

OUR PURPOSE

The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.

OUR VISION

Radiating the light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together.

MINUTES

The Presbytery of Geneva held a duly-called Stated Meeting on Saturday November 17, 2018 at First Presbyterian Church, Bath, New York.

GATHERING FOR SHARED WORK

Gathering for Fellowship & Learning

Prior to the meeting, opportunity was given for presbyters to attend one of three 30 minute study sessions: *A Taste of the Presbytery*.

- Orientation of New Commissioners – led by the Rev. Val Fowler, stated clerk
- Congregational Resources: *PCUSA Policy on Factory Farming* – the Rev. Robin Lostetter (Naples)
- *Resting in God: Bible Study* – Ruling Elder Ellen Reynolds (Geneva)

Immediately before the convening, a piper called presbyters to make their way to the sanctuary for the presbytery's Shared Work.

Call to Order and Opening Worship

The Rev. Katherine Griffis, Moderator, called the meeting to order, a quorum being present.

The Moderator offered the opening prayer

The Moderator led the presbytery in a brief opening worship, including the lighting of the Christ Candle and the lighting of Church Candles.

ROLL

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

Name	Jan 27	Mar 20	May 19	Sept 25	Nov 17
Austin, Amy Loving – <i>Bellona Memorial / Seneca, Seneca #9</i>	P	P	Ex	Ex	Ex
Baker, Kirk – <i>Newark, Park (Transitional Pastor)</i>	P	Ex	Transfer	04/08/18	
Bhasker, Stanley – <i>Bath, Bath</i>	P	P	A	P	P
Crimmins, Betsey – <i>Elmira, First</i>	Ex	Ex	Ex	P	P
Delhagen, Kyle – <i>Palmyra, Western (RCA, Formula of Agreement)</i>	P	P	A	P	P
Donnan, Ellen – <i>Dundee, First / Junius, Junius</i>	P	P	P	P	Ex
Griffis, Katherine – <i>Hornell, United</i>	P	P	P	Ex	P
Grohman, Deb – <i>Ontario, Ontario</i>	A	P	A	P	A
Heimberger, Gail – <i>Sodus, First United</i>	P	P	P	P	A
Incze, Bruce Imre – <i>Arkport</i>	P	P	P	A	A
Kennedy, Glen – <i>Painted Post, United (Stated Supply)</i>	A	P	P	P	Ex
Kerr, James – <i>Canandaigua, United</i>	A	P	P	Retired	07/30/18
Lester, Donald – <i>Howard, Union*</i>	A	A	A	A	A
Lind-Schmitz, Deborah – <i>Geneva, The Presbyterian Church of Geneva</i>	P	P	A	P	P
Lostetter, Robin – <i>Naples, Trinity Federated</i>		Rec'd	05/19	P	P
McDonald, John – <i>Ithaca, First</i>	P	P	Ex	Ex	Ex
Malles, Paul – <i>Penn Yan, First</i>	P	Ex	P	P	P
Marr, Peter – <i>Addison, Addison (Stated Supply)*</i>	A	A	A	A	A
Mellgard, Rob – <i>Ovid Federated</i>	P	P	P	P	P
Mergener, Christopher – <i>Newark, Park</i>				A	A
Milne, Cara – <i>Watkins Glen</i>	A	P	P	P	A
Ntuala, Leah – <i>Seneca Falls, First</i>	A	P	Ex	P	P

**PRESBYTERY OF GENEVA
FIRST PRESBYTERIAN CHURCH, BATH, NY**

**STATED MEETING
NOVEMBER 18, 2018**

O'Leary, Lucinda – <i>Rock Stream (Stated Supply)*</i>	A	A	A	A	A
Peeples, Cheryl – <i>Trumansburg, First Ulysses</i>	P	P	P	P	Ex
Preisendanz, David – <i>Elmira, North</i>	P	P	Ex	P	P
Riehl, Kirianna Weaver – <i>Ithaca, First</i>	A	P	A	P	Ex
Slater, Sabrina – <i>Spencer, Christ the King Fellowship Presbyterian Church</i>	P	P	P	P	P
Tierson, A.J. – <i>Phelps / United Shortsville, Shortsville (Stated Supply)</i>	P	P	P	P	P
Ugoretz, Jeffrey – <i>Coming, First</i>	A	A	A	A	A
Winters, Jane – <i>Elmira, Westminster (Temp. Supply)</i>	P	P	Ex	P	Ex
TOTAL PRESENT	17	21	12	19	12
TOTAL EXCUSED	1	3	6	3	7
TOTAL ABSENT	11	4	9	6	9

MINISTERS IN VALIDATED MINISTRIES / MINISTERS AT-LARGE

(V = Validated ~ AL = At-large)

Name	Jan 27	Mar 20	May 19	Sept 25	Nov 17
Ashby, David (V) – <i>Interim Pastor, Honeoye Falls, NY</i>	P	Ex	A	P	P
Campbell, Anne (AL)	A	A	A	A	A
Delhagen, Harold (V) – <i>Synod Executive, Synod of the Northeast</i>	Ex	Ex	A	A	A
Duncan, Russell (V) -- <i>United Church of Salem, Salem, VT (UCC)</i>	Ex	Ex	Ex	Ex	Ex
Fitzgerald, Janice (V) -- <i>Robinson Memorial PC, Syracuse, NY</i>	P	P	P	Ex	Ex
Frank, Aaron (AL)	A	A	A	A	A
Haines, Todd (AL)	A	A	A	A	A
Huling Hummell, Cynthia (AL)	A	A	A	P	A
McCollister, Dan (AL)	A	A	A	A	A
Wareham, J. Christy (AL)	Ex	Ex	Ex	Ex	Ex
Warrington, Karl (AL)	P	A	P	A	A
Weaver, Cindy (AL)	P	P	P	P	Ex
TOTAL PRESENT	4	2	3	3	1
TOTAL EXCUSED	3	4	2	3	4
TOTAL ABSENT	5	6	7	6	7

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 27	Mar 20	May 19	Sept 25	Nov 17
Barnard, David	Ex	Ex	Ex	Ex	Ex
Bartel, Joanne	Ex	Ex	Ex	Ex	Ex
Bidelspacher, Nancy Torpey	Ex	Ex	Ex	Ex	Ex
Coffman, Fred	Ex	Ex	Ex	Ex	Ex
Courtney, Philip	Ex	Ex	Ex	Ex	P
Creelman, Gilmore	Ex	Ex	Ex	Ex	Ex
Crego, Peter	Ex	Ex	Ex	Ex	Ex
Edwards, Sam	Ex	P	P	Ex	Ex
Elder, John	Ex	Ex	Ex	Ex	Ex
Farrell, Nancy	Ex	P	Ex	Ex	Ex
Flaherty, Scott	Ex	Ex	Ex	Ex	Ex
Gerling, Jim	Ex	Ex	Ex	Ex	Ex
Gould, John	Ex	Ex	Ex	Ex	Ex
Hicks, James	Ex	P	Ex	Ex	Ex
Hood, Kenneth	Ex	Ex	Ex	Ex	Ex
Husted, Susan	Ex	Ex	Ex	Ex	Ex
Johnson, Timothy	P	P	P	P	P
Karr-Lyon, Beverly	Ex	Ex	Ex	Ex	Ex
Kellam, Jeffrey	Ex	Ex	Ex	Ex	Ex
Kerr, Jim				Ex	Ex
Kilgore, David	P	Ex	P	P	Ex
Knight, Jonathan	Ex	Ex	Ex	Ex	Ex
Lostetter, Robin			Rec'd 05/19	P	P

**PRESBYTERY OF GENEVA
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**STATED MEETING
NOVEMBER 18, 2018**

Magley, Fred	Ex	P	Ex	Ex	Ex
Meiser, Jr., Edward	Ex	Ex	Ex	Ex	Ex
Montgomery, Tom	Ex	Ex	Ex	Ex	Ex
Murray, Virginia	Ex	Ex	Ex	Ex	Ex
Newman, James	Ex	Ex	Ex	Ex	Ex
Otterbacher, Suzanne	Ex	Ex	Ex	Ex	Ex
Price, Richard	Ex	Ex	Ex	Ex	Ex
Rochelle, Robert	Ex	Ex	Ex	Ex	Ex
Teller, Gailey	Ex	Ex	Ex	Ex	Ex
Tennies, Herb	Ex	Ex	Ex	Ex	Ex
Tyrrell, Jamie (<i>Presbytery Treasurer</i>)	Ex	P	Ex	Ex	Ex
Valk, John	Ex		Ex	Ex	Ex
Wilson, Carol			Rec.d 05/19	P	Ex
TOTAL PRESENT	2	6	3	4	3

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 27	Mar 20	May 19	Sept 25	Nov 17
Badger Becker, Elder Linda -- <i>Transitional Leader (Pby of Genesee Valley)</i>	P	P	P	P	P
Elford, the Rev. Cheryl Ann -- <i>Horseheads (Pby of Susquehanna Valley)</i>	A	A	A	P	A
Frigard, the Rev. Beth -- <i>Big Flats (Formula of Agreement – UCC)</i>	A	A	A	P	A
Lostetter, the Rev. Robin -- <i>Naples, Trinity (Presbytery of Pittsburgh)</i>	A	A	P	Rec;d	05/19
Schwartz, the Rev. Barbara -- <i>Hector & Lodi (Pby of Susquehanna Valley)</i>	P	P	P	P	Ex
Stuber, the Rev. Walter -- <i>Wolcott (Pby of Genesee Valley)</i>	A	P	P	A	A
West, Sarah -- <i>Waterloo (Disciples of Christ)</i>	A	A	Ex	Moved	to Ohio
TOTAL PRESENT	2	3	4	4	1
TOTAL EXCUSED	0	0	1	0	1
TOTAL ABSENT	5	4	2	1	3

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 27	Mar 20	May 19	Sept 25	Nov 17
Michelle Serra, serving as Temporary Supply at First, Canisteo			P	P	A
The Rev. Val Fowler, Stated Clerk (<i>Presbytery of Genesee Valley</i>)	P	P	P	P	P
TOTAL PRESENT			2	2	
TOTAL EXCUSED			0	0	

CORRESPONDING MEMBERS ENROLLED FOR THIS MEETING

Name	Presbytery / Agency
Benjamin Masters	Candidate for Ordination, Presbytery of Twin Cities

COMMISSIONERS FROM CHURCHES

Church Name	Jan 27	Mar 20	May 19	Sept 25	Nov 17
Addison, Addison	A	A	A	A	A
Almond Union	A	A	A	Dissolved	05-19
Andover, First	A	A	A	A	A
Arkport, First	A	P	P	A	A
Atlanta, Atlanta	A	A	A	A	Bessie Tyrell
Bath, First	A	A	A	P	Kathy Swan
Benton, Bellona	A	A	A	A	A
Big Flats, First	A	A	A	P	A
Burdett, Burdett	A	A	A	P	A

**PRESBYTERY OF GENEVA
FIRST PRESBYTERIAN CHURCH, BATH, NY**

**STATED MEETING
NOVEMBER 18, 2018**

Canandaigua, United	P		A	A	P	Ken Allen	
Canisteo, Canisteo		A	P	P	P	Barbara Stevens	
Cohocton, First		A	A	A	A	A	
Corning, First		A	A	A	A	A	
Dundee, First	Dissolved	12/31/17					
Elmira, First	P	P		Ex	P	A	
Elmira, Lake Street		A	A	A	A	A	
Elmira, North	P	P	P	P	P	Jeff Richards	
Elmira, Westminster		A	A	A	A	A	
Fayette, W. Fayette		A	A	A	A	A	
Geneva (1)	P	P	P	P	P	Ellen Reynolds	
Geneva (2)	P	P		Ex	P	Gary Harman	
Hammondsport, First		A	A	A	A	A	
Hector, First	P	P		A	P	Sue Rochell	
Hornell, United	P	P	P		A	Earl Packard	
Horseheads, First		A	A	A	P	Bob Sell	
Howard, Howard Union		A	A	A	A	A	
Huron, Huron		A	A	A	P	Linda Hayes	
Ithaca, First		A	P	P	A	A	
Jasper, Jasper		A	A	A	A	A	
Junius, Junius	P	P	P		A	A	
Lodi, Lodi		A	A	P	A	Amanda McGonigal	
Lyons, First		A	P		A	P	A
Marion, United	P	P		A	A	A	
Moreland, Moreland		A	A	A	P	A	
Naples, Trinity Fed.	P	P		A	P	Don Braun	
Newark, Park		A	P	P	P	A	
Oaks Corners	P	P	P		A	A	
Ontario, First		A	A	A	A	A	
Ovid Federated		A	P	P	P	Judy Mellgard	
Painted Post, United		A	A	A	A	A	
Palmyra, East Palmyra		A		A	A	A	
Palmyra, Western	P	P		A	P	A	
Penn Yan, First	P	P	P	P	P	Rob Anderson	
Phelps, United		A	A	P	P	A	
Prattsburg, First		A	A	A	A	A	
Pulteney, First	P	P		A	A	Don Peek	
Red Creek	P	P		A	A	A	
Rock Stream	P	P		A	P	Priscilla Andrews	
Romulus	P		A	Dissolved	04/04/18		
Seneca Falls, First		A	A	A	P	A	
Seneca, Seneca #9		A	A	A	A	A	
Shortsville, First		A	A	P	A	Alicia Alvarez	
Sodus, First United		A	A	A	A	A	
Spencer, Christ the King Fellowship	P	P		A	P	A	
Trumansburg, First of Ulysses	P	P		P	P	A	
Waterloo, First		A	A	A	P	A	
Watkins Glen, First		A	P		A	P	A
Weston, Weston		A	A	A	P	A	
Williamson		A	Dismissed	01/27/18			
Wolcott	P	P	P	P	P	Carol Merrell	
TOTAL PRESENT	20	25	16	28	19		
TOTAL EXCUSED	0	0	2	0	0		
TOTAL ABSENT	39	32	39	28	37		

**PRESBYTERY OF GENEVA
FIRST PRESBYTERIAN CHURCH, BATH, NY**

**STATED MEETING
NOVEMBER 18, 2018**

ADDITIONAL ELDER COMMISSIONERS
(Appointed by presbytery to correct elder-clergy imbalance)

Name	Church	Relationship	Jan 27	Mar 20	May 19	Sept 25	Nov 17
Anderson, Rob	Penn Yan	222 nd GA Commissioner	A	P	P		
Baker, Phoebe		Nominating	P	P	P	P	P
Bailey, Tom	Spencer	Budget & Finance		P	P	P	P
Beals, Steven	West Fayette	CRE / Personnel	P	P	P	A	Ex
Braun, Joann	Naples, Fed	Past Moderator	P	P	P	P	P
Champlin, Virginia	Geneva	SNE Min. & Mission	P	Ex	P	P	P
Colvin, Donna	Pulteney	Synod Commissioner	A	A	P	P	P
Evans, Richard	Burdett	CRE	A	A	A	Ex	A
Frost, Carleen	Red Creek	CRE	P	A	P	A	P
Frost, Susan	Weston	CRE				P	P
Gingerich, John	Wolcott	CRE / Council Chair	P	P	P	P	P
Novack, Joy	Romulus	CRE		A	Romulus dissolved	dissolved	
Peek, Donald	Canisteo	CRE	P	Retired			
Richmond, Lucille	Red Creek	CRE		A	A	P	A
Schied, Dick	Weston	CRE	P	P	Deceased		
Werts, Linda		P.W. President	P	P	P	P	P
TOTAL PRESENT			10	8	10	9	9
TOTAL EXCUSUED			0	1	0	1	1
TOTAL ABSENT			3	5	2	2	2

REGISTERED Guests (current meeting)
Includes CREs not serving churches

Suzanne Courtney	Ithaca, First
Beverly Packard	Hornell, United
Tammy Clarkson	Hector, First
Mary Jane Peek	Pulteney, Pulteney
Larry Bates	Bath, First

SUMMARIES FOR EACH MEETING	Jan 27	Mar 20	May 19	Sept 25	Nov 17
Total Minister Commissioners Present*	25	31	21	26	16
Total Elder Commissioners Present	30	35	26	37	28
Parity (expressed in terms of Elders, + or -)	+5	+4	+5	+11	+12
Total Minister Commissioners Absent, Unexcused**	21	14	18	12	16
Total Churches Unrepresented by Elders***	39	32	40	28	37
Total Churches Unrepresented by Elders and Pastors	23	18	33	19	30
Total Registered Visitors	4	2	15	4	5
Total Registered Attendance****	66	68	63	73	51

* 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

Opening Business: “The Presbytery of Geneva lives....” Part 1

(Declaration of a Quorum)

The stated clerk confirmed that a quorum is present for the meeting.

APPROVAL OF DOCKET

The presbytery VOTED to approve the docket for the meeting:

- 9:40 a.m.** The piper calls us to our shared work
9:45 a.m. **Gathering for Shared Work**
9:45 a.m. Call to Order & Opening Worship
Lighting of the Christ Candle
Lighting of the Church Candles
- 9:50 a.m.** **Opening Business: “The Presbytery of Geneva lives....” Part 1**
Declaration of a Quorum
The presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and ministers of the Word and Sacrament within that district. Congregations are represented at presbytery meetings by ruling elders elected by sessions as commissioners.
(Book of Order G-3.0301)

The Presbytery of Geneva is composed of 55 congregations and 73 ministers of the Word and Sacrament. A quorum consists of three ruling elders from three different churches and three ministers of Word and Sacrament.
Enrollment of Corresponding Members
Approval of Docket
Consent Agenda
Welcome of New Elder Commissioners
Welcome from the Host Church
Appoint composer of a *Resolution of Thanks* approval of Docket
Announcements relevant to the business meeting
- 10:00 a.m.** **Business Related to Congregations and Leaders: “... to support and equip congregations and leaders....”**
The presbytery is to serve as pastor, counselor, and advisor to its pastors and congregations.
(Book of Order, G-3.0307; see all of G-3.03 for details)

Good News from the Churches
Administrative Commissions (see written reports)
Dundee, First
Elmira, Westminster
(Romulus)
Committee on Ministry – the Rev. Ellen Donnan and the Rev. Adrian Tierson, co-chairs
Sexual Misconduct Policy
Examination of Candidate: Benjamin Masters
Other news and action items
Small Church Network Report – Marti Evans, Burdett
Committee on Preparation for Ministry – Elder John Gingerich (Wolcott), chair
- 11:00 a.m.** **Business related to Mission: “. . . to be Christ in the Finger Lakes and the world.”**
General Council, Part 1 – Elder John Gingerich (Wolcott), Chair of General Council
Matching Gift
Lodi and PDA Grant
Camp Whitman – The Rev. Leah Ntuala (Senecas Falls)
(Committee on Representation)
Presbyterian Women
USA Mission Experience Trip – Elder Virginia Champlin (Geneva)
PDA Disaster Preparation Training – Elder Linda Werts (Geneva)
Synod of Northeast Assembly – The Rev. Leah Ntuala (Seneca Falls)

Hymn: *We All Are One in Mission*
- 11:45 p.m.** **LUNCH**
- 1:00 p.m.** **Presbytery Reconvenes**
Internal Business: “The Presbytery of Geneva lives” Part 2

Presbytery Nominating Committee – Elder Phoebe Baker (Newark), Chair
Nomination of Stated Clerk to continue through February 28, 2019

**PRESBYTERY OF GENEVA
FIRST PRESBYTERIAN CHURCH, BATH, NY**

**STATED MEETING
NOVEMBER 18, 2018**

Presbytery Transitional Leader – Elder Linda Badger Becker
General Council, Part 3 – Elder John Gingerich, Chair (Weston)
Action Item: Motion from General Council to request the Nominating Committee to present a slate for a search team, to be elected at the January 2019 presbytery meeting.
Budget & Finance Committee – Elder Tom Bailey (Spencer)
Financial Policies
Presbytery Nominating Committee – Elder Phoebe Baker (Penn Yan)
Closing Matters
Resolution of Thanks
Additional announcements

1:30 p.m. Gathering for Worship and Sending
The Candles: Time of Individual Silence and Reflection / Prelude
Presbytery Worship Service
Extinguishing of candles
2:15 Adjournment and Benediction

ENROLLMENT OF CORRESPONDING MEMBERS

The presbytery VOTED to enroll the following persons as Corresponding Members:
Candidate Benjamin Masters, a candidate under care of the Presbytery of Twin Cities.

STATED CLERK CONSENT AGENDA

The following will be presented as a single motion. You may ask to have any item removed, if you would like it to be discussed. Simply be recognized by the Moderator and say, "Madam Moderator, I would like to lift [say the item number] for discussion."

Stated Clerk Consent Agenda

The presbytery VOTED to:

1. **Approve** the minutes of the September 25, 2018 stated meeting, held at Wolcott Presbyterian Church, Wolcott, NY.
2. **Approve** the minutes of the October 23, 2018 special meeting, held at Memorial Presbyterian Church, Bellona, NY.
3. **Grant** privilege of voice to non-commissioners who will make a presentation or participate in a report to the presbytery.
4. **Receive** the following report of the Administrative Commission to Install the Rev. Christopher Mergener as Pastor of Park Presbyterian Church, Newark, NY.

**Administrative Commission for Installation Minutes
Park Presbyterian Church, Newark, NY**

Moderator Katherine Griffis called the Commission to order on Sunday October 28, 2018 at 2:30 p.m. at the Park Presbyterian Church, Newark, NY to install the Rev. Christopher Mergener as Pastor. The Rev. Griffis opened the Commission meeting with prayer, and appointed the Rev. Adrian Tierson to serve as clerk for the Commission.

Members of the Commission present:

Moderator the Rev. Katherine Griffis (Hornell)
The Rev. Adrian Tierson (Phelps & Shortsville)
The Rev. Ellen Donnan (Junius)
The Rev. Kyle Delhagen (Palmyra, Western)
Ruling Elder Virginia Champlin (Geneva)
Ruling Elder Paul Salisbury (Newark, Park)
Ruling Elder Wyatt Thorn (Junius)

The Commission approved the Order of Service by consensus.

The Commission VOTED to dismiss the commission at the end of the installation service.

Before the procession into the worship service, Ruling Elder Paul Salisbury offered prayer.

The Constitutional Questions were answered affirmatively by the Rev. Christopher Mergener and by the congregation.

The Rev. Christopher Mergener was ordained in the presbytery of Lake Michigan.

The Commission was dismissed following the close of the service with Benediction by the Rev. Christopher Mergener.

Attest: the Rev. Adrian Tierson
Clerk of the Commission

Stated Clerk Information Items
(Ordination Anniversaries)

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

15 years (2003)

The Rev. Kirianne Riehl (March 30, 2003 – Presbytery of New York City)
The Rev. Gail Heimberger (October 5, 2003 – Presbytery of Geneva)

20 years (1998)

The Rev. Deborah Grohman (January 24, 1998 – Presbytery of Ohio Valley)
The Rev. Gailey Teller (September 18, 1998 – Presbytery of Lackawanna)
The Rev. Todd Haines (October 18, 1998 – Presbytery of Hudson River)
The Rev. Paul Malles (October 25, 1998 – Presbytery of Chicago)

25 years (1993)

The Rev. Ellen Donnan (July 11, 1993 – Presbytery of Geneva)

30 years (1988)

The Rev. Nancy Bidlespacher (November 27, 1988 – Presbytery of Geneva)
The Rev. Dan McCollister (August 7, 1988 – Presbytery of Geneva)

35 years (1983)

The Rev. Nancy Farrell (August 14, 1983– Presbytery of Chicago)

40 years (1978)

The Rev. Jonathan Knight (February 19, 1978 – Presbytery of Cayuga Syracuse)
The Rev. Susan Husted (November 19, 1978 – Presbytery of Geneva)

50 years (1968)

The Rev. Robert Rochelle (October 5, 1968 – Presbytery of Newton)

Over 50 years

The Rev. Timothy Johnson (**51 years** May 28, 1967 – Presbytery of Lake Huron)
The Rev. Jim Hicks (**52 years**, July 29, 1966 – Presbytery of The Western Reserve)
The Rev. Sam Edwards (**53 years**, May 23, 1965 – Presbytery of Central Washington)
The Rev. Gilmore Creelman (**55 years**, June 18, 1963 – Presbytery of Mahoning)
The Rev. John Valk (**57 years**, October 15, 1961 – Presbytery of Newark)
The Rev. John Elder (**58 years**, May 20, 1960 – Presbytery of Northern New England)
The Rev. Herb Tennes (**59 years**, May 14, 1959)
The Rev. Fred Coffman (**68 years**, July 1, 1950 – Presbytery of Philadelphia)
The Rev. Fred Magley (**70 years**, October 13, 1948 – Presbytery of Newark)

WELCOME OF NEW ELDER COMMISSIONERS

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

WELCOME FROM THE HOST CHURCH

The Rev. Stanley Bhasker welcomed the presbytery, on behalf of First Presbyterian Church, Bath. He noted that the congregation was founded in 1806, with fourteen members. The church now has two worship services, and offers many ministries to the wider community. Following lunch, the church's historian will offer a tour of the sanctuary, which in its entirety was designed by Louis Comfort Tiffany. Rev. Bhasker honored the host of volunteers who are serving the presbytery. The church, he said, is grounded in the gospel of Jesus Christ, and has a current theme related to sharing the gospel: "The Church has Left the Building."

RESOLUTION OF THANKS

The Moderator appointed Tim Johnson, HR to prepare a *Resolution of Thanks*, to be presented at the end of the meeting.

Business Related to Congregations and Leaders: "...to support and equip congregations and leaders...."

GOOD NEWS FROM THE CHURCHES

The moderator called for brief expression of good news in the lives of churches in the Presbytery of Geneva.

- Ithaca – An invitation to join a Mission Trip for Adults to North Carolina, hosted by Ithaca and Trumansburg. The planners are awaiting Presbyterian Disaster Agency's input in developing projects. The trip will take place sometime during February through April 2019.
- Spencer – Has been involved in a major capital project to restore the church's 1914 windows. They have raised \$100,000 for the repairs, and the windows are scheduled to be re-installed before Christmas. The windows were originally built and installed for \$14,000.
- Geneva – The week of December 2 will be the congregation's first experience hosting clients of Family Promise, Ontario County.
- Newark – The Newark Presbyterian Women are hosting a Celtic Christmas evening on December 1: dinner and an evening of music. The congregation is preparing for their second rotation of guests of Family Promise, Wayne County.
- Hornell – Known as "the church with the crèche." November 30, 5:30 p.m. is the lighting of the crèche.
- West Fayette – hosting a Christmas program—with a concluding carol sing—on December 2.
- Seneca Falls – a Call for Hospice Chaplains for Seneca, Wayne, and Ontario counties. Leah Ntuala has information.
- Lyons – Has redone their manse and dedicated it to Wayne County Family Promise.
- Elmira, First – Partnerships with Puerto Rico, "going where Presbyterian Disaster Agency has not gone." Have learned of the needs of children for knitted winter items, as winter begins to close in, in the mountain areas. Also, a thank you to the Presbytery of Geneva for partnering in the program "Healthy Meets Food" – training people in nutrition in food security.
- Geneva – just completed the celebration of their 220th anniversary. Completed two major capital campaigns to refurbish the building and to continue to host more than 30 community ministries.

REPORTS OF ADMINISTRATIVE COMMISSIONS

(Dundee, First)

The Dundee church building has sold for \$59,588.60. We wish to thank our lawyer, Bruce Chambers, who provided pro bono service and our realtor, Ray Emery, from Keuka Lake and Land Realty. The new owners have expressed their intention to respect the building's religious history. We wish the new owners all the best in the stewardship of the beautiful church building.

Respectfully submitted by Rev. Paul Malles
Dundee AC Chair

(Elmira, Westminster)

MINUTES: MEETING OF 11 OCTOBER 2018

The Westminster P.C. Administrative Commission met at the Westminster Presbyterian Church, Elmira on 11 October 2018.

Present: AC members The Rev. Jane Winters (Westminster Presbyterian Church), the Rev. Dr. Betsey Crimmins (First Presbyterian Church, Elmira), Ruling Elder Jeff Richards (North Presbyterian Church, Elmira), and Ruling Elder Dr. James Varner (United Presbyterian Church, Hornell)

OPEN WITH PRAYER

Rev. Winters opened the meeting with prayer at 10:02 AM.

OLD BUSINESS

- A. Building listing and interest
 - a. Two groups have shown strong interest, but both are moving slowly on coming to a decision
 - b. Another pastor has expressed some interest, but nothing concrete at the moment; the purchase price is an issue with this group
- B. Funds
 - a. All funds have been transferred, except for Caring Friends (former Deacons), and that is less than \$300
- C. Donations
 - a. Donation of \$3,000 made to Presbyterian Disaster Assistance for relief for Hurricane Florence; donation of \$2,000 to Presbytery's disaster fund for Seneca Lake flooding; a \$10,000 donation to Camp Whitman is in discussion
- D. Pastoral care of church members
 - a. Deacon chairs at First and North have been notified about Westminster members who need pastoral care
 - b. We heard back from one of the members who were sent letters, and that person has been transferred to Lake Street
 - c. A letter was sent to members last week, informing them of the closing date, and asking if they want letters of transfer to another church; a general update was also provided in this letter
- E. Contents
 - a. Many things have been given to or taken by other churches and members
 - b. A dumpster has been rented
 - c. A local church is interested in the remaining liturgical items
 - d. Some things are being sold on EBay
 - e. No response from the Chinese church

NEW BUSINESS

- A. Financial
 - a. In the interim, Jane Winter's husband (who is the book keeper) is authorized to continue to pay bills
 - b. A financial review will be scheduled
- B. Legal stuff
 - a. Jane will get in touch with Larry Bates for assistance, and also Val Fowler
 - b. Session records will be secured and transferred to Presbytery
 - c. After 1 November, Jane will keep an eye on the place
- C. Final worship
 - a. The AC suggests Sunday, 18 November at 4:00 PM, with a catered dinner to follow; Jane will work on planning this; suggestions are welcome; remembrances in some form should be incorporated; have something that members can take with them
- D. Building usage
 - a. After 1 November, the building is closed, and is not available for meetings, even for Westminster church groups; this is for legal and insurance reasons, and also for closure

OTHER BUSINESS - None

CLOSE WITH PRAYER

Rev. Winters declared the meeting adjourned and Jeff Richards closed with prayer at 11:08 AM

Respectfully submitted, James R.
Varner
Clerk of the Administrative Commission

(Romulus)

A buyer has made an offer for the church building, and the Administrative Commission has made a counter-offer. The Commission is hoping that the sale of the building will be completed soon. All the necessary winterizing tasks have been accomplished.

COMMITTEE ON MINISTRY

Adrian Tierson and Ellen Donnan co-chairs, presented the report of the Committee on Ministry.

COMMITTEE ON MINISTRY REPORT

November 17, 2018

First Presbyterian Church, Bath, NY

[From the regular meetings of 10/02 and 11/06, 2018]

ITEMS FOR PRESBYTERY'S ACTION

The Presbytery VOTED to:

(Sexual Misconduct Policy)

1. **Approve** the revised Sexual Misconduct Policy for the Presbytery of Geneva. [See **Attachment A**]

(Addison / Waiver of Term Limits)

2. **Approve** [by $\frac{3}{4}$ vote] the request of the session of Addison Presbyterian Church, Addison, NY for a waiver of the term limit requirements for Ruling Elders, according to the provisions of the *Book of Order*, G-2.0610 *Accommodation to Particular Circumstances*.

(Hector & Lodi / Candidate for Ordination, Ben Master)

3. **Examine** Candidate Ben Master (a Candidate under the care of the Presbytery of Twin Cities) for Ordination; and **sustain** the examination.
4. **Approve** the call of First Presbyterian Church, Hector, NY and Lodi Presbyterian Church, Lodi, NY to Ben Master to be Pastor, effective December 1, 2018 at the following terms of call:

Cash Salary	32,451.00
Manse (including furnishing allowance)	12,000.00
Utilities	5,474.00
Total Effective Salary	49,925.00
Social Security offset	3,819.00
Pension/Medical (PCUSA)	18,473.00
Travel allowance	3,000.00
One time cash payment	2,000.00

Vacation: 31 days, including 4 Sundays
Study Leave: 2 weeks, including 2 Sundays

This call fulfills the requirements of AA/EEO.

The chair of the Pastor Nominating Committee, Tammy Clark, spoke to the call.

5. **Appoint** the Rev. Ben Master as moderator of the sessions of First Presbyterian Church, Hector, NY and Lodi Presbyterian Church, Lodi, NY effective December 1, 2018.
6. **Authorize** the stated clerk to complete the required notifications of the Ordination of Ben Master, and of his being received as a member of the Presbytery of Geneva, effective December 1, 2018.

**PRESBYTERY OF GENEVA
FIRST PRESBYTERIAN CHURCH, BATH, NY**

**STATED MEETING
NOVEMBER 18, 2018**

7. **Appoint** the following Administrative Commission to Ordain & Install Candidate Ben Master as Pastor of the First Presbyterian Church of Hector, NY and the Lodi Presbyterian Church, Lodi, NY on Saturday December 1, 2018 at 1:00 p.m.

Moderator the Rev. Katherine Griffis (Hornell), or her designee.
The Rev. Cara Milne (Watkins Glen)
The Rev. Kirianne Weaver Riehl (Ithaca)
The Rev. Rob Mellgard (Ovid)
Ruling Elder Kermit Bossard (Spencer)
Ruling Elder Susan Frost, CRE (Lodi, serving Weston)
Ruling Elder Vicky Schamel (Hector)

8. **Grant** the moderator or her designee the authority to make any necessary and appropriate changes to the Administrative Commission to Ordain and Install.
9. **Dismiss** the Administrative Commission with thanks, upon the completion of the Service of Ordination and Installation.

(Elmira, North / Dissolution of the Pastoral Relationship)

10. **Concur** with the request of the congregation of North Presbyterian Church, Elmira, NY to dissolve the pastoral relationship between the church and the Rev. David Preisendanz, effective November 18, 2018 at the following terms (approved by the congregation during a duly-called congregation meeting held on November 11, 2018:

Dates

- A. Effective date of dissolution: November 18, 2018
B. Effective date of termination of duties: November 18, 2018
C. Date the Pastor will return all church property and vacate the church office: November 18, 2018

Terms of Dissolution

- A. Financial (Three months paid severance and insurance coverage: pension/disability, and health insurance will be paid directly to providers; cash salary, housing allowance and SECA offset shall be paid to the Pastor in the same bi-weekly manner; unused vacation time shall be paid on February 18, 2019)

Cash Salary	11,808.99
Manse (including furnishing allowance)	4,635.02
SECA offset	1,257.99
Unused vacation time	3,794.76
SECA offset on unused vacation time	290.31
Health/Dental insurance	4,120.26
Pension / Disability insurance	1,973.25
Total Value of Financial Package	27,880.58

Date of termination of severance and compensation: February 18, 2019

- B. Other Terms: on file in the presbytery office.

Elder Susie Calloway attested to the congregation meeting, held on November 11, 2018.

Elder William Furnas spoke to the ministry of the Rev. David Preisendanz with North Presbyterian Church, and offered thanks for David's service to the congregation.

The Moderator led the presbytery in prayer.

ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY

Acting on behalf of presbytery, the Committee VOTED to:

(Moderator Appointment / Elmira, Lake Street)

1. **Appoint** the Rev. Cheryl Ann Elfond as moderator of the session of Lake Street Presbyterian Church, Elmira, NY effective November 7, 2018.

ITEMS FOR THE PRESBYTERY'S INFORMATION

The Committee on Ministry VOTED to:

(Lyons / the Rev. Ellen Donnan)

1. **Rescind** the action of the September meeting, approving the Covenant for Temporary Pastoral Services (1/4 time) between the session of First Presbyterian Church, Lyons, NY and the Rev. Ellen Donnan. In the interim, the session determined to arrange for per-diem pastoral care service with the Rev. Donnan.

The Committee determined that the new arrangement does not require an official covenant.

The arrangement between the session of First Presbyterian Church, Lyons, NY and the Rev. Ellen Donnan is for \$30 per hour, per-diem for visiting the sick and shut-ins, and pastoral counseling as requested.

[NOTE: The Rev. Donnan is currently the appointed moderator of session. The session has decided to continue with week-to-week pulpit supply.]

During the Committee's discussion, it was pointed out that the members of the congregation are doing the ministry of the church, but are concerned with a *pastoral* presence for people in times of need.

Jim Kerr, COM liaison to Lyons, will arrange to meet with the session in the near future.

(Hammondsport / Service of the Lord's Supper)

2. **Approve** the invitation to Elder Alicia Alvarez (a Candidate under care of the Presbytery of Geneva) to officiate the Service of the Lord's Supper at First Presbyterian Church, Hammondsport, NY on December 2, 2018.

(Membership Request / the Rev. Dan Russell)

3. The Committee received a request from the Rev. Dan Russell (a minister member of the Presbytery of Hudson River who has been living in Canandaigua) to be received as a member of the Presbytery of Geneva.

Following the Committee's practice, Adrian Tierson will conduct an executive check regarding the Rev. Russell. He will also arrange for a basic background check of the Rev. Russell. The COM co-chairs and Jim Kerr will conduct a face-to-face interview with the Rev. Russell.

If the way be clear, the request will be presented to the presbytery for action during the November stated meeting.

The Committee discussed the issue of background checks. The Committee will move in the direction of requiring background checks for all candidates for a position in a church. Following the work on the updated Sexual Misconduct Policy, the Committee will review the Child Protection Policy, and determine a policy regarding background checks.

(Spencer / the Rev. Sabrina Slater)

4. **Approve** the new Stated Supply Contract (full-time) between the session of Christ the King Fellowship Presbyterian Church, Spencer, NY and the Rev. Sabrina Slater, effective August 1, 2018 at the following terms:

Cash Salary	36,500.00
Manse (including furnishing allowance)	15,500.00
Total Effective Salary	52,000.00
Social Security offset	3,978.00

**PRESBYTERY OF GENEVA
FIRST PRESBYTERIAN CHURCH, BATH, NY**

**STATED MEETING
NOVEMBER 18, 2018**

Pension/Medical (PCUSA)	18,980.00
Travel allowance (IRS mileage rate)	2,000.00
Study Leave	1,000.00

Vacation: 31 days, including 4 Sundays
Study Leave: 2 weeks, including 2 Sundays

(Naples / the Rev. Robin Lostetter, HR)

5. **Approve** the new Stated Supply Contract (3/8 time) between the session of Trinity Federated Church, Naples, NY and the Rev. Robin Lostetter HR, effective July 1, 2018 for twelve months at the following terms:

Total Compensation	17,947.78
Manse provided	
Social Security offset	1,248.78
Travel allowance	IRS mileage rate
Study Leave	375.00

Vacation: 31 days, including 4 Sundays
Study Leave: 2 weeks, including 2 Sundays

(Small Church Network – A Report from a Small Church)

Elder Bessie Tyrell spoke concerning the ministry of Prattsburg Presbyterian Church, Prattsburg, NY. She noted that a number of Commissioned Ruling Elders serve the congregation through worship. The church could well be called, “small, but mighty.” There is strong ministry for one another and for the community of which the church is a part.. It is a mighty place, filled with the spirit of goodness.

Elder Tyrell reminded the presbytery that on December 1, 2018 the Small Church Network will host a Gathering at the Junius church, on the theme, “Peace in the Kitchen . . . and the parking lot . . . and elsewhere.”

COMMITTEE ON PREPARATION FOR MINISTRY

John Gingerich, Chair presented the report of the Committee on Preparation for Ministry. He reported that Inquirer Patricia Kapusta has withdrawn from the process of Candidacy.

Business Related to Mission: “...to be Christ in the Finger Lakes and the world....”

GENERAL COUNCIL REPORT, Part 1

John Gingerich, Chair, presented the report of the General Council.

John spoke to the Camp Whitman donor matching gift challenge (See Item 9, below). The initial, 2018 gift of \$50,000 matches current contributions. At any time, gifts to Camp Whitman may be made through the presbytery office. News of the major presbytery campaign will begin to arrive by the end of 2018.

John also spoke to the relief efforts in response to the Seneca Lake Flooding of August 14, 2018. (See Items 1 and 13 below.)

GENERAL COUNCIL REPORT TO THE PRESBYTERY – Part 1

November 17, 2018

First Presbyterian Church, Bath, NY

[From the regular meetings of 10/09 and 10/30, 2018.]

ITEMS FOR THE PRESBYTERY’S ACTION

The General Council VOTED to recommend that the presbytery:

There were no items before the General Council that require presbytery action.

ITEMS FOR THE PRESBYTERY'S INFORMATION

The General Council VOTED to:

(Update on Lodi Flooding / PDA Grant and Process for Funding Decisions)

1. **Hold** the funding we have for long-term local recovery. [Stephen Beals volunteered to attempt to pull together local recovery efforts through churches in the area. Ithaca, for example, is already planning work trips to the impacted area.]

Background & Rationale

Linda, Stephen Beals, and John Gingerich visited with the representatives from the Presbyterian Disaster Agency. This has turned out to be a "hot potato," moving between a number of agencies. The discovery: there is, at this point, no case-management.

Lodi Point has finally been declared a Federal Disaster which will open up funds to reimburse government agencies involved with the disaster.

Linda attended the meeting of Volunteers Organized to Assist in Disasters (VOAD), in Bath. Multiple agencies were there; none wanted to do case-management.

Resources now available for the presbytery:

\$7,500 grant from PDA

\$2,000 grant from Westminster Presbyterian Church, Elmira

\$ 700 from the offering received during the September presbytery meeting

(2019 Presbyterian Youth Triennium)

2. **Authorize** the Transitional Leader to recruit and appoint a registrar for the 2019 Presbyterian Youth Triennium, Purdue University, Illinois.

Background & Rationale

The Triennium is coming up in 2019.

The presbytery recruits the registrar for the presbytery's participation, who will:

- Coordinate the presbytery delegation (usually, a certain number of people, assigned to the presbytery)
- Oversee promotional work (through the presbytery office)
- Arrange for transportation to and from Perdue University
- Recruit adult leaders for the trip

The presbytery will take action to appoint/commission all the attendees.

(International Peacemaker Funding)

3. **Send** the remaining funds for the International Peacemaker visit to the NAOMI Project, with which Manolis Dabarakis (our guest) is involved.

Background & Rationale

The presbytery authorized \$700 for the visit of the International Peacemaker. There were funds remaining at the conclusion of the event.

(Presbytery Office Building Sale)

4. **Lower** the asking price for the presbytery office building to \$199,900.
5. **Renew** the contract with Amanda Grover for six months.

Background & Rationale

The realtor, Amanda Grover, has reported that since the reduction in the asking price, no one has walled through.

- Commercial property is ordinarily difficult to sell.
- Two residences alongside the presbytery office have sold.

- Ms. Grover has to list the property as commercial; since it is not ready for residence occupation, it cannot be listed as a residence. The property is listed as “multi-use.”
- October 15 will be the 9 month anniversary of listing the property for sale.

Catholic Charities is interested in the property for rental, but not for purchase. The General Council voiced no interest in becoming a landlord for the property. A suggestion was made to connect with Bill Lamb (a member of Geneva Presbyterian Church) who is the Director of Catholic Charities.

(Offering: November stated presbytery meeting)

6. **Direct** the offering during the November presbytery meeting to the Pastoral Care Emergency Fund. [NOTE: In most cases presbytery grants from the Pastoral Care Emergency Fund are matched by the Board of Pensions, through funds generated from the annual Joy Gift Offering.]

(International Peacemaker Visit)

7. **Invite** an International Peacemaker to visit the Presbytery of Geneva in 2019, and to **host** another Peacemaking Banquet. [Linda Werts volunteered to be the coordinator for the 2019 Banquet.] It was noted that under the proposed new Structure, next year’s invitation and participation would be assigned to the Mission and Witness Committee.

Background

Manolis Dabarakis said that the Presbytery of Geneva is one of the most receptive that he has visited, and that the groups with whom he visited were larger than he has experienced elsewhere.

The dinner was well received, well-attended, and participation was excellent. Thanks to Jeff Richards, the food was excellent. The spirit the whole evening was very good.

Linda Werts noted that she is considering coordinating a trip to Thessaloniki, Greece (the location of the ministry that Manolis Dabarakis directs).

(West Virginia Mission Trip – Spring 2019)

8. **Approve** the West Virginia Mission Trip to be held March 31 – April 6, 2019.

(Special Challenge Gift for Camp Whitman Capital Campaign)

9. **Accept** a \$250,000 matching gift, making it clear that the gift is not to be used for operations, but for development and improvement of Camp Whitman (which may be capital improvement and/or program improvement).

Background & Rationale

An anonymous donor has made a special challenge gift for the Camp Whitman Capital Campaign: a \$250,000 matching gift for improvement and development of Camp Whitman, the gift to continue for the duration of the capital campaign. The Transitional Leader has met with the donor, who wishes to remain completely anonymous. The Transitional Leader shared that the motivation for making the matching gift was the work of the Camp Whitman Advisory Committee with Run River Associates, and the donor having received a copy of the Run River report.

An initial gift of \$50,000 will be made this year, which most certainly will be matched by gifts from the presbytery.

The Chair and Vice-Chair of General Council will write a letter of thanks on behalf of the General Council, to be transmitted to the donor by the Transitional Leader.

10. **Authorize** increasing the goal of the presbytery’s Camp Whitman Capital Campaign from \$200,000 to \$250,000.

(Gift of Stock in Support of Camp Whitman)

11. **Accept** a gift of stock to the Camp Whitman Campaign.

12. **Approve** the following addition to the Financial Policies of the Presbytery of Geneva:
Authorize that gifts of stock will be liquidated as soon as possible after receipt of the gift.

Background & Rationale

The Transitional Leader reported that the presbytery has received a gift of stock valued at \$40,000 for Camp Whitman; another gift of stock is in process.

Best practice is to liquidate gifts of stock as soon as possible after they are received.

(Disaster Assistance Response to the Lodi Point Area)

13. **Authorize** transfer of the Presbyterian Disaster Assistance funds received by the Presbytery of Geneva and other funds donated to Lodi area flood relief to the Seneca County United Way Flood Relief Fund.

Background & Rationale

Stephen Beals reported concerning developments in the area-wide response to the recent flooding disaster at Lodi Point on the eastern shore of Seneca Lake. The Seneca County United Way Flood Relief Fund has been created for support of relief efforts.

(Transitional Leader Contract)

14. **Extend** the Transitional Leader Contract through June 30, 2018.

(Nominations)

15. **Authorize** that during the January 2019 presbytery meeting, names will be presented for vote, and installation held for presbytery Moderator and presbytery Vice-Moderator, effective March 1, 2019. The election of members of the new 2019 committees will be effective March 1, 2019. Organizational and orientation meetings for the newly-formed committees will be convened by the Transitional Leader prior to March 1, 2019.

CAMP WHITMAN

The Rev. Leah Ntuala presented the report on behalf of the Camp Whitman Advisory Committee.

150 attendees participated in the recent Fall Festival at Camp Whitman. The Festival raised \$1,600 for Camp Whitman.

Next year's Fall Festival will be held at the Camp on September 1, 2019.

Thanks to the gifts to the Camp lots of capital improvements have been made this year:

- The floor of the Lodge has been completely stripped and resurfaced.
- The old "really heavy tables" have met the fire pit, and new, lighter tables are on the way.
- Steel roofs have been installed on several of the cabins; the remaining cabins will have steel roofs soon.
- The staff housing cabins have been completely refurbished, and will be available for rent, beginning in the summer of 2019.

Leah confirmed that there is no set time-frame for the Matching Donation.

PRESBYTERY WOMEN

(USA Mission Experience Trip)

Elder Virginia Champlin reported on the USA Mission Experience Trip to be held July 12 through 22, 2019. The experience will include education, hands-on mission work, and tourism.

The participants will learn of the impact of strong women on the issue of civil rights in the Finger Lakes Region. The experience will equip women with the understanding of this particular region and the current ministries of churches.

(PDA Disaster Preparation Training)

Elder Linda Werts noted that PDA offers immediate and long-term aid in responses to many different kinds of disasters. PDA has begun to assist in creating a culture of preparedness in local churches and presbyteries.

Linda Werts and 50 others have been trained to provide disaster preparedness training for congregations, to assist in developing preparedness plans. She and others will be available to congregations and the presbytery.

SYNOD MISSION & MINISTRY COMMISSION

Elder Virginia Champlin, a member of the Synod Mission & Ministry Commission, encouraged presbyters to read her written report, especially the PDA findings regarding Puerto Rico. [See **Attachment C**]

Many places in Puerto Rico need food and supplies. Bessie Tyrell has agreed to deliver Wal Mart gifts cards donated for such needs.

SYNOD ASSEMBLY

The Rev. Leah Ntuala, commissioner to the Synod of the Northeast Assembly, reported that as a part of the Assembly she participated in the second round of Crossroads Anti-Racism training. Why a second round? We are the product of, continuers of, and retainers of racism. As an alternative for creating “safe” space, the Crossroads event sought to help people create “courageous space” for true, honest, diverse, and courageous voices. Participants were encouraged to advocate for the creation of ad-hoc groups dedicated to anti-racism; and to implement “systemic interruptions” to the culture of racism.

In addition to the Crossroads training, the Synod Assembly:

- Passed a budget for 2019
- Engaged in worship
- Elected officers
- Made a challenge for \$100 gifts for Puerto Rico from congregations, toward Puerto Rico’s recovery from Hurricane Maria.

PRESBYTERY NOMINATING COMMITTEE

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

The presbytery VOTED to:

Elect the following persons to continue in their positions through February 28, 2019:

Moderator of the presbytery: the Rev. Katherine Griffis (Hornell)

Vicde-Moderator of the presbytery: the Rev. Glenn Kennedy (Painted Post)

Stated clerk: the Rev. Val Fowler (member of the Presbytery of Genesee Valley)

Interim Treasurer: Barbara Squires

Rationale:

During the October 23, 2018 Special Meeting of the Presbytery of Geneva, the presbytery voted to allow all committee members, in their classes, to continue through February 28, 2019. This allows time for transition to the new presbytery structure, approved during the October 23, 2018 meeting.

The above motion allows the current officers of the presbytery to continue service in the same manner

PRESBYTERY TRANSITIONAL LEADER

Transitional Leader Linda Badger Becker shared that the presbytery needs a Registrar for the 2019 Presbyterian Youth Triennium. We must have a Registrar, or the presbytery will not be able to send a delegation. She has reached out to many persons, including adult participants in the last Triennium. So far, no one has agreed to serve as Registrar.

Linda celebrated the completion of several steps in the transitional work: a Purpose Statement; a Vision Statement; a Strategy (which will better balance the program/mission and administrative functions of the presbytery); and a Structure.

The General Council continues its work, and will be developing a design for staffing which will be consistent with the Purpose, Vision, Strategy, and Structure.

**GENERAL COUNCIL, Part 2
(Search Team for Presbytery Leader)**

The presbytery VOTED to:

Request the Presbytery Nominating Committee to present a slate for a Search Team for a Presbytery Leader, to be elected at the January 2019 meeting of the presbytery.

Recess for Lunch

The presbytery joined in singing the hymn, *We All Are One In Mission*.

Pastor Stanley Bhasker offered grace for the meal, prepared by members of First Presbyterian Church, Bath.

Reconvening ~ Internal Business: "The Presbytery of Geneva Lives. . . ." Part 2

BUDGET & FINANCE / TREASURER

Elder Tom Bailey presented the report of the Budget & Finance Committee.

The presbytery VOTED to:

(October 2018 Financial Statement)

Receive the October 31, 2018 Financial Statement.

Tom noted that the presbytery is a little ahead of last year, and has received more than has been spent. The presbytery will end 2018 with a positive balance.

(Financial Policies – See Attachment B)

Approve the revised Financial Policies for the Presbytery of Geneva.

The Policies have been simplified and clarified, and redundancies have been eliminated.

(2019 Budget)

Approve the recommendation that the presbytery adopt the 2018 budget as the initial presbytery budget for 2019.

The Budget & Finance Committee intends to present an Amended 2019 Budget for the presbytery's approval during the January 2019 stated meeting.

Regarding a question about the sale of the Dundee Presbyterian Church property:

- The proceeds of the sale are in the presbytery's hands and are reserved as a restricted fund.
- The use of the Dundee funds has not yet been decided. Any recommendation must be approved by the presbytery (upon recommendation by the Budget & Finance Committee, and review by the General Council which would present any proposal to the presbytery).
- The costs of maintaining the property since the dissolution of the congregation will come out of the proceeds of sale.

CLOSING MATTERS

(Resolution of Thanks)

Tim Johnson, HR presented the Resolution of Thanks:

This is the day the Lord has made. Let us rejoice and be glad in it.

Indeed, the good people of Bath have made it easy, on this Saturday, to rejoice and be glad because we are at a presbytery meeting.

This sacred space has made presbytery more than just tolerable. It really has been a joy!

So let us praise and thank these good folk, and wish them well in their work as God's people here in this community.

And let all God's people say . . .

"AMEN!"

(The Candles: Time of individual silence and reflection / Prelude for Worship)

GATHERING FOR WORSHIP AND SENDING

PRESBYTERY WORSHIP SERVICE

The presbytery entered into a time of worship, including the Service of the Lord's Supper. The service was led by the Rev. Stanley Bhasker and the Rev. Robin Lostetter. They officiated at the Table.

(Adjournment & Benediction)

The presbytery VOTED to adjourn the meeting. Stanley Bhasker offered the benediction.

Attest: Val Fowler, Stated Clerk

ATTACHMENTS

ATTACHMENT A: Proposed Sexual Misconduct Policy

ATTACHMENT B: Presbytery of Geneva Financial Policies and Procedures

ATTACHMENT C: Synod Mission & Ministry Commission Report

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ATTACHMENT A

Proposed Presbytery of Geneva Sexual Misconduct Policy - November 2018

1.000 Statement of Policy

1.100 *The Purpose of this Policy*

1.101 The purpose of this policy is to provide a safe, just, compassionate, and caring environment within our Presbytery in accordance with our Biblical, confessional, and ecclesiastical heritage. This environment will be characterized by professional and personal ethical standards and free from sexual misconduct, sexual abuse, victimization, sexual harassment, or other sexualized forms of misbehavior. These standards apply to ministers, inquirers, candidates, staff, employees, officers, volunteers, retired ministers, and other persons serving in any capacity under the discipline of the Presbytery of Geneva. This policy provides guidance for creating that safe environment and describes procedures to follow should indications of misconduct become known. Through this policy we seek to demonstrate in our common life the love and justice of our Sovereign Jesus Christ.

1.102 This policy is binding upon all persons serving in any capacity under the authority of the Presbytery of Geneva upon beginning service.

1.200 *Definitions*

Sexual Misconduct is the comprehensive term used in this policy to include:

Child sexual abuse; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.

Sexual abuse as defined in the Book of Order: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (Book of Order, D-10.0401c).

Sexual harassment; defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution; b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual; c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Rape or sexual contact by force, threat, or intimidation; Sexual conduct that is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

Sexual Malfeasance is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

Misuse of technology; use of technology that results in sexually harassing or abusing another person, including

texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

1.300 *The Policy*

1.301 Sexual misconduct, sexual abuse, sexual harassment, victimization, or other sexualized forms of misbehavior shall not be tolerated within the Presbytery of Geneva. Every effort shall be made to prevent sexual misconduct, and there are procedures to follow should sexual misconduct or the possibility of sexual misconduct be involved. Sexual misconduct is wrong, unethical, unacceptable, and is subject to ecclesiastical and disciplinary proceedings. Sexual misconduct is grounds for employment and other sanctions, up to and including termination of employment and/or relationship to the Presbytery of Geneva.

1.302 Knowingly making false or misleading accusations concerning sexual misconduct is likewise a violation of this policy and is subject to ecclesiastical and disciplinary proceedings.

1.303 It is the policy of Geneva Presbytery to report possible sexual misconduct involving minors or persons unable to give consent, immediately to law enforcement authorities, to cooperate fully with criminal investigations, and to immediately place ministers, staff, employees, or volunteers on administrative leave (with pay and benefits where applicable) pending investigation.

2.000 PRINCIPLES

2.100 As God who called you is holy,
be holy yourselves in all your conduct.
Tend the flock of God that is your
charge, not under compulsion but
willingly,
not for sordid gain but eagerly,
not to lord it over those in your charge
but to be examples of the flock. 1 Peter 1:15, 5:2 (NRSV)

2.200 You know that we who teach shall be judged with greater strictness. James 3:1 (NRSV)

2.300 We believe and proclaim that all people are created by God. God values all human life— men, women, and children— and intends that in all relationships everyone has dignity and worth. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression, where trust relationships are breached and persons are abused.

2.400 Further we believe that God has shown love for all persons in Jesus Christ and intends that all people should relate to one another with justice. We believe, therefore, that sexual misconduct is an offense against God.

2.500 Scripture asserts that religious leadership involves a covenant relationship that assumes trustworthy exercise of power on behalf of those in our care. Sexual misconduct becomes an abuse of that power and trust and is therefore unjust.

2.600 Power in ministerial relationships is inevitably unbalanced because of the inherent authority associated with the office of ministry, both historically and culturally. In addition, those who are involved in ministry (clergy, ruling elders, and laypersons) have actual power because the people to whom they relate trust in the office of ministry and may be made vulnerable by their own life situations. Abuse that betrays this trust is not only a traumatic experience for the victim(s), but it also represents a tragic breakdown of the character and commitment of the abuser. This breakdown threatens not only those immediately affected but also the well-

being and credibility of the church itself.

3.000 EDUCATION

3.100 *Purpose*

- 3.101** The most important use of this policy is to provide a healthy environment for mission and ministry in our presbytery free of the damaging effects of sexual misconduct. This policy and supporting material are best studied and used to educate persons in our presbytery ahead of time. This increases sensitivity to issues of sexual misconduct and may prevent incidents of it. Ongoing education enhances justice and wholeness among us. Widespread familiarity with these issues may help us minister to persons we know within and beyond the church to escape situations of sexual misconduct. Adherence to professional and personal standards of conduct and positive procedures serve to witness to our commitment to justice, wholeness, and faithfulness in the midst of a culture tolerant of inappropriate and damaging behavior and attitudes.

3.200 *Education at the Presbytery level*

- 3.201** The Presbytery shall provide appropriate educational and supporting material about this policy and maintain a list of resources concerning matters covered by this policy. The Presbytery shall maintain a list of persons trained in this policy and the subjects covered in it who can providing training and resource assistance.
- 3.202** The Presbytery shall display this policy prominently on the Presbytery's website and shall provide a link of this policy to each minister, Certified Christian Educator, Commissioned Ruling Elder, Commissioned Pastor, Inquirer or Candidate under care, volunteer, person serving on a Presbytery committee, or employee, upon that person's start of service within the Presbytery. Each such person shall be responsible for reviewing this policy. Not receiving or signing this policy does not permit any individual to be less obligated to conform to the Presbyterian Church (U.S.A.) Standards of Ethical Conduct or this policy.
- 3.203** Inquiries from the media regarding the content of this policy or of reported or alleged sexual misconduct shall be directed to the Presbytery Leader or Stated Clerk of the Presbytery. All others affected by this policy shall avoid contact with the media, including responses to inquiries.

3.300 *Education at the Congregational level*

- 3.301** This policy should be shared and discussed at the congregational level for educational purposes, assisting to raise the issues surrounding sexual misconduct and helping to foster healthy, just, and appropriate relationships within the community of faith. It remains the responsibility of the Session of each congregation to determine and implement any specific policy statements and educational processes for that congregation. This policy may be used as a model and revised as appropriate for congregational policies.

3.400 *Guidelines for Appropriate Relationships*

- 3.401** Living together in a community of faith means the ability to live free from unwelcomed touch, unwelcomed language, unwelcomed physical displays, and/or other forms sexual or verbal harassment or abuse. Living in faith means speaking the truth in what is unwelcomed behavior for each person's own wholeness and wellness.
- 3.402** The 210th General Assembly (1998) approved the *Standards of Ethical Conduct* for use by General Assembly entities and commended the standards to congregations, presbyteries, and synods as a model for study, approval and use. Among the principles and standards concerning many aspects of our common life, the standards speak of relationships within the church, including relationships of trust and authority, and relationships between individuals, including sexual and intimate relationships. These standards and the accompanying references examples in the integrated version provide excellent guidelines for appropriate

relationships and behavior. The text of the *Standards of Ethical Conduct* is available at https://www.pcusa.org/site_media/media/uploads/oga/publications/ethical-conduct.pdf

3.403 In honoring the sacred trust of relationships within the covenant community and observing appropriate boundaries, persons covered under this policy are obliged to be scrupulously attentive to maintaining appropriate behavior and relationships in the presence of children and youth and persons unable to give consent.

3.404 Persons covered by this policy are obliged to refrain from exploiting relationships within the community of faith for personal gain or gratification.

4.000 PREVENTION AND RISK MANAGEMENT

4.100 A statement of policy is empty if not backed by sound employment and management practices, procedures, and accountability. The Presbytery and its subordinate entities including Camp Whitman shall utilize best practices and due diligence in employing, training, and supervising staff to prevent sexual misconduct. Such procedures should include adequate application forms, references, and background checks of those seeking to be employed by the presbytery. The Presbytery Personnel Committee shall review the requirements of this policy with applicants and shall obtain written permission to conduct background checks as part of the application process before employment, including that violation of this policy is grounds for termination of employment or of the relationship.

4.101 The Presbytery shall utilize best practices and due diligence in engaging, training, and supervising volunteers to prevent sexual misconduct including requiring background checks for all volunteers working with children, youth, and those unable to give consent at Presbytery-sponsored events. The Presbytery shall obtain written permission from these volunteers to conduct background checks. If misconduct is suspected, the entity shall respond immediately and appropriately according to this policy.

5.000 INTERVENTION

5.100 To foster our commitment a safe, just, compassionate, and caring environment, it may occasionally be necessary for the Presbytery through its Committee on Ministry to intervene in situations of possible sexual misconduct. Any such intervention should be made cautiously and respectfully toward all persons and governing bodies involved.

6.000 PROCEDURES Reporting

6.100 In accordance with G-4.0302, any member of the Church engaged in ordered ministry and any certified Christian Educator shall report to civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of privileged communication as defined in G-4.0301 or (2) she or he is not bound by an obligation of privileged communication under law or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

New York State provides on-line training for all mandated reporters free of charge at <http://www.nysmandatedreporter.org/TrainingCourses.aspx>

6.101 Any persons who have cause to believe that conduct inappropriate under this policy has occurred should report their belief to the Presbytery Leader and/or Stated Clerk of the Presbytery of Geneva. It is not necessary to be a member of the Presbyterian Church (U.S.A.) to make such a report.

6.102 When there is a report, including a report based on rumor or hearsay, of sexual misconduct (as defined above) by a person covered by this policy that comes to the attention of the Presbytery Leader or Stated Clerk, then the Presbytery Leader or Stated Clerk shall request the Chairperson of the Committee on Ministry to appoint a Response Team according to section <<<<<<<<<

- 6.103 To make a formal allegation, the allegation must be in written form and signed by a member in good standing of a Presbyterian Church (U.S.A.) congregation, given to the Stated Clerk. The procedures of the Rules of Discipline shall then be initiated.
- 7.000 PROCEDURES: Response Team**
- 7.100 **Membership of Response Team**
- 7.101 The Misconduct Response Team will be drawn from persons trained in this policy, familiar with the dynamics of sexual misconduct, and able to maintain confidentiality. The chairperson of the Committee on Ministry, in consultation with the Presbytery Leader, shall appoint two persons from the Committee on Ministry. No person on the response team may be related to a complainant, an accused, a victim, or a congregation involved in the situation.
- 7.102 The chairperson of the Committee on Ministry will report to the Committee on Ministry only that a Response Team has been appointed without naming the individuals, parties, or congregation involved.
- 7.200 **Purpose of Response Team**
- 7.201 The Response Team's primary role is quick response, not investigation. It shall assess a situation to determine if it fits under this Sexual Misconduct Policy and report its findings to the Committee on Ministry; it is not a judicial process. Its purpose is to offer pastoral concern to individuals and congregations on behalf of the Presbytery, to develop an initial assessment of a situation, to present this policy, to clarify procedures and options, to document that these policies and procedures have been presented, to empower individuals to appropriately utilize the steps outlined in this policy, and to witness to justice and compassion for all involved.
- 7.202 The work of the Response Team shall be conducted in a confidential manner (that is, on an authorized-to-know basis, in contrast to the maintenance of strict privacy). Its work shall not be investigatory in nature, nor shall it interfere with or replace the investigatory requirements of the Rules of Discipline (D-10.0200).
- 7.203 At the beginning of each meeting or interview, the Response Team shall inform the parties that it represents the Committee on Ministry, and, conducts its work as such, subject to the confidentiality and accountability rules of the Committee on Ministry. Matters shared with the Response Team must not be considered secret, "off the record," or somehow privileged and that the members of the Response Team retain the right to file an allegation beginning disciplinary proceedings and may be called as witnesses. If the Response Team becomes aware that alleged sexual misconduct involves minors or persons unable to give consent, the Response Team will be obligated to report the allegation to the civil authorities and WILL file formal allegations with the Stated Clerk of the Presbytery (see section 8.000 of this policy).
- 7.204 Response Team may meet with individuals and parties to assist them in understanding sexual misconduct, these policies and how to determine if misconduct may have occurred, and how to avoid at-risk behaviors or circumstances.
- 7.205 Response Team shall document their contacts, recording the types of information and procedures they have shared and with whom.
- 7.206 After describing forms of sexual misconduct as defined in this policy, the Response Team may tell the parties, "This is a definition of sexual misconduct. If anything has happened which fits this definition, then here is what you would do next." The Team should not seek out other reporters or other information.
- 7.207 The Response Team ordinarily shall make a written report to the Chairperson of the Committee on Ministry, the Presbytery Leader, and the Stated Clerk within seven to ten days of being appointed. This report shall include

1) a summary of information received and presented; 2) the status of activities to date; 3) the basic options available to the involved parties; 4) a recommended possible course(s) of action. This report shall be given to the parties involved and shall become part of the congregational and personnel files maintained by the Presbytery.

7.208 If a formal allegation is filed with the Stated Clerk, the Response Team shall be dismissed and the Stated Clerk will initiate the Judicial Process.

8.000 PROCEDURES: Formal Complaint

8.100 If a formal complaint is made, disciplinary proceedings in accordance with the Rules of Discipline of the *Book of Order* will be initiated.

8.101 If the alleged misconduct results in civil proceedings, the Presbytery is obliged to defer to the guidance of the civil authorities including the temporary suspension of the investigation process. In such cases, the Rules of Discipline provide guidance on the extension of the required time limit for filing charges in D-10.40. The Chair of the Investigating Committee shall maintain regular contact with the civil authorities until the civil matter is resolved.

9.000 PROCEDURES: Congregational Support Team

9.101 Membership of Support Team

9.102 When a formal allegation against a person covered by this policy, who is serving a local congregation, has been filed with the Stated Clerk, the Committee on Ministry chairperson shall appoint a Congregational Support Team. The Support Team will be drawn from a pool of persons trained in this policy, familiar with the dynamics of sexual misconduct, and able to maintain confidentiality. The chairperson of the Committee on Ministry, in consultation with Presbytery Leader may appoint persons from the pool to be a Support Team. So far as possible, each team shall include at least one male, at least one female, at least one minister, and at least one elder. A member may be counted for more than one category. No person on the Support team may be related to a complainant, an accused, a victim, or a congregation involved in the situation.

9.103 Ordinarily, the Support Team will be constituted by the chairperson of the Committee on Ministry in consultation with the Presbytery Leader and will be coordinated through the Committee on Ministry.

9.200 Purpose of Support Team

9.201 The Support Team's primary role is of pastoral support, not judicial process. Its purpose is to offer pastoral concern to individuals and congregations on behalf of the Presbytery, to provide an ongoing assessment of a situation, to offer information, to interpret this policy, to clarify procedures and options, to offer counsel or education to individuals and congregations on preventing misconduct, to strengthen accountability, to assist the parties in securing appropriate assistance or counseling and consulting services, and to witness to justice and compassion for all involved in the situation.

9.202 The work of the Support Team shall be conducted in a confidential manner (that is, on a need-to-know basis, in contrast to the maintenance of strict privacy). Its work shall not be investigatory in nature, nor shall it interfere with or replace the investigatory requirements of the Rules of Discipline (D-10.0200).

9.203 The Support Team may provide expertise in planning and leading informational meetings, suggest resources and referrals, interpret these policies and/or disciplinary procedures. The Support Team may work with a Session to coordinate longer-term, broader, or other responses to a situation covered under

this policy.

9.204 At the beginning of any meeting, the Support Team shall inform the parties that it represents the Committee on Ministry, and, conducts its work as such, subject to the confidentiality and accountability rules of the Committee on Ministry.

9.205 The Support Team shall regularly report to the Committee on Ministry 1) ongoing assessment of the situation; 2) status of actions to date; 3) any recommendations. It shall make a final summary report, possibly with recommendations, when Committee on Ministry deems it appropriate to dismiss the Support Team. These reports shall be given to the parties involved and shall become part of the congregational and personnel files maintained by the Presbytery.

10.000 ADMINISTRATIVE LEAVE

10.100 When a written statement of any alleged sexual misconduct, as defined in section 1.200, has been received against a minister of Word and Sacrament under the jurisdiction of the Presbytery, the procedure outlined in the Rules of Discipline D-10.0106 regarding Administrative Leave for sexual abuse will be followed.

10.101 If the allegation of misconduct involves an employee of the Presbytery, the Personnel Committee of Presbytery will immediately place the employee on administrative leave. Such leave will continue until resolution of the matter in one of the ways prescribed by the Book of Discipline.

10.102 If the allegation of misconduct involves a volunteer in the Presbytery, the General Council of Presbytery will immediately place the volunteer on a leave of absence from serving on committees, attending meetings, and participating in Presbytery activities.

10.103 If the allegation of misconduct involves a non-minister employee or volunteer of a local congregation, the Session will be counseled by General Council to place the employee on administrative leave or the volunteer on leave of absence. In the event the Session is unwilling or unable to act, Presbytery will form an Administrative Commission. The charge to the Administrative Commission will be to assume jurisdiction over personnel matters, including placing the individual on administrative leave/leave of absence. The charge may include other duties as specified by Presbytery.

10.104 There may be other circumstances when it may be wise to place a person on administrative leave or leave of absence. Such circumstances will be considered on a case-by-case basis.

11.000 SANCTIONS

11.101 If a person covered by this policy is found guilty by a Permanent Judicial Commission, the commission has the authority to censure the individual as described in the Rules of Discipline D-12.0000.

11.102 In addition to the ecclesiastical provisions, a person covered by this policy who have been found in violation of this policy may be subject to further civil, criminal, and employment consequences which may include suspension or termination of employment.

11.103 Presbytery employees (including volunteers) who have been found in violation of this policy may be subject to further civil, criminal, and employment consequences which may include suspension or termination of employment. Volunteers found in violation shall not be able to serve as a volunteer in any capacity within the Presbytery

12.000 DISCLOSURE

12.101 When information or allegations of new or recent incidents of sexual misconduct by a person covered by this policy has been received sufficient to inaugurate a Response Team, a formal disciplinary process, or the notification of civil authorities, the Session or the appropriate governing body of the entity shall make plans in cooperation with the Committee on Ministry, the Presbytery Leader, the Stated Clerk, and other parties to

make a prompt public disclosure of the situation to the congregation or entity. The disclosure must be handled with sensitivity and honesty and due process protections for all, including the victims and their families, accusers and their families, the accused and their families, the congregation members, and the community. It is appropriate to seek the services of experts in the field to assist in the disclosure.

12.102 As part of such public disclosure it is appropriate for a Congregational Support Team to work with the congregation.

13.000 Presbyterian Church (U.S.A) Council Concerns

13.100 *Connectionalism*

13.101 Because our Presbytery is connected to the entire denomination as one community in Christ, our concern for a safe, just, compassionate, and caring environment leads us to recognize our responsibility to the Presbyterian Church (U.S.A.) to uphold the Standards of Ethical Conduct and the sexual misconduct policies of the other church councils. This Presbytery shall not condone or shelter sexual misconduct by silence or omission in the movement of persons covered by this policy from and into the bounds of this Presbytery.

13.200 *Disclosure upon Transfer*

13.201 In the case of a minister of the Word and Sacrament, Certified Christian Educator, or a Commissioned Ruling Elder or Commissioned Pastor who seeks either to transfer membership to another presbytery or labor beyond the bounds of this Presbytery, the Presbytery Leader, Chairperson of COM, or designee, authorized to give a reference shall be obligated to provide complete information regarding civil, criminal, or ecclesiastical allegations, inquiries, and administrative or disciplinary action sustained or pending related to sexual misconduct and the applicant.

14.00 Glossary of Definitions

Accused is the term used to represent the person against whom a claim of sexual misconduct is made.

Accuser/Victim is a term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy or a person claiming to have been abused by a person covered under this policy. The accuser/victim may or may not have been the victim of the alleged sexual misconduct. (See also Child Sexual Abuse.) A person such as a family member, friend, or colleague may be the accuser.

Administrative Commission See Book of Order G-3.0109b

Administrative Leave is an employee or pastor's authorized and/or mandated absence from duty without loss of pay and without charge to leave.

Child sexual abuse: see section 1.200

Church when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.). Church when spelled with the initial in lowercase refers to local churches. The word congregation is used loosely for members and congregants.

Civil Authorities are the governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

Civil Law is the body of municipal, state, and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular law.

Congregant is a person, who, though not a formal member of a Presbyterian church, has participated in Presbyterian witness, mission, or ministry. This may be, for example, one who has attended worship services, sung in a church choir, received pastoral care or counseling, attended Christian Education programs, etc.

Consent Sexual Abuse of Person Unable to Give Consent includes but is not limited to, any contact or interaction between a child (under the age of eighteen) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. Inability to give consent also includes any contact or interaction between two adults if the adult victim is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

Employee is the comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

Entity is the term used to refer to any program or office managed by the Presbytery.

Mandated Reporter is described as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse that come to their attention. In accordance with G-4.0302, any member of the Church engaged in ordered ministry and any certified Christian Educator shall report to civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of privileged communication as defined in G-4.0301 or (2) she or he is not bound by an obligation of privileged communication under law or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

Member, as used in reference to a congregation, pertains to all who belong to a particular congregation of the Presbyterian Church (U.S.A.) in accord with the requirements of the Book of Order G-1.03. As used in reference to a presbytery, the term pertains to all who belong to a particular presbytery of the Presbyterian Church (U.S.A.) in accord with the requirements of the Book of Order, G-2.0503

Misuse of technology: see section 1.200

Offense, See Book of Order, Rules of Discipline, D-2.0203b

Persons Covered by this policy include all persons serving in any capacity under the authority of the Presbytery of Geneva upon beginning service

Rape or sexual contact by force, threat, or intimidation: see section 1.200

Reasonable Suspicion is a subjective criterion that refers to a belief or opinion based on facts or circumstances of sexual misconduct that are sufficient enough for a prudent person to want to inquire further, to take protective action, or report to authorities. State child abuse reporting laws may include wording that indicates what degree of suspicion or knowledge gives rise to the duty to report.

Response is the action taken by the governing body or entity when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances. (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for accuser/victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

Sexual abuse: see section 1.200 **Sexual**

Harassment: see section 1.200 **Sexual**

Malfeasance: see section 1.200 **Sexual**

Misconduct: see section 1.200

Staff refers to a person who is either an employee or a volunteer sanctioned to perform a function on behalf of this Presbytery or one of its entities.

Volunteer is the term used for those who provide services for **Presbytery** and entities of the Church and receive no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, committees, and other groups. For purposes of this policy, volunteers are treated the same as employees. Liabilities of the governing body or entity may be the same for volunteers as for employees.

ATTACHMENT B

Presbytery of Geneva **Financial Policies and Procedures**

The Presbytery of Geneva lives to support and equip Congregations and leaders to be Christ in the Finger Lakes and the World.

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I. INTRODUCTION

The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.

The following are overlying principles that should guide us in our decision formation.

It is the intention of the Presbytery to be a responsible corporate citizen. The Presbytery shall pay its lawful debts in a timely manner in order to minimize the Presbytery’s cost of operation and to achieve the maximum effectiveness of its resources. Committee actions shall be taken under the broad concepts of stewardship and fiduciary responsibility. All actions shall be motivated by the principles of fairness and equity.

Principle of Stewardship – Resources shall be used wisely and for the growth of the whole Church. Presbytery’s purpose shall be to support and equip congregations and leaders to be Christ in the Finger Lakes and the world. The effectiveness of the Presbytery and its member churches shall be measured in terms of the ability to create a vibrant, loving, and active community. Healthy financial management is absolutely necessary to achieve this effectiveness.

Principle of Fiduciary Responsibility – The Presbytery’s funds shall be expended wisely and in a prudent way. In the event income does not meet expenditures, the Operations Committee shall recommend fair and equitable methods to minimize expenses for the good of the Presbytery as a whole, and to ensure its extended welfare.

Principle of Fairness and Equity – The Operations Committee shall undertake its duties with the overriding principle that all churches in the Presbytery, all Presbytery committees and their programs and goals, as well as all individual Presbytery members, shall be given equal consideration in the administration of Presbytery funds.

APPLICABILITY

These policies become effective upon final enactment by Presbytery, November 17, 2018. It is the intent of Presbytery that these policies replace and supplant any and all previously enacted policies, procedures or guidelines relating to finance, investments, and asset management of the Presbytery, and upon the adoption of these consolidated policies, such previously-enacted policies, procedures and guidelines are repealed and shall be null and void.

In the event of any conflict or inconsistency between these policies and the Presbyterian Church (U.S.A.) Constitution, applicable New York State or federal law, the provisions of the church order, state, or federal law shall prevail.

II. PRESBYTERY FUNDING POLICIES

A. Presbytery Income

1. Per Capita

a. Background

In order to meet the obligations of being a connectional church, the Presbytery of Geneva, as well as the Synod of the Northeast and the General Assembly, may choose to direct per capita apportionments to sessions within their bounds (in accordance with Book of Order G- 3.0106). Per Capita is a fair way of distributing support for larger church councils among all church members. While the Presbytery does not have the power to compel a session to contribute to per capita, it is a moral obligation, the fulfillment of which visibly demonstrates the covenantal ties that bind us as the one church of Jesus Christ.

b. Determination

The Operations Committee will recommend the annual per capita amount, including Synod and General Assembly per capita, to General Council as part of the annual operating budget process. The General Council is responsible for bringing the annual budget, including per capita apportionments, to Presbytery for approval

c. Collection

Sessions of the Presbytery of Geneva may collect Per Capita from members and forward it to the Presbytery. Sessions are encouraged to collect per capita throughout the year and forward the collection to the Presbytery on a monthly basis. The Operations Committee will review the contributions to per capita from the churches quarterly and offer encouragement and interpretation to all congregations. Presbytery may explore additional methods for funding per capita obligations.

d. Remittance to Synod and General Assembly

The Presbytery is responsible for remitting per capita to the Synod and General Assembly. Ordinarily, the Presbytery will submit quarterly payments to the Synod and General Assembly.

e. Interpretive material regarding Per Capita requested by Presbytery, Synod and GA shall be made available to the churches at least annually.

2. Mission Giving Process

a. Annually, requests shall be made to each church to report its intended mission support of the Presbytery of Geneva, the Synod of the Northeast, and General Assembly PC (U.S.A.). A recommended percentage of mission support for each higher Council will be included in this request.

b. Churches shall be urged to make contributions monthly to mission support.

c. The most current reports of the contributions received for mission Support shall be submitted at each meeting of the Operations Committee.

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- d. Interpretive material regarding mission ministries undertaken by the larger church shall be made available to the churches at least annually by the Mission and Witness Committee.
- e. Presbytery shall forward to the Synod and General Assembly those funds received on their behalf.

3. Grants

Grants provided by Synod and General Assembly will be distributed by the Presbytery for funding of programs designated by the purpose and terms of the grant.

4. Gifts from Individuals or Congregations

The Trustees of the Presbytery shall accept or reject all restricted gifts

Restricted gifts refer to restrictions by the donor regarding the use of principal and earnings.

Designated gifts refer to designations by the donor regarding the use or purpose of the gift. Designated gifts that exceed the anticipated expense for a given item may be disbursed by decision of the Trustees, in consultation with the donor when possible.

5. Designated Funds

The Trustees may choose to maintain several designated funds for the purpose of long-term projects. The use of such funds is subject to the stated purpose for these funds.

Such designations may only be changed by action of the Trustees.

6. Gifts of Marketable Securities

Gifts of marketable securities to the Presbytery shall be liquidated for cash as soon as possible and used for the purposes for which the gift was given.

7. Special Offerings

- a. The Presbytery, upon recommendation of the General Council may approve a Presbytery-wide special appeal for funding projects or programs that further the mission of the Presbytery.
- b. Previously budgeted allocations will not suffer reduction as a result of the special appeal. The General Council will insure that adequate informational materials are provided to enhance and deepen the entire Presbytery's understanding of our mission.
- c. It is understood that a church's giving to such requested funds is over and above the giving church's established commitment to General Assembly, Synod of the Northeast, and Presbytery of Geneva mission and per capita.
- d. The Presbytery shall encourage churches to respond with generosity to the Special Offerings of the General Assembly (One Great Hour of Sharing, the Peace and Global Witness Offering, the Pentecost Offering, and the Christmas Joy Offering), and other special appeals as they may arise.

B. Presbytery Expenses

All invoices and vouchers will be recorded with appropriate account lines by the Office Administrator and reviewed and approved by the Head of Staff prior to payment.

1. Direct Operating Expenses

- a. Expenses associated with the physical operation of the Presbytery office, such as gas, electricity, water, sewer, telephone, insurance, etc., shall be paid once bills are verified as accurate by the Head of Staff or Treasurer in the absence of the Head of Staff. If an expense is deemed inappropriate or generates

cause for concern, the billing will be referred to the Operations Committee for further review.

- b. Payroll is administered by the Presbytery office staff. The Camp Director administers payroll for Camp Whitman employees. Payroll reports are reviewed by the Head of Staff. The Operations Committee annually recommends appropriate compensation for all employees. Compensation is subject to approval in the annual budget by the Presbytery. The Presbytery may contract with an outside payroll service to have all paychecks issued and withholding taxes and reports filed in a timely fashion to appropriate agencies.

2. Other Expenses

- a. All expenses generated by Committee or Presbytery actions shall be paid only upon receipt of a voucher properly approved by the Presbytery chairperson of the specific committee, with such approval verified by the Head of Staff or Treasurer in the absence of the Head of Staff.
- b. By approving the voucher, the Head of Staff is verifying that, to the best of his/her knowledge, the approved expenditure is prudent, properly authorized, within approved budgeted amounts, and advances the mission of the Presbytery.

3. Reimbursable Expenses of the Presbytery

Expenses for conducting presbytery business may be reimbursed for travel, mileage, meals, and miscellaneous expenses of either volunteers or employees of the Presbytery. Expenses shall be paid only upon receipt of a voucher, properly approved by the Head of Staff.

Reimbursement is dependent upon IRS guidelines. Policies are as follows:

- a. *Travel Expenses*
Travel shall be reimbursed at the most reasonable fare available for public accommodation and supported with a receipt.
- b. *Automobile Expenses*
Mileage expense reimbursement for employees shall be equal to the amount set by IRS guidelines for reimbursements used "in trade or business." Mileage expense reimbursement for volunteers shall be equal to the amount set by IRS guidelines for reimbursements used "for charitable purposes."
- c. *Meal Expenses*
Reimbursement requests for meals must be accompanied by the original, itemized receipt, along with a credit card receipt (the credit card summary alone will not be accepted for reimbursement). Alcoholic beverages are excluded from reimbursement.
- d. *Miscellaneous Expenses*
A receipt shall support any miscellaneous expenses that a person expects the presbytery to reimburse. A spouse's expenses are not reimbursed nor are personal items, including over-the-counter medications, toiletries, etc.

III. ADMINISTRATIVE PROCEDURES

A. Accounting for Cash and Other Valuable Items

1. Cash

- a. Cash refers principally to currency and checks received in the normal course of operations. The office staff and the Bookkeeper shall be responsible for controlling the receipt, accounting for, and disbursement of the Presbytery's cash.

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- b. The Office Administrator shall oversee the recording of all cash received by the Presbytery in support of its operations. Records will be maintained by the Office Administrator, who will detail the source, proper disposition, and accounting for all cash received and disbursed. A log of all cash will be prepared at least weekly and checked and signed by the Head of Staff and recorded by the Bookkeeper.
- c. The Office Administrator shall also oversee the deposit of all cash into the Presbytery banking accounts. Deposits shall be made weekly. Cash should not be left in the Presbytery offices over a weekend. Until a deposit is made, cash will be kept in a secure place in the Presbytery office.

2. Other Valuable Items

Securities and other valuable items presented to the Presbytery will be itemized and will be maintained securely until deposited into an appropriate secure repository, such as the Presbytery's investment account

B. Disbursements

1. All disbursements shall be made from the Presbytery accounts. Presbytery committees shall not maintain separate accounts of any type to handle committee disbursements.
2. Committees may maintain internal reporting of and accounting for expenditures for the purpose of managing committee operations.
3. All disbursements shall be supported by a properly approved voucher or stamped receipt. Required receipts will be retained in Presbytery office.
4. All payments will be made by a check or electronic transfer drawn on the appropriate funding account. This is in part to provide an audit trail, but also to discourage the maintenance of cash in the Presbytery office.

C. Checking Account Balance

It is intended that the balance in the checking account be a minimum amount to fill regular operating needs and a level of emergency cash for unforeseen needs.

D. Authorized Signatories

Authorized signatures may include those of the Treasurer and any two Trustees. Two signatures shall be required for disbursements that exceed \$10,000. Multiple checks or partial payments are not permitted to circumvent this limitation. The Operations Committee will maintain a current list that shall specify those with the authority to sign vouchers and share this with the Bookkeeper.

E. Voucher Procedures

1. A properly approved voucher for reimbursable expenses shall be presented to the Office Administrator for reimbursement. The voucher shall have all normal available receipts and invoices attached. Expenses without receipts shall be itemized in detail. The appropriate account for reimbursement shall be specified on the voucher. Payment will not be made without a properly approved voucher. Reimbursement of staff expenses not reported within 90 days of the expense will be forfeited.
2. Expenditures by the Head of Staff shall be approved by the Chair of the Operations Committee or other approved signatories
3. Expenditures by Camp Whitman Staff shall be authorized by the Camp Director and approved by the Head of Staff.
4. Expenditures by Camp Director shall be approved by the Head of Staff.

F. Analysis and Comparison of Budget and Actual Expenditures

1. Reporting to Presbytery

The Treasurer shall oversee the preparation of clear and accurate reports of the financial condition of the Presbytery. The Treasurer, through the Operations Committee, will present the reports to the General Council. The Operations Committee shall also present these reports to the Presbytery at each stated meeting of the Presbytery.

2. Recommendations for Expenditure Adjustments

When the Operations Committee notes that the Presbytery, or a committee thereof, is varying significantly from its annual budget, the Operations Committee shall suggest actions to the General Council in order to maintain financial stability and budget integrity. This action may take the form of spending limits or deferrals, identification of alternative funding sources, or committee budget reallocations.

Budget reallocations shall occur only by

action of Presbytery upon recommendation by the General Council.

3. Carryover of Unused Budget Amounts

It is not the practice to carry over unexpended allocations to the subsequent fiscal year. Exceptions to this may only be made by action of the General Council.

Following the principles of stewardship, it is also not the practice to spend out lines at the end of the year unnecessarily.

G. Review and Certification of Annual Financial Review

All funds shall be reviewed annually. The Operations Committee shall select an outside accounting firm, receive and forward the firm's report to the General Council and Presbytery. The Operations Committee will implement recommendations as necessary, evaluate control suggestions by the accountant, and monitor process changes to minimize or eliminate deficiencies.

H. Determination of Service Providers

Presbytery employees and volunteers who are entrusted with choosing outside service providers should base their judgment on which service will provide the best value for the Presbytery, i.e. the most appropriate services, at a reasonable cost, considering the benefits to the Presbytery.

Services should be reviewed annually to determine that the provider continues to represent the best value to the Presbytery for the expenditure of funds.

I. Capital Fund or Building Programs

1. Regarding Selling or Encumbering Congregational Property: The

Constitution of the Presbyterian Church (U.S.A.), Book of Order G 4.0206 states:

a. A congregation shall not sell, mortgage, or otherwise encumber any of its real property and it shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery transmitted through the session of the congregation.

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

2. The Trustees of the Presbytery of Geneva approves all such transactions that will exceed 25% of the church's annual budget.

3. In order to receive approval, Sessions must submit the following items to the Trustees:

a. A copy of the current year's annual budget,

b. A budget for the specified work, campaign, or transaction.

4. The Presbytery encourages congregations which enter into capital fund or building program to remember the mission of the whole church and to consider adding a mission contribution for Presbyterian mission as a component of their fundraising efforts.

J. Additional Policies

1. The Presbytery shall use accrual accounting and follow Generally Accepted Accounting Principles [GAAP].
2. Financial reports, such as the Balance Sheet and the Operating Statement, will be established, formatted, and modified by the Bookkeeper at the direction of the Operations Committee.
3. Before reconciling the checking account each month, the Office Administrator will email the electronic statement to the Bookkeeper. The Treasurer will review the reconciliations regularly.
4. The Treasurer will be responsible for the management of all short-term (less than one year) cash needs of the Presbytery. The Treasurer may move funds between the checking account and a short-term cash management fund, as the need dictates, after approval of the Operations Committee.

IV. CREDIT CARD POLICY

A. General

Credit cards may be issued to employees who incur expenses that ultimately will be paid by the Presbytery of Geneva. These expenses may include travel and other costs incidental to fulfilling their responsibilities. Charges to the cards shall be documented with receipts, invoices, or other supporting evidence of the nature of the expenditure and submitted for approval. Expenses that are not ultimately the responsibility of the Presbytery of Geneva should not be charged on the credit cards. An expenditure that would not be eligible for reimbursement by the Presbytery of Geneva if paid in cash or with a personal charge card should never be charged on the Presbytery of Geneva's credit card. Employees who use Presbytery of Geneva credit cards for expenses not related to the Presbytery of Geneva or Camp Whitman on Seneca Lake will have their credit card revoked, shall immediately repay all personal charges, and may be subject to other actions by the presbytery. Persons authorized to administer the credit accounts are the chair of the Operations Committee and the Chair of the General Council. Any person who becomes aware of personal use, other than by one-time accident, should advise the Operations Committee and the Chair of the General Council to cancel the credit card.

B. Submission Process

Each month, expenses charged on the credit card should be reported to the Office Administrator on the approved form, together with supporting detail sufficient for an approver, Bookkeeper, Treasurer, or independent auditor to be able to verify the expenses as being Presbytery of Geneva-related. The form should be submitted to the next highest level of authority for review and approval for payment. Generally, the Head of Staff or Camp Director would approve expenses of other employees, however, all credit card expenses are reviewed by the Head of Staff. The Head of Staff should submit his/her expense voucher to the Chair of the Operations Committee for approval.

V. RECORD KEEPING

- C. The permanent paper financial records of the Presbytery shall be kept in secure files or cabinets in the Presbytery office including the Presbytery

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incorporation documents, checks, documents pertaining to Camp Whitman property, and other irreplaceable paper documents

D. The Presbytery shall use up to date accounting software to maintain and store financial records. Additional records may be stored electronically by the payroll service, the Board of Pensions, the bank, the Presbyterian Foundation, or other partner institutions. All electronic files and platforms are secured by the Presbytery's Information Technology Disaster Recovery Policy.

C. The Presbytery will follow the recommended record retention guidelines of the Presbyterian Historical Society when possible.
<https://www.history.pcusa.org/services/records-management/records-mid-councils>

VI. PRESBYTERY INVESTMENT POLICY

E. The purpose of this investment policy statement is to establish a clear understanding of the investment policy, guidelines and objectives for the invested monetary assets of The Presbytery of Geneva.

F. The intent is that all the financial assets other than those in the near-term category are to be managed with the aid of a professional investment advisor or one or more investment management firms under oversight of the Trustees with annual review.

G. Policy for the Professionally Managed Investments

1. The intent of this investment plan is to be sufficiently specific to be meaningful but flexible enough to be practical.

2. Portfolio assets shall be invested to provide preservation of principal and capital growth for the benefit of the Presbytery of Geneva. The first objective is preservation of capital. Therefore, the Presbytery of Geneva expects this objective to be fulfilled within the levels of economic risk that a prudent person would take under various economic conditions. The Presbytery of Geneva reserves the right to modify these economic objectives periodically in light of changing rates of inflation.

3. The appropriate time period for the portfolio to be measured, in the context of the objectives, shall be a full market cycle, which should approximate a three to five year period.

4. The Presbytery of Geneva requires that any investments made on its behalf by the investment manager recognize the Divestment List compiled by The Committee on Mission Responsibility Through Investment of the Presbyterian Church (U.S.A.) and published on an annual basis.

<https://www.presbyterianmission.org/ministries/mrti/>

VII. PRESBYTERY CAPITALIZATION POLICY

The Presbytery of Geneva shall capitalize any item, equipment, or software that costs more than \$1,000 and is expected to last at least three years. Capitalized items shall be depreciated over their estimated useful lifetimes.

VIII. ACQUIRED ASSETS

H. Acquired Assets are any assets received by the Presbytery from the dissolution of a congregation. Acquired Assets may include, but not be limited to, the proceeds of the sale of real and/or tangible and intangible property, personal property, bank accounts, pledges received, securities, and other investments, cash on hand, and notes and loans receivable. The use of Acquired Assets governed by this policy

shall be recommended to the Presbytery by the Operations Committee, in consultation with General Council. Whenever relevant, the preferences of the dissolving congregation, as determined in consultation with the Administrative Commission, will be taken into consideration.

- I. In recommending to the Presbytery the use of acquired assets, the Operations Committee shall give first consideration to the Presbytery mission goal of supporting and equipping congregations and leaders to be Christ in the Finger Lakes and the world.

IX. RESPONSIBILITIES

- J. The Operations Committee is responsible for assuring ongoing compliance with these policies. In the event the Bookkeeper, Head of Staff, or Office Administrator is unable to fulfill his or her responsibilities within the scope of these policies, the Treasurer may act on his or her behalf until the Presbytery Operations Committee has resolved the situation. In the event the Treasurer is unable to fulfill his or her responsibilities within the scope of these policies, Presbytery General Council shall appoint a Treasurer Pro Tempore who shall serve until the Presbytery Nominating Committee can present a candidate for permanent Treasurer to the appropriate stated meeting of Presbytery.
- K. Proposed revisions to this policy shall be submitted to the Operations Committee, which shall prepare them for presentation to the General Council for approval prior to presentation to the Presbytery for adoption. Revised policies and procedures will be forwarded to clerks of session and posted publicly on the Presbytery website.

ATTACHMENT C

[Submitted by Virginia Champlin, Commission member]

2018 Winter Quarterly Meeting

Synod of the Northeast Mission and Ministry Commission

November 2-3 at Stony Point Conference Center

25 in attendance: 6 staff - 12 Presbytery Representatives – 2 Racial Ethnic Caucus Representatives – Presbyterian Women Representative – Recording Clerk

- ✓ Guests Edwin Gonzales-Castillo (PDA Hurricane Consultant for Puerto Rico) and David Myers (PDA Senior Advisor 2017 Hurricane Recovery) reported on the status of Puerto Rico following Hurricane Maria hit in 2017
 - Entire Island hit
 - Slow going obtaining both materials and contractors
 - Lots of blue roofs
 - Challenges
 - Non working or non existent stop lights
 - Access to medical resources and supplies
 - Access to clean water
 - Rationed gas
 - Non working ATMs
 - Agriculture was severely affected

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- Coffee will soon be hard to locate
 - Electricity
 - 45 of 75 churches affected
 - FEMA can give grants only to those folks that had clear titles for homes
- Money and Wal-Mart Gift cards are greatly needed
- Grateful to a church in Cayuga-Syracuse that donated an Ice Machine
- Synod is sponsoring two work weeks
 - February 16-23 = at least 20 from Elmira First attending
 - February 23-March 2 = many attending from Tonawanda Church with their pastor the Rev. Leslie Latham
- ✓ Young Ministry Leaders defined
 - Under 40 and over 21
 - Ministry Leaders / Elders/ Deacons / CRE / Youth Group Leaders
- ✓ Network Working Group
 - Heard the future direction of this working group
 - The current Networks will continue as they are
 - Will be working on forming “Interest Groups” which do not require an application process and perhaps require no funding
 - One possible – Poor People Campaign
- ✓ Mission Working Group
 - Reviewed Campus Ministry applications and made awards
 - Reviewed Campus Ministry Grant Priorities
 - Impact on campus community
 - Deep engagement with spirituality
 - Reflects Synod values & commitments
 - Multiple Presbyterian connections
 - Innovative ministry approaches
 - Financial need & opportunity
 - Reviewed suggested schedule for submitting Innovation Grants & Campus Ministry Grants
- ✓ Approved a 4% pay increase for all Synod employees
 - Note: There has not been any increase in salaries in 4 years
- ✓ White Privilege Conference – March 20-23, 2019 in Cedar Rapids, Iowa
 - Three Scholarships will be offered

Future Synod Dates:

- ✓ Mission & Ministry Commission – January 25-26, 2019
- ✓ Mission & Ministry Commission – May 3-4
- ✓ Mission & Ministry Commission – September 27-28
- ✓ Synod “Come to the Table” – November 8-9 @ Stony Point
- ✓ Mission & Ministry Commission – January 3-February 1, 2020
- ✓ Mission & Ministry Commission – May 1-2
- ✓ Mission & Ministry Commission – September 25-26

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✓ Synod Assembly – November 6-7