zoom. In May 2022, we plan to meet at Zephyr Point Presbyterian Camp and Conference Center – in person!