

*Together, we pray, play, and energize our congregations to live out the Good News of Jesus Christ.
Together, we lift up each other in love.
Together, we call others into the circle of God's grace.*

MINUTES

The Presbytery of Geneva held a duly-called Stated Meeting on Saturday May 20, 2017 at the North Presbyterian Church, Elmira, New York.

CONVENING

Elder Joann Braun, Moderator, called the meeting to order at 9:30 a.m., a quorum being present. The Moderator offered the opening prayer.

ROLL

ACTIVE MINISTERS SERVING CHURCHES (P = Present; Ex = Excused; A = Absent)

Name	Jan 28	Mar 28	May 20	Sept 26	Nov 18
Austin, Amy Loving – <i>Bellona Memorial Seneca, Seneca #9</i>	P	P	Ex	Ex	
Baker, Kirk – <i>Newark, Park (Transitional Pastor)</i>	A	P	Ex	P	
Bhasker, Stanley – <i>Bath, Bath</i>	Ex	Ex	P	Ex	
Crimmins, Betsey – <i>Elmira, First</i>	Ex	P	P	P	
Delhagen, Kyle – <i>Palmyra, Western (RCA, Formula of Agreement)</i>	A	P	A	P	
Donnan, Ellen – <i>Dundee, First / Junius, Junius</i>	P	Ex	P	P	
Frigard, Beth – <i>Big Flats (Interim)</i>	A	A	P	A	
Griffis, Katherine – <i>Hornell, United</i>	P	P	P	P	
Grohman, Deb – <i>Ontario, Ontario</i>	Ex	P	Ex	P	
Heimberger, Gail – <i>Sodus, First United</i>	P	P	Ex	P	
Incze, Bruce Imre – <i>Arkport</i>		P	P	P	
Kennedy, Glen – <i>Painted Post, United (Stated Supply)</i>	P	A	Ex	Ex	
Kerr, James – <i>Canandaigua, United</i>	A	P	A	P	
Lester, Donald – <i>Howard, Union*</i>	A	A	A	A	
Lind-Schmitz, Deborah – <i>Geneva, First</i>	P	P	P	P	
McDonald, John – <i>Ithaca, First</i>	A	P	P	P	
Malles, Paul – <i>Penn Yan, First</i>	P	P	Ex	Ex	
Marr, Peter – <i>Addison, Addison (Stated Supply)*</i>	A	A	A	A	
Mellgard, Rob – <i>Ovid Federated</i>	P	P	P	P	
Milne, Caraa Sutton – <i>Watkins Glen</i>				P	
Ntuala, Leah – <i>Seneca Falls, First</i>	A	P	Ex	P	
O'Leary, Lucinda – <i>Rock Stream (Stated Supply)*</i>	Ex	A	P	P	
Peeples, Cheryl – <i>Trumansburg, First Ulysses</i>	P	P	P	P	
Preisendanz, David – <i>Elmira, North</i>	A	P	P	P	
Riehl, Kirianne Weaver – <i>Ithaca, First</i>	P	P	A	P	
Roth, Russ – <i>Huron, Huron</i>	Ex	P	P	Ex	
Tierson, A.J. – <i>Phelps, United Shortsville, Shortsville (Stated Supply)</i>	P	P	Ex	P	
Ugoretz, Jeffrey – <i>Corning, First</i>	A	Ex	P	Ex	
West, Sarah – <i>Waterloo, First (Temporary Supply)*</i>	P	P	P	P	
Winters, Jane – <i>Elmira, Westminster (Temp. Supply)</i>	A	P	P	P	
Yao, James – <i>Lodi, Lodi Hector, Hector (Co-Pastor)</i>	Ex	P	P	Transfer	
Yao, Nancy Meehan – <i>Hector, Hector (Co-Pastor) Hammondsport, First (Stated Supply)</i>	P	P	Transfer		
TOTAL PRESENT	13	23	17	21	
TOTAL EXCUSED	6	3	8	6	
TOTAL ABSENT	11	5	5	3	

PRESBYTERY OF GENEVA
STATED MEETING

FIRST PRESBYTERIAN CHURCH, WATERLOO, NY
SEPTEMBER 26, 2017

MINISTERS IN VALIDATED MINISTRIES / MINISTERS AT-LARGE

(V = Validated ~ AL = At-large)

Name	Jan 28	Mar 28	May 21	Sept 26	Nov 18
Ashby, David (V) <i>Interim Pastor, Honeoye Falls, NY</i>	P	P	P	Ex	
Campbell, Anne (AL)	A	A	A	A	
Delhagen, Harold (V) <i>Synod Executive, Synod of the Northeast</i>	A	Ex	Ex	Ex	
Duncan, Russell (V) United Church of Salem, Salem, VT (UCC)	Ex	Ex	Ex	Ex	
Fitzgerald, Janice (V) <i>Robinson Memorial PC, Syracuse, NY</i>	P	P	P	P	
Haines, Todd (AL)	A	A	A	A	
Huling Hummell, Cynthia (AL)	A	Ex	P	Ex	
McCollister, Dan (AL)	A	A	A	A	
Roth, Marjorie (V) <i>Chaplain, Friendly Home, Rochester, NY</i>	A	A	Ex	Ex	
Wareham, J. Christy (AL)	Ex	Ex	Ex	Ex	
Warrington, Karl (AL)	A	A	A	A	
Weaver, Cindy (AL)	P	P	Ex	Ex	
TOTAL PRESENT	3	3	3	1	
TOTAL EXCUSED	2	4	5	7	
TOTAL ABSENT	7	5	4	4	

HONORABLY RETIRED MINISTERS (If serving a church, service is noted in parentheses)
(Honorably Retired Ministers, if not present, are automatically marked as "excused.")

Name	Jan 28	Mar 28	May 20	Sept 26	Nov 18
Barnard, David	Ex	Ex	Ex	Ex	
Bartel, Joanne	Ex	Ex	Ex	Ex	
Bidelspacher, Nancy Torpey	Ex	Ex	Ex	Ex	
Coffman, Fred	Ex	Ex	Ex	Ex	
Courtney, Philip	Ex	P	Ex	Ex	
Creelman, Gilmore	Ex	Ex	Ex	Ex	
Crego, Peter	Ex	Ex	Ex	Ex	
Edwards, Sam	Ex	P	Ex	Ex	
Elder, John	Ex	Ex	Ex	Ex	
Farrell, Nancy	Ex	Ex	Ex	P	
Flaherty, Scott	Ex	Ex	Ex	Ex	
Gerling, Jim	Ex	Ex	Ex	Ex	
Gould, John	Ex	Ex	Ex	Ex	
Hicks, James	Ex	Ex	Ex	P	
Hood, Kenneth	Ex	Ex	Ex	Ex	
Husted, Susan	Ex	Ex	Ex	Ex	
Johnson, Timothy	P	P	P	P	
Karr-Lyon, Beverly	P	Ex	Ex	Ex	
Kellam, Jeffrey	Ex	Ex	Ex	Ex	
Kilgore, David	P	P	P	P	
Knight, Jonathan	Ex	Ex	Ex	Ex	
Magley, Fred	Ex	Ex	Ex	Ex	
Meiser, Jr., Edward	Ex	Ex	Ex	Ex	
Montgomery, Tom	Ex	Ex	Ex	Ex	
Murray, Virginia	Ex	Ex	Ex	Ex	
Newman, James	Ex	Ex	Ex	Ex	
Otterbacher, Suzanne	Ex	Ex	Ex	Ex	
Price, Richard	Ex	Ex	Ex	Ex	
Rochelle, Robert	Ex	P	Ex	Ex	
Teller, Gailey	Ex	Ex	Ex	Ex	
Tennies, Herb	P	Ex	Ex	Ex	
Tyrell, Jamie— <i>Interim, Atlanta</i>	Ex	Ex	Ex	P	
Valk, John	Ex	Ex	Ex	Ex	
TOTAL PRESENT	4	5	2	5	

PRESBYTERY OF GENEVA
STATED MEETING

FIRST PRESBYTERIAN CHURCH, WATERLOO, NY
SEPTEMBER 26, 2017

CORRESPONDING MEMBERS WITH VOICE AND VOTE (Ministers of another Denomination or another Presbytery who are serving Presbyterian Churches in the Presbytery of Geneva)

Name	Jan 28	Mar 28	May 20	Sept 26	Nov 18
Badger Becker, Elder Linda (<i>Transitional Leader / Presbytery of Genesee Valley</i>)			P	P	
Elfond, the Rev. Cheryl Ann (<i>Elmira, North / Presbytery of Susquehanna Valley</i>)	A	A	A	Ex	
Lostetter, the Rev. Robin (<i>Palmyra, Western / Presbytery of Pittsburgh</i>)	A	A	Ex	Ex	
Shevlin, the Rev. Linda (<i>Naples, Trinity Federated / United Methodist Church</i>)	A	A			
Slater, Sabrina (<i>Spencer / Christ the King Fellowship Presbyterian Church</i>)				P	
Stuber, the Rev. Walter (<i>Wolcott / Presbytery of Genesee Valley</i>)	A	P	A	Ex	
TOTAL PRESENT	1	2	1	2	
TOTAL EXCUSED	0	0	1	3	
TOTAL ABSENT	4	3	2	0	

CORRESPONDING MEMBERS (Ministers of another denomination or another presbytery who serve the Presbytery of Geneva in roles other than pastor of a particular church. **VOICE, NOT VOTE**)

Name	Jan 28	Mar 28	May 20	Sept 26	Nov 18
The Rev. Val Fowler, Stated Clerk (<i>Presbytery of Genesee Valley</i>)	P	P	P	P	
Juhara (Jay) Shazer (<i>Lake Street / Fusion on Fire</i>)	A	A	P	A	
TOTAL PRESENT	1	1	1	1	
TOTAL EXCUSED	0	0	0	0	

COMMISSIONERS FROM CHURCHES

Church Name	Jan 30	Mar 15	May 21	Sept 27	Nov 12
Addison, Addison	A	A	A		A
Almond Union	A	P	A		A
Andover, First	A	A	A		A
Arkport, First	A	P		Duffy Eisenheimer	
Atlanta, Atlanta	A	P	A		A
Bath, First	P	A		Barbara Scudder	
Benton, Bellona	P	A	A	Jan Newby	
Big Flats, First	A	A			A
Burdett, Burdett	A	A	A		A
Canandaigua, United	A	A	A	Ken Allen	
Canisteo, Canisteo	P	P	A	Barb Stephens	
Cohocton, First	A	A	A	Lynda Hodges	
Corning, First	A	A	A		A
Dundee, First	P	A		Priscilla Andrews	
Elmira, First	P	P	A	Greg Lamb	
Elmira, Lake Street	A	A			A
Elmira, North	P	P		Jeff Richards	
Elmira, Westminster	A	A	A		A
Fayette, W. Fayette	A	A	A		A
Geneva (1)	P	P		Bette Schubert	
Geneva (2)	P	P			A
Hammondsport, First	A	A	A		A
Hector, First	A	A	A		A
Hornell, United	P	P		Ex	
Horseheads, First	P	A	A	Jim Zearfoss	
Howard, Howard Union	A	A	A		A

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Huron, Huron	P	P		Lois Wafler	
Ithaca, First	A	A			A
Jasper, Jasper	A	A	A		A
Junius, Junius	Ex	P	A	Ex	
Lodi, Lodi	P	P		Martha Cherwak	
Lyons, First	A	P	A	Tracey Rankert	
Marion, United	A	A			A
Moreland, Moreland	A	A	A		A
Naples, Trinity Fed.	P	P		Don Braun	
Newark, Park	P	P	A	Paul Salisbury	
Oaks Corners	A	A	A		A
Ontario, First	A	A	A		A
Ovid Federated	P	P		Roberta Morris	
Painted Post, United	A	A	A		
Palmyra, East Palmyra	A	A	A		A
Palmyra, Western	A	P		Phil Opdyke	
Penn Yan, First	A	P	Ex	Sue Goodrich	
Phelps, United	P	A		Nan Clark	
Prattsburg, First	A	A	A		A
Pulteney, First	A	A	A	Rosanna Bates	
Red Creek	P	P	A		A
Rock Stream	A	P			A
Romulus	A	A	A		A
Seneca Falls, First	A	A	A	Marian Crull	
Seneca, Seneca #9	A	A	A		A
Shortsville, First	A	A	A		A
Sodus, First United	A	P	A		A
Spencer, Christ the King Fellowship	A	P		Tom Bailey	
Trumansburg, First of Ulysses	P	P		Barbara Melvin	
Waterloo, First	A	P		Ruth Eads	
Watkins Glen, First	A	A	A	Dannie Brown	
Weston, Weston	P	A			A
Williamson	A	A	A		A
Wolcott	P	P	A	Carol Merrell	
TOTAL PRESENT	20	25	22	26	
TOTAL EXCUSED	1	0	1	2	
TOTAL ABSENT	39	36	37		33

ADDITIONAL ELDER COMMISSIONERS

(Appointed by presbytery to correct elder-clergy imbalance)

Name	Church	Relationship	Jan 28	Mar 28	May 20	Sept 26	Nov 18
Anderson, Rob	Penn Yan	222 nd GA Commissioner	Ex	P	P	P	
Baker, Phoebe		Nominating Chair	P	P	P	P	
Beals, Steven	West Fayette	CRE	A	P	A	P	
Braun, Joann	Naples, Fed	Moderator	P	P	P	P	
Champlin, Virginia	Geneva	SNE Min. & Mission	Ex	P	P	Ex	
Colvin, Donna	Ovid	Synod Commissioner	A	A	A	P	
Erb, Milt		Presbytery Treasurer	A	A	A	Ex	
Evans, Richard	Burdett	CRE	A	A	A	Ex	
Frost, Carleen		CRE	Ex	P	A	P	
Gingerich, John	Wolcott	CRE / CPM Chair	P	P	P	P	
Novack, Joy	Romulus	CRE	P	Ex	A	P	
Peek, Donald	Canisteo	CRE	P	A	A	A	
Reynolds, Ellen	Geneva	General Council	P	P	P	P	
Richmond, Lucille	Red Creek	CRE	A	A	A	A	
Schied, Dick	Weston	CRE / Moderator	Ex	P	P	Ex	
Serra, Michelle		CRE			P	A	

PRESBYTERY OF GENEVA
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Werts, Linda		P.W Representative	Ex	P	Ex	P	
TOTAL PRESENT			7	10	9	10	
TOTAL EXCUSED			5	1	1	4	
TOTAL ABSENT			5	6	8	3	

CORRESPONDING MEMBERS ENROLLED FOR THIS MEETING

Name	Presbytery / Agency
The Rev. Allison Seed	Presbytery of the Heartland / Regional Consultant, Board of Pensions (PCUSA)
The Rev. Aaron Frank	Presbytery of Baltimore / appearing to be received as a member

REGISTERED Guests (current meeting)

Includes CREs not serving churches

Judy Graham	Cohocton
Regina Allen	Canandaigua

SUMMARIES FOR EACH MEETING	Jan 28	Mar 28	May 20	Sept 26	Nov 18
Total Minister Commissioners Present*	21	33	22	27	
Total Elder Commissioners Present	27	35	31	36	
Parity (expressed in terms of Elders, + or -)	+ 6	+2	+9	+9	
Total Minister Commissioners Absent, Unexcused**	22	13	13	7	
Total Churches Unrepresented by Elders***	39	35	37	32	
Total Churches Unrepresented by Elders and Pastors	29	22	32	24	
Total Registered Visitors	17	3	3	2	
Total Registered Attendance****	66	71	56	66	

* Includes Corresponding Members with voice and vote. Does not include Corresponding Members, with voice, not vote. Includes Validated, At-large, and Honorably Retired

** Does not include Corresponding Members with voice only; and Honorably Retired Ministers

*** Includes churches marked "excused"; does **not** include Additional Elder Commissioners, as they are not elected by sessions.

**** Includes Corresponding Members without vote

INTRODUCTORY BUSINESS

(Approval of Docket)

The presbytery VOTED to approve the docket for the meeting:

9:00 a.m.	Registration
9:30 a.m.	Call to Order/Presbytery convened with prayer -Joann Braun, Moderator Declaration of a Quorum Enrollment of Corresponding Members Welcome of New Elder Commissioners Approval of the Docket Welcome from the Host Church Appoint composer of a resolution of thanks Announcements Report of the Stated Clerk - Val Fowler Report of the Transitional Leader – Linda Badger Becker Greetings from the Board of Pensions – Allison Seed
10:15 a.m.	Budget and Finance Committee, Tim Johnson
10:25 a.m.	Camp Whitman Report, Lea Kone & Tom Bailey

PRESBYTERY OF GENEVA
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10:40 a.m.	General Council, Ellen Reynolds
10:50 a.m.	Presbytery Nominating Committee, Phoebe Baker
11:00 a.m.	Anti-Racism Task Force Report, Lea Ntuala
11:10 a.m.	COM – Examination of the Rev. Aaron Frank for membership
11:30 a.m.	Worship
12:15 p.m.	Lunch in the Fellowship Hall
1:00 p.m.	Return to the Sanctuary
1:05 p.m.	Committee on Ministry, A.J. Tierson & Ellen Donnan
1:35 p.m.	Committee on Preparation for Ministry – John Gingerich
1:45 p.m.	Synod Mission & Ministry Commission
1:50 p.m.	“Come to the Table” Report
1:55 p.m.	Presbyterian Women, Linda Werts
2:00 p.m.	Resolution of Thanks
	Adjournment and Closing Prayer, Vice-Moderator, Katherine Griffis

(Enrollment of Corresponding Members)

The presbytery VOTED to enroll the following persons as Corresponding Members:

- The Rev. Allison Seed, Regional Consultant from the Board of Pensions (PCUSA), a member of the Presbytery of the Heartland
- The Rev. Aaron Frank, appearing to be examined for membership, a member of the Presbytery of Baltimore

(Welcome of New Elder Commissioners)

The presbytery welcomed new and first-time elder commissioners from the following congregations:

- Canandaigua
- Watkins Glen

(Welcome to the Presbytery)

Sarah West, Pastor, welcomed the presbytery on behalf of First Presbyterian Church, Waterloo. She noted that the congregation celebrated its 200th anniversary on Sunday September 17, 2017; and she presented a brief slide presentation of the history and ministry of the congregation..

(Resolution of Thanks)

The Moderator appointed Jeff Richards to prepare a *Resolution of Thanks*, to be presented at the end of the meeting.

(Announcements & Sharing)

Opportunity was given for persons to provide announcements for the presbytery.

STATED CLERK REPORT

Stated Clerk Action Items

The presbytery VOTED to:

(Privilege of Voice)

1. **Grant** privilege of voice to non-commissioners who will be making or participating in reports to this meeting of the Presbytery of Geneva.

(Approval of Minutes)

2. **Approve** the Minutes of the May 20, 2017 stated meeting of the Presbytery of Geneva, held at North Presbyterian Church, Elmira, NY.
3. **Approve** the Minutes of the June 6, 2017 special meeting of the Presbytery of Geneva, held at the Presbytery Office, Penn Yan, NY.
4. **Approve** the Minutes of the August 1, 2017 special meeting of the Presbytery of Geneva, held at the Presbytery Office, Penn Yan, NY.

(Dundee / Request for Dissolution)

5. **Approve** the request of the session of First Presbyterian Church, Dundee, NY that the Presbytery of Geneva dissolve the First Presbyterian Church, Dundee, NY effective December 31, 2017.

Background:

- The session approved the recommendation during a duly-called session meeting, at which members of the Administrative Commission were present.
- During a duly called congregation meeting held following worship on Sunday September 24, 2017 at St. Mark's Terrace, Dundee, NY the congregation voted (9 yes / 1 no) to concur with the session's motion, and to make the request of the presbytery for dissolution, effective December 31, 2017.
- NOTE: The revised charge to the Administrative Commission for Dundee will be approved during the Committee on Ministry report, and will aid the Commission and session in working toward the dissolution.

(Administrative Commission for Romulus)

6. **Approve** the Revised Charge to the Administrative Commission for Romulus. [See **Appendix A.**]

(Administrative Commission for Williamson)

7. **Approve** the Revised Charge to the Administrative Commission for Williamson. [See **Appendix B.**]

Items for Presbytery's Information

(Ordination Anniversaries)

A. The following are the significant ordination anniversaries of ministers that will occur this year (listed in 5-year increments):

10 years (2007)

The Rev. Leah Ntuala (October 21, 2007 – Presbytery of Muskingum Valley)

20 years (1997)

The Rev. Joann Bartel (March 23, 1997 – Presbytery of Susquehanna Valley)

The Rev. Cheryl Peeples (December 14, 1997 – Presbytery of Memphis)

25 years (1992)

The Rev. Richard Price (March 22, 1992 – Presbytery of Geneva)

30 years (1987)

The Rev. Stanley Bhasker (April 19, 1987 – Presbyterian Church of South India)

The Rev. Virginia Murray (July 12, 1987 – Presbytery of Susquehanna Valley)

The Rev. Janice Fitzgerald (December 12, 1987 – Presbytery of Genesee Valley)

35 years (1982)

The Rev. David Ashby (August 1, 1982 – Presbytery of Cayuga Syracuse)

The Rev. Scott Flaherty (April 23, 1982– Presbytery of Genesee Valley)

40 years (1977)

The Rev. Glen Kennedy (May 8, 1977– Presbytery of Cayuga Syracuse)

45 years (1972)

The Rev. Peter Crego (May 14, 1972 – Presbytery of Utica)
The Rev. David Kilgore (March 26, 1972 – Presbytery of Redstone)

50 years (1967)

The Rev. Timothy Johnson (May 28, 1967 – Presbytery of Lake Huron)

Over 50 years

The Rev. Jim Hicks (**51 years**, July 29, 1966 – Presbytery of The Western Reserve)
The Rev. Sam Edwards (**52 years**, May 23, 1965 – Presbytery of Central Washington)
The Rev. Gilmore Creelman (**54 years**, June 18, 1963 – Presbytery of Mahoning)
The Rev. John Valk (**56 years**, October 15, 1961 – Presbytery of Newark)
The Rev. John Elder (**57 years**, May 20, 1960 – Presbytery of Northern New England)
The Rev. Herb Tennies (**59 years**, May 14, 1959)
The Rev. Fred Coffman (**67 years**, July 1, 1950 – Presbytery of Philadelphia)
The Rev. Fred Magley (**69 years**, October 13, 1948 – Presbytery of Newark)

TRANSITIONAL LEADER

Linda Badger Becker presented “Visual Images of Happy Presbyterians at Work and Worship.” The pictures represented the variety of occasions when she was present with congregations of the Presbytery of Geneva. She has been intentionally visiting congregations, “which is the highlight and the most fun part of my work.”

The presbytery office and the garage have been thoroughly cleaned and de-cluttered over the summer. She thanked the wonderful members of North Presbyterian Church, Elmira who made the garage-cleaning their summertime mission work project.

Linda has been at work with the General Council on an intentional Transition Process. The process has involved working retreats which have followed the regular General Council meetings. Future meetings will follow this model. The process involves five stages:

PURPOSE: Why? (What is our mission? Why do we do what we do?)
FUTURE: What if? (What is our vision?)
STRATEGY: What? (What is our plan?)
STRUCTURE: How? (How will our structure help us do what we plan to do?)
STAFFING: Who? (Who will provide the support for what we plan to do?)

Linda affirmed the important hopes lifted up by the presbytery over the past two years, plus:

- Relationship-building
- Communication
- Leadership development and training
- Vision

She concluded with I Corinthians 15:58.

*Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord,
knowing that in the Lord your labor is not in vain.*

GREETINGS FROM THE BOARD OF PENSIONS

The presbytery welcomed the Rev. Allison Seed, the Regional Consultant from the Board of Pensions (PCUSA).

Allison congratulated the Waterloo congregation on their milestone anniversary.

She noted that this fall is the second annual Employment Agreement sign-up opportunity. There are now options for providing benefits for part-time staff, at no cost to the particular church. The deadline is October 13. Then, employees can access the online choices on October 30.

BUDGET & FINANCE COMMITTEE

Tim Johnson, Chair presented the report of the Budget & Finance Committee.

The Budget & Finance Committee finds the presbytery in a good place, financially. The Committee recently sent a thank-you letter to congregations, highlighting two expressions of their faithfulness:

- Per-capita receipts are ahead of last year, even though there was a large increase in per-capita for this year.
- Mission giving by churches remained stable, and did not decline because of the per-capita increase.

Our Presbytery Treasurer, Milt Erb, is recovering from illness, and is providing caregiving for his wife. The General Council has approved the recommendation that the Rev. Jamie Tyrrell be appointed Treasurer Pro-tem through the end of 2017.

The presbytery VOTED to approve a motion that the presbytery refer to the Budget & Finance Committee a recommendation restore the compensation for the Transitional Leader to the Operating Expense section of the budget (the Proposed Budget places that compensation in the Mission section of the budget). The Committee will report to the presbytery during the November stated meeting. The vote on the motion was 25 Yes / 20 No.

A suggestion was made that future budgets include a line item reflecting pastors' remittance of per-capita to the presbytery, even though they are not required to pay per-capita. Some pastors make this commitment and it would be nice to reflect that commitment in the income section of the budget.

The stated clerk offered a brief educational comment on "First Reading."

The purpose of a First Reading is precisely to engage in the sort of discussion we have just had. This provides important information both to the committee or group presenting the first reading, and to the presbytery. People are free to make comments, raise concerns, and make suggestions without going through a long amendment process. The discussion at the time of action will be more informed and reasoned.

CAMP WHITMAN REPORT

Lea Kone (Camp Director) and Tom Bailey (Chair of the Camp Whitman Committee) presented the report.

Highlights of the 2017 camp season:

- 29% increase in campers
- There were two sessions of the Mission Trip base camp program (doubled from 2016)
- A Confirmation Camp week
- Youth Group activities
- A new Pine Camp CIT program
- Outreach program with Summer Sizzle in Rochester (a Day Camp offered through Third Presbyterian Church). We visited the program and brought Camp Whitman to them.

Volunteer Projects:

- Setting up the Arts & Crafts Center
- Creating a Camp Office
- New benches
- A raised-bed garden
- Interior painting of the Lodge
- Volunteers came from Allendale Columbia School

Mission Camps:

- Remove old stairs to the beach
- A fence overlooking the lake
- New porch cabins
- Painting the showers / the pool / the pump house
- Projects with community groups: ARC, Yates County Recreation Center, Glenwood Cemetery

Camp Chaplains:

- The Rev. David Preisendanz, North Presbyterian Church, Elmira (Geneva)
- The Rev. Sarah West, First Presbyterian Church, Waterloo (Geneva)
- The Rev. Michelle Sumption, York Presbyterian Church, York (Genesee Valley)
- The Rev. Colin Pritchard, First Presbyterian Church, Victor (Genesee Valley)
- The Rev. Laurel Nelson & Rock Castor, Lagom Landing, Springwater, NY (Genesee Valley)

Attendance:

Pine Camp	106
Traditional Camp	138
Youth Groups	77
TOTAL	321

2014 attendance	274
2015 attendance	272
2016 attendance	262

12% of campers receive scholarships from the Presbytery of Geneva, totaling \$3,235 (average \$190 per camper)
Many campers receive scholarships from their congregations.

Lea Kone thanked all of the churches who provide mission donations to Camp Whitman.

Tom Bailey presented the following report from the Camp Whitman Advisory Committee:

**Advisory Committee Report to Presbytery
September 26, 2017**

The Advisory Committee is engaged in Core Process Planning to plan for the future of Camp Whitman. We held the first of three sessions with Run River Enterprises to examine our future. Faith based camps, especially those sponsored by major denominations, are not what they were in the past. We need, as a Presbytery, to determine what we want this ministry to do and be. I expect the committee will report to you its findings and recommendations by next May. This past weekend we spent time praying, talking, thinking, telling our stories (good and bad) about camp, looking at the data about the camp and reflecting on what the future might look like.

Camp Whitman is the primary mission project of this Presbytery. Depending on your point of view it is either a drain on the finances of the Presbytery or a great resource for the future. While we don't have a formal mission statement for the camp we do have a statement on our website about our mission persons with developmental disabilities which can be extrapolated to all of our campers: We provide opportunities for individuals to connect to the outdoors, each other and to God.

We need to remember that the camp is means but not the end for the mission of this Presbytery.

The prophet Jeremiah wrote: "But blessed are those who trust in the Lord, whose confidence is in God. They shall be like a tree planted by water that sends out its roots by the stream. It does not fear when the heat comes; its leaves are always green. It has no worries in a year of drought and never fails to bear fruit."

Respectfully, Tom Bailey, Committee Chair

GENERAL COUNCIL

Ellen Reynolds presented the report of the General Council. There were no action items.

General Council Report to the Presbytery

September 26, 2017

First Presbyterian Church, Waterloo, NY

Items in this report are from the June 13, 2017 and September 12, 2017 meetings of the General Council.
The General Council did not meet in July and August 2017.

ITEMS FOR PRESBYTERY'S INFORMATION:

The Council VOTED to:

(Camp Whitman / Services of Communion)

1. **Authorize** the weekly chaplains for the Camp Whitman summer program to officiate at services of communion.

(Synod of the Northeast *Come to the Table*)

2. **Approve** the attendance of, and funding for, the presbytery's Commissioners to the *Come to the Table* event hosted by the Synod of the Northeast, from the "GA/Synod Meeting" line in the presbytery budget.
3. **Approve** funding (from the "GA/Synod Meeting" line) for a Synod Young Adult Advisory Delegate to attend the *Come to the Table Event*. The YAAD will be selected by the Discipleship & Education Work Group later this summer.

(Park Presbyterian Church, Newark / International Peacemaker)

4. **Extend** (on behalf of Park Presbyterian Church, Newark) an invitation to Achol Majok Kur Kier, a PCUSA International Peacemaker from South Sudan, to visit and speak at Park Presbyterian Church, Newark, NY during the September 22 – October 16, 2017 Peacemaker visit; and **authorize** Linda Werts to coordinate the arrangements for the visits, will include opportunities for additional churches to enjoy the International Peacemaker visit. [NOTE: The Mid-Council must be aware of and involved in the International Peacemaker visit. Presbyterian Women will cover the \$450 fee for her visit.]

(Budget & Finance Committee)

5. **Remove** the *Caroline Lauer Fund* from the list of dedicated accounts, because the fund has been spent over the past few years. [NOTE: The Caroline Lauer Fund had no restrictions.]
6. **Approve** the requirement that any expenditures requested by as person or committee that are not authorized in the Presbytery Budget must be approved by the Budget & Finance Committee.
7. **Approve** use of the 2015-2016 interest growth from the Camp Whitman Endowment for expenditures by Camp Whitman in 2017.
 - The interest growth amounts to approximately \$3,200.00.
 - It is the intention of the Camp Whitman Advisory Committee to use \$2,200.00 of those funds to provide the initial cost of the Run River process.
 - Initially, the Camp Whitman Endowment was set up so that \$500.00 a year be included in the Camp Whitman Budget. That has not happened for several years.\
8. **Appoint** the Rev. Jamie Tyrell, HR as Treasurer Pro-Tem through the end of 2017.
9. **Receive** the report of the audit conducted by Heveron and Company, Rochester, NY; and **direct** the Transitional Presbytery Leader to implement the recommendations with the appropriate committees. [See **Appendix C.**]
10. **Accept** the Proposed 2018 Presbytery Budget (with any amendments) for presentation to the presbytery for first reading on September 26, 2017; and **authorize** the Budget & Finance Committee to make necessary adjustments to the Proposed 2018 budget, for presentation to the presbytery.

11. Appoint the following persons as Ministry Partnership Fund Administrators (for the Presbyterian Foundation) through the end of 2017 (note that these are listed by **role**):

- Current Presbytery Treasurer
- Current chair of the Budget & Finance Committee
- Current chair of the General Council

12. Appoint New Covenant Fund Traders, who will make recommendations about our Endowment Funds.

- Current Presbytery Treasurer
- Current chair of the Budget & Finance Committee
- Current chair of the General Council

13. Appoint Penn Yan realtor Amanda Glover as our agent if the decision is made to sell the present office building.

14. Recommend the funding and implementation and ongoing support of the new data base.

(Clergy Care Fund – from Committee on Ministry)

15. Approve the establishment of a Clergy Care Fund; **authorize** a direct appeal to churches and pastors for contributions to the Fund; and **approve** receiving an offering for the Fund during the November stated meeting of the presbytery. [See Attachment B at end of the Committee on Ministry report.]

PRESBYTERY NOMINATING COMMITTEE

Elder Phoebe Baker, Chair, presented the report of the Presbytery Nominating Committee.

The presbytery VOTED to elect the following persons:

Member at large of the General Council (to fulfill an unexpired term, Class of 2019)

The Rev Tim Johnson (honorably Retired)

Committee on Property for the Presbytery of Genesee Valley

Class of 2019:

Elder Don Braun (Naples)

Young Adult Advisory Delegate, 223rd General Assembly (2018, St. Louis, MO)

Cherokee Lane, (Palmyra, Western)

Alternate Young Adult Advisory Delegate, 223rd General Assembly (2018, St. Louis, MO)

Karli Starczewski (Huron)

COMMITTEE ON MINISTRY: EXAMINATION FOR MEMBERSHIP

A.J. Tierson and Ellen Donnan presented the Rev. Aaron Frank, a minister member of the Presbytery of Baltimore who has moved to Corning, NY, and seeks transfer of his membership to the Presbytery of Geneva. The Rev. Frank previously provided a brief Biography and a Statement of Faith.

The presbytery proceeded to the examination of the Rev. Frank.

The presbytery VOTED to:

1. Arrest and sustain the examination.
2. Receive the Rev. Aaron Frank as a member at-large of the Presbytery of Geneva.

The presbytery welcomed the Rev. Frank as a member.

REPORT: ANTI-RACISM WORKING GROUP

Leah Ntuala reported for the working group.

She encouraged presbyters to participate in an event sponsored by the Presbytery of Geneva, the Presbytery of Genesee Valley, and the Presbytery of Susquehanna Valley: Crossroads Anti-Racism Training, to be held at Gates Presbyterian Church, Rochester, NY on Saturday October 21, 8:30 a.m. – 5:00 p.m.

PERSONNEL COMMITTEE

Leah Ntuala reported for the committee.

On behalf of the presbytery, she and the Transitional Leader offered appreciation to Karen Jensen, Administrative Assistant for the Presbytery of Geneva, for her thirty faithful years of service to the presbytery. Karen will be retiring, effective December 31, 2017.

They uplifted Karen's dedication, consistency, faithfulness, and "her excellent work and patience, which makes us all look good."

Leah noted that during the November stated meeting, "There will be cake."

SERVICE OF WORSHIP

The presbytery entered into a time of worship. Leaders of the service included:

Elder Linda Badger Becker, Transitional Leader
Elder Joann Braun, Moderator
The Rev. Val Fowler, Stated Clerk
The Rev. Sarah West, host pastor
Elder Joy Novack, CRE, Romulus
Elder Stephen Beals, CRE, West Fayette/Seneca Falls
The Rev. Ellen Donnan, Junius
The Rev. Leah Ntuala, Seneca Falls
Elder Ruth Townsen Eads, Waterloo / organist & pianist

The service focused on the affirmation of God's presence with God's people, and God's steadfast love. In response to the reading of Scripture (Matthe2w 5:1-10), the presbytery was led in "Praying the Headlines:"

Prayer in the Time of Earthquake, led by Stephen Beals

The refrain of *There is a Balm in Gilead*

Prayer in the Wake of Hurricanes (Harvey, Irma, and Marie), led by Ellen Donnan

The refrain of *There is a Balm in Gilead*

Prayer in Time of International Crisis

The refrain of *There is a Balm in Gilead*.

The presbytery shared the Service of the Lord's Supper. Linda Badger Becker and Val Fowler officiated at the Table.

During the serving of communion, Stephen Beals (guitar and vocal) and Val Fowler (ukulele) offered a song written by Stephen Beals, *The Love You Have Shown Us Today*.

Following the benediction the presbytery recessed to the Fellowship Hall for a lunch prepared by the members of First Presbyterian Church, Waterloo.

RECONVENING

Vice-Moderator Katherine Griffis assumed the chair, and reconvened the presbytery with prayer.

COMMITTEE ON MINISTRY

A.J. Tierson, co-chair, presented the report of the Committee on Ministry.

ITEMS FOR PRESBYTERY'S ACTION

The presbytery VOTED to:

(Watkins Glen / Administrative commission to Install)

1. **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 October 14, 2017 at 5:30 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.

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

(Minimum Salary)

4. **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.

5. **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 March 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 Dundee 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.
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 Dundee Presbyterian Church in Dundee, 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)

1. **Appoint** the Rev. Walter Stuber as moderator of the Session of Huron Presbyterian Church, Huron, NY during August 2017.
2. **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)

3. **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)

1. **Approve** adding Michelle Ormsby Serra (American Baptist, Almond Union Church) to the Pulpit Supply List.
2. **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.]
3. **Approve** adding the Rev. Karl Warrington (validated ministry) to the Pulpit Supply List.

(Horseheads / the Rev. Cheryl Ann Elfond)

4. **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)

5. **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

(Hammondsport)

6. 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)

7. **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

8. **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)

9. **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)

10. **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)

11. **Recommend** that the General Council:
1. **Approve** the proposal for an Emergency Care Fund. [See **Appendix D.**]
 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)

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

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)

13. **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 F**).

(COM Liaison Assignments)

14. **Approve** the revised COM Liaison Assignments. [See **Appendix G.**]

COMMITTEE ON PREPARATION FOR MINISTRY

John Gingerich, Chair, reported for the Committee.

The presbytery VOTED to:

1. **Approve** *The Committee on Preparation for Ministry Operations Manual for Teaching Elders / Ministers of Word and Sacrament.*

SYNOD MISSION & MINISTRY COMMISSION

Betsey Crimmins and Janice Fitzgerald spoke to the presbytery about the Synod of the Northeast Coaching Program.

The Synod of the Northeast is committed to supporting the ministry of coaching throughout the synod, and has committed a large grant of \$17,000 to make coaching available through the end of 2018.

- A concept of “laser coaching” provides a focused 20 minute coaching conversation, about which participants have raved.
- Coaches serve, in part, as a “thought partner” with coaches, bringing perspective and support to ministry.
- A sheet, “What is the Return on Investment in Being Coached” was made available to presbyters at registration.
- The grant will provide five coaching sessions. The one being coached may apply for two coaching sessions with the team, session, or group with which the coaches is working.

“COME TO THE TABLE,” SYNOD OF THE NORTHEAST

Leah Ntuala, Donna Colvin, and Jeff Richards reported on the recent “Come to the Table” event hosted by the Synod of the Northeast.

The theme focus of “Come to the Table” was **abundance**.

Those reporting combined in one bowl, waters from various parts of our presbytery: Seneca Falls, Keuka Lake, Lake Ontario, Hornell, and Elmira. The water served as a reminder of our baptism. To remember that we have two sacraments, the reports passed out “(Hershey) kisses from God: free calories to remind us to do the work of God with joy.

The reporters shared highlights of their time at the event:

Leah: the reminder of intentionality. Each church is an intentional community. We are called to be intentional as God’s people where we live, and to remember that all ministries are acts of faith.

Jeff: the things available to part-time employees through the Board of Pensions.

Donna: The experience was uplifting, and there is a wealth of opportunities to do small and important things in our local place.

PRESBYTERIAN WOMEN

Linda Werts presented the report for Presbyterian Women.

The Synod of the Northeast Triennial Gathering included the commissioning of our own Virginia Champlin to the Global Exchange in Indonesia. Virginia reports the incredible hospitality they have received in the country. The average worship service is 2 hours, and includes a heavy emphasis on singing and music. Linda encouraged prayers for Virginia as she prepares to make her way back home.

The Fall Gathering will be held at Hornell, with the theme, “A Home for All.”

She reminded the presbytery of the beginning of the Family Promise ministry in Ontario and Wayne Counties.

Presbyterian Women of Geneva Presbytery have gathered 250 hygiene and clean up kits.

Regarding the South Sudan project, the second \$50,000 has been raised for the girls’ school. The construction will begin during the December dry season. This will complete the construction of the girls’ school

RESOLUTION OF THANKS

Jeff Richards presented the Resolution of Thanks:

For First Presbyterian Church, Waterloo's hosting the September meeting, especially during your busy 200th anniversary celebration year, we thank you.

For providing a beautiful worship area, including your beautiful Tiffany stained glass windows, we thank you.

For the music provided by your Austin Oris #2148 organ (the third during the past 200 years), we thank you

For providing a nutritious noon-time meal, including the very special chicken casserole that your church is known for, we thank you.

For the dedicated volunteers who greeted us upon our arrival, cared for our needs during registration and lunch, we thank you.

Our presbytery is blessed to have your contribution to doing God's work, and for all these things, we thank you..

CLOSING

The presbytery VOTED to adjourn the meeting. Vice-Moderator Katherine Griffis offered the closing prayer.

Attest: Val Fowler, Stated Clerk

APPENDICES

APPENDIX A – Revised Charge for the Administrative Commission for Romulus

APPENDIX B – Revised Charge for the Administrative Commission for Williamson

APPENDIX C – Audit report for 2016, prepared by Heveron & Heveron

APPENDIX D – Emergency Pastoral Care Fund

APPENDIX E – Educational Opportunities for Certified Christian Educators

APPENDIX F – Seminary Indebtedness Policy

APPENDIX G – Latest Committee on Ministry Liaison Assignments (revised September 5, 2017)

**Next Meeting of the Presbytery:
Tuesday September 26, 2017 ~ First Presbyterian Church, Waterloo, NY**

APPENDIX 1

ADMINISTRATIVE COMMISSION FOR Romulus Presbyterian Church, Romulus, NY

CHARGE FOR THE ADMINISTRATIVE COMMISSION

Approved by 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 Romulus Presbyterian Church, Romulus, NY.

BACKGROUND

During the stated meeting of the Presbytery of Geneva on March 15, 2016 the presbytery voted to form an Administrative Commission for the Romulus Presbyterian Church, Romulus, NY. The presbytery elected two of three members of the Administrative Commission:

Elder Stephen Beals, CRE (West Fayette)
The Rev. Russell Duncan (Lyons)

The intent was for the Administrative Commission to “come alongside” the session of the Romulus church as the session and congregation faced serious concerns about their future. The Commission would then be in place to assume appropriate responsibilities, depending upon the church’s decisions regarding their future.

During the stated meeting of the Presbytery of Geneva on May 21, 2016 the presbytery voted to elect a third member of the Administrative Commission:

The Rev. Nancy Biddlepacher, Honorably Retired

During the January 28, 2017 stated meeting the Presbytery of Geneva voted to approve the following action:

The presbytery VOTED to **authorize** the congregation of the Romulus Presbyterian Church to proceed with the process of the sale of the building and property and to secure an alternative place of worship. [NOTE: Two options for future worship location are (1) the local fire hall, and (2) the West Fayette Church.]

It is now recognized that the January 28, 2017 action was in error, because the motion did not accord any responsibility to the Administrative Commission in bringing the action to fruition. Moreover, the congregation has now determined that in addition to contemplating the sale of the building, the congregation wishes to dissolve as a congregation. The church building has been listed for sale and at least one offer has been made.

These developments necessitate a revision of the Charge for the Administrative Commission for Romulus Presbyterian Church, Romulus, NY.

REVISED CHARGE FOR THE ADMINISTRATIVE COMMISSION FOR ROMULUS PRESBYTERIAN CHURCH, ROMULUS, NY ~ For action by the Presbytery of Geneva on September 26, 2017 ~

THE ADMINISTRATIVE COMMISSION

4. The Administrative Commission shall confirm a moderator and a clerk.
 - 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.
5. 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.
6. The presbytery stated clerk shall serve as the primary staff resource to the Administrative Commission.

THE RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE COMMISSION

IX. DETERMINE THE STATUS OF THE SESSION'S/CONGREGATION'S DECISION

1. Ensure that the session and congregation have carefully considered all their options:
 - a. Continue as things are
 - b. Sell the building and proceed with ministry as a congregation
 - c. Sell the building and proceed with dissolution as a congregation
 - d. Proceed to dissolve the congregation and subsequently sell the building
 - e. Other options
2. If any one of options (b), (c), or (d) is chosen, ensure that the session has followed the steps required:
 - a. Establish a date for a congregational meeting to discuss the recommended option
 - b. Establish a date for a congregational meeting to act on the option
 - c. Establish either an anticipated date for the sale of the building and/or a date for the dissolution of the church.
 - d. Present to the presbytery any motions regarding the above options. (NOTE: the presbytery must act on any recommendations by the congregation for sale of the building and/or dissolution of the congregation.)

X. ARRANGE FOR THE PASTORAL CARE OF CHURCH MEMBERS

5. Work with the session to identify where members wish to transfer their membership, and when
6. Provide pastoral support and care to the Commissioned Ruling Elder serving the Romulus church during this time of transition.
7. Prior to dissolution, the clerk of session will effect transfers of membership.
8. 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.

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

12. Conduct a financial review of the Treasurer's books for the last 12 months.
13. Determine location of checking accounts, savings accounts, endowment accounts, Sunday School accounts, Women's group accounts and any other financial resources.
14. On endowment or memorial accounts, determine if there are any bequest stipulations.
15. Have all accounts closed, transferring any balances to the primary checking account of the Session (to meet any outstanding obligations) or to the presbytery.
16. 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).
17. Determine any outstanding debts/obligations.
18. 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)
19. Authorize the payment of all financial obligations.
20. Provide a "statement of contribution" to all current year contributors.
21. If the church owns any stocks, bonds, certificates, or other financial instruments have ownership of such transferred to the Presbytery of Geneva.
22. Following the dissolution, transfer all remaining account balances to the Presbytery of Geneva and close any remaining church accounts.

XII. SECURE THE SESSION RECORDS

3. 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.
4. 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.

XIII. SECURE THE LEGAL RIGHTS TO THE PROPERTY

7. Secure a Clear Title to the property.
8. 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.
9. Transfer title of the property to the Presbytery of Geneva.
10. List the property on the Presbytery's property and liability insurance coverage, terminate any other current insurance coverage.
11. Notify the County Assessor's Office that the property is no longer used as a church as of the dissolution date.
12. 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.

XIV. 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.
9. 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.
 10. These decisions should be documented in detail in both Session and Commission minutes.
 11. 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.
 12. Arrangements should be made to drain the water pipes if the utilities can be turned off.
 13. Secure the building and recover keys from anyone who does not need access.
 14. If distribution of keys is widespread and any contents are valuable, consider having the locks changed.
 15. 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.
 16. After the closing worship service remove any identifying signage and the cornerstone, if possible (checking for a time capsule).

XV. DISSOLUTION OF THE COMMISSION

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

APPENDIX B

ADMINISTRATIVE COMMISSION FOR Williamson Presbyterian Church, Williamson, NY

REVISED CHARGE FOR THE ADMINISTRATIVE COMMISSION

Approved by 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 Williamson Presbyterian Church, Williamson, NY in the matter of the dismissal of the church to the Evangelical Presbyterian Church.

BACKGROUND

The congregation and Administrative Commission have been working for more than 18 months on the process of dismissal of the Williamson Presbyterian Church to the Evangelical Presbyterian Church.

The process is not complete, and there is some confusion as to the current status.

REVISED CHARGE FOR THE ADMINISTRATIVE COMMISSION FOR WILLIAMSON PRESBYTERIAN CHURCH, WILLIAMSON, NY

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

THE ADMINISTRATIVE COMMISSION

7. The Administrative Commission shall confirm a moderator and a clerk.
 - 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 Williamson 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.
8. 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.
9. The presbytery stated clerk shall serve as the primary staff resource to the Administrative Commission.

THE RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE COMMISSION

XVI. DETERMINE THE STATUS OF THE DISMISSAL PROCESS

3. Contact the attorneys involved (the attorney serving Williamson Presbyterian Church and the attorney engaged by the Commission on behalf of the presbytery):
 - a. What, specifically, is the status of the legal process?
 - b. What specific agreements have been made by each party? (For example, the presbytery understands that there is a commitment from Williamson Presbyterian church to remit to the Presbytery of Geneva

approximately \$11,000.00 of unpaid Per-Capita assessments. The nature and status of that commitment is unclear.)

- c. What is holding up the process, and how may any of those issues be resolved?
4. Ensure that ecclesiastical and legal matters are completed:
[NOTE: Any terms of transfer and any legal arrangements must be approved by the Presbytery of Geneva during a stated meeting or a special meeting. The legal documents must be a part of the presbytery's minutes.]
 - a. Necessary steps to change the incorporation of the church, consistent with the *Religious Corporation Law of New York State*.
 - b. Approval of the Supreme Court of New York State for the change of incorporation.
 - c. Clear description of commitments of the Presbytery of Geneva and of the Williamson Presbyterian Church, and clear description of the accountability for completing those commitments.
 - d. Determination of an effective date for the transfer of the congregation.
 - e. Reporting the transfer to the Office of the General Assembly of the Presbyterian Church (USA). This will be accomplished by the stated clerk of the Presbytery of Geneva.

XVII. SECURE THE SESSION RECORDS

5. 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.
6. The stated clerk of the Presbytery of Geneva will facilitate the archiving of records with the Presbyterian Historical Society.

XVIII. WILL THERE BE A SERVICE OF WORSHIP CELEBRATING THE MINISTRY OF THE CHURCH AS A PART OF THE PC(USA)?

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

XIX. PUBLICIZE THE SERVICE FOR TRANSFER OF THE CHURCH (in partnership with the session)

6. Have church members make a "guest list" (with contact information) of relatives, friends, former members, etc. whom they wish to invite to the service.
7. Have invitations printed and facilitate (sending them (sent by a person or group / sent by church members . . . with the stamps provided from church funds).
8. 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.
9. Prepare a press release for local newspapers.
10. Arrange for local newspaper coverage and a photographer.

XX. DISSOLUTION OF THE COMMISSION

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

APPENDIX C

The Presbytery of Geneva

Audit Summary

December 31, 2016

Thank you for the opportunity to serve as independent auditors.

This report provides information about how the audit was planned and conducted, and our key findings and recommendations.

About the Audit

./ Our audit helps you meet expectations of your funders and donors.

./ It will also help you identify proper procedures and it can be a deterrent to theft; however, audits do not uncover much theft. The best ways to do that are:

- to have *proper procedures and controls*
- to tell your employees that you need to know about any improper activities
- to show no tolerance for any improprieties.

*Misuse of funds or large errors in your financial reporting cause disruption, embarrassment, and loss of confidence by donors and funders, therefore, we tell you about circumstances that could allow things to go wrong. These circumstances may be a result of deficiencies in internal controls. The most serious deficiencies (usually large enough to distort your financial statements) are called **material weaknesses**. Less serious matters that could still be an embarrassment to the organization are called **significant deficiencies**.*

Audit Approach

./ Initially we:

- Review your financial information – *to understand your operations*
- We look at differences from actual numbers compared to the budget, and inquire about changes from the prior year and about relationships between accounts that don't seem typical – *for possible errors and to understand why this occurred*

- Review your board minutes – *to compare what we see in the minutes to what we see during field work*
- Review your policies (including how you communicate them to employees) and the controls you have put in place – *to help assure your directions are followed*
- Review the security of your information technology – *to understand, define and document your reliance on information technology*
- Review other areas - *to understand your operations and your objectives*
- We pay particular attention to revenue sources - *because they often dictate what you should do and when*

./ We then brainstorm about what could go wrong that could put your assets at risk or be an embarrassment to you.

./ Our initial audit procedures are selected based on this planning. Additional procedures may be identified as the audit progresses.

Audit Results

./ We have completed our audit of your December 31, 2016 financial statements and issued our draft auditors' report on those financial statements, confirming that we believe they are fairly stated in all material respects.

- We provided management with our proposed adjusting journal entries for their review. We have provided you with copies of those entries. These include adjustments between net asset classifications for restrictions and board designations.

Important Financial Results/Trends

Major items that impacted your financial results this year include:

./ The Fairville property was sold during 2016. No additional church property was acquired during the year.

./ Salaries and related expenses increased in 2016. This resulted from hiring a temporary transitional leader in the beginning of 2016. The position was vacant for all of 2015.

The camp director also increased her hours in 2016, and the stated clerk changed from an independent contractor to an employee during 2016. Lastly, 2016 was the first full year with the Corning Chinese Christian Church pastor who started in September 2015.

Key financial results as of and for the year ended December 31, 2016 include:

Total Assets	\$ 2,004,037	<i>\$1,735,878 is net property and equipment; \$166,296 is current (cash, receivables, inventory, and prepaid expenses) \$101,863 is other assets (investments and beneficial interest in life income charitable gifts)</i>
Total Liabilities	\$ 131,612	<i>Payables and debt</i>
Net Assets	\$ 1,872,425	<i>\$79,758 is permanently restricted; \$194,930 is temporarily restricted; \$79,799 is board designated</i>
Total Support and Revenue	\$ 713,328	<i>Down from \$752,622 last year</i>
Total Expenses	\$ 760,159	<i>Up from \$635,897 last year</i>
Deficit	\$ 46,831	
Cash from Operations	\$ 1,126	<i>Depreciation doesn't consume cash</i>

Other Financial Statement Highlights

The footnotes to your financial statements are packed with useful information. They facilitate your understanding of the statements and the organization itself. Here are some of the highlights:

- ./ Details of board designated and restricted funds are included on pages 8 and 9.
- ./ Cash and cash equivalents are included at the bottom of page 10. At the end of 2016, 65% was held in a checking account and the rest was held in a money market account.
- ./ A description of your endowments is included on pages 12-14. Income and appreciation totaled \$4,968 during 2016.
- ./ Related party transactions are described on page 15. The Presbytery received total per capita income of \$228,169 from Churches during 2016. This was approximately \$20,000 less than 2015. The Presbytery also sold property and equipment with a fair value of \$40,783 during 2016.
- ./ Note 4 on page 15, explains that the Presbytery is a guarantor on two loans from the Presbyterian Church (USA). The total maximum liability on these is \$120,000.
- ./ Long term debt is described on page 16, which shows that \$7,885 is due in 2017. Then there is a balloon payment of \$109,007 due in May of 2018.

Required and Other Important Communications

Accounting Software	<i>Appropriate for your needs</i>
Timeliness of Recordkeeping	<i>Good</i>
Necessary Accounting Adjustments	<i>All were recorded</i>
Accounting Policies and Procedures	<i>No major changes</i>
Disagreements with Management, Including any That Led to Consultation with Other Accountants	<i>There were none</i>
Fraud or Illegal Acts	<i>We did not observe any</i>
Unusual Transactions or Adjustments	<i>We did not observe any</i>

Status of Prior Recommendations

With respect to recommendations that we made in the prior year, we noted that the following matters *have been* addressed and procedures implemented:

./ The Treasurer is now acknowledging contributions.

./ Physical inventory was taken for camp assets.

./ QuickBooks was updated to the most current version.

With respect to recommendations that we made in the prior year, we noted that the following matters *continue to need attention*:

./ We understand that you are aware that restricted funds were spent on operations in prior years, and you are working to pay back these funds with current earnings over the next several years. As of December 31, 2016 your temporarily and permanently restricted net assets are underfunded by approximately \$22,500.

./ There are a few policies that still need to be implemented including:

- Conflict of interest policy for all employees and board members
- Whistleblower policy
- Disaster recovery plan
- Information technology policies to document your computer backup, security, and anti-virus procedure.

**Current
Recommendations**

We submitted a letter to management that included our recommendations about internal controls, recordkeeping, computer security, best practices and documentation. These recommendations are intended to help you secure your assets, be sure that your resources are being used according to your mission, and to improve efficiency.

None of these (or those from the prior year) are material weaknesses or significant deficiencies as defined earlier.

Key recommendations included:

./ Once an invoice is paid, it should be marked to avoid repayment. You can do this manually, with the use of a "paid" stamp or by writing the check number on the invoice. This reduces the possibility of duplicate payment of an invoice. Duplicate payments can lead to refunds which are not expected and easily misdirected.

./ In general, the use of credit cards has been identified as an area for many organizations where there is often inadequate documentation and occasional abuse. Therefore, you should ensure that all transactions are supported with receipts to document what was purchased. During our review of credit card statements, we noticed several missing receipts for purchases listed on the statements.

Conclusion

Based on our audit procedures, including review of your controls and procedures and the security of your information technology, we believe that your financial statements are fairly stated. We also believe that your controls and procedures are generally quite good, although we have identified some areas where you could make further improvements.

Partner and senior staff involved with the audit included:

*Stephanie L. Annunziata, CPA – stephanie@heveroncpa.com – 585-232-2956
x214 Kimberly Emilo, CPA – kemilo@heveroncpa.com – 585-232-2956 x213*

Our team for your audit consisted of members who work continuously with nonprofit organizations, and as a group, they have over 35 years of experience serving nonprofits as independent auditors and with other services to nonprofits.

Please contact us if you have questions or need additional information.

On the Horizon for Nonprofits

Changes to Nonprofit Organization Financial Statements

The Financial Accounting Standards Board has issued the accounting standards update for not-for-profit entities.

The new standard changes presentation and disclosure requirements with the intention of helping not-for-profit organizations provide more relevant information. These changes include:

- ./ decreasing the number of net asset classes from three to two. The new classes will be "net assets with donor restrictions" and "net assets without donor restrictions"
- ./ reporting of underwater endowments in the net assets with donor restrictions
- ./ disclosing of qualitative and quantitative information about the liquidity of the organization's available resources
- ./ a requirement to report your expenses on a functional basis, as well as by nature.

These changes will take effect for financial statements issued for years beginning after December 15, 2017. Early implementation of the standard is permitted.

Principles for Good Governance and Ethical Practice

This publication, which provides 33 principles covering legal compliance and public disclosure, effective governance, strong financial oversight, and responsible fundraising, is a great resource for boards, has been reissued and is available at independentsector.org.

FASB Lease Project

In a few years, leased assets will be treated like assets purchased with a loan. Your balance sheet will show assets and liabilities. You should consider this when you sign new leases and also when you negotiate loan covenants, because this additional debt may affect whether you are in compliance with your covenants.

APPENDIX D
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 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.

APPENDIX E

Janice Lee Fitzgerald

Coaching

*Ask what makes you come alive,
and go do it.* Howard Thurman



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

Associate Certified Coach,
International Coach Federation

Certified High Performance Pattern Coach

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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.

APPENDIX F

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.

APPENDIX G

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

PRESBYTERY OF GENEVA
STATED MEETING

FIRST PRESBYTERIAN CHURCH, WATERLOO, NY
SEPTEMBER 26, 2017

Stanley Bhasker:

Corning
Corning Chinese Christian Church
Hornell

Carol Merrell:

East Palmyra
Junius
Marion
Shortsville

Kerm Bossard:

Burdett
Hector
Lodi
Romulus
Trumansburg

AJ Tierson:

Palmyra Western

Ellen Donnan:

Newark
Sodus

Dick Schied:

Atlanta
Dundee
Moreland
Prattsburgh

Jim Kerr:

Lyons
Geneva
Oaks Corners
Phelps

Bessie Tyrell

Canandaigua
Cohocton
Naples

Gail Heimberger:

Huron
Ontario Center
Red Creek
Wolcott

Jim Varner:

Almond
Andover
Arkport
Canisteo
Howard Union

Jim Hicks:

Ithaca
Ovid
Watkins Glen

Jane Winters:

Big Flats
Elmira North
Elmira First
Horseheads
Spencer

Rob Mellgard:

Bellona
Seneca Falls,
Seneca #9
Waterloo,
West Fayette