

**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 November 19, 2019 at Christ the King Fellowship, Spencer, New York.

***GATHERING FOR SHARED WORK: OPENING BUSINESS***

**GATHERING**

8:45 am Registration and Fellowship Time (through 9:25 am)  
9:25 am Gathering for Shared Work

**CALL TO ORDER**

Elder Rob Anderson, Moderator, called the meeting to order at 9:30 a.m., a quorum being present.

The Moderator offered the opening prayer

**ROLL**

**ACTIVE MINISTERS SERVING CHURCHES**

Stanley Bhasker; Betsy Crimmins; Ellen Donnan; Aaron Frank; Katherine Griffis; Deborah Grohman; Gail Heimberger; Bruce Incze; Glenn Kennedy; Amy Loving Austin; Ben Masters; Rob Mellgard; Rob Mellgard; Anita Milne; Cara Milne; John Milne; Sabrina Slater; Jeffery Ugoretz; Cindy Weaver; Jane Winters

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

David Ashby; David Preisendanz;

**HONORABLY RETIRED MINISTERS**

James Gerling; James Hicks;

**CORRESPONDING MEMBERS (granted voice)**

Michelle Serra

**PRESBYTERY STAFF (granted voice)**

Susan Orr (Genesee Valley Presbytery); Elena Delhagen (Palmyra, Western); Lea Kone (Genesee Valley Presbytery)

**ELDER COMMISSIONERS FROM CHURCHES**

Dick Evans (Burdett); Ken Allen (Canandaigua); Joanne Tunison (Elmira, First); Jeff Richards (Elmira, North); Ed Frick (Geneva); Gary Harman (Geneva); Lisa Sanford (Hornell); Bob Sell (Horseheads); Lois Wafler (Huron); Gail Farnham (Ithaca); Don Braun (Naples) Judy Mellgard (Ovid); Donald Peek (Pulteney); Priscilla Andrews (Rock Stream); Kerm Bossard (Spencer); Keith Blackall (Sodus); Gail Maureen (Spencer); Patti Smith (Watkins Glen); Carol Merrell (Wolcott)

**ADDITIONAL ELDER COMMISSIONERS**

Rob Anderson (Penn Yan, Moderator); Phoebe Baker (Penn Yan, COR); Tom Bailey (Spencer, Operations); Stephen Beals (Seneca Falls, Vitality); Joann Braun (Naples, Presbyterian Women); Virginia Champlin (Geneva, Synod Commissioner); Donna Colvin (Pulteney, Synod Commissioner); John Gingerich (Wolcott, CRE); Linda Werts (Canandaigua; GA Commissioner);

**REGISTERED GUESTS (Current Meeting; Granted Voice for the purpose of giving reports)**

Martha Evans (Burdett); Lee DeBenedetto (Ovid); Mary Jane Peek (Pulteney); Shirley Kennedy (Painted Post); Jerry Kersting (Painted Post); Sally Kirsting (Painted Post); Beth Newall (Geneva)

**EXCUSED COMMISSIONERS (Elders and Ministers)**

Harold Delhagen; Kyle Delhagen; Janice Fitzgerald; Deborah Lind-Schmitz; Paul Malles; Christopher Mergener; Lucinda O’Leary; Cheryl Peeples; Denise Stone; Susan Frost;

<b>SUMMARIES FOR EACH MEETING</b>	<b>Jan 26</b>	<b>Mar 19</b>	<b>May 28</b>	<b>July 9</b>	<b>Aug 13</b>	<b>Sept 24</b>	<b>Nov 19</b>
<b>Total Minister Commissioners Present*</b>	27	26	26	18	14	22	24
<b>Total Elder Commissioners Present **</b>	39	33	31	19	11	19	28
<b>Parity (expressed in terms of Elders, + or -)</b>	+ 12	+7	+5	+1	-3	-3	+4
<b>Total Minister Commissioners Absent, Unexcused***</b>	11	11	20	26	31	17	10
<b>Total Churches Unrepresented by Elders****</b>	26	31	32	48	49	35	36
<b>Total Churches Unrepresented by Elders and Pastors</b>	19	20	20	34	36	25	22
<b>Total Registered Visitors and Staff</b>	5	9	13	4	0	7	10
<b>Total Registered Attendance*****</b>	<b>72</b>	<b>68</b>	<b>70</b>	<b>41</b>	<b>25</b>	<b>56</b>	<b>62</b>

\* Does not include Corresponding Members, with voice, not vote. Does include Validated, At-large, and Honorably Retired  
 \*\* Includes Corresponding Members with voice and vote  
 \*\*\* Does not include Corresponding Members with voice only; Honorably Retired Ministers; and Excused Minister Members.  
 \*\*\*\* Includes churches marked “excused”; does **not** include Additional Elder Commissioners, as they are not elected by sessions.  
 \*\*\*\*\* Includes Corresponding Members without vote

**APPROVAL OF DOCKET**

The presbytery VOTED to approve the docket for the meeting:

8:45 AM Registration and fellowship time (through 9:25)

9:25 AM Gathering for Shared Work

9:30 AM Call to Order, Declaration of Quorum, and Opening Prayer

9:35 AM Opening Business

- 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

9:45 AM Business Related to Congregations and Leaders:

- Good News from the Congregations
  - \* To include your news in the minutes, please give a written copy to the Stated Clerk.
- Committee on Ministry [CP John Gingerich (Wolcott), Member]
  - TE Cheryl Ann Elfond’s transfer request
- Concurrence of Dissolution: TE Glenn Kennedy and United Church of Painted Post

- 10:15 AM Internal Business (part 1)  
General Council [TE Katherine Griffis (Hornell, United), Chair]  
COR Nomination  
Manual of Operations  
Celebration of Coming Chinese Christian Church  
Six Month Structure Review
- 10:45 AM Business Related to Mission:  
Camp Whitman Committee [RE Jeff Richards (Elmira, North), Chair; RE Lea Kone, Camp Dir]  
Revenue from logging project  
Committee on Mission and Witness [TE Ben Masters (Hector/Lodi), Chair]  
2019 Peacemaking Banquet
- 11:00 AM Worship & The Lord's Supper
- 12:00 PM LUNCH
- 12:45 PM Presbytery Reconvenes
- 12:45 PM Internal Business (part 2)  
Committee on Representation [RE Phoebe Baker (Penn Yan, First), Chair]  
Nominations for Officers and Committee Members  
Committee on Operations [RE Tom Bailey (Spencer, Christ the King), Chair]  
Per Capita - 2020  
Romulus Asset Distribution  
Presentation of 2020 Preliminary Budget  
Report of the Stated Clerk  
Report of the Presbytery Leader
- 1:25 PM Closing Matters  
Resolution of Thanks  
Additional announcements
- 1:30 PM Benediction and Adjournment

**STATED CLERK CONSENT AGENDA**

The Presbytery VOTED to approve the following:

That the presbytery:

1. **Approve** the minutes of the September 24, 2019 stated meeting, held at Camp Whitman, Penn Yan, NY.
2. **Grant** privilege of voice to non-commissioners who will make a presentation or participate in a report to the presbytery.
3. **Approve** the following Administrative Commission to install the Rev. Aaron Frank as Pastor of the First Presbyterian Church, Horseheads, NY. The service will be held in the church sanctuary on Sunday, January 12, 2020, at 3:00pm:
  - Moderator Elect The Rev. Glenn Kennedy (or his designee),
  - The Rev. Kirianne Weaver Riehl (Ithaca)
  - The Rev. Benjamin Masters (Hector/Lodi)
  - Elder Virginia Champlin (Geneva)
  - Elder Mary Yoder (Horseheads)
4. **Approve** [by ¾ vote] the request of the session of Addison Presbyterian Church, Addison, NY for a waiver of the term limit requirements for Ruling Elders Connie McCarrick and Donna Filmore, according to the provisions of the Book of Order, G-2.0610 *Accommodation to Particular Circumstances*.
5. **Approve** the following imbalance correction for 2020:

<u>Current Imbalance Report</u>	
Minister members of presbytery (as of 10/31/19)	78
Honorably Retired Minister members (traditionally excused)	36
Average ministers in attendance in 2019	22

Elder Commissioners from congregations (one per)	54
Add'l Elder Commissioners from large congregations (over 500) Geneva (507) – 1 additional	1
Average elder commissioners in attendance in 2019	25
<i>Total # of congregations</i>	54
<i>Average # of churches not represented by elder comm. in 2019</i>	37
<i>Average # of churches not represented by elder comm. or pastor</i>	26

Imbalance To Be Corrected in 2020:

**Invite** the following persons to serve as “additional elder commissioners” for calendar year 2020:

Presbytery Officers (3):

Tom Bailey (Spencer, Christ the King) — Treasurer  
Virginia Champlin (Geneva) — Vice-Moderator  
Rob Anderson (Penn Yan, First) — General Council Chairperson

CREs in current service to church or presbytery (10):

Priscilla Andrews (Rock Stream)  
Richard Evans (Burdett)  
Carleen Frost (Sodus, First)  
Don Peek (Pulteney, First)  
Connie Franks (Marion, United)  
Stephen Beals (Seneca Falls, First)  
Bob Sell (Horseheads, First)  
John Gingerich (Wolcott, First)  
Bessie Tyrrell (Atlanta)  
Paul Yoder (Horseheads, First)

Committee Leadership (5):

Phoebe Baker (Penn Yan, First) — COR  
Irene Fadden (Palmyra, Western) — Committee on Operations  
Ken Allen (Canandaigua, United) — Committee on Ministry  
Jeff Richards (Elmira, North) — Committee on Camp Whitman  
Donna Colvin (Pulteney, First) — At-Large RE on Council

Presbyterian Women (1):

Joann Braun (Naples, Trinity Federated) — Presbyterian Women

TOTAL INVITATIONS = 19

**Items For Presbytery's Information**

**(Ordination Anniversaries)**

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. 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)

**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. 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 guests and new and first-time elder commissioners.

**WELCOME FROM THE HOST: CHRIST THE KING FELLOWSHIP (SPENCER)**

The Rev. Sabrina Slater, pastor of Christ the King Fellowship (Spencer), enthusiastically welcomed the Presbytery to the church. She gave thanks to *all* of the church that helped make it possible to host the meeting. All enjoyed seeing the beautiful stained glass windows (newly renovated as part of their 200th anniversary in 2014). Rev. Slater reminded the Presbytery to make use of the microphones so all could hear, and she invited us to stretch and welcome God's presence as we started our work.

**RESOLUTION OF THANKS**

The Moderator appointed Rev. Ben Masters (Hector/Lodi) 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.

Good news included:

- A work team of 8 members from the First Presbyterian Church of Ithaca will be traveling to New Bern, NC, on October 13 for a week of rebuilding with Presbyterian Disaster Assistance.

**COMMITTEE ON MINISTRY**

CP John Gingerich (Wolcott) presented the report of the Committee on Ministry:

- The examination of Rev. Cheryl Ann Elfond to act on her request to transfer her membership to the Presbytery of Geneva from the Presbytery of Susquehanna Valley has been rescheduled for either the January or March stated meeting. Rev. Elfond is still recovering from an incident where she was seriously injured. John Gingerich led the Presbytery in a time of prayer for Rev. Elfond's healing.
- Alicia Alvarez has withdrawn from the inquirer process, effective October 3, 2019.

**Items For Presbytery's Action**

The Presbytery VOTED to:

- **Concur** with the dissolution of the pastoral relationship between Rev. Glenn Kennedy and United Church of Painted Post, effective close of day Dec. 31, 2019.

**Actions Taken On Behalf Of The Presbytery**

Acting on behalf of presbytery, the Committee VOTED to:

- **Accept** Rev. Cheryl Ann Elfond's resignation as Moderator of Lake Street with deepest thanks and regret.
- **Appoint** Rev. Jim Hicks to serve as Moderator at Lake Street, effective October 3, 2019.
- **Authorize** Rev. Jim Hicks to train ruling elders at Lake Street to serve communion (in accordance with W-3.0410 and G-3.0301b) and create a calendar of who will officiate on which day; this calendar will be approved by the COM at their November meeting. *It is the hope of the COM that this will enable Juhura Shazer to appropriately participate in the sacrament of communion by serving with a properly trained ruling elder who would say the words of institution.*
- **Approve** the request from the session (with Stephen Beals' agreement) that the church be granted a variance of Stephen Beals' salary for 2019. They are paying \$25,996 plus \$375 study leave (instead of the recommended \$27,213 plus \$375 study leave).
- **Allow** CRE Paul Yoder and CRE Bob Sell to fill the pulpit at Moreland on a regular basis without a covenant; and if there are 5 Sundays in a month, the COM **waives the rule** that they may only serve twice a month, thus allowing one or the other to serve on that 5th Sunday.
- **Approve** adding the Rev. Glenn Kennedy to the Pulpit Supply List, effective January 1, 2020.
- **Approve** the request of the Official Board of the United Church of Canandaigua to call a congregational meeting on January 19, 2020, to grant the honorary title of *Pastor Emeritus* to the Rev. James Kerr (HR). If approved by the congregation, the Presbytery of Geneva will vote to approve this action at the January 2020 meeting.
- **Approve** Rev. Anne Waasdorp (HR minister member of Genesee Valley Presbytery) to provide pulpit supply and pastoral care at Pulteney.

**Items For The Presbytery's Information**

The Committee on Ministry VOTED to:

- **Approve** the covenant between Rev. Karl Warrington and Oaks Corners, effective September 1, 2019 - August 31, 2020. Total compensation:  
*Cash: \$100 / Sunday Worship plus mileage*  
*Moderator of Session: \$50 / meeting*  
*Pastoral Services: \$20 / hour (i.e. church committee meetings, membership classes, etc.)*  
*Visitation: \$50 / month*  
*Emergencies: Contact one of the following -*  
*Jeanne Day, Scherbyn, May Schweickhard for consent.*  
*Travel Allowance: all church related travel vouchered at IRS rate per mile.*  
*Vacation: 4 weeks and 4 Sundays.*  
*[full agreement details included in form on file]*

**COMMITTEE ON LEADER CARE**

Rev. Bruce Incze (Arkport) presented a brief report from the Committee on Leader Care:

- Time will be set aside at the January 25, 2020, stated meeting of the Presbytery to remember those Ruling and Teaching Elders who have died during 2019. A request for information will be sent to all clerks soon; please return the form by January 5, 2020, to ensure appropriate time to compile the information for the memorial service.

- The committee has set a date (May 21, 2020) for a retreat for pastors, to be held at Camp Whitman from 10:00 AM - 3:00 PM. The Rev. Kevin Hershey (Genesee Valley Presbytery), a spiritual director from Genesee Valley, will lead it. There will be no cost to attend, but registration is limited to 30 pastoral leaders; registration will open in January.

### ***INTERNAL BUSINESS (part 1)***

#### **GENERAL COUNCIL**

Rev. Katherine Griffis (Hornell) presented the report of the General Council:

- The General Council has conducted the required 6-month review of the new Presbytery structure. Each committee representative is charged with taking concerns/questions that have been raised during the review to their committee. The Council requests that they work to address those issues and bring their feedback to the December General Council meeting.
- Rev. Katherine Griffis invited the Rev. Glenn Kennedy to share some of the history of the Corning Chinese Christian Church [See Appendix C: Brief History of the Corning Chinese Christian Church (CCCC)]. Rev. Kennedy reflected on his (and the Presbytery's) involvement with the CCCC over the past several years, and he led the Presbytery in prayer for CCCC as they enter into a new phase of their ministry as a new church.
- The Presbytery of Geneva's request to participate in the [Presbyterian Mission Agency's Vital Congregations Initiative](#) has been approved. The General Council will be working to organize leadership for this in 2020, and the process will be fully implemented in 2021.

#### **Items For The Presbytery's Action**

The Presbytery VOTED to:

- **Approve** TE Paul Malles to serve on the Committee on Representation, Class of 2022.
- **Approve** the proposed amendments to the Manual of Administrative Operations. [See Appendix A: Manual of Administrative Operations proposed revision 11-19-19].

Katherine Griffis, on behalf of General Council, made the following motion:

that the Presbytery approve the following Financial Policies Amendment:

#### *III. Administrative Procedures*

#### *D. Authorized Signatures*

*Authorized signatures may include those of the Treasurer and any three ruling Elders appointed by the Board of Trustees on an annual basis.*

A Substitute Motion was moved and seconded to amend the original motion to read:

that the Presbytery approve the following Financial Policies Amendment:

#### *III. Administrative Procedures*

#### *D. Authorized Signatures*

*Authorized signatures may include those of the Treasurer and any three Ruling/Teaching Elders appointed by the Board of Trustees on an annual basis.*

The Presbytery VOTED to **declare the Substitute Motion perfected.**

The Presbytery VOTED to **declare the Original Motion perfected.**

The Moderator proposed the question, "Shall the Substitute Motion become the Main Motion?" The Presbytery VOTED to **approve.**

The Presbytery VOTED to **approve** the following Financial Policies Amendment [See also Appendix B: Financial Policies Proposed Revision]:

#### *III. Administrative Procedures*

#### *D. Authorized Signatures*

*Authorized signatures may include those of the Treasurer and any three Ruling/Teaching Elders appointed by the Board of Trustees on an annual basis.*

**Items For The Presbytery's Information**

The General Council VOTED to:

**(Presbytery Meetings)**

- **Report** the PJC decision in the permanent minutes of the Presbytery of Geneva as required by the *Book of Order*. A redacted version of the decision will be published only in the online-version of the minutes.

**(Camp Whitman)**

- **Approve** the following Mission Statement for Camp Whitman:  
*Camp Whitman lives for those:  
longing for belonging,  
seeking connection with community and creation,  
respite from chaos and competition,  
and an opportunity to encounter both the Holy and themselves.*
- **Approve** Lea Kone to seek a quote from the designer she knows for the creation of a new logo for both the Presbytery of Geneva and Camp Whitman.

**(Committee on Vitality)**

- **Endorse and send** the letter of intention to participate in the Vital Congregations Initiative. If/When the letter is accepted, the Council will move forward with further coordination and organization related to participating in that initiative.

**(Mission & Witness / Mission Grants)**

- **Approve** a grant award of \$1200 to the Horseheads Food Pantry from the 2 Cents a Meal Fund.

**(General Council)**

- **Approve** Council to begin a book study of *Canoeing the Mountains: Christian Leadership in Unchartered Territory* by Tod Bolsinger beginning Jan. 2020.

***BUSINESS RELATED TO MISSION***

**CAMP WHITMAN**

Elder Jeff Richards (Elmira, North) and Elder Lea Kone (Camp Whitman Director) presented the report from Camp Whitman:

The Presbytery VOTED to:

**Approve** the revenue of \$46,503.34 derived from the logging project on Camp Whitman property be placed in a new temporarily restricted fund to be used for ongoing maintenance expenses at Camp Whitman.

- The committee stayed at Camp Whitman for a committee retreat September 20-21, using the time to work on a mission statement. The mission statement they created was approved by General Council at their October meeting: *Camp Whitman on Seneca Lake lives for those who are longing for belonging, seeking connection with community and creation, respite from chaos and competition, and an opportunity to encounter both the Holy and themselves.*
- \$236,750 has been raised for the Capital Campaign to date, with \$13,250 remaining.
- Several building and renovation/repair projects will continue over the winter. They are looking into installing solar panels that would provide power to the camp (and, potentially, others in the Presbytery).
- Camp Whitman will be piloting a nationwide curriculum on Sabbath Practices.
- Lea Kone has been elected to serve on the Camps and Conferences Board of the Presbyterian Church Camp and Conference Association.

**COMMITTEE ON MISSION & WITNESS**

Rev. Ben Masters (Hector/Lodi) presented the report of the Committee on Mission & Witness:



- October 3-7, we hosted Lucy Awate Dabi for a visit scheduled through the PC(U.S.A.)'s International Peacemaker program. As a social worker with RECONCILE, Ms. Dabi helps adults and children navigate the trauma of civil war and ethnic violence in South Sudan. Ms. Dabi spoke to students at the Corning-Painted Post Middle School, preached and gave a talk at First Presbyterian Church in Elmira, and made a presentation to the Peacemaking Banquet.
- On October 6, the Committee sponsored the Presbytery of Geneva's second annual Peacemaking Banquet. Thirteen congregations and our Presbyterian Women chapter nominated twenty-one individuals to be honored as peacemakers:
  - Liz Adams (Hector)*
  - Scott, Hope, Christina, and Eddie Albrecht (Phelps, United)*
  - Phoebe Baker (Penn Yan, First)*
  - Douglas M. Barnard (posthumous) (Hornell, United)*
  - Virginia Champlin (Presbyterian Women)*
  - Valerie Klindt (Naples, Trinity Federated)*
  - Virginia Konz (Seneca Falls, First)*
  - Donald & Natalie Lemmon (Newark, Park)*
  - Ron MacLean (Trumansburg, First Ulysses)*
  - Beth Newell (Geneva)*
  - Rachel Rensberger (Canandaigua, United)*
  - Janet Robson (Seneca #9)*
  - Pam Slentz (Bellona)*
  - Knitting 4 Peace (Elmira, First)*

Each peacemaker received a certificate, dove pin, and a candle to remind that they are the light of Christ in the Finger Lakes. Photographs of the event were shared during the committee report, and they are available at the presbytery's Facebook page -- and video of Ms. Dabi's speech will be available soon.

- Many thanks to Leah Ntuala and her family for hosting Ms. Dabi; the Presbyterian Church in Geneva for hosting the banquet and providing technical support; Chef Ted Smith of Seneca No. 9 for providing a delicious meal for over 100 attendees; Elena Delhagen for printing programs; and, Linda Werts for organizing the event.
- We're still making hunger grants! The 2 Cents a Meal fund exists to support hunger-related ministry throughout the presbytery, and we're still making grants. At our November 4 meeting, the committee approved a \$1200 grant request from the First Presbyterian Church of Horseheads to help recuperate the unanticipated cost of replacing a freezer.
- Could you use money for hunger-related ministry? The current balance of the fund is \$9,925. Send applications to [missionandwitness@presbyteryofgeneva.org](mailto:missionandwitness@presbyteryofgeneva.org) before the first of the month for consideration. Many thanks to all who contribute to the 2 Cents a Meal fund—you make our mission support possible!
- Dream and dare with us! Gratitude abounding for Joanne Tunison for her ministry alongside us this year. Look for future news of Joanne's leadership with the synod's Puerto Rico partnership!
- Looking ahead to 2020, we are dreaming about our ministry, asking the Spirit questions like:
  - o How might the Gospel form us to oppose racism at every level of society?
  - o How could we witness to ourselves and others about what God is doing in our lives?
  - o How do we build life-giving connections with our neighbors, down the street and across the globe?

## **WORSHIP & THE LORD'S SUPPER**

### **PRESBYTERY WORSHIP SERVICE**

The presbytery engaged in a service of worship, led by the Rev. Sabrina Slater (Spencer, Christ the King Fellowship), Elder Rob Anderson (Penn Yan, First) and Rev. Aaron Frank (Horseheads, First). The presbytery made a joyful noise with the help of rhythm instruments distributed by the Rev. Slater. Rev. Frank offered the sermon. Rev. Slater and Rev. Frank presided at the Lord's Table as the presbytery shared communion by intinction.

### **LUNCH**

The Presbytery recessed for lunch, provided by the host church.

**PRESBYTERY RECONVENES**

Moderator Rob Anderson reconvened the presbytery at 12:50 p.m.

***INTERNAL BUSINESS (part 2)***

**COMMITTEE ON REPRESENTATION**

Elder Phoebe Baker (Penn Yan) presented the report of the Committee on Representation:

**Items For The Presbytery's Action**

The presbytery VOTED to:

- **Approve** the election of the following to serve as officers and council members:
  - Moderator: TE Glenn Kennedy (Painted Post, United)
  - Vice Moderator: RE Virginia Champlin (Geneva)
  - Chair of General Council: RE Rob Anderson (Penn Yan, First)
  - Treasurer of the Presbytery: RE Tom Bailey (Spencer, Christ the King Fellowship)
  - At-Large Member of General Council: TE Anita Milne (Waterloo, First)
- **Approve** the following to serve as Commissioners to the 224th General Assembly:
  - TE Deb Grohman (Ontario Center, First)
  - RE Tom Bailey (Spencer, Christ the King Fellowship)
- **Approve** the following to serve as Alternate Commissioners to the 224th General Assembly:
  - TE Denise Stone (Big Flats, First)
  - RE Rob Anderson (Penn Yan, First)
- **Approve** the following to serve as YAAD and Alternate YAAD to the 224th General Assembly:
  - YAAD: Audra Burrall (Geneva)
  - Alternate YAAD: Skye Chaapel (Naples, Trinity Federated).
- **Approve** the following to serve as Commissioners to the Synod, Class of 2021:
  - TE Leah Ntuala (Seneca Falls, First)
  - TE. Aaron Frank (Horseheads, First)
  - RE Jeff Richards (Elmira, North)
- **Approve** the following to serve on Presbytery Committees:
  - Committee on Operations:
    - Class of 2020: TE Denise Stone (Big Flats, First)
    - Class of 2022: RE Irene Fadden (Palmyra, Western); TE Nancy Farrell (Huron); CP John Gingerich (Wolcott)
  - Committee on Ministry:
    - Class of 2020: TE Aaron Frank (Horseheads, First)
    - Class of 2022: TE Rob Mellgard (Ovid, Federated); RE Kerm Bossard (Spencer, Christ the King Fellowship); TE Katherine Griffis (Hornell, United)
  - Committee on Leader Care:
    - Class of 2022: RE Judy Mellgard (Ovid, Federated); TE Jim Kerr (HR)
  - Committee on Vitality
    - Class of 2022: RE Rehana Stanley (Elmira, First)
  - Committee on Mission and Witness
    - Class of 2020: RE Joy Pallischeck (Penn Yan, First)
    - Class of 2022: RE Ellen Reynolds (Geneva); TE Deb Grohman (Ontario Center, First)

**COMMITTEE ON OPERATIONS [BOARD OF TRUSTEES]**

Elder Tom Bailey (Spencer, Christ the King Fellowship) presented the report of the Committee on Operations:

**Items For The Presbytery's Action**

The presbytery VOTED to:

- **Approve** the recommended distribution of the net assets of the Romulus Presbyterian Church. The net assets shall be allocated as follows:

Receipts from sale:	\$44,690.25
Insurance refund:	680.18
<u>Expenses incurred:</u>	<u>8,108.50</u>
Available for distribution:	\$37,267.93

Suggested distribution:	
*Camp Whitman	\$12,000.00
Mission Reserve	\$12,000.00
Small Church Fund	\$1,760.93
*CW Scholarships	\$7,500.00
*BOP Thank Offering	\$2,000.00
<u>*Food Bank</u>	<u>\$2,000.00</u>
TOTAL:	\$37,267.93

\*Recommended by Romulus Session and the Administrative Commission

- **Approve** the following plan for Per Capita for 2020:
  - Per Capita for Geneva Presbytery will remain at \$50 in 2020; the presbytery's portion will be \$36.95, with the remaining portion going to the Synod of the Northeast and General Assembly.

<i>Presbytery Membership (12/31/2018)</i>	4,586
Presbytery Per Capita	\$36.95
Synod Per Capita	\$4.10
<u>General Assembly Per Capita</u>	<u>\$8.95</u>
Total Per Capita	\$50.00

**Items For The Presbytery's Information**  
**(2020 Budget)**

- The Committee presented a draft of the 2020 Annual Budget. It will be presented for final approval at the January, 2020 meeting. If anyone has any questions about the proposed budget, please direct those to Tom Bailey.

**(Introduction of New Committee Leadership)**

- Tom Bailey introduced one of the new co-chairs of the Committee on Operations, Rev. David Ashby (VM), who will be serving along with Rev. Nancy Farrell (Huron). Elder Irene Fadden (Western), in her role as secretary, completes the leadership team. Rev. Ashby thanked the Presbytery for its commitment to mission and mission giving.

**STATED CLERK REPORT**

Rev. Amy Loving Austin (Seneca #9/Bellona) presented her report:

- An important reminder for all Ruling Elders in the Presbytery: if you are listed as one of the "Additional Ruling Elder Commissioners", you cannot *also* serve as the Ruling Elder Commissioner from your church of membership. This applies to Commissioned Ruling Elders. Reminders will be sent to all churches and all Additional Ruling Elder Commissioners approved for 2020.

**PRESBYTERY LEADER REPORT**

Elder Susan Orr presented her report:

- Recently, Genesee Valley Presbytery calculated that it takes approximately 160 hours of staff time to produce one stated presbytery meeting. For the Presbytery of Geneva, which has only three part-time staff people pulling it all together, it can get a little stressful.
- We have developed a timeline with very specific deadlines for registration, lunch RSVPs, and reports. We only ordered as many lunches as were requested, so that the Presbytery is not a financial burden to our host church. We only have reports on the floor from committees that are bringing a motion or who have requested time. We required PowerPoint slides to be submitted in a timely way to assist Elena's preparation. We are trying to be better organized at registration - which is a work in progress.

- Susan Orr asked the Presbytery if they could recite by heart the 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.*
- She then asked the Presbytery if they could recite by heart the Presbytery's mission statement: *The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.*
- Both of these statements summarize our goals and objectives, but they serve different purposes, Our *mission statement* describes what our Presbytery wants to do *now*; the *vision statement* describes what our Presbytery wants to be in the *future*.
- In these early stages of our new structure, let's focus on what we want to do right now - our mission: *live to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.* Let this be our mantra. Let it begin and frame our committee meetings, our gatherings, our education, and our fellowship. It begins with excellence in communication. To be in relationship - to support and equip - is to be a ministry of presence with each other. This means showing up, returning phone calls and emails promptly, providing care, finding the yes instead of saying no, following through, and all the while love. By these actions, we will - in the future - radiate the light of Christ and thrive as a community of servants while we - right now - live to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.

### **CLOSING MATTERS**

#### **(Resolution of Thanks)**

Rev. Ben Masters joyfully presented the resolution of thanks:

*Whereas the people of Christ the King Fellowship Presbyterian Church have demonstrated consummate hospitality, furnishing a feast and providing for our comfort;*

*Whereas Pastor Sabrina Slater has inspired us to keep our limbs limber, our minds open, and our hearts thankful;*

*Whereas noise makers and organ music alike have moved us to make a joyful noise to God;*

*Be it resolved: The Presbytery of Geneva extends its heart-felt thanks to Christ the King Fellowship Presbyterian Church for hosting its November 19, 2019, meeting.*

### **ADJOURNMENT**

The presbytery VOTED to **adjourn** the meeting.

The presbytery stood and held hands as the meeting was concluded with prayer and benediction by CP Pricilla Andrews (Rock Stream).

The presbytery meeting was adjourned at 1:27 p.m.

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Attest: Amy Loving Austin, Stated Clerk

## APPENDIX A

### PRESBYTERY OF GENEVA

#### Manual of Administrative Operations

Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. *The Constitution of the Presbyterian Church (U.S.A.)*

*Book of Order*

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## **I. INTRODUCTION**

The Presbytery of Geneva of the Synod of the Northeast and the Presbyterian Church (U.S.A.) is located in the heart of the Finger Lakes region of western New York, bounded by Cayuga Lake on the east and Canandaigua Lake on the west and encompassing Seneca and Keuka lakes. The presbytery is comprised of the Presbyterian Church (U.S.A.) congregations in the New York State Counties of Wayne, Seneca, Yates, Schuyler, Chemung, Steuben, and Ontario (except the town of Victor, which is in the Presbytery of Genesee Valley). It also includes congregations in the Town of Andover in Alleghany County, the Town of Spencer in Tioga County, and the Town of Ulysses and the City of Ithaca in Tompkins County.

The policies and organizational structures in this document shall be effective upon final enactment by presbytery in accordance with existing procedures. It is the intent of presbytery that this manual and all approved policy addendums supplant any and all previously enacted standing rules, procedures, and policies. The policies and organizational structure may only be suspended or amended at any meeting of Presbytery, with proper notice, by a two-thirds vote of those present and voting.

The Presbytery of Geneva is governed by the Constitution of the Presbyterian Church (U.S.A.). For procedural purposes, the presbytery uses the most recent edition of *Robert's Rules of Order, Newly Revised* (Scott Foresman edition). In the event of any conflict or inconsistency between these Policies and the *Constitution* of the Presbyterian Church (U.S.A.) or applicable New York State law, the provisions of the *Constitution* or State law shall control.

## **II. THE PURPOSE, VISION, AND STRATEGY OF THE PRESBYTERY**

### **PURPOSE:**

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

### **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.**

### **STRATEGY**

- I. We will support and equip each congregation as they seek to engage in vital ministries.
  - A. Connect with every congregation to recognize and celebrate congregational ministries and good practices, as a ministry of presence and to build trusting relationships.
  - B. Promote partnership and prevent isolation by facilitating and supporting connections among congregations.
  - C. Work with and develop tools for congregational leadership in discerning their unique purpose and pursuing options for congregational health and vitality.
  - D. Develop helpful tools for assisting congregations in understanding and addressing congregational life cycles including the possibility of closure with dignity.
- II. We will support and equip leaders as they seek to serve Christ through the ministries of the Church.

- A. Facilitate and promote the formation of colleague groups, affinity groups, and gatherings that assist the development of supportive relationships.
- B. Encourage spiritual direction, coaching, and continuing education.
- C. Provide and/or promote spiritual retreat opportunities.
- D. Promote the PC (U.S.A.) Board of Pensions preventive care, member assistance programs, pre-retirement and fiscal responsibility workshops.
- E. Improve use of electronic meetings for Presbytery committees in consideration of geography and to encourage participation in the ministry of the wider church.
- F. Recruit leaders and provide a variety of learning opportunities that will train and inspire current and future leaders for their various leadership roles.
- G. Develop and promote the use of a resource connection network to provide information, tools, and expertise.
- H. Use the gifts of leaders within the Presbytery to provide expertise, training, and guidance on a variety of skills and practices.
- I. Promote PC (U.S.A.), Synod of the Northeast, and neighboring presbytery leadership training events.

III. We will support the mission efforts of congregations and leaders as they seek to be Christ in the Finger Lakes and the world.

- A. Recognize, support, and encourage the engagement of congregational leaders in local and global justice and peacemaking ministries.
- B. Develop, review, and maintain the mission grants process that supports mission partnerships.
- C. Interpret and promote PC (U.S.A) mission opportunities and partnerships.
- D. Provide presbytery-wide mission opportunities that enable leaders to serve together locally and globally.
- E. Continue in the intentional improvement and discernment process to determine the future of Camp Whitman and how it supports the Presbytery's purpose.

### **III. MEMBERSHIP AND MEETINGS**

**Membership:** Members of the presbytery shall be:

- All Teaching Elders on the Roll of the Presbytery
- Ruling Elder Commissioners elected by their sessions
- Commissioned Ruling Elders in active service
- Ruling Elders currently serving as Moderator and Vice-Moderator of the presbytery
- Ruling Elder members of the General Council
- Ruling Elders currently serving as committee chairpersons
- Other Teaching Elders meeting the Book of Order requirements shall be enrolled temporarily as members of the presbytery, upon recommendation of the Committee on Ministry.

#### **Meetings**

There shall be five stated meetings held each year at an hour and place to be set by the General Council in the months of January, March, May, September and November. Presbytery may call special meetings and shall only consider the business that is specified in the call.

#### **Notification**

Notice of all stated and special meetings shall be communicated by mail or electronic mail to **all** members (as noted above) of the Presbytery and to clerks of session providing ten days notice to all members. The date and hour of the

stated meetings may be changed by presbytery or by General Council, provided ten days notice is given to all members.

### **Quorum**

A quorum for any presbytery meeting shall consist of at least six teaching elder and six ruling elder members who are members of at least five different churches.

### **Docket**

The docket for stated meetings and called meetings shall be prepared by the presbytery moderator in consultation with the General Council Stated Clerk in collaboration with the Presbytery Leader, Moderator, and Vice-Moderator. and it ordinarily shall be mailed or electronically sent to all members of presbytery and clerks of session at least five days prior to the meeting.

### **Attendance**

Members are expected to be present or inform the Stated Clerk of a request for an excused absence. The Stated Clerk shall report three consecutive absences without excuse by members of the Presbytery to the Leader Care Committee. The Leader Care Committee will determine the appropriate pastoral response to such absences. It is the long-standing practice of the presbytery to record the absence at presbytery meetings of honorably retired teaching elders as "excused."

### **Worship**

Every meeting shall be opened and closed with prayer. Worship services, at all presbytery meetings, shall be arranged by the presbytery Moderator Vice-Moderator in consultation General Council with the Moderator, Stated Clerk, Presbytery Leader, and the host location. Ordinarily, the Sacrament of the Lord's Supper shall be celebrated at all stated meetings. At the January meeting, there shall be a memorial service for teaching elders and ruling elders who have died during the previous year. At the March meeting, there shall be a commissioning service for all qualified CREs and a recognition of all temporary pastoral relationships.

### **Recommendations**

All General Council and committee recommendations to be presented on the floor of presbytery shall ordinarily be submitted in writing to the members of presbytery.

### **Minutes**

The minutes of each meeting shall be distributed to the presbytery for review and subsequent approval at the following stated meeting of the presbytery and made available on the Presbytery of Geneva website.

## **IV. OFFICERS**

### **Officers**

The Officers of Presbytery shall be the Moderator, Vice-Moderator, Stated Clerk, Treasurer, Chairperson of General Council, and the Board of Trustees the Chairperson(s) of the Committee on Operations in their function as the Chairperson(s) of the Board of Trustees.

### **Moderator**

The moderator shall perform the duties of the office as set forth in the Book of Order, ~~which is to preside at meetings of the presbytery during their term of office, and, in consultation with the General Council, prepare the docket for meetings of the presbytery~~ : **presiding at meetings of the presbytery during their term of office, preserving order, and conducting efficiently the business of the body.** The moderator ordinarily will become the chair of the General Council as past-moderator when the moderatorial year has concluded. A position description for the moderator may be found in the Appendix.

#### **Vice- Moderator**

The vice-moderator shall perform duties of the office as assigned by the moderator. **The vice-moderator shall arrange for the worship services at all stated meetings of the presbytery, in consultation with the Moderator, Stated Clerk, Presbytery Leader, and the host location.** The vice-moderator ordinarily will become the moderator in the following year. A position description for the vice-moderator may be found in the Appendix.

#### **Stated Clerk**

The stated clerk shall perform the duties of the office as set forth in the Constitution of the Presbyterian Church (U.S.A.). The stated clerk shall be elected every three years. The stated clerk is the secretary for the General Council and the Committee on Ministry and serves *ex officio without vote*.

The stated clerk shall perform the following functions:

- fulfil the Book of Order requirements: *To record the transactions of the Presbytery, keep its rolls of membership and attendance, maintain any required registers, preserve its records and furnish extracts from them when required by another council of the church;*
- To provide support for the governing functions of the presbytery, monitoring the presbytery's compliance with Book of Order requirements

The Stated Clerk is an elected employee of the presbytery and is subject to the presbytery's Personnel Policies and Procedures. A position description for the Stated Clerk may be found in the Appendix.

#### **Treasurer**

The treasurer is an officer of the presbytery and the Board of Trustees. The treasurer shall insure that standard financial practices are followed by the presbytery and that financial books and records are adequate to reflect all financial transactions. The treasurer will provide regular reports through the Committee on Operations to the General Council regarding financial activities. The presbytery treasurer is an officer of the Board of Trustees and attends meetings *ex officio without vote*. The treasurer is welcome, but not required, to attend General Council meetings and will be granted voice without vote. The treasurer is elected annually and may serve a maximum of six years. A position description for the treasurer is found in the Appendix.

#### **Chairperson of General Council**

The chairperson of General Council shall moderate the meetings of the General Council. The immediate past-moderator ordinarily shall serve as the chairperson of the General Council. In the absence of the chairperson, the current presbytery moderator will moderate the General Council meeting. The position description for the chairperson of the General Council is in the Appendix.

#### **Board of Trustees**

The Committee on Operations shall be the Board of Trustees and shall **have** the powers authorized in the Book of Order

- to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the presbytery.
- Receive requests from any congregation to sell, mortgage, or otherwise encumber any of its real property or to acquire real property and recommend action to presbytery.
- Receive requests from any congregation to lease its real property used for purposes of worship, or lease for more than five years any of its other real property and recommend action to presbytery.

**V. THE GENERAL COUNCIL**

There shall be a General Council whose purpose is to organize the life of the presbytery, holding the presbytery accountable to God's call to mission by coordinating the implementation of the presbytery's purpose, vision, strategy, and structure.

The General Council shall be composed of ruling and teaching elders as follows:

The Chairperson (*Immediate Past-Moderator*)

The Moderator

The Vice-Moderator

One Synod Commissioner

One General Assembly Commissioner

The Chairperson or designee of the Committee on Operations

The Chairperson or designee of Committee on Ministry

The Chairperson or designee of the Committee on Vitality

The Chairperson or designee of the Committee on Leader Care

The Chairperson or designee of the Committee on Mission and Witness

The Chairperson or designee of the Camp Whitman Committee

Representative of Presbyterian Women

Two at large members (1 Ruling Elder, 1 Teaching Elder)

The Stated Clerk (*ex officio without vote*)

The Presbytery Leader (*ex officio without vote*)

**The Chairperson or designee of the Committee on Representation (*ex officio without vote*)**

*Any committee designee is expected to serve for a full year in that capacity. Those elected to serve on the General Council may serve for a maximum of four years regardless of which committee they represent.*

***If the regular committee designee is unable to attend a General Council meeting, the committee may designate an alternate person to represent the committee for that particular General Council meeting; the alternate designee will have voice and vote for that General Council meeting. The committee chair or clerk shall notify the Stated Clerk that an alternate designee will attend General Council prior to the meeting.***

**Responsibilities:**

Vision

- Be open to and provide for God's plan and vision for the Presbytery of Geneva as part of the Body of Christ, through prayerfully implementing and generating strategies and policies for the future and recommending them to the presbytery.

Coordination

- Monitor and evaluate the work of committees, ensuring accountability and implementation of the strategy and vision.

- Recommend to presbytery the annual operating budget in consultation with the Committee on Operations.
- Approve employee position descriptions as recommended by the Committee on Operations.
- Recommend nominees for membership on the Committee on Representation to the presbytery for approval.
- Review funding for mission grants recommended by the Committee on Mission and Witness and recommend to the presbytery.
- Function as a clearing house for concerns and opportunities by referring them to appropriate committees when possible.
- Support the connectional relationship between the Presbytery of Geneva, the Synod of the Northeast, and the PC (U.S.A.) General Assembly and promote positive ecumenical relationships.
- Promote the use of electronic meetings for presbytery committees in consideration of geography and to encourage participation in the ministry of the wider church.

#### Implement Presbytery meetings

- Determine the places and schedule of meetings for the presbytery and establish the docket.
- Determine processes for the deliberation of business items including General Assembly overtures and concurrences.
- Provide orientation tools for presbyters to better understand and participate in meetings.
- Incorporate practices to increase our awareness of God's presence and voice in our midst.
- Make use of the gifts of leaders within the presbytery to create engaging worship at presbytery meetings.

#### Camp Whitman on Seneca Lake Operator

- Provide oversight of Camp Whitman in all corporate and strategic matters.
- Continue the intentional discernment and evaluation process to determine the future of Camp Whitman and how it supports the presbytery's purpose.

### **VI. GENERAL COMMITTEE INFORMATION**

#### **Operational Principles of the Structure:**

Just as Strategy is in service to Purpose and Vision, so Structure is always in service to the Strategy. The proposed structure for the Presbytery of Geneva intentionally makes use of small committees of elected leaders with the expectation that they will inspire, recruit, and empower other leaders to manifest servant leadership by taking on short-term assignments for mission-focused purposes, remembering that we are in this together. Communication and coordination will be key to the success of this approach. Committees will organize themselves as necessary, within the principles of Presbyterian polity, to accomplish the responsibilities designated to them.

#### **Election**

Election of all officers, General Council members, committee members, commissioners and Young Adult Advisory Delegates to General Assembly and Synod ordinarily shall occur at the November Meeting of Presbytery

#### **-Membership**

Each committee shall have the number of members specified in this manual.

The General Council has the authority, by three-fourths vote, to remove officers or committee members who fail to comply with the Manual of Administrative Operations, or who violate the policies of the Presbytery of Geneva, when the General Council deems such action to be in the best interest of the presbytery.

### **Terms of Office**

Election to committees shall be for a term of three years, unless otherwise specified by the presbytery.

All elected persons shall assume office January 1st unless elected to fill a vacancy except: Presbytery Leader or Stated Clerk who shall assume office on a date designated by the presbytery; commissioners to General Assembly and to Synod, who shall assume office at the opening sessions of the annual meeting of those judicatories.

### **Chairperson**

Chairpersons of the committees shall be selected by the committee itself from its elected membership. The selection ordinarily should occur before the November Presbytery meeting for the term to begin January 1. Ruling Elders elected as chairpersons of committees shall be members of the Presbytery during their term of office.

### **Meetings**

Committees shall establish their own regular schedule of meetings. Adequate notice shall be given to all members of all meetings, regular and special. Each committee shall keep accurate minutes, properly approved, of all meetings. Committee minutes (*with the exception of Permanent Judicial Commission minutes and confidential personnel matter minutes*) shall be submitted to the office administrator, filed in the office, and circulated to all members of the committees within 30 days of the meeting.

Absence from two consecutive meetings without valid excuse shall constitute an automatic resignation. The chairperson will report the resignation to the General Council and the Committee on Representation.

## **VII. COMMITTEES**

### **Committee on Representation**

There shall be a Committee on Representation whose purpose shall be to nominate persons to serve in positions requiring election by the presbytery with attention to reflecting the PC (U.S.A.) commitment to unity in diversity and ensuring fair representation of the presbytery's membership including geography.

**Membership:** 6 members including 3 Ruling Elders 3 Teaching Elders (equal numbers of male and female); (3-year terms, renewable once). The membership shall be reflective of the PCUSA's commitment to unity in diversity and ensure fair representation of the presbytery's membership. The staff of the presbytery, members of General Council and committee chairs are ineligible to serve. (3-year terms, renewable once) The General Council will nominate members of the Committee on Representation.

### **Responsibilities:**

- Advise the Presbytery regarding the implementation of principles of unity and diversity; to advocate for diversity in leadership. *Book of Order G-3.0103*
- Nominate officers of the presbytery, elected members of committees, and the Permanent Judicial Commission members. *Book of Order G-3.0111* (Chairs of committees are elected by their own membership.)
- Nominate persons to fill vacancies in elected positions in a timely manner.
- Nominate persons as ordination examination readers as recommended by the Committee on Ministry.

- Develop an application process and oversee the nomination and election of commissioners and young adult advisory delegates (YAADs) to General Assembly and the Synod of the Northeast, advocating for:
  - inclusiveness and diversity
  - equitable representation of congregations for ruling elders and YAAD's
  - consideration of teaching elders who have never been commissioners
- Seek out leaders from congregations and develop a reservoir list of people and the areas in which they have gifts to serve.
- Seek to involve every teaching elder in service to the Presbytery, Synod, or GA.

### **Committee on Operations**

There shall be a Committee on Operations whose purpose shall be to provide organizational support to the daily operation of the Presbytery, to hold the Presbytery accountable to the Body of Christ, and to comply with all state and federal mandated not-for-profit organizational requirements; to function as the Board of Trustees fulfilling the legal and fiduciary requirements of the Corporation of the Presbytery of Geneva; to model faithful and transparent stewardship practices.

**Membership:** 9 members, as close as possible to equal numbers of Ruling Elders and Teaching Elders (3-year terms, renewable once). The Presbytery Treasurer is an officer of the Board of Trustees and attends meetings *ex officio without vote*. The Chairperson or designee from the committee shall serve as a member of the General Council.

### **Responsibilities:**

#### Finances

- Prepare, maintain, and implement financial and investment policies which are consistent with established financial guidelines and compliant with state and federal regulations, recommending policies or policy changes to the Presbytery for approval.
- Monitor monthly income and expense statements with the assistance of the Treasurer
- Provide for the annual audit of Presbytery's financial records and implement auditor recommendations.
- Prepare an easily understood reporting form for financial statements.
- Oversee the management and disbursement of restricted funds and maintain a description of those funds including the entity that has spending authorization.
- Hold, manage, invest, re-invest long-term funds belonging to the Presbytery.
- Make regular reports to the General Council and the Presbytery regarding the financial health of the Presbytery.

#### Property

- Have the powers to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the Presbytery. *Book of Order G-4.0101*
- Receive requests from any congregation to sell, mortgage, or otherwise encumber any of its real property or to acquire real property and recommend action to Presbytery. *Book of Order G-4.0206a*
- Receive requests from any congregation to lease its real property used for purposes of worship, or lease for more than five years any of its other real property and recommend action to Presbytery. *Book of Order G-4.0206b*

#### Legal:

- Oversee all legal matters incident to the duties of the Committee on Operations/ Board of Trustees including Personnel matters.



Budget Development:

- Develop a proposed annual budget to present to General Council and Presbytery.
- Develop a budget format that is transparent regarding per capita and mission expenditures.

Personnel

- 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.

Office Operations:

- Oversee any lease agreements or building maintenance concerns for the Presbytery office.
- Oversee office operations, internal controls, equipment needs, and communication systems.

**Committee on Ministry**

There shall be a Committee on Ministry whose purpose is to oversee guidance and mandates of the Constitution of the Presbyterian Church (U.S.A.) regarding ordered ministry including oversight of pastoral transitions, preparation for ministry of Word and Sacrament, preparation and commissioning of ruling elders, and certification of Christian educators; and to promote healthy responses to conflict within congregations.

**Membership:** 9 members, as close as possible to equal Ruling Elders and Teaching Elders (3-year terms, renewable once) The chairperson or designee from the committee shall serve as a member of the General Council.

**Responsibilities:**

Ordered Ministry

- Oversee pastoral transitions, guiding pastors and churches during transitions in pastoral leadership.
- Recommend to the presbytery the establishment and dissolution of pastoral relationships.
- Approve and present terms of call for services of teaching elders.
- Examine teaching elders or candidates seeking membership in the presbytery.
- Recommend the transfer of teaching elders to other presbyteries.
- Approve contractual arrangements for temporary pastoral relationships.
- Appoint moderators of session for congregations without a called pastor.
- Nominate to the presbytery membership for **ordination and installation** administrative commissions, **in consultation with the candidate/pastor**.
- Recommend to the presbytery minimum compensation standards for installed pastoral calls, temporary pastoral service, commissioned ruling elders, and certified Christian educators; receive reports from sessions of their annual salary review.
- Recommend to the presbytery, oversee, and supervise commissioned ruling elders called to pastoral service in congregations.
- Develop written criteria for validating ministries within its bounds; to recommend to presbytery the validation of specialized ministries and maintain connections.
- Maintain a pulpit supply list, developing criteria for approval and compensation standards, update the list at least annually.

- Plan for appropriate farewells for those leaving the presbytery or retiring from parish ministry and make arrangements with the presbytery moderator for meeting docket time.

#### Preparation

- Guide, nurture and oversee the process of becoming a teaching elder, commissioned ruling elder or certified Christian educator, following the process and procedures as outlined in the Constitution of the PC(U.S.A.)
- To have the authority to dismiss candidates to another presbytery or denomination for examination and/or for ordination, with the provision that all such actions be reported to the next stated meeting of the presbytery.
- Prepare, maintain, and implement a training, examination, and commissioning process for ruling elders when the presbytery's strategy for mission requires the need for commissioning to serve congregations.
- Recommend nominees for Ordination Examination Readers to the Committee on Representation for election

#### Conflict Management

- Provide basic conflict awareness and management training for congregational leaders and members of the Committee on Ministry.
- Counsel with sessions concerning reported difficulties within a congregation; advise sessions as to appropriate actions to be taken to resolve reported difficulties; offer the assistance of a mediator and/or coach. *Book of Order*
- Act to resolve difficulties if requested to do so by a session, or if the session is unable or unwilling to do so, following the procedural safeguards of the Constitution of the Presbyterian Church (U.S.A.) Rules of Discipline. *Book of Order*

#### **Committee on Vitality**

There shall be a Committee on Vitality whose purpose is to support each congregation as they seek to engage in vital ministries; promote congregational partnerships; provide resources and leadership development opportunities.

**Membership:** 6 members including 2 Ruling Elders, 2 Teaching Elders, 2 Church Members (3-year terms, renewable once) The Chairperson or designee from the committee shall serve as a member of the General Council.

#### **Responsibilities:**

##### Congregational Ministry

- Connect with every congregation to recognize and celebrate congregational ministries and good practices, as a ministry of presence and to build trusting relationships.
- Promote partnership and prevent isolation by facilitating and supporting connections among congregations, through supporting active clusters, the Small Church Network, and others.
- Work with and develop tools for congregational leaders in discerning their unique purpose and pursuing options for congregational health and vitality which may include faith formation for all ages.
- Develop helpful tools for assisting congregations in understanding and addressing congregational life cycles including the possibility of closure with dignity.
- Promote coaching as a means of helping congregations achieve goals by providing training and guidance.

##### Leadership Development

- Recruit leaders and provide a variety of learning opportunities that will train and inspire current and future leaders for their various roles

- Provide a process for the review of session records.
- Develop and promote the use of a resource connection network to provide information, tools, and expertise.
- Use the gifts of leaders within the Presbytery to provide expertise, training, and guidance on a variety of skills and practices.
- Promote PC (U.S.A.), Synod of the Northeast, and neighboring presbytery leadership training events.

### **Committee on Leader Care**

There shall be a Committee on Leader Care whose purpose shall be to support pastoral leaders, presbytery leaders, and church leaders as they seek to serve Christ through the ministries of the Church.

**Membership:** 6 members including 2 Ruling Elders, 2 Teaching Elders, 2 Church Members (3-year terms, renewable once) The Chairperson or designee from the committee shall serve as a member of the General Council.

### **Responsibilities:**

- Facilitate and promote the formation of colleague groups, affinity groups, and gatherings that assist the development of supportive relationships.
- Encourage spiritual direction, coaching, and continuing education.
- Develop and implement a process for training Presbytery committee members and officers
- Provide and/or promote spiritual retreat opportunities.
- Promote the PC (U.S.A.) Board of Pensions preventive care, member assistance programs, pre-retirement and fiscal responsibility workshops.
- Promote and assist leaders in learning the effective use of electronic meetings for Presbytery committees and work groups in consideration of geography and to encourage participation in the ministry of the wider church, *according to the current standards of the PCUSA and the current edition of Robert's Rules of Order, Newly Revised (Scott-Foresman edition)*.
- Welcome new clergy and commissioned ruling elders and assist them in connecting with others.
- Oversee the annual necrology.
- Oversee the administration of the Pastoral Care Emergency Fund in consultation with the Presbytery Leader.
- Provide Boundary Awareness training, as required by the presbytery's sexual misconduct policy every three years.

### **Committee on Mission and Witness**

There shall be a Committee on Mission and Witness whose purpose shall be to support the mission and witness efforts of congregations and leaders as they seek to be Christ in the Finger Lakes and the world.

**Membership:** 6 members including 2 Ruling Elders, 2 Teaching Elders, 2 Lay members (3-year terms, renewable once) The Chairperson or designee from the committee shall serve as a member of the General Council.

### **Responsibilities:**

- Recognize and support engagement of congregations and leaders in local and global mission ministries, providing educational resources and promoting networking.
- Develop, review, and maintain the mission grants process that supports mission partnerships, making recommendations to General Council for review.
- Provide presbytery-wide mission opportunities that enable leaders to serve together locally and globally including supporting work teams to assist in disaster recovery and other mission efforts.

- Recognize, support, and encourage the engagement of congregational leaders in local and global justice and peacemaking ministries, providing denominational resources and promoting networking.
- Interpret and promote the PC (U.S.A.) mission opportunities and partnerships, through the Presbyterian Mission Agency.
- Provide resources to facilitate and encourage evangelism.

### **The Camp Whitman Committee**

There shall be a Camp Whitman Committee whose purpose is to be responsible for the development and maintenance of Camp Whitman on Seneca Lake program and facilities; the Committee shall relate to General Council in all corporate and strategy matters.

**Membership:** 6 members elected from the Presbytery of Geneva, 2 Ruling Elders, 2 Teaching Elders, 2 Church Members. *The Presbytery of Genesee Valley is invited to send up to three members of their choosing to serve as members of the committee with voice and vote. (Terms for all members 3-years, renewable once). A quorum shall be 4 members of Geneva Presbytery.* The Chairperson or designee must be a member of Geneva Presbytery and shall serve on the General Council.

### **Responsibilities:**

- Implement the presbytery's strategy for Camp Whitman.
- Evaluate and implement program improvements.
- Evaluate and implement facility repairs and upgrades.
- Develop the annual budget for Camp Whitman and submit to the Committee on Operations and the General Council for approval as part of the annual budget development process.
- Actively engage in fundraising efforts for camperships and facility improvements to support the ministry of Camp Whitman.
- Make recommendations to the General Council regarding corporate and strategy matters.
- Work in partnership with the Camp Director, providing support and counsel.

## **VIII. COMMISSIONS**

### **Permanent Judicial Commission**

There shall be a Permanent Judicial Commission governed by the Constitution of the Presbyterian Church (U.S.A.) to fulfill the duties described in the Rules of Discipline. *Book of Order.*

**Membership:** minimum 7 members (as close as possible to equal number of Ruling and Teaching Elders). The Permanent Judicial Commission shall be elected in accordance with the Rules of Discipline of the Constitution of the PC(U.S.A.). No person who is a member of the General Council, an officer, or staff member shall be eligible to serve on the Commission.

### **Administrative Commissions**

The presbytery may constitute administrative commissions to consider and conclude matters not involving ecclesiastical judicial process. Administrative commissions shall function as provided in the *Book of Order* and may only be appointed **designated** by action of the presbytery. The presbytery shall state specifically the scope of the commission's powers and any restriction on those powers. **Ordinarily, the Moderator will appoint the membership of the commission, in consultation with the Stated Clerk and the Committee on Ministry.** Ordinarily, the stated clerk will orient administrative commissions, who will then choose a chair and a clerk, and set a date for the first meeting of the commission.

Administrative commissions to ordain and/or install ministers of the Word and Sacrament shall be composed of at least three teaching elders and three ruling elders from different churches. ~~Only the presbytery may appoint administrative commissions to ordain and/or install, and approve the date and time of the service of ordination and/or installation.~~ The Committee on Ministry, in consultation with the candidate/pastor, shall nominate to the presbytery membership for ordination and installation administrative commissions and recommend the date/time of the service. The presbytery Moderator or his/her designee shall preside.

## **IX. STAFF**

The Book of Order allows that presbytery may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity. 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.

### **Presbytery Leader**

The presbytery may elect a Presbytery Leader who shall have the duties and responsibilities outlined in the position description. The presbytery shall elect a search committee of no fewer than five members (as close as possible to equal number of ruling and teaching elders). Recommendation shall be made to the presbytery for election. The Presbytery Leader shall be subject to the terms of the position description and will be accountable to the presbytery through the Committee on Operations. The Presbytery Leader is an elected employee of the presbytery and is subject to the presbytery's Personnel Policies and Procedures. The position of Presbytery Leader is not an installed position however, a commissioning service may be held.

### **Administrative Staff**

The Presbytery shall provide for adequate secretarial and administrative assistance. Persons shall be selected and reviewed by the Committee on Operations in consultation with the Presbytery Leader. Such staff person(s) shall have the duties and responsibilities outlined in the position description and are subject to the presbytery's Personnel Policies and Procedures.

### **Camp Whitman Director**

The Presbytery shall have a Director for Camp Whitman on Seneca Lake who shall have the duties and responsibilities outlined in the position description. Persons shall be selected and reviewed by the Committee on Operations in consultation with the Camp Whitman Committee. The camp director shall be subject to the presbytery's Personnel Policies and Procedures.

## **APPENDIX : Position Descriptions**

- § [Moderator](#)
- § [Vice-Moderator](#)
- § [Stated Clerk](#)
- § [Treasurer](#)
- § [Chairperson of General Council](#)
- § [Presbytery Leader](#)
- § [Camp Whitman Director](#)
- § [Office Administrator](#)

## **ADDENDUMS (previously approved)**

- Financial Policies
- Personnel Policies and Procedures

- Sexual Misconduct Policy
- Whistleblower Policy
- Conflict of Interest Policy
- Child, Youth, and Vulnerable Adult Protection Policy
- Preparation for Ministry Teaching Elders Manual
- CRE Formation Program
- Promoting Healthy Boundaries Between a Departing Pastor and a Congregation
- Pastor Emerita/ Emeritus Guidelines and Requirements
- IT Disaster Recovery Policy and Plan

**APPENDIX 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.
    - 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.

and

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.
  - 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~~ any **three Ruling/Teaching Elders appointed by the Board of Trustees on an annual basis**. 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 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.

**APPENDIX C  
Brief History of the Corning Chinese Christian Church (CCCC)**

The origin of the Corning Chinese Christian Church dates back to the summer of 2007, when Geneva Presbytery established the Chinese Koinonia (Greek for "fellowship") Administrative Commission (CKAC—pronounced "See'-Kack"), which Rev. Glenn Kennedy—who had just completed an interim pastorate at First Presbyterian Church, Corning—was asked to chair.

The goal was to facilitate a new church development out of what were then a few small Chinese Bible study groups meeting informally in the Corning area. During the remainder of 2007, CKAC—in collaboration with the Chinese Koinonia Missionary Fellowship (CKMF) under the leadership of Rev. Todd Haines (another Geneva Presbytery pastor) and ably assisted by his wife Esther—sponsored a number of worship experiences that brought together the various Chinese Bible study groups.

In January of 2008, CKAC and CKMF began bringing in guest Chinese speakers for once-a-month worship services—which were held at First Presbyterian Church in Corning. During this early phase of development, Rev. Haines led a number of intensive Bible and leadership training sessions for the young Chinese fellowship.

In November, 2008, mainland Chinese minister Rev. Daniel Zhao was called jointly by CKAC and CKMF to come as half-time pastor of the Corning new church development for a six-month trial period. After Rev. Zhao's arrival, weekly worship was begun, still at FPC, Corning. In mid-2009, Rev. Zhao became the full-time pastor of the Chinese fellowship.

During this initial period, the new church development was closely supervised by CKAC and CKMF, and its primary financial support came from a combination of annual grants from Geneva presbytery mission funds (\$10,000 per year for at least the first three years), special gifts from several churches within the presbytery, and a three-year Swenson fund grant from First Presbyterian, Corning.

Offerings from the Chinese congregation itself steadily increased to the point where, after about five years, CCCC supported nearly all of its own budget. During this same time period, the new church development ultimately came under the sole supervision of Geneva's administrative commission.

In order to facilitate further growth, in September 2011, CCCC moved its regular worship location from First Presbyterian Church, Corning, to the United Church of Painted Post (UCPP)—where Rev. Kennedy was then pastoring. There, Sunday morning Chinese worship took place in the United Church's West (Christian Education) Building, but Sunday School and other youth activities were shared by the children of both congregations. CCCC and UCPP enjoyed joint bi-lingual Sunday morning worship services from time to time.

Under the leadership of Rev. Zhao, with on-going support from CKAC, CCCC's regular worshipers grew in number from a dozen or so initially to a core group numbering over 30 adults (as of the end of 2012), plus about a dozen children.

Outreaches, in addition to regular Sunday morning worship, included a weekly prayer service on Tuesdays and weekly Bible studies on Thursdays and Fridays. CCCC also has had occasional special joint services with other Chinese fellowships and has planned special college outreach events to the larger Chinese community that have had as many as one hundred Chinese participants.

Over the years, the Chinese fellowship baptized many new believers—with seven baptized just in the year 2012. By then, regular worship and program planning was now done primarily by Rev. Zhao and designated CCCC co-workers, rather than by CKAC.

In the ensuing years, CCCC has continued to grow and mature. In 2014, Rev. Zhao completed his service as CCCC's first full-time pastor, accepting a new call to the Chinese Christian Church of Greater Washington DC, in

Rockville, Maryland. In 2015, CCCC called its second full-time pastor, Rev. Liang Ouyang, to serve the developing congregation.

When UCPP's West Building was put up for sale a few years hence, UCPP and CCCC began to share joint ministry and worship space in the East Building. As of now (2019), it has been several years since CCCC has received any outside funding, whether from the Presbytery's mission budget or from special offerings from individual Presbyterian congregations. Thus, apart from not owning its own building, CCCC is now completely self-supporting.

It is important to understand that most of the very first informal Chinese worshipers were Christians from mainland China, with just a few from Taiwan. That "mix" of worshipers is still true today within CCCC. In mainland China, very few Christians, even today, would have any western-style denominational affiliation; most would either belong to the government-sponsored "Three-Self" church or be members of small "house" (or "underground") churches.

Thus, when Geneva Presbytery initially committed itself to nurturing the small Corning-area Chinese Bible study groups into a new church development, there was no specific requirement or necessary expectation that a successful new church congregation would ever officially affiliate with Geneva Presbytery and the PC(USA)—though that was certainly a possible option. Ultimately, CCCC made the decision to remain officially independent—while continuing ties of fellowship and affection with Geneva Presbytery, in later years particularly through the United Church of Painted Post. The decision to remain independent did not reflect any animosity towards Geneva Presbytery or lack of appreciation for Geneva's nurture and direction; the decision was simply more in accord with the nature of the majority of Chinese congregations.

There remained, however, one important role that Geneva Presbytery continued to fill for CCCC until this year: since CCCC was not yet incorporated by New York State as a church, CCCC's pastor was— from the outset—designated an employee of POG so that he could participate in the Presbyterian medical and pension plans and so that CCCC's member contributions could be legally tax-deductible. (Rev. Zhao, CCCC's first pastor, in fact, underwent the process to have his ministerial credentials recognized and transferred to POG.)

During the summer of 2019, CCCC took the significant step of forming its own 501(c)(3) organization, and thus is now registered by New York State as a fully-recognized church body. Following up on this action, CCCC members voted to move their ministry from the United Church of Painted Post, where both congregations have shared space and Christian Education ministry for the past eight years, to Hope Christian Church—also in Painted Post—where CCCC will have access to space dedicated solely to its own worship and programs. Since Hope Church is an independent congregation, CCCC's move there will also formally remove CCCC entirely from the jurisdiction of the Presbytery of Geneva. But make no mistake about it. This latest development does not represent the "death" of a long-standing relationship; it is, instead, the next stage of a successful new church development! Thanks be to God!

Thus, as Geneva Presbytery and the United Church of Painted Post bid farewell to a formally-shared ministry with CCCC, our prayer is that God's many blessings will continue to enrich their ministry— and ours—in the years to come. Perhaps, one of these days, we will have the opportunity to share the joy of worshiping with them in their very own church sanctuary! God willing!

– Summary by Rev. Glenn Kennedy, Chair of Geneva Presbytery's Chinese Koinonia  
Administrative Commission until its recent dissolution