

**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 Tuesday May 19, 2019 at the First Presbyterian Church, Canisteo, New York.

**GATHERING FOR SHARED WORSHIP AND WORK**

**GATHERING**

Immediately before the convening, Val Fowler, with guitar and leading *Guide My Feet (While I Run This Race)* called presbyters to make their way to the sanctuary for the presbytery's Shared Work.

**CALL TO ORDER**

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

The Presbytery shared their concern for Glenn Kennedy (Painted Post), who has had to step back from his election as Moderator, due to health reasons.

The Moderator offered the opening prayer

**ROLL**

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

Name	Jan 26	Mar 19	May 28	Sept 24	Nov 19
Bhasker, Stanley – Bath, Bath	Ex	P			
Crimmins, Betsey – Elmira, First	Ex	P			
Delhagen, Kyle – Palmyra, Western (RCA, Formula of Agreement)	P	P			
Donnan, Ellen – Dundee, First / Junius, Junius	P	P			
Griffis, Katherine – Hornell, United	P	P			
Grohman, Deb – Ontario, Ontario	P	P			
Heimberger, Gail – Sodus, First United	P	P			
Incze, Bruce Imre – Arkport	P	P			
Kennedy, Glen – Painted Post, United (Stated Supply)	Ex	Ex			
Lester, Donald – Howard, Union*	A	A			
Lind, Deborah – Geneva, The Presbyterian Church of Geneva	P	P			
Loving Austin, Amy – Bellona Memorial / Seneca # 9	P	P			
Lostetter, Robin – Naples, Trinity Federated	Ex	Ex			
Malles, Paul – Penn Yan, First	P	Ex			
Marr, Peter – Addison, Addison (Stated Supply)*	A	A			
Masters, Ben – Hector & Lodi	P	P			
Mellgard, Rob – Ovid Federated	P	P			
Mergener, Christopher – Newark, Park	P	P			
Milne, Anita -- Waterloo	P	A			
Milne, Cara – Watkins Glen	P	A			
Ntuala, Leah – Seneca Falls, First	Ex	P			
O'Leary, Lucinda – Rock Stream (Stated Supply)*	A	A			
Peeples, Cheryl – Trumansburg, First Ulysses	P	P			
Riehl, Kirianne Weaver – Ithaca, First	A	P			
Slater, Sabrina – Spencer, Christ the King Fellowship Presbyterian Church	P	P			
Stone, Denise – Big Flats	P	A			
Tierson, A.J. – Phelps / United Shortsville, Shortsville (Stated Supply)	P	Moved	UCC	PA	
Ugoretz, Jeffrey – Corning, First	A	P			
<b>TOTAL PRESENT</b>	<b>18</b>	<b>18</b>			

**PRESBYTERY OF GENEVA  
FIRST PRESBYTERIAN CHURCH, CANISTEO, NY  
MICHELLE SERRA, TEMPORARY SUPPLY (NON-ORDAINED)**

**STATED MEETING  
March 19, 2019**

<b>TOTAL EXCUSED</b>	<b>6</b>	<b>3</b>			
<b>TOTAL ABSENT</b>	<b>5</b>	<b>6</b>			

**MINISTERS IN VALIDATED MINISTRIES / MINISTERS AT-LARGE**

(V = Validated ~ AL = At-large)

<b>Name</b>	<b>Jan 26</b>	<b>Mar 19</b>	<b>May 28</b>	<b>Sept 24</b>	<b>Nov 19</b>
Ashby, David (V) – <i>Interim Pastor, United Church of Canandaigua, NY</i>	P	A			
Campbell, Anne (AL)	A	A			
Delhagen, Harold (V) – <i>Synod Executive, Synod of the Northeast</i>	A	Ex			
Duncan, Russell (V) -- <i>United Church of Salem, Salem, VT (UCC)</i>	Ex	Ex			
Fitzgerald, Janice (V) -- <i>Robinson Memorial PC, Syracuse, NY</i>	P	Ex			
Frank, Aaron (AL)	P	P			
Haines, Todd (AL)	A	A			
Huling Hummell, Cynthia (AL)	A	P			
McCollister, Dan (AL)	A	A			
McDonald, John (AL)	Ex	Ex			
Preisendanz, David (AL)	Ex	Ex			
Tierson, A.J. (V) – <i>Edinburgh UCC, Schwanksville, PA</i>		Ex			
Wareham, J. Christy (AL)	Ex	Ex			
Warrington, Karl (AL)	A	A			
Weaver, Cindy (AL)	P	P			
Winters, Jane (V) – <i>Chaplain, Elmira</i>	P	P			
<b>TOTAL PRESENT</b>	<b>5</b>	<b>4</b>			
<b>TOTAL EXCUSED</b>	<b>3</b>	<b>7</b>			
<b>TOTAL ABSENT</b>	<b>6</b>	<b>5</b>			

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

<b>Name</b>	<b>Jan 26</b>	<b>Mar 19</b>	<b>May 28</b>	<b>Sept 24</b>	<b>Nov 19</b>
Barnard, David	Ex	Ex			
Bartel, Joanne	Ex	Ex			
Bidelspacher, Nancy Torpey	Ex	Ex			
Coffman, Fred	Ex	Ex			
Courtney, Philip	Ex	Ex			
Creelman, Gilmore	Ex	Ex			
Crego, Peter	Ex	Ex			
Edwards, Sam	P	Ex			
Elder, John	Ex	Ex			
Farrell, Nancy	Ex	Ex			
Flaherty, Scott	Ex	Ex			
Gerling, Jim	Ex	Ex			
Gould, John	Ex	Ex			
Hicks, James	Ex	Ex			
Hood, Kenneth	Ex	Ex			
Husted, Susan	Ex	Ex			
Johnson, Timothy	P	P			
Karr-Lyon, Beverly	Ex	Ex			
Kellam, Jeffrey	Ex	Ex			
Kerr, Jim	Ex	Ex			
Kilgore, David	P	P			
Knight, Jonathan	Ex	Ex			
Magley, Fred	Ex	Ex			
Meiser, Jr., Edward	Ex	Ex			
Montgomery, Tom	Ex	Ex			
Murray, Virginia	Ex	Ex			
Newman, James	Ex	Ex			
Otterbacher, Suzanne	Ex	Ex			
Price, Richard	Ex	Ex			
Rochelle, Robert	Ex	Ex			
Teller, Gailey	Ex	Ex			

**PRESBYTERY OF GENEVA  
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Tennies, Herb	Ex	Ex			
Tyrrell, Jamie ( <i>Presbytery Treasurer</i> )	Ex	P			
Valk, John	Ex	Ex			
Wilson, Carol	P	P			
<b>TOTAL PRESENT</b>	<b>4</b>	<b>4</b>			

**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 26	Mar 19	May 28	Sept 24	Nov 19
Badger Becker, Elder Linda -- <i>Transitional Leader (Pby of Genesee Valley)</i>	P	P			
Elfond, the Rev. Cheryl Ann -- <i>Horseheads (Pby of Susquehanna Valley)</i>	A	A			
Kone, Elder Lea -- <i>Camp Whitman Director (Downtown Pres., Rochester)</i>	P	P			
Stuber, the Rev. Walter -- <i>Wolcott (Pby of Genesee Valley)</i>	Ex	A			
<b>TOTAL PRESENT</b>	<b>2</b>	<b>2</b>			
<b>TOTAL EXCUSED</b>	<b>1</b>				
<b>TOTAL ABSENT</b>	<b>1</b>	<b>2</b>			

**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 26	Mar 19	May 28	Sept 24	Nov 19
Michelle Serra, serving as Temporary Supply at First, Canisteo	P	P			
The Rev. Val Fowler, Stated Clerk ( <i>Presbytery of Genesee Valley</i> )	P	P			
<b>TOTAL PRESENT</b>	<b>2</b>	<b>2</b>			

**CORRESPONDING MEMBERS ENROLLED FOR THIS MEETING**

Name	Presbytery / Agency

**COMMISSIONERS FROM CHURCHES**

Church Name	Jan 26	Mar 19	May 28	Sept 24	Nov 19
Addison, Addison	A	A			
Andover, First	A	A			
Arkport, First	P	Lance Schroeder			
Atlanta, Atlanta	A	A			
Bath, First	P	Kathleen Swan			
Benton, Bellona	A	A			
Big Flats, First	P	A			
Burdett, Burdett	A	A			
Canandaigua, United	P	Ken Allen			
Canisteo, Canisteo	P	Barbara Stephens			
Cohocton, First	A	A			
Corning, First	A	A			
Elmira, First	P	A			
Elmira, Lake Street	A	A			
Elmira, North	P	Jeff Richards			
Fayette, W. Fayette	A	A			
Geneva (1)	P	Gary Harman			
Geneva (2)	P	Ellen Reynolds			
Hammondspport, First	A	A			
Hector, First	P	Marie Baumgardner			
Hornell, United	P	Lisa Sanford			
Horseheads, First	P	Bob Sell			
Howard Union	A	A			
Huron, Huron	P	Linda Hayes			
Ithaca, First	P	A			
Jasper, Jasper	A	A			
Junius, Junius	P	Ex			
Lodi, Lodi	A	A			

**PRESBYTERY OF GENEVA  
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**STATED MEETING  
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Lyons, First	A	Tracy Rankert			
Marion, United	P	Connie Franks			
Moreland, Moreland	A		A		
Naples, Trinity Fed.	P	Don Braun			
Newark, Park	P		A		
Oaks Corners	P		A		
Ontario, First	A		A		
Ovid Federated	P	Judy Mellgard			
Painted Post, United	A		A		
Palmyra, E. Palmyra	A		A		
Palmyra, Western	A		A		
Penn Yan, First	P	Rob Anderson			
Phelps, United	P	Marsha Gibbs			
Prattsburg, First	A		A		
Pulteney, First	P	Harriette Potter			
Red Creek	A	Priscilla Andrews, CRE			
Rock Stream	A		A		
Seneca Falls, First	A		A		
Seneca, Seneca #9	A		A		
Shortsville, First	P		A		
Sodus, First United	A		A		
Spencer, Christ the King Fellowship	P		A		
Trumansburg, First of Ulysses	P	Carol MacLeod			
Waterloo, First	P		A		
Watkins Glen, First	P	Rob Rossiter			
Weston, Weston	A	Barry Winters			
Wolcott	P	Carol Merrill			
<b>TOTAL PRESENT</b>	<b>29</b>	<b>23</b>			
<b>TOTAL EXCUSED</b>	<b>0</b>	<b>1</b>			
<b>TOTAL ABSENT</b>	<b>26</b>		<b>31</b>		

**ADDITIONAL ELDER COMMISSIONERS**

(Appointed by presbytery to correct elder-clergy imbalance)

Name	Church	Relationship	Jan 26	Mar 19	May 28	Sept 24	Nov 19
Baker, Phoebe	Penn Yan	Representation	Ex	Ex			
Bailey, Tom	Spencer	Operations	P	P			
Beals, Steven	W. Fayette	Vitality	P	P			
Braun, Joann	Naples, Fed	Presby. Women	P	P			
Champlin, Virginia	Geneva	SNE Min. & Mission	Ex	P			
Colvin, Donna	Pulteney	SNE Commissioner	P	P			
Evans, Richard	Burdett	CRE	A	A			
Frost, Carleen	Red Creek	CRE	P	A			
Frost, Susan	Weston	CRE	P	A			
Gingerich, John	Wolcott	Search Committee	P	P			
Richmond, Lucille	Red Creek	CRE	A	A			
Werts, Linda		G.A. Commissioner	P	P			
<b>TOTAL PRESENT</b>			<b>8</b>				
<b>TOTAL EXCUSED</b>			<b>2</b>				
<b>TOTAL ABSENT</b>			<b>2</b>				

**REGISTERED Guests (current meeting)**

Includes CREs not serving churches

Don Peek, CRE	Pulteney
Mary Jane Peek	Pulteney
Priscilla Andrews	Red Creek
Jessie Olney	Naples
Edwin Frick	Geneva

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Rosanna Bates	Pulteney
Deb Compher	Presbyterian Women
Jeanette Reed	Hornell
Linda Katsakas	Phelps

SUMMARIES FOR EACH MEETING	Jan 26	Mar 19	May 28	Sept 24	Nov 19
Total Minister Commissioners Present*	27	26			
Total Elder Commissioners Present **	39	33			
Parity (expressed in terms of Elders, + or -)	+ 12	+7			
Total Minister Commissioners Absent, Unexcused***	11	11			
Total Churches Unrepresented by Elders****	26	31			
Total Churches Unrepresented by Elders and Pastors	19	20			
Total Registered Visitors	5	9			
Total Registered Attendance*****	72	68			

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

**ENROLLMENT OF CORRESPONDING MEMBERS**

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

**APPROVAL OF DOCKET**

The presbytery VOTED to approve the docket for the meeting:

**9:45 Gathering for Shared Worship and Work**

- 9:45 Call to Order and Declaration of Quorum
  - Opening Prayer
  - Enrollment of Corresponding Members
  - Approval of the Docket
  - Consent Agenda
  - Welcome of New Elder Commissioners
  - Welcome from the Host Church
  - Appointment of Person to offer a Resolution of Thanks / Announcements relevant to the business meeting

10:00 Business Related to Congregations and Leaders

- Good News from the Churches
  - Elmira, First – Mission trip to Puerto Rico
  - Ithaca, First – Civil rights educational tour
- Administrative
  - Commissions:
    - Elmira, Westminster
    - Romulus
  - Committee on Vitality CRE Stephen Beals (West Fayette), Chair
  - Committee on Leader Care TE Bruce Incze (Arkport, First), Chair
  - Committee on Ministry TE Ellen Donnan (Junius), Chair
  - Christ the King Fellowship – Call to The Rev. Sabrina Slater as Installed Pastor Other
  - News and Action Items
  - Small Church Network Report

10:45 Business Related to Mission:

- Special presentation: Alzheimer's stole Hummel TE Cynthia Huling
- Committee on Mission and Witness
- Camp Whitman Committee RE Jeff Richards (Elmira, North), Chair
- Camp Report RE Lea Kone, Camp Whitman Director
- Youth Triennium TE Deb Lind (Geneva), Registrar
- Presbyterian Women RE Joann Braun (Naples, Trinity Federated), Council Representative
- USA Mission Experience

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Synod Mission and Ministry RE Virginia Champlin (Geneva), Council Representative  
Come to the Table

Celebration:

Honoring TE Val Fowler on his retirement as Stated Clerk

\*LunchBlessng

11:45 LUNCH

12:30 Presbytery Reconvenes

12:30 Internal Business:

Presbytery Transitional Leader RE Linda Badger Becker, PTL  
Presbytery Leader Search Team RE Ellen Reynolds (Geneva), Chair  
General Council TE Katherine Griffis (Hornell, United), Chair

Manual of Administrative Operations

Nomination to Committee on Representation:

TE Robin Lostetter (Naples Trinity Federated)

Committee on Representation RE Phoebe Baker (Penn Yan, First), Chair

Nominations for Officers and Committee Members

Nomination for Stated Clerk: TE Amy Loving Austin (Bellona Memorial and Seneca #9) Commissioning

Nomination for Presbytery Moderator: RE Rob Anderson (Penn Yan, First)

Installation

Committee on Operations: RE Tom Bailey (Spencer, Christ the King), Chair

Establishment of Small Church Program Fund to be administered by Committee on Vitality

Funding of Small Church Program Fund

Disbursement of remaining Dundee assets Personnel Policy and Practices

Closing matters Resolution of Thanks

Additional announcements

**1:30 Gathering for Sacrament and Sending**

Closing Worship (see bulletin) Benediction and Adjournment

**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/Mr. Moderator, I would like to lift [say the item number] for discussion."

**ITEMS FOR PRESBYTERY'S ACTION**

That the presbytery:

1. **Approve** the minutes of the January 26, 2019 stated meeting, held at The United Church of Canandaigua, Canandaigua, NY.
2. **Grant** privilege of voice to non-commissioners who will make a presentation or participate in a report to the presbytery.
3. **Receive** the Summary of the Annual Statistical Report of the Presbytery of Geneva for the year ending December 31, 2019. [See **Attachment A**]

**The following churches reported net GAINS in membership in 2018:**

Watkins Glen	5
Geneva	2
Phelps	1
Red Creek	1
Shortsville	1

**The following churches reported ADULT BAPTISMS in 2018:**

Canandaigua	3
Burdett	2
Elmira, First	2
Phelps	2
Shortsville	2
Waterloo	2

4. **Receive** the following report of Cases before the presbytery under the Rules of Discipline:
  - Disciplinary Case D-2018-2 has been dismissed.

- Remedial Case R-2019-1 has been reviewed by the Moderator and Clerk of the Permanent Judicial Commission. The finding of the Moderator and Clerk is that the complaint does not state a claim upon which relief can be granted.

**ITEMS FOR PRESBYTERY'S INFORMATION**

**(Ordination Anniversaries)**

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

**5 years (2014)**

The Rev. Aaron Frank (May 18, 2014 – Presbytery of Baltimore)

**15 years (2004)**

The Rev. Anne Campbell (November 14, 2004 – Presbytery of Geneva)

**25 years (1994)**

The Rev. Anita Milne (November 6, 1994 – Presbytery of Kiskiminetas)

**30 years (1989)**

The Rev. David Preisendanz (January 15, 1989 – Presbytery of Long Island)

The Rev. Dan Russell (July 9, 1989 – Presbytery of Genesee Valley)

The Rev. Deborah Lind-Schmitz (July 23, 1989 – Presbytery of Twin Cities)

**35 years (1984)**

The Rev. Katherine Griffis (September 30, 1984 – Presbytery of Birmingham)

**40 years (1979)**

The Rev. Edward Meiser, Jr. (March 18, 1979 – Presbytery of Utica)

**45 years (1974)**

The Rev. John Gould (June 9, 1974 – Presbytery of Lake Michigan)

The Rev. Jim Gerling (June 16, 1974 – Presbytery of Albany)

The Rev. Tom Montgomery (July 7, 1974 – Presbytery of Scioto Valley)

The Rev. C. Philip Courtney (October 6, 1974 – Presbytery of Philadelphia)

**50 years (1969)**

The Rev. James Newman (February 1, 1969 – Presbytery of Utica)

The Rev. Jeffrey Kellam (June 30, 1969 – Presbytery of Susquehanna Valley)

The Rev. Jamie Tyrell (December 15, 1969 – Presbytery of Louisville)

**Over 50 years**

The Rev. Robert Rochelle (**51 years**, October 5, 1968 – Presbytery of Newton)

The Rev. Timothy Johnson (**52 years**, May 28, 1967 – Presbytery of Lake Huron)

The Rev. Jim Hicks (**53 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 (**56 years**, June 18, 1963 – Presbytery of Mahoning)

The Rev. John Valk (**58 years**, October 15, 1961 – Presbytery of Newark)

The Rev. John Elder (**59 years**, May 20, 1960 – Presbytery of Northern New England)

The Rev. Herb Tennes (**60 years**, May 14, 1959)

The Rev. Fred Coffman (**69 years**, July 1, 1950 – Presbytery of Philadelphia)

The Rev. Fred Magley (**71 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:

Marsha Gibbs – Phelps United

Barry Winters -- Weston

### **WELCOME FROM THE HOST CHURCH**

Michelle Serra, Temporary Supply, welcomed the presbytery, on behalf of the Canisteo Presbyterian Church. She offered a brief history of the Canisteo Community and the Presbyterian Church's presence. She encouraged those present to visit Canisteo's "Living Sign" which is listed in the National Registry of Historic Places. When the original trees died, they were replaced by 260 white pine trees.

The church was founded in 1836, with 9 charter members, after recognizing the need for a Presbyterian Church. Within a year, the church's membership had grown to 20 members. The windows were installed in 1935 (during the Great Depression). Somers Hall is named for a beloved pastor. The hall serves the need of the community. The Youth Center participants set up the hall for the presbytery meeting, and will accomplish the taking-down, for Youth Center Activities. {Clerk's ed. note: As we left, the youth were engaged in a basketball game in Somers Hall). The presbytery supported the project to join Somers Hall to the Sanctuary.

Michelle honored the churches of the Southwest Cluster, who collaborated in hosting the presbytery meeting. "None of us could have done this by ourselves. Thank you."

### **RESOLUTION OF THANKS**

The Moderator appointed the Rev. Val Fowler to prepare a *Resolution of Thanks*, to be presented at the end of the meeting.

## ***BUSINESS RELATED TO 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.

- Elmira, First – Mission Trip to Puerto Rico  
Betsey Crimmins shared the story of the two-week venture to Puerto Rico. The trip was truly "grass-roots" and included participants from the Presbytery of Genesee Valley and the Presbytery of Western New York, in addition to the Presbytery of Geneva participants. A primary goal was relationship-building, and determining ways to help as people continue to recover from Hurricane Maria, almost two years ago. Fund-raising (including \$37,000 from generous Geneva Presbyterians) supported the Puerto Rican contractor for renovating two homes, as well as the necessary supplies. The two homes are among the multitude of homes that do not qualify for FEMA assistance. All participants paid their way, so that fund-raising could benefit the people of Puerto Rico.

Elmira, First is planning a celebration on May 19: worship and a luncheon after. The guest will be the trip's host in Puerto Rico, the Rev. Eva Torres Ramirez. Betsey said, "The trip taught us how true it is that we need them as much as they need us." The group estimates that the labor they contributed to the two projects was worth at least \$50,000. "What our Puerto Rico friends taught us is: generosity, gratitude, resiliency, and humility. People there are *still* a community of kindness."

- Ithaca, First – Civil Rights educational tour  
Kirianne Riehl shared the story of the tour which took participants to the National Lynching Museum and the Legacy Museum in Montgomery, Alabama. Among the learnings of the group were:
  - Slavery did not end in 1969; it evolved.
  - Immersion in the experiences of history and the record of the *industry* of slavery. Our country's wealth was built on the backs of slaves.
  - How many of the practices were—and still are—calculated.
  - Losses of life in the Middle Passage were staggering: e.g. the records of two slave ships, one of which only 7 of 100 slaves survived, and another of which only 14 of 700 survived.
  - It is amoral to approach issues of slavery only intellectually.
  - 9/11 was not the first major activity of terrorism in America; slavery was.
  - None of us are exempt as profiteers of the slave industry, except descendants of slaves.
  - "I had tried to derive any excuses for what happened, but I could not."

The trip included teenagers, multi-racial adults, and all ages. They are working to follow up in creative ways.

- Arkport – April 11, 2019 is the date for the semi-annual Healing Service.



- Hector/Lodi – Hector has been re-certified as a PCUSA “Earth-Care Congregation.” Lodi – The local Food for All ministry is now an official ministry of the church.
- Geneva – Last year received \$13,000 in One Great Hour of Sharing offerings, and are hoping for an even greater response this year.
- Corning – The church has supported a literacy program at Winfield Street Elementary School. A member of the church has made a \$1500 matching gift challenge, and the church anticipates a full commitment to that challenge.
- Ithaca – The Rev. Jimmy Hawkins (PCUSA) will be with First, Ithaca on Friday June 7, 2019 in the late afternoon/evening. The precise times will be published soon.
- Hornell and Canandaigua and Newark--- Shared a March trip to Mexico for the “Living Waters of the World” project of providing water purification systems for rural areas. This was a follow-up trip, which proved the success of last year’s work. That purification plant provides 200 bottles of pure water per day, and the sale of the water (at affordable cost) provides for the upkeep and costs of the plant. They are planning another project in Yucatán.
- Bath – The church is working with a project to provide clean well water in India. The “bore well” projects of 600 feet and 800 feet in depth provide water for showers. The project is now working to install a purification system, for drinking water.

### **REPORTS OF ADMINISTRATIVE COMMISSIONS**

#### **(Elmira, Westminster)**

Jane Winters reported that the sale of the building will be closed within a couple of weeks. The Monumental Baptist Church of Elmira, NY is purchasing the building. Jane shared the blessing of how many congregations have benefitted from receiving much of the contents of the Presbyterian Church. A church in the Pittsburgh, PA area has received the blue Presbyterian Hymnals. Records have been delivered to the Presbyterian Historical Society in Philadelphia, PA. The purchasing church is a traditional Black Baptist Church. “They obviously will love the building as much as we did.” During one of the visits to the church building, Jane overheard one member say to another, “You’ll never have to climb steps again to go to church.”

#### **(Romulus)**

Stephen Beals reported that the Administrative Commission has renewed the 6-month contract with the realtor. There is interest from two more potential buyers.

### **COMMITTEE ON VITALITY**

Committee Chair Stephen Beals, CRE presented the report of the Committee on Vitality.

The first meeting of the new committee was held by Zoom. The next meeting will be face-to-face, in Watkins Glen. There is still a spot for one member of the Committee on Vitality.

#### **(Small Church Network)**

Priscilla Andrews reminded the presbytery that the next Small Church Network Gathering will be March 30, at Bath Presbyterian Church. “Yes, Bath is not a small church. However it has the facility to enable a hands-on experience of learning about and practicing the use of social media and internet resources for small churches.” Participants are encouraged to bring laptops. There will be skilled people present to work one-on-one or in groups.

#### **(Atlanta Presbyterian Church)**

Bessie Tyrell read a deeply moving letter from the session of the Atlanta Presbyterian Church, expressing their commitment to ministry and mission, continuing the ministry of the church since its founding in 1894.

### **COMMITTEE ON LEADER CARE**

Committee Chair Bruce Incze presented the report of the Committee on Leader Care.

The Committee has decided to meet on the last Monday of each month. An initial meeting has occurred. The Committee will be reaching out to the churches of the presbytery, inquiring, “What will be of most benefit to you as our committee begins its work?”

**COMMITTEE ON MINISTRY**

Committee Chair Ellen Donnan presented the report of the Committee on Ministry.

**COMMITTEE ON MINISTRY REPORT**

[From the regular meetings of 02/05 and 03/05/2019]

**ITEMS FOR PRESBYTERY'S ACTION**

The Committee VOTED to recommend that the presbytery:

**(Spencer / the Rev. Sabrina Slater)**

**Approve** the call of Christ the King Fellowship Presbyterian Church, Spencer, NY to the Rev. Sabrina Slater to be Pastor, effective March 19, 2019 at the following terms:

Cash Salary	37,960.00
Value of Manse`	12,000.00
Furnishing Allowance	3,500.00
<b>Effective salary</b>	<b>53,460.00</b>

Social Security offset	4,090.00
Pension/Medical	20,048.00
Continuing Education	2,500.00
Automobile (IRS Rate)	@2,000.00

Travel Allowance: all church-related travel vouchered at current IRS rate for mileage  
Study Leave 397.00

Study Leave Time: 31 days, including 4 Sundays

Vacation: 2 weeks, including 2 Sundays

**(Spencer / Administrative Commission to Install)**

**Approve** the following Administrative Commission to Install the Rev. Sabrina Slater as Pastor of Christ the King Fellowship Presbyterian Church, Spencer, NY. The service will be held in the church Sanctuary at a date to be determined (likely, mid to late June 2019).

Moderator Elder Rob Anderson (Penn Yan) or his designee  
The Rev. Cynthia Huling Hummel, HR  
The Rev. Leah Ntuala (Seneca Falls)  
The Rev. Kyle Delhagen (Palmyra, Western)  
Elder Rehana Stanley (Elmira, First)  
Elder Phoebe Baker (Penn Yan)  
Elder Kerm Bossard (Spencer)

Other participants in the service:

The Rev. Val Fowler, HR (Presbytery of Genesee Valley)  
Juhara Shazer (Elmira, Lake Street & Fusion on Fire)

**Grant** the Moderator or his designee the authority to make changes in the Administrative Commission to Install, as necessary and appropriate.

**Dismiss, with thanks,** the Administrative Commission to Install at the conclusion of the Service of Installation.

**(Pulpit Supply Application)**

**Recommend** that the presbytery **approve** the new Pulpit Supply Applications (**Attachments B, C, D**):

- NON-MEMBER PULPIT SUPPLY APPLICATION
- ELDER OR LAY MEMBER PULPIT SUPPLY APPLICATION
- Presbytery of Geneva CLERGY MEMBER PULPIT SUPPLY APPLICATION

**ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY**

Acting on behalf of presbytery, the Committee VOTED to:

**(Big Flats / Moderator Appointment)**

**Appoint** Elder Rehana Stanley (COM Liaison) as Moderator of the session of First Presbyterian Church, Big Flats on February 20, 2019.

**ITEMS FOR THE PRESBYTERY'S INFORMATION**

The Committee on Ministry VOTED to:

**(Geneva / the Rev. John Milne)**

**Approve** the request of the Pastor and session of The Presbyterian Church in Geneva, Geneva, NY to name the Rev. John Milne (a member in good standing of the Presbytery of Monmouth) as Parish Associate, effective March 5, 2019.

**Background and Notes**

The Rev. John Milne and his wife the Rev. Anita Milne moved from New Jersey, and chose to live in Geneva. They are parents of the Rev. Cara Milne, who serves the Watkins Glen Presbyterian Church. The pastor, the Rev. Deb Lind, and the session have been in conversation about John serving as a Parish Associate. Such arrangement was removed from the *Book of Order* when the new Form of Government was approved, but presbyteries have discretion to make such arrangements. The proposal for John's service is consistent with the provisions of the 2009/2010 edition of the *Book of Order*—the last time "Parish Associate" appears.

The Parish Associate covenant specifies that the Rev. John Milne will be compensated at the rate of \$125 - \$150 for service on Sundays, as needed (for preaching and other Sunday activities), and \$20 per hour (vouchered) for pastoral care services. Mileage incurred during the fulfillment of these activities will be vouchered at the current IRS mileage rate. The Rev. Milne will take the steps to transfer his membership to the Presbytery of Geneva within 6 months. The Pastor and session understand that the *Book of Order* provisions for Parish Associate require that the particular minister be a member of the presbytery which has jurisdiction over the congregation s/he serves.

Rob Mellgard and Ellen Donnan will conduct the required Clearance Interview for receiving the Rev. Milne into membership. The Geneva session facilitated a background check prior to extending the invitation, and that information will be provided to the chair of the Committee on Ministry.

**(The Rev. Leah Ntuala / Sabbatical)**

**Endorse** the application of the Rev. Leah Ntuala for the Sabbath Sabbatical Grant Program of the Board of Pensions PCUSA, in support of a sabbatical planned for June through September 2020. This endorsement will also support application through the Lilly Foundation.

**(Pulpit Supply list)**

**Place** the following persons on the Pulpit Supply List;

The Rev. Aaron Frank  
The Rev. Dan Russell  
Elder Dean Cornwell, CRE (member of First Presbyterian Church, Victor, NY)  
Elder Paul Yoder, CRE  
Elder Priscilla Andrews, CRE  
Elder John Gingerich, CRE  
Elder Bob Sell, CRE  
The Rev. Cynthia Huling Hummel  
The Rev. Beverly Karr-Lyon  
The Rev. Tim Johnson  
The Rev. Jim Gerling  
Elder Bessie Tyrell, CRE  
The Rev. Horace H. Stoddard (American Baptist Conference)  
The Rev. John J. Kutum (Reformed Church of America)  
The Rev. David Preisendanz (member of Geneva Presbytery, At-Large)

**PRESBYTERY OF GENEVA  
FIRST PRESBYTERIAN CHURCH, CANISTEO, NY  
MICHELLE SERRA, TEMPORARY SUPPLY (NON-ORDAINED)**

**STATED MEETING  
March 19, 2019**

**(Canisteo / Michelle Serra)**

**Approve** renewal of the *revised* Temporary Supply (non-ordained) Covenant Agreement between the session of First Presbyterian Church, Canisteo, NY and Michelle Serra, for 12 months, effective February 1, 2019 at the following terms:

Cash Salary	9,125.00
<u>Housing</u>	<u>9,673.00</u>
<b>Effective salary</b>	<b>18,798.00</b>

Social Security offset	1,438.00
Pension/Medical	6,955.00

Travel Allowance: all church-related travel vouchered at current IRS rate for mileage  
Study Leave 397.00

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

It was noted that Michelle Serra is taking courses at Northeastern Seminary, Rochester, NY.

**(Elmira, Lake Street / Juhara Shazer)**

**Approve** the Temporary Supply (non-ordained, full-time) Covenant between the session of Lake Street Presbyterian Church, Elmira, NY and Juhara Shazer, effective for twelve months, beginning January 1, 2019 at the following terms:

Cash Salary	50,000.00
<u>Housing</u>	<u>10,000.00</u>
<b>Effective salary</b>	<b>60,000.00</b>

Vacation: three weeks

The duties will include, but are not limited to:

- Lead worship and preach each Sunday and Christmas Eve
- Attend session and congregational meetings at the invitation of the session, with voice only
- Visit the sick and the shut-in
- Lead funeral services, upon request
- Supervise the Digital Media and Communications Administrative Specialist
- Supervise the Fusion After School Outreach Program and its volunteer staff.

The Session and the Temporary Supply understand that they are to abide by the Presbyterian Church USA *Constitution* which prohibits Juhara Shazer from administrating the sacraments or moderating the session of Lake Street Presbyterian Church.

**(Phelps / the Rev. Carol Wilson, HR)**

**Approve** the Contract for Pastoral Duties (1/4 time: preaching two times a month and providing pastoral duties) between the session of the United Church of Phelps, NY and the Rev. Carol Wilson, HR for four months, beginning February 15, 2019 at the following terms (the amounts are *monthly*):

Cash Salary	676.00
Housing	364.00
SECA	79.56
All church travel at current IRS rate	

Vacation: 2 weeks

**(Shortsville / Elder Connie Franks, CRE)**

**Approve** the Temporary Supply Contract (3/8 time) between the session of First Presbyterian Church, Shortsville, NY and Elder Connie Franks, CRE, for four months, effective March 20, 2019 at the following terms (the amounts are *monthly*):

Cash Salary	1,019.00
Housing	548.75
SECA	119.92
Study Leave	250.00
All church travel at current IRS rate	

Study Leave / Vacation: 2 weeks

**(Rock Stream-Lakemont / The Rev. Lucinda O’Leary)**

**Approve** the Stated Supply Contract (1/2 time) between the session of Rock Stream and Lakemont, for one year, effective January 1, 2019 at the following terms:

	<u>TOTAL</u>	<u>EACH CHURCH</u>
Cash Salary	25,000.00	12,500.00
Pension/Medical	3,626.00	1,813.00
Study Leave	500.00	250.00
All church travel at current IRS rate		

Vacation: 1 month per year, including 4 Sundays

Study Leave: 2 weeks per year, including 2 Sundays

**(Emergency Care Fund – Transfer to the oversight of the Committee on Leader Care)**

**Approve** transfer of the administration of the Emergency Care Fund from the Committee on Ministry to the Committee on Leader Care.

**(East Palmyra / Waiver of Term Limits)**

**Grant** a waiver of term limits to all currently serving elders of First Presbyterian Church, East Palmyra, NY.

***BUSINESS RELATED TO MISSION***

**SPECIAL PRESENTATION: ALZHEIMER’S STOLE**

Linda Badger Becker welcomed the Rev. Cynthia Huling Hummel, telling the presbytery that Cynthia was appointed to serve on the National Council for Alzheimer’s Research. Cynthia shared her additional service as an Alzheimer’s Counseling Facilitator and as a Respite Program Facilitator.

She was wearing a beautiful stole made by Linda Everman (Birmingham, Alabama), the founder of Clergy Against Alzheimers. Linda had told Cynthia, “I would like to make a stole for your Transitional Leader, in honor of her support for your work.” Cynthia offered Linda Everman’s “Prayer of Blessing for an Alzheimer’s Stole” and presented Linda Badger Becker the stole prepared for her.

**COMMITTEE ON MISSION & WITNESS**

Ben Masters reported that the brand-new committee held its first meeting, a mix of Zoom and in-person. The Committee’s current goal can be expressed as to “Amplify the good work you (the presbytery) are doing.” The Committee will engage in sharing, creating, and experiencing the work of Mission & Witness.

**CAMP WHITMAN COMMITTEE**

Committee Chair Jeff Richards presented the report of the Camp Whitman Committee.

The Committee met by Zoom on March 1. The Committee elected Jeff as Chair: “I only *thought* that I had ended my work with the Council.” The first meeting was an orientation meeting, facilitated by the Transitional Leader.

The next meeting will be in early April, at Camp Whitman.

Camp Whitman Director Lea Kone presented a report of the Camp.

Lea mentioned a connection with Canisteo: her great grandmother attended the Presbyterian Church in Canisteo.

- Included among upcoming projects at the camp will be “fixing the road.”

- 165 campers are already registered for the upcoming season (last year at this time, 65 were registered). Clearly, the earlier, March 1, date has been helpful in increasing the number of early registrants.
- Lea reminded the presbytery of the April 25-27 work day; and the Memorial Day weekend, August, and Labor Day weekend Family weekends.
- We currently have \$181,000 of the presbytery's challenge of \$250,000. The goal is for the funding effort to be both "wide and deep." Large gifts have been very important, but gifts of all sizes will be encouraged.
- All of the roofs for the cabins have been completed (steel roofing).
- The staff cabins, the art building, and the mediation/worship building have been renovated.
- Lea showed "before/after" pictures of the projects completed so far.

### **YOUTH TRIENNIUM, 2019**

Deb Lind, Registrar for the 2019 Youth Triennium presented her report. There are 20 (possibly 21) registrations so far: 9 boys, 6 girls, 1 youth counselor, three adult leaders (including Deb). Registration has been held open, but "today is the day" for registrations. She offered praise and prayers for the youth and their leaders.

### **PRESBYTERIAN WOMEN**

Joann Braun, presented the report of Presbyterian Women in her role as representative to the General Council. **(USA Mission Experience)**

The Church-wide gathering will be held July 12-22, 2019 in the Finger Lakes area and Geneva Presbytery. Sunday, July 21, participants in the gathering will be invited to disperse to worship with our presbytery's churches.

Wednesday March 20, at Millie's Pantry (Main Street, Penn Yan) will be an opportunity for "Coffee and Conversation."

### **SYNOD MISSION AND MINISTRY COMMISSION**

Virginia Champlain presented the report of the Synod Mission & Ministry Commission.

Virginia celebrated the news that the Synod of the Northeast has renewed funding for the Coaching Network. Scholarships are available for coaching, and for renewal of coaching relationships.

Prior to the meeting, Virginia submitted the following written report:

**2019 Winter Quarterly Meeting  
Synod of the Northeast Mission & Ministry Commission  
January 25-26 in Albany, New York**

*32 attended: 18 Presbyteries represented, 3 Racial Ethnic Caucuses representatives, Presbyterian Women representative, 6 staff*

- Our Synod is diligently working toward Divestment in Fossil Fuels
  - Asking everyone to work toward reducing use of plastic bags
  - Encouraging Presbyteries & Congregations to work toward the same goal
- Heard updates on Puerto Rico recovery efforts
  - Working group from Geneva & Western New York Presbyteries will be going to help
- Heard a report from the Cuba exploration trip
  - The Number one request from the Cubans is for relationships to be developed
- Heard a report from the National Synod Executives Forum
  - 3 of our Synod Leaders attended
  - Held in Montgomery, Alabama
  - A moving field trip to the Legacy Museum and the National Memorial to Peace & Justice was included
- Wurffel-Sills Scholarships & Interest-Free Loans
  - financial support for undergraduate and seminary studies to students who are members of Presbyterian congregations within the Synod

- 2019 Synod Youth Triennium Funds
  - The Synod will pay \$100 for each Youth and Chaperon attending
  - Deadline for request - May 14
- Mission Working Group approved 4 Innovation Grants
  - Martin Luther King Jr. Community Presbyterian Church (Southern NE) - \$20,000
  - C.A.F.E. (Communion, Love, Faith, Hope) para el Alma (New Brunswick) - \$15,000
  - Waling Together & Walking With Me (Northern NE) \$12,000
  - Twenty Thirty Dream Hub (NYC) \$19,280
- Heard an update on the two Missional Structures Working Groups
  - All seven Presbyteries in NJ hoping to reduce to four
  - Central NY

**Upcoming Dates:**

**2019**

April 28-May 2	Early Ministry Institute
May 3-4	Mission & Ministry Commission
Sept. 27-28	Mission & Ministry Commission
October (TBA)	Young Ministry Leaders
Nov. 8-9	Come to the Table

**2020**

Jan. 31-Feb.1	Mission & Ministry Commission
April 26-30	Early Ministry Institute
May 1-2	Mission & Ministry Commission
Sept. 25-26	Mission & Ministry Commission
October (TBA)	Young Ministry Leaders
Nov. 6-7	Synod Assembly

**CELEBRATION HONORING THE REV. VAL FOWLER ON HIS RETIREMENT AS STATED CLERK**

The presbytery shared a time of celebration, honoring the service of the Rev. Val Fowler as stated clerk Pro-Tem (June 2014 through August 2015) and as stated clerk (September 2015 through March 2019).

The celebration began with a rousing “flash-mob” rendition of Stephen Beals’ parody of Pete Seeger’s, “Where Have All the Flowers Gone” – “Where has Old Val Fowler Gone?”

Linda Badger Becker presented a gift on behalf of the presbytery and the Council: a gift card to be used for enjoying music events (“and NOT to be used for groceries or car-repair”).

Several members of presbytery offered words of appreciation for the various ways Val has served the presbytery, and Val offered his appreciation to the presbytery for the opportunity to serve in this way, and in gratitude for the talent, gifts, skills; and the strong, generous faithfulness of the presbytery which has brought the presbytery so far in just four years.

Linda offered prayer.

**RECESS FOR LUNCH**

\_\_\_\_\_ offered grace for lunch.

**RECONVENING**

## ***INTERNAL BUSINESS***

### **TRANSITIONAL LEADER**

Elder Linda Badger Becker reported to the presbytery.

"We have launched the new Structure!"

- All committees have met and have been oriented.
- The presbytery will revisit the Structure in the Fall, to evaluate and tune-up.
- We are helping each other (not competing with each other), and are in partnerships.
- Committee members were invited on the basis of their interests and passions, and not on the basis of the meeting date and time. Consequently, all the committees are enthusiastic and excited about the work they are embarking on.
- Regarding communication:
  - Each Committee will have its own page on the website, which will include the Committee's purpose and its members, and its own e-mail address (e.g. [leadercare@presbyteryofgeneva.org](mailto:leadercare@presbyteryofgeneva.org)).
  - The website will include Resource Lists for each area of ministry.
  - **IMPORTANT:**
    - The website will be for things that **have happened** (e.g. the Ithaca and Elmira trips)
    - The e-newsletter will be for things that **are coming** (e.g. the USA Mission Experience)

Linda introduced Elena Delhagen, who since April 19 is serving as Office Administrator.

### **PRESBYTERY LEADER SEARCH TEAM**

Ellen Reynolds, co-chair, presented a report of the work of the Presbytery Leader Search Team.

The Team has met twice, by Zoom. They have competed and released the Ministry Information Form, which will be distributed through Church Leadership Connection and several other venues.

### **MODERATOR'S CHAIR**

Former Moderator, Elder Joann Braun, assumed the chair, so that Moderator Katherine Griffis could present the report of the General Council.

### **GENERAL COUNCIL**

Katherine Griffis, General Council Chair, presented the report of the General Council

#### **GENERAL COUNCIL REPORT TO THE PRESBYTERY**

[From the regular meetings of 02/26 and 03/12/2019]

### **ITEMS FOR THE PRESBYTERY'S ACTION**

The General Council VOTED to recommend that the presbytery:

#### **(New Committee on Representation)**

**Elect** the Rev. Robin Lostetter (HR) to the Committee on Representation, Class of 2019

#### **(Presbytery Leader Search Team)**

**Elect** the Rev. Kyle Delhagen (Palmyra, Western) as a member of the Presbytery Leader Search Team.

### **ITEMS FOR THE PRESBYTERY'S INFORMATION**

The General Council VOTED to:

#### **(Staff Transitions)**

**Require** all employees of the Presbytery of Geneva to sign a Confidentiality Agreement, to be drafted by the Operations Committee with assistance from the presbytery attorney. This requirement will include Camp Whitman counselors and staff.

#### **(Stated Clerk)**

**Approve** (unanimously) the nomination by the Committee on Representation of the Rev. Amy Loving Austin (Bellona & Seneca #9) as stated clerk of the Presbytery of Geneva, effective upon her election on March 19, 2019. Included in this action is the following process:

- February 27, 2019 will commence a period of job-sharing (50.50) between the current stated clerk and the stated clerk-elect.



- On March 19, Val Fowler and Amy Loving Austin will be at the clerk's table.
- Amy will attend the Stated Clerk Training event in Louisville, offered by the Office of the General Assembly.
- Amy and Val will share the work through the March 19 stated meeting of the presbytery.
- The March presbytery meeting will be Val's last meeting as stated clerk.
- The nomination of Amy Loving Austin will come from the new Committee on Representation, presented by Phoebe Baker.

**(Budget Action)**

**Authorize** the Operations Committee to adjust the accounting of the 2018 presbytery budget to show that \$4,000 in anticipated receipts was not received.

**Background:**

At the end of each year there is customarily a small amount of anticipated receipts that have not been received. In 2018 this amounted to approximately \$9,000. This was balanced, in part, by extra contributions from congregations and individuals. For 2018, the total short-fall was approximately

**(Co-Sponsorship: Landmark Society Workshop)**

**Co-sponsor** a workshop offered by the Landmark Society, to be held in Binghamton on March 27, 2019. The workshop will focus on capital campaign fund-raising for small churches. The General Council affirmed the ways in which the Landmark Society has supported capital projects of churches in the Presbytery of Geneva (particularly First Presbyterian Church, Ithaca; and Christ the King Fellowship Presbyterian Church, Spencer). Co-sponsorship grants the Landmark Society permission to use the presbytery's logo in their publicity for the workshop, and for the workshop to be announced through the presbytery's mediums of contacting the presbytery.

**COMMITTEE ON REPRESENTATION**

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

The presbytery VOTED to:

**Elect** the following persons as officers of the presbytery:

- Stated Clerk of the Presbytery: TE Rev. Amy Loving Austin (Seneca #9 and Bellona)
- Moderator of the Presbytery: RE Rob Anderson (Penn Yan)
- Treasurer of the Presbytery: RE Barbara Squires (Elmira First)

**Elect** the following persons to serve on presbytery committees as listed:

- Committee on Leader Care, Class of 2019: RE Rosanna Bates (Pulteney)
- Committee on Mission and Witness, Class of 2021: TE Rev. Ben Masters (Hector & Lodi)

**Elect** RE Paul Salisbury (Newark) to complete the term of RE Rob Anderson on the Permanent Judicial Commission, Class of 2022

The Moderator led the Service of Installation of Ruling Elder Rob Anderson as Moderator; and the Rev. Amy Loving Austin as Stated Clerk.

The Moderator presented Rob Anderson with the Moderator's stole. She also presented him with a new symbol: a silver Moderator's cross, given by Westminster Presbyterian Church, Elmira, NY.

**COMMITTEE ON OPERATIONS**

Committee Chair Tom Bailey presented the report of the Committee on Operations.

The presbytery VOTED to:

**(Use of Assets from the Sale of the Dundee Property)**

**Create** a new *Small Church Program Fund*, to be administrated by the Committee on Vitality.

**Direct** that the \$11,489 contributed by the First Presbyterian Church, Williamson, NY upon their dismissal to the Evangelical Presbyterian Church be placed in the *Small Church Program Fund*.

**Direct** that \$3,000 from the assets of the Dundee Sale, originally included in the Per-Capita Stabilization, be placed in the *Small Church Program Fund*. [NOTE: This action reduces the \$25,000 previously earmarked for Per-Capita Stabilization to \$22,000.]

**Background:**

This proposal comes in response to the desire of the Administrative Commission for Dundee, that a portion of the assets from the sale of the Dundee property be designated for program support for small churches. The General Council both confirmed and notes that **the *Small Church Program Fund* will be for programs, not for capital expenses.**

During the March meeting of the General Council, the Council VOTED to:

**Direct** the Vitality Committee to develop and report to the presbytery the criteria for the use of the *Small Church Program Fund*.

**Direct** Tim Johnson, a member of the Administrative Commission for Williamson, to communicate this action to the Williamson church.

**(New Personnel Policy and Practices)**

**Approve** the new *Personnel Policy and Practices* (with the addition of a Confidentiality Agreement), as amended.

- A proposed amendment was made and seconded to amend **Section VIII.C.** (deletions are indicated by strike-through; additions are indicated by italics):

The use, sale, transfer, possession, or being “under the influence” of alcohol, illegal drugs, or controlled substances while on duty, ~~on presbytery property or in presbytery vehicles,~~ is prohibited *for employees. Additionally, the use* ~~Use~~ of tobacco and e-cigarettes is prohibited on presbytery property.

- The presbytery VOTED to approve an amendment to the amendment:

Insert the words “non-prescribed” before the words “controlled substances.”

- The presbytery VOTED to approve the amended amendment, so that Section VII.C. will read:

The use, sale, transfer, possession or being “under the influence” of alcohol, illegal drugs, or non-prescribed controlled substances while on duty, is prohibited for employees. Additionally, the use of tobacco and e-cigarettes is prohibited on presbytery property.

**Background Information**

- The *Policy* has been reviewed by the presbytery attorney and incorporates suggestions he made.
- The *Confidentiality Agreement* (see action above) will be included as one of the Addenda to the *Personnel Policy and Practices*:
  - The *Presbytery of Geneva Sexual Misconduct Policy*
  - The *Presbytery of Geneva Whistleblower Policy*
  - The *Presbytery of Geneva Conflict of Interest Policy*
  - The *Presbytery of Geneva Confidentiality Agreement*
  -

See **ATTACHMENT E.** [NOTE: The attachment now reflects the above amendments.]

**CLOSING MATTERS**

**(Resolution of Thanks)**

The Rev. Val Fowler presented the Resolution of Thanks, but first led the presbytery in singing “Happy Birthday” to Rob Anderson, who was born on this date:

*We offer our gratitude to the session and congregation of the Canisteeo Presbyterian Church and the other congregations in the Southwest Cluster for gracing us with their hospitality. For the*

*gifts of welcome, of a wonderful meal, a beautiful place to meet; but especially for the people . . . we praise God.*

*We offer gratitude to God for the many gifts given to this presbytery during the past four-and-a-half years in the life of this presbytery, and especially those who have helped and taught us, and who helped unleash the abundant gifts so present in this part of God's kingdom:*

- *The members of the presbytery who prepared worship in 2014 & 2015 which inspired and grounded, and which enabled us to talk to one another with grace and love.*
- *The members of the Synod Special Administrative Review Committee and the work of the General Council, with their guidance.*
- *The leaders who joined us: Bronwen Boswell, Linda Badger Becker, Val Fowler*
- *The Run River Associates, who unleashed joy, creativity, realism embraced with hope, direction, risk-taking, and generosity on behalf of Camp Whitman.*
- *The Moderators who have guided us in this time, with the gifts expressed in the Ordination vows: energy, intelligence, imagination, and love . . . and . . . the unnamed but so important gift of respect.*
- *And most importantly, the love of God revealed in the person and work of Jesus Christ, as that love is manifested in the members, leaders, and churches of the Presbytery of Geneva. Without those gifts of grace—so naturally present throughout this presbytery—the transformations would not have happened so quickly and so profoundly.*

*Praise God, from whom all blessings flow.*

*Praise God, all creatures here below.*

*Praise God, ye heavenly host above,*

*Praise Triune God whose name is Love.*

Val offered a song to the presbytery: "If My Life Were a Book," by Tom Dundee (words printed by permission)

*If my life were a book, and all my times were the pages  
Of all the chances I took and the chapters of my ages,  
I'd fold the pages over that told of me and you,  
And those pages would be ragged from the times I read them through.  
And that's how my time would look, if my life were a book.*

*If my love were a bell on Sunday morning, in a deep green valley,  
I would search where it fell, in the meadows and forests, the streets and the alleys.  
And when the sound is pleasant as music to your ears,  
You would hear it ringing, and know that I am near.  
And that's how you could tell, if my love were a bell.*

*When my words and sounds must go, I should leave something of me.  
And I would want you to know how much I love you, and need you to love me.  
Words can be forgotten; their sounds can spread and fade,  
But we would go on growing, in the dust of the things we've made;  
And I would want you to grow, when it's time for me to go.  
And I would want you to grow, when it's time for me to go.*

**GATHERING FOR SACRAMENT AND SENDING**

The presbytery VOTED to adjourn the meeting, following worship.

**PRESBYTERY WORSHIP SERVICE**

The presbytery engaged in a Lenten Service of Confession, led by the Rev. Bruce Incze. The service included two of Val Fowler's favorite hymns, "Sing Praise to God, Who Reigns Above" and "Blest Be the Tie That Binds." Michelle Serra and Katherine Griffis presided at the Lord's Table as the presbytery shared communion.

The meeting was concluded with prayer and benediction by the Moderator.

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Attest: Val Fowler, Stated Clerk

**ATTACHMENTS**

*ATTACHMENT A: Annual Statistical Report, Presbytery of Geneva, Year ending 12/31/2018*

*ATTACHMENT B: Non-Member Clergy Pulpit Supply Application*

*ATTACHMENT C: Elder or Lay Member Pulpit Supply Application*

*ATTACHMENT D: Member Clergy Pulpit Supply Application*

*ATTACHMENT E: Personnel Policies & Practices (as amended)*

**ATTACHMENT A**

<b>Presbytery</b>	<b>Geneva</b>		
<b>Address</b>	<b>2472 Route 54A, Penn Yan, NY 14527</b>		
<b>Phone</b>	<b>315-536-7753</b>	<b>Fax</b>	<b>315-536-2128</b>
<b>Email</b>	<b><u>officeadmin@presbyteryofgeneva.org</u></b>		
<b>Web Site</b>	<b>www.presbyteryofgeneva.org</b>		

**Membership**

Prior Active Members	<b>4889</b>	Adjusted membership	<b>4881</b>
<b>Gains</b>		<b>Losses</b>	
Certificate	<b>19</b>	Certificate	<b>86</b>
Youth Professions	<b>13</b>	Deaths	<b>116</b>
Professions & Reaffirmations	<b>48</b>	Deleted for any Other Reason	<b>151</b>
<b>Total Gains</b>	<b>80</b>	<b>Total Losses</b>	<b>353</b>
<b>Total Ending Active Members</b>	<b>4608</b>		

**Baptisms**

Presented by Others	<b>44</b>	Average Weekly Worship Attendance	<b>1894</b>
At Confirmation	<b>13</b>	Female Members	<b>2777</b>
All Other	<b>13</b>	Friends of the Congregation	<b>817</b>
		Ruling Elders on Session	<b>318</b>
		Do you have Deacons? Yes / No	<b>24 / 16</b>

**Age Distribution of Active Members**

25 & Under	<b>242</b>
26 - 40	<b>419</b>

**People with Disabilities**

Hearing impairment	<b>241</b>
Sight impairment	<b>36</b>

**PRESBYTERY OF GENEVA  
 FIRST PRESBYTERIAN CHURCH, CANISTEO, NY  
 MICHELLE SERRA, TEMPORARY SUPPLY (NON-ORDAINED)**

**STATED MEETING  
 March 19, 2019**

41 - 55	<b>447</b>	Mobility impairment	<b>199</b>
56 - 70	<b>686</b>	Other impairment	<b>180</b>
Over 70	<b>1083</b>		
<b>Total Age Distribution</b>	<b>2877</b>		

**Christian Education**

Birth - 3	<b>63</b>	Grade 7	<b>43</b>
Age 4	<b>33</b>	Grade 8	<b>27</b>
Kindergarten	<b>30</b>	Grade 9	<b>29</b>
Grade 1	<b>38</b>	Grade 10	<b>36</b>
Grade 2	<b>36</b>	Grade 11	<b>27</b>
Grade 3	<b>57</b>	Grade 12	<b>22</b>
Grade 4	<b>38</b>	Young Adults	<b>36</b>
Grade 5	<b>49</b>	Over 25	<b>316</b>
Grade 6	<b>42</b>	Teachers/Officers	<b>186</b>
		<b>Total Christian Education</b>	<b>1108</b>

**Racial Ethnic**

Asian/Pacific Islander/South Asian	<b>52</b>	Native American/Alaska Native/Indigenous	<b>0</b>
Black/African American/African	<b>20</b>	White	<b>3604</b>
Middle Eastern/North African	<b>3</b>	Multiracial	<b>38</b>
Hispanic/Latino-a	<b>9</b>		
		<b>Total Racial Ethnic</b>	<b>3726</b>

**Financial Data**

Annual Income	<b>10,324,525</b>	Mission Expenses	<b>603,448</b>
Annual Expenses	<b>7,582,594</b>	Personnel Expenses	<b>2,582,353</b>
		Facilities Expenses	<b>1,031,753</b>

**ATTACHMENT B**

**NON-MEMBER CLERGY PULPIT SUPPLY APPLICATION FORM**

The Presbytery of Geneva  
 Synod of the Northeast  
 Presbyterian Church (U.S.A)

Name of Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email: \_\_\_\_\_

I have been referred to the Committee on Ministry by: \_\_\_\_\_

I am making a self-referral

**If approved for the publicized Pulpit Supply List, please use my:** *(check all that apply)*

- work phone number
- home phone number
- cell phone
- Email

**ECCLESIASTICAL STATUS:**

Denomination \_\_\_\_\_

Judicatory Membership \_\_\_\_\_

Date of Ordination \_\_\_\_\_ Classification \_\_\_\_\_

**WORK EXPERIENCE**

<b>PLACE OF WORK</b>	<b>ADDRESS</b>	<b>DUTIES</b>	<b>DATES</b>

**REFERENCES**

Please supply the names of three references, including an official from your denomination who can attest to your membership and standing:

- |    | <b>Name of Reference</b> | <b>Address</b> | <b>Phone</b> |
|----|--------------------------|----------------|--------------|
| 1. | _____                    | _____          | _____        |
| 2. | _____                    | _____          | _____        |
| 3. | _____                    | _____          | _____        |

Have you an existing relationship with a member congregation of the Presbytery of Geneva? If so, which one? what is the nature of the relationship?

Please explain your reason for requesting to be enrolled on the Presbytery of Geneva's approved Pulpit Supply List:

Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Please return this application to [com@presbyteryofgeneva.org](mailto:com@presbyteryofgeneva.org), with the following items:

- ❖ a copy of your resume.
- ❖ written statement of faith
- ❖ three sample sermons.

Or mail to: Presbytery of Geneva  
Attention: COM Chair  
2472 NY-54A, Penn Yan, NY 14527

**ATTACHMENT C**

**ELDER or LAY MEMBER PULPIT SUPPLY APPLICATION FORM**

The Presbytery of Geneva  
Synod of the Northeast  
Presbyterian Church (U.S.A)

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

- I have been referred to the Committee on Ministry by: \_\_\_\_\_
- I am making a self-referral

**If approved for the publicized Pulpit Supply List, please use my: (check all that apply)**

- work phone number
- home phone number
- cell phone

Email

**ECCLESIASTICAL STATUS:**

Church Membership and address: \_\_\_\_\_

Check all that apply:

- Ruling Elder in PCUSA      Year of Ordination \_\_\_\_\_
- Deacon of PCUSA              Year of Ordination \_\_\_\_\_
- Inquirer for PCUSA Minister of Word and Sacrament
- Candidate for PCUSA Minister of Word and Sacrament
- Lay Member of PCUSA
- Candidate for ministry in another denomination
- Member of another denomination

*Please describe any special status with that denomination*

**REFERENCES**

Please supply the names of three references, including the pastor or other leader from your congregation who can attest to your membership and standing:

	Name of Reference	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Have you an existing relationship with a member congregation of the Presbytery of Geneva? If so, which one? what is the nature of the relationship?



Please explain your reason for requesting to be enrolled on the Presbytery of Geneva's approved Pulpit Supply List:

Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Please return this application to [com@presbyteryofgeneva.org](mailto:com@presbyteryofgeneva.org), with the following items:

- ❖ a copy of your resume.
- ❖ written statement of faith
- ❖ three sample sermons.

Or mail to: Presbytery of Geneva  
Attention: COM Chair  
2472 NY-54A, Penn Yan, NY 14527

**ATTACHMENT D**  
**MEMBER CLERGY PULPIT SUPPLY APPLICATION FORM**

The Presbytery of Geneva  
Synod of the Northeast  
Presbyterian Church (U.S.A)

Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email: \_\_\_\_\_

- I have been referred to the Committee on Ministry by: \_\_\_\_\_
- I am making a self-referral

**For the publicized Pulpit Supply List, please use my:** *(check all that apply)*

- work phone number

- home phone number
- cell phone
- Email

Date of Ordination \_\_\_\_\_

Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Please return this application to [com@presbyteryofgeneva.org](mailto:com@presbyteryofgeneva.org),

Or mail to: Presbytery of Geneva  
Attention: COM Chair  
2472 NY-54A, Penn Yan, NY 14527

**For Committee on Ministry Use Only:**

Date Application Received \_\_\_\_\_

- Member in good standing

Approval of Committee on Ministry [Date \_\_\_\_\_ ]

**ATTACHMENT E**

**PRESBYTERY OF GENEVA  
Presbyterian Church (U.S.A.)  
PERSONNEL POLICIES AND PRACTICES**

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## **I. INTRODUCTION**

The Presbytery of Geneva is a regional entity of the Presbyterian Church (U.S.A.), and governed by its constitution. The Presbytery of Geneva is a member presbytery of the Synod of the Northeast.

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

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

All employed positions of the Presbytery are designed to support the purpose and vision of the Presbytery of Geneva.

The Presbytery of Geneva Personnel Policies and Practices outlines the current employment policies and procedures for the Presbytery and replaces any and all prior personnel policies and practices. The Presbytery reserves the right to make changes to its policy and procedures at any time.

The Operations Committee of Presbytery of Geneva shall be responsible for administering all personnel matters. The personnel functions of the committee shall be to:

- Provide oversight of personnel matters.
- Develop job descriptions for staff for approval by the General Council
- Conduct annual reviews of the staff.
- Make recommendations to the Presbytery for appropriate compensation for members of the Presbytery staff.
- Prepare, maintain, and implement personnel policies which are consistent with the Constitution of the PC(U.S.A.) and compliant with State and Federal Regulations, recommending policies or policy changes to the Presbytery for approval.

## **II. POLICIES**

Presbytery employees are expected to familiarize themselves with these policies and procedures and any other policies related to personnel matters. Such policies may be found in the appendix of this document and on the Presbytery's website.

A. CONSTITUTIONAL PROVISION

The Presbytery may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity. The Presbytery shall make provision in its manual of administrative operations for the process of electing executive staff and the hiring of other staff, the description of the responsibilities of the positions, the method of performance review, and the manner of termination of employment. [The Presbyterian Church \(U.S.A\) Book of Order G-3.0110](#)

B. EQUAL OPPORTUNITY EMPLOYMENT

The Presbytery of Geneva is an Equal Employment Employer, abides by fair labor laws of the United States of America and New York State.

C. NON-DISCRIMINATION

The Presbytery prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

D. NON-HARASSMENT

The Presbytery is committed to providing a work environment that is free from unlawful harassment – sexual or otherwise – that creates a hostile work environment. Such harassment will not be tolerated. The process for handling alleged grievances involving harassment is outlined below, except in the case of alleged sexual harassment which is covered in the [Presbytery's Sexual Misconduct Policy](#).

E. SEXUAL MISCONDUCT

The definition of sexual misconduct and the process for handling alleged sexual misconduct, including sexual harassment, is outlined in the [Presbytery's Sexual Misconduct Policy](#).

F. WHISTLEBLOWER POLICY

Employees of the Presbytery of Geneva must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations. It is the responsibility of all elected officers, leaders, and employees to report ethics violations or suspected violations in accordance with the [Presbytery's Whistleblower Policy](#). No employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

G. CONFLICT OF INTEREST

The Presbytery of Geneva has adopted its [Conflict of Interest Policy](#) to assist the Presbytery in carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the organization as a whole. The Conflict of Interest Policy covers all interests which may influence an employee's duties and responsibilities.

H. EMPLOYEE GRIEVANCE

A complaint or grievance may be made by any employee who has reason to believe that issues, behaviors, or practices create a hostile work environment or interfere with the employee's ability to perform his/her duties. A written complaint may be filed with the employee's supervisor, the Head of Staff, or the Committee on Operations. The complaint should be as specific as possible and identify the names of individuals involved,

including any witnesses. The Presbytery Operations Committee will immediately undertake a thorough and objective investigation to resolve the situation.

**III. EMPLOYMENT INFORMATION**

**A. REGULAR EMPLOYEES**

Regular employees are employed for an indefinite period. Full-time regular employees work a schedule of thirty (30) or more hours per week and are eligible for medical and pension benefits. Part-time regular employees work twenty-nine hours or less per week. Regular employees who work less than twenty (20) hours per week shall not be eligible for medical and pension benefits. The Operations Committee will conduct a ninety-day review with all new regular employees.

**B. TEMPORARY EMPLOYEES**

Temporary employees are those who are hired for less than a year with a mutual understanding of the terms of employment.

**C. EXEMPT AND NON-EXEMPT EMPLOYEES**

Exempt employees are exempt from the provisions of the federal Wage and Hour Law and are therefore not eligible for overtime pay. Exempt employees are normally paid on a salary basis. Non-exempt employees are not exempt from the provisions of the federal Wage and Hour Law and are eligible for overtime pay. Non-exempt employees are normally paid on an hourly basis.

**D. SPECIFIC EXEMPT POSITIONS**

*Presbytery Leader:* A candidate for the position of Presbytery Leader shall be recommended by an elected Search Committee and approved by the Presbytery for a three-year term of service. As an employee of the Presbytery, the Presbytery Leader is subject to all employment policies and procedures, and accountable to the Presbytery through the Operations Committee, and the General Council.

*Stated Clerk:* A candidate for the position of Stated Clerk shall be recommended by the Operations Committee, placed in Nomination by the Nominating Committee, and elected by the Presbytery for a three-year term of service. As an employee of the Presbytery, the Stated Clerk is subject to all employment policies and procedures, and accountable to the Presbytery through the Head of Staff, the Operations Committee, and the General Council.

**E. HIRING OF OTHER STAFF**

All other regular employees shall be appointed by Operations Committee with concurrence of the Head of Staff and the General Council. Temporary employees, such as Camp Whitman summer employees, shall be appointed by the supervisor in concurrence with the Camp Whitman Committee provided funding for such positions can be identified and approved by the Operations Committee.

**F. NEPOTISM**

To affirm and facilitate equal opportunity for all employees and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of people in the Presbytery's employ. Such people should not be automatically denied employment nor fair treatment in the full spirit of these policies. However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not be assigned to a position where a direct relative is in a position to influence the employee's salary, promotion, or other aspects of personnel practice.

**G. POSITION DESCRIPTIONS**

A position description is required for each position in the Presbytery. The position description will include purpose of the position, responsibilities, and accountability. Position descriptions shall be reviewed annually

and may be modified over time when necessary or appropriate. Presbytery position descriptions will be reviewed and modified by the Operations Committee during the annual performance evaluation process. Camp Whitman temporary employee position descriptions will be reviewed and modified by the Camp Whitman Committee.

Any changes in title, job description, work assignments and/or compensation rate during a calendar year shall not be put in effect until they are first approved by the Operations Committee with the concurrence of the Head of Staff.

H. PERFORMANCE EVALUATIONS

An annual performance review and evaluation will be conducted for all regular employees of the Presbytery. The annual review will offer employees and supervisors an opportunity to discuss employee strengths and areas of needed improvement as well as possible modifications in the position description.

I. PROGRESSIVE DISCIPLINARY ACTION

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation. The types of discipline that may occur are as follows in general order of seriousness:

*1. Verbal Reprimand.* A verbal statement by the supervisor to the employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. Notice of a verbal reprimand will be documented and placed in the employee's personnel file and shall be signed by the employee and supervisor.

*2. Written Reprimand.* The written reprimand is issued by the employee's supervisor. A written reprimand formally defines the area of needed improvement, sets goals for achievement of improvement of defined issues, and informs the employee that failure to improve within a reasonable length of time as determined by the supervisor, may result in suspension. A signed copy is placed in the employee's personnel file.

*3. Suspension or Termination.* Employees should be aware that their employment relationship with the Presbytery is based on the condition of mutual consent to continue the relationship between the employee and the Presbytery. Therefore, the employee or the Presbytery, unless bound by a written agreement, is free to suspend or terminate the employment relationship at will, with or without cause, and at any time.

J. PERSONNEL RECORDS

A confidential employment file for each employee is maintained in the Presbytery office. The employment file is the property of the Presbytery. The employee may request an appointment with the supervisor to review the contents of the file and may submit a written supplement if appropriate.

**IV. COMPENSATION**

The Presbytery is committed to salary administration principles which will provide fair pay for the work performed. Compensation is based on the duties and responsibilities of each position, the nature and scope of the work, skills and education of the employee, and work experience.

A. TERMS OF CALL

If a Minister of Word and Sacrament serves in the position of Presbytery Leader or Stated Clerk, although these are not called positions, the compensation for these positions shall be reviewed by the Committee on Ministry for compliance with the Presbytery's minimum terms of call.

**B. COMPENSATION REVIEW**

The salaries of staff will be reviewed annually by the Presbytery Operations Committee. Increases, if granted, commence on January 1. Salary adjustments may be made on the basis of changes in duties or responsibilities, the performance of the employee, cost of living adjustments (COLA) and funds available. Any cost-of-living adjustment authorized by the Presbytery will be given to all employees at the same time.

**C. PAYDAY AND TIMESHEETS**

Employees are paid every two weeks. The Presbytery normally does not provide paychecks in advance of work performed. Non-exempt employees may be required to maintain and complete timesheets. Overtime for non-exempt employees must be approved by the supervisor prior to submitting the timesheet.

**D. PAYROLL DEDUCTIONS**

Federal and State income taxes are withheld from employee paychecks based on the employees completion of Form W-4.

**E. SOCIAL SECURITY (FICA)**

The employee's share of Social Security taxes are deducted from the paycheck for all eligible employees. Ministers of Word and Sacrament employed by the Presbytery, for exempt positions, are considered self-employed and social security taxes are not withheld or paid from them.

**V. OFFICE PROCEDURES**

**A. OFFICE HOURS**

The office is normally open Monday- Thursday, 8:30 a.m. – 4:00 p.m.

**B. HOLIDAY CLOSURES**

Holiday closures are determined by the Synod of the Northeast suggested schedule and approved by the Operations Committee annually.

**C. REIMBURSABLE EXPENSES**

Employees eligible for reimbursable expenses must provide verification of the expense, complete a voucher, and secure approval of the Head of Staff. Failure to do so within 90 days of the expense may result in forfeiture of reimbursement.

**D. CREDIT CARDS**

Employees may only use Presbytery issued credit cards for Presbytery-related expenses. Expenses must be reconciled with receipts monthly. Misuse of the credit card or failure to provide proper documentation of expenses may result in the cancellation of the card and other disciplinary action.

**E. PRESBYTERY PROPERTY AND EQUIPMENT**

Any Presbytery property or equipment used in the performance of duties remains the property of the Presbytery and may only be used for Presbytery-related business.

**VI. BENEFITS**

**A. ANNIVERSARY DATE**

The first day of work will be recorded as the employee anniversary date and will be used for the calculation of benefits for all employees.

**B. PROFESSIONAL DEVELOPMENT**



The Presbytery desires that all employees have the skills needed to do their job and will seek out creative ways to offer opportunities to acquire and improve their skills.

C. PENSION

All regular employees are eligible for coverage by the Presbyterian Church (U.S.A.) Board of Pensions per Board of Pensions guidelines.

D. HEALTH INSURANCE

All regular employees are eligible for coverage by the Presbyterian Church (U.S.A.) Board of Pensions per Board of Pensions guidelines.

E. VACATION

Employees are urged to take the vacation to which they are entitled not only for personal benefit, but for the sake of their work effectiveness and health. For that reason, vacations are not cumulative, but must be used within the calendar year, except with special approval by the Operations Committee or the Head of Staff. While every attempt will be made to schedule the vacation time as requested, the time of each employee's vacation is subject to the approval of the Head of Staff.

Regular exempt employees are entitled to one full month vacation per year.

Regular non-exempt employees are entitled to an annual paid vacation computed on January 1 of each year varying with length of their service.

<u>Number of Years of Service</u>	<u>Vacation Credit</u>
1-5 years	2 weeks
6-10 years	3 weeks
11 years and over	4 weeks

Vacation entitlement during the first year of employment will be pro-rated according to length of service as of January 1.

In recognition of the completion of 25 years of credited service with the Presbytery or other Presbyterian Church (USA) governing body, an additional one-week vacation period will be granted beginning in the 26th year to exempt and non-exempt employees.

F. HOLIDAYS

Thirteen holidays per year will be granted with full pay as determined by the Synod of the Northeast suggested schedule of holidays and approved by the Operations Committee.

G. SICK LEAVE

All employees should report absence due to illness to the Head of Staff or immediate supervisor.

Regular employees are entitled to up to ten working days of sick leave each calendar year, cumulative up to 90 working days. Sick leave entitlement during the first year of employment will be pro-rated according to length of employment. Sick leave may be used for personal or family illness.

Time off for medical and dental appointments up to two hours each is granted with pay if the time is approved by the Head of Staff. Time off for such appointments in excess of two hours will be charged against sick leave allowance.

H. WORKER'S COMPENSATION

All employees shall be covered by the Workmen's Compensation Law of New York State, which provides for benefits in case of an on-the-job accident.

**I. DISABILITY BENEFITS INSURANCE**

All employees shall be covered by the disability benefits program of the state of New York, which provides temporary cash benefits to replace in part wages lost due to injuries or illness that do not arise out of and in the course of employment.

**J. UNEMPLOYMENT INSURANCE**

All regular employees shall be covered by an unemployment insurance contract with New York State or a private insurance carrier.

**K. LEAVE OF ABSENCE, WITH PAY**

Leaves of absence, with pay, are provided under the following circumstances:

- For a regular period of reserve military training [up to two weeks annually].
- For jury duty (up to 2 weeks annually), but the employee must remit to the Presbytery any government remuneration which might be received for such service.
- Personal or family emergencies or other personal business that cannot be cared for outside of working hours (up to 5 days annually).
- Marriage of the employee (up to 3 days).
- Death of a member of the immediate family (*spouse or partner, parent, parent-in-law, child, brother, sister, grandparent, grandchild*) (not to exceed five working days.)
- Adequate time off for voting will be given where election hours and work schedules cause hardship on the employee.

Requests for leave of absence with pay are to be submitted by the employee in writing for review and approval by the Operations Committee in consultation with the Head of Staff.

**L. LEAVE OF ABSENCE, WITHOUT PAY**

The [Family and Medical Leave Act of 1993 \(FMLA\)](#) requires some employers to provide employees with job-protected and unpaid leave for qualified medical and family reasons. These include pregnancy, adoption, foster care placement of a child, personal or family illness, or family military leave.

Though not required to do so by virtue of the size of the organization, the Presbytery will follow the guidelines of FMLA in offering up to twelve weeks (12) of unpaid leave for eligible employees who have been employed by the Presbytery for a minimum of one year.

During the unpaid leave, the Presbytery will continue to provide pension and medical benefits for the employee.

Requests for leave of absence without pay are to be submitted by the employee in writing for review and approval by the Operations Committee in consultation with the Head of Staff.

**VII. SEPARATION PRACTICES**

The Presbytery reserves the right to terminate employment at any time, with or without notice, for any reason not prohibited by law. All Presbytery property must be returned (i.e. computer, keys, credit cards, property, tools, etc.) upon employment termination.

**A. RESIGNATION**

Voluntary separation (resignation) may take place after two weeks' written notice for non-exempt employees or one-month notice for exempt employees. Employees will be paid the cash equivalent of any unused earned vacation at the date of separation. No severance allowance will be provided. At the discretion of the Operations Committee, in consultation with the Head of Staff, the period of written notice may be waived.

**B. REDUCTION OF FORCE**

Separation because of the discontinuation of a project or retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the employer. Written notice of such separation will come from the Operations Committee. Unless otherwise specified three months notice or pay in lieu of notice will be given exempt employees and one month's notice or pay in lieu of notice will be given to non-exempt employees.

If the position is reinstated within a period of one year, the individual who was previously employed in that position will be given first opportunity for employment in that position.

**C. DISMISSAL**

Dismissal may take place by written notice from Operations Committee. In consultation with the Head of Staff. In the case of the necessary termination of the Head of Staff, a recommendation of termination must be given to the General Council from the Operations Committee. If General Council concurs, the recommendation will be taken to the Presbytery for action. Notice must be given or pay in lieu of notice of one month for exempt employees or two weeks for non-exempt employees who are dismissed, and they will receive the cash equivalent of their unused earned vacation.

Reasons for dismissal may include, but are not limited to:

- Unsatisfactory performance.
- Insubordination, including, but not limited to refusal to do any work which the employee is capable of doing and which falls within the purview of the position description.
- Neglect in the care and use of Presbytery property and funds.
- Unexcused absence or repeated tardiness.
- Failure to adhere to the standards of conduct expected of employees.

**D. DEATH IN SERVICE**

In the event of the death of a regular employee, the salary of that person will be continued to the spouse or dependent for one month from the date on which the death occurs, plus any unused vacation pay. Additional death benefits are also provided through the Presbyterian Board of Pensions to those enrolled in the plan.

**E. RETIREMENT**

Regular employees intending to retire are encouraged to obtain retirement counseling before announcement of their retirement date. Employees are encouraged to advise the Presbytery's Operations Committee at least six months in advance. Advance notice will assist a timely and orderly retirement process for the Presbytery including filing of documents required to initiate retirement benefits.

The Presbytery of Geneva does not impose a mandatory retirement date. Continuing service of an employee will be dependent upon ongoing satisfactory performance as determined by the Operations Committee through its performance appraisal process.

**F. EXIT INTERVIEW**

Prior to an employee's actual departure, an exit interview shall be conducted. The exit interview is a personnel process wherein the staff person who is being separated consults with the Operations Committee to review the reasons that occasioned the separation. A synopsis of this interview will be placed in the employee's personnel file.

**VIII. STANDARDS OF CONDUCT**

**A. APPEARANCE**

Employees are expected to present themselves during working hours in attire and manner that is professional and appropriate to their position and the nature of work performed.

**B. NON-WORK ACTIVITIES**

The Presbytery respects employee's activities outside their employment which in no way conflict with or reflect adversely upon the Presbytery. Every employee is expected to devote their attention to the Presbytery and to avoid engaging in outside interests while at work. Employees who engage in or are associated with conduct which adversely affects the Presbytery and/or affects the employee's ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including immediate termination.

**C. ALCOHOL, TOBACCO, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES**

The use, sale, transfer, possession, or being "under the influence" of alcohol, illegal drugs, or non-prescribed controlled substances while on duty, is prohibited for employees. Additionally, the use of tobacco or e-cigarettes is prohibited on Presbytery property.

**IX. ADDENDUMS ATTACHED (but not printed here – all previously-approved by the presbytery)**

[Presbytery of Geneva Sexual Misconduct Policy](#)

[Presbytery of Geneva Whistleblower Policy](#)

[Presbytery of Geneva Conflict of Interest Policy](#)