

COMMITTEE ON MINISTRY REPORT
September 26, 2017
First Presbyterian Church, Waterloo, NY

The following items are from the June 6, 2017; August 1, 2017; and September 5, 2017 meetings of the Committee.

ITEMS FOR PRESBYTERY'S ACTION

The Committee VOTED to request that the presbytery:

(Romulus Administrative Commission)

1. **Elect** Elder Kermit Bossard (Spencer) to the Administrative Commission for the Romulus Presbyterian Church.
[NOTE: Elder Bossard serves as the COM liaison with the Romulus church.]

(Watkins Glen / Administrative commission to Install)

2. **Appoint** the following persons as the Administrative Commission to Install the Rev. Cara Sutton Milne as Pastor of First Presbyterian Church, Watkins Glen, NY on Sunday ____, 2017 at ____ p.m. in the Sanctuary of the church:

Moderator Elder Joann Braun (Naples) or her designee
The Rev. Jane Winters (Westminster, Elmira)
The Rev. Jim Hicks (Honorably Retired)
The Rev. Stanley Bhasker (Bath)
Elder Priscilla Andrews, CRE (Dundee)
Elder Kermit Bossard (Spencer)

Other participants may be named at a later date.

3. **Authorize** the moderator or her designee to make changes in the Administrative Commission to Install, as necessary and appropriate.
4. **Dismiss** the Administrative Commission to Install, upon completion of the Service of Installation.

(Minimum Salary)

5. **Keep** the current minimum salary amounts and **encourage** churches to consider at least a 2% Cost of Living Increase of the effective salary, based on the Consumer Price Index for the Northeast.

(Dundee)

[NOTE: Ellen Donnan and Priscilla Andrews were excused from this portion of the meeting, and did not participate in the discussion.]

Background

Liaison Kerm Bossard reported that the session and congregation desire to dissolve the church by the end of 2017.

The process has begun for sale of the building. There is a purchase offer of \$117,900.00

The Administrative Commission is currently comprised of:

The Rev. Paul Malles (Penn Yan), chair
Elder Dick Schied, CRE (Weston)
Elder Kerm Bossard (Spencer)
Elder Donna Colvin (Pulteney)

There is need for a second minister member of the Commission. That person will be recruited.

The session has talked with the Administrative Commission for Dundee, and has scheduled a congregation meeting for September 24, 2017. The anticipated dissolution date is December 31, 2017. The congregation desires that the proceeds of the sale go to a fund established for use in small church ministry.

The COM reviewed the guidelines for dissolution of a congregation. Those guidelines mandate two congregation meetings: the first to provide an opportunity for discussing the recommendation; the second to vote to approve a recommendation to the presbytery for the dissolution of the church.

The stated clerk will attend worship and the congregation meeting on September 24, 2017.

The stated clerk will prepare a revised charge to the Administrative Commission for Dundee, for distribution to the Committee and the Administrative Commission, and for approval by the presbytery on September 26, 2017.

6. **Approve** the revised charge for the Administrative Commission for Dundee.

**ADMINISTRATIVE COMMISSION FOR
First Presbyterian Church, Dundee, NY**

CHARGE FOR THE ADMINISTRATIVE COMMISSION, REVISED

Submitted to the Presbytery of Geneva
September 26, 2017

[Stated Meeting, First Presbyterian Church, Waterloo, NY]

The **Presbytery of Geneva** establishes the following **charge** for the work of the Administrative Commission for First Presbyterian Church, Dundee, NY.

BACKGROUND

During the stated meeting of the Presbytery of Geneva on March 28, 2017 the Presbytery of Geneva voted to form an Administrative Commission for the First Presbyterian Church, Dundee, NY, as the session and congregation worked to determine the future of the church.

Charge to the Commission was simply to “come alongside” the session in their discernment, thus providing support from the presbytery and the ability to be in place as greater clarity was achieved on the part of the church.

Since Mary 28, 2017 First, Dundee has held worship at St. Mark’s Living Center in Dundee, while continuing to use the building for local ministry projects of the church. The church continued to maintain the building.

The desire at the time the Commission was formed was to explore selling the church building, while maintaining worship at St. Mark’s Living Center, and engaging in ministry without the burden of the building.

For a number of reasons it now appears that the congregation is ready to proceed with dissolution of the church. Consequently the charge for the Administrative Commission for First Presbyterian Church, Dundee, NY needs to be clarified.

**REVISED CHARGE FOR THE ADMINISTRATIVE COMMISSION FOR
FIRST PRESBYTERIAN CHURCH, DUNDEE, NY**

~ For action by the Presbytery of Geneva on September 26, 2017 ~

THE ADMINISTRATIVE COMMISSION

1. The Administrative Commission shall confirm to the presbytery and the stated clerk, a moderator and a clerk of the Commission. [The Rev. Paul Malles (Penn Yan) currently serves as moderator of the Commission.]
 - a. The moderator shall convene meetings of the Administrative Commission, lead the meetings of the Commission, serve as the primary contact for persons who wish to communicate with the commission, and ensure the Commission’s support of the session of the Romulus church.
 - b. The clerk shall keep the minutes of the Commission and a record of the Commission’s activities. The clerk shall complete all correspondence, as directed by the Commission; and report to the Commission any correspondence received. The clerk
2. The Administrative Commission shall approve the minutes prepared by the clerk. The Administrative Commission, through the clerk, shall provide to the stated meeting of the presbytery (for inclusion in the presbytery minutes) all Commission minutes since the previous stated meeting of the presbytery.
3. The presbytery stated clerk shall serve as the primary staff resource to the Administrative Commission.

THE RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE COMMISSION

I. ARRANGE FOR THE PASTORAL CARE OF CHURCH MEMBERS

1. Work with the session to identify where members wish to transfer their membership, and when
2. Provide pastoral support and care to the Pastor serving the Dundee church during this time of transition.
3. Prior to dissolution, the clerk of session will effect transfers of membership, as requested by members.

4. Provide to the stated clerk the names and contact information of members who have not transferred their membership prior to dissolution of the church. The stated clerk will effect transfers requested after dissolution.

II. ASCERTAIN THE FINANCIAL STATUS AND OUTSTANDING FINANCIAL OBLIGATIONS OF THE SESSION

1. Conduct a financial review of the Treasurer's books for the last 12 months.
2. Determine location of checking accounts, savings accounts, endowment accounts, Sunday School accounts, Women's group accounts and any other financial resources.
3. On endowment or memorial accounts, determine if there are any bequest stipulations.
4. Have all accounts closed, transferring any balances to the primary checking account of the Session (to meet any outstanding obligations) or to the presbytery.
5. If any church accounts remain open, submit new signature card(s) for accounts with at least two officers of the presbytery designated as signatories (usually the treasurer and stated clerk).
6. Determine any outstanding debts/obligations.
7. Publish in local paper a public notice to the effect:
The _____ Church of _____, NY will end its ministry on or about (date). Any outstanding debts/financial obligations must be submitted in writing to the church treasurer at (address) by the close of the business day (date)
8. Authorize the payment of all financial obligations.
9. Provide a "statement of contribution" to all current year contributors.
10. If the church owns any stocks, bonds, certificates, or other financial instruments have ownership of such transferred to the Presbytery of Geneva.
11. Following the dissolution, transfer all remaining account balances to the Presbytery of Geneva and close any remaining church accounts.

III. SECURE THE SESSION RECORDS

1. Locate all Session minutes, the church register, and other financial and legal records to be submitted to the Stated Clerk of the presbytery for appropriate disposition.
2. The Clerk of Session will hand these symbolically to a representative of the Stated Clerk at the conclusion of the Presbytery's recognition of the ministry of the church.

IV. SECURE THE LEGAL RIGHTS TO THE PROPERTY

1. Secure a Clear Title to the property.
2. Provide a copy of the deed to the Presbytery Board of Trustees (General Council). A copy of the deed may be obtained from the County Courthouse. Ascertain if there are any deed restrictions or stipulations.
3. Transfer title of the property to the Presbytery of Geneva.
4. List the property on the Presbytery's property and liability insurance coverage, terminate any other current insurance coverage.
5. Notify the County Assessor's Office that the property is no longer used as a church as of the dissolution date.
6. Discover if the congregation is incorporated; if so:
 - a. Locate the Articles of Incorporation.
 - b. Publish a public Notice to Dissolve a Corporation in the local newspaper.
 - c. Adopt and publish the following motion:
"Pursuant to G-4.0203) of the Book of Order of the Presbyterian Church (U.S.A.), the Presbytery of Geneva is the legal successor of the Romulus Presbyterian Church in Romulus, NY.

V. SECURE THE BUILDING AND PROPERTY

The session has a responsibility and right to advise as to the distribution of the proceeds of the sale of the building, with the following parameters:

- If the sale **precedes the dissolution**, the Administrative Commission will guide the process of appropriately following that advice. The Presbytery of Geneva will have the final approval of such distribution.
- If the sale **follows the dissolution**, the Presbytery of Geneva will determine the distribution of the proceeds of the sale of the property. The Administrative Commission will communicate the session's desires and recommendations.

1. Arrange for the disposition of furnishings. The Session, with the concurrence of the Administrative Commission may arrange for the disposition of furnishings, communion ware, hymnals, Sunday School supplies, pulpit, lectern, and communion table, etc. These may be given away, sold by the piece, or bids may be received for the entire lot of furnishing. The Administrative Commission shall be consulted and concur with the decision to dispose of any item thought to be of historic value. It is recommended that at least one appraisal by an antiques dealer/estate assessor be obtained before accepting any bids.
2. These decisions should be documented in detail in both Session and Commission minutes.
3. Ascertain which utilities should remain connected and which may be disconnected and make these arrangements with the proper companies. Transfer the billing for the utilities to the Presbytery of Geneva effective on the dissolution date. It may be necessary to maintain heat during the winter to avoid damage. Electricity and water should remain on.
4. Arrangements should be made to drain the water pipes if the utilities can be turned off.
5. Secure the building and recover keys from anyone who does not need access.
6. If distribution of keys is widespread and any contents are valuable, consider having the locks changed.
7. Make provisions through the Property Committee for a caretaker until the final disposition of the property, including mowing of lawn and maintenance of any sidewalks.
8. After the closing worship service remove any identifying signage and the cornerstone, if possible (checking for a time capsule).

VI. PLAN A FINAL WORSHIP SERVICE CELEBRATING THE LIFE AND MINISTRY OF THE CONGREGATION (in partnership with the session)

1. Set the date and time for the service.
2. Allow time for the date to be publicized and the invitations issued.
3. Decide what special features the service should include.
4. Determine whether the service will include the Service of the Lord's Supper.
5. Consider structuring the service using the resources from the *Book of Occasional Services* which has a service on "Vacating of a Church Building," including the dissolution of a church.
6. Identify a possible preacher and other participants.
7. Former pastors / preachers may be invited.
8. At least one representative from the church should be included.
9. At least one representative from the Administrative Commission should be included.
10. The stated clerk and the Transitional Leader should be included.
11. Identify favorite hymns of church members (and identify favorite hymns of the **congregation** as a whole).
12. Consider possibilities for special music.
13. Have the session determine where the proceeds from the offering will go.
14. Arrange for ushers, parking attendants (if needed), and elders to serve Communion (if that is part of the service).
15. Format, type, and print bulletins.
16. Arrange for preparation of communion elements.
17. Arrange for any needed cleaning of the facility before and after the service.
18. Arrange for a reception following the service (location / how food will be provided / financial resources of the congregation to pay for a reception .
19. Appoint a group to take charge of decorating and other arrangements.
20. Gather memorabilia to display.

VII. PUBLICIZE THE SERVICE ENDING THE MINISTRY OF THE CHURCH (in partnership with the session)

1. Have church members make a "guest list" (with contact information) of relatives, friends, former members, etc. whom they wish to invite to the service.
2. Have invitations printed and facilitate (sending them (sent by a person or group / sent by church members . . . with the stamps provided from church funds).
3. Design a flier or write a letter to be distributed to the churches and members of the presbytery. Send flier or letter to the presbytery office, with ample time for duplication and distribution.
4. Prepare a press release for local newspapers.
5. Arrange for local newspaper coverage and a photographer.

VIII. DISSOLUTION OF THE COMMISSION

1. Commission is dissolved upon the completion of its work.

ACTIONS TAKEN ON BEHALF OF PRESBYTERY

Acting on behalf of presbytery, the Committee VOTED to:

(Moderator Appointments)

Appoint the Rev. Walter Stuber as moderator of the Session of Huron Presbyterian Church, Huron, NY during August 2017.

Appoint the Rev. Deborah Grohman (Ontario Center) as moderator of the Session of Huron Presbyterian Church, Huron, NY for the month of September 2017.

(Administrative Commission / Dundee)

Amend the charge of the Administrative Commission working alongside the Session of First Presbyterian Church, Dundee, NY to include oversight of the transfer of the church's cemetery.

ITEMS FOR PRESBYTERY'S INFORMATION

The Committee VOTED to:

(Pulpit Supply List)

Approve adding Michelle Ormsby Serra (American Baptist, Almond Union Church) to the Pulpit Supply List.

Approve adding Seth Burgess (Park, Newark) to the Pulpit Supply List. [NOTE: This action does not mean approval of preaching in one location more than two times per month.]

Approve adding the Rev. Karl Warrington (validated ministry) to the Pulpit Supply List.

(Horseheads / the Rev. Cheryl Ann Elfond)

Approve extending the Transitional Pastor Contract between the session of First Presbyterian Church, Horseheads, NY and the Rev. Cheryl Ann Elfond, for one year, effective August 1, 2017 at the following terms:

Cash Salary	23,221.00
Housing Allowance	25,920.00
Total Effective Salary	49,032.00

SECA offset	3,750.00
Pension & medical (PCUSA)	17,896.00
Continuing Education Expenses	6,955.00
Professional expenses	1,780.00
Mileage at IRS rate	

Vacation: 6 weeks, including 6 Sundays
Study Leave: 2 weeks, including 2 Sundays

(Naples / the Rev. Robin Lostetter)

Approve the Temporary Supply Covenant (3/8 time) between the session of Trinity Federated Church, Naples, NY and the Rev. Robin Lostetter, effective July 1, 2017 at total compensation of \$17,947.00

(Hammondspoint)

Upon recommendation from session moderator Stanley Bhasker, and following discussion of the recommendation, **authorize** Elder Dick Schied, CRE to provide pastoral care through 12/31/2017. The approval is granted for pastoral needs among the members, and not for regular visitation (which is the responsibility of the session).

[NOTE: The vote of the Committee was 8 yes / 1 no. Elder Dick Scheid did not participate in the discussion of the above recommendation.]

(Hector & Lodi / the Rev. Barbara Schwartz)

Approve the Interim Pastor Contract (full-time) between the Rev. Barbara Schwartz (a minister member of the Presbytery of Susquehanna Valley) and the sessions of Hector Presbyterian Church, Hector, NY and Lodi Presbyterian Church, Lodi, NY effective September 11, 2017 for 12 months, at the following terms:

Cash Salary	31,659.00
Housing Allowance	17,047.00
Total Effective Salary	48,706.00
SECA offset	3,726.00
Travel	current IRS rate
Study Leave	1,000.00

Study Leave: 2 weeks, including 2 Sundays

Vacation: 1 month, including 4 Sundays

Appoint (acting on behalf of presbytery) the Rev. Barbara Schwartz as moderator of the sessions of the Hector and Lodi congregations, effective September 11, 2017.

(Spencer)

Grant to Elder Kermit Bossard and Elder Tom Bailey the authorization to preside over communion at Christ the King Presbyterian Fellowship, Spencer, NY until the new pastor, Sabrina Slater, has arrived.

(Candidate Sabrina Slater / Service of Ordination)

Report that the Service of Ordination of Candidate Sabrina Slater (Spencer) will be conducted by the Presbytery of the Inland Northwest on Tuesday November 14, 2017 at Hamblen Park Presbyterian Church, Spokane Washington.

Upon notification that the ordination has been completed, the stated clerk will complete the necessary requirements to enroll the Rev. Sabrina Slater as a member of the Presbytery of Geneva.

(Emergency Pastoral Care Fund Proposal)

Recommend that the General Council:

1. **Approve** the proposal for an Emergency Care Fund. [See **Attachment B.**]
2. **Approve** dedicating the offering received during the November 2017 stated meeting of the presbytery to the Emergency Care Fund.

(Educational Opportunities for Commissioned Ruling Elders)

Approve the following proposal The Committee reviewed a proposal from Janice Fitzgerald for education opportunities for Commissioned Ruling Elders. [See **Attachment C.**]

The Committee will communicate that there is support for coaching and continuing education, on a case-by-case basis, upon request or application. The Committee was concerned that support for such education not be limited. Bessie Tyrell volunteered to research available opportunities.

(Seminary Indebtedness Policy)

The Committee VOTED to:

Approve, pending concurrence by the Committee on Preparation for Ministry, the *Policy on Seminary Indebtedness*, which was presented for first reading during the August meeting of the Committee on Ministry (see **Attachment D**).

ATTACHMENT A

Liaison Assignments Revised September 5, 2017

Kirk Allen:

Addison
Elmira Lake Street & Fusion on Fire
Jasper
Painted Post
Westminster, Elmira

Priscilla Andrews:

Bath
Hammondsport
Penn Yan
Pulteney
Rock Stream,
Weston

Stanley Bhasker:

Corning
Corning Chinese Christian Church
Hornell

Kerm Bossard:

Burdett
Hector
Lodi
Romulus
Trumansburg

Ellen Donnan:

Newark
Sodus

Jim Kerr:

Lyons
Geneva
Oaks Corners
Phelps

Gail Heimberger:

Huron
Ontario Center
Red Creek
Wolcott

Jim Hicks:

Ithaca
Ovid
Watkins Glen

Rob Mellgard:

Bellona
Seneca Falls,
Seneca #9
Waterloo,
West Fayette

Carol Merrell:

East Palmyra
Junius
Marion
Shortsville

AJ Tierson:

Palmyra Western

Dick Schied:

Atlanta
Dundee
Moreland
Prattsburgh

Bessie Tyrell

Canandaigua
Cohocton
Naples

Jim Varner:

Almond
Andover
Arkport
Canistota
Howard Union

Jane Winters:

Big Flats
Elmira North
Elmira First
Horseheads
Spencer

ATTACHMENT B

Referred to General Council

Committee on Ministry Proposal for Emergency Pastoral Care Fund**Motion:**

That the Presbytery of Geneva establish an Emergency Pastoral Care Fund to provide financial assistance for Presbyterian pastors, surviving spouses, and church workers, when they do not have sufficient financial resources to address extraordinary circumstances.

That the fund be used to participate in the [PCUSA Board of Pensions Shared Grants](#) program, as well as to provide immediate and direct assistance when appropriate.

That the Emergency Pastoral Care Fund be a donor designated fund and that an offering be promoted and received at least annually to support the fund.

That the Emergency Pastoral Care Fund be administered by the Committee on Ministry.

Rationale:

There are times when faithful servants of our church experience difficulties that place a significant strain on limited resources. In the past, it was common for presbyteries to have a discretionary fund built into the budget that could be used to assist with such emergencies. With diminishing resources, many of these funds no longer exist. Such is the case in the Presbytery of Geneva.

The PCUSA Board of Pensions has an assistance program that can help PCUSA church workers and retirees who are enrolled in the benefits program. The Assistance Program has a wide variety of grants available, which can be found on the Board of Pensions website.

Among these are Shared Grants which are designed to help active and retired church workers or their surviving spouses with special financial needs or in emergency situations. Those seeking help must be recommended by an employing organization of the Church that is willing to financially share in the grant with the Board.

The Pastoral Care Emergency Fund would make it possible for the Presbytery of Geneva to participate in the Shared Grants program and to also to offer immediate assistance in a timely fashion when the situation merits such consideration.

Program Administration:

The Committee on Ministry will be responsible for administering the fund.

The Committee on Ministry will promote and provide for the reception of an offering for the fund.

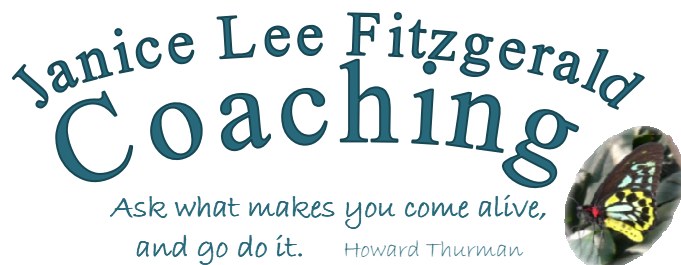
Normally the Presbytery Leader will receive requests for assistance.

The Presbytery Leader will consult with the COM Co-Moderators to determine if the request meets the criteria for the Shared Grants program or merits direct assistance. This team will discuss how to address the need, determine the amount of assistance that will be offered, and initiate the Shared Grants process, if appropriate.

The identity of the recipient will be kept in confidence. The COM Co-Moderators will report the distribution of the grant and the balance of the fund at the next COM meeting.

Emergency Pastoral Care Funds will not be authorized for gambling or credit card debt, or for legal fees or fines.

ATTACHMENT C



The Rev. Dr. Janice Lee Fitzgerald, ACC
Leadership and Ministry Coach

Associate Certified Coach,
International Coach Federation
Certified High Performance Pattern Coach
janiceleefitzgeraldcoaching@gmail.com
www.janiceleefitzgeraldcoaching.com

Background:

Several years ago when CPM revised and expanded the training manual for CREs we agreed with our (then called) Certified Lay Pastors or CLPs) that ongoing professional development was very important for them. At that time those on CPM agreed to provide an annual training event for CLPs. I designed and led the first two annual events held on Sunday afternoons at the Presbytery office. The first addressed their desire to learn about the types of resources that were available to use for worship preparation. Earlier this year Ellen Donnan and I had a conversation about CRE professional development. In the process of brainstorming I was invited to submit a proposal for a CRE professional development opportunity to COM which now oversees such events.

Proposal:

Provide a two year learning opportunity for CREs that would combine learning in an online seminar setting with one-on-one professional coaching to assist and support each CRE in determining what learnings from each seminar could best be utilized in their own setting and provide accountability to move forward with their action plans.

This format has several advantages over the common “pick a workshop when one interests me” model:

- ❖ Being part of a learning community of CREs where material is specifically tailored to the needs of Elders who are not only pastoral leaders but also frequently bi-vocational.
- ❖ Benefiting from professional coaching which will support reflection on the material beyond each seminar, plans to put learning into action, accountability for goals and lots of encouragement along the way.
- ❖ Being relieved of the burden of having to find accessible, affordable, applicable continuing education.

Content:

Four seminars spread over two years (held fall-spring-fall-spring (taking agricultural cycles into consideration). Each seminar would be held live online via my “Zoom” account.

1. *We've Never Been This Way Before*
 - a. Common causes for anxiety in congregations includes ageing of members, smaller financial resources, fewer children and youth, etc.
 - b. A look at what we do have through Appreciative Inquiry approach
2. *We've Never Done It This Way Before*
 - a. Identifying sources of resistance to change in a congregation and community
 - b. Understanding the congregation as a Family System and how that may contribute to resistance to change
3. *We Could Do It That Way*
 - a. Methods and strategies to facilitate out-of-the box thinking
 - b. Utilizing coaching-type questions to move "crazy ideas" to workable plans
4. *What Type of Leader Will I Need To Be As We Move Forward*
 - a. Effective approaches to pastoral leadership in a changing environment
 - b. Building and maintaining resilience as a pastoral leader

CRE COMMITMENT: CREs would have the option of signing up as follows: *(Note: CREs in the Presbytery of Geneva would be given 3 weeks to register and then an invitation would be sent to CREs in the Presbyteries of Geneva and Cayuga-Syracuse to join in):*

Package of 4 seminars over 2 yrs plus 8 coaching sessions:	\$350
Package of 2 seminars over 1 yr plus 4 coaching sessions:	\$200
Single seminar plus 2 coaching sessions:	\$125

There is support for coaching and continuing education, on a case-by-case basis, upon request or application.

ATTACHMENT D

POLICY ON SEMINARY INDEBTEDNESS PRESBYTERY OF GENEVA

The Presbytery of Geneva strongly believes that many graduating seminary students enters into their first call with a burden of indebtedness from their seminary education. Indebtedness impairs their ability to function responsibly in ministry. Presbytery of Geneva adopts the following policy on seminary indebtedness for both its own candidates and those recent seminary graduates whom it receives and installs into first calls.

For Those in Preparation for Ministry within the Presbytery

The Committee on Preparation for Ministry shall:

1. Strongly encourages all inquirers and/or candidates to meet with regional representatives of Board of Pension or Presbyterian Foundation and participate in at

least one “Fiscal Fitness” seminar sponsored by the Board of Pensions before or during their seminary career to develop financial plans to pay seminary costs.

2. During each annual consultation or candidacy review, inquire about the inquirer/candidate’s level of indebtedness. Counsel with an inquirer regarding the inquirer's level of indebtedness vis-a-vis prospective salary that can be expected based on the current median income for the denomination reported by the Board of Pensions, and based on the minimum effective salary established by the Presbytery.
3. Make available as requested by candidates or inquirers a list of options for pursuing grants and interest free loans and other funding such as is available through the Financial Aid for Studies Office of the Presbyterian Church (U.S.A.) and through the seminary financial aid office.
4. Inform and advocate the congregation of which the inquirer/candidate is a member and other congregations as appropriate, to support the candidate with financial grants.

For Those Ordained to First Calls within the Presbytery the Committee on Ministry shall:

1. Require that any minister who is installed in a first call and who carries educational indebtedness must show evidence of having attended a financial planning workshop, such as the Fiscal Fitness workshop sponsored by the Board of Pensions; or to attend such a workshop within the first year of ministry; expenses for the workshop including registration fees, accommodation, and travel to such a workshop shall be considered legitimate reimbursable expenses from study leave allowance.
2. Encourage calling congregations to utilize further debt reduction as a part of the salary package for a prospective pastor who is a recent seminary graduate. Information about seminary indebtedness, including this policy and the Board of Pensions Seminary Debt Assistance Program, shall be included with the material given to each PNC during its orientation.