

**Presbytery of San Jose: Notice of Stated Meeting  
November 20, 2021 9:00 am on Zoom**

**Pre-registration required**

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

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

**9:05 Presbytery Worship**

**Pastoral Reflection and Communion** The Rev. Andy Wong

**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 September 25, 2021 Stated Meeting of the Presbytery of San Jose. **pp. 3-32**
  
- 2) Motion to approve and record that this meeting serves as the annual meeting of the Corporation of the Presbytery of San Jose.
  
- 3) **Motion from Coordinating Council:** Approve voice at Presbytery meetings for Addie Domske, Presbytery Peacemaking Advocate for the duration of her assignment.

**Reports and Announcements Received in Docket**

Nominations from Nominating Committee **pp. 33-34**  
GA Commissioner Nomination Statements **pp.35-36**  
Report from Presbytery Coordinating Council **p. 32**  
Report from Committee on Ministry **p.37**  
Report from Committee on Ministry: 2<sup>nd</sup> Read: New Policy amendments **pp.38-48**  
Annual Minister Member Roll as of November 2021 **pp.49-51**  
Report from Polity and Government Sub-committee **p.32**  
Report from Financial Affairs: Financial Review 2021 **p.53**  
Peace and Justice Work Group Report **pp. 54-56**

**9:40 Motion from Coordinating Council:**

**Recommends that the Presbytery elects the following members to the Nominating Committee:**

The Rev. Irene Pak Lee, class of 2024

The Rev. Anne McAnelly, class of 2024

**9:45 Nominating Committee: Nominations Slate and Report (pp. 33-43)**

Elder Carlo Panighetti

**9:50 GA Ruling Elder Commissioner Election pp. 35-36**

Elder Collette Lynner and Elder Paul Elliot (vote for one)

Note: We have no Minister members seeking election for Commissioner

**10:00 Break**

**10:05 Board of Pensions Updates**

The Rev. Christine Long

**10:15 Committee on Ministry**

The Rev. Libby Boatwright

**Motions from Committee on Ministry:**

1) Approve New policy on PNC/APNC (**pp.38-41**);

2) Approve edits to policy PT 3 on Interim Pastors (**pp.42-44**);

3) Approve edits to policy PS-1/PT-6 on Terms of Call (**pp. 45-48**)

**10:25 Peace and Justice Work Group**

Elder Meredith Hurley

Doctrine of Discovery Confession

**Motion from Coordinating Council:** Recommends that the Presbytery approve the "Doctrine of Discovery Statement of Confession" and place it on our Presbytery website, distribute to congregations and begin Presbytery meeting with an indigenous peoples land acknowledgement" **pp. 54-56**

**10:45 Committee on Representation & Empowerment**

The Rev. Annanda Barclay

**10:50 Prayer breakout rooms**

The Rev. Andy Wong

**11:00 Announcements**

**11:20 Stated Clerk**

The Rev. Erica Rader

**11:25 Prayer and Adjournment**

The Rev. Andy Wong

**Council approved that the next two Standing meetings of the Presbytery on February 5, 2022 and May 7, 2022 meeting will be held virtually on Zoom.**

**Presbytery of San Jose  
Minutes of Stated Meeting  
Saturday September 25, 2021  
By Zoom**

The Stated Meeting of the Presbytery of San Jose was called to order at 9:00 am by the Moderator, the Rev. Andy Wong, who gave the opening prayer.

**WORSHIP**

After opening remarks, the Presbytery moved to worship, with a reflection by the Rev. Jason Barraca, pastor of Lincoln Avenue Presbyterian, Salinas. The Rev. Barraca shared his personal background of multi-racial family members, and using Eph. 2:17-22, spoke on the theme of Christ as the source of our unity and foundation of our church and Presbytery. He added that our challenge is to remain connected to those with whom we disagree.

**STATED CLERK**

The Presbytery then moved to its business meeting.

Two motions from the Financial Affairs Committee were added to the docket.

Stated Clerk, the Rev. Erica Rader, gave notice that a quorum of members was present. (8 ministers/8 elders/6 churches)

There were no corresponding members, and first time attendees and visitors were introduced.

**Ruling Elder Committee Chairs / Synod Commissioner/Coordinating Council,**

**Present**

Claudia Hamm, Former Moderator  
Carol Holsinger, Council  
Marcia Ludwig, Former Moderator  
Nan Notor, Synod Commissioner

Jane Odell, Council  
Carlo Panighetti, Nominating  
Lynn Viale, Council Moderator  
Rosaleen Zisch, Presbyterian Women

**Teaching Elders Present**

Arishvara, Vincent  
Barclay, Annanda  
Barraca, Jason  
Boles, Margaret Willis  
Browning, Geoff  
Choi, Don  
Franzen, Bryan  
Hahn, Taejinn  
Lane, Bill

Lee, Joey  
Logan, Molly  
Macway, Evie  
Matusiewicz, Stella  
McAnelly, Anne  
Olson, Robby  
Peake, Mark  
Peterson-Iyer, Karen  
Rader, Erica

Rausch, Andy  
Sohn, Joseph  
Thorson, Martha  
Troester, Deborah  
Van Laar, Trevor  
Watermulder, David  
Wong, Andy  
Wong, Lindsey Woods

**Teaching Elders, Honorably Retired, Present**

Baker, Debra	Knowles, Steve	Vilardo, Lawrence
Boatwright, Libby	McCreath, David	
Bowles, Bob	Swanson, Nan	

**Teaching Elders, Not Present**

Allen, Stephanie Lutz	Hansen, Chris	Lee, Jaeguen
Althaus, Ryan	Hanson, Duncan	McGinnis, Katheryn
Bales, Jennifer	Hejmanowski, Karin	Minerva, George
Bennett, James	Hoffman, Daniel J	Norman, Steve
Boyer, Tim	Kim, Han Ho	Pearson, Marjorie
Crocker, Douglas	Kim, Hardy	Person, Brian
Drescher, Kent	Kim, Taelor	Reyes-Chow, Bruce
Esaki, Ted	Kuo, Ruth	Swanson, Erik
Eschen-Pipes, Kathleen	Lai, Hsien-Chang	Tsai, Andrew
Evans, Samantha	LeClaire, Sharon	Williams, Chris
Garner, Mike	Lee, Fred	Woodsmall, Dennis
Gibson, Diana	Lee, Irene Pak	Yoon, I Sil

**Teaching Elders, Honorably Retired, Not Present**

Ahn, Dong Sung	Harvey, Bill	Momrow, Ed
Bartow, Jay	Hollingsworth, Mark	Nelson, Jim
Bender, Jim	Hseih, Stephen	Newcomer, Ben
Bland, Byron	Joy, Judith	Norton, Karla
Bracey, Dale	Kim, David Kwang	Palmer, Marge
Breeden, Edd	Kim, Insik	Rowlinson, Bruce
Bristol, John	Kim, Kyung Jae	Schmidt, Lyle
Burke, John	Kim, Young Han	Smith, Kent
Choi, Samuel	Koopman, Peter	Solis, Dick
Dosker, Richard	Kwon, Young Bai	Spencer, Dick
Doyal, George	Kwon, Young K	Takarabe, Hei
Erickson, George	Lewis, Charles	Tyler, Lee
Gardner, Thomas	Longley, Jack	Wilson, George
Hansen, David	Lyke, Brian	Yeane, Darrell
Harrington, Nancy	Menser, Bruce	

**Elder Commissioners Present**

<b>Aptos, St. Andrew</b>	Fong, Ruth
Allshouse, David	Hickman, Choe
Mihm, Eileen	Koch, Diana
<b>Gilroy</b>	Lynner, Collette
Martin, Denise	Moriarty, Tammy
<b>Gonzales, Community</b>	
Beadell, Ken	
<b>Los Gatos</b>	<b>Monterey, El Estero</b>
	Wong, Dick

**Monterey, First**

(none)

**Mountain View, First**

Edmundson, Bruce

**Palo Alto, Covenant**  
Dere, Beverley  
Kerns, Kathryn  
Reynolds,  
Lizanne  
Templeton, Bruce

**Palo Alto, First**  
Jones, Paul  
Wong, Evelyn

**Salinas, Lincoln  
Avenue**  
(none)

**Salinas, Northminster**  
(none)

**Salinas, St. Phillips**  
(none)

**San Jose, Cornerstone**  
(none)

**San Jose, Evergreen**  
(none)

**San Jose, Foothill**  
Rowser, Sharon

**San Jose, Santa  
Teresa Hills**  
(none)

**San Jose, Stone**  
Goertz, Mel  
Hurley, Nicholas  
Nelson, Steve  
Thorn, Alice

**San Jose, Taiwanese  
American**  
Sern, Pei

**San Jose, Trinity**  
Covery, Chuck  
Cox, Michael

**San Jose, Westminster**  
Barrons, Ross  
Burgess, David  
Marovich,  
Andrew

**San Martin**  
(none)

**Santa Clara, First**  
(none)

**Santa Cruz, Bonny  
Doon**  
(none)

**Santa Cruz, Trinity**  
(none)

**Saratoga, Westhope**  
Brooksbank,  
Susan

**Sunnyvale**  
Brittle, Betsy  
Coleman, Bill  
Collins, Richard  
Pogue, Judi  
Vickrey, Barry

**Sunnyvale, Daesung**  
(none)

**Watsonville, Westview**  
Rogers, Barbara

## **Visitors**

**Comunidad Latinoamericana:** Mike Matusiewicz

**Gonzales:** Florence Knowles

**Stone:** Meredith Hurley

**Sunnyvale, Presbytery Peace Advocate:** Addie Domske

## **CONSENT AGENDA**

The Presbytery voted approval of the consent agenda, consisting of (1) approval of minutes of the May 1, 2021 stated meeting, by common consent, without changes, and (2) receipt of the following reports (included in the body of these minutes or as appendices):

### Report from Presbytery Council

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 nominations for Synod Commissioners: Elder Carolyn Rosen, PCLG, the Rev. Robert Bowles, HR (second terms).

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). Elder Martha Thorson volunteered to sit on this Task Force.

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

Other items in the Council Report are reported on more fully in these minutes.

### Report from Presbytery Council

2nd Reading of Amendment of Standing Rules (See P & G report)

Notice: Invitation for prospective GA 225 Commissioners **Appendix A**

Report from Committee on Ministry **Appendix B**

Report from Committee on Ministry: 1<sup>st</sup> Read: New Policy amendments **Appendix C**

Report from Financial Affairs Committee: Proposed 2022 Budgets **Appendix D**

Report from Financial Affairs Committee: 1<sup>st</sup> Read Proposed Policy **Appendix E**

Report from Synod **Appendix F**

## **COMMITTEE ON REPRESENTATION AND EMPOWERMENT**

The Rev. Annanda Barclay presented a report from CORE, with emphasis on events and courses coming before Advent and in the Spring.

## **POLITY AND GOVERNMENT COMMITTEE**

Elder Carol Holsinger noted that this committee has been reading Session Minutes for some months, with its work considerably complicated by Covid. To date there have been 9 sets of books completed with stickers, 11 read without completion of stickers, 3 submitted but not read. There are 6 sets of books not yet submitted.

The following amendment to the Standing Rules was presented for a second reading and vote. After discussion, the Presbytery voted approval.

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.

Polity and Government also recommended that the name of the Presbytery Council be changed to the *Presbytery Coordinating Council* throughout the Standing Rules, to distinguish it from Councils as named in the Book of Order. The Presbytery voted approval of this change to apply to all the following:

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

## **PROSPECTIVE GA COMMISSIONERS**

Stated Clerk the Rev. Erica Rader presented information for anyone interested in being commissioners to the 225<sup>th</sup> General Assembly which will be a hybrid of meetings held between Friday, June 17 and Saturday, July 9, 2022. Candidates must be nominated by their congregation's Session, and nominations must be submitted to the Stated Clerk by mail to the Presbytery office, or by email to Erica @sanjoseby.org. (Full information is in **Appendix A** to these minutes.)

## **EXECUTIVE PRESBYTER/COMMITTEE ON MINISTRY**

The Rev. Joey Lee, Executive Presbyter, gave information on the Report of Terms of Call mailed to all Pastors and Clerks of Session. There is concern about privacy on electronic sites, which is why the report is not included in the Presbytery packet. The report should not be copied or distributed electronically by anyone. Those wanting information about the report should contact the Presbytery office.

## **PEACE AND JUSTICE WORK GROUP**

Elder Meredith Hurley, Stone Church San Jose, gave heartfelt thanks to the Rev. Geoff Browning for his many years of service to this Presbytery as Peace Advocate. Geoff has a deep and abiding belief in the need for Peacemaking and has worked tirelessly, not only as Advocate, but in support of the Peace and Justice work of the Presbytery in general.

The new Peace Advocate for the Presbytery is Addy Domske, Director of Youth Ministries, Sunnyvale Presbyterian.

## PERSONNEL

The Rev. David McCreath gave information that forms will be distributed in the next few weeks to selected Presbyters, asking for comments for Performance Reviews of staff.

## FINANCIAL AFFAIRS

The Rev. Lindsay Woods-Wong presented several items:

- (1) For Presbytery action, both the Ecclesiastical and Mission budgets of 2022.  
The Rev. Woods-Wong noted that previous Mission budgets had tried to tie the budget to spending categories, but this had led to some confusion, so the Mission Budget is back to the former organizing principles. After questions and explanations, the Presbytery voted approval of both budgets. **(Appendix D)**
  
- (2) As a first read, *Policy for Management and Investments in Real Property*, which is needed to more fully explain the responsibilities of Financial Affairs as given in the Standing Rules.  
**(Appendix E)**
  
- (3) Lease between Westminster Presbyterian, San Jose, and the Bill Wilson Center, which will activate upon completion of the remodeling of the education building. The Center will be a long term tenant as part of a project triggered by the closing of First Presbyterian, San Jose. Presbytery voted approval.
  
- (4) Lease between Covenant Presbyterian, Palo Alto, and Community of Christ Church.  
Presbytery voted approval.

## MISSION AND OUTREACH WORK GROUP

The Rev. Vincent Arishvara gave a slide presentation of aspects of the work of the group. He noted that funds are available for mission projects by congregations and that there have been notable projects already funded, including a breakfast in Watsonville, and a safe parking network, as well as for Covid needs. Application forms can be found on the Presbytery web site.

## CHURCH HEALTH AND GROWTH

The Rev. David Watermulder reported, emphasizing that technology grants of up to \$2500 per church are still available. So far, grants to 13 different congregations totaling \$33,000 have been given out. The Rev. Watermulder also said that if necessary, the grants can go over budget, since this is certainly in support of pastors and congregations.

## TIME FOR PRAYER

Presbyters went into breakout rooms for a time of sharing and prayer.



**ANNOUNCEMENTS**

The varied life within this Presbytery was reflected in its announcements, including ones from Presbyterian Women, from Self Development of People, and about Human Rights in Santa Clara County.

**STATED CLERK**

The Rev. Erica Rader gave thanks to Presbyters for their attention to complex issues, saying that it is sometimes difficult to grapple with budgets and financial issues when we are not facing each other in the same room.

**ADJOURNMENT**

Moderator the Rev. Andy Wong adjourned the meeting and gave the closing prayer.

## APPENDIX A

### **INVITATION TO NOMINATE FOR 225<sup>th</sup> 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](mailto: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.

**APPENDIX B**  
**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 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. (**Appendix C**)

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.

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

## **APPENDIX C**

# **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
- 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](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.

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).

## Minutes of September 25, 2021- Amended Policy PT-3 (First Reading)

- ~~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

### 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.

## Minutes of September 25, 2021- Amended Policy PT-3 (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](http://www.sanjosepby.org/policies))

See Board of Pensions ([www.pensions.org](http://www.pensions.org))

# 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](http://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](http://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)

## Minimum Terms of Call Appendix B

<b>Santa Clara County</b>	<b>\$102,500</b>
<b>Santa Cruz County</b>	<b>\$ 85,900</b>
<b>Monterey County</b>	<b>\$ 62,900</b>

APPENDIX D

<b>2022 PROPOSED ECCLESIASTICAL BUDGET</b>				
<b>The Presbytery of San Jose</b>				
<b>Ecclesiastical Budget</b>				
		<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Income</b>				
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
	<b>Total Income</b>	<b>\$264,876.51</b>	<b>\$279,673.80</b>	<b>\$347,198.20</b>
<b>Expenses</b>				
	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
<b>Committee Expenses</b>				
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	
	<b>Sub-total</b>			
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
	<b>Total Expenses</b>	<b>\$264,876.51</b>	<b>\$279,673.80</b>	<b>\$347,198.20</b>
<b>Per Capita Assessment</b>				
	Presbytery	\$25.83	\$25.80	\$25.80
	Synod	\$5.22	\$5.22	\$5.22
	General Assembly	\$8.95	\$8.98	\$8.98
	<b>Total</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$40.00</b>
	members	4,203.00	4,039.00	3,881.00



APPENDIX D

<b>2022 PROPOSED MISSION PROGRAM BUDGET</b>				
		<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>REVENUE</b>				
	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
	<b>TOTAL REVENUE</b>	<b>\$503,425.00</b>	<b>\$510,625.00</b>	<b>\$449,915.00</b>
<b>EXPENSES</b>				
<b>YOUTH - CE SCHOLARSHIPS</b>				
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
	<b>TOTAL YOUTH - CE SCHOLARSHIP</b>	<b>\$4,900.00</b>	<b>\$4,900.00</b>	<b>\$4,900.00</b>
<b>YOUTH SCHOLARSHIP UNALLOCATED</b>				
60310	Unallocated Youth Scholarship	\$1,000.00	\$1,000.00	\$1,000.00
	<b>TOTAL YOUTH SCHOLARSHIP</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>ADULT SCHOLARSHIP REPRESENTATION &amp;</b>				
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
	<b>TOTAL ADULT SCHOLARSHIP</b>	<b>\$2,000.00</b>	<b>\$1,500.00</b>	<b>\$2,000.00</b>
<b>ADULT SCHOLARSHIPS UNALLOCATED</b>				
60910	Unallocated Adult Scholarships	\$2,000.00	\$2,000.00	\$2,000.00
	<b>TOTAL ADULT SCHOLARSHIPS</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
<b>FUTURE SCHOLARSHIPS RESERVE</b>				

## APPENDIX D

<b>2022 PROPOSED MISSION PROGRAM BUDGET</b>				
		<b>2020</b>	<b>2021</b>	<b>2022</b>
60110	Future Scholarship Reserve	\$2,000.00	\$2,000.00	\$2,000.00
	<b>TOTAL FUTURE SCHOLARSHIPS RESERVE</b>	\$2,000.00	\$2,000.00	\$2,000.00
	<b>VISION GRANTS</b>			
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
	<b>TOTAL VISION GRANTS</b>	\$13,000.00	\$13,000.00	\$13,000.00
	<b>CHURCH GROWTH</b>			
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
	<b>TOTAL CHURCH GROWTH</b>	\$36,500.00	\$37,000.00	\$37,000.00
	<b>MISSION AND OUTREACH</b>			
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
	<b>TOTAL MISSION AND OUTREACH</b>	\$5,300.00	\$5,300.00	\$5,300.00
	<b>REPRESENTATION &amp; EMPOWERMENT</b>			
61520	Seminary Internships	\$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
	<b>TOTAL REPRESENTATION &amp;</b>	\$2,500.00	\$2,500.00	\$2,500.00
	<b>PEACE &amp; JUSTICE</b>			
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
	<b>TOTAL PEACE &amp; JUSTICE</b>	\$7,800.00	\$7,800.00	\$15,000.00

## APPENDIX D

<b>2022 PROPOSED MISSION PROGRAM BUDGET</b>				
		<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>MINISTRY VOCATIONS</b>			
61810	Pastor Support	\$3,000.00	\$3,000.00	\$3,000.00
	<b>TOTAL MINISTRY VOCATIONS</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
	<b>GENERAL ADMINISTRATIVE</b>			
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
	<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>\$423,425.00</b>	<b>\$430,625.00</b>	<b>\$362,215.00</b>
	<b>TOTAL EXPENSES</b>	<b>\$503,425.00</b>	<b>\$510,625.00</b>	<b>\$449,915.00</b>

## APPENDIX E

### 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 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.<sup>1</sup> 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.

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<sup>1</sup> 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.

## APPENDIX F



### 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](http://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 21<sup>st</sup>.
8. The next Stated Synod Assembly will be October 6<sup>th</sup> to 8<sup>th</sup> via Zoom. In May 2022, we plan to meet at Zephyr Point Presbyterian Camp and Conference Center – in person!

**Coordinating Council of the Presbytery of San Jose  
Met October 21, 2021 6:30 pm by Zoom**

**Nominating Committee**

Nominations Committee has submitted a slate of nominations for the Presbytery Meeting.

*Council approved motion to nominate Rev. Anne McAnelly and Rev. Irene Pak Lee to the Nominating Committee, class of 2024.*

**Financial Affairs: Lindsay Woods Wong**

Financial Affairs Committee received feedback on policy FA-01 and determined that while the intent of the policy was affirmed, differences in the ways that congregations and Presbytery ownership is represented on recorded property deeds made the policy language potentially confusing. Financial Affairs will present a re-written policy proposal in 2022.

**Personnel Committee**

Performance review surveys of Presbytery staff will be sent to minister members of Presbytery and Ruling Elder members of Committees.

**CORE: Annanda Barclay**

CORE will begin meeting on a monthly basis, desiring to move forward with outcomes and goals stemming from the Lenten studies on systematic racism.

Annanda informed the Council more about her new role. She has begun her research on moral distress and injury in STEM students at Stanford University. A grant has been provided by Auburn Seminary, administered by Sunnyvale Presbyterian.

**Virtual Meetings**

*Council approved a motion to establish that the Standing meetings of the Presbytery in February 2022 and May 2022 meeting will be held virtually.*

**Peacemaking Advocate**

Council noted that our new Peacemaking Advocate Addie Domske is a lay employee of Sunnyvale Presbyterian Church and we wish to welcome her to the role.

*Council approved placing a motion on the Presbytery docket to grant voice to Addie Domske at all Presbytery meetings for the duration of her appointment as Peacemaking Advocate.*

**Nominations from the Committee on Nominations**

**Moderator of Presbytery** Nan Swanson, 2022 (previously elected)

**Vice-Moderator/Moderator Elect** Elsa Amboy, 2023 (new nomination)

**Coordinating Council - at-large Nominations**

Jenni Bales	TE (Evergreen)	Class of 2024	(2 <sup>nd</sup> term)
Hardy Kim	TE (Sunnyvale)	Class of 2024	(2 <sup>nd</sup> term)
Lynn Viale	RE (Gilroy)	Class of 2024	(2 <sup>nd</sup> term) Chair
Jane Odell	RE (St. Andrew)	Class of 2024	(1 <sup>st</sup> term)

**Continuing Members of Coordinating Council:**

Jason Barraca	TE (Lincoln Ave.)	Class of 2022	(2 <sup>nd</sup> term)
James Lee	RE (Daesung)	Class of 2023	(2 <sup>nd</sup> term)
Martha Thorson	TE (At-large)	Class of 2023	(1 <sup>st</sup> term)

**Committee on Ministry (COM) Nominations**

Jane Odell	RE (St. Andrew)	Class of 2024	(2 <sup>nd</sup> term)
Horace Hines	RE (Santa Teresa Hills)	Class of 2024	(1 <sup>st</sup> term)
Dave Heacock	RE (Los Gatos)	Class of 2024	(1 <sup>st</sup> term)
Sharon Rowser	RE (Foothill)	Class of 2024	(1 <sup>st</sup> term)

*Seeking one more member of COM*

**Continuing Members of COM:**

Minerva, George	TE (At Large)	Class of 2023	(2 <sup>nd</sup> term)
Bernstein, Frank	RE (Covenant, PA)	Class of 2023	(2 <sup>nd</sup> term)
Woodsmall, Dennis	TE (First, Santa Clara)	Class of 2023	(2 <sup>nd</sup> term)
Lizanne Reynolds	RE (Covenant)	Class of 2022	(1 <sup>st</sup> term)
Andy Rausch	TE (Northminster)	Class of 2022	(2 <sup>nd</sup> term)
Mark Peake	TE (First, Monterey)	Class of 2022	(1 <sup>st</sup> term) Chair
Chris Hasegawa	RE (First, Monterey)	Class of 2022	(1 <sup>st</sup> term)

**Committee on Preparation for Ministry (CPM) Nominations**

Andy Wong	TE (Foothill)	Class of 2024	(2 <sup>nd</sup> term) Chair
Olson, Robby	TE (At-large)	Class of 2024	(2 <sup>nd</sup> term)

*Seeking one more member of CPM*

**Continuing Members of CPM:**

Bowles, Margie	RE (Los Gatos)	Class of 2023	(2 <sup>nd</sup> term)
Ruth Schlotzhauer	RE (Los Gatos)	Class of 2022	(2 <sup>nd</sup> term)
Bruce Reyes-Chow	TE (First, Palo Alto)	Class of 2022	(1 <sup>st</sup> term)



**Financial Affairs Committee Nominations**

Dave Macway	RE (Trinity SC)	Class of 2022	(1st term) fulfilling unexp.
Trevor Van Laar	TE (Gilroy)	Class of 2024	(1st term)
James Lee	RE (Daesung)	Class of 2024	(1st term)

**Continuing Members of Financial Affairs:**

Lindsay Woods Wong	TE (Foothill)	Class of 2023	(1st term) Chair
David Burgess	RE (Westminster, SJ)	Class of 2023	(2nd term)
Sammie Evans	TE (Stone)	Class of 2022	(1st term)

**Personnel Committee Nominations**

Sandy Petznick	RE (St. Andrew)	Class of 2024	(2nd term)
Lela Noble	RE (First Palo Alto)	Class of 2024	(1st term)

**Continuing Members of Personnel:**

Deborah Crim	RE (Stone)	Class of 2023	(1st term)
Denise Martin	RE (Gilroy)	Class of 2023	(2nd term)
Jim Bennett	TE (At-large)	Class of 2022	(2 <sup>nd</sup> term)
Steve Knowles	TE (Gonzales)	Class of 2022	(1 <sup>st</sup> term)
David McCreath	TE (HR)	Class of 2022	(1 <sup>st</sup> term) Chair

**Committee on Representation and Empowerment**

Elsa Amboy	RE (Sunnyvale)	Class of 2024	(1 <sup>st</sup> term)
Eric Min	RE (Daesung)	Class of 2024	(1 <sup>st</sup> term)

**Continuing Members of CORE**

Katheryn McGinnis	TE (Trinity, SC)	Class of 2023	(1st term)
Fred Lee	RE (Taiwanese American)	Class of 2023	(2nd term)
Annanda Barclay	TE (At large)	Class of 2022	(1st term) Chair
Ruth Fong	RE (Los Gatos)	Class of 2022	(1 <sup>st</sup> term)

**Tri-Presbytery Self-Development of People Committee**

Ruth Kuo	TE (At-large)	Class of 2024	(2nd term)
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**Continuing Member of Self-Development of People Committee**

Carol Holsinger	RE (Covenant, PA)	Class of 2023	(1st term)
Xiwei Wu	RE (Foothill)	Class of 2022	(1 <sup>st</sup> term)

**Ordination Exam Readers Nomination**

Andy Wong	TE (Foothill)	Class of 2022
Bob Bowles	TE (HR)	Class of 2022 (alternate)
Alice Thorn	RE (Stone)	Class of 2022 (alternate)

**Permanent Judicial Commission Nomination** (Each member serves one six-year term)

Diana Gibson	TE (At large)	Class of 2028
David Burgess	RE (Westminster SJ)	Class of 2028

**Continuing Members of PJC**

Lizanne Reynolds	RE (Covenant, PA)	Class of 2022
Stephen Stock	RE (Los Gatos)	Class of 2022
Ned Finkle	RE (Los Gatos)	Class of 2024
Mark Peake	TE (First, Monterey)	Class of 2024
Jim Bennett	TE (At large)	Class of 2026
Eileen Mihm	RE (St. Andrew)	Class of 2026

**Synod Commissioners Nomination**

Bob Bowles	TE (HR)	Class of 2024	(2nd term) <i>Previously elected</i>
Carolyn Rosen	RE (Los Gatos)	Class of 2024	(2nd term) <i>Previously elected</i>

**Continuing Synod Commissioners**

Jenni Bales	TE (Evergreen)	Class of 2023	(1st term)
Nan Notor	RE (Westminster)	Class of 2022	(1 <sup>st</sup> term)

**Investigative Committee Pool** (Each member serves one 6-year term)

*No nominations needed at this time*

**Continuing Members of Investigative Pool**

Mohan Iyer	RE (First Palo Alto)	Class of 2026
Charlie May	RE (Trinity, Santa Cruz)	Class of 2026
Barry Vickrey	RE (Sunnyvale)	Class of 2024
Annanda Barclay	TE (First, Palo Alto)	Class of 2024
Evie Macway	TE (Santa Teresa Hills)	Class of 2024
John Burke	TE (HR)	Class of 2022
Gene Caselli	RE (Los Gatos)	Class of 2022
Andy Wong	TE (Foothill)	Class of 2022

Application for General Assembly Commissioner

Collette Lynner, Ruling Elder

Personal Statement

Personal background in the Presbyterian Church

My paternal grandparents were active members of Grace Memorial Baptist Church in Pittsburgh, PA and I worshiped there as a youngster. I was baptized at age 8 in Ebenezer Baptist Church in Virginia Beach, VA. As an adult, I volunteered in my community on projects with roots in the Presbyterian Church in California.

I found a church home at the Presbyterian Church of Los Gatos, joining the membership in 2013. I joined the staff of the Presbytery of San Jose as their Office Manager in 2019. I serve on the Presbytery's Mission and Outreach Work Group and Peace and Justice Work Group. In 2020 I became a Stephen Minister and a Ruling Elder.

Personal hopes and desires for the Church

The health of the Church rests on the health of its congregations, so I believe the larger Church should be a resource for congregations and worshiping communities who seek to discern and minister to spiritual, emotional and material needs of their members and local community.

I also rely on the Church to coordinate larger regional, national and international efforts that answer the call to love mercy, do justice and walk humbly with God.

Brief descriptions of several significant issues facing the Church

- The Church faces issues of member attrition, member involvement, and outreach. The challenge for a local church is to be relevant; the challenge for a national organization is to provide an appropriate range of resources to inspire and then support initiatives.
- The Church faces climate change and will need to prepare responses for a greater frequency and intensity of environmental disasters.
- The Church faces the spiritual, mental, physical and economic costs of an ongoing pandemic, and should teach safety and emotional resiliency.
- The Church faces the cumulative effects of systemic racism and its own history in it.
- The Church faces bigotry and should develop programs to teach racial equality, all-gender inclusion, and radical hospitality.
- The Church needs support from congregations to advocate for justice and sound public policy.

Please elect me to represent the Presbytery of San Jose at the 225<sup>th</sup> General Assembly. If elected, I commit to being a General Assembly resource for the Presbytery in the year following service as commissioner.

Statement from Paul Elliot

I have been involved with the Presbyterian Church since the age of 9, beginning with the First Presbyterian Church of Mountain View, taking part in Children's Choir and the Wednesday Family Night programs. I went through confirmation classed there in 1968-69, under Pastor Harry Wooding. In high school and my 20's I stopped attending church on a regular basis and spent a lot of time exploring other aspects of faith and religion before coming back in my 30's as I was concerned about giving my children a foundation for their own faith journeys. We began attending and then joined Morgan Hill Presbyterian Church in 1991 as I recall. My wife and I soon joined the Church Choir and I was ordained as a Deacon and then an Elder, serving primarily as the Elder of Missions. After a few years and as a consequence of differences with the Session, we left Morgan Hill and moved to Santa Teresa Hills Presbyterian in San Jose. There I continued in my growth as a Christian and a Prebyterian. It has been a great place of learning for me, embracing the "Love" nature of Christ.

I would love for the Church , as a whole, to continue to move towards Christ's goals in the world, being an example of what true Christian compassion is and caring for our brothers and sisters (who are all humanity), whatever their circumstances.

Issues facing the church are driving us apart in many ways, differences in doctrine and individual biases playing a large part in it. We are getting distracted by worldly issues that impact our daily lives, but need to keep our faith and our love in the forefront of what we do.

I commit that, if elected as a commissioner, I intend to be a General Assembly resource for the Presbytery for as long as the Presbytery has need for it. I would be glad to be of additional service to Presbytery in the future.

Yours in Christ.  
Paul Elliot

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

**Next meeting of COM- December 13, 2021, 6:30 PM via zoom**

**Information Items**

On September 13th The COM was asked to approve the Mission Study Report of Covenant Presbyterian Church; authorize Covenant to form a Pastor Nominating Committee and authorize the creation of a new ministerial position at Covenant, subject to approval by the Covenant congregation. Motion passed

On October 11th a proposal for a Edwards Fellowship from Auburn University for Annanda Barclay was discussed. Sunnyvale Presbyterian Church has agreed to administer the funds and create a Stated Supply contract for the duration of November 1, 2021 to June 30, 2022. The grant can be renewed annually. A private donor has provided the funds for the first year.

Passing of Rev. Dr. Paul J. Masquelier on September 23, 2021 after a short illness. A service of Witness to the Resurrection will be held on November 20th at 2 PM at University Presbyterian Church, Fresno, CA Paul was the executive Presbyter for San Jose from 1985-2003.

Passing of Rev. Dr. Richard Symes, who was both a member of our Presbytery and served the Presbyterian Church in Venezuela in 1990. Service was Saturday, October 16th at 2 PM at the First Presbyterian Church Palo Alto.

Passing of Rev. Michael C. Garner on October 25, 2021. No information on services are available at this time.

At the previous Presbytery meeting on September 23, the following new policies were presented for a first reading: Pastor and Associate Pastor Nominating Committee Liaison, Interim Pastors, Minimum Terms of Call/Components of Minimum Terms of Call.

**COM Approved the Following Agreements from September 13-November 8, 2021**

Amended Letter of Agreement for Designated Stated Supply Pastor between Reverend Theodore Esaki and El Estero Presbyterian Church, Monterey, CA for January 1, 2022 to December 31, 2022.

# 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
- 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](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.

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

### IV. 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.

### V. 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.

### VI. 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) (Final Reading)

The session may allocate as reimbursable such professional expenses as:

- f. travel and living expenses for activities associated with performance of duties (e.g., attendance at General Assembly);
- g. hospitality expenses;
- h. book allowance;
- i. professional organizations and publications;
- j. 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](http://www.sanjosepby.org/policies))

See Board of Pensions ([www.pensions.org](http://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](http://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](http://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



**Minister Roll and Status  
Presbytery of San Jose November 1, 2021**

<u>First Name</u>	<u>Last Name</u>	<u>Office of GA Occupation Code</u>	
Vincent	Arishvara	101	Pastor
Margaret Willis	Boles	101	Pastor
Samantha Lynn	Evans	101	Pastor
Bryan	Franzen	101	Pastor
Tae Jin	Hahn	101	Pastor
Daniel J	Hoffman	101	Pastor
Hardy H	Kim	101	Pastor
Frederick	Lee	101	Pastor
Anne H	McAnelly	101	Pastor
Katheryn Anne	McGinnis	101	Pastor
Mark S	Peake	101	Pastor
Andrew Harp	Rausch	101	Pastor
Bruce S	Reyes-Chow	101	Pastor
Joseph	Sohn	101	Pastor
Erik	Swanson	101	Pastor
Deborah Lee	Troester	101	Pastor
Trevor	Van Laar	101	Pastor
David G	Watermulder	101	Pastor
Andrew Yung-An	Wong	101	Pastor
Lindsay Woods	Wong	101	Pastor
Dennis G	Woodsmall	101	Pastor
Karin	Hejmanowski	103	Associate Pastor
Irene Pak	Lee	103	Associate Pastor
Evelyn Bolin	Macway	105	Interim Pastor
Jennifer	Bales	108	Supply Pastor
Ted	Esaki	108	Supply Pastor
Jason	Barraca	751/108	Army Chaplain/ Supply Pastor
Robert	Olson	301	Evangelist or Organizing Pastor
Joseph Shu Lin	Lee	302	Presbytery Executive
Erica Marie	Rader	303/108	Stated Clerk/Temp. Supply Pastor
Han Ho	Kim	501	Pastor serving other denomination
Stephen	Norman	501	Pastor serving other denomination
Joong-Won Peter	Kim	503	Assoc Pastor serving other denom
Diana Clara	Gibson	562	Admin officer/ecumenical institution
Duncan	Hanson	565	Staff/educational institution
Geoff	Browning	641	Pastor/Chaplain Educ. Institution
Molly	Logan	641	Pastor/Chaplain Educ. Institution
James Brinks	Bennett	644	University faculty

<b>Karen</b>	<b>Peterson-Iyer</b>	<b>644</b>	University faculty
<b>I Sil</b>	<b>Yoon</b>	<b>644</b>	University faculty
<b>Douglass Mcleod</b>	<b>Crocker</b>	<b>648</b>	College/University Student
<b>Ruth En-Jen</b>	<b>Kuo</b>	<b>701</b>	Chaplain serving institution
<b>Chris</b>	<b>Williams</b>	<b>701</b>	Chaplain serving institution
<b>Christopher</b>	<b>Hansen</b>	<b>761</b>	Navy Chaplain
<b>Ryan</b>	<b>Althaus</b>	<b>791</b>	Minister in Validated Ministry
<b>Annanda</b>	<b>Barclay</b>	<b>791</b>	Minister in Validated Ministry
<b>Martha H</b>	<b>Thorson</b>	<b>791</b>	Minister in Validated Ministry
<b>Dong Sung</b>	<b>Ahn</b>	<b>797</b>	Minister at large
<b>Stephanie Lutz</b>	<b>Allen</b>	<b>797</b>	Minister at large
<b>John M</b>	<b>Burke</b>	<b>797</b>	Minister at large
<b>Dong Ho</b>	<b>Choi</b>	<b>797</b>	Minister at large
<b>Kathleen</b>	<b>Eschen-Pipes</b>	<b>797</b>	Minister at large
<b>Lemuel F</b>	<b>Ignacio</b>	<b>797</b>	Minister at large
<b>Taelor Tae</b>	<b>Kim</b>	<b>797</b>	Minister at large
<b>Sung Hoon</b>	<b>Kim</b>	<b>797</b>	Minister at large
<b>William R</b>	<b>Lane</b>	<b>797</b>	Minister at large
<b>Jae Guen</b>	<b>Lee</b>	<b>797</b>	Minister at large
<b>Sharon</b>	<b>LeClaire</b>	<b>797</b>	Minister at large
<b>Stella</b>	<b>Matusiewicz</b>	<b>797</b>	Minister at large
<b>George V</b>	<b>Minerva</b>	<b>797</b>	Minister at large
<b>James Oliver</b>	<b>Nelson</b>	<b>797</b>	Minister at large
<b>Marjorie L</b>	<b>Pearson</b>	<b>797</b>	Minister at large
<b>Brian Dn</b>	<b>Person</b>	<b>797</b>	Minister at large
<b>Lee</b>	<b>Purkey</b>	<b>797</b>	Minister at large
<b>Craig Scott</b>	<b>Roberts</b>	<b>797</b>	Minister at large
<b>Andrew Lengchen</b>	<b>Tsai</b>	<b>797</b>	Minister at large
<b>Andrew</b>	<b>Yoo</b>	<b>797</b>	Minister at large
<b>Debra</b>	<b>Baker</b>	<b>299</b>	Honorably Retired
<b>Jay Rodney</b>	<b>Bartow</b>	<b>299</b>	Honorably Retired
<b>James</b>	<b>Bender</b>	<b>299</b>	Honorably Retired
<b>Byron L</b>	<b>Bland</b>	<b>299</b>	Honorably Retired
<b>Elizabeth T</b>	<b>Boatwright</b>	<b>299</b>	Honorably Retired
<b>Robert Samuel</b>	<b>Bowles</b>	<b>299</b>	Honorably Retired
<b>Timothy R</b>	<b>Boyer</b>	<b>299</b>	Honorably Retired
<b>H Dale</b>	<b>Bracey</b>	<b>299</b>	Honorably Retired
<b>David Ernest</b>	<b>Bradley</b>	<b>299</b>	Honorably Retired
<b>Edward E</b>	<b>Breeden</b>	<b>299/108</b>	Honorably Retired/ Supply Pastor
<b>John S</b>	<b>Bristol</b>	<b>299</b>	Honorably Retired
<b>Samuel Ji Woong</b>	<b>Choi</b>	<b>299</b>	Honorably Retired
<b>Richard J</b>	<b>Dosker</b>	<b>299</b>	Honorably Retired

<b>George</b>	<b>Doyal</b>	<b>299</b>	Honorably Retired
<b>Kent David</b>	<b>Drescher</b>	<b>299</b>	Honorably Retired
<b>George V</b>	<b>Erickson</b>	<b>299</b>	Honorably Retired
<b>Thomas</b>	<b>Gardner</b>	<b>299</b>	Honorably Retired
<b>David C</b>	<b>Hansen</b>	<b>299</b>	Honorably Retired
<b>Nancy</b>	<b>Harrington</b>	<b>299</b>	Honorably Retired
<b>William R</b>	<b>Harvey</b>	<b>299</b>	Honorably Retired
<b>Mark</b>	<b>Hollingsworth</b>	<b>299</b>	Honorably Retired
<b>Stephen C</b>	<b>Hsieh</b>	<b>299</b>	Honorably Retired
<b>Judith</b>	<b>Joy</b>	<b>299</b>	Honorably Retired
<b>Kyung Jae</b>	<b>Kim</b>	<b>299</b>	Honorably Retired
<b>Insik</b>	<b>Kim</b>	<b>299</b>	Honorably Retired
<b>David Kwang</b>	<b>Kim</b>	<b>299</b>	Honorably Retired
<b>Young Han</b>	<b>Kim</b>	<b>299</b>	Honorably Retired
<b>Stephen D</b>	<b>Knowles</b>	<b>299</b>	Honorably Retired
<b>Peter G</b>	<b>Koopman</b>	<b>299</b>	Honorably Retired
<b>Young Ko</b>	<b>Kwon</b>	<b>299</b>	Honorably Retired
<b>Young Bai</b>	<b>Kwon</b>	<b>299</b>	Honorably Retired
<b>R Charles</b>	<b>Lewis</b>	<b>299</b>	Honorably Retired
<b>Jack Clayton</b>	<b>Longley</b>	<b>299</b>	Honorably Retired
<b>Brian</b>	<b>Lyke</b>	<b>299</b>	Honorably Retired
<b>David William</b>	<b>McCreath</b>	<b>299</b>	Honorably Retired
<b>Bruce</b>	<b>Menser</b>	<b>299</b>	Honorably Retired
<b>Edward G</b>	<b>Momrow</b>	<b>299</b>	Honorably Retired
<b>Benton M</b>	<b>Newcomer</b>	<b>299</b>	Honorably Retired
<b>Karla J</b>	<b>Norton</b>	<b>299</b>	Honorably Retired
<b>Marjorie D</b>	<b>Palmer</b>	<b>299</b>	Honorably Retired
<b>Bruce</b>	<b>Rowlison</b>	<b>299</b>	Honorably Retired
<b>Lyle D</b>	<b>Schmidt</b>	<b>299</b>	Honorably Retired
<b>Kenton W</b>	<b>Smith</b>	<b>299</b>	Honorably Retired
<b>Richard L</b>	<b>Spencer</b>	<b>299</b>	Honorably Retired
<b>Nan Crawford</b>	<b>Swanson</b>	<b>299</b>	Honorably Retired
<b>Heihachiro</b>	<b>Takarabe</b>	<b>299</b>	Honorably Retired
<b>Marvalee Anne</b>	<b>Tyler</b>	<b>299</b>	Honorably Retired
<b>Lawrence C</b>	<b>Vilardo</b>	<b>299</b>	Honorably Retired
<b>Darrell W</b>	<b>Yeane</b>	<b>299</b>	Honorably Retired

**Total Minister Count:** 116

2021-11-20 Report to Presbytery of San Jose from Polity and Government Subcommittee of Council

1) Parity with regard to attendance at presbytery meetings

P&G discussed parity between Ruling Elders and Teaching Elders with regard to attendance at Presbytery meetings and considered Book of Order References G-3.0301 and G-2.0301. P&G agreed that the best way to provide that "ruling elders participate and vote with the same authority as ministers of the Word and Sacrament" is to take into account the (historical) attendance of ministers of Word and Sacrament and the membership of congregations. The Stated Clerk will consider these various statistics, including the 2021 Statistical Report, to develop a plan to present to the Presbytery for adoption within the next year. The current assignment of Ruling Elder Commissioners, adopted in November 2017 and effective January 1, 2018, will stay in effect until that time.

2) Session Records Reviews for 2019-2020 calendar years

Out of 28 churches in our Presbytery, 20 have had their records reviewed, 2 are in process, and 6 churches have not yet submitted their records.

3) Planning ahead

2022-02-05: Presbytery meeting (Potential meeting with interested clerks following the meeting)

2022-mid February: Statistical Reports due

2022-late March: Review Session Records for 2021

2022-05-07: Presbytery meeting

**H E A L Y A N D A S S O C I A T E S**

C E R T I F I E D P U B L I C A C C O U N T A N T

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

July 16, 2021

Council  
The Presbytery of San Jose  
San Jose, California

I have reviewed the accompanying financial statements of the Presbytery of San Jose (a nonprofit religious corporation), which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

**Accountant's Responsibility**

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

**Accountant's Conclusion**

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Healy and Associates*  
Healy and Associates  
Concord, California

# Doctrine of Discovery Statement of Confession

## Presbytery of San Jose

### November 2021

#### **Background**

At the 222nd General Assembly in 2016, the Presbyterian Church (USA) adopted recommendations for action on the Doctrine of Discovery. Among those recommendations is a call for the PCUSA to “confess its complicity and repudiate the Doctrine of Discovery.” In a subsequent report, approved by the 223rd General Assembly in 2018, sessions and mid- councils are also urged to confess their complicity and repudiate the Doctrine of Discovery. This [report](#) explains what the Doctrine of Discovery is and how churches have been complicit.

#### **A Confession of Complicity**

**The Presbytery of San José whose physical location sits on the ancestral homelands of the Amah Mutsun, Awaswas, Puichon Tamien Muwekma Ohlone, Ramaytush, and Rumsen people, and whose community members come from many different lands, affirms and joins the Presbyterian Church(USA) in repudiating the Doctrine of Discovery in offering this apology and commitment:**

**The 222nd General Assembly (2016) offers an apology to Native Americans, Alaska natives, and native Hawaiians and commits to do the following:**

**We apologize to United States citizens of Native American ancestry, both those within and beyond our denomination. We offer this apology especially to those who were and are part of 'stolen generations' during the Indian-assimilation movement, namely former students of Indian boarding schools, their families, and their communities.**

**We apologize for the pain and suffering that our church’s involvement in the Indian boarding school system has caused. We are aware of some of the damage that this cruel and ill-conceived system of assimilation has perpetrated on United States citizens of Native American ancestry. For this we are truly and most humbly sorry.**

**To those individuals who were physically, sexually, and emotionally abused as students of the Indian boarding schools in which the PC(USA) was involved, we offer you our most sincere apology. You did nothing wrong; you were and are the victims of evil acts that cannot under any circumstances be justified or excused.**

**We know that many within our church will still not understand why each of us must bear the scar, the blame for this horrendous period in U.S. history. But the truth is, we are the bearers of many blessings from our ancestors, and therefore, we must also bear their burdens.**

**Our burdens include dishonoring the depths of the struggles of Native American people and the richness of your gifts. Therefore, we confess to you that when our Presbyterian ancestors**

**journeyed to this land within the last few centuries, we did not respect your own indigenous knowledges and epistemologies as valid.**

**In our zeal to tell you of the good news of Jesus Christ, our hearts and minds were closed to the value of your own epistemologies and lifeways. We did not understand the full extent of the Gospel of Christ! We should have affirmed the commonality between your spirituality and our understanding that God's sovereignty extends with length from East to West, with breadth from North to South, with depth throughout the Earth, and with height throughout the Sky and Heavens.**

**Even worse, we arrogantly thought that Western European culture and cultural expressions were necessary parts of the Gospel of Christ. We imposed our civilization as a condition for your accepting the Gospel. We tried to make you be like us and, in so doing, we helped to diminish the Sacred Vision that made you who you are. Thus, we demonstrated that we did not fully understand the Gospel we were trying to preach.**

**We know that apology is only a first step in the larger hope of repentance and reconciliation. We seek the guidance of relationships with your people within and beyond our church as we seek to identify and act on restorative practices and policies at the relational, communal, and national level.**

**We are in the midst of a long and painful journey as we reflect on the cries that we did not or would not hear, and how we have behaved as a church. As we travel this difficult road of repentance, reconciliation, and healing, we commit ourselves to work toward ensuring that we will never again use our power as a church to hurt others with our attitudes of racial and spiritual superiority.**

**We seek God's forgiveness, healing grace, and guidance as we take steps toward building mutually respectful, compassionate, and loving relationships with indigenous peoples.**

**We also seek your forgiveness and hope you will walk together with us in the Spirit of Christ and partner with us as equals as we participate in God's redemption of the world so that our peoples may be blessed and God's creation healed.**

**Finally, we pray that you will hear the sincerity of these words and that you will witness the living out of our apology in our actions in the future.**

## **Resources**

### **[Overture at the 222nd General Assembly \(2016\) - On Offering an Apology to Native Americans, Alaska Natives, and Native Hawaiians](#)**

This is the 2016 overture, which was passed with amendments. This link includes a rationale and comments from various groups in the PC(USA).

### **[https://facing-racism.pcusa.org/site\\_media/media/uploads/facing\\_racism/doctrine-of-discovery-report-to-the-223rd-ga-2018-finalized-copy\\_as-approved.pdf](https://facing-racism.pcusa.org/site_media/media/uploads/facing_racism/doctrine-of-discovery-report-to-the-223rd-ga-2018-finalized-copy_as-approved.pdf)**

This is the report which was accepted at GA 2018, which has a wealth of information about the Doctrine of Discovery, its origins and implications.

<https://www.presbyterianmission.org/wp-content/uploads/CreationJusticeDoctrineofDiscoveryPCUSA.pdf>

This is a report by the Creation Justice Ministries on Environmental Justice with Indigenous Peoples. It includes history, worship and study guides, and modern case studies.

[https://www.pcusa.org/site\\_media/media/uploads/nativeamerican/pdf/celebratingnativeamericanday.pdf](https://www.pcusa.org/site_media/media/uploads/nativeamerican/pdf/celebratingnativeamericanday.pdf)

This has liturgy and other information for a Native American Day worship service.

<https://land.codeforanchorage.org>

Use this website to find on whose land you reside.

### **Possible Referral Actions for the Presbytery of San Jose to consider:**

- Contribute to local indigenous land trusts
- Support indigenous efforts for preservation and recognition
- Educate our congregations about indigenous history and concerns
- Celebrate Native American Day in September with some sort of recognition