

**Presbytery of San Jose: Notice of Stated Meeting**  
**November 18, 2023 at 9:00 am on Zoom**  
**Pre-registration required for all meeting attendees**  
Registration link <https://sanjosepby.org/>  
(Docket updated 11/15/2023)

<b>9:00</b>	<b>Welcome</b>	Moderator, Elder Elsa Amboy
<b>9:05</b>	<b>Opening Prayer</b>	Elder James Lee
	<b>Reflection</b>	Moderator Elsa Amboy
<b>9:30</b>	<b>Transition to agenda</b>	Moderator Elsa Amboy
<b>9:35</b>	<b>Stated Clerk</b>	Rev. Erica Rader

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

**Approval of Agenda and Consent Agenda (New Business must be referred)**

**Consent Agenda:**

1. Motion to approve the September 23, 2023 minutes of the Stated Meeting of the Presbytery of San Jose.
2. Motion from Financial Affairs: Approve 2 year lease between St. Andrew and Iglesia de Dios Santa Cruz.  
*Note: Ongoing tenant includes use of space for worship)*
3. Motion from Financial Affairs Committee to approve and record officers of the Corporation of The Presbytery of San Jose as Rev. Joseph Lee, President and the Rev. Erica Rader, Secretary.

*Note: Rev. Joseph Lee has agreed to serve as President of the Corporation in 2024 without remuneration until a new Executive Presbyter is employed in order to maintain the Presbytery's corporate and legal affairs.*

**Reports and Announcements Received in Docket**

Draft Minutes from September 23, 2023 Stated Meeting of Presbytery pp.4-34  
Report from Presbytery Coordinating Council pp.35-36  
Report from Nominating Committee pp.37-39  
Overture Concurrence from First Presbyterian Palo Alto pp.40-42  
Report from Stated Clerk pp.43-45  
Report from Committee on Preparation for Ministry p.46  
Report from Committee on Ministry p.47  
Reports from Financial Affairs Committee p.48  
Report on Request from Session of St. Phillips Presbyterian Church p.49  
Report from Peace and Justice Work Group p.50

**9:40 Motion from Coordinating Council to elect the following two members to Nominating Committee:**

**Evie Macway, at large, Class of 2026 At Large (2nd term) TE  
Lynn Viale, Gilroy, Class of 2026 (1st term) RE**

Continuing members of Nominating Committee  
Irene Pak Lee, Stone, Class of 2024 TE (Chair)  
Charlie May, Trinity Santa Cruz, Class of 2025 RE  
Anne McAnelly, St. Andrew, Class of 2024 TE

**9:45 Nominating Committee** (pp. 37-39) Rev. Irene Pak Lee

**Motion from Nominating Committee to approve the slate of nomination presented to Presbytery in this docket.**

**10:00 Greetings from Rev. Dr. Laurie Garrett-Cobbina**  
Dean, San Francisco Theological Seminary of University of Redlands

**10:10 Break**

**10:20 Overture from First Presbyterian Church Palo Alto** (pp. 40-42)  
Elder Cynthia Chin-Lee

Motion: The Session of First Presbyterian Church Palo Alto recommends that the Presbytery approve a concurrence to Overture-001 to the General Assembly 226 "On Amending the Book of Order to Include Sexual Orientation and Gender Identity Among the Categories Against Which This Church Does Not Discriminate"

**10:30 Committee on Ministry** Rev. Mark Peake  
Report on 2024 Minimum Salary Calculations for Policy PS1/PT6

Santa Clara County	\$114,982
Santa Cruz County	\$ 96,361
Monterey County	\$ 70,560

**10:35 Polity and Government Sub Committee** Rev, Bryan Franzen

**10:40 Church Health and Growth Work Group** Rev. Robby Olson

**10:45 Mission and Outreach Work Group** Rev. Vincent Arishvara

- |  |   |
|--|---|
| <b>10:50 Executive Presbyter Search Committee.</b>                             | Rev. Anne McAnelly                        |
| <b>10:55 Downtown San Jose Commission/<br/>Westminster Presbyterian Church</b> | Elder Sharon Rowser<br>Rev. Bryan Franzen |
| <b>11:05 Financial Affairs Committee</b>                                       | Rev. Trevor Van Laar                      |

**Motion requested from the Session of St. Phillips Presbyterian Church:  
That the Presbytery approve the sale of the property on N. Main St. in Salinas.**

Background: See Report p. 49

- |   |                       |
|---|-----------------------|
| <b>11:15 Personnel Committee</b>                    | Elder Denise Martin   |
| <b>11:20 Peace and Justice Working Group (p.50)</b> | Elder Meredith Hurley |
| <b>11:25 GA 226 Nominations (p.25-29)</b>           | Rev. Erica Rader      |
| <b>11:30 Presbyterian Women (p.51)</b>              | Elder Rosaleen Zisch  |
| <b>11:35 Executive Presbyter Report</b>             | Rev. Joey Lee         |
| <b>11:45 Stated Clerk</b>                           | Rev. Erica Rader      |
| <b>11:50 Adjournment</b>                            | Moderator Elsa Amboy  |
| <b>Closing Prayer</b>                               | Rev. Nan Swanson      |

**Next Stated Presbytery meeting:  
February 3, 2024 at Westminster Presbyterian Church, Salinas**

**Minutes of Stated Meeting  
Presbytery of San Jose  
September 23, 2023**

**Hybrid: Presbytery Offices 890 Meridian Way, San Jose and Zoom**

The Stated Meeting of the Presbytery of San Jose was called to order and opened with prayer at 9:07 am by Moderator Elder Elsa Amboy. She welcomed attendees, and included a land acknowledgement. She then introduced the Rev. Deborah Troester, Pastor of Cornerstone, San Jose. The Rev. Troester's reflection was based on Ephesians 4:4-6 with an encouragement to see the connections and unity of the body of Christ as we approach our ministry.

Communion was celebrated by Rev. Troester and Rev. Joey Lee

An offering was taken for the Presbytery's emergency fund for support of ministers and missionaries in need.

Moderator Amboy then moved to the agenda for this day.

**Stated Clerk**

The Rev. Erica Rader noted the presence of a quorum (8 ministers/8 elders/6 churches, Corresponding Members were welcomed: Rev. Nancy Vincent, Synod Executive, member of Presbytery of San Francisco and Rev. Jeanie Shaw, from PC(USA) Administrative Services group, member of Presbytery of Nevada.

Change in the Docket was noted that Financial Affairs Committee would bring motions to approve Synod loan requests during the meeting during their budget presentation.

The Commissioners were informed that the meeting was being recorded. They were also informed that if the technology for the hybrid meeting fails that the Moderator and Stated Clerk will assess quorum for a continued meeting in person.

**Attendance**  
**(\* on Zoom)**

**Ruling Elder Coordinating Council, Past Moderators, Synod Commissioners**

**Present**

Notor, Nannette	Macway, Dave
Ludwig, Marcia	Panighetti, Carlo
Hamm, Claudia	Viale, Lynn*
Rosen, Carolyn	Lee, James
Zisch, Rosaleen	

**Teaching Elders Present**

Althaus, Ryan*	Hahn, Taejinn*	Olson, Robby
Barclay, Annanda*	Hoffman, Daniel J	Peterson-Iyer, Karen*
Barraca, Jason*	Kim, Hardy	Rader, Erica
Bennett, James*	Kim, Taelor*	Rausch, Andy
Cabaness, Jack	Lane, Bill	Reyes-Chow, Bruce*
Eschen-Pipes, Kathleen*	Lee, Irene Pak	Sohn, Joseph
Esterline, Jane	Lee, Joey	Troester, Deborah
Franzen, Bryan	Macway, Evie*	Van Laar, Trevor
Fullmer, Paul	Matusiewicz, Stella	Watermulder, David
	McAnelly, Anne	Woodsmall, Dennis*

**Teaching Elders, Honorably Retired, Present**

Boatwright, Libby*	McCreath, David
Bowles, Bob*	Swanson, Nan
Breeden, Edd*	Vilardo, Larry
Esterline, David	

**Teaching Elders, Not Present**

Arishvara, Vincent	Kim, Han Ho	Norman, Stephen
Bales, Jennifer	Koeker, David	Peake, Mark
Browning, Geoff	Mosgofian	Pearson, Marjorie
Choi, Don	Kuo, Ruth	Person, Brian
Crocker, Douglas	Lai, Hsien-Chang	Raines, Jim
Drescher, Kent	LeClaire, Sharon	Swanson, Erik
Esaki, Ted	Lee, Fred	Thorson, Martha
Evans, Samantha	Lee, Jaeguen	Williams, Chris
Gibson, Diana	Lee, Ting-Yin	Wong, Andy
Hansen, Chris	Logan, Molly	Wong, Lindsey Woods
Hanson, Duncan	McGinnis, Katheryn	Yoon, I Sil
Hejmanowski, Karin	Minerva, George	

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

Ahn, Dong Sung	Bender, Jim	Boyer, Tim
Allen, Stephanie Lutz	Bland, Byron	Bracey, Dale

Minutes from September 23, 2023 Stated Meeting

Bristol, John  
Burke, John  
Dosker, Richard  
Doyal, George  
Erickson, George  
Gardner, Thomas  
Hansen, David  
Harrington, Nancy  
Harvey, Bill  
Hollingsworth, Mark  
Hseih, Stephen  
Joy, Judith  
Kim, David Kwang

Kim, Insik  
Kim, Kyung Jae  
Kim, Young Han  
Knowles, Steve  
Kress, Karla (Norton)  
Kwon, Young Bai  
Kwon, Young Ko  
Lewis, Charles  
Longley, Jack  
Lyke, Brian  
Menser, Bruce  
Momrow, Ed  
Nelson, Jim

Norman, Stephen  
Palmer, Marge  
Raines, Jim  
Rowlinson, Bruce  
Schmidt, Lyle  
Smith, Kent  
Solis, Dick  
Spencer, Dick  
Takarabe, Hei  
Tsai, Andrew  
Tyler, Lee  
Yeane, Darrell

**Elder Commissioners Present**

**Aptos, St. Andrew**  
(none)

**Gilroy**  
(none)

**Gonzales, Community**  
Bagwell, Darlene\*

**Los Gatos**  
Barry, Beth  
Crites, Renee  
Eldridge, Steve  
Lynner, Collette  
Smith, Angie

**Monterey, El Estero**  
Wong, Dick\*

**Monterey, First**  
(none)

**Mountain View, First**  
Edmundson, Bruce\*

**Palo Alto, Covenant**  
Bernstein, Frank\*  
Dere, Beverley\*  
Herrel, George\*  
Wunder, Ellen\*

**Palo Alto, First**  
Forbes, Ellen\*  
Huddleston, Karen\*

**Salinas, Lincoln Avenue**  
(none)

**Salinas, Northminster**

Cuda, Jeff  
Perry, Barbara\*

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

**San Jose, Cornerstone**  
Kim, Blaine

**San Jose, Foothill**  
(none)

**San Jose, Santa Teresa Hills**  
Elliot, Paul  
Warrick, Cathy

**San Jose, Stone**  
Goertz, Mel\*  
McCreath, Ruth  
Nelson, Steve\*  
Thorn, Alice

**San Jose, Taiwanese American**  
(none)

**San Jose, Trinity**  
Parmentier, Tim

**San Jose, Westminster**  
Barrons, Ross  
Frost, Steven  
Ross, Neneth  
Seguin, Jennifer\*

**San Martin**  
(none)

**Santa Clara, First**  
Fitch, Robert

**Santa Cruz, Bonny Doon**

(none)

**Santa Cruz, Trinity**  
May, Charlie

**Saratoga, Westhope**  
Brooksbank, Susan\*

**Sunnyvale**  
Craine, Laura

McCaffrey, Celina  
Vickrey, Barry

**Sunnyvale, Daesung**  
Minami, Jay\*

**Watsonville, Westview**  
Rogers, Barbara\*

**Corresponding Members**

Rev. Nancy Vincent, Synod Executive, member of Presbytery of San Francisco  
Rev. Jeanie Shaw, from PC(USA) Administrative Services group, member of Presbytery of Nevada

**Visitors**

**Comunidad Latinoamericana:** Mike Matusiewicz

**Daesung:** Eric Min

**Palo Alto Covenant, SDOP:** Carol Holsinger

**PC(USA):** Carine Ndifon

**PCLG:** Brenda Costanzo, David Heacock

**Presbytery of San Jose, Sunnyvale:** Diane Case

**Sunnyvale:** Abendas GG

**Watsonville AC:** Julianne Porras-Center

**Westminster Pres:** Betty Slater, Brian Smith, Matthew Ross, Olga Encisno-Smith

**Action: Presbytery voted to approve Agenda and the Consent Agenda**

- 1) *Approved the May 6, 2023 minutes of the Stated Meeting of the Presbytery of San Jose.*
- 2) *Approved the August 5, 2023 minutes of the Called Meeting of the Presbytery of San Jose*

**Reports and Announcements Received in Docket**

Report from Presbytery Coordinating Council **Appendix A**

Reports from Financial Affairs Committee **Appendix B**

2024 Budget for Presbytery of San Jose **Appendix C**

New Lease Frequently asked questions **Appendix D**

Report from Presbytery Accountant **Appendix E**

Report from Watsonville Administrative Commission **Appendix F**

Report from Committee on Ministry **Appendix G**

Brief Biography and Statement of Faith: Neneth Ross **Appendix H**

Report from Exec Presbyter Search Committee **Appendix I**

Report from Stated Clerk on GA Commissioner nominations **Appendix J**

Report from Peace and Justice Work Group **Appendix K**

Report from Self Development of People **Appendix L**

Report from Synod of Pacific on review of minutes **Appendix M**

Announcement/ Invitation from Westminster Presbyterian Church **Appendix N**

### **Greetings from Synod of the Pacific**

The Rev. Nancy Martin Vincent, Synod Executive, gave greetings and provided encouragement for the Presbytery's ministries and churches. She reminded the Presbytery about the loans and grants that the Synod provides for congregations.

### **Ministry Engagement Advisor PC(USA)**

The Rev. Jeanie Shaw invited congregations to participate in connectional ministry of the PC(USA) through various channels, including special offerings, Presbyterian Disaster Assistance, Presbyterian Mission agency initiatives and Per capita giving

### **Ordination Examination of Candidate Neneth Ross**

The Presbytery examined and voted to approve Neneth Ross for ordination to the Ministry of Word and Sacrament.

### **The Presbytery voted to approve the 2024 Budget as presented by Financial Affairs and The Coordinating Council (Appendix C)**

#### **The Presbytery voted to approve three loans with Synod of the Pacific:**

- 1) Muzzy loan renewal for Northminster Presbyterian Church for \$122,196 for an additional 5 year term
- 2) Two Green loans for Gilroy Presbyterian Church each in the amount of \$150,000 for a total of \$300,000 with 15 year term.

### **San Jose Urban Ministry Center**

Rev. Bryan Franzen invited the Presbytery to a tour and lunch after the meeting to see the renovated classroom building at Westminster. **(Appendix N)**

### **Church Health and Growth Work Group**

Rev. David Watermulder reported that Jim Kitchens from Pneumatrix facilitated a conversation for pastors serving congregations "Looking Down the Road, What Do You See?" Church Health and Growth continues to fund grants for tech upgrades.

### **Executive Presbyter Search Committee**

The Search committee is co chaired by Rev. David Watermulder and Rev. Anne McAnelly. They have posted the position and have begun interviewing.

### **Watsonville Admin. Commission Update**

Rev. Trevor Van Laar introduced Julieanne Center, a candidate for ordination in the United Church of Christ, who has been hired by the AC as an organizing pastor. The AC will continue to serve for the next two years to support the initiative. **(Appendix F)**



**Hunger Advocate Report**

Rev. Ryan Althaus shared about collaboration on hunger initiatives with Common roots farm in Santa Cruz and invited congregations to join him at the farm.

**Self Development of People**

Elder Carol Holsinger invited grant applications for SDOP, asking commissioners to share this opportunity with their churches. **(Appendix L)**

**Notification of GA 226 Nominations**

The Stated Clerk informed the Presbytery that nominations for GA Commissioners and Youth Delegates will be voted upon in the November meeting. Nominations are due November 10. Information about the GA in Salt Lake City in June 2024 and the nomination process were included in the docket. **(Appendix J)**

**The meeting was adjournment at 11:55 by the moderator and The Rev, Hardy Kim closed in prayer.**

## **APPENDIX A**

### **Coordinating Council Report**

The Coordinating Council of the Presbytery met on August 24, 2023 by Zoom, moderated by Chair Nan Swanson

#### **Action items:**

- The Council approved the 2024 budget for to be brought for Presbytery's vote at the September Meeting
- The Council approved a Hybrid meeting for the November 2023 Presbytery meeting but agreed to review decision after the September meeting

#### **Information items:**

Information from Committees was reviewed in advance of the September Presbytery meeting.

#### **Executive Presbyter report: Joey Lee**

- Presbyterians started many of the churches in HI that are now UCC churches. There is an interesting history of denominations and missions and how they took the world and divided it up into territories to work that affects not just HI but the South Bay as well. PDA has been asked by the Red Cross to provide spiritual support in Maui.
- Changes coming to Pastors Participation (a program of the Board of Pensions.) Announcement is planned for late October about how the plan will change for installed pastors in congregations. Coverage and pension dues will change. The Board will try to avoid harsh transitions. Currently dues are at 39% of effective salary but this is unsustainable, due to medical costs that continue to rise. The plan will likely come into effect in 2025.
- In preparation for retirement, Joey is culling papers accumulated over 27 years of serving the Presbytery. He is confident about the search committee.

#### **Stated Clerk report: Erica Rader**

LGBTQ Affirming faith communities Booth at SV Pride August 26-27 in San Jose was a success of interfaith collaboration and witness of inclusion for LGBTQ people. The interfaith welcome center was supported by our Presbytery. We served as treasurer/organizer for the event and Westminster supported set up logistics. Churches who provided volunteers included Westminster, Presbyterian Church of Los Gatos and First Presbyterian Palo Alto

**APPENDIX B**  
**Financial Affairs Committee Report**

Financial Affairs Committee approved the 2024 Budget to be presented to Presbytery for its approval.

Financial Affairs Committee (FAC) has reviewed and approved leases for Northminster PC, Mountain View, Gilroy, and Stone Church of Willow Glen. We have completed a Frequently Asked Questions document to help churches understand the purpose and the process of lease approvals by the Presbytery and/or this committee. This document is now available on the website.

We also reviewed and approved Synod loans for Gilroy, Westhope, and Westminster. We reviewed and discussed monthly the Presbytery budgets vs actuals and changes in the investment portfolio. We oversaw and reviewed the work of the Presbytery staff to consolidate the two operating budgets into one, in order to provide improved reporting and reduce the costs and time of redundancies.

We continue to be engaged with Santa Cruz Urban Works (formerly Sweaty Sheep) in several conversations and have sold some of the Presbytery's equity of the catamaran to Rev. Ryan Althaus in order to make him the majority owner. This will allow him to retain his slip at the harbor and set up charter activities to enhance the ministry and revenues of SCUW.

Dave Macway, chair

2024 BUDGET: APPENDIX C Minutes from September 23, 2023 Stated Meeting

		2024	2023
	Presbytery of San Jose Budget 2024	Budget	Budget
40100	Per capita current	\$ 148,256.00	\$153,627.00
48010	Synod Block Grant	\$ 43,959.00	\$44,709.00
48015	A Penke Fund	\$ 7,100.00	\$8,500.00
48020	Walker, Lundy, Miesse, Daview	\$ 12,000.00	\$12,000.00
48035	Hunger Action Enabler Grant	\$ 5,000.00	\$5,000.00
48040	Peacemaking Offering - Presby Portion	\$ 4,000.00	\$4,000.00
48045	Immanuel House EC	\$ 5,000.00	\$5,000.00
48055	Cornerstone Rent	\$ 42,000.00	\$42,000.00
48065	Evergreen Custodial Income	\$ -	\$14,000.00
49010	Budgeted investment subsidy	\$ 385,958.67	\$348,878.62
49015	per capita dismissal	\$ 30,000.00	\$30,000.00
49020	Community mission grant	\$ 30,000.00	\$30,000.00
49025	Congregational growth grant	\$ 30,000.00	\$30,000.00
	Mission Giving	\$ 147,000.00	\$147,000.00
	Total Revenue	\$ 890,273.67	\$874,714.62
50005	Youth triennium	\$ 4,000.00	\$4,900.00
50010	Youth scholarships	\$ 1,000.00	\$1,000.00
50015	Clergy of Color retreat	\$ 500.00	\$500.00
50020	Leadership	\$ -	\$1,500.00
50025	Adult scholarships	\$ 3,000.00	\$2,000.00
50030	Misc. cong development	\$ 1,000.00	\$1,000.00
50035	Indonesian Christian	\$ 3,000.00	\$3,000.00
50040	Thai fellowship	\$ 3,000.00	\$3,000.00
50045	Comunidad Latino	\$ 6,000.00	\$6,000.00
50050	NWC Wednesday	\$ -	\$3,000.00
50055	NWC Beer church	\$ -	\$3,000.00
50060	NWC Sweaty sheep	\$ 3,000.00	\$3,000.00
50065	Mission trip	\$ 3,000.00	\$3,000.00
50070	Mission outreach	\$ 1,200.00	\$1,300.00
50075	Seminary internships	\$ 1,000.00	\$1,000.00
50080	Cor Leadership Development	\$ 1,500.00	\$1,500.00
50085	Justice mission scholarships/grants	\$ 9,000.00	\$9,000.00
50095	Immanuel house	\$ 5,000.00	\$5,000.00
50100	Preparation for ministry	\$ 1,000.00	\$1,000.00
50105	Committee on ministry	\$ 2,000.00	\$2,000.00
50110	Emergency assistance	\$ 1,500.00	\$1,500.00
50115	Stewardship training	\$ 6,500.00	\$6,500.00
	Total Ministry	\$56,200.00	\$63,700.00

2024 BUDGET: APPENDIX C Minutes from September 23, 2023 Stated Meeting

	Presbytery of San Jose Budget 2024	Budget	Budget
		2024	2023
51010	Vision grants	\$ 10,000.00	\$11,000.00
51015	Community mission grant	\$ 30,000.00	\$30,000.00
51020	Congregational growth grant	\$ 30,000.00	\$30,000.00
	<b>Total Grants</b>	<b>\$70,000.00</b>	<b>\$71,000.00</b>
52025	Beach st insurance	\$ 18,000.00	\$16,000.00
52030	Property insurance	\$ 32,000.00	\$29,000.00
52035	Property taxes	\$ 22,000.00	\$18,000.00
52050	Evergreen	\$ -	\$14,000.00
52060	Maintenance	\$ 12,000.00	\$10,000.00
52065	Utilities	\$ 32,000.00	\$30,000.00
	<b>Total property</b>	<b>\$116,000.00</b>	<b>\$117,000.00</b>
52065	Per capita general assembly	\$ 35,436.80	\$36,907.95
53015	Per capita synod	\$ 18,875.52	\$19,559.34
	<b>Total per capita</b>	<b>\$54,312.32</b>	<b>\$56,467.29</b>
53020	Telephone	\$ 4,500.00	\$4,300.00
54015	Legal	\$ 21,000.00	\$21,000.00
54020	Presbytery meeting	\$ 350.00	\$350.00
54025	Auditing expense	\$ 17,000.00	\$16,000.00
54030	Postage	\$ 1,000.00	\$800.00
54040	Supplies	\$ 13,000.00	\$12,000.00
54050	Equipment	\$ 14,000.00	\$13,000.00
54055	Web	\$ 500.00	\$500.00
	<b>Total general administration</b>	<b>\$71,350.00</b>	<b>\$67,950.00</b>
55005	Stated clerk	\$ 63,220.00	\$63,220.00
55015	Treasurer	\$ 21,264.33	\$21,264.33
55020	Travel allowance stated clerk	\$ 6,000.00	\$6,000.00
55025	Accounting salary	\$ 67,756.00	\$67,756.00
55030	Payroll tax	\$ 13,000.00	\$13,000.00
55035	Acct retirement	\$ 7,016.00	\$7,016.00
55040	Acct benefit	\$ 3,000.00	\$3,000.00
55045	Stated clerk medical	\$ 23,391.00	\$23,391.00
55050	Pastor support	\$ 3,000.00	\$3,000.00
55055	Hunger advocate	\$ 10,000.00	\$10,000.00
55057	Peacemaking advocate	\$ 6,000.00	\$6,000.00
55060	Safe church advocate	\$ 10,000.00	\$10,000.00
55068	Director communication	\$ 7,200.00	\$7,200.00
55070	Moderator	\$ 250.00	\$250.00
55080	Staff professional/education	\$ 2,000.00	\$2,000.00
55085	Personnel pool 5%	\$ 23,814.02	
	Executive Presbyter salary	\$ 122,000.00	\$122,000.00
	Office Manger salary and benefits	\$ 88,500.00	\$88,500.00
	Executive Presbyter benefits	\$ 45,000.00	\$45,000.00
	<b>Total personnel</b>	<b>\$522,411.35</b>	<b>\$498,597.33</b>
	<b>Total expenses</b>	<b>\$890,273.67</b>	<b>\$874,714.62</b>

## **APPENDIX D**

### **Presbytery of San Jose**

#### **FAQ – Use of Church Property by Third Parties**

##### **Introduction**

These FAQ provide guidelines and procedures for churches in the use of their property by outside groups, organizations, or individuals. These FAQ are intended to apply whether the use is pursuant to a lease, rental agreement, or otherwise, and whether or not rent or other fees are being paid.

##### **Why does the church need a Lease Agreement with all Tenants?**

A church is exposed to liability potential (accidents, injury, damage, theft, etc.) anytime a third party (vendor, service provider, individual, or organization) comes onto the church's grounds. Whether or not the church created the conditions which resulted in the injury or just neglected to take the steps necessary to mitigate their role in the incident, the church and their insurance company might find themselves in court. Proper steps, including lease agreements can help to alleviate the church's liability in these situations.

##### **How often should a church review its leases?**

Annually, the Session of the church should review all contracts and leases in effect as well as revisit any groups which the church has adopted as adjunct mission programs for the purpose of liability insurance coverage.

##### **Should we use the Short Form or the Long Form of the Standard Lease Agreement?**

The Financial Affairs Committee of the Presbytery suggests:

Use the Long Form whenever the use will last longer than a weekend or is a recurring use.

Use the Short Form for all uses of a weekend's length or less.

##### **When do leases need to be approved by the Financial Affairs Committee?**

We request all leases that use the Long-Term lease form be submitted to the Financial Affairs Committee for review. Any lease involving a significant proportion of the church facility, exclusive use of a portion of the church property, or a significant portion of a given month needs to be approved by the Financial Affairs Committee to ensure the congregation's and PC(USA)'s interests are protected. *When in doubt, submit it!*

##### **What are the considerations we should take into account when entering into a lease?**

- Market rate for a similar space (We recommend contacting a real estate agent for current rates.)
- Any annual increases for rent
- How often you want to renew the lease
- Space usage (Will the space be exclusively used by the lessee? What will the schedule of usage be? What ministries might need to be adapted or rescheduled? For instance, if the space is leased every Wednesday, will a lease affect Ash Wednesday services?)
- Inclusion of a map, key agreements, storage designations
- The mission and core values of the lessee organization
- If the lessee organization will have worship services

## Minutes from September 23, 2023 Stated Meeting

- The non-profit or for-profit status of the lessee organization (Organizations or businesses that are for-profit may result in changes to the church's property tax designation. There is a provision for this to be covered in the Long-Term lease form, but congregations should be aware of the potential administrative challenges that can result)

### **Will leases affect my church's property tax status?**

If a lessee is a qualified 501(c)(3) non-profit organization, the church's tax status will not be affected. Any organization that leases your facility on a long lease needs to be mentioned on the church's Welfare Exemption Form filed with the County annually. Any organization leasing your facility that is not a 501(c)(3) qualified organization might increase the church's property tax liability and may incur Unreimbursed Business Income that could require the church to file Form 990 and pay appropriate income taxes. The Long-Term Lease Form accounts for the property tax risk and places the responsibility for such costs on the lessee.

### **When do leases need to go to a meeting of Presbytery for approval?**

As per G-4.0206b - *A congregation shall not lease its real property used for purposes of worship, or lease for more than five years any of its other real property, without the written permission of the presbytery transmitted through the session of the congregation.*

Therefore, there are two occasions where leases need approval from the Presbytery.

- 1) When any space of the church is being leased for purposes of worship.
- 2) When the lease is longer than 5 years.

### **Do we always need to formalize church use with a lease?**

A form is not needed when the user includes a member of the church and they are engaged in normal church related activities; such as weddings, memorial services, parties, etc. However, it would still be a good practice if the church would acknowledge these events in their Session Meeting either by the adoption of the future calendar or on an individual basis in the consent docket. And a formal lease is needed with third parties.

### **Who is considered a third party?**

Anyone who is not a church member doing church ministry. This includes: vendors and service providers, individuals, and organizations.

***Vendors and Service Providers*** – Anyone who comes on the premises to help the church maintain the buildings and grounds or to help facilitate the running of church or guest programs. (Including, but not limited to: landscapers, janitorial services, wedding service providers, caterers, photographers, maintenance crews, contractors, etc.) Note: All Contractors should be licensed and bonded.

***Individuals or Organizations*** – anyone who uses space for meetings, parties, and events. (Including, but not limited to: schools, pre-schools, tenants, people renting your parking lot, other churches, community and neighborhood organizations, support groups, mission projects, book clubs, ceremonies, receptions, concerts, etc.)

**What questions should we ask third party lessees?**

We recommend the following advice from an informational bulletin by Zurich Services Corporation:

“Any time a third party comes onto the church property, it is important for the church to think through the following:

- 1) Do we have a written agreement that protects the church from negligence caused or created by this third party?
- 2) Has the church been named as an additional insured on the third party’s liability workers compensation, or auto liability policies?
- 3) Does the church have certificates of insurance from the third party?

Understandably, churches will be faced with situations where one or more of these controls cannot be obtained from a third party. At that point, the church leadership needs to carefully weigh the risks of the situation and make a wise decision as to whether or not that third party will be allowed to use or provide services within the church. All three of these controls should be sought out and obtained with few, if any exceptions.”

**What if we would prefer not to have a lease and instead adopt an outside group as a mission project of the church?**

Any use outside of the normal operations of the church should be listed in the Session Minutes and approved. In allowing a group to use the church facilities without having their own insurance, the Session is accepting liability for whatever happens. As long as the Session has reviewed the situation and accepted this liability, they can adopt this use as a mission project of the church, and the insurance of the church should cover all liability.

*But each church should verify the proposed use with its insurance company before proceeding to adopt the outside group.* The kinds of groups you might adopt under your own insurance liability would include AA meetings, mission organizations, community groups, neighborhood groups, parties, other churches, Bible Study Fellowship, Community Bible Study, etc.

**How should weddings and funerals use lease agreements?**

When a wedding or funeral is for a church member or their family and/or the service will be performed by one of the pastors of the church, there is no need for a Standard Lease Agreement. However, if the facility is being rented out to non-members for a wedding or funeral with a guest pastor, they should be asked to sign the short form. (See question below regarding leases using a space for worship). In such cases, be sure to include in the description of the use of facilities and time of use all times related to decorating, caterer coming early to set up, rehearsal, etc. They will not be using the facility for just the wedding. *Remember that weddings often include outside service providers such as florists, photographers, caterers, etc. These providers should have their own liability insurance, worker’s compensation insurance. The church should ask the responsible person from the wedding party to provide reasonable assurance that this is the case.*

**What if we want to lease space to another organization or individual for worship?**

Such a lease must be sent to Presbytery for approval at a Presbytery meeting per G-4.0206b of the Book of Order (discussed above), including for one time uses such as weddings or funerals.



**Is there a way to host such a worship service without a formal lease or Presbytery approval?**

The need for a formal lease or Presbytery approval can be avoided if the pastor or elders of the congregation co-lead the service and the service is approved by Session as a joint service of the congregation.

**If we have previously had a worshiping organization's lease approved by the Presbytery, do subsequent leases need Presbytery approval?**

Yes. Any renewals, extensions, or new leases with the organization need to be approved by Presbytery.

**Procedures for getting approval of Leases**

*For leases requiring the Financial Affairs Committee approval, the Long Lease forms should be filled out and sent electronically (rdtkcase@comcast.net) at least one month **before** the church enters into an agreement with an outside group. Do not substantively change the Long-Term Lease Form as its format has been created to provide the greatest protection for the local church.*

**APPENDIX E**  
**Merger of Program and Ecclesiastical Accounting**  
**Presbytery Accountant Diane Case**

You may have noticed that our financials and budgets look a bit different. We combined our two sets of books into one set. We will no longer be separating program and ecclesiastical expenses, income, special funds, or assets. This process was approved by our Financial Affairs Committee and recommended by our Stated Clerk and Executive Presbyter.

There are several reasons why we did this. We wanted to simplify our statements and budgets so that anyone could understand them. We hope with this new format that our committees and task forces will be able to track their own expenses. Our software company Shelby Systems, as well as our auditor, have been pushing for this for years. We were paying for two reviews every year as GAAP (generally accepted accounting principles for nonprofits that are developed by an industry standards group) doesn't allow for them to be combined. We felt we had too many accounts and were tracking a lot of little stuff. The old chart of account was over 20 years old.

In June we had a consultant from Shelby Systems come out and help us consolidate the two sets of financials into one. She also helped us redo our chart of accounts and clean up our vendors. You will see that we have divided our statements into several subcategories so that we can track our expenses based on categories like ministry, grants, general administration, property, etc. You will also notice that our account numbers have changed as well and are now in line with GAAP. Assets accounts start with the number one. Special funds start with number three. Income accounts start with four and expense accounts begin with five. She gave us additional training to help with all the electronic banking that goes on in accounts payable. A side benefit to all this is we hope to be using less paper and store everything in the cloud.

One big difference is we created two accounts starting with nine to track WPH capital expense which we capitalize at the end of each year and one to make any adjustments our auditors may suggest after our review.

Some accounts had names changed to better clarify what is in that account. We also merged some accounts together. We moved the Corralitos and Evergreen money into our reserve fund (this is normally done after time has passed, the money goes back into general fund). By doing this we followed a generally accepted accounting practice that once a board designated purpose has expired, that designated funds should be consolidated into a general reserve fund. These were board (aka Presbytery) designated funds not outside donor directed funds.

We plan to go down to one checking account and will be merging accounts at Synod and New Covenant fund since we no longer need accounts for both ecclesiastical and program. As you can see our financials still balance and everything is still there, just neater and easier to read.

**APPENDIX F**

Watsonville Administrative Commission Report

The Watsonville Administrative Commission is pleased to share that we have hired Julianne (Julie) Porrás-Center as Organizing Pastor to live, connect in the community, and delve deeper into ministry options for using the 112 E Beach St property.

The United Church of Christ is ordaining Julie in October, and her role falls under the formula of agreement between the United Church of Christ and PCUSA. She will be introduced to the Presbytery at the Sept 23 meeting.

Julie recently graduated from Yale Seminary with her M. Div. and Andover Newton certificate. She is originally from Arrow Head, CA, and as she returns to the West Coast, she brings her new husband, Gus (who just completed his Ph.D. in Neuroscience), and pup Koko.

Julie is fluent in Spanish, has experience with agricultural communities, and has a heart for starting new ministries and social justice. She will initiate program options under the banner of “Somos,” which translates to “We Are.” This framework provides a flexible structure that can morph and evolve as we progress to a longer-term solution.

In support of this next chapter, Discovery Church and Discovery School leases have been terminated. They vacated the premises on Sept 2. Salud Parente had already left, reverting to their property post-Covid, although they continue to rent parking spaces monthly. Martha’s Kitchen remains onsite, using the Fellowship Hall and kitchen to facilitate the movement of food from the northern Bay area into the south county corridor. They continue to provide meals on Fridays to anyone driving up to receive them.

Please join us in welcoming Julie to the San Jose Presbytery. We ask for your prayers for her and her family and that God continues to reveal what can be for the community.

Respectfully,  
Denise Martin  
Chair, Watsonville Administrative Commission

## **APPENDIX G**

### **Committee on Ministry report**

#### **Action Items**

- The COM recommends that Neneth Ross be examined for ordination to Minister of Word and Sacrament.  
Neneth Ross is a candidate under care of the Presbytery certified ready for a call. The COM has approved a Supply Contract with Westminister for Neneth to serve in a part time Associate Pastor position

#### **Informational items**

- 2023 Reports of Terms of Call for Pastors serving congregations will be distributed at the September Presbytery meeting. It will not be distributed electronically.
- The Minimum terms of call calculation by county will be reported by COM at the November Presbytery meeting
- Approved The Rev. Ting-Yin (Tim) Lee for Presbytery membership and call to TAPC
- Terms of Call for Rev. Bill Lane at Gonzales approved.
- Andy Rausch appointed as Moderator of Session at St. Phillips
- Mark Peake appointed as Moderator of Session at El Estero
- Approved mission study from Trinity Presbyterian Santa Cruz and approved election of a PNC
- The Watsonville Commission has extended a call to Julianne Center Porras, a recent Yale Divinity Grad., and she has accepted. She is designated ready for a call by United Church of Christ (a full communion partner) which has validated the WAC Organizing Pastor position and will ordain her. As organizing pastor her contract is with the presbytery.
- Approval of Ordination Commission for Neneth Ross on 9/24/23, 2:00 p.m. at Westminister Presbyterian Church
  - Rev. Bryan Franzen, Westminister
  - Rev. Erica Rader, Los Gatos/Stated Clerk
  - Rev. Andy Wong, Foothill, San Jose
  - Rev. Vincent Arishvara, Trinity, San Jose
  - Elder Nan Notor, Westminister
  - Elder Steve Nelson, Stone, San Jose
  - Elsa Amboy, Moderator

## Minutes from September 23, 2023 Stated Meeting

- Approval of Commission to Install Bill Lane at Gonzales Presbyterian Church on September 16, 2023 at 11:30 am
  - Elder Elsa Amboy – Sunnyvale Presbyterian, Presbytery Moderator
  - Rev. Andy Rausch – Northminster, Salinas
  - Rev. Jason Barraca – Lincoln Avenue, Salinas
  - Rev. Chris Williams - Parish Associate at First Presbyterian, Monterey
  - Elder Darlene Bagwell – Gonzales
  - Elder Frank Bernstein – Covenant, Palo Alto
  - Elder Jackie Gash – Northminster, Salinas
  - Elder Sonia Sabillo – St. Philips, Salinas
  
- Approval of Installation commission for Rev Ting Yin Lee, Taiwanese American Presbyterian Church, Oct 1, 2023, 3:00pm
  - Elder Elsa Amboy, Presbytery Moderator
  - Elder Jeremy Mah, TAPC
  - Elder Collette Lynner, Los Gatos
  - Rev. Joey Lee, EP
  - Rev. Andrew Tsai, HR
  - Rev. Jack Longley, HR
  - Rev. Ruth Kuo, At-large
  
- Rev. Young K Kwon, HR granted permission to labor outside the bounds of presbytery. To serve as Interim Pastor at Korean PC of Fresno, Presbytery of San Joaquin.
- Approved George Minerva as Parish Associate at Gilroy.
- Moved to Retired Status: Martha Thorson, Steve Norman, and Stephanie Lutz-Allen effective immediately. Joey Lee effective Jan.1, 2024
- Approved dissolution of relationship between The Rev. Kathryn McGinnis and Trinity Presbyterian in Santa Cruz.
- Approved Larry Villardo as moderator of Trinity Session
- Trinity Santa Cruz, Stone, El Estero and Mountain View continue with their PNCs.
- Monterey continues with their APNC

Rev. Mark Peake

Chair

## **APPENDIX H**

### **Neneth Ross –Brief Biography**

Neneth Ross was born in the Philippines and migrated to the U.S. in 1985. She was brought up attending multiple denominations (United Church of Christ of the Philippines, Catholic, and Baptist). As an adult, she has attended churches of various denominations (United Church of Christ of San Francisco, Catholic, Baptist, Pentecostal, Evangelical Covenant Church, and Methodist) and diverse ethnic backgrounds (Filipino, Caucasian, multi-racial, and African American). Her experience with diverse denominations and ethnic churches have enabled her to better connect with people of different faith, cultural, and traditional backgrounds.

In May of 2013, Neneth received her Master of Divinity from Fuller Theological Seminary, while balancing her full-time job as an elementary public-school teacher and serving in a local church. Neneth has been a teacher for about 20 years and has taught grades K-5<sup>th</sup>. She has led Social Emotional Learning workshops for teachers and staff and directed school musicals from grades K-5<sup>th</sup>. Working with a diverse group of students and their families has helped her to serve in different cultural, traditional, socio-economic, and ethnic backgrounds and has strengthened her interpersonal and communication skills that has guided her in her ministry settings.

Neneth views ministry as part of daily life. Her deep desire is to guide others in their faith, and to share the love of God with others. Her passion is to share the good news and God's transformational power to change people's lives for the better. This desire has led her to serve unhoused individuals and families, partner with various local organizations to help communities in need and set up international mission's programs. She also created an academic summer program at Westminster Presbyterian Church called Gear Up while serving as the Director of Family Ministries, designed for at risk elementary school aged children to prepare them for the in-coming school year.

In her spare time, Neneth enjoys traveling, reading, and crafting. She is married and has two kids. She enjoys spending time with her husband Matt and two kids Ezekiel (13 years old) and Mariella (9 years old) and their pet dog Prince.

1 I believe in one God: The Father, Son, and the Holy Spirit. The Triune God is the  
2 one who formed all of creation. Jesus is the Word of God who came to earth because  
3 of love for all creation. He revealed God's true nature, and showed God's love in how  
4 he lived his life, died, and rose again, overcoming death and all that keeps humankind  
5 separated from God. The Holy Spirit is the One who is the breath of life that was at the  
6 beginning of creation, who lives in us, counsels, comforts, and guides us. The Trinity  
7 works together in perfect harmony to continue to create, heal, renew, save, and bring  
8 together all of creation towards the Trinity's self.

9 Through both the Old and New Testament, the Bible reveals the story of God  
10 through a particular time, people, and through the life and work of Jesus Christ. Yet,  
11 what we can learn from it continues to the present and into the future. It is "The Word of  
12 God written" in a sense that people of the faith, some of which had first-hand experience  
13 with Jesus Christ, wrote their stories as they experienced God's grace through the  
14 works of each person in the Trinity.

15 Jesus showed the way for all humankind to connect to God as he is both fully  
16 human and fully God. Jesus' ministry of teaching, healing, renewing, comforting, and at  
17 times destroying are all part of the salvation process that ultimately led to the cross, his  
18 death and resurrection. Through Jesus' ministry, he showed humanity what it means to  
19 be truly human, that God has created humans to live in love, peace, and harmony with  
20 each other and in relationship to their Maker.

21 Baptism is a sign of God's grace working through us. We are baptized into the  
22 body of Christ, the church. Through baptism, the church serves together because of our  
23 faith in Christ. We are called to celebrate the sacrament of communion, a sign and seal  
24 of the covenant of grace made by God through Jesus Christ and extended to us, to  
25 celebrate and participate in the redeeming work of the Triune God. God sends the  
26 church, in the power of the Holy Spirit, to join the mission of God to bear witness to  
27 God's love through the proclamation of the gospel, acts of compassion, work for justice  
28 and peace, and the care of creation. As a church, we are called to go out into the world  
29 and share the good news to all people, especially those who are suffering in the world.  
30 By God's sovereignty and grace, we are saved. The good news gives hope to all  
31 people that in the end, suffering and pain does not have the final say. All of humanity  
32 and creation will be saved and renewed. We will be united in the future with our Maker  
33 where all things good will be our final

## APPENDIX I

### Presbytery of San Jose

### Executive Presbyter Search



In the heart of Silicon Valley, San Jose Presbytery is vibrant, financially stable, and mission focused. We are seeking a creative, pastoral and experienced individual to lead us into our next chapter. The Executive Presbyter is responsible for providing leadership for the organizational and spiritual life of the Presbytery and is the Presbytery's executive officer and Head of Staff. As Head of Staff, the EP will oversee personnel and volunteers while working collaboratively with our Stated Clerk. The EP will be a pastor to pastors, resource to churches, and assist with resolving congregational and pastoral conflicts. The EP will interface with Mid-councils, our Synod, and GA. Serving as consultant and resource person to the entire Presbytery, the EP will offer vision, guidance and leadership to the Presbytery of San Jose.

**Eligible:** A Minister of Word and Sacrament or Ruling Elder

**Type:** Called/elected employee

**Status:** Full-time/exempt

**Salary Range:** \$135,000 to \$155,000

Send Inquiries to: [execsearch@sanjosepby.org](mailto:execsearch@sanjosepby.org)

CLC Link: <https://clc.pcusa.org/opportunity-search?positionType=32&state=5>



## APPENDIX J

### NOMINATIONS FOR 226<sup>th</sup> GENERAL ASSEMBLY

The Presbytery of San Jose is seeking Ministers of the Word and Sacrament/Teaching Elders Ruling Elders, and Young Adult Advisor Delegate applicants to serve as commissioners to the 226th General Assembly. This is an opportunity to help the larger church learn, discern and engage in the mission Christ is calling us to do. We will send one RE commissioner, one TE commissioner and one YAAD.

What is the General Assembly (“GA”) ?

It is our highest governing council of the denomination that meets every two years for governance and discernment about our denominational mission and vision. Commissioners are sent from every Presbytery, representing our connectional polity.

Please see the additional information on what to expect from the 226<sup>th</sup> GA organizers.

Please see the information from the *Presbytery of San Jose Standing Rules* for the process for electing Commissioners and Young Adult Advisory Delegates to GA.

**Submit nominations by Nov. 10 to the Stated Clerk by mail to the Presbytery office or email [Erica@sanjosepby.org](mailto:Erica@sanjosepby.org) to be considered for election at the November Presbytery meeting.**



## What *Commissioners and Advisory Delegates*

Can Expect at the  
226<sup>th</sup> General Assembly (2024)

### Online Committees, In-Person Plenaries

**June 25–27, 2024** All commissioners and advisory delegates will attend their assigned committees online. No travel is required (except for moderators and vice moderators of assembly committees, who will need to be in Salt Lake City, Utah). The committee schedule will be designed to accommodate multiple time zones as much as possible.

**June 29–July 4, 2024** All commissioners and advisory delegates must be in person at the Salt Palace Convention Center in Salt Lake City, Utah for plenary sessions where committees will make recommendations for the assembly’s discernment and vote.

***Note: All in-person meetings will be in Mountain Time.***

### Preparation

During Spring of 2024, we will offer several training opportunities on participating in the assembly – from technology to parliamentary procedure to practicing equity.

Committees will schedule pre-assembly online gatherings for their members to get to know one another, practice assembly procedures, and learn more about the business they have been assigned.

### Mark Your Calendar

**April 16–26** *2-Hour Introductory Committee Gathering to be scheduled by Committee members  
Committee Leadership will schedule this gathering in early April and  
let you know when to be available.*

**June 10–14** *2-Hour Second Committee Gathering to be scheduled by Committee members*

**June 25–27** Hold these dates for *Online Committee Meeting Participation*

**June 28** Travel Date for Young Adult Advisory Delegates (YAADs) and anyone needing longer travel times

**June 29** Travel Date and Evening Welcome Reception

**June 30–July 4** Plenary Sessions in Salt Lake City, Utah



## Travel Arrangements and Expenses

We are grateful to members of the Presbyterian Church (USA) who support per capita for the national church. This support provides fully funded travel, individual accommodations, and meals for commissioners and advisory delegates while in Salt Lake City. This act of generosity removes the financial burden on those who are called to serve. With gratitude for the church's commitment to expanding access and empowering assembly leaders, the Office of the General Assembly coordinates the travel process so that participants do not have to make their own arrangements, making the process easier and more accessible for all.

## Why Serve as a Commissioner or Advisory Delegate?

God calls commissioners and advisory delegates to serve the church because of the unique gifts and abilities that make up who you are. As a commissioner or advisory delegate, you will join with others in discussing important topics and issues that have the power to form and reform both the Presbyterian Church (U.S.A.) and beyond.

Together you will discern where Christ is calling the church.

## Learning and Gathering Spaces

Opportunities to connect with the larger church will occur in many ways:

- **Mountainside Conversations** with ongoing and special committees in late Spring 2024 so anyone can learn more about specific items of business before the assembly and what they mean for the church
- A **Welcome Reception** with the Presbytery of Utah, candidates for Moderator/Vice Moderator or Co-Moderators, and representatives from agencies across the church
- **Group-Sponsored Functions** in Salt Lake City
- Informal **spaces for conversation** with representatives of Presbyterian agencies
- A **Welcome Room** near the plenary hall for the entirety of the in-person plenaries so that people can rest, be refreshed, and connect with others for conversation
- A **space for BIPOC commissioners and advisory delegates**
  - A **Lactation Room and a Family Room**
  - **...and more!** The Presbyterian Church (U.S.A.) is a large family with many members. Keep an eye out for information from other Presbyterian groups about opportunities they may be hosting around the assembly.

## Staying Updated

Stay informed about the assembly and receive regular updates in your email inbox by signing up for the *On the Road to GA* newsletter. More information coming soon. For details on the business that will come before the assembly, visit [pc-biz.org](http://pc-biz.org).

*How might God be calling you to serve the Presbyterian Church (USA)?*



## Minutes from September 23, 2023 Stated Meeting

### Presbytery of San Jose Standing Rules regarding GA Commissions

- 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.

## Minutes from September 23, 2023 Stated Meeting

- 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 K

### Peace and Justice Work Group Report on **Summer 2023 Networking Lunches**

**Purpose.** The Peace and Justice Work Group suspended COVID-time zoom meetings this past summer in favor of planning a series of four lunches at a variety of locations around the Presbytery of San Jose. The lunches were open to anyone with ties to any social justice project at any church of the Presbytery. Around ten people came to each lunch. It was a joy to be together, in person. We had fun!

June 12 on location at Grateful Gardens, San Jose

Discussion: Immigration, Addiction, Hunger, Homelessness, Community Arts

with: Recovery Cafe, Grateful Gardens, Community of Christ San Jose, PWP, Stone Church

July 15 at Crow's Nest, Santa Cruz

Discussion: Antiracism work, Anti-apartheid work, LGBTQI+ rights and allyship

with: Westhope Pres, Trinity Santa Cruz

July 29 at Aqui Blossom Valley

Discussion: Immigration, Accompaniment, Homelessness, Women's Safety

with: Amigos de Guadalupe, AWO Center/PCLG, PWP/Stone Church, Mission Outreach Work Group/Santa Teresa Hills Pres, Westhope Pres

August 12 on location at Gathering Place for Women, Monterey

Discussion: Homelessness, Presbytery and Congregational Mission Projects

with: Gathering Place for Women, Gilroy, First Monterey, Mission Outreach Workgroup/Santa Teresa Hills Pres, Westhope Pres

**Outgrowth.** The Peace and Justice Work Group can connect your church to these local groups:

**Amigos de Guadalupe**, who would like to visit congregations to teach about their work for the County of Santa Clara. They need help to set up immigration accompaniment and other supportive programs in Santa Clara communities. <https://www.amigoscenter.com/>

**AWO Center**, who would like to set up screenings of their new documentary on the dangers that unhoused women face in the Bay Area. <https://www.awocenter.org/>

**Gathering Place for Women**, <https://www.gatheringforwomen.org/> GPW lauched their September Art sale! Proceeds from pros are donated to the center; sales of guest artwork are paid to the artist. <https://www.etsy.com/shop/GatheringForWomen>

**Grateful Gardens San Jose**, extending an invitation to groups within the Presbytery of San Jose to use its venue free of charge for meetings or events. <https://www.gratefulgardenssj.org/>

**The first initiative** to grow out of these lunches is with Pastor Erik Swanson of Westhope Pres., to produce a **Black History Month 2024 study** that will be open to the Presbytery.

**Join us!** The Peace and Justice Work Group next meets after the deadline for this report: Sept 13 6pm by zoom. **New members are welcome!** Requirements are: membership in a church in the Presbytery of San Jose and a desire to work for Peace and Justice. Contact Chair Meredith Hurley, [pjwg@sanjosepby.org](mailto:pjwg@sanjosepby.org)



**APPENDIX L**



Hello Presbytery of San Jose!

I am writing you about the Self-Development of People (SDOP). SDOP reviews applications and issues grants from One Great Hour of Sharing (OGHS) donations, to economically poor and politically underserved people who own, control, and will benefit directly from their own projects. The overall goal is to empower them to become self-independent so they can address conditions that keep them poor and oppressed.

Unlike most SDOPs, we represent three Presbyteries: San Jose, San Francisco, and the Redwoods. That means the OGHS share we receive comes from churches throughout Northern California.

The National SDOP just notified the Tri-Presbytery SDOP that our share is available for grants, and the committee now needs your help! We want qualified groups to apply for these grants and I'd like to ask you to look for these groups in your community.

The criteria is attached to this letter. It explains what type of group can apply. Below are examples of groups that have received an SDOP grant:

- This group of low-income residents addressed problems of water infrastructure by training residents to assume leadership positions within the community.
- These members helped themselves and others struggling with homelessness by learning basic life skills: meal preparation, how to shop for groceries, and how to grow vegetables for consumption.
- This collective of poor people are building a nonhierarchical community, use "sweat-equity" to build co-housing, a multigenerational school, and a community garden/farm — to be phased in over time.
- This project developed a community garden within the Hispanic community, where students learned how to grow food and market the crops to the community, considered a food desert.

Please contact any group you know in your community that meets our criteria so they can know about and apply for a grant. If you have any questions, please contact me or any of the follow committee members in our Presbytery:

Rev. Ruth Kuo, [revkuo@gmail.com](mailto:revkuo@gmail.com), 518-221-9310  
Elder Carol Holsinger, [pcusa@holsingerharps.com](mailto:pcusa@holsingerharps.com), 650-326-3146

Elder Mustapha Baksh and Rev. Don Smith Presbytery of San Francisco;  
Elder Corinne Quinn, Elder Greg Plant, and Rev. Cindy Alloway, Presbytery of Redwoods

In Christ we serve,

Carol Holsinger  
Tri-Presbytery Self-Development Of People

## Minutes from September 23, 2023 Stated Meeting

The following standards are used by the Self-Development of People Committee to determine whether a proposal is valid for funding within this ministry:

1. A proposal will address long-term correction of conditions that keep people bound by poverty and oppression.
2. A proposal will be owned and presented by a group of people who will benefit directly from it. The proposal will identify the people by name, economic situation, and background. While congregations and other organizing groups are encouraged to help groups develop and submit proposals, the proposals must be presented, owned, and controlled by the direct beneficiaries.
3. A proposal will describe, in detail, its goals (the point of the proposal), its objectives (the specific steps the group will take to accomplish the goals), the way the direct beneficiaries will be involved in all stages of the proposed project, and the methods to be used to achieve the goals and objectives.
4. A proposal will not advocate violence as a means of accomplishing its goals or objectives.
5. A proposal will describe fully the resources known to be available to support the project, including a description of a) resources within and available to the community; b) in-kind resources; and c) financial resources sought or to be sought.
6. A proposal will contain a balanced income and expenditure budget. A financial plan showing expected income and expenditures over the life of the project will be included, as well as a statement of how the group intends to manage the program.
7. A proposal will specify how progress toward the stated goals and objectives will be evaluated by the group, and when the evaluation will be made. It also will say how the group will engage the greater community in evaluating the program.







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PO Box 964 Petaluma, CA 94953-0964  
Phone 707-765-1772 Fax 707-765-4467

September 10, 2023

Rev. Eric Rader  
Stated Clerk  
890 Meridian Way  
San Jose, CA 95126

Dear Erica

This letter is to acknowledge and affirm that the minutes of the Presbytery of San Jose for the below dates have been reviewed and approved without exception:

February 5, 2022  
March 26, 2022  
May 7, 2022  
September 24, 2022  
November 19, 2022  
February 4, 2023  
May 6, 2023  
August 5, 2023

A digital copy of the synod minutes review form from our review session has been included.

Thank you for your ministry!

Blessings

Rev. Dr. Seth A. Normington  
Temporary Stated Clerk  
Synod of the Pacific



**WESTMINSTER  
PRESBYTERIAN CHURCH**

Reverend Dr. Bryan James Franzen, Pastor

Come and see one of the amazing things the Presbytery is doing!

You are invited to join us for lunch and tour the new urban ministry center on the Westminster campus. See first-hand the facilities that will be used to help youth, young adults, and families find stability in their lives and hear about the ways this joint project of the Presbytery and Westminster will transform lives through the work of the Bill Wilson Center. Come dream with us about what our ongoing partnership will look like.

In 2019 the Administrative Commission tasked with the dissolution of First Presbyterian Church, the "mother church" in San Jose, sought to find ways to continue their mission of serving the urban community. After exploring many options, the opportunity opened up to transform an outdated facility on Westminster's campus into a facility that would have the impact that was envisioned. With Westminster's agreement, the Commission moved forward with plans and soon brought on a third partner, the Bill Wilson Center, a homeless youth (and much more) outreach that serves Santa Clara County and parts of Santa Cruz County.

Together, we embarked on dreaming of what the facility could be and what its impact would be. Now as we are in the final completion phase of construction, we are asking you to join us to tour and get excited about this new opportunity and ministry in our Presbytery.

Lunch will begin as people arrive, with tours happening regularly.

Please RSVP so we can be prepared.

Thanks!

Rev. Dr. Bryan Franzen  
bryan@westpres-sj.org

**WE ARE A COMMUNITY OF WELCOMING AND NURTURING FAITH**

1100 SHASTA AVENUE, SAN JOSÉ, CA 95126 ■ (408) 294-7447  
INFO@WESTPRES-SJ.ORG  
WWW.WESTPRES-SJ.ORG



## **Report from Presbytery Coordinating Council**

**The Council met on October 26, 2023 6:30 pm by Zoom**

### **Moderator Report: Elsa Amboy**

Installations and an Ordination. In September the Rev. Bill Lane was installed in Gonzales, the Rev. Neneth Ross was ordained at Westminster the day after the September Presbytery meeting, the Rev. Ting-Yin (Tim) Lee was installed at TAPC in October.

Hybrid Meeting. “The Hybrid meeting was overall positive.” Not as challenging as leading a kindergarten class on zoom. In future meetings the moderator needs a laptop, to see online participants. Elsa believes we should anticipate technical difficulties.

Erica Rader reported that not using chat in zoom didn’t allow attendees to send feedback on the meeting. There was confusion about polling. A person wanted to ask an ordination question and was not recognized in time. “It was basically running two meetings.” Presenters were asked to be in person; however two presented from zoom anyway (one stayed home with COVID.)

The lunch and tour of the Urban Ministry project at Westminster afterwards was a joyful celebration.

### **The Council approved November 2023 Meeting to be offered by Zoom.**

Elsa Amboy’s recommendation is to have the next meeting either all in person or all on zoom, and to re-examine hybrid meetings in 2024.

### **The Council approved the February 2024 meeting to be held at Northminster, Salinas**

Moderator for 2024, Andy Rausch, Pastor of Northminster will seek work with his leaders to provide a Hybrid option.

### **Stated Clerk report: Erica Rader**

Thanked Elsa for her leadership. Erica works on a Funding Model Development team at the national church that supports the Unification Commission. It is a four-year commitment. She feels grounded, coming back to the Presbytery of San Jose. Please encourage great people to come forward to be commissioners to GA 226. Nominations are due Nov 10.

### **Executive Presbyter report: Joey Lee**

Polity, Benefits and Mission Consultation. Joey and Erica attended the St Louis Polity Benefits and Mission Consultation. It was clear that people across the Presbytery are getting to know her. This is good for the Presbytery of San Jose.



**SF Theological Seminary.** Rev. Dr. Laurie Cobbina Garrett, new dean of SF Theological Seminary asked for 5-10 minutes at the Nov Presbytery meeting to report about changes to SF Theological Seminary. It merged with U of Redlands and a new covenant has been drawn up between them and the Committee on Theological Education for them to be recognized as a Presbyterian Seminary.

**Pastors' Participation.** Changes are coming to pastor's participation with the board of pensions. Those changes will be voted on at the Board of Pensions March meeting. Expect an announcement in 2024 after that meeting. Family participation will become optional. Cost driver is pharmaceutical costs. For retirees, a medical supplement plan will become an advantage plan. Will take effect 2025. BOP Church consultant Christine Long will be valuable help to COM and churches.

### **Nominating Committee- Irene Pak Lee**

**Council approved nominating the following members to Nominating Committee at the November 18, 2023 Presbytery meeting:**

Evie Macway, Class of 2026 (2nd term) TE  
Lynn Viale, Class of 2026 (1st term) RE

Continuing members of Nominating Committee  
Irene Pak Lee, Stone, Class of 2024 TE (Chair)  
Charlie May, Trinity Santa Cruz, Class of 2025 RE  
Anne McAnelly, St Andrew, Class of 2024 TE

Irene Pak Lee gave thanks for the committee, actively seeking nominees for positions with special thanks to Elder Carlo Panighetti for his service; he is rotating off of the Nominating Committee. She noted with appreciation that the Executive Search committee members were a diverse and active group of leaders who are embracing their role.

### **Polity and Government Report: Bryan Franzen**

**2022 Records Review.** Subcommittee conducted a Records Reading on October 21 at Westminster Pres. Clerks who came emphasized the learning opportunities inherent in attending reviewing each other's books. Problem-solving and relationship building happens in person in a way that doesn't happen online.

**Overture.** Subcommittee reviewed an overture by First Pres. Palo Alto that looks to be in order and will bring it to the next presbytery meeting.

**Presbytery Nominations for Committees  
Nominations and Report on Continuing Members**

**\*Nominations Slate**

**Presbytery Council At Large Members**

**Nominations for Class of 2026**

**\*Neneth Ross– Westminster, TE (1<sup>st</sup> term)**

**\*Martha Thorson-HR, TE (2<sup>nd</sup> term)**

**Class of 2025**

Jane Esterline-At-large, TE (1<sup>st</sup> term)

Carlo Panighetti-Los Gatos, RE (1<sup>st</sup> term)

Nan Swanson-Honorably Retired, TE (1<sup>st</sup> term)

**Class of 2024**

Jenni Bales-At-large TE (2<sup>nd</sup> term)

Hardy Kim, Sunnyvale, TE (2<sup>nd</sup> term)

Jane Odell, St. Andrews, RE (1<sup>st</sup> term)

Lynn Viale, Gilroy, RE (2<sup>nd</sup> term)

**Committee On Ministry (COM)**

**Nominations for Class of 2026**

**\*Jack Cabaness, Covenant, TE (1<sup>st</sup> term)**

**\*David Esterline, Honorably Retired, TE (1<sup>nd</sup> term)**

**Class of 2025**

Chris Hasegawa-FPC Monterey, RE (2<sup>nd</sup> term)

Mark Peake- FPC Monterey, TE (2<sup>nd</sup> term)

**\*Lizanne Reynolds-Covenant Palo Alto, RE (2<sup>nd</sup> term)(chair for 2024)**

**Class of 2024**

Horace Hines- Santa Teresa Hills, RE (1<sup>st</sup> term)

Dave Heacock – Los Gatos, RE (1<sup>st</sup> term)

Jane Odell – St. Andrews, RE (2<sup>nd</sup> term)

Sharon Rowser – Foothill, RE (1<sup>st</sup> term)

Deb Troester – Santa Teresa Hills, TE (1<sup>st</sup> term)



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

**Nominations for Class of 2026**

**\*Libby Boatwright, HR, TE (1<sup>st</sup> term)**

Class of 2025

Bruce Reyes-Chow, at-large, TE (2<sup>nd</sup> term)

Class of 2024

Steve Nelson, Stone, RE (1<sup>st</sup> term)

**\*Robby Olson, at-large, TE (2<sup>nd</sup> term) (chair for 2024)**

Andy Wong, Foothill, TE (2<sup>nd</sup> term)

**Financial Affairs Committee**

**Nominations for Class of 2026**

**\*Edith Mojoko Sona, Santa Teresa Hills, RE (1<sup>st</sup> term)**

**\*Lindsay Woods Wong, Foothill, TE (2<sup>nd</sup> term) (chair for 2024)**

Class of 2025

Sammie Evans, at-large, TE (2<sup>nd</sup> term)

Dave Macway, Trinity SC, RE (2<sup>nd</sup> term)

Class of 2024

James Lee, Daesung, RE (1<sup>st</sup> term)

Trevor Van Laar, Gilroy, TE (1<sup>st</sup> term)

**Personnel Committee**

**Nominations for Class of 2026**

**\*Denise Martin, Gilroy, RE (2<sup>nd</sup> term) (chair for 2024)**

**\*Emmanuel Ngwa, Santa Teresa Hills, RE (1<sup>st</sup> term)**

Class of 2025

David McCreath, HR, TE (2<sup>nd</sup> term)

Erik Swanson, Westhope, TE

Class of 2024

Lela Noble, FPC Palo Alto, RE (1<sup>st</sup> term)

Sandy Petznick, St. Andrews, RE (2<sup>nd</sup> term)

**CORE (Committee on Representation and Empowerment)**

**Nominations for Class of 2026**

**Bob Toche, Santa Teresa Hills, RE**

Class of 2025

\*Annanda Barclay, at-large, TE (2<sup>nd</sup> term) **(2024Chair)**

Ruth Fong, Los Gatos, RE (2<sup>nd</sup> term)

Class of 2024

Elsa Amboy, Sunnyvale, RE (1<sup>st</sup> term)

Joe Sohn, Cornerstone, TE (1<sup>st</sup> term)

**Ordination Exam Readers**

**Nomination for 2024 Readers:**

\*Alice Thorn, Stone, RE

\*Irene Pak Lee, Stone, TE (alternate)

**SDOP (self-development of people)**

**Nomination for Class of 2026**

\*Brenda Costanzo, PC Los Gatos, RE (1<sup>st</sup> term)

Class of 2024

Ruth Kuo, at large, TE

**Presbytery Moderator**

**Nomination for Moderator 2025 (Vice moderator 2024)**

\*Karin Kennedy Hejmanowski, Sunnyvale, TE 2025

Previously elected: 2024 Moderator Andy Rausch, Northminster, TE



**PROPOSED OVERTURE TO THE 226<sup>th</sup> GENERAL ASSEMBLY (2024)**

**On Amending the Book of Order to Include Sexual Orientation and Gender Identity  
Among the Categories Against Which This Church Does Not Discriminate**

Recommendation

The Presbytery of Olympia overtures the 226th General Assembly (2024) to direct the Stated Clerk to send the following proposed amendments to the presbyteries for their affirmative or negative votes:

(Text to be added is *[underlined, in brackets and italics]*.)

1. Shall F-1.0403 be amended as follows:

“The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism, regardless of race, ethnicity, age, sex, *[gender identity, sexual orientation,]* disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.”

2. Shall G-2.0104b be amended as follows:

“b. Standards for ordained service reflect the church's desire to submit joyfully to the Lordship of Jesus Christ in all aspects of life (F-1.02). The council responsible for ordination and/or installation (G-2.0402; G-2.0607; G-3.0306) shall examine each candidate's calling, gifts, preparation, and suitability for the responsibilities of ordered ministry. The examination shall include, but not be limited to, a determination of the candidate's ability and commitment to fulfill all requirements as expressed in the constitutional questions for ordination and installation (W-4.4003) *[and in the principles of participation, representation and non-discrimination found in F-1.0403]*. Councils shall be guided by Scripture and the confessions in applying standards to individual candidates.”

Rationale

Twice in 2022 Olympia Presbytery held ordination votes on the floor of Presbytery involving ordinands with opinions that did not fully embrace the equal and affirmed status of LGBTQIA+ persons in the church. Those conversations were difficult because the Book of Order does not include gender identity or sexual orientation in its list of protected classes. These experiences reveal the need for denominational clarity concerning the church’s ministry to LGBTQIA+ individuals as full participants in all aspects of life in the church.





While affirming the freedom of councils of the church to make ordination decisions as guided by the Holy Spirit, we acknowledge that the Church has been called upon historically to be ever more faithful to the most inclusive and affirming statements of Scripture and promptings of the Holy Spirit. The Church continues to find and confirm that the limits of each council of the church in their “local option” are conditioned by affirmations found in the Book of Order: sex, race, or any other prejudicial category, now to include gender identity and sexual orientation.

We feel that the Spirit is working in the churches concerning this matter. 223rd General Assembly (2018) approved the following resolution:

1. *Celebrating the expansive embrace of the gospel of Jesus Christ and the breadth of our mission to serve a world in need, the 223rd General Assembly (2018) affirms the gifts of LGBTQIA+ people for ministry and celebrates their service in the church and in the world.*
2. *The assembly celebrates that over the years, LGBTQIA+ people have faithfully, lovingly, and courageously served in every kind of service to which Christian disciples are called— notwithstanding the church’s efforts to exclude them from particular types of service.*
3. *The assembly laments the ways that the policies and actions of the PC(USA) have caused gifted, faithful, LGBTQIA+ Christians to leave the Presbyterian church so that they could find a more welcoming place to serve, as they have been gifted and called by the Spirit.*
4. *At the same time, the assembly gives thanks for the LGBTQIA+ pioneers of the faith who have persisted in relationship with the Presbyterian church, at great personal cost and sacrifice, together with the whole of the LGBTQIA+ community, moving the church toward a more generous, loving, and just understanding of God’s grace.*
5. *The assembly also gives thanks for those who continue to seek deeper understanding, and more authentic welcome, even amid discomfort or uncertainty about how best to show hospitality, in the spirit of continuing Reformation.*
6. *Today, openly LGBTQIA+ people are leading churches, preaching the gospel, serving those in need, and otherwise using their gifts for ministry in the Presbyterian Church (U.S.A.).*
7. *With an eye toward the future, the assembly affirms God’s presence and call in the lives of all God’s people and commits to seeking justice, equality, and inclusion for all in church and society.*
8. *The assembly calls on the Stated Clerk of the General Assembly, the Presbyterian Mission Agency (through its Office of Public Witness), and all who represent the Presbyterian Church (U.S.A.) to actively work for the protection of human and civil rights, both in the United States and around the world, especially the rights of marginalized and oppressed groups, including people facing discrimination on the basis of sexual orientation or gender identity.*



9. *The assembly calls upon mission co-workers and ecumenical representatives to advocate for justice and equality for all God's people in ways appropriate to their cultural and ecclesiastical context.*

10. *The assembly encourages all congregations and councils of the PCUSA continually to seek to expand their welcome so that all might know the Good News of Jesus Christ and encourages all other communions to do the same.*

We follow this encouragement by urging that gender identity and sexual orientation be established as protected classes against which we must not discriminate. As the PC(USA) continues to celebrate the gifts of our LGBTQIA+ siblings, we must amend our Book of Order to prevent discrimination against those same siblings.

We further feel that justice will be served, and the children of God will be supported by this Amendment. Studies show that LGBTQIA+ youth who have religious parents that share negative views on being LGBTQIA+ have higher rates of suicide attempts.<sup>1</sup> We believe that the Church is being called to affirm and support this at-risk population, as children, youth and adults.

We pray that the PC(USA) will fully affirm our LGBTQIA+ siblings by adding language that protects these historically oppressed people.

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<sup>1</sup>The Trevor Project: (<https://www.thetrevorproject.org/wp-content/uploads/2021/08/LGBTQ-Youth-and-Religion-Research-Brief-April-2020.pdf>)

## Annual Report from Stated Clerk

### Manual of Administrative Operations

The Presbytery of San Jose has documents which form the Manual of Administration and are available at <https://sanjosepby.org/policies>

- Standing Rules, revised Sep 25 2021
- PS-1 PT-6 Minimum Terms of Call, Nov 2022
- PS-2 Annual Review of Compensation
- PS-3 Job Description Performance Review
- PS-4 Part-Time Pastors
- PS-5 Tentmaking Ministry
- PS-6 Use of Study Leave
- PS-7 Sabbaticals
- PS-8 Family Care Leave
- PS-9 Medical Leave
- PS-10 Employment Rights for Chaplains
- PS-11 PT-1 Dissolving Pastoral Relationships
- PT-1 PS-11 Dissolving Pastoral Relationships
- PT-2 Relationship Between Congregations and Former Pastors
- PT-3 Interim Pastors, Nov 2021
- PT-3a Appendix A
- PT-3b Appendix B
- PT-4 Pastor and Associate Pastor Nominating Process
- PT-5 Equal Employment Opportunity in Ministry
- PT-6 PS-1 Minimum Terms of Call, Nov 2021
- PT-7 Receiving Clergy from other Denominations
- PT-8 PNC, APNC Liaison, Nov 2021
- ML-1 Minister Members-at-Large
- ML-2 Validated Ministries
- ML-3 EC-4 Ministers Not Related to Congregation
- HR-1 The Receipt of Honorable Retired Ministers
- HR-2 Presbytery's Relationship to Its Retired Ministers
- HR-3 Pastor Emeritus
- HR-4 ML-4 Parish Associates
- EC-1 Ethical Conduct for Ordained Officers
- EC-2 Sexual Misconduct Prevention, amended Nov 2018
- EC-3 Misconduct Reporting Procedure
- EC-4 ML-3 Ministers Not Related to Congregation
- EC-5 Use of Title Minister
- EC-6 Life Threatening Illnesses

The Presbytery utilizes the Synod of the Pacific for payroll and personnel services and has adopted the personnel policies of the Synod which can be found here:

<https://synodpacific.org/synod-administrative-manual/>



**Insurance Coverage**

The Presbytery of San Jose has insured property and liability through the Insurance Board. As the Insurance Board doesn't insure watercraft, the "Salty Sheep" catamaran is insured with a specialty broker, Markel American Insurance.

**Financial Review**

We have had a successful review of our financial statements for 2022 completed by SD Mayer Accountants in September 2023 with no adverse or unusual items noted.

**Review of Presbytery Minutes**

The minutes of the Presbytery of San Jose have been reviewed by the Synod of the Pacific up to and including the special called meeting of August 5, 2023.

**Permanent Judicial Commission**

There are no judicial actions to report.

Current and Former PJC Members, as of October 2023

Esterline, Jane	At large	TE	2029
Burgess, David	Westminster	RE	2028
Gibson, Diana	At large	TE	2028
Bennett, Jim	At large	TE	2026
Mihm, Eileen	St. Andrew	RE	2026
Finkle, Ned	Los Gatos	RE	2024
Peake, Mark	First, Monterey	TE	2024
Reynolds, Lizanne	Covenant	RE	2022
Stock, Stephen	Los Gatos	RE	2022
Burgess, David	Westminster	RE	2020
Gibson, Diana	At large	TE	2020
Rogers, Barbara	Westview	RE	2020
Bowles, Bob	HR	TE	2018
Kwon, Young K	HR	TE	2018
Henry, Ken	Stone	TE	2018
Johnson, John	Gilroy	RE	2016



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

McAnelly, Anne	St. Andrew	TE	2028
Hamm, Claudia	Stone	RE	2028
Iyer, Mohan	First, Palo Alto	RE	2026
May, Charlie	Trinity, SC	RE	2026
Vickrey, Barry	Sunnyvale	RE	2024
Barclay, Annanda	First, Palo Alto	TE	2024
Macway, Evie	At-large	TE	2024

**Report on Members of Continuing Administrative Commissions**

**Watsonville AC:** Regarding the property and resources from the former UPC Watsonville

Denise Martin, RE, Gilroy (Chair)  
Charlie May, RE, Trinity SJ  
Cory Pena, RE, First Monterey  
Trevor Van Laar, TE, Gilroy  
Samantha Evans, TE, Validated Ministry/PACT  
Lizanne Reynolds, RE, Covenant  
Dan Hoffman TE, Westview

**Downtown San Jose Urban Ministry AC:** Regarding the reinvestment of the property and resources from the former First Presbyterian San Jose into downtown urban ministry.

Sharon Rowser, RE, Foothill (Chair)  
Carolyn Rosen, RE, Los Gatos  
Steve Nelson, RE, Stone  
Don Choi, TE, at-large  
Jenni Bales, TE, at-large



**Committee on Preparation for Ministry Report**

Committee Members:

Marjorie Bowles, Steve Nelson, Rev. Bruce Reyes-Chow, Rev. Robby Olson (chair),  
Rev. Andy Wong

This has been an exciting quarter for CPM! We have had the opportunity to walk with a candidate she received a call, completing the CPM process and we have welcomed a new inquirer into the process. Rev. Nene Ross has received a call to Westminster Presbyterian Church in San Jose and is now ordained. Abendas Gnanadas Gelisuman, a member at Sunnyvale is officially an inquirer and has been paired with CPM liaison Rev. Andy Wong.

CPM currently has 3 inquirers, 1 candidate, and 2 candidates ready and pending a call.

CPM's next meeting will be in February 2024.

Submitted by:

Rev. Robby Olson, Chair

## **Committee on Ministry Report**

### Informational items:

- COM met for a fit interview for associate pastor candidate at First Presbyterian Monterey
- Approved a bridge contract between The Rev. Bruce Reyes-Chow and Stone Church.
- COM will report the 2023 calculation for the Minimum Terms of Call at the November Presbytery meeting

### 2023 Necrology of Minister members:

The Rev. Samuel Choi (03/30/1932- 3/26/2023) Cerritos, CA

The Rev. Dong Sung Ahn 06/27/1940- 5/3/2023) Santa Clara, CA

The Rev. Young Ko Kwon (b. 08/11/1945-9/26/2023) San Jose, CA

Submitted by  
Rev. Mark Peake, Chair

## **Financial Affairs Committee Report**

Financial Affairs Committee (FAC) has reviewed and approved leases for Foothill, Northminster, Westhope churches. The leases cover a wide range of topics, from use of facilities to cell towers on church property. We also discussed and modified the lease between the Presbytery and Watsonville Public House to reflect their unique ministry and financial arrangements with the Presbytery.

Every month, we continue to monitor and discuss the Presbytery budgets vs actuals for the 2023 fiscal year, as well as review the status and changes in the investment portfolio.

We have had multiple consultations with members of the Watsonville Administrative Commission to understand their needs with regard to contracting and managing funds. The FAC has recommended they form a legal entity to enable them to enter into contracts, create banking accounts, acquire insurance, etc. to support the ministries that are being planned for the Watsonville community.

Submitted by  
Elder Dave Macway, Chair



**Report on Request from Session of St. Phillips Presbyterian Church**

The Session of St. Phillips Presbyterian Church requests that the Presbytery sell the property on N. Main St. in Salinas. This property title is held in the name of the Presbytery.

The Presbytery sold the church campus property on Leslie Drive in 2014, where St. Phillips Presbyterian Church worshiped and purchased a multi-use commercial property on N. Main St. in 2015 with the proceeds. This new property provided office and gathering space for the church and tenant revenue from a restaurant and an office tenant. The property has been managed by a property manager and net income has supported the church.

Recently it became apparent that the zoning for the property and the church's use permit does not allow an "assembly" use after code enforcement fines were levied against the church and Presbytery for use of the property for gatherings for worship and fellowship. This zoning issue cannot be resolved for the property and St. Phillips is now sharing space at Northminster Presbyterian Church in Salinas. The Session has consulted with Executive Presbyter Joey Lee on this request and Financial Affairs will review and provide further guidance on this motion.

Submitted by  
Rev. Erica Rader,  
Stated Clerk

## **Peace and Justice Work Group**

Save the Dates for:

### **“Seeking the Roots of Current Issues through Black/African History”**

Have you ever wondered about roots of voting restrictions, incarceration, book bans in education, Christian nationalism, and other forms of systemic racism? Join us on a journey of study and reflection during the month of February, 2024. We will wonder and build relationships together as we explore these issues historically and today.

Online gatherings on Monday evenings 6:30-8:00pm. 2/5/2024 and 2/12/2024

Final gathering in-person + dinner on 2/26/24 from 6:30-8:30pm.

Registration details to come in January 2024.

Submitted by:

Elder Meredith Hurley, Chair

Returning to Presbyterian Women's Traditional Celebration !!



*Presbyterian Women in the  
Presbytery of San José  
Invite you to an Epiphany Tea*

***GOD'S PROMISE IS HERE***

***Begin the New Year with food for body and soul. All are invited.***

Featuring a candlelit experience of worship in the style of the Taizé Community - chanted song in prayer, meditation in scripture and seasonal readings.

Sunday afternoon, January 7, 2024  
2:00 p.m. to 4:00 p.m.

The Stone Church of Willow Glen 1937 Lincoln Avenue at Clark Way, San José  
RSVP Claudia Hamm- jnchamm@gmail.com