

**Presbytery of San Jose: Notice of Called Meeting**  
**February 27, 2025 at 4:00pm**  
**Zoom Meeting**

Pre-Registration link <https://sanjosepby.org/>

**4:00 Welcome,** Moderator, Rev. Libby Boatwright  
**Land Acknowledgement**  
**Opening Prayer**

**Installation of Moderator**

**4:20 Transition to agenda**

**Stated Clerk** 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 (All new business must be referred)**

**Consent Agenda:**

1. Motion to approve November 23, 2024 minutes of the Stated Meeting of the Presbytery of San Jose.(pp.3-41)
2. Motion to approve Agenda
3. Approve the request from Gonzalez Community Presbyterian Church to approve a third term for Elder Darlene Bagwell (p. 42)

**Reports and Announcements Received in Docket**

Draft Minutes from November 23, 2024 Stated Meeting of Presbytery (pp.3-41)  
Letter from Session of Gonzalez Community Presbyterian Church (p.42)  
Report from Coordinating Council (p. 43)  
Reports from Committee on Ministry (pp.44-46)  
Financial Affairs Report (p.47)  
2024 Financial Reports (pp.48-52)  
Report from Treasurer (pp. 53-54)  
Amendments to Constitution Report (pp..56-57)  
Notification of Nominations for GA227 (pp.58-60)  
PW Announcement (p.61)

**4:25 Coordinating Council** (p.43)

Rev. Andy Rausch

**Motion from Coordinating Council to nominate members to Nominating Committee** (Note: Standing Rules call for Nominating Committee members to be nominated by the Coordinating Council)

Rev. Hardy Kim (Sunnyvale) Class of 2027  
Rev. Nan Swanson (HR) Class of 2027

**4:30 Nominating Committee**

Rev. Evie Macway

**Motion that the Presbytery elect the following:**

Elder Tim Parmentier (RE, Trinity SJ) Vice Moderator 2025/Moderator 2026  
Rev. Edd Breeden (HR) Ordination Exam Reader 2025

**4:35 2024 Financial Statements and Treasurer's Report** Rev. Edd Breeden  
(pp.48-54) Diane Case, Accountant

**5:45 Polity & Government:**

**Amendments to the Constitution** (pp. 56-57)  
Rev. Bryan Franzen

**Text of Amendments can be found**

**<https://www.pcusa.org/resource/proposed-amendments-constitution>**

**Nominations for 226<sup>th</sup> General Assembly** (pp. 58-60)

**5:05 Committee on Ministry**

Elder Lizanne Reynolds

COM Report (pp. 44-46)  
Commissioned Ruling Elder Policy approval (pp.16-34)

**5:15 Stated Clerk**

Rev. Erica Rader

**5:20 Executive Presbyter**

Rev. Neal Presa

**5:25 Announcement and prayers**

**5:30 Adjournment and Closing Prayer**

**Save the Dates:**

**Treasurer Training** on Zoom Saturday March 22, 2025 9:30-12:00 pm open to all

**Next Called Presbytery Meeting** (Zoom)October 23 4:00 pm

**NEAR Gatherings:** First Monterey May 3, First Mountain View September 6  
**Subscribe to Presbytery Weekly digest** for information about upcoming events and opportunities, contact [Collette@sanjosepby.org](mailto:Collette@sanjosepby.org)

**Minutes of Stated Meeting  
Presbytery of San Jose  
November 23, 2024  
Northminster Presbyterian Church, 315 E Alvin Dr, Salinas  
and Zoom**

Moderator Rev. Andy Rausch, Pastor of Northminster Presbyterian Church, Salinas, opened the meeting at 9:00, welcoming in-person and zoom participants.

Northminster teen Juliette Loder opened with a call to worship and land acknowledgement.

Rev. Bill Lane, Pastor, Gonzales Community Presbyterian Church, gave a sermon on Stone Soup. "A great way to show love to your neighbors is to sit at table with them."

Transition to Agenda, Stated Clerk Rev. Erica Rader

- Change to consent agenda
- Stated Clerk pronounced a quorum, both online and in person.
- Welcome to Corresponding Member, Rev. Richard Young, Member of Presbytery of Nevada
- Welcome to first-time commissioners and visitors:
  - Nancy Smith, PCLG
  - Lauren Froman, PCLG\*
  - Beverly Prowell, FPC Monterey
  - Irene Yang, Sunnyvale\*
  - Aaron Munzer, visitor from Trinity in Santa Cruz, new Americorps member assigned to Urban Works\*

**Attendance** \*Attending by Zoom

**Ruling Elder Members Present**

**(Synod Commissioners, Past Moderators, Coordinating Council)**

Hamm, Claudia	Panighetti, Carlo
Notor, Nannette	Reynolds, Lizanne
Odell, Jane*	Zisch, Rosaleen

**Teaching Elders Present**

Arishvara, Vincent*	Lane, Bill	Raines, Jim
Barraca, Jason	Logan, Molly*	Rausch, Andy
Bennett, James*	McAnelly, Anne	Sohn, Joseph
Dorr-Tilley, Kim*	Park, Joseph Kwang	Troester, Deborah*
Franzen, Bryan*	Peake, Mark*	Watermulder, David*
Fullmer, Paul*	Potts, James	Woodsmall, Dennis*
Hahn, Taejinn*	Presa, Neal*	
Kim, Taelor*	Rader, Erica	

**Teaching Elders, Honorably Retired, Present**

Boatwright, Libby	Macway, Evie*	Vilardo, Larry*
Gibson, Diana*	Swanson, Nan*	

**Teaching Elders, Not Present**

Althaus, Ryan	Hejmanowski, Karin	Minerva, George
Bales, Jennifer	Hoffman, Daniel J	Olson, Robby
Barclay, Annanda	Kim, Han Ho	Pearson, Marjorie
Cabaness, Jack	Kim, Hardy	Person, Brian
Center, Julie	Koeker, David	Peterson-Iyer, Karen
Choi, Don	Mosgofian	Reyes-Chow, Bruce
Crocker, Douglas	Kuo, Ruth	Ross, Neneth
Drescher, Kent	Lai, Hsien-Chang	Swanson, Erik
Esaki, Ted	LeClaire, Sharon	Van Laar, Trevor
Eschen-Pipes, Kathleen	Lee, Fred	Williams, Chris
Evans, Samantha	Lee, Irene Pak	Wong, Andy
Ford, Diane	Lee, Jaeguen	Wong, Lindsey Woods
Hansen, Chris	Lee, Ting-Yin	Yoon, I Sil
Hanson, Duncan	Matusiewicz, Stella	
Harris, Tom	McGinnis, Katheryn	

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

Allen, Stephanie Lutz	Joy, Judith	Nelson, Jim
Bender, Jim	Kim, David Kwang	Norman, Stephen
Bland, Byron	Kim, Insik	Palmer, Marge
Bracey, Dale	Kim, Kyung Jae	Rowlinson, Bruce
Bristol, John	Kim, Young Han	Schmidt, Lyle
Burke, John	Knowles, Steve	Smith, Kent
Dosker, Richard	Kress, Karla	Solis, Dick
Doyal, George	Kwon, Young Bai	Spencer, Dick
Gardner, Thomas	Lee, Joey	Swanson, Nan
Hansen, David	Lewis, Charles	Takarabe, Hei
Harrington, Nancy	Longley, Jack	Thorson, Martha
Harvey, Bill	Lyke, Brian	Tyler, Lee
Hollingsworth, Mark	Menser, Bruce	Yeane, Darrell
Hseih, Stephen	Momrow, Ed	

**Ruling Elder Commissioners Present**

Aptos, St. Andrew	Los Gatos	Monterey, El Estero
Mihm, Eileen	Barry, Beth*	(none)
Gilroy	Froman, Lauren*	Monterey, First
(none)	Smith, Nancy	Prowell, Beverly
Gonzales, Community	Thiele, Doug*	Mountain View, First
(none)	Rohrer, Dan*	Edmundson, Bruce*
		Shirley, Lora*

Palo Alto, Covenant Wunder, Ellen*	San Jose, Foothill Rowser, Sharon*	San Martin (none)
Kerns, Kathy*	San Jose, Santa Teresa Hills	Santa Clara, First (none)
Palo Alto, First Kinney, Pat*	(none)	Santa Cruz, Bonny Doon (none)
Salinas, Lincoln Avenue (none)	San Jose, Stone (none)	Santa Cruz, Trinity (none)
Salinas, Northminster Loder, Lisa	San Jose, Taiwanese American	Saratoga, Westhope (none)
Perry, Barbara	(none)	Sunnyvale Yang, Irene*
Cuda, Aimee	San Jose, Trinity Parmentier, Tim*	Sunnyvale, Daesung (none)
Salinas, St. Phillips (none)	San Jose, Westminster Barrons, Ross*	Watsonville, Westview (none)
San Jose, Cornerstone (none)	Burgess, David*	

### **Corresponding Members**

Presbytery of Nevada: Rev. Dick Young

### **Visitors**

Los Gatos: Marjorie Bowles\*

Northminster: Jeff Cuda, Jackie Gash, Reb Ekun, Juliette Loder

Sunnyvale: Mary Green Vickrey

Trinity Santa Cruz/Urban Works: Aaron Munzer\*

Westminster: Olga Enciso-Smith

### **Consent Agenda: Approved**

4. Motion to approve the September 28, 2024 minutes of the Stated Meeting of the Presbytery of San Jose.
5. Motion to approve Agenda and give voice to Rev. Young.

### **Reports and Announcements Received in Docket**

Report from Coordinating Council **APPENDIX A**

Report from Executive Presbyter **APPENDIX B**

Nominating Committee **APPENDIX C**

Reports from Committee on Ministry **APPENDIX D**

Stated Clerk Report **APPENDIX E**

**Coordinating Council Chair**, Elder Carlo Panighetti presented nominees for Nominating Committee and a motion to suspend Presbytery standing rules.

With no nominations from the floor, Presbytery elected to Nominating Committee:

Emily Meacham class of 2027 (RE, Stone)

Evie Macway (TE, chair, previously elected class of 2025)

**Presbytery approved ( with 2/3 commissioner voting affirmative) to Suspend Standing rules 2.10 & 2.16 regarding Presbytery meetings in 2025 to allow a subcommittee of the Coordinating Council to give direction to plan the meetings.**

Named to the subcommittee: Nan Swanson, Libby Boatwright, Bryan Franzen, Andy Rausch. Staffed by: Neal Presa, Erica Rader, Collette Lynner.

**Nominating Committee**, Rev. Anne McAnelly presented the slate of nominations and with no nominations from the floor, the Presbytery *elected* Nominating Committee slate.

**Polity and Government Sub Committee**, Rev. Erica Rader

Thanks to churches who've taken advantage of the two Session Records Review dates conducted by Polity and Government Sub-Committee in October 2024. The subcommittee will follow up with churches who still need 2023 records reviewed. A Clerk of Session Training will be conducted Feb 8, 2025

**Zephyr Point Conference Center** Rev. Dick Young

Zephyr Point Presbyterian Conference Center is jointly owned by Synod of the Pacific and Synod of Southern California and Hawaii. Representatives from each Synod sit on the Board of Directors. Presbytery of San Jose representative is Nan Notor, Westminster Pres. A promotional video was shown.

**Video update provided from Executive Presbyter Neal Presa**, in attendance by Zoom.

**Committee on Ministry**, Elder Lizanne Reynolds reported

- The updated Minimum Terms of Call calculation for Clergy are updated in time to be included in 2025 budgets.
- A first read of a new Commissioned Ruling Elder Policy was provided in the docket. Please refer questions to COM. We will vote on this policy at the February Presbytery meeting.

**Church Health & Growth Work Group**, Rev. Anne McAnelly

CHG will be coordinating a retreat for pastors serving Congregations, fellowships and affiliated non-profits. Pastors who have a little bit of funding left in this year's study budget can use \$100 to reserve space for the Feb 3-4 retreat. It will be a time of worship, reflection, and renewal, and a chance to gather with Neal for an extended period of time.

**Mission & Outreach Work Group presented on their Peru Mission Trip**

Slide Presentation narrated by Mary Green Vickrey and Olga Encisno-Smith. Their tour was led by Rev. Jed Koball, *Joining Hands Network/Joining Hands Peru* founded in 1979 through Presbyterian Hunger Program. A group of women grew 30,000 trees in a landscape devastated by mining. The group toured farms, environmental groups. Mission and Outreach Work Group will explore partnerships with Presbytery of Giddings Lovejoy in Missouri to support future programs led by Jed Koball. The delegation is available to visit your church, Mission or Adult Ed group.

**Stated Clerk Report, Rev. Erica Rader**

The Annual Stated Clerk's report includes the various process and administrative tasks required by the Book of Order and our policies . She thanked Moderator Rev. Andy Rausch for his year of dedicated service to the Presbytery and his continuing role as Coordinating Council Chair. "Thank you for being someone who says 'yes'."

**Announcements and prayers**

- Andy Rausch performs Seasonal Christmas Concert at Gilroy, 3pm 11/23 and 3pm 11/24 at Northminster, with traditional brass band music
- Tubachristmas 12/21 at Watsonville, reception at WPH afterwards
- Thanks to Pastor Bill Lane for help with Zoom meeting.
- 12/15 Intergenerational Cookie Decorating at Northminster Pres.
- 12/2 Discussion at FPC Mountain View with Todd Komarnicki to discuss his movie, *Bonhoeffer*

**Closing Prayer and Adjournment was at 11:45am** Rev. Andy Rausch

Lunch was a Baked Potato Bar, provided by Northminster Presbyterian Church.



## **Coordinating Council of the Presbytery of San Jose**

**The Coordinating Council met on October 17, 2024, 6:30 pm by Zoom**

### **Action Items:**

**Motion: Coord. Council received recommendations and forwards nominees for a Presbytery vote on the Nominating Committee Class of 2027.**

#### **Nominating Committee Class of 2027:**

**Emily Meacham (RE, Stone,)**

**Evie Macway (TE, chair for 2025)**

**(note, one individual not listed subsequently informed Nominating that they could no longer serve)**

**Motion: Suspend standing rules 2.10 & 2.16 regarding presbytery meetings in 2025 to allow a subcommittee of the council to give direction to plan the meetings.**

**The subcommittee is: Nan Swanson, Libby Boatwright, Bryan Franzen, Andy Rausch. Staff: Neal Presa, Erica Rader, Collette Lynner.**

EP Neal Presa and Stated Clerk Erica Rader sought direction from the Coordinating Council on the timing and format of Presbytery meetings in the future. The bulk of the presbytery's business is done by delegated authority to committees. There is business that Presbytery must do, but how can we incentivize and maximize attendance? How can we help support and equip our leaders? A common question from commissioners: "I'm coming to a Presbytery meeting and there isn't anything I need to vote for, what are we doing at the meeting?"

Council was asked for input, and gave strong encouragement for continuing some sort of hybrid meeting for business items; an interest in, and affirmation of, some kind of equipping meeting; community worship is also attractive. Council should seek to be aware of liturgical, community/school schedules as well as Synod assemblies. Since our standing rules call for stated meetings, to make an adjustment for 2025 requires suspending our standing rules. Since we are seeking a new format and we aren't exactly sure what will work best, we don't want to prematurely suggest a permanent amendment to the standing rules. The subcommittee will make sure that the new plan is communicated well to the Presbytery, with advanced notice, and will review feedback.

Review of 2023 financials, Erica Rader

The presbytery's financial review was completed with no adverse notices. This was a lot of work for Diane because 2023 is the year that the Presbytery merged financial statements. Diane explained the chart of accounts "with great professionalism, excellence and good communications." A review is not an audit; contracts and agreements are reviewed as well as the chart of accounts.

Moderator Report: Andy Rausch

"It's been an absolute pleasure to do a lot of installations, including Neal's." *Tubachristmas* returns to Monterey County and performs in Watsonville Dec 21; Andy is a part of this. Andy proposes a party: hear the concert with an after-party at WPH.

EP report: Neal Presa

Neal is grateful for a celebratory Commissioning Thanks to Council for their blessing on the plans.

Clergy of Color Retreat. Clergy of Color Retreat was held at Zephyr point in October. The project expands next year to include Presbytery of Central California. Next year's retreat is scheduled week of 10-13-2025. Laura Cheifetz and Neal co-lead the retreat planning committee next year's retreat. SJ Pres will continue being fiscal agent; Collette will handle registrations.

Projects to Maximize Cultivating Community. Neal listed the Advent/Christmas Devotional, Unity Candle, and presented a joint proposal developed with Erica Rader to change the Standing Order of meetings.

Carlo Panighetti  
Chair of Coordinating Council

## **Executive Presbyter Report to Presbytery of San Jose November 23, 2024 Meeting**

Grace and peace to the Presbytery of San Jose in the name of Christ our Lord in the fellowship of the Holy Spirit.

1. I will be participating in the Presbytery meeting via Zoom and recorded video from Cyprus (near Greece) as I'm attending the Fall meeting of the World Council of Churches Executive Committee, where I represent the Presbyterian Church (U.S.A.).
2. **2024 Advent/Christmas Devotional:** thank you to all those who have contributed a reflection and prayer for our daily devotional booklet. We will have this ready for distribution to the whole Presbytery, Church at large, and the wider public by the end of the month
3. **CRE Policy/Process:** Presbytery will receive for a First Reading a draft policy, process, and accompanying forms for candidates for Commissioned Ruling Elders (CRE). I am grateful for the partnership with COM and Rev. Mark Peake (Monterey-First) on this.
4. **2025 Presbytery Meetings:** Polity and Government is bringing to Presbytery a motion to suspend the standing rules with respect to the timing and content of Presbytery meetings. I am grateful for the partnership with our Stated Clerk and with Coordinating Council as we re-envision both the timing and content of Presbytery meetings in 2025 (and even beyond) that balances the must-do business while providing opportunities for worship, fellowship networking, education, leadership development, and theological engagement.
5. **Nominating Committee:** Presbytery will be receiving and voting upon the report of Nominating Committee. Grateful for the partnership with members of the Nominating Committee, to all those who have served in Presbytery entities, and all those who have accepted to be nominated to serve in 2025.
6. **2025 Pastors Retreat (February 3-4):** For all teaching elders serving in congregations, fellowships, and affiliated non-profits, you can register for an overnight retreat as we gather at the Villa Maria del Mar in Santa Cruz on February 3-4 organized by Church Health and Growth.
7. **Synod and multi-presbytery gatherings:** since the September Presbytery meeting, participated in the Synod Leadership Forum (annual retreat of EPs and Clerks of presbyteries in the Synod) and participated in the annual Clergy of Color retreat at Zephyr with pastors from the Presbyteries of San Jose, San Francisco, and Redwoods. In 2025, I'll be partnering with The Rev Laura Cheifetz (presently temporary associate pastor at Sunnyvale and incoming Transitional EP for San Francisco Presbytery) to co-plan both the Synod Leadership Forum and the 2025 Clergy of Color retreat.
8. **Church visits:** Grace and I continue to be immensely grateful for all the visits with our various congregations and worshipping communities, whether I am with you to preach or to worship with God's people from the pews. I give thanks to God for each and all of you and your respective ministries.

**THE CALL REMAINS, THE STRUGGLE CONTINUES**

To Siblings and Friends of the Presbytery of San Jose,

Grace and peace in the Lord Jesus Christ in the fellowship of the Holy Spirit!

I hope and pray this letter finds you strengthened and comforted by God's love and presence, the accompaniment of loved ones, and the kindness of strangers.

It was timely and providential that on Election Day I was on study leave at the World Council of Churches' Ecumenical Institute in Bossey, Switzerland presenting a paper at an international conference dedicated to the Nicene Creed and the Council of Nicaea, whose 1700th anniversary is in 2025. My presentation focused on the Creed as a political and worship document. As a worship document, the Creed is focused on the biography of the triune God, a brief snapshot of the Church's understanding of who God is and what God does. And in speaking about the living God, the Creed is a means and source for divine-human encounter. As a political document, the Creed declares that Jesus Christ is Lord, "True God from True God." This is counter to Emperor Constantine, who convened the Council of Nicaea, not because the emperor was a pastor or a theologian who cared about the fine points of Christian theology; his interests were about imperial politics and maintaining a semblance of order and peace. Of course we know that churches and the expression of our faith have had an inconsistent relationship with empire/State. Far too often, churches and the expression of our faith have sought alliances with the empire/State, seeking power and privilege under the pretext of the Gospel and sharing Good News to the world. In this sense, the witness of the Gospel through churches becomes obscured, where love of power is the mainstay rather than the power of love and the power to love.

Like you, I am still reflecting upon the aftermath of Election Day and what it means for our body politic, for our nation, and for our collective witness of the Gospel. While many celebrate the results of Election Day, there are many who lament the results and who are fearful for what will come. Because those with political, economic, social, and cultural power and privilege have negated the personhood of LGBTQIA siblings, have negated the struggle of people who traverse a long journey to make a better future for themselves and their families, negated the real traumatic experiences of racism and domestic violence, negated the struggle of many to afford prescription drugs, negated the struggle of college students straddled with debt, negated the widening chasm between the wealthy and the rest of us. . . these real-life examples and so much more carry in our beings a deep sense of trepidation of what the next years will look like. Violent rhetoric that was already endemic before Election Day has only ramped up since then. As a Filipino American, son and grandson of immigrants, I have cause for great concern.

As I reflect on how I respond to Election Day and how we might respond, I find solidarity in these words from 2 Corinthians 4:8-10:

We are afflicted in every way but not crushed, perplexed but not driven to despair, persecuted but not forsaken, struck down but not destroyed, always carrying around in the body the death of Jesus, so that the life of Jesus may also be made visible in our bodies.

I am convicted that the Church is best when not in the position of power and privilege but in the place of struggle. It's in the place of struggle where the Church is in solidarity with all those in society who are struggling, who are persecuted, who are in despair, who live in the constant shadow of death. It's in the place of struggle where we re-discover the struggle of our Lord Jesus Christ, whose challenge to the prevailing norms of power and privilege brought him to his decisive death. And in that struggle, we find again that Jesus is in solidarity with us and us with him.

The call of our faith – to do justice, love mercy, and walk humbly with our God (Micah 6:8) – is the same as it was before Election Day. But it becomes more critical and imperative, more than ever. The struggle continues, love endures. May we as a community encourage and comfort each other on the journey ahead, as we are led and accompanied by the Savior whose life is made visible in ours.

**November 2024**  
**Presbytery Nominations for Committees**  
**Nominations and Report on Continuing Members**

**\*Nominations Slate and Chair nominations**

**Presbytery Council At Large Members**

**Nominations for the Class of 2027**

- \* Jane Odell, St. Andrews, RE (2nd term)**
- \* Julie Center, At-Large, TE (1st term)**

Class of 2026

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

Class of 2025

- Carlo Panighetti-Los Gatos, RE (1<sup>st</sup> term)
- Nan Swanson-Honorably Retired, TE (1<sup>st</sup> term)
- \*Andy Rausch, Northminster, TE (1st) (chair for 2025)**

**Committee On Ministry (COM)**

**Nominations for the Class of 2027**

- \*Horace Hines- Santa Teresa Hills, RE (2<sup>st</sup> term)**
- \*Dave Heacock – Los Gatos, RE (2<sup>st</sup> term)**
- \*Sharon Rowser – Foothill, RE (2<sup>st</sup> term)**
- \*Deb Troester – Santa Teresa Hills, TE (2<sup>st</sup> term)**
- \*Tom Harris, FPC, Palo Alto, TE (1st term)**

Class of 2026

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

Class of 2025

- Chris Hasegawa-FPC Monterey, RE (2nd term)
- Mark Peake- FPC Monterey, TE (2<sup>nd</sup> term)
- \*Lizanne Reynolds-Covenant Palo Alto, RE (2<sup>nd</sup> term)(chair for 2025)**

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

**Nominations for the Class of 2027**

- \*Jim Bennett, At-large, TE, (1st term) Chair**
- \*James Potts, FPC Monterey, TE (1st term)**
- \*Martha Wills, Los Gatos, RE (1st term)**

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)

**Financial Affairs Committee**

**Nominations for Class of 2027**

- \*James Lee, Daesung, RE (2<sup>st</sup> term)**
- \*Trevor Van Laar, Gilroy, TE (2<sup>st</sup> term)**
- \*Doug Kang, Cornerstone, RE (1st term)**
- \*Annanda Barclay, At Large, TE (1st term)**

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 2025)**

Class of 2025

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

**Personnel Committee**

**Nominations for the Class of 2027**

- \*Anne McAnelly, St. Andrew, Aptos, TE (1st term)**

Class of 2026

\*Denise Martin, Gilroy, RE (2<sup>nd</sup> term) **(chair for 2025)**

Class of 2025

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

Erik Swanson, Westhope, TE

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

**Nominations for the Class of 2027**

**\*Elsa Amboy, Sunnyvale, RE (2<sup>st</sup> term)**

Class of 2026

Bob Toche, Santa Teresa Hills, RE

Class of 2025

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

**Ordination Exam Readers**

**Nomination for 2025 Readers**

**\*Alice Thorn, Stone, RE Alternate**

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

**Nominations for Class of 2027**

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

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**

Previously elected: 2025 Moderator Libby Boatwright, HR, TE

**APPENDIX D**

**Committee on Ministry Report**

Presbytery of San Jose Committee on Ministry  
Report to Presbytery November 23, 2024  
(covering September – November 2024 activities)

Items for Docket:

Proposed adoption of Policy and Program for Commissioned Ruling Elders (CREs) (First Reading)

Information Items:

1. The Minimum Terms of Call have been updated to reflect the 2.5% social security COLA. The new minimums for 2025 are: Santa Clara County \$117,857; Santa Cruz County \$98,770; Monterey County \$72,324. This information has been distributed to our church Clerks of Session and Treasurers. [Per updated Presbytery policy PS-1(PT-6), the annual changes are automatic and do not require Presbytery approval, which facilitates their incorporation into churches' terms of call for the following calendar year.]
2. Rev. Diane Ford will be installed as Pastor of Trinity Presbyterian Church, Santa Cruz, on January 5, 2025, 3:00 p.m.
3. There are several Teaching Elders who have not completed the required Boundary Training. COM considers this training to be very important and will not consider waivers. COM will work with the Stated Clerk to identify training options in 2025 for people who cannot attend the Presbytery's training sessions and to circulate that information.

Respectfully submitted,  
Lizanne Reynolds  
COM Chair



## **Policy and Program for Commissioned Ruling Elders (CREs) for the Presbytery of San Jose**

### **Purpose**

The purpose of this policy is to outline the roles, responsibilities, education, and accountability measures for Commissioned Ruling Elders (CREs). This policy aims to ensure that CREs are well-prepared for their ministry and accountable in their service to the church and community.

### **Scope**

This policy applies to all individuals serving as Commissioned Ruling Elders within The Presbytery of San Jose.

### **Definitions**

- **Commissioned Ruling Elder (CRE):** A ruling elder who is commissioned by the Presbytery to serve in a specific pastoral role within a congregation or in a validated ministry.

### **Role and Responsibilities**

CREs are commissioned to perform specific pastoral duties which may include:

- Leading worship and preaching.
- Administering sacraments.
- Providing pastoral care.
- Moderating session meetings.
- Engaging in community outreach and mission activities.
- Performing administrative duties as assigned by the session or Presbytery.

### **Oversight**

The CRE policy and program will be under the oversight of a newly established CRE Subcommittee of the Committee on Ministry (COM). The Subcommittee will also have at least two representatives from the Committee on Preparation for Ministry (CPM).

### **Education Requirements**

To ensure that CREs are well-prepared for their ministry, the following educational requirements are recommended. The specific requirements will be determined in consultation with and approved by the CRE Subcommittee.

1. **Theological Education:** CREs should complete a course of study in Reformed theology, Bible, preaching, worship, sacraments, pastoral care, PC(USA) polity, and church history. This can be accomplished through a seminary, approved lay training programs, or other Presbytery-approved educational institutions.
2. **Practical Training:** CREs should participate in practical training opportunities, such as internships, supervised ministry experiences, and workshops on pastoral skills.

## APPENDIX D

### Committee on Ministry First Reading

3. **Continuing Education:** CREs are encouraged to engage in ongoing education through attending conferences, seminars, and additional coursework to stay current with theological and pastoral developments.

### Procedure

1. **Discernment and Nomination:** Potential CREs are identified and recommended by their session and must undergo a period of discernment. Following discernment, the session may nominate the individual to undertake the CRE process.
2. **Training:** Applicants must complete the required education and training, and pass an examination by the CRE Subcommittee covering theology, Bible, PC(USA) polity, and pastoral skills.
3. **Examination:** When the CRE Subcommittee believes the Applicant is ready to serve in a specific pastoral role within a congregation or in a validated ministry, it shall make a recommendation to the COM. COM shall interview the Applicant and, if it agrees that that the Applicant is prepared for the particular CRE role, it will deem the Applicant ready for commissioning and report this action to the Presbytery.
4. **Commissioning Service:** Upon favorable recommendation by COM, the church or other organization for which the Applicant will be serving as a CRE will conduct a commissioning service to formally commission the individual as a CRE

### Accountability

To maintain high standards of accountability, the following measures are implemented:

1. **Supervision and Support:** CREs will be assigned a mentor or supervisor by the CRE Subcommittee, typically a teaching elder or experienced ruling elder, who will provide guidance, support, and supervision.
2. **Regular Reporting:** CREs are required to submit regular reports to the session and Presbytery (through the CRE Subcommittee) on their ministry activities, challenges, and achievements.
3. **Performance Reviews:** The Presbytery (through the CRE Subcommittee) will conduct annual performance reviews to assess the effectiveness of the CRE's ministry and identify areas for growth and development.
4. **Code of Conduct:** CREs must adhere to a code of conduct that includes maintaining confidentiality, demonstrating ethical behavior, and upholding the values and doctrines of the Presbyterian Church (USA).
5. **Conflict Resolution:** A clear process for addressing conflicts, grievances, and disciplinary issues involving CREs will be established by the Presbytery (through the CRE Subcommittee or the COM).

### Review and Renewal

1. **Term of Service:** CREs are commissioned for a specific term, typically renewable every three years, subject to a review by the Presbytery.
2. **Recommissioning:** At the end of each term, the Presbytery will conduct a comprehensive review of the CRE's ministry before deciding on recommissioning for another term.

**APPENDIX D**

**Committee on Ministry First Reading**

**Role and Status at Presbytery Meetings**

The parity of ruling elders and teaching elders in the life and governance of the governing bodies of the Presbyterian Church (USA), specifically, and in the Reformed traditions, generally, is a significant and essential theological expression of what it means to be a church which dignifies the “priesthood of all believers” and the gifts of all of God’s people. It is understood that: (1) only a CRE who is functionally serving in a congregational ministry as pastor/head of staff, or (2) who is a ruling elder commissioner from a session to Presbytery, shall be accorded the right and privilege of voice and vote in Presbytery. For all other CREs, they shall be accorded the privilege of voice only in Presbytery; such privilege shall be accorded for the duration of their active commission.

**Conclusion**

The role of a Commissioned Ruling Elder/Commissioned Pastor is vital to the ministry and mission of the Presbyterian Church (USA). By adhering to this policy, we ensure that CREs are well-prepared, supported, and held accountable in their service to God and the church community.

**Commissioned Ruling Elder (CRE) Equipping  
Program**



## **Steps Paper and Forms**

for becoming a CRE

**APPENDIX D**

**Committee on Ministry First Reading**

## A Helpful Timeline for the process of becoming

### a Commissioned Ruling Elder to Particular Pastoral Service

(known as **Commissioned Pastor** or CP in The Book of Order)

Presbyterians are known for doing things “Decently and in Order” and doing much of their work in committees. This does support a democratic and fair procedure but can make our processes sometimes feel long and arduous. We have prepared this CRE time-line to help those wanting to navigate the process better by understanding important deadlines and anticipate how long each step in the process may take.

Following are *estimated times* required for each of the steps in the process.

- As you begin the process, you will have to work with your Pastor and Session to have forms CRE Application Forms 1A, 1B & 1C filled out. Since most Sessions only meet once a month, you will need to work with the Pastor to get on the Session docket. Plan on this taking **about 2 months**.
- After the meeting with the Pastor and Session, you should follow up with them to make sure they have turned in the forms to the CRE Subcommittee of the Committee on Ministry (COM) through the Executive Presbyter.
- After you submit your application forms (*Forms CRE-1A, B & C*) to the CRE/CP Subcommittee they will assign you a liaison. The liaison will work with you and your congregation during this process. You should be contacted by your liaison shortly after that person is assigned.
- Also at the start of your program you will need to work with your liaison and supervisor to begin to envision the details of what specialized ministry(s) you are being set aside for and to determine your plan of study (*Planning Forms CRE-2A and 2B*).
- When you have finished all your required class work, you will work with your liaison to schedule a time for examination by the CRE Subcommittee. **One month before** this meeting you will need to send in your Commissioning Forms: Brief Statement of Faith, Biographical History, *Commissioning Approval Forms CRE-3A, 3B, and 3C*, along with Continuing Development Form 4A.

Because the CRE Subcommittee is a subcommittee of the Committee on Ministry, all their actions must be approved by COM (which meets once a month). Because of when these groups meet and the lead time to get on dockets, it takes **at least 3 months** (longer during summer and holidays) to complete the process of approving you as CRE after your examination. You need to consider this when planning the Presbytery service of worship when you will be commissioned.

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**Committee on Ministry First Reading**

- You need to attend the COM meeting where you will be approved as a CRE. COM's approval will be included in the COM next report to Presbytery, so you will most likely be introduced to the Presbytery, either by video or in person.

If you add up all the times outlined here you can see that the CRE commissioning process from start to finish can take ***18 months and longer*** depending on when you start the program and how much time you can give to the work involved. Though this might seem long it is really a very good season to discern your call and work with others in helping you shape your call to CRE ministry as you prepare for this important work.

To ensure that CREs are well-prepared for their ministry, the following educational requirements are recommended. The specific requirements will be determined in consultation with and approved by the CRE Subcommittee.

4. **Theological Education:** CREs should complete a course of study in Reformed theology, Bible, preaching, worship, sacraments, pastoral care, and church history. This can be accomplished through a seminary, approved lay training programs, or other presbytery-approved educational institutions.
5. **Practical Training:** CREs should participate in practical training opportunities, such as internships, supervised ministry experiences, and workshops on pastoral skills.
6. **Continuing Education:** CREs are encouraged to engage in ongoing education through attending conferences, seminars, and additional coursework to stay current with theological and pastoral developments.

## QUESTIONS AND FURTHER INFORMATION

Contact Executive Presbyter, The Rev. Dr. Neal D. Presa,  
[Neal@sanjosepby.org](mailto:Neal@sanjosepby.org), (408) 763-5004 or  
Stated Clerk, The Rev. Erica Rader, [Erica@sanjosepby.org](mailto:Erica@sanjosepby.org)

## APPLICATION (to be completed by the CRE Candidate)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email \_\_\_\_\_ Date of birth \_\_\_\_\_

Church or Agency \_\_\_\_\_ If PCUSA, Presbytery \_\_\_\_\_

Pastor's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Date received into membership \_\_\_\_\_ Date Ordained as Ruling Elder \_\_\_\_\_

Education History:

School \_\_\_\_\_ Years Attending \_\_\_\_\_ Degree & Major \_\_\_\_\_

Current Occupation \_\_\_\_\_

**Brief Essay Questions:** (attach to application on separate sheet)

- Why are you applying to this program?
- What gifts and skills do you bring to being a CRE (languages, education, experience etc.).
- In what areas do you feel you need further preparation in being an effective church leader?
- Write a brief one page statement of your personal faith.
- Write a brief one-page personal biographical history

**References:** Please list the names of two references who are not immediate family members and can comment on your gift of ministry as a leader in the church.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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I hereby authorize the CRE/CP program committee to contact the above people as to my suitability for this program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Email your completed application to: [Neal@sanjosepby.org](mailto:Neal@sanjosepby.org) QUESTIONS*

*AND FURTHER INFORMATION*

**Contact Executive Presbyter, The Rev. Dr. Neal D. Presa,  
[Neal@sanjosepby.org](mailto:Neal@sanjosepby.org), (408) 763-5004 or Stated Clerk, The Rev.  
Erica Rader, [Erica@sanjosepby.org](mailto:Erica@sanjosepby.org)**



## SUPERVISING PASTOR'S STATEMENT

**Must be a Minister of Word and Sacrament in the PCUSA and within the Presbytery of San Jose**

\_\_\_\_\_ is applying to become part of the Commissioned Ruling Elder to Particular Pastoral Service (CRE) equipping program. This program is designed to provide basic tools for ministry and training for people who have displayed a level of maturity and commitment and who see further training in pastoral roles of leadership and ministry. Your approval and recommendation are prerequisites for enrollment in this training program. Please comment on the following areas. (Please use extra sheets as needed)

- Comment on this candidate's level of commitment to his/her local congregation.
- List the areas of candidate's involvement in the church.
- Comment on this candidate's leadership abilities.
- What makes this person a good candidate for this training program?
- What are areas of growth for this candidate for leadership in the church?
- Comment on any needs that might require special attention during the training of this candidate.
- Other comments.

Supervising Pastor's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email \_\_\_\_\_ Church or Agency \_\_\_\_\_

**Complete and Email to: [Neal@sanjosepby.org](mailto:Neal@sanjosepby.org)**

## QUESTIONS AND FURTHER INFORMATION

**Contact Executive Presbyter, The Rev. Dr. Neal D. Presa,**  
**[Neal@sanjosepby.org](mailto:Neal@sanjosepby.org), (408) 763-5004 or Stated Clerk, The Rev.**  
**Erica Rader, [Erica@sanjosepby.org](mailto:Erica@sanjosepby.org)**

## Commissioned Ruling Elder to Particular Pastoral Service

(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

## SESSION RECOMMENDATION & COVENANT WITH CRE

The Session of \_\_\_\_\_, on \_\_\_\_\_  
discussed and approved the recommendation of \_\_\_\_\_  
for admission to the Commissioned Ruling Elder to Particular Pastoral Service (CRE) Equipping  
Program of the Presbytery of San Jose

The Session and Supervising Pastor have discussed the role of a CRE and the anticipated position for  
ministry in this congregation with the candidate. The Session has assessed the candidate's spiritual  
maturity and gifts for ministry and feel that this candidate is being called by God to prepare for service  
in this ministry position.

The Session and Supervising Pastor understand and accept the obligation to provide support to this  
candidate in the following areas:

- Spiritual support and encouragement praying regularly for the candidate
- Financial support in the following amounts”
  - Books \_\_\_\_\_
  - Tuition \_\_\_\_\_
  - Other \_\_\_\_\_
- Give opportunities to fulfill directed experiential learning assignments with the congregation
- Other \_\_\_\_\_

### Signatures:

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Moderator of Session \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Complete and Email to: [Neal@sanjosepby.org](mailto:Neal@sanjosepby.org)**

**APPENDIX D**

**Committee on Ministry First Reading**

**Commissioned Ruling Elder to Particular Pastoral Service**

(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

**INITIAL DESCRIPTION OF POSSIBLE CRE/CP MINISTRY POSITION**

*This CRE pastoral position description can be generated by a Session seeking a CRE to fulfill unmet needs of a congregation or as a response to gifts of a possible candidate to serve the church where the candidate's gifts and the congregation's needs complement each other. This description of the ministry could change during the training of a candidate for the ministry.*

This position will provide ministry at \_\_\_\_\_

Name of CRE candidate \_\_\_\_\_

Description of ministry needs \_\_\_\_\_

\_\_\_\_\_

How the congregation will support the work of the CRE? \_\_\_\_\_

\_\_\_\_\_

(Please attach additional information on separate sheet)

Job responsibilities might include:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Worship Leadership     | <input type="checkbox"/> Discipleship           | <input type="checkbox"/> *Administer Baptism   |
| <input type="checkbox"/> Preaching              | <input type="checkbox"/> Housing/Homelessness   | <input type="checkbox"/> *Administer Communion |
| <input type="checkbox"/> Pastoral Care          | <input type="checkbox"/> Immigration/Advocacy   | <input type="checkbox"/> *Moderate Session     |
| <input type="checkbox"/> Administration         | <input type="checkbox"/> Incarceration/Advocacy | <input type="checkbox"/> *Perform Marriage     |
| <input type="checkbox"/> Christian Education    | <input type="checkbox"/> Racial Justice         |  |
| <input type="checkbox"/> Evangelism             | <input type="checkbox"/> Orphan/Foster Care     |  |
| <input type="checkbox"/> New Church Development |   |  |
| <input type="checkbox"/> Other _____            |   |  |

\*The Presbytery must explicitly commission a CRE to these activities during the approval process: Administer the Sacraments of Baptism and the Lord's Supper, moderate the Session, and perform a Christian marriage (when invited by the session and allowed by the State of California)

The CRE's supervisor will be: \_\_\_\_\_

(ordinarily Moderator of the Session but must be a Minister of Word and Sacrament)

*Signatures:*

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

CRE Program Liaison \_\_\_\_\_ Date: \_\_\_\_\_

**Complete and Email to: Neal@sanjosepby.org**

## Commissioned Ruling Elder to Particular Pastoral Service

(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

### EDUCATIONAL/PRACTICAL REQUIREMENTS

Coursework: Training to be commissioned as a CRE includes coursework in a variety of disciplines to fully equip a CRE candidate as a ministry practitioner of the Presbyterian/Reformed tradition. The specific set of classes that will be required for the CRE candidate will fulfill will be tailored to the specific needs of the ministry to which they will be commissioned. The CRE candidate, together with their liaison and the CRE Subcommittee, will jointly discuss and determine the specific set of educational requirements, as well as any internship, externship, or practical learning modalities as needed. The following are some of the classes that might be considered:

#### 1. *Theology*

- Reformed Theology
- Reformed Worship/Sacraments
- Theological Ethics
- Missional Ecclesiology

#### 2. *Biblical Studies and Comparative Religions*

- Hermeneutics
- Overview of the Bible
- Biblical Exegesis
- Comparative Religions

#### 3. *Practical Ministry*

- \*Multi-Cultural Church Leadership
- Community-Based Mission
- Organizational Leadership
- Liturgy Development
- Finance/Administration

#### 4. *Pastoral Care and Ministry*

- \*PCUSA Church Polity
- Pastoral Counseling
- Pastoral Self-Care
- Peacemaking and Conflict Resolution
- Homiletics

Other \_\_\_\_\_

#### *Directed Experiential Learning*

***In the space below, please provide the Educational/Practical requirements agreed upon between the CRE candidate, liaison, and the CRE Subcommittee***

**APPENDIX D**

**Committee on Ministry First Reading**

*Signatures:*

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

CRE Program Liaison \_\_\_\_\_ Date: \_\_\_\_\_

**Complete and Email to: [Neal@sanjosepby.org](mailto:Neal@sanjosepby.org)**

**APPENDIX D**

**Committee on Ministry First Reading**

**Commissioned Ruling Elder to Particular Pastoral Service**  
(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

*Commissioning Form CRE-3A*

**Commissioned Ruling Elder to Particular Pastoral Service**

(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

**TERMS OF APPOINTMENT & COVENANT WITH CRE**

Name of Candidate \_\_\_\_\_ Date of Session or Board action \_\_\_\_\_

This commission will provide ministry at \_\_\_\_\_ (community served)

Terms of the Commission (up to three years) \_\_\_\_\_

(begins)

(ends)

Short Job Description \_\_\_\_\_

Job responsibilities might include:

- Worship Leadership
- Preaching (how often \_\_\_\_\_)
- Pastoral Care
- Administration
- Christian Education
- Evangelism
- New Church Development
- Other: \_\_\_\_\_

- Discipleship
- Housing/Homelessness
- Immigration/Advocacy
- Incarceration/Advocacy
- Racial Justice
- Orphan/Foster Care

Request for authority granted by presbytery for Commissioned Pastor to:

- Administer the Sacrament of Baptism
- Administer the Sacrament of the Lord's Supper
- Moderate the Session, when invited
- Perform a Service of Christian Marriage (when invited by the session and allowed by the state of California)

The CRE's supervisor is \_\_\_\_\_ (must be Minister of Word and Sacrament)

*Signatures:*

CRE Applicant \_\_\_\_\_ Date \_\_\_\_\_

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Executive Presbyter/Stated Clerk \_\_\_\_\_ Date \_\_\_\_\_

Date of Examination by the CRE Subcommittee \_\_\_\_\_

**APPENDIX D**

**Committee on Ministry First Reading**

**Commissioned Ruling Elder to Particular Pastoral Service**

(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

Date of Presbytery Approval of the Administrative Commission \_\_\_\_\_

Date of Commissioning of CRE (the Commissioning Service) \_\_\_\_\_

**TERMS OF APPOINTMENT & COVENANT WITH CRE**

**(OTHER DETAILS OF COMMISSION)**

Name of Church Agency \_\_\_\_\_

Name of CRE \_\_\_\_\_

This covenant has been reviewed and approved by the Session or responsible agency board and reviewed by the CRE Subcommittee and its agents. This relationship may be terminated prior to its expiration with 30 days' notice by the CRE or Session/Board with concurrence of the CRE Subcommittee or Committee on Ministry.

Time expectations (per week or month) \_\_\_\_\_

Specific days of ministry (if applicable) \_\_\_\_\_

Reimbursement plans

Salary or stipend \_\_\_\_\_

Travel reimbursement @ \_\_\_\_\_ cents per mile

Other ministry cost reimbursement \_\_\_\_\_

Book allowance \_\_\_\_\_

Vacation time \_\_\_\_\_

Continuing education allowance \_\_\_\_\_

Continuing education time \_\_\_\_\_

Other compensation (if applicable) \_\_\_\_\_

Medical coverage (if applicable) \_\_\_\_\_

**APPENDIX D**

**Committee on Ministry First Reading**

**Commissioned Ruling Elder to Particular Pastoral Service**  
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**SIGNATURES**

CRE \_\_\_\_\_ Date \_\_\_\_\_

Clerk of Session or Board \_\_\_\_\_ Date \_\_\_\_\_

Executive Presbyter/Stated Clerk \_\_\_\_\_ Date \_\_\_\_\_

**PLANS FOR CRE COMMISSIONING**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Details for Commissioning Service** (*This service should take place other than Sunday morning so that members of Presbytery may attend.*)

Zoom Link or Physical Location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Will Communion be served? \_\_\_\_\_

**Proposed Administrative Commission** (The following have agreed to serve)

Moderator of Presbytery or Designee (Teaching or Ruling Elder?) \_\_\_\_\_

Teaching Elder and Church \_\_\_\_\_

Teaching Elder and Church \_\_\_\_\_

Teaching Elder and Church (if needed) \_\_\_\_\_

Ruling Elder and Church \_\_\_\_\_

Ruling Elder and Church \_\_\_\_\_

Ruling Elder and Church (if needed) \_\_\_\_\_

For an Administrative Commission the Presbytery of San Jose requires a minimum of 6 members (3 teaching elders, 3 ruling elders), and all must be members of the Presbytery of San Jose. Teaching Elders and Ruling Elders must be from different congregations. Teaching elders who are honorably retired and who are members of the Presbytery of San Jose may also serve on the Administrative Commission. Teaching elders who are members of another presbytery but who reside within the geographical bounds of the Presbytery of San Jose may serve on the Administrative Commission as corresponding members.

The current Moderator of Presbytery or his/her/their designee presides as Moderator of the Administrative Commission and is part of the required 5 members. It is the candidate's



**APPENDIX D**

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**Commissioned Ruling Elder to Particular Pastoral Service**

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responsibility to contact the members to serve. Inclusivity is expected with regard to representation as to congregations, gender, ethnicity, age, etc.

One month before the Presbytery meeting where the Candidate is presented, he/she /they will need to turn in the a one-page Statement of Faith and one-page Biographical History. These versions of the Statement of Faith and Bio will be the final form after meeting for examination with the CRE Subcommittee and COM.

**Complete and Email to:** Neal@sanjosepby.org

**Commissioned Ruling Elder to Particular Pastoral Service**  
(known as **Commissioned Pastor** or CP in the PCUSA Book of Order)

## CRE First year Growth Objectives and Program Review

check box if new information on the form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_  (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_  Congregation name and city: \_\_\_\_\_

Date of Commissioning: \_\_\_\_\_ Number of Years: \_\_\_\_\_ Last Annual Review: \_\_\_\_\_

**Growth Objectives for the coming year** (about one paragraph for each question)

- Educational (classes to take, books to read, etc.)
- Spiritual Development (working with a spiritual director, the practice of spiritual disciplines, etc.)
- Interpersonal Development (time with family/friends, small groups attended, etc.)
- Personal Development (exercise, vacation time, eating well, etc.)
- Professional Development (plans for future, classes taken, conferences to attend, etc.)

**CRE Preparation Experience** (about one paragraph for each question)

- What classes were most valuable to you and why?
- What classes were least valuable and why?
- How well were you supported/mentored by your Church and the CRE Program?
- How can we improve upon the CRE equipping program?
- Do you have any additional classes to suggest or instructors to recommend?
- What are your plans for renewal of commissioning when the time comes?

**Additional Comments:** What else would you like us to know?

**Complete and Email to:** [Neal@sanjosepby.org](mailto:Neal@sanjosepby.org)  
**For questions or information contact your liaison**

*Appendix A*

## Commissioned Ruling Elder to Particular Pastoral Service

(known as **Commissioned Pastor** or CP in The Presbytery of San Jose)

### **Guidance for your brief statement of faith**

As you prepare for your examination to be commissioned as a CRE you will need to present a short Statement of Faith. Your Statement should no more than one page long and include the list of topics below. This list is not comprehensive but it is helpful to include them. We encourage you to be creative and let “you” shine through. We want your statement to be personal, to clearly be your own, not to be trite or a “cookie cutter” Statement of Faith. That being said, below are a list of topics you should include.

The CRE Subcommittee, your liaison, your supervisor, and your support network will help you look at your statement of faith and make suggestions where needed. Your one-page Statement of Faith and your one-page biography (a separate document) will be included with the documents that go to the Committee on Ministry when your commissioning is approved.

Here are some topics that you should include.

- The Trinity
- God
- Jesus Christ
- The Holy Spirit
- The Bible
- The Church, its nature and mission
- Sin/brokenness
- Forgiveness/Reconciliation
- Salvation
- The Sacraments
- Eschatology – that part of theology concerned with death, judgement, and the final destiny of the soul and humankind, the in-breaking of God’s promise in the present

These topics can be woven into others and don’t have to be fully examined. Lean on us as needed with developing your brief statement of faith.

## **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 24 2022
- PS-1 PT-6 Minimum Terms of Call, Nov 2024
- 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 2023 completed by SD Mayer Accountants in October 2024 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 May 2024 meeting.

### **Permanent Judicial Commission**

There are no judicial actions to report.

Current and Former PJC Members, as of October 2024

Costanzo, Brenda	Los Gatos	RE	2030
Franzen, Bryan	Westminster, SJ	TE	2030
Esterline, Jane	At large	TE	2029 (resigned-move)
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)

Barraca, Jason	Lincoln Ave	TE	2030
Swanson, Nan	HR	TE	2030
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	At-large	TE	2024
Macway, Evie	HR	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 (resigned Nov 2024 due to move)  
Cory Pena, RE, First Monterey  
Trevor Van Laar, TE, Gilroy  
Samantha Evans, TE, validated min (resigned Nov 2024 due to move)  
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, validated ministry

DRAFT Minutes, November 23, 2024 Stated Meeting **APPENDIX E**  
**Annual Report from Stated Clerk**

<b>Name</b>		<b>OGA code</b>	<b>Church Name/Status</b>
Vincent	Arishvara	101	Trinity Presbyterian, San Jose
William Jack	Cabaness	101	Covenant Presbyterian, Palo Alto
Kimberlee	Dorr-Tilley	101	First Mountain View
Diane	Ford	101	Trinity Presbyterian, Santa Cruz
Bryan	Franzen	101	Westminister, San Jose
Tae Jin	Hahn	101	Daesung, Sunnyvale
Thomas C	Harris	101	First Presbyterian Palo Alto
Daniel J	Hoffman	101	Westview, Watsonville
Hardy H	Kim	101	Sunnyvale Presbyterian
William R	Lane	101	Gonzales Presbyterian
Ting-Yin	Lee	101	Taiwanese American Presbyterian, San Jose
Anne H	McAnelly	101	St. Andrew, Aptos
Jospeh Hwang	Park	101	El Estero, Monterey
Mark S	Peake	101	First Presbyterian Monterey
Andrew Harp	Rausch	101	Northminister, Salinas
Joseph	Sohn	101	Cornerstone, San Jose
Erik	Swanson	101	Westhope, Saratoga
Deborah Lee	Troester	101	Santa Teresa Hills, San Jose
Trevor	Van Laar	101/108	Gilroy / San Martin (supply)
David G	Watermulder	101	Los Gatos
Andrew Yung-An	Wong	101	Foothill Community, San Jose
Lindsay Anne	Woods	101	Foothill Community, San Jose
Dennis G	Woodsmall	101	First Santa Clara
James Monroe	Potts	103	First Presbyterian Monterey
Erica Marie	Rader	193/303	Los Gatos-designated Assoc Pastor/ Presbytery Stated Clerk
Jason	Barraca	108/751	Lincoln Ave Salinas/ Army Chaplain
Neneth Omaque	Ross	108	Westminister, San Jose
Stephanie Lutz	Allen	299	Honorably Retired
James	Bender	299	Honorably Retired
Byron L	Bland	299	Honorably Retired

DRAFT Minutes, November 23, 2024 Stated Meeting **APPENDIX E**  
**Annual Report from Stated Clerk**

Elizabeth T	Boatwright	299	Honorably Retired
Margaret	Boles	299	Honorably Retired
Timothy R	Boyer	299	Honorably Retired
H Dale	Bracey	299	Honorably Retired
Edward E	Breeden	299	Honorably Retired
John S	Bristol	299	Honorably Retired
Richard J	Dosker	299	Honorably Retired
George	Doyal	299	Honorably Retired
Ted	Esaki	299	Honorably Retired
David	Esterline	299	Honorably Retired
Thomas	Gardner	299	Honorably Retired
David C	Hansen	299	Honorably Retired
Nancy	Harrington	299	Honorably Retired
William R	Harvey	299	Honorably Retired
Mark	Hollingsworth	299	Honorably Retired
Stephen C	Hsieh	299	Honorably Retired
Judith	Joy	299	Honorably Retired
Kyung Jae	Kim	299	Honorably Retired
Insik	Kim	299	Honorably Retired
Young Han	Kim	299	Honorably Retired
David Kwang	Kim	299	Honorably Retired
Stephen D	Knowles	299	Honorably Retired
Young Bai	Kwon	299	Honorably Retired
Joseph Shu Lin	Lee	299	Honorably Retired
R Charles	Lewis	299	Honorably Retired
Jack Clayton	Longley	299	Honorably Retired
Brian	Lyke	299	Honorably Retired
Evelyn Bolin	Macway	299	Honorably Retired
David William	McCreath	299	Honorably Retired
Bruce	Menser	299	Honorably Retired
George V	Minerva	299	Honorably Retired



DRAFT Minutes, November 23, 2024 Stated Meeting **APPENDIX E**  
**Annual Report from Stated Clerk**

Edward G	Momrow	299	Honorably Retired
Stephen	Norman	299	Honorably Retired
Karla J	Norton	299	Honorably Retired
Marjorie D	Palmer	299	Honorably Retired
Brian Dn	Person	299	Honorably Retired
James C	Raines	299	Honorably Retired
Bruce	Rowlison	299	Honorably Retired
Lyle D	Schmidt	299	Honorably Retired
Melchizedek M	Solis	299	Honorably Retired
Richard L	Spencer	299	Honorably Retired
Nan Crawford	Swanson	299	Honorably Retired
Heihachiro	Takarabe	299	Honorably Retired
Martha H	Thorson	299	Honorably Retired
Andrew Lengchen	Tsai	299	Honorably Retired
Marvalee Anne	Tyler	299	Honorably Retired
Lawrence C	Vilardo	299	Honorably Retired
Darrell W	Yeane	299	Honorably Retired
Robert	Olson	301	Organizing Pastor, Watsonville
Neal Dionida	Presa	302	Executive Presbyter
Joong-Won Peter	Kim	503	Associate Pastor other denomination
Duncan	Hanson	565	Ecumenical non-denominational
James Brinks	Bennett	644	Educational Institution Faculty
Diana Clara	Gibson	644	Educational Institution Faculty
Karen	Peterson-Iyer	644	Educational Institution Faculty
I Sil	Yoon	644	Educational Institution Faculty
Douglass Mcleod	Crocker	648	University Student
Jennifer	Bales	701	Chaplain serving institution
Ruth En-Jen	Kuo	701	Chaplain serving institution
Chris	Williams	701	Chaplain serving institution
Christopher	Hansen	761	Navy Chaplain
Ryan	Althaus	791	Validated Ministry/NWC

DRAFT Minutes, November 23, 2024 Stated Meeting **APPENDIX E**  
**Annual Report from Stated Clerk**

Annanda	Barclay	791	Validated Ministry
Samantha Lynn	Evans	791	Validated Ministry
Paul	Fullmer	791	Validated Ministry
John M	Burke	797	At Large
Dong Ho	Choi	797	At Large
Kathleen	Eschen-Pipes	797	At Large
Karin	Hejmanowski	797	At Large
Lemuel F	Ignacio	797	At Large
Sung Hoon	Kim	797	At Large
Taelor Tae	Kim	797	At Large
Han Ho	Kim	797	At Large
David Mosgofian	Koeker	797	At Large
Sharon	LeClaire	797	At Large
Frederick	Lee	797	At Large
Jae Guen	Lee	797	At Large
Molly	Logan	797	At Large
Stella	Matusiewicz	797	At Large
Katheryn Anne	McGinnis	797	At Large
James Oliver	Nelson	797	At Large
Marjorie L	Pearson	797	At Large
Lee	Purkey	797	At Large
Bruce S	Reyes-Chow	797	At Large
Craig Scott	Roberts	797	At Large
Kenton W	Smith	797	At Large
Andrew	Yoo	797	At Large

**101- Pastor/Co-Pastor**

**103- Associate Pastor**

**108- Supply or Temp (yearly contract)**

**193- Designated Pastor/Associate**



## *Gonzales Community Presbyterian Church*

340 FOURTH STREET P O BOX 715  
GONZALES, CALIFORNIA 93926

831-675-3881

January 29, 2025

Rev. Erica Rader  
Stated Clerk  
San Jose Presbytery  
890 Meridan Way  
San Jose, CA 95126

Via email [erica@sanjosepby.org](mailto:erica@sanjosepby.org)

Dear Rev. Rader,

In accordance with the Book of Order section G-20404 the Session of the Gonzales Community church is requesting a waiver of the term limitation of 6 years for Elder Darlene Bagwell.

Mrs. Bagwell will reach her term limit on January 31, 2025, and wishes to continue to serve on the Session. Because our congregation is small (23 active members on the 2024 Statistical Report), we have been unsuccessful at securing another viable candidate for the position of Elder.

If additional information is necessary, please contact either myself at 831-206-6109 or Pastor Bill Lane at [pastorbill@gonzalescpc.org](mailto:pastorbill@gonzalescpc.org).

Thank you for providing this information to the appropriate individual or committee and I look forward to your response.

Sincerely,

Susan Warner  
Clerk of Session

Coordinating Council met on January 30, 2025 at 6:30 pm on Zoom led by Moderator Andy Rausch

**Action Items:**

Coordinating Council approved the recommendation to nominate Rev. Nan Swanson (HR) as a member of Nominating Committee

**Informational items:**

**GA 227 Commissioner and YAAD nomination process**

Due to the timing of our called Presbytery meetings, Council concurred that the interpretation of our standing rules should be modified to notify the Presbytery about the election process in February for October called meeting

**Stated Clerk Sabbatical**

Stated Clerk Erica Rader has passed her 7 year anniversary and will coordinate her summer Sabbatical with input from Personnel and staff of the Presbytery.

**EP report**

EP Neal Presa shared plans for the NEAR gatherings, eliciting input from the Council. He encourages all to participate in the Lenten devotional. We have received appreciation from many for our Advent devotional.

**Committee on Representation and Empowerment**

Council reviewed options and considered ways to encourage and equip the work of this constitutionally required and important committee.

**Next Council meetings**

Coordinating Council will meet on May 7 and September 25, but will call meetings as needed for emergent business during this year as we experiment with the timing of our Presbytery meetings in 2025,

Presbytery of San Jose Committee on Ministry  
Report to Presbytery February 27, 2025  
(covering December 2024 – February 2025 activities)

Items for Docket:

Second reading and proposed adoption of Policy and Program for Commissioned Ruling Elders (CREs) (**First Reading was November 2024, see draft minutes in docket pp. 16-34**)

Information Items:

1. COM finalized the proposed Policy and Program for Commissioned Ruling Elders (CREs) on November 11, 2024, and presented it to the Presbytery for a first reading on November 23, 2024.
2. At a November 25, 2024 special meeting, COM voted to dissolve the pastoral relationship between Rev. Joe Park and El Estero Presbyterian Church. This action was taken after extensive attempts to resolve significant issues between Rev. Park and the El Estero session and much prayerful consideration. COM has been providing session moderator services and working with El Estero to arrange for pulpit supply.
3. On December 9, 2024, COM finalized a new Pastoral Support for Pastors program to provide peer support to pastors undergoing challenging personal issues. (See Attachment A.)
4. Rev. Diane Ford was installed as Pastor of Trinity Presbyterian Church of Santa Cruz on January 5, 2025.
5. COM approved the following agreements:
  - a. Stated Supply Associate Pastor contract between Rev. Nene Ross and Westminster Presbyterian Church.
  - b. Stated Supply Pastor contract between Rev. Jason Barraca and Lincoln Avenue Presbyterian Church.
  - c. Parish Associate agreement between Rev. Jim Raines and Lincoln Avenue Presbyterian Church.
  - d. Stated Supply Pastor contract between Rev. Annanda Barclay and Sunnyvale Presbyterian Church.
6. Reminders:
  - a. The Minimum Terms of Call were updated effective January 1, 2025 to reflect the 2.5% social security COLA. The new minimums are: Santa Clara County \$117,857; Santa Cruz County \$98,770; Monterey County \$72,324.
  - b. Several Teaching Elders still have not completed the required Boundary Training. This training is very important and COM will not consider waivers. COM will work with the Stated Clerk to identify training options for people who could not attend the Presbytery's 2024 training sessions and will circulate this information.

Respectfully submitted,  
Lizanne Reynolds  
COM Chair

**COM ATTACHMENT A**

**Presbytery of San Jose Peer Support Program**  
(Approved by Committee on Ministry December 9, 2024)

**Purpose:** Pastoral Care for Pastors - preparing a list of volunteers willing to provide pastoral care for other pastors in the Presbytery, particularly those undergoing difficulties, such as serious illness, divorce, loss of a loved one, etc.

**Rationale:** When pastors go through difficult personal crises, they often have no one to turn to for pastoral care for themselves (or their families). This proposal would provide a way for volunteer peer support pastors to fill this role on a temporary basis. This proposal would provide pastoral care for pastors in our Presbytery. It is not meant to replace therapy or other professional consultation of any kind. It is simply accompanying a colleague in crisis in a caring way as an impartial third person.

**What is expected of pastors who agree to be peer support**

Basically the peer supporter would function as a pastor to another pastor in crisis. What would be appropriate to offer to a parishioner in terms of pastoral care would generally be appropriate to offer to one's colleague in this relationship. The main role of peer support would be to accompany a colleague through a difficult time, such as, but not limited to:

- major illness (self or family member)
- mental illness (self or family)
- loss of a loved one
- divorce

This support could include, but is not limited to:

- prayer or other spiritual care; being present
- active listening, validating emotions
- limited pastoral counseling (no more than three sessions)
- assisting in assessing what resources are needed (such as therapists or other professionals, depending on the circumstances)
- assistance with finding those resources (from the EAP or other providers)
- arranging for practical help such as meals, rides to the doctor, etc. on a limited basis. Assisting with identifying persons from the counselee's church or others who could help if the needs are on-going.
-

## COM ATTACHMENT A

It could include similar ministry to the counselee's spouse or family, if mutually agreed upon. (If the spouse or family member requests pastoral care, a separate person could be assigned, to avoid over-burdening any one pastor.)

The peer support does NOT include therapy or other psychological or psychiatric counselling; medical or legal advice, or other professional advice which the peer supporter is not qualified to give.

**Relationship boundaries** –The same or similar boundaries observed in pastoral counseling relationships should be observed.

### **How to Initiate a Peer-Support Relationship:**

- 1) The person in need of support may contact the Stated Clerk of Presbytery or the Executive Presbyter for a recommendation; or
- 2) The person in need of support may contact a colleague from a list provided by the Stated Clerk or Executive Presbyter; however, the person must notify either the Stated Clerk or E.P. that a peer support relationship is being initiated and with whom.

It is recommended that a general reason be given, but details are not required.

**Resource Persons** – two or three qualified persons in the Presbytery will be available for consultation, should the peer supporter feel in need of advice, expertise, or has a question about observing proper boundaries. Rev. Libby Boatwright has offered to help with this. Executive Presbyter Rev. Dr. Neal Presa and Rev. Erica Rader are also available.

**Accountability:** The Executive Presbyter will keep track of these relationships. This task may be delegated to the Stated Clerk, but not to anyone else, for reasons of confidentiality.

**Review, Renewal, or Termination of Peer Support Relationship:** This relationship should not extend more than three months without being renewed by mutual agreement. It may be renewed at three-month intervals, until the crisis has passed, or the person is no longer in need of peer support. At the end of each three-month period, the peer supporter will hold a brief conversation with the executive presbyter or stated clerk, to report briefly on how things are going, without violating any confidences. If there are any concerns the decision may be made to terminate the relationship. Otherwise, it is up to the peer supporter and the person being supported to decide to terminate the relationship (officially) and inform the appropriate Presbytery officer.

Report to Presbytery February 23, 2025

The Financial Affairs Committee met in early December, January, and February. We approved several leases for congregations to rent out their spaces as well as a loan application from Westminster to the Synod for an HVAC to the congregation's manse. We also approved a policy that the presbytery will pay grants and reimbursements to congregations using ACH payments because these are more secure and easier for auditing purposes. Finally, we reviewed the year-end financial reports for the Presbytery. We are working to clarify how we report information to the presbytery so that it is the most transparent and easiest to understand. We hope these improvements can help all commissioners understand and review our financial status more effectively.

We encourage congregations to approach financial affairs regarding questions they may have about leasing out their spaces and loan applications.

Blessings,  
Lindsay Woods Wong, Chair



# Statement of Financial Position 12/31/2024

Statement of Financial Position for Period 12 - December  
 Company#: 1 Name: S J PRESBYTERY  
 Fiscal Year Beginning 1/1/2024  
 Fund Name: 2 PRESBYTERY OF SAN JOSE

<u>Account</u>	<u>YTD Current</u>
31200 Cong Development	\$8,514.36
31300 Sweaty Sheep S.C.	\$14,625.89
31350 Sweaty Sheep Art	\$1,112.02
32000 Silicon Valley Pride	\$5,885.44
32200 Retreats and Events	\$1,100.00
32500 Clergy of Color Retreat	\$8,277.67
33150 Peacemaking Offering	\$6,177.05
33200 Hunger Action Advocate	\$12,238.78
33650 Mission General	\$9,233.03
34100 COM and Vocations	\$2,968.71
35200 Stewardship Training	\$3,982.28
35500 Prior Year Vision Grant	\$29,560.08
37612 Fire Relief	\$5,452.00
<b>Total Special Funds</b>	<b>\$2,984,707.33</b>
<b>Operating Funds</b>	
39110 San Jose Presbytery Retained Earning	\$10,860,636.69
<b>Total Operating Funds</b>	<b>\$10,860,636.69</b>
<b>Total Liabilities and Net Assets</b>	<b>\$13,845,344.02</b>

Budgeted and Actuals Financial Statement 2024

Budgeted Financial Statement for Period 12 - December 100.00%  
 Company#: 1 Name: S. J. PRESBYTERY  
 Fiscal Year Beginning 1/1/2024  
 Fund Name: 2 PRESBYTERY OF SAN JOSE

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Budget YTD	Actual YTD	Var. Actual to Annual Budget Dollar	Var. Actual to Annual Budget %
<b>Department Name: 1 INCOME AND EXPENSES</b>								
<b>INCOME</b>								
<b>Income before Subsidies</b>								
40100 Per Capita	\$148,256.00	\$12,354.67	\$3,201.37	(\$9,153.30)	\$148,256.00	\$139,000.88	(\$9,255.12)	94%
40300 Per capita next year	\$0.00	\$0.00	\$26,400.00	\$26,400.00	\$0.00	\$31,328.00	\$31,328.00	0%
48010 Synod Block Grant	\$43,959.00	\$3,663.25	\$0.00	(\$3,663.25)	\$43,959.00	\$0.00	(\$43,959.00)	0%
48015 A Penke Fund (APPF)	\$7,100.00	\$591.67	\$0.00	(\$591.67)	\$7,100.00	\$7,100.00	\$0.00	100%
48020 Walker & Lundy	\$5,000.00	\$416.67	\$0.00	(\$416.67)	\$5,000.00	\$8,041.04	\$3,041.04	161%
48025 Richard & Marian Davies	\$2,000.00	\$166.67	\$0.00	(\$166.67)	\$2,000.00	\$2,880.91	\$880.91	144%
48030 Mary Ellen Messe (Cong Dev	\$5,000.00	\$416.67	\$0.00	(\$416.67)	\$5,000.00	\$8,933.20	\$3,933.20	179%
48035 G. A. Hunger Enabler Grant	\$5,000.00	\$416.67	\$0.00	(\$416.67)	\$5,000.00	\$5,000.00	\$0.00	100%
48040 G. A. Peacemaking (PMO)	\$4,000.00	\$333.34	\$0.00	(\$333.34)	\$4,000.00	\$4,000.00	\$0.00	100%
48045 Immanuel House EC	\$5,000.00	\$416.67	\$4,250.00	\$3,833.33	\$5,000.00	\$5,900.00	\$900.00	118%
48055 Cornerstone Rent	\$42,000.00	\$3,500.00	\$3,650.00	\$150.00	\$42,000.00	\$43,800.00	\$1,800.00	104%
48057 Interest	\$0.00	\$0.00	\$27,032.76	\$27,032.76	\$0.00	\$27,032.76	\$27,032.76	0%
48060 Gains/Loss	\$0.00	\$0.00	\$930,471.17	\$930,471.17	\$0.00	\$930,471.17	\$930,471.17	0%
48065 Evergreen Custodial Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Total Income before Subsidies</b>	<b>\$267,315.00</b>	<b>\$22,276.28</b>	<b>\$995,005.30</b>	<b>\$972,729.02</b>	<b>\$267,315.00</b>	<b>\$1,213,487.96</b>	<b>\$946,172.96</b>	<b>454%</b>
<b>Investment Subsidies</b>								
49010 Budgeted Investment Subsidy	\$401,664.32	\$33,472.03	(\$2,535.14)	(\$36,007.17)	\$401,664.32	\$0.00	(\$401,664.32)	0%
49015 Per Capita Dismissal	\$30,000.00	\$2,500.00	\$0.00	(\$2,500.00)	\$30,000.00	\$0.00	(\$30,000.00)	0%
49020 Mission & Outreach	\$30,000.00	\$2,500.00	\$0.00	(\$2,500.00)	\$30,000.00	\$0.00	(\$30,000.00)	0%
49022 Mission giving	\$147,000.00	\$12,250.00	\$0.00	(\$12,250.00)	\$147,000.00	\$0.00	(\$147,000.00)	0%
49025 Church Health & Growth	\$30,000.00	\$2,500.00	\$0.00	(\$2,500.00)	\$30,000.00	\$0.00	(\$30,000.00)	0%
<b>Total Investment Subsidies</b>	<b>\$638,664.32</b>	<b>\$63,222.03</b>	<b>(\$2,535.14)</b>	<b>(\$65,767.17)</b>	<b>\$638,664.32</b>	<b>\$0.00</b>	<b>(\$638,664.32)</b>	<b>0%</b>
<b>TOTAL INCOME</b>	<b>\$905,979.32</b>	<b>\$75,498.31</b>	<b>\$992,470.16</b>	<b>\$916,971.85</b>	<b>\$905,979.32</b>	<b>\$1,213,487.96</b>	<b>\$307,508.64</b>	<b>134%</b>
<b>EXPENSES</b>								
<b>Ministry</b>								
50005 Youth Triennium	\$4,000.00	\$333.34	\$0.00	(\$333.34)	\$4,000.00	\$4,000.00	\$0.00	100%
50010 Youth Scholarships	\$1,000.00	\$83.34	\$0.00	(\$83.34)	\$1,000.00	\$0.00	(\$1,000.00)	0%
50015 Clergy of Color Retreat	\$500.00	\$41.67	\$0.00	(\$41.67)	\$500.00	\$500.00	\$0.00	100%

Report created on 1/9/2025 11:07 AM

Budgeted and Actuals Financial Statement 2024

Budgeted Financial Statement for Period 12 - December 100.00%  
 Company#: 1 Name: S J PRESBYTERY  
 Fiscal Year Beginning 1/1/2024  
 Fund Name: 2 PRESBYTERY OF SAN JOSE

Acct.# Description	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Budget YTD	Actual YTD	Var. Actual to Annual Budget Dollar	Var. Actual to Annual Budget %
50020 Leadership	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
50022 Safe Church Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
50025 Adult Scholarships	\$3,000.00	\$250.00	\$0.00	(\$250.00)	\$3,000.00	\$1,190.00	(\$1,810.00)	40%
50030 Misc Cong Development	\$1,000.00	\$83.34	\$0.00	(\$83.34)	\$1,000.00	\$0.00	(\$1,000.00)	0%
50035 Indonesian Christian Church	\$3,000.00	\$250.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	100%
50040 Thai Fellowship of San Jose	\$3,000.00	\$250.00	\$3,000.00	\$2,750.00	\$3,000.00	\$3,000.00	\$0.00	100%
50045 Comunidad Latino	\$6,000.00	\$500.00	\$0.00	(\$500.00)	\$6,000.00	\$6,000.00	\$0.00	100%
50050 NWC Wednesday Revive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
50055 NWC Beer Church	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
50060 NWC Sweaty Sheep	\$3,000.00	\$250.00	\$3,000.00	\$2,750.00	\$3,000.00	\$3,000.00	\$0.00	100%
50065 Mission Trip	\$3,000.00	\$250.00	\$0.00	(\$250.00)	\$3,000.00	\$0.00	(\$3,000.00)	0%
50070 Mission Outreach Misc.	\$1,200.00	\$100.00	\$0.00	(\$100.00)	\$1,200.00	\$579.48	(\$620.52)	48%
50075 Seminary Internships	\$1,000.00	\$83.34	\$0.00	(\$83.34)	\$1,000.00	\$0.00	(\$1,000.00)	0%
50080 Cor Leadership Development	\$1,500.00	\$125.00	\$0.00	(\$125.00)	\$1,500.00	\$0.00	(\$1,500.00)	0%
50085 Peace and Justice Scholars	\$9,000.00	\$750.00	\$0.00	(\$750.00)	\$9,000.00	\$9,000.00	\$0.00	100%
50095 Immanuel House	\$5,000.00	\$416.67	\$4,250.00	\$3,833.33	\$5,000.00	\$5,649.85	\$649.85	113%
50100 Preparation for Ministry	\$1,000.00	\$83.34	\$0.00	(\$83.34)	\$1,000.00	\$0.00	(\$1,000.00)	0%
50105 Committee on Ministry	\$2,000.00	\$166.67	\$0.00	(\$166.67)	\$2,000.00	\$1,280.00	(\$720.00)	64%
50110 Emergency Assistance	\$1,500.00	\$125.00	\$0.00	(\$125.00)	\$1,500.00	\$1,500.00	\$0.00	100%
50115 Stewardship Training	\$6,500.00	\$541.67	\$0.00	(\$541.67)	\$6,500.00	\$8,233.82	\$1,733.82	127%
<b>Total Ministry</b>	<b>\$56,200.00</b>	<b>\$4,683.38</b>	<b>\$13,250.00</b>	<b>\$8,566.62</b>	<b>\$56,200.00</b>	<b>\$46,933.15</b>	<b>(\$9,266.85)</b>	<b>84%</b>
<b>Grants</b>								
51010 Vision Grants	\$10,000.00	\$833.34	\$10,000.00	\$9,166.66	\$10,000.00	\$10,000.00	\$0.00	100%
51015 Mission & Outreach Grants	\$30,000.00	\$2,500.00	\$19,000.00	\$16,500.00	\$30,000.00	\$30,000.00	\$0.00	100%
51020 Church & Health Growth Gran	\$30,000.00	\$2,500.00	\$10,321.47	\$7,821.47	\$30,000.00	\$30,000.00	\$0.00	100%
<b>Total Grants</b>	<b>\$70,000.00</b>	<b>\$5,833.34</b>	<b>\$39,321.47</b>	<b>\$33,488.13</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>100%</b>
<b>Property</b>								
52025 Beach St Insurance	\$18,000.00	\$1,500.00	\$0.00	(\$1,500.00)	\$18,000.00	\$0.00	(\$18,000.00)	0%
52030 Property Insurance	\$32,000.00	\$2,666.67	\$15,590.75	\$12,924.08	\$32,000.00	\$43,092.00	\$11,092.00	135%
52035 Property Taxes	\$22,000.00	\$1,833.34	(\$11,222.60)	(\$13,055.94)	\$22,000.00	\$30,123.08	\$8,123.08	137%
52040 United Watsonville Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
52045 Facilities Main Street	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,730.36	\$19,730.36	0%

Budgeted Financial Statement for Period 12 - December 100.00%  
 Company#: 1 Name: S J PRESBYTERY  
 Fiscal Year Beginning 1/1/2024  
 Fund Name: 2 PRESBYTERY OF SAN JOSE

Acct.# Description	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Budget YTD	Actual YTD	Var. Actual to Budget Dollar	Var. Actual to Annual Budget %
52050 Evergreen Presbyterian	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
52060 Maintenance	\$12,000.00	\$1,000.00	\$495.00	(\$505.00)	\$12,000.00	\$12,264.15	\$264.15	102%
52065 Utilities	\$32,000.00	\$2,666.67	\$3,577.70	\$911.03	\$32,000.00	\$40,886.08	\$8,886.08	128%
<b>Total Property</b>	<b>\$116,000.00</b>	<b>\$9,666.68</b>	<b>\$8,440.85</b>	<b>(\$1,225.83)</b>	<b>\$116,000.00</b>	<b>\$146,095.67</b>	<b>\$30,095.67</b>	<b>126%</b>
<b>Per Capita</b>								
53010 GA Travel Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
53015 Per Capita General Assembly	\$35,436.80	\$2,953.07	\$0.00	(\$2,953.07)	\$35,436.80	\$35,436.80	\$0.00	100%
53020 Per Capita Synod	\$18,875.52	\$1,572.96	\$0.00	(\$1,572.96)	\$18,875.52	\$18,875.62	\$0.10	100%
<b>Total Per Capita</b>	<b>\$54,312.32</b>	<b>\$4,526.03</b>	<b>\$0.00</b>	<b>(\$4,526.03)</b>	<b>\$54,312.32</b>	<b>\$54,312.42</b>	<b>\$0.10</b>	<b>100%</b>
<b>General Administration</b>								
54010 Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
54015 Telephone	\$4,500.00	\$375.00	\$450.00	\$75.00	\$4,500.00	\$3,900.00	(\$600.00)	87%
54020 Legal/Discipline	\$21,000.00	\$1,750.00	\$1,485.00	(\$265.00)	\$21,000.00	\$23,974.94	\$2,974.94	114%
54025 Presbytery Meeting	\$350.00	\$29.17	\$0.00	(\$29.17)	\$350.00	\$5,868.62	\$5,518.62	1677%
54030 Auditing Expense	\$17,000.00	\$1,416.67	\$0.00	(\$1,416.67)	\$17,000.00	\$18,375.00	\$1,375.00	108%
54040 Postage	\$1,000.00	\$83.34	\$72.74	(\$10.60)	\$1,000.00	\$460.33	(\$539.67)	46%
54050 Supplies	\$13,000.00	\$1,083.34	\$182.62	(\$900.72)	\$13,000.00	\$8,820.92	(\$4,179.08)	68%
54055 Equip Purch/Lease/Maint	\$14,000.00	\$1,166.67	\$3,974.15	\$2,807.48	\$14,000.00	\$18,958.97	\$4,958.97	135%
54060 Website	\$500.00	\$41.67	\$14.71	(\$26.96)	\$500.00	\$388.97	(\$111.03)	78%
54065 Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Total General Administration</b>	<b>\$71,350.00</b>	<b>\$5,945.86</b>	<b>\$6,179.22</b>	<b>\$233.36</b>	<b>\$71,350.00</b>	<b>\$80,747.75</b>	<b>\$9,397.75</b>	<b>113%</b>
<b>Personnel</b>								
55005 Stated Clerk Salary	\$66,381.00	\$5,531.75	\$5,531.76	\$0.01	\$66,381.00	\$79,657.23	\$13,276.23	120%
55015 Treasurer	\$21,456.00	\$1,788.00	\$1,848.41	\$60.41	\$21,456.00	\$22,180.92	\$724.92	103%
55020 Travel Allowance Stated Clerk	\$6,000.00	\$500.00	\$383.65	(\$116.35)	\$6,000.00	\$7,380.68	\$1,380.68	123%
55025 Accounting Salary	\$73,663.00	\$6,138.59	\$6,138.66	\$0.07	\$73,663.00	\$73,663.17	\$0.17	100%
55030 Payroll Tax	\$15,000.00	\$1,250.00	\$1,750.00	\$500.00	\$15,000.00	\$19,500.00	\$4,500.00	130%
55035 Accounting Retirement	\$7,366.00	\$613.84	\$0.00	(\$613.84)	\$7,366.00	\$7,366.00	\$0.00	100%
55040 Accounting Benefits	\$9,000.00	\$750.00	\$0.00	(\$750.00)	\$9,000.00	\$8,278.08	(\$721.92)	92%
55042 Accountant Synod Pension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
55045 Stated Clerk Medical	\$25,890.00	\$2,157.50	\$2,209.80	\$52.30	\$25,890.00	\$26,535.75	\$645.75	102%

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Budgeted and Actuals Financial Statement 2024

Budgeted Financial Statement for Period 12 - December 100.00%  
 Company#: 1 Name: S J PRESBYTERY  
 Fiscal Year Beginning 1/1/2024  
 Fund Name: 2 PRESBYTERY OF SAN JOSE

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Budget YTD	Actual YTD	Var. Actual to Budget Dollar	Var. Actual to Annual Budget %
55060 Pastor Support	\$3,000.00	\$250.00	\$600.00	\$350.00	\$3,000.00	\$1,336.28	(\$1,663.72)	45%
55062 WPH Brewmaster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,015.00)	(\$4,015.00)	0%
55065 Hunger Action Advocate	\$10,000.00	\$833.34	\$600.00	(\$233.34)	\$10,000.00	\$7,200.00	(\$2,800.00)	72%
55057 Peacemaking Advocate	\$6,000.00	\$500.00	\$0.00	(\$500.00)	\$6,000.00	\$0.00	(\$6,000.00)	0%
55060 Safe Church Advocate	\$10,000.00	\$833.34	\$0.00	(\$833.34)	\$10,000.00	\$6,870.49	(\$3,129.51)	69%
55065 Director Communications	\$7,200.00	\$600.00	\$0.00	(\$600.00)	\$7,200.00	\$1,800.00	(\$5,400.00)	25%
55070 Moderator	\$250.00	\$20.84	\$0.00	(\$20.84)	\$250.00	\$1,212.32	\$962.32	485%
55072 Executive Presbytery expense	\$0.00	\$0.00	\$2,587.26	\$2,587.26	\$0.00	\$48,544.99	\$48,544.99	0%
55074 EP Mileage Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
55080 Staff Professional/Education	\$2,000.00	\$166.67	\$0.00	(\$166.67)	\$2,000.00	\$0.00	(\$2,000.00)	0%
55081 Office Manger Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
55082 Office Manger Pension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
55085 Personnel Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
55086 Executive Presbytery Salary	\$131,946.00	\$10,995.50	\$15,000.00	\$4,004.50	\$131,946.00	\$90,000.00	(\$41,946.00)	68%
55087 Office Manger salary & benefit	\$91,875.00	\$7,656.25	\$9,803.54	\$2,147.29	\$91,875.00	\$114,098.53	\$22,223.53	124%
55088 Executive Presbytery benefits	\$51,090.00	\$4,257.50	\$5,850.00	\$1,592.50	\$51,090.00	\$35,100.00	(\$15,990.00)	69%
<b>Total Personnel</b>	<b>\$538,117.00</b>	<b>\$44,843.12</b>	<b>\$62,303.08</b>	<b>\$17,459.96</b>	<b>\$538,117.00</b>	<b>\$546,709.44</b>	<b>\$8,592.44</b>	<b>102%</b>
<b>TOTAL EXPENSES</b>	<b>\$905,978.32</b>	<b>\$75,498.41</b>	<b>\$119,494.62</b>	<b>\$43,996.21</b>	<b>\$905,978.32</b>	<b>\$944,798.43</b>	<b>\$38,819.11</b>	<b>104%</b>
<b>NET INCOME/LOSS</b>	<b>\$0.00</b>	<b>(\$0.10)</b>	<b>\$872,975.54</b>	<b>\$872,975.64</b>	<b>\$0.00</b>	<b>\$268,689.53</b>	<b>\$268,689.53</b>	<b>0%</b>
90010 Capital Expense Main Street	\$0.00	\$0.00	(\$162,163.75)	(\$162,163.75)	\$0.00	\$0.00	\$0.00	0%
90020 Adjustments	\$0.00	\$0.00	\$27,627.00	\$27,627.00	\$0.00	\$27,627.00	\$27,627.00	0%

NOTES and EXPLANATIONS FOR THE 2024 FINANCIAL REPORTS OF THE SAN JOSE  
PRESBYTERY

**BUDGETED FINANCIAL STATEMENT**, lists the revenue (income) and the disbursements (expenses) of the organization for the last fiscal year.

**INCOME**, the income of the Presbytery is divided into broad categories for ease of understanding.

**PER CAPITA**, this is the Presbytery's portion of the amount paid by the individual congregations based upon the number of members on their roles at the time of the previous year's report. The total Per Capita is paid through the Synod and is then divided amongst the General Assembly, the Synod, and the Presbytery.

**SYNOD BLOCK (Partnership) Grant**, this is the Presbytery's portion of the Basic Mission Giving from the churches of the Presbytery and from a portion of the income from the Synod investment program.

**ANNIE PENKE FUND**, is an endowment fund set aside by Annie Penke with the proceeds going to mission work being done in our Presbyter and three other Presbyteries of the Synod.

**FOUNDATION FUNDS**, various families (**Walker, Lundy, Miesse, and Davies**) have placed money in endowment with the Presbyterian Foundation to benefit the Presbytery of San Jose.

**GA FUNDING**, some of our revenue comes from GA funding for programs like **Hunger and Peacemaking**.

**IMMANUEL HOUSE**, this is pass through income sent by churches through the extra commitment giving program of the Synod and is passed on to the IH Board for their use in the mission of transitional housing for refugees.

**CORNERSTONE RENT**, Cornerstone church pays the equivalent of their share of the cost of insurance, taxes, maintenance, and utilities for the Meridian Way property.

**INTEREST AND GAINS/LOSS**, this includes the interest, dividends, and realized growth or loss from Presbytery's investment pool which are used to help fund the budget.

**INVESTMENTS SUBSIDIES**, these funds come from the proceeds of the investment portfolio of the Presbytery.

**EXPENSES**, the expenses of the Presbytery are divided into categories of spending.

**MINISTRY**, the many different programs of the Presbytery.

**GRANTS**, the three types of grants available to congregations, for vision ideas, mission programs, church health projects. Applications are available on the Presbytery website.

**PROPERTY**, these include various expenses related to the insurance, taxes, maintenance, and expenses of the various properties owned by the Presbytery.

**PER CAPITA**, annual apportionments to the General Assembly and the Synod based upon the membership of the Presbytery to jointly fund the programs of these regional and national organizations of our church.

**GENERAL ADMINISTRATION**, the various operational expenses of the Presbytery office including annual legal and or audit expenses.

**PERSONNEL**, providing the Exec Presbyter, Stated Clerk, Office Manager, Accountant, and Treasurer with salaries and benefits to help the ongoing work of the Presbytery. This category also includes various advocates hired by the Presbytery for helping the congregations with hunger, peacemaking, safe church, and other communications of the Presbytery.

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

**ASSETS**, the assets are defined as any real asset, like a bank account, the value of investments, the book value of real property, and the like.

**CURRENT ASSETS**, these monies are the yearend balances in bank and savings accounts currently held at Chase bank.

### **INVESTMENTS**

**SYNOD CASH ACCT**, the yearend balance of monies held at the Synod on deposit. From time to time these monies might be invested in MDCs at the Synod for longer term interest rates. Currently the monies are deposited "on demand" just like a savings account.

**FOUNDATION**, are mutual funds invested by the New Covenant Funds. The Growth fund invests in stocks of the S&P 500 companies according to the Socially Responsible guidelines of the General Assembly. The Income Fund includes government bonds and similar fixed income opportunities. You can see information about these investments on their website; [NewCovenantFunds.com](http://NewCovenantFunds.com)

**BROKERAGE ACCOUNT**, The Stock portion of the Brokerage account is invested in S&P 500 vehicles SPY (general S&P 500 stocks), SPYX (general S&P without Carbon 200 companies), and SUSA (general S&P stocks with high commitment to ESG protocols). The Bond portion of the Brokerage account is invested in a variety of corporate bonds available on the open market; laddered out over a 6-8-year time horizon.

**NOTES AND LINES OF CREDIT**, in certain extraordinary circumstances the Presbytery has loaned monies for specific reasons that seemed beneficial to the work of the Presbytery. Presbytery encourages churches who are looking for loans to first take advantage of the Synod Loan Program and their various different interest rates and loans.

**FIXED ASSETS**, this includes property assets that are real property, owned in the name of the Presbytery alone, not in conjunction with individual churches. The Presbytery owns the property known as the property on Mental Ave in Santa Cruz currently used by Trinity Presbyterian as a manse for their pastor, the Catamaran purchased by donations to the Sweaty Sheep NWC, the property on Main Street in Watsonville being used as the Watsonville Public House, the property at Meridian Way where the offices are located, and Cornerstone Church currently resides, the Immanuel House, operated by the Immanuel House Board for transitional refugee housing. These properties are listed at book value less the accumulated depreciation. Note: Book Value means the price originally paid for the property plus substantial improvements. Historical properties that have been fully depreciated are not listed on the balance sheet.

**LIABILITIES**, the liabilities show how much of the assets are allocated to specific projects. For example, your home bank account might have \$5,000 in it. But some of that money is specifically earmarked for the upcoming insurance payment and future property taxes so you cannot spend all of the money in the checking account. The Presbytery has obligations as well.

**SPECIAL FUNDS**, have been set aside for specific projects, with the expectation that they will be used in the future for those purposes or reallocated to other projects. You can see the various different designations that have either come from unspent budgeted items, to pay for programs in the future, like the Youth Triennium, Camperships, Christian Education projects, Cong. Development, Representation, Justice & Mission, COM projects, and other ministries of the Presbytery. The **Cypress Fund** came from the sale of the Cypress Ave Property and were set aside at the time by the Presbytery for Korean American ministries. **Watsonville Commission**, these are monies set aside for the commission at UPC Watsonville. **St Philips Main St.** are funds from the sale of the St Philips property in the city of Salinas. All of the restrictions were set by a vote of the Presbytery and can be adjusted at any time by a vote of the Presbytery.

**OPERATING FUNDS**, and **RETAINED EARNINGS** are accounting terms to help make the Assets and the Liabilities Balance. Although it appears the Presbytery has a large value of assets you will notice that much of that value is related to the investment value of the property. To calculate the working investment assets of the Presbytery at the end of 2024 you would need to take the Total Investments of 7,595,272.09 and subtract the Special Funds set aside in the Liabilities of 2,984,707.33. The working assets of investments (4,610,564.76) affords the Presbytery the assurance that we can continue to operate at the current level



**Amendments to Constitution from 226<sup>th</sup> General Assembly**

**Motion to approve the following Amendments as a slate:**

- F-1 24-A — F-1.0403  
OPENESS TO THE GUIDANCE OF THE HOLY SPIRIT  
F-1.0403 UNITY IN DIVERSITY (POL-01 1)
- 24-B — G-1.0104  
THE CONGREGATION  
G-1.0104 OTHER FORMS OF CORPORATE WITNESS (WORSHIPING  
COMMUNITIES, etc.) (POL-03)
- 24-D — G-2.0504b  
PASTORAL RELATIONSHIPS  
G-2.0504b TEMPORARY PASTORAL RELATIONSHIPS (POL-05)
- 24-F — G-2.0610  
PREPARATION FOR MINISTRY  
G-2.0610 ACCOMODATIONS TO PARTICULAR CIRCUMSTANCES (ORD-05)
  
- 24-H — G-3.0106  
GENERAL PRINCIPLES OF COUNCILS  
G-3.0106 ADMINISTRATION OF MISSION (POL-11)
- 24-I — G-3.0302d  
THE PRESBYTERY  
G-3.0302d RELATIONSHIPS WITH SYNOD AND GENERAL ASSEMBLY (GAP-  
05)
  
- 24-J — G-3.0501  
THE GENERAL ASSEMBLY  
G-3.0501 COMPOSITION AND RESPONSIBILITY (GAP-04)
  
- 24-M Episcopal-Presbyterian Agreement on Local Sharing of Ministries

**Review to approve or disapprove**

- 24-E — G-2.0504b  
PASTORAL RELATIONSHIPS  
G-2.0504b TEMPORARY PASTORAL RELATIONSHIPS (POL-08 2)  
Nondisclosure
- 24-G — 2.0901  
DISSOLUTION OF PASTORAL RELATIONSHIPS  
G-2.0901 CONGREGATIONAL MEETING (POL-08 1)  
Nondisclosure

24-K — D-7.0501

INVESTIGATION

D-7.0501 REFERRAL TO INVESTIGATING COMMITTEE (POL-02)

24-L — D-7.0902b

ALLEGATIONS OF SEXUAL ABUSE

D-7.0902b ADMINISTRATIVE LEAVE (POL-04)

24-C — G-2.0104b

ORDERED MINISTRIES OF THE CHURCH

G-2.0104b GIFTS AND QUALIFICATIONS (POL-01 2)

**NOMINATIONS PROCESS FOR 227<sup>th</sup> GENERAL ASSEMBLY is beginning now! With our schedule of two 2025 Called Presbytery meetings, the process starts earlier than in previous years.**

**The 227<sup>th</sup> GA will be held online and at the Baird Center in Milwaukee, Wisconsin,**

- Online Committees: Tuesday, June 23- Thursday, June 25, 2026
- In-Person Plenaries in Milwaukee: Sunday, June 28- Thursday, July 2, 2026

The General Assembly is our highest governing council of the denomination. Commissioners are sent from every Presbytery, helping us live out our connectional values of shared ministry.

The Presbytery of San Jose is seeking Minister of the Word and Sacrament/Teaching Elder, Ruling Elder Commissioner nominees, and a Young Adult Advisor Delegate to serve the 227<sup>th</sup> General Assembly in 2026. This is an opportunity to help the larger church discern and engage in the mission that Christ is calling us to do together. We will elect one RE commissioner, one TE commissioner and one YAAD.

Included in this packet information on what to expect from the 227<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.

Each eligible Minister, and each Ruling Elder or YAAD nominated by their session, shall submit the following about her/himself, on one page:

- 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, they intends to be a General Assembly resource for the Presbytery in the year following service as commissioner

All those who seek to serve as a commissioner or YAAD must agree to attend all online committee meetings and the training/orientation sessions organized by General Assembly and/or our Presbytery.

**Submit nominations by September 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 October 23, 2025 Presbytery 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~~ October tated meeting. (Book of Order **G-3.0302a**)
- 8.11 The Stated Clerk shall enclose in the mailing of the call to the February 2025<sup>1</sup> ~~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.

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<sup>1</sup> Changed to accommodate February 27, 2025 Called Presbytery meeting

- 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 October 2025 <sup>2</sup>~~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 September <sup>3</sup>~~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 September <sup>4</sup>~~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 18 and 23<sup>5</sup> ~~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.

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<sup>2</sup> Changed to accommodate October 23, 2025 Called Presbytery meeting

<sup>3</sup> Changed to accommodate docket lead time for October 23, 2025 Called Presbytery meeting

<sup>4</sup> Changed to accommodate docket lead time for October 23, 2025 Called Presbytery meeting

<sup>5</sup> The Standing Rules of the General Assembly require that the YAAD must be between 18 and 23 on the day that the General Assembly convenes.

PWP San Jose  
extends this



# INVITATION TO A CHURCH MYSTERY



**March 29, 1:30-4pm**

PCLG Fireside Room  
16575 Shannon Rd, Los Gatos

**a book club to discuss  
Ashes to Ashes  
m.m. Lindvall**

[tinyurl.com/mystery-3-29-25](https://tinyurl.com/mystery-3-29-25)  
rsvp link