

**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 their stated Meeting on Tuesday, September 22, 2020, held electronically via Zoom.us.

**GATHERING FOR SHARED WORK: OPENING BUSINESS**

**GATHERING**

5:30 pm Registration and Fellowship Time (through 6:30 pm)

5:30 pm Pre-Meeting Opportunity: Docket Review Conversation with the Stated Clerk and Presbytery Leader

**CALL TO ORDER**

TE Glenn Kennedy, Moderator, called the meeting to order at 6:30 pm, a quorum being present.

The Moderator offered the opening prayer

**ROLL**

**ACTIVE MINISTERS SERVING CHURCHES**

Gail Heimberger (Sodus, First); Amy Loving Austin (Bellona & Seneca #9); Deborah Lind-Schmitz (Geneva); Anita Milne (Waterloo, First); Deborah Grohman (Ontario Center, First); Denise Stone (Big Flats, First); Cindy Weaver (Ithaca, First); Leah Ntuala (Seneca Falls, First); Rob Mellgard (Ovid, Federated); Evan Hansen (Elmira, North); Stanley Bhasker (Bath, First); Paul Malles (Penn Yan, First); Ben Masters (Hector & Lodi); Aaron Frank (Horseheads, First); Cara Milne (Watkins Glen, First); Kyle Delhagen (Palmyra, Western); Nancy Farrell (Huron); Sabrina Slater (Spencer, Christ the King); Katherine Griffis (Hornell, United); Jeffrey Ugoretz (Corning, First); Christopher Mergener (Newark, First); Bruce Incze (Arkport, First);

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

Glenn Kennedy (AL); David Ashby (VM); Janice Fitzgerald (VM); J. Christy Wareham (AL);

**HONORABLY RETIRED MINISTERS**

John Milne; Jane Winters; Joanne Bartel;

**ELDER COMMISSIONERS FROM CHURCHES**

Virginia Holroyd (Canandaigua, United); Kermit Bossard (Spencer, Christ the King); Judy Van Norstrand (Red Creek); Linda Hayes (Huron); Jessie Olney (Naples, Trinity Federated); Judy Mellgard (Ovid, Federated); Robin Fitzgerald (Big Flats, First); Eva (Annie) LeFevre (Elmire, North); Ted Peet (Elmira, Lake Street); Beverly Hendrickson (Watkins Glen, First); Michele Edmondson (Seneca Falls, First); Lisa Sanford (Hornell, United); Pam Eills (Seneca #9), Barry Winters (Weston); Mary Jane Peek (Pulteney, First); Gary Harman (Geneva); Kay Rogus (Corning, First); Lori Ann Congdon (Horseheads, First); Gail Farnham (Ithaca, First); Patricia Chakalis (Ontario Center, First);

**ADDITIONAL ELDER COMMISSIONERS**

Carleen Frost (Sodus, First); Pricilla Andrews (Rock Stream); Rob Anderson (Penn Yan, First); Donna Colvin (Pulteney, First); Bob Sell (Horseheads, First); Irene Fadden (Palmyra, Western); Donald Peek (Pulteney, First); Ken

Allen (Canandaigua, United); John Gingerich (Wolcott, First); Tom Bailey (Spencer, Christ the King); Connie Franks (Marion, United); Richard Evans (Burdett); Virginia Champlin (Geneva); Bessie Tyrrell (Atlanta); Phoebe Baker (Penn Yan, First); Linda Werts (Canandaigua, United); Jeff Richards (Elmira, North);

**CORRESPONDING MEMBERS (granted voice)**

Walter Stuber (First, Wolcott);

**PRESBYTERY STAFF (granted voice)**

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

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

Michelle Serra (First, Canisteo); Lisa Gage (Geneva); Beth Newell (Geneva); Julie Wellington (Elmira, Lake Street); Alan Murphy (Ontario Center, First); Andrew La Favor (Ontario Center, First);

**EXCUSED COMMISSIONERS (Elders and Ministers)**

Rev. Cynthia Huling Hummel (HR); Rev. Lucinda O’Leary (Rock Stream); Elder Joe O’Leary (Rock Stream); Elder Jane Hansen (Memorial, Bellona); Rev. Betsey Crimmins (HR); Harold Delhagen (AL); David Preisendanz (Painted Post, United); Rev. Robin Lostetter (Naples, Trinity Federated); Elder Chris Gerling (Geneva); Elder Kristi Ward (Junius); Elder Barbara Stephens (Canisteo); Elder Joanne Tunison (Elmira, First); Rev. Jim Kerr (HR); Elder Mary Gier (Phelps, United); Elder Susan Frost (Lodi); Rev. Ellen Donnan (Junius/Phelps, United); Rev. Daniel Russell (AL); Elder Philip Opdycke (Palmyra, Western); Rev. Philip Courtney (HR); Elder Kristin Alling (Trumansburg, First Ulysses); Rev. Tim Johnson (HR);

SUMMARIES FOR EACH MEETING 2020	Jan 25	Mar-24	Apr 14	May 26	July 21	Sept 22	Nov 17
<b>Total Minister Commissioners Present*</b>	28	--	26	37	24	29	
<b>Total Elder Commissioners Present **</b>	32	--	28	35	27	37	
<b>Parity (expressed in terms of Elders, + or -)</b>	+ 4	--	+2	-2	+3	+8	
<b>Total Minister Commissioners Absent, Unexcused***</b>	8	--	8	2	14	6	
<b>Total Churches Unrepresented by Elders****</b>	37	--	41	36	41	34	
<b>Total Churches Unrepresented by Elders and Pastors****</b>	28	--	20	22	23	17	
<b>Total Registered Visitors and Staff</b>	22	--	7	9	8	10	
<b>Total Registered Attendance*****</b>	<b>82</b>	--	<b>60</b>	<b>82</b>	<b>60</b>	<b>77</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

**INTRODUCTORY BUSINESS**

**APPROVAL OF DOCKET**

The presbytery VOTED to approve the docket for the meeting:

5:30 PM Registration and fellowship time (through 6:30 PM)

5:30 PM Pre-Meeting Opportunity: Docket Review Conversation with the Stated Clerk and Presbytery Leader

6:30 PM Call to Order, Declaration of Quorum, and Opening Prayer

- 6:35 PM Introductory Business  
Call for New Business & Approval of the Docket  
Acknowledgment of the First Stewards of the Land [Rev. Deb Grohman (Ontario Center, First)]  
Announcements relevant to the business meeting
- 6:40 PM Consent Agenda
- 6:45 PM Business Related to Congregations and Leaders  
Committee on Ministry [RE Ken Allen (Canandaigua), Member]  
Dissolution of the Call between The Presbyterian Church in Geneva and the Rev. Deborah Lind-Schmitz and Honorable Retirement of Rev. Lind-Schmitz  
Approval of 2021 Minimum Terms of Call  
Formation of Administrative Commission for West Fayette.  
Recommissioning of CREs  
Administrative Commission for Lodi Presbyterian Church  
Sale of Building  
Administrative Commission for Lake Street Presbyterian Church  
Final Report: Dissolution of Congregation and Transfer of Property
- 7:45 PM Business Related to Mission  
Mission & Witness Committee [Elder Ellen Reynolds (Geneva), Committee Member]  
Celebrating Session Mission Partnership and Hunger Grants
- 7:50 PM Internal Business  
Committee on Representation [Elder Phoebe Baker (Penn Yan, First), Chair]  
General Council [Elder Dr. Rob Anderson (Penn Yan, First), Chair of Council]  
Proposed Changes to the Manual of Operations  
Committee on Operations [Rev. David Ashby (VM), Chair]  
Office Move and Sale of Property  
Introduction of Cheryl Battaglia, Financial Support Services  
Report of the General Assembly Commissioners [Rev. Deb Grohman (Ontario Center, First), Elder Tom Bailey (Spencer, Christ the King Fellowship), and Audra Bural (Geneva)]
- 8:20 PM Business Related to Camp Whitman [Elder Lea Kone (Genesee Valley Presbytery)]
- 8:25 PM Good News from Congregations  
\* To include your news in the minutes, please email a written copy to: [statedclerk@presbyteryofgeneva.org](mailto:statedclerk@presbyteryofgeneva.org)
- 8:30 PM Worship and the Lord's Supper [Rev. Deb Grohman (Ontario Center, First), Worship Coordinator]
- 9:00 PM Benediction and Adjournment

### **ACKNOWLEDGEMENT OF THE FIRST STEWARDS OF THE LAND**

Rev. Deborah Grohman (Ontario Center, First) offered the following statement:

On behalf of First Presbyterian Church of Ontario Center, I want to welcome you to this Presbytery meeting. Ontario Center is in the farthest northwest corner of Geneva Presbytery and the same in Wayne County, just outside the Rochester suburbs. The church sits right on Ridge Rd, the ridge which was once the shoreline of the pre-glacial lake. After the glacier pushed the water back creating the bounds of Lake Ontario, Ridge Rd. became a well-traveled path for the Native Americans traversing this northern portion of Western New York and ending up at Niagara Falls. The Seneca were the predominant inhabitants of this land, with the Cayuga nearby, and we can picture them walking right in front of where the Ontario Center Church is now located. The Seneca called themselves the Onodowa'ga, meaning People of the Great Hill, and they were the largest of the nations that made up the confederation of nations known variously as the Iroquois Confederacy, or as Six Nations, or in indigenous terminology, the Haudenosaunee, which means "People of the Longhouse." The confederation came into being around the year 1200 when 5, and then later 6 indigenous nations came together pledging not to go to war with each other. The Cayuga were also part of the Haudenosaunee, and they called themselves the Gayogohono, which means "People of the Swamp". Their lands centered in the Finger Lakes region. Both they and the Seneca used the land in present-day Ontario extensively for hunting and fishing. The Haudenosaunee had an impact on American government, as it is the world's oldest representative democracy. So as we gather today hosted by the Ontario Center Presbyterian Church, we give thanks for these original inhabitants of the land and for the lessons of respect and equality that they still have to teach us.

### **CONSENT AGENDA**

The Presbytery VOTED to approve the following:

**ITEMS FOR PRESBYTERY'S ACTION**

That the presbytery:

1. **Approve** the minutes of the May 26, 2020 stated meeting, held via Zoom.us.
2. **Approve** the minutes of the July 21, 2020 called meeting, held via Zoom.us.
3. **Grant** privilege of voice to non-commissioners who will make a presentation or participate in a report to the presbytery.
4. **Receive** the August Operating Statement and Balance Statement.
5. **Receive** the report from the Treasurer.
6. **Elect** TE Robin Lotsetter (Naples) to the Committee on Representation class of 2022 effective February 1, 2020.
7. **Authorize** the celebration of the Lord's Supper at the Ruling Elder Workshop on Administering Communion, scheduled for October 15 and 17, 2020.
8. **Approve** the updated Personnel Policies and Mileage Reimbursement Guidelines, to be effective January 1, 2021 (See Appendix A and B)
9. **Approve** the disbursements of grant funds as proposed by the Committee on Mission and Witness (see Appendix C)
10. **Elect** the following persons to serve as Commissioners to the Synod of the Northeast, Class of 2022:
  - TE Leah Ntuala (Seneca Falls, First)
  - TE Aaron Frank (Horseheads, First)
  - RE Jeff Richards (Elmira, North)
  - Second RE (Pending)
11. **Elect** Skye Chaapel (Napels, Trinity) to serve as Synod YAAD, Class of 2022.
12. **Elect** TE Evan Hansen (Elmira, North) to serve on the Committee on Operations, to complete an expired term, Class of 2021.

**ITEMS FOR PRESBYTERY'S INFORMATION**

1. The Committee on Operations and the General Council received the report of the annual audit from Heveron & Company, Certified Public Accountants; our records and controls were reviewed and reported to be in order.
2. The ordination and installation of the Rev. Evan Hansen was held on August 8, 2020, at North Presbyterian Church, Elmira, NY.

***BUSINESS RELATED TO CONGREGATIONS AND LEADERS***

**COMMITTEE ON MINISTRY**

RE Ken Allen, COM Member, presented the report.

***Items for Presbytery Action***

RE Ken Allen presented the motion from the COM, and the Presbytery VOTED to:

- **Concur** with the dissolution of the pastoral relationship between the Rev. Dr. Deborah Lind-Schmitz and The Presbyterian Church in Geneva, Geneva, NY, effective September 30, 2020; and **grant** the status of Honorably Retired to Rev. Dr. Deborah Lind-Schmitz, effective October 1, 2020.
- Lisa Gage, Chair of the Board of Deacons, and RE Beth Newell (Geneva) shared their reflections of and well-wishes to Rev. Dr. Deborah Lind-Schmitz.
  - From RE Beth Newell:
    - It is an honor for Lisa Gage and me to say a few words about Pastor Deb upon her retirement from over 30 years of ministry. My part is to share with you a bit about the arc of Deb's ministry before she came to Geneva and her engagement with our Presbytery and the PCUSA . The Rev. Dr. Deborah Deanne Lind-Schmitz was ordained as a minister of Word and Sacrament in 1989 at the Shepherd of the Hill Presbyterian Church near Minneapolis. She had recently received her Master of Divinity Degree from the United Theological Seminary. In 2006 she completed her Doctor of Ministry degree from McCormick Seminary. Before arriving in Geneva, Deb served in the Midwest (Minn, IA and WI) as a campus minister, an installed pastor, and an interim pastor in mostly presbyterian churches but also United Methodist Churches. In many cases, she was the first female pastor. Deb found herself drawn to interim

ministry – the ministry of redevelopment and transition in churches undergoing change. She strengthened her skills through the Interim Ministry Network and served on the National Board of Directors of this organization. And it was her experience and gifts in transitional ministry that brought her to us in Geneva in 2013. It has been said that all ministry is interim ministry. As Paul Rack wrote in The Presbyterian Outlook, “Jesus comes into the world for healing, liberation, and deliverance...all of which mean change. Jesus was about transformation, not stability. Rack continues: “At its best, interim ministry shifts a congregation’s focus from past to future and opens up a congregation to the new things the Holy Spirit is doing, and will continue to do, among them.” Well, although the plan was for Deb to serve as an interim just until we completed our search for an installed pastor, God had other plans. Deb became our installed pastor in 2014 and she has been helping us be open to new things the Holy Spirit is calling us to be and do ever since. Beyond our church, Deb has shared her time and talents with Presbytery, including the Committees on Ministry and Operations. She organized and helped chaperone our region’s contingent to last year’s Youth Triennium. In both the Twin Cities and here she has been engaged in PCUSA peacemaking efforts, serving as a peacemaking ambassador to Hungary and engaged as a local organizer for the 2020 Mosaic of Peace trip to the Holy Land that unfortunately was canceled due to the Covid-19 pandemic. I’ve skipped over a lot of the details of Pastor Deb’s long career as a minister, and her earlier work as a choir director and teacher of piano, voice and organ. How can the impact of a 30+ year career be captured in a few short comments? It can’t. But one thing you can be sure of Deb: the congregations you’ve led, the individuals you’ve pastored, and the people with whom you’ve worked all remember and cherish those interactions.

○ From Lisa Gage:

- Proverbs 27:19 states, “As water reflects the face, so one’s life reflects the heart.” Pastor Deb genuinely practices what she preaches. Her life’s work, her actions, her leadership, her unwavering faith all reflect her heart and her brilliant mind. And like the Apostle Paul, she “speaks the truth in love.” In her last newsletter as pastor of The Presbyterian Church in Geneva she wrote about her first installation 31 years ago. The presiding minister spoke on the key verse in the liberating story of Queen Esther (which, by the way, Pastor Deb preached about last week). He said: “You have been called to this ministry ‘For such a time as this’.” There’s no doubt in my mind that God called The Reverend Dr. Deborah Lind to The Presbyterian Church in Geneva at a challenging time almost 8 years ago– a time of transition. And, our congregation is eternally grateful to God for bringing her into our lives. We’re incredibly fortunate that she answered the call a 1,000 miles from her home in the Twin Cities. I understand that parishioners expect all clergy to visit those who are ill, to offer counseling to those in need, to provide comfort to those who are grieving, to answer critical phone calls 24-7, respond promptly to every email and text from committee chairs, sermon critics, and so on and so on. Those tasks, I suppose, are part of the job. One could certainly accomplish those tasks as one’s perfunctory duty. Pastor Deb, however, uses her time and her many talents, going above and beyond what’s expected. For example, she didn’t just periodically stop by nursing homes and assisted living facilities to occasionally visit shut-in members. She arranged to have regularly scheduled services at those facilities and welcomed patients and visitors of every denomination. Not only did she provide a meaningful worship service; she played the piano, lead everyone in song with her beautiful soprano professional-quality voice and shared communion with all who gathered. Month after month, year after year, the smiles on the elderly residents’ faces made it abundantly clear that they appreciated that she brought the Word of God to them and brighten their days. In preparation for her retirement, she trained deacons and elders to serve communion in pairs or small groups, so that the important ministry of providing communion to shut-ins can continue. Her sermons are always inspiring, filled with interesting facts, personal reflections and inevitably some humor. She cracks herself up and we all enjoy her wit. Since March I’ve been helping to produce our services for Zoom and more recently YouTube. There have been weeks that I’ve heard her sermon six, seven even eight times before we all listen to the service on Sunday, yet she still manages to capture my attention. I’m not the only one who is constantly impressed with her preaching; in fact, several retired Presbyterian pastors and a Methodist minister have opted to become part of our church family. While her sermons are thought-provoking and always meaningful, her children’s messages have become somewhat legendary. We never know what to expect. I teach Sunday school and assist with the children’s choir, so I hear the kids talking about what they have learned and they absolutely adore Pastor Deb. She’s like an Energizer Bunny. She keeps up with kids of all ages and even chaperoned two recent trips to Purdue for triennium. If Covid-19 hadn’t forced the Peacemakers’ trip to the Holy Land in March to be postponed to 2021, she had planned to make that trek as well. As you know, Deb took on many extra responsibilities in Geneva Presbytery, so I’m sure you won’t be surprised when I tell you that she immersed herself in our community right from the start. She impressively rejuvenated the interfaith council, which was practically non-existent. She’s been actively involved in organizing ecumenical services since shortly after she arrived in the Finger Lakes area. Over the last seven and a half years, she has organized and hosted the ecumenical Lenten breakfast services, served on the board of the MLK Scholarship Committee, joined Rotary –and the list goes on. Not surprisingly she has developed more friendships and working relationships with more people than many life-long Geneva residents have. In a typical month, our church opens its doors to about 3 dozen community groups (scout troops, Family Promise, AA and Al-non, Geneva Reads, the MLK committee, WIC, Sacred Arts classes, sewing classes, yoga and

exercise groups, Red Cross blood drives) and every person who walks through the door feels welcome. As my mother says, Deb's the "hostess with most-est". Despite her incredibly busy schedule and seemingly endless number of meetings, her door is always open for anyone who needs her. One thing you may not know about Pastor Deb is that she has a Super Power: It's impossible to say no to her! Like her smile, her enthusiasm is contagious. These are extraordinarily challenging times locally, for the United States and the world. To quote Pastor Deb: We "are called to speak up, step up and share our faith." She has taught us well that "For such a time as this" we are called. Our children, youth, and adults as well have benefited from having Pastor Deb as a remarkable role model. Winnie the Pooh told his friends, "How lucky I am to have something that makes saying goodbye so hard." Winnie the Pooh was rather insightful. This is difficult because you are so loved! Now, as the story which is your life opens to its next chapter, May the God of Grace richly bless and watch over you. Deb, on behalf of all who have been blessed enough to have you as our pastor, I say to you: "May God bless you and keep you, may God's light guide your future and grant you peace." You truly are a blessing. Thank you for all that you do and for all that you are.

- RE Ken Allen offered prayer.

RE Ken Allen presented the motion, from the COM, and the Presbytery VOTED to:

- **Approve** a 1% increase to the Presbytery's Minimum Terms of Call for 2021, with a challenge to all congregations to offer a 1.6% increase (as recommended by the Social Security Administration for the 2021 Cost of Living Adjustment).

RE Ken Allen presented the motion, from the COM, and the Presbytery VOTED to:

- **Concur** with the request from the session of the West Fayette Presbyterian Church, West Fayette, NY, **form** an Administrative Commission that will assume original jurisdiction, and **establish the charge** for the work of that Administrative Commission (see Appendix D).
- The Moderator offered prayer.

Rev. Joanne Bartell led the service of Recommissioning for the following Ruling Elders (Commissioned Ruling Elders and Qualified Ruling Elders) to service in the Presbytery of Geneva:

Commissioned to service to particular congregations in the Presbytery of Geneva:

- CRE Connie Franks (Marion, United), commissioned to the First Presbyterian Church of Shortsville
- CRE Paul Yoder (Horseheads, First), commissioned to the Moreland Presbyterian Church of Moreland
- CRE Carleen Frost (Sodus, First), commissioned to the Red Creek Presbyterian Church of Red Creek
- CRE Richard Evans (Watkins Glen, First), commissioned to the Burdett Presbyterian Church of Burdett
- QRE Don Peek (Pulteney, First), commissioned to the First Presbyterian Church of Pulteney

Commissioned to service to the Presbytery of Geneva at the direction of the Committee on Ministry:

- CRE Priscilla Andrews (Rock Stream),
- CRE Stephen Beals (Seneca Falls, First)
- CRE Bob Sell (Horseheads, First)
- CRE John Gingerich (Wolcott, First)
- CRE Bessie Tyrrell (Atlanta)
- CRE James Mosher (Elmira, North)
- CRE Susan Frost (Lodi)

### ***Actions Taken on Behalf of the Presbytery***

The Committee on Ministry VOTED to:

- **Appoint** Rev. Daniel Russell to serve as Moderator at First Presbyterian Church of Ulysses, Trumansburg, effective June 1, 2020.
- **Approve** with warm support Susan's participation in the Crossroads of Caring program in Rochester in fulfillment of her CPE requirement.
- **Approve** recommissioning Ruling Elders (Commissioned Ruling Elders and Qualified Ruling Elders) to service in the Presbytery of Geneva (listed above):

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

The Committee on Ministry VOTED to:

- **Approve** Presbytery Leader RE Susan Orr to conduct all executive reference checks.
- **Approve** having clearance interviews conducted by the COM appointed liaison and one other COM member.
- **Approve** the covenant between Rev. Daniel Russell and First Presbyterian Church of Ulysses, Trumansburg, NY, to serve as ½-time Temporary Supply Pastor effective June 1, 2020 - May 31, 2021. Total compensation:

Cash Salary:	\$ 16,648
Housing Allowance:	\$ 8,964
SECA Offset:	\$ 1,959
Pension/Medical:	\$ 9,476
Travel Allowance:	all church related travel vouchered at IRS rate per mile
Study Leave:	\$ 500
Study Leave Time:	2 weeks including 2 Sundays
Vacation:	31 days, including 4 Sundays

- **Approve**, with a waiver of requirement to meet the minimum salary requirements, the covenant between CRE Constance (“Connie”) L. W-Franks and First Presbyterian Church of Shortsville, NY, to serve as 3/8-time Commissioned Ruling Elder effective July 1, 2020 - December 31, 2020. Total compensation:

Cash Salary:	\$ 1,019
Housing Allowance:	\$ 548.75
SECA Offset:	\$ 119.92
Travel Allowance:	all church related travel vouchered at IRS rate per mile
Education:	\$ 250
Study Leave /Vacation	2 weeks including 2 Sundays

\* CRE Connie Franks has waived the current Presbytery minimums, prorated to the appropriate part-time level

- **Approve**, with a waiver of requirement to meet the minimum salary requirement and requirement to pay the SECA Offset, the covenant between the Rev. Karl Warrington and Oaks Corners Presbyterian Church, Oaks Corners, NY to serve as part-time stated pulpit supply pastor, effective September 1, 2020 - August 31, 2021. Total compensation:

Cash:	\$110/Sunday Worship
Moderator of Session:	\$50/meeting
Pastoral Services:	\$20/hr. (i.e. church committee meetings, membership classes, etc.)
Visitation:	\$50/month
Emergencies:	Contact one of the following Jeanne Day, Sharon Scherbyn, Mae Schweickhard for consent.
Travel Allowance:	all church related travel vouchered at IRS rate per mile
Vacation:	4 weeks and 4 Sundays

\*\*All travel and hours for pastoral services, mutually agreed upon will be vouchered at the end of each month and turned into the Treasurer by the Stated Pulpit Supply Pastor

- **Approve** the covenant between CRE Paul Yoder and Moreland Presbyterian Church, Moreland, NY, to serve as 1/4-time Commissioned Ruling Elder effective July 12, 2020- December 31, 2020. Total compensation:

Cash Salary:	\$ 12,806
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- **Approve - with a waiver** of the requirement to provide pension/medical, study leave time, and vacation time - the covenant agreement between the Rev. John Milne and The Presbyterian Church in Geneva, to serve as part-time (1/2 time) Temporary Supply Pastor, effective October 1, 2020 - December 31, 2020. Total compensation:

Cash Salary:	\$ 6,438 (3 months)	\$ 25,752 (Annual basis)
Housing Allowance	\$ 0	
SECA	\$ 492.50 (3 months)	\$ 1,970 (Annual basis)
Pension/Medical	N/A	
Travel Allowance:	all church related travel vouchered at IRS rate per mile	
Study Leave:	\$ 150 (3 months)	\$ 500 (Annual basis)
Study Leave Time	N/A	
Vacation Time:	0	

- **Approve - with a waiver** of the requirement to provide a SECA offset - the covenant agreement between the Rev. Ellen Donnan and The United Church of Phelps, to serve as part-time (3/4 time) Temporary Supply Pastor, effective July 1, 2020 - June 30, 2021. Total compensation:

Cash Salary:	\$ 40,000
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Housing Allowance	\$ 10,167
SECA	waived
Pension/Medical	\$ 18,562
Travel Allowance:	all church related travel vouchered at IRS rate per mile \$500
Study Leave:	\$ 750
Study Leave Time	2 weeks including 2 Sundays
Vacation Time:	4 weeks and 4 Sundays

- **Approve** the joint MIF for the First Presbyterian Church of Hammondsport, NY and the Presbyterian Church of Weston, NY.
- **Approve** the MIF for the Presbyterian Church in Geneva, NY.
- **Empower** Katherine Griffis and Susan Orr to prepare and schedule a training event for Ruling Elders to be trained to officiate at Communion.
- **Approve** adding Elder Mark C. McDaniel (Commissioned Pastor, Genesee Valley) to the pulpit supply list, effective July 9, 2020.
- **Approve (with thanks)** Janice Fitzgerald to offer Boundaries Awareness Training for Geneva Presbytery.
- **Approve** allowing Dan Russell to serve as pulpit supply at West Fayette (waiving the rule that pulpit supply cannot preach more than 2 Sundays in a row).
- **Receive**, with many thanks to both Stanley Bhasker and Rob Mellgard, the revised version of the COM Manual/Guidebook, **identify** this formally as a Guidebook, rather than Manual, **establish** this as our official guide to COM practice for internal use, effective immediately, subject to revision as needed.
- **Inform** Presbytery that the 2020 review of Validated Ministers and At-Large Minister Members have been completed; a review was not conducted with Rev. Todd Haines (AL - no response) and Rev. Adrian Tierson (VM - not contacted).
- **Approve** the continued status of Validated Minister for the following members: David Ashby (Minister in Service Beyond the Jurisdiction of the PC(USA), serving as ¾-time interim pastor at the First Congregational United Church of Christ, Corning); and Janice Lee Fitzgerald (Minister in Other Service of the PC(USA), serving as full-time interim pastor at Twelve Corners Presbyterian Church, Rochester (Presbytery of Genesee Valley)
- **Recognize** the following ministers At Large Members in 2019: Dan Russell, Anne Campbell, and Christy Wareham.

#### **Board Of Pensions Resources**

- COVID-19 resources that are available through the BOP can be found here: <http://www.pensions.org/what-we-offer/benefits-guidance/Coronavirus-resources>
- Information about the 2021 Benefits Plan can be found here: <http://www.pensions.org/what-we-offer/our-plans/new-benefits-2021>
- Contact Rev. Dr. Carrie Mitchell: Call 215-587-7239 or email [cmitchell@pensions.org](mailto:cmitchell@pensions.org)

#### **ADMINISTRATIVE COMMISSION FOR LODI PRESBYTERIAN CHURCH**

Rev. Rob Mellgard (Ovid, Federated), chair of the Administrative Commission, presented the report.

##### **Ministry Memo**

**To: Presbytery of Geneva**

**From: The Session of the Presbyterian Church of Lodi and The Administrative Commission to the Presbyterian Church of Lodi**

**Regarding: Request for Approval for Sale of Church Building and Real Property located at 8591 State Route 414 Lodi, NY 14860 Date: September 22, 2020.**

**WHEREAS**, the Presbyterian Church of Lodi ("Church") has suffered declining membership over the past years.

**WHEREAS**, In January 2020, the Church congregation ("Congregation") met and voted to request that an administrative commission ("Administrative Commission") be formed by the Presbytery of Geneva ("Presbytery") to assist with the closing and dissolution of the Church.

**WHEREAS**, the Administrative Commission was formed on April 14, 2020 and was properly and formally charged with assisting the Session of the Church ("Session") and the Congregation with the closing and dissolution of the Church, including the sale of the Church building and real property located at 8591 State Route 414, Lodi NY 14860 (the "Property").



**WHEREAS**, a letter of intent dated May 20, 2020 was received by the Church from the Town of Lodi ("Town") notifying the Church of the Town's interest in purchasing the Property for use as a town hall while permitting the continuing operation of a food pantry at the location.

**WHEREAS**, an appraisal was received from Keuka Appraisal Services Inc. dated July 6, 2020 stating the "as is" estimated value of the Property to be \$127,000.00.

**WHEREAS**, notwithstanding such appraisal, at a properly called meeting of the Session on July 9, 2020, the Session and Administrative Commission, after discussion, made a determination, based on their knowledge and belief, that the fair market value of the Property was substantially less than the appraisal received, and recommended that the Congregation sell the Property to the Town of Lodi for \$67,000 subject to the continued operation of a food pantry on the Property and the payment of sale expenses by the Town.

**WHEREAS**, at a properly called meeting on July 26, 2020 at which a quorum was present, the Congregation met and approved the sale of the Property to the Town of Lodi for \$67,000 upon the terms recommended by the Session and Administrative Commission, subject to the approval of both the Presbytery as well as the New York Supreme Court for the County of Seneca ("Court") as required by §510 of the Not-for-Profit Corporation Law of the State of New York, and §12 of the Religious Corporation Law of the State of New York.

**WHEREAS**, a Contract for Purchase and Sale of Real Estate ("Contract") for the sale of the Property was then entered into on August 17, 2020 between the Church and the Town subject to the terms therein.

**THEREFORE**, the Church does hereby respectfully request further approval by the Presbytery, with the support of the Administrative Commission, for the sale of the Property subject to the terms of the Contract and approval of the Court.

### ***Items for Presbytery Action***

Rev. Rob Mellgard presented the motion. Following discussion, the Presbytery VOTED to:

- **Approve** the sale of the Church Building and Real Property located at 8591 State Route 414 Lodi, NY, 14860, selling the Property to the Town of Lodi for \$67,000 subject to the terms of the Contract (including the continued operation of a food pantry on the Property and the payment of sale expenses by the Town) and approval of the Court .

### **ADMINISTRATIVE COMMISSION FOR LAKE STREET PRESBYTERIAN CHURCH**

Rev. Denise Stone (Big Flats, First), chair of the Administrative Commission, presented the report:

#### Background / A Brief History of Lake Street Presbyterian Church

*Adapted from the Lake Street Presbyterian Church website:*

The events shaking the country in the early days of the Civil War had a significant effect upon the church life of Elmira. Those years saw the formation of at least two new churches. A group of 116 members of First Presbyterian Church, with four other persons, formed what is now the Lake Street Presbyterian Church.

When Lake Street Presbyterian Church formally organized on February 8, 1861, it was known as the Second Presbyterian Society. Later the name became the Second Presbyterian Church and finally Lake Street Presbyterian Church.

In 1861 the lot at the corner of Lake and Church Streets was purchased. The ground for the foundation of the new sanctuary was broken in the month of September, 1861. On June 13, 1862, the finished sanctuary was dedicated, an event made more solemn because it was the first anniversary of the death of the beloved first pastor, Dr. Murdoch. A tablet in memorial to Dr. Murdoch was placed in the entrance hall of the church, where it can be seen today. The dedication address was given by the Rev. Thomas K. Beecher, pastor of the Congregational Church of Elmira, the present Park Church.

In 1876 the fifteen-year old church underwent extensive renovation and enlargement.

In 1925 an addition to the church, known as the church house, was erected. It was built on the site of the former church manse, which was torn down to make a place for this new part of the church, containing the parlors, Sunday School rooms, offices, kitchen, and gymnasium.

In 2011, the congregation celebrated 150 years of service, achievement and devotion to God's work in the Elmira community. These achievements as guided by the Holy Spirit did not come easily and Lake Street Church's position of leadership in the Protestant life of Elmira offered both great obligations and responsibilities upon its congregation.

#### *Fusion on Fire*

In 2013, at the beginning of Advent, Fusion on Fire was birthed by Lake Street Presbyterian Church out of the need for an alternative service to address the diverse inner city residents in Elmira. The traditional reformed worship service on Sunday morning was not attracting the multiracial families living near the 150 year old church. Under the leadership of Juhura Shazer, Fusion on Fire was able to offer contemporary services - as well as Bible studies and other events - to intergenerational worshippers.

Fusion on Fire was originally formed as one of the PCUSA's 1001 New Worshiping Communities (#1360), receiving investment grants from the 1001 New Worshiping Community program and the Synod of the Northeast. As the Fusion on Fire ministry has grown dramatically, the members of the Lake Street Church and the participants in Fusion on Fire (most of whom are not members of Lake Street Church) have discerned a call to partner with the Southside Alliance Church (a Christian Missionary Alliance congregation) to form a new church community called

City of Light Church. Because this new church is not a Reformed church body, the Lake Street Presbyterian Church is seeking dissolution (not dismissal) per the *Book of Order*, so that the congregation will be free to join this new church community and continue in their ministry in a new way.

Summary of the Work of the Administrative Commission

In accordance with the Charge approved at the January 25, 2020 stated meeting of the Presbytery of Geneva, the following work has been completed:

- A congregational meeting to vote on dissolving was held prior to the establishment of the Administrative Commission in December 2019. A second congregational meeting was held on September 6, 2020 confirming the decision to dissolve as a PC(USA) congregation effective November 1, 2020.
- Assistance was given in determining what existing members wished to transfer their memberships prior to the dissolution of the congregation.
- A financial review was conducted by Mr. James O'Leary of OMS SELMIRA INC finding everything in order.
- The location of all checking, savings, and endowment accounts was determined.
- It was determined that there were no stipulations on any bequests.
- As of June 30, 2020, Lake Street's financial assets included the following: \$1,196,329.00 in endowment, \$5,646.63 in operating account, \$30,581.83 in the capital account, and the building and property. The Administrative Commission believes the new church will require retaining a considerable amount of the assets in order to maintain the large building and property.
- Congregational liaison to the Administrative Commission was reminded of the need to publish a public notice in the paper.
- All Session records are in the possession of the Administrative Commission and it was determined that all earlier records were already on deposit at the Presbyterian Historical Society in Philadelphia.
- The deed has been located and the title has been determined to be clear.
- The Administrative Commission did not seek an appraisal of the church property. The City of Light Church will be responsible for all legal fees related to the transfer of the property. The City of Light Church will also be responsible for the care and upkeep of the property between the time of dissolution and the final transfer of the property to the City of Light Church.
- A final worship service is being planned for October 25, 2020, if the way be clear.

The following items were mutually agreed upon between the Session of Lake St. and the Administrative Commission and confirmed at the Congregational Meeting on September 6, 2020:

- Three (3) years of per capita will be paid to the Presbytery of Geneva totaling \$4,256.70.
- \$159,000 of the approximately \$1.2 million Endowment Fund will be donated to the Presbytery of Geneva in recognition of the 159 years of ministry of the Lake St. Presbyterian Church within the Presbytery of Geneva's bounds, with a recommendation that these funds go toward the Camp Whitman account. [As noted above: As of June 30, 2020, Lake Street's financial assets included the following: \$1,196,329.00 in endowment, \$5,646.63 in operating account, \$30,581.83 in the capital account, and the building and property. The Administrative Commission believes the new church will require retaining a considerable amount of the assets in order to maintain the large building and property.]
- Any legal fees incurred with the transfer of the physical property of Lake St. Presbyterian Church will be paid by the City of Light Church. The City of Light Church will also be responsible for the care and upkeep of the property between the time of dissolution and the final transfer of the property to the City of Light Church.

Of note: As of the dissolution of Lake Street Presbyterian Church, many members of the congregation shall be joining the City of Light Church.

Recommendation to Presbytery:

Therefore, the Administrative Commission of Lake St. Presbyterian Church moves the acceptance of terms negotiated with the congregation:

- To **dissolve** the Lake Street Presbyterian Church effective November 1, 2020, **selling** the physical property located at 300 Lake Street, Elmira, NY to City of Light Church for \$1 (all legal fees incurred with the transfer to be paid by City of Light Church), gratefully **accepting** a three year payment of per capita (\$4,256.70) and a donation of \$159,000 in recognition of its 159 year ministry within the bounds of the Presbytery of Geneva, with a recommendation that said monies go toward Camp Whitman (recognizing that the final disposition of said monies is to be at the discretion of the Committee on Operations). The City of Light Church will be responsible for the care and upkeep of the property between the time of dissolution and the final transfer of the property to the City of Light Church.

Respectfully submitted,

Rev. Jane Winters, Clerk of the Administrative Commission

**Items for Presbytery Action**

Rev. Denise Stone presented the motion. Following discussion, the Presbytery VOTED to:

- **Dissolve** the Lake Street Presbyterian Church effective November 1, 2020, **selling** the physical property located at 300 Lake Street, Elmira, NY to City of Light Church for \$1 (all legal fees incurred with the transfer to be paid by City of Light Church), gratefully **accepting** a three year payment of per capita (\$4,256.70) and a donation of \$159,000 in recognition of its 159 year ministry within the bounds of the Presbytery of Geneva, with a recommendation that said monies go toward Camp

Whitman (recognizing that the final disposition of said monies is to be at the discretion of the Committee on Operations). The City of Light Church will be responsible for the care and upkeep of the property between the time of dissolution and the final transfer of the property to the City of Light Church.

### ***BUSINESS RELATED TO MISSION***

#### **MISSION & WITNESS COMMITTEE**

RE Ellen Reynolds (Geneva) presented the report from the Mission & Witness Committee, celebrating Session Mission Partnership and Hunger Grants.

- The committee spent much time this past year discussing the grants process, the application form, and needs we perceived - and they continue to learn. In March, the corona virus impacted how they viewed grants. They realized congregations might have new needs, or the agencies served by them might find themselves adjusting their priorities. The committee voted to award each congregation \$200 to be used for their own needs or passed on to another purpose hard-hit by the pandemic. In addition, they offered immediate grants specifically for COVID-19 purposes. They funded 11 applications submitted from 9 congregations and 1 agency.
- Then the committee began the process of reviewing the Session endorsed and hunger grants. More were received this year than last, which was not surprising, given the economic impacts of Covid-19. The needs were to support many people through many worthy projects. They spent time individually and as a group via zoom praying and discussing how to allocate the funds. They funded 7 hunger grants and 14 session endorsed grants in 17 congregations.
- Be sure to look at the Mission and Witness page (<http://www.presbyteryofgeneva.org/committee-on-mission-witness>) for stories of how this gift was received and used by congregations. For example:
  - Hornell matched and provided \$401 to the Turning Point Food Pantry. Trumansburg - use for equipment for the taping and broadcasting of our worship services.
  - Cohocton - pay it forward to three community members who were in more need than they.
  - Geneva - used by Village Lienks to purchase eight Walmart \$25 gift cards for the at-risk Teen Moms to use for most needed items.
- Please continue to send your stories to Elana of how your \$200 was used to celebrate what God has done in the Finger Lakes through your congregation, and to inspire others.

TE Sabrina Slater (Spencer, Christ the King Fellowship) shared pictures and some information about one of the ministries that has benefitted from the grant program: the Food Cupboard in Spencer/Van Etten:

- Thank you. To the Presbytery of Geneva & the Mission Committee -- thank you for sowing into the food ministry (an ecumenical ministry) in Spencer/Van Etten that Christ the King Fellowship has the blessing to be part of. The monies given help the Food Cupboard to be able to continue to feed our community. Thus far (Sept. 2020) 1223 families have been served (compared with 542 families by this same time in 2019) -- so the need this year has been approximately 2.5 times what was addressed last year. In fact, in the first 6 months of 2020 the food ministry has served more folks than all of 2019; in the first 8th months of 2020 the food ministry has given away 104,000 lbs of food compared with 76,000lbs total in 2019; 195 new families have been served; and the ministry has reached a need in 5 counties & 16 zip codes. While we pray to see a decrease in needs (so that less and less people worldwide are hungry!) -- we are grateful that we are able to serve & feed our community right now, and we're grateful that getting to love in this way also allows to be more connected & learn of other needs present in our community as well.

### ***INTERNAL BUSINESS***

#### **COMMITTEE ON REPRESENTATION**

Elder Phoebe Baker (Penn Yan, First), chair of the Committee on Representation, presented the report.

- A few nominations were already acted upon during the Consent Agenda. However, the Committee on Representation has attempted, but has not been successful, in securing a second Ruling Elder Commissioner for the Synod Assembly. This person would serve as a Synod Commissioner starting in October of 2020 through September of 2022. Ordinarily, the Commissioner attends one Assembly during the term of service. This year, the Assembly will be held virtually via Zoom on Friday-Saturday, October 23-24th.

The Commissioner is also expected to attend any special/called Assemblies that may occur during the term of service, but this does not typically happen.

The Moderator asked if there were any nominations or self-nominations from the floor of the Presbytery.

- Gail Farnham (Ithaca, First) self-nominated.

The Presbytery VOTED to:

- **Approve and elect** RE Gail Farnham (Ithaca, First) to serve as a Ruling Elder Synod Commissioner, Class of 2022.

### **GENERAL COUNCIL**

RE Dr. Rob Anderson (Penn Yan, First), chair of the General Council, presented the report.

#### ***Items for Presbytery Action***

RE Dr. Rob Anderson presented the motions. Following discussion, the Presbytery VOTED to:

- **approve** the following amendment to the Manual of Administrative Operations (adding a third bullet point under "Committee on Operations: Property" on page 11):  
*As the Board of Trustees of the Presbytery, act on requests by congregations for transactions and transfers involving property (that do not involve sanctuaries) on behalf of Presbytery, and that those actions be reported at the next stated meeting of Presbytery.*
- **approve** the following amendment to the Manual of Administrative Operations (adding a bullet point under "The General Council: Coordination" on page 10):  
*Approve the distribution of grant funds, enabling the Mission and Witness Committee to disburse the funds in a more timely manner so that those receiving funding will not have to wait; checks would be distributed upon Council approval and reported to the Presbytery at the next stated meeting.*

#### ***Items for the Presbyter's Information***

The General Council VOTED to:

##### **(COVID-19 Issues)**

- **Approve** the following statement regarding reopening the presbytery office:  
The General Council agrees that the Presbytery Office remain closed to the public until further notice. We will again review the situation in September 2020.  
All persons entering the building must follow NYS public health mandates, including use of face coverings, maintaining at least 6' of distance, washing hands and using hand sanitizer upon entry, sanitizing all surfaces touched prior to departure. Caution is urged in all things.  
Staff and presbytery leadership will continue to work primarily from home, with occasional trips to the office for necessary tasks that cannot be handled from home (getting mail, document searches, filing, essential meetings of one or two individuals, etc.).  
Staff travel for in-person meetings and in-person group meetings for committees and other presbytery groups will not resume at this time. The presbytery office remains unavailable for in-person group meetings until further notice. We will review this in September as well. We anticipate that we will have further guidance from state, county, and denominational sources which will aid our review.

##### **(Anti-Racism Work)**

- **Empower** an ad-hoc team (Anita Milne and Debbie Grohman) to compile a list of resources to be shared on the Presbytery website and **empower** the Leadership Team to approve and oversee the publication of these resources.
- **Formally support** the PC(USA) [Week of Action](#) and to communicate it to the Presbytery.

##### **(General Assembly and Mid-Council Relations)**

- **Approve** directing the stated clerk to invite one of the General Assembly Co-Moderators to our Presbytery next year (2021), and **approve** the formation of a small task group to coordinate the details/logistics of the visit, including reaching out to neighboring presbyteries to invite the same co-moderator to visit the region on connecting days.

##### **(Implementation of Presbytery Meetings)**

- **Approve** the Presbytery of Geneva refrain from in-person meetings and utilize Zoom to conduct the stated meetings of September 2020, November 2020, and January 2021, and any called meetings.

### COMMITTEE ON OPERATIONS

Rev. David Ashby (VM), co-chair of the Committee on Operations, presented the report.

#### ***Items for Presbytery Action***

Rev. David Ashby presented the motion from the Committee on Operations, with the concurrence of the General Council. Following discussion, the Presbytery VOTED to:

- **accept** the purchase offer on the Presbytery of Geneva property at 2472 State Route 54A, Penn Yan NY 14527 by Patricia Gorham for \$160,000; that the net proceeds (approximately \$60,000) be placed in a reserve account for property expenses to be used for moving, storage, contracts, establishing a virtual or remote office, and other expenses incurred; and that the Stated Clerk and chairpersons of the Operations Committee be **authorized** to sign appropriate documents. The closing is expected to occur on or before November 30, 2020.

#### ***Items for Presbytery's Information***

Rev. David Ashby introduced Cheryl Battaglia, recently hired as the Presbytery's Financial Support Services. Her email address is [finance@presbyteryofgeneva.org](mailto:finance@presbyteryofgeneva.org).

### REPORT OF THE 224th GENERAL ASSEMBLY COMMISSIONERS

Rev. Deb Grohman (Ontario Center, First) and RE Tom Bailey (Spencer, Christ the King Fellowship) presented their report.

- From Rev. Deb Grohman:

As the week of General Assembly approached, we all knew that there were two extraordinary aspects to what we were going to embark on. One was that it was the first electronic denominational meeting – in fact other denominations were watching us to see what they could learn – and that the meeting was embedded in the pandemic of racism revealed in both the death of George Floyd and the inequities exposed through Covid-19. The country was – and still is - gripped by a time of social reckoning and it was obvious that the PCUSA had an important opportunity to go big: to take actions that would show the leadership of the church in a call for justice and systemic social change. Early on it was clear that a significant majority of White advisory delegates and commissioners were ready to take big actions. In the words of former moderator Rick Ufford-Chase, "They were looking for ways to take responsibility for their conscious and unconscious participation in systems of racism and white supremacy, and were looking to the church to be a primary vehicle for that efforts." That desire was stymied, however, by the rules "designed to control a potentially chaotic situation, but which had the effect of severely limiting the voices of the commissioners and advisory delegates." As a result, the 224th General Assembly was unable to reach the full opportunity of impact.

More important to note is the pain of continuing racism that was exposed through the parliamentary rules. In an assembly in which there was little opportunity to engage the critical issues of our time, it became clear that parliamentary procedure functioned to silence voices that needed to be heard, particularly those of Black women. The pain felt by leaders of color around the denomination at being shut down repeatedly, in having time-sensitive business addressing justice for Black women and girls pushed off two more years, in dealing with the micro-aggressions directed at elected leaders of color, was palpable to me and caused me to lie awake at night. In an open letter to the PC(USA) published in Presbyterian Outlook, Rick Ufford-Chase explains well. Our reliance on particular procedural ways of operating "is a symptom of a much larger problem that People of Color have been naming in our church for a very long time: rules are not neutral. They either help to advance racial equity or they perpetuate the status quo of racial inequity that most Presbyterians agree is the rule in the broader culture and that many of us are beginning to understand is a reality in the church as well. White Christians have largely created that status quo in the United States, and the amazing discourse taking place across almost every sector of our society and in every corner of the country this summer [and fall] suggests that white people, and specifically white Christians like many of us in the PC(USA), may finally be ready to change those rules. That work can and should begin with a careful re-thinking about how we can strengthen the democratic principles we value so highly in our own Church to be fully and genuinely inclusive of all people. Ironically, having signaled our clear commitment to a fully inclusive church by electing leaders who are Black, Indigenous or People of Color at every level in our denomination, we have now placed them in the impossible situation of having to lead a church in which the structural power remains deeply embedded in a culture of whiteness that has characterized Presbyterianism in the United States from its inception. To actually change the power dynamics that favor whiteness in an organization built around privileging white people over hundreds of years, we are all going to have to fundamentally change the way we relate to one another and the way we make decisions, and it goes against all of our instincts to do so.

Presbyterians are, at heart, traditionalists. The challenge before us is to affirm our foundational polity that offers broad opportunities for shared decision-making while simultaneously creating a culture in which it is clear that all voices are honored. If we choose, this is a time when our egalitarian, participative style of deliberation could point the way to new ways of understanding what it means to be Christian without insisting on being dominant." One practical way to do that at a local level is to ask a question that the General Assembly urged congregations and mid-councils to consider: Where is God calling your council and congregations to engage? Rather than leaving the referred business to wait until 2022, we are urged to review it and see what work we may undertake as a result. The urgency of antiracism work is abundantly clear to me. Our Presbytery's Council has responded by recommending a list of educational and advocacy resources to help our

congregations. In addition, the Council will be studying a highly recommended book on racism in the church, *The Cross and the Lynching Tree* by James Cone. There are lots of resources and willing guides to help your congregations. If we take up this work now, then the 224 th General Assembly will not have been in vain.

- A summary of the work of the 224th General Assembly can be found here:  
<https://oga.pcusa.org/section/ga/224th-general-assembly-2020/>
- The theme of the Assembly was “from Lament to Hope”, focusing on the words of Lamentations 5:20-21: “Why have you forgotten us completely? Why have you forsaken us these many days? Restore us to yourself, O Lord, that we may be restored; renew our days as of old.”

### ***BUSINESS RELATED TO CAMP WHITMAN***

#### ***Report from the Camp Director***

RE Lea Kone (Genesee Valley Presbytery), Camp Director, presented the report on Camp Whitman.

- Camp 2020 was nothing like we intended it to be, but it ended up being a wonderful and full season. We ran three different programs in place of resident camp.
  - Camp Renewal
    - 12 Volunteers committed to a week (or more) of service between 7/6 and 8/1 this summer. The participants, most but not all, college age joined together in an intentional Christian community experience. They made meals together, did daily devotions, recreation and service work. Many projects were completed including: moving the gaga pit, completing the swing circles, building new fire pits, painting, garden maintenance, cleaning and organizing, constructing metal roofs, making videos for Camp Reimagined, scanning old historical documents and photos, and providing hospitality and programming to Camp Recreate guests. Participants also visited Camp Seneca Lake for some neighborly good-will helping to prepare their camp for the arrival of guests.
  - Camp Reimagined
    - 48 participants signed up and received "camp in a box" mailed home, including 15 from the Painted Post church VBS program. There were four weeks of programming which included STEM, Arts & Crafts and biblical based lessons. Each participant received a workbook and journal for each of the four weeks.
  - Camp Recreate
    - The Camp has been hosting families for the past 16 weeks (through Columbus Day) totalling 104 reservations to date with almost 400 guests served. The occupancy rate for the cabins being rented this summer is over 75%.
  - In addition, Camp Whitman continues to work on capital improvements like roofing and painting of cabins. They will be moving forward with solar panels on the Main Lodge in 2021 as well.

### ***GOOD NEWS FROM CONGREGATIONS***

***Presbyterian Women*** [Linda Werts (Canandaigua, United), PW Moderator, Presbytery of Geneva]

Since 1888, Presbyterian women have expressed their deep sense of gratitude for God's blessings in their lives by giving back to people in their communities and around the world. Through the PW Thank Offering, we have an opportunity each fall to help fund programs that provide education, relief from disasters, safe housing, training for justice and advocacy work, and so much more.

I encourage all of our Presbyterian women in the Geneva Presbytery to promote and celebrate the 18 ministries chosen as recipients this year for the Thank Offering. I especially want to highlight and recognize Family Promise of Wayne County as the 2020 Grant recipient from the Synod of the Northeast and Presbytery of Geneva. It is receiving \$22,500 which is helping to renovate a building at 3 Holley Street in Lyons, NY which will be used as a day resource center and emergency overnight shelter.

I invite Presbyterian women and their congregations to continue generously contributing to the PW Thank Offering. As we have been blessed in our own Presbytery on the receiving end, our donations will fund next year's grant awardees. Please send your Thank Offering gifts to Ellen Reynolds, at 3310 William Street, Geneva, NY 14456, by December 10, 2020.

**Resolution of Thanks to Rev. Dr. Peter Marr** [Committee on Leader Care]

Be it resolved, that the Rev. Dr. Peter Marr has served as the Supply Pastor of the Addison Presbyterian Church for thirty continuous years, beginning on September 9, 1990, and continuing to serve today. He was ordained by the Christian Church, now the Disciples of Christ and recognized by the American Baptist Church USA. He has attended the Baptist Bible School of Theology, Clark Summit University, Eastern Baptist Theological Seminary, and Princeton Theological Seminary. He is presently the longest continuously serving pastor of a single church in the Presbytery of Geneva.

The Presbytery of Geneva would like to thank, and commend, Rev. Dr. Marr for his selfless service to the Addison church for over three decades.

**United Church of Canandaigua 150th Anniversary**

The United Church of Canandaigua is celebrating their 150th anniversary.

**Presbyterian Disaster Assistance Resilience & Renewal Retreat Opportunity**

This three-hour virtual retreat is designed to give faith leaders a chance to take a breath and a break in the midst of the COVID-19 pandemic. Participants will experience essential healing and resilience-building tools, including story telling, strengthening positive connections with others and spiritual practices. This retreat, grounded in relaxation and self-care techniques, will provide an opportunity to experience respite and offers opportunities for small group sharing in breakout rooms in addition to plenary sessions. Each retreat will be limited to 20 participants and will be led by PDA staff and National Response Team volunteers. The content of this retreat differs from the virtual programs we have offered in recent months (*Building Resilience* Webinar and Faith Leader Support Meetings), which remain available to all who are interested [pda.pcusa.org/page/esc-webinar/](http://pda.pcusa.org/page/esc-webinar/).

Please contact Kathy Riley, PDA Associate for Emotional and Spiritual Care at [Kathryn.Riley@pcusa.org](mailto:Kathryn.Riley@pcusa.org) or 859-536-7792 for more information and to schedule a Resilience & Renewal Virtual Retreat.

The Presbytery VOTED to **approve** adjourning the meeting at the conclusion of worship with the benediction.

**WORSHIP AND THE LORD'S SUPPER**

The Presbytery of Geneva engaged in a service of worship, led by the Rev. Deb Grohman (Ontario Center, First) and members of the congregation of First Presbyterian Church, Ontario Center, NY, including Alan Murphy, Patricia Chakalis, and Andrew La Favor.

- Rev. Deb Grohman presided at the Lord's Table as the Presbytery shared communion virtually.
- The Presbytery recognized the recent death of RE Marge Aude (Geneva), former Moderator of the Presbytery of Geneva.
- The Presbytery participated in a service of commissioning for the elected Synod Commissioners and YAAD:
  - TE Leah Ntuala (Seneca Falls, First)
  - TE Aaron Frank (Horseheads, First)
  - RE Jeff Richards (Elmira, North)
  - RE Gail Farnham (Ithaca, First)
  - YAAD Skye Chaapel (Napels, Trinity)

**BENEDICTION AND ADJOURNMENT**

The meeting was concluded with prayer and benediction during the worship service.

The Moderator pronounced the meeting to be adjourned at 9:30 pm.

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Attest: Amy Loving Austin, Stated Clerk

# APPENDIX A



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

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## I. INTRODUCTION

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

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

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

This policy is part of the Presbytery of Geneva Manual of Operations.

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

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

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

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

## **II. POLICIES**

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

### **A. CONSTITUTIONAL PROVISION**

The Presbytery may employ staff as required by the mission of the body in accordance with the principles of unity in diversity. The Presbytery makes provision in its manual of administrative operations through the Personnel Policies and Practices for both the process of electing executive staff, and the hiring of other staff. Description of the responsibilities of the positions, the method of performance review, and the manner of termination of employment are included in accordance with The Presbyterian Church (U.S.A) Book of Order G-3.0110

### **B. EQUAL OPPORTUNITY EMPLOYMENT**

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

### **C. AT-WILL EMPLOYER**

In accordance with the laws of the State of New York, the Presbytery of Geneva is an at-will employer. Your employment may be terminated at will with or without cause and without prior notice by the Presbytery of Geneva, and you may resign for any reason at any time.

### **D. NON-DISCRIMINATION**

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

### **E. NON-HARASSMENT**

The Presbytery will not tolerate unlawful harassment— sexual or otherwise – or behaviors that create a hostile work environment. The process for handling alleged grievances involving harassment is outlined below, except in the case of alleged sexual harassment which is covered in the Presbytery's Sexual Misconduct Policy.

### **F. SEXUAL MISCONDUCT**

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

## **G. WHISTLEBLOWER POLICY**

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

## **H. EMPLOYEE GRIEVANCE**

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

## **I. CONFLICT OF INTEREST**

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

# **III. EMPLOYMENT INFORMATION**

## **A. REGULAR EMPLOYEES**

Regular employees are divided into the following categories for the purpose of compensation and benefits. Presbytery policies apply to all categories of personnel.

### **1. Primary**

There are two positions that are considered primary personnel for all compensation and benefit purposes. They are:

- Presbytery Leader
- Camp Director

## **2. Part-Time**

A person who is not defined as Primary, and whose work schedule is less than full-time (less than 36 hours) on a full workweek basis for a continuous and indefinite period, is considered a part-time person for all compensation and benefit purposes. Part-time employees are not entitled to benefits named as effective for primary employees in this policy.

## **3. Seasonal**

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

## **B. EXEMPT AND NONEXEMPT EMPLOYEES**

All employees - Primary, Part-time, or Seasonal - are classified as either Exempt or Non-Exempt.

### **Exempt**

Exempt employees are salaried personnel, generally managers or professionals, who are exempt from the minimum wage and overtime provisions of the Federal Labor Standards Act. To be exempt from overtime provisions, they must also meet the minimum salary threshold defined by the Department of Labor.

### **Non-Exempt**

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime. Most personnel fall into the non-exempt category. Non-exempt employees are normally paid on an hourly basis.

## **IV. ADDITIONAL EMPLOYMENT INFORMATION**

### **A. HIRING PRACTICES FOR SPECIFIC PRIMARY EXEMPT POSITIONS**

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

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

## **B. HIRING OF OTHER STAFF**

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

## **C. NEPOTISM**

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

## **D. POSITION DESCRIPTIONS**

A position description, including employment category and exempt status, is required for each position in the Presbytery. The position description will include purpose of the position, responsibilities, and accountability. Position descriptions shall be reviewed annually and may be modified over time when necessary or appropriate. Presbytery position descriptions will be reviewed and modified by the Committee on Operations during the annual performance evaluation process.

Changes in the position description of the Presbytery Leader must be approved by the Committee on Operations, with the concurrence of General Council and the Presbytery.

Camp Whitman seasonal employee position descriptions will be reviewed and modified by the Camp Whitman Committee with concurrence of the Camp Director.

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

## **E. PERFORMANCE EVALUATIONS**

An annual performance review and evaluation will be conducted for all regular employees of the Presbytery. The annual review will offer employees and supervisors an opportunity to discuss employee strengths and areas of needed improvement as well as possible modifications in the position description. Additionally, a ninety-day review will be conducted with all new Primary and Part-time employees.

## **F. PROGRESSIVE DISCIPLINARY ACTION**

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

1. *Verbal Reprimand.* A verbal statement by the supervisor to the employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. Notice of a verbal reprimand will be documented and placed in the employee's personnel file and shall be signed by the employee and supervisor.
2. *Written Reprimand.* The written reprimand is issued by the employee's supervisor. A written reprimand formally defines the area of needed improvement, sets goals for achievement of improvement of defined issues, and informs the employee that failure to improve within a reasonable length of time as determined by the supervisor, may result in suspension. A signed copy is placed in the employee's personnel file.
3. *Suspension or Termination.* Employees should be aware that their employment relationship with the Presbytery is based on the condition of mutual consent to continue the relationship between the employee and the Presbytery. Therefore, the employee or the Presbytery, unless bound by a written agreement, is free to suspend or terminate the employment relationship at will, with or without cause, and at any time.

## **G. PERSONNEL RECORDS**

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



## **V. COMPENSATION PACKAGES**

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

### **A. TERMS OF CALL**

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

## **VI. COMPENSATION REVIEW**

The salaries of staff will be reviewed annually by the Presbytery Committee on Operations.

Increases, if granted, commence on February 1. Salary adjustments may be made on the basis of changes in duties or responsibilities, the performance of the employee, cost of living adjustments (COLA) and funds available.

## **VII. PAYROLL INFORMATION**

### **A. PAYDAY AND TIMESHEETS**

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

### **B. PAYROLL DEDUCTIONS**

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

### **C. SOCIAL SECURITY (FICA)**

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

## **VIII. OFFICE PROCEDURES**

### **A. ACCOUNTABLE REIMBURSEMENT PLAN**

Employees eligible for reimbursable expenses must provide verification of the expense, complete a voucher, and secure approval of the Head of Staff. Failure to do so within 90 days of the expense may result in forfeiture of reimbursement. The Head of Staff's expenses will be approved by appointed members of the Committee on Operations.

1. Only business related expenses are reimbursed;
2. No reimbursement is allowed without an adequate accounting and within a reasonable period of time (normally, not more than 60 days after an expense is incurred).
3. Excess reimbursement must be returned to the employer within 120 days after excess reimbursement is paid;
4. Reimbursements may not be funded by salary reductions.
5. Mileage reimbursement must be calculated on a monthly basis utilizing either an approved spreadsheet or tracking app, using the current standard IRS rate for employees. IRS procedures must be adhered to as outlined in the Presbytery of Geneva Mileage Reimbursement Guidelines (attached).

Head of Staff will submit voucher to designated member(s) of the Committee on Operations for approval.

### **B. CREDIT CARDS**

Employees may be issued credit cards for Presbytery-related expenses.

Expenses must be reconciled with receipts monthly. Misuse of the credit card or failure to provide proper documentation of expenses may result in the cancellation of the card and other disciplinary action. Authorized holders are: Presbytery Leader, Office Administrator, Stated Clerk, Camp Director, and Camp Caretaker.

### **C. PRESBYTERY PROPERTY AND EQUIPMENT**

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

## **IX. BENEFITS**

### **A. PROFESSIONAL DEVELOPMENT**

The Presbytery desires that all employees have the skills needed to do their job and will seek out creative ways to offer opportunities to acquire and improve their skills. The events and associated costs will be approved by the Head of Staff in consultation with the Committee on Operations.

### **B. PENSION**

Primary employees are eligible for coverage by the Presbyterian Church (U.S.A.) Board of Pensions or its equivalent per Board of Pensions guidelines.

### **C. HEALTH INSURANCE**

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

### **D. PAID TIME OFF (PTO)**

Paid Time Off (PTO) is provided for primary employees which provides flexibility to use time off to meet personal needs, while recognizing individual responsibility to manage paid time off. It is up to each employee to allocate how they will use it – for vacation, caring for children, school activities, medical/dental appointments, leave, personal business, or emergencies.

#### **PTO Plan Year**

The PTO Plan Year is the calendar year (Jan. 1st through Dec. 31st).

#### **Management of PTO**

Employees are responsible for managing their PTO balances. It is important to plan ahead for how PTO will be used. This means employees must work with their supervisor to develop a plan for taking vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

#### **Minimum Increments of PTO**

The minimum amount of PTO that can be used at one time depends on whether the individual is an exempt or non-exempt employee. If non-exempt, PTO must be used in increments of one hour (no partial hours of PTO can be recorded). Exempt employees must take PTO in increments of not less than one-half day (four hours).

## Scheduling and Recording PTO

- Anniversary date: The first day of work will be recorded as the employee anniversary date and will be used for the calculation of benefits for all employees, prorated for the first year; annually thereafter.
- PTO time taken must be recorded as either Scheduled or Unscheduled PTO. Employees may use PTO as outlined below. Scheduled PTO must be approved by the supervisor with at least two weeks of notice. This allows for the employee and their supervisor to prepare for the time off. In instances of unforeseeable emergencies, the employee must inform their supervisor of their circumstances as soon as possible, and the supervisor must record the absence as Unscheduled PTO.
- Holidays, Study Leave, Sick Leave, Bereavement, Marriage of the employee, Military Leave, Jury Duty, Worker’s Compensation, Disability, and Unemployment are handled under separate policies and are not part of this PTO program.
- Employees should record Scheduled PTO when they are taking:
  - Vacation days with appropriate advance notice.
  - Personal days with appropriate advance notice.
- Supervisors should record Unscheduled PTO for their personnel when:
  - Taking a vacation day or personal day with less than appropriate advance notice.
- PTO cannot be taken for hours not normally worked.
- Employees must use available PTO when taking off a normally scheduled day.
- Employees may not use PTO to cover “no call/no show” days or disciplinary suspensions. “No call/no show” days must go unpaid, and the progressive discipline policy should be followed.

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

### PTO credit

- *Primary exempt* employees are entitled to five weeks PTO per year.
- *Primary non-exempt* employees are entitled to an annual paid PTO computed on January 1 of each year varying with length of their service as shown in this chart:

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

A week is defined as the number of hours scheduled to work in a normal work week. PTO entitlement during the first year of employment will be prorated according to length of service as of January 1.

#### **E. HOLIDAYS**

The following holidays are recognized as paid time off for primary employees if they fall on a scheduled work day:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving (2 days)  
Christmas (2 days)

If an employee is required to work on a holiday, the employee will receive a paid day off at another time (as their schedule allows, approved by their supervisor). If a holiday falls on a non-scheduled work day, the employee is not eligible for an additional day off unless authorized by the Committee on Operations.

#### **F. ADDITIONAL LEAVE OF ABSENCE, WITH PAY**

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

- For a regular period of reserve military training [up to two weeks annually].
- For jury duty (up to 2 weeks annually), but the employee must remit to the Presbytery any government remuneration which might be received for such service.
- Death of a member of the immediate family (spouse or partner, parents, parents-in-law, children, sibling, grandparent, grandchild), not to exceed five working days per instance.
- Adequate time off for voting will be given where election hours and work schedules cause hardship on the employee.
- Study leave as specified in terms of call for Primary exempt employees.

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

#### **G. SICK LEAVE**

Sick leave may be used for personal or family illness.

In instances of illness or other unforeseeable emergencies, the employee must inform their supervisor of their circumstances as soon as possible, and the supervisor must record the absence as Unscheduled.

In accordance with New York State law, each employee, regardless of employment category, will be provided 40 hours of paid sick leave each calendar year. Employees will accrue sick leave at a rate of 1 hour for every 30 hours worked until 40 hours is reached, beginning at the commencement of their employment during the first year of employment . After the first year, the 40 hours of sick leave will be front-loaded at the start of the year.

*Primary employees hired prior to the approval date of this revised Employee Policy are grandfathered with this provision:*

Primary employees are entitled to up to ten working days of sick leave each calendar year, cumulative up to 90 working days.

Taking three or more consecutive unscheduled days off may require a doctor's note to return to work. Failure to do so may be subject to progressive discipline.

#### **H. WORKER'S COMPENSATION**

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

#### **I. DISABILITY BENEFITS INSURANCE**

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

#### **J. UNEMPLOYMENT INSURANCE**

All Primary employees shall be covered by an unemployment insurance contract with New York State or a private insurance carrier, unless the employee is a Minister of Word and Sacrament.

#### **K. LEAVE OF ABSENCE, WITHOUT PAY**

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

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

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

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

## **X. SEPARATION PRACTICES**

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

### **A. RESIGNATION**

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

### **B. REDUCTION OF FORCE**

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

### **C. DISMISSAL**

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

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

- Unsatisfactory performance.
- Insubordination, including, but not limited to refusal to do any work which the employee is capable of doing and which falls within the purview of the position description.
- Neglect in the care and use of Presbytery property and funds.

- Unexcused absences or repeated tardiness.
- Failure to adhere to the standards of conduct expected of employees.

#### **D. DEATH IN SERVICE**

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

#### **E. RETIREMENT**

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

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

#### **F. EXIT INTERVIEW**

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

### **XI. STANDARDS OF CONDUCT**

#### **A. NON-WORK ACTIVITIES**

The Presbytery respects employee's activities outside their employment which in no way conflict with or reflect adversely upon the Presbytery. Every employee is expected to devote their attention to the Presbytery and to avoid engaging in outside interests while at work.

Employees who engage in or are associated with conduct which adversely affects the Presbytery and/or affects the employee's ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including immediate termination.

#### **B. ALCOHOL, TOBACCO, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES**

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



## **XII. ADDENDUMS ATTACHED**

- Presbytery of Geneva Sexual Misconduct Policy
- Presbytery of Geneva Whistleblower Policy
- Presbytery of Geneva Conflict of Interest Policy
- Presbytery of Geneva Employee Confidentiality Agreement
- Presbytery of Geneva Child, Youth, and Vulnerable Adults Protection Policy
- Presbytery of Geneva Mileage Reimbursement Guidelines

## APPENDIX B

### PRESBYTERY OF GENEVA MILEAGE REIMBURSEMENT GUIDELINES

The Presbytery of Geneva maintains an accountable plan for reimbursing employee expenses. Under the Internal Revenue Service (IRS) accountable plan rules, in order for travel expenses to be treated as reimbursements, the expenses must be considered deductible as employee business expenses, rather than personal commuting expenses.

Transportation expenses between your home and your main/regular place of work are personal commuting expenses and not reimbursable. However, mileage can be reimbursed from an employee's home to an external work assignment if home is the location of your regular place of work.

WHEN ARE TRANSPORTATION COSTS REIMBURSIBLE? Most employees and self-employed persons can use this chart. (Do not use this chart if your home is your principal place of business. See Office in the home.)

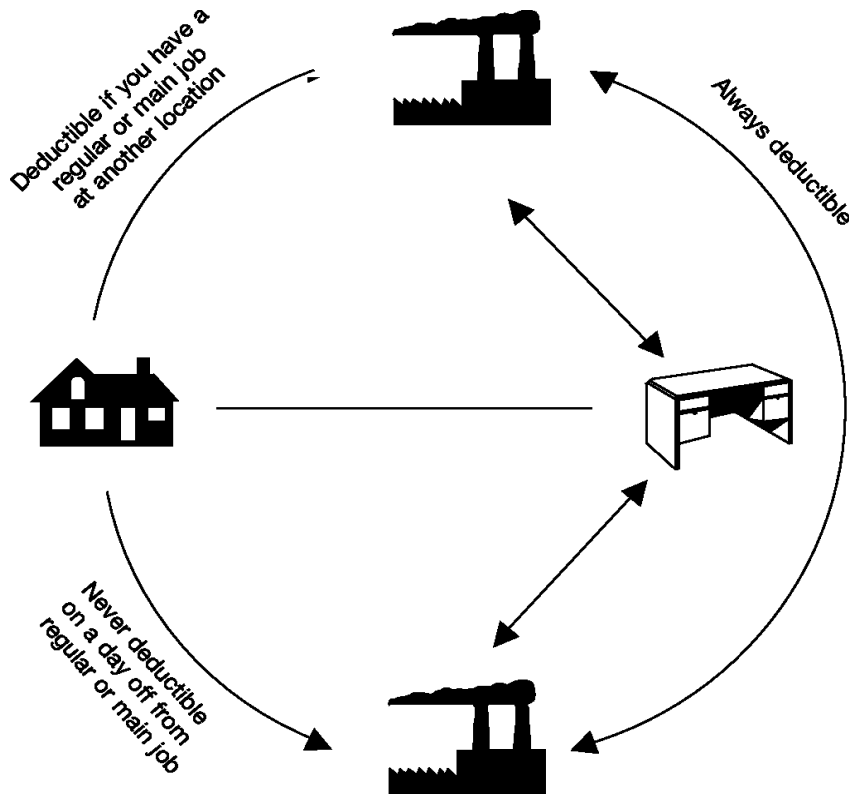


Figure B – IRS Publication 463 (Page 14)

HOME: The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses.

**REGULAR OR MAIN JOB:** Your principal place of business. If you have more than one job, you must determine which one is your regular or main job. Consider the time you spend at each, the activity you have at each, and the income you earn at each.

**TEMPORARY WORK LOCATION:** A place where your work assignment is realistically expected to last (and does in fact last) one year or less. Unless you have a regular place of business, you can only deduct your transportation expenses to a temporary work location outside your metropolitan area. **Second job:** If you regularly work at two or more places in one day, whether or not for the same employer, you can deduct your transportation expenses of getting from one workplace to another. You cannot deduct your transportation costs between your home and a second job on a day off from your main job.

**OFFICE IN THE HOME:** If you have an office in your home that qualifies as a principal place of business, you can deduct your daily transportation costs between your home and another work location in the same trade or business. \*

**EXAMPLES FROM IRS:** The following examples show when you can claim mileage based on the location of your work and your home, which may be applied to Presbytery work functions:

*Example 1:* You regularly work in an office in the city where you live. Your employer sends you to a 1-week training session at a different office in the same city. You travel directly from your home to the training location and return each day. You can deduct the cost of your daily round-trip transportation between your home and the training location.

*Example 2:* Your principal place of business is in your home. You can deduct the cost of round-trip transportation between your qualifying home office and your client's or customer's place of business. \*

*Example 3:* You have no regular office, and you don't have an office in your home. In this case, the location of your first business contact inside the metropolitan area is considered your office. Transportation expenses between your home and this first contact are nondeductible commuting expenses. Transportation expenses between your last business contact and your home are also nondeductible commuting expenses. While you can't deduct the costs of these trips, you can deduct the costs of going from one client or customer to another.

*Two places of work:* If you work at two places in 1 day, whether or not for the same employer, you can deduct the expense of getting from one workplace to the other. However, if for some personal reason you don't go directly from one to the other, you can't deduct more than the amount it would have cost you to go directly from the first location to the second.

**DOCUMENTATION:** The following documentation is required for each step (to and from) of a reimbursable trip:

- Date
- Destination
- Purpose of trip

- Mileage for each leg of the trip
- Other reimbursable expenses such as tolls and parking (receipts required)

A Presbytery provided spreadsheet or approved app report will be acceptable forms of documentation, to be submitted for each month.

REIMBURSABLE MILEAGE RATE: Employees will be reimbursed at the current standard IRS mileage rate.

*\*As long as the office is closed due to Covid19, or when a “virtual” office is formally established, an employee’s home is considered their primary place of employment. The exception would be if their primary place of work is identified elsewhere (such as Camp Whitman).*

Reference: <http://www.irs.gov/pub/irs-pdf/p463.pdf>

## APPENDIX C

Grant Applications for 8/10/20	Hunger Grant - Funds Requested	Session Mission Partnership Grant - Funds Requested	COVID Grant-Funds Requested	Hunger Grant - Funds Awarded	Session Mission Partnership Grant - Funds Awarded	COVID Grant - Funds Awarded (amounts in bold were previously awarded)	Total for Check
<b>Church &amp; Project</b>							
Lodi, Lodi Food Pantry	\$5,000				\$4,000		
Geneva, Feed Geneva/Boys & Girls Club of Geneva	\$5,000		\$2,000		\$3,000	\$1000	
Geneva, Community Lunch Program/Catholic Charities of Finger Lakes Please note the application is for \$5000; Geneva approved \$2000	\$5,000			\$1,500		\$1000	
Geneva, Family Counseling Service			\$200			\$200	
Geneva, Geneva Reads		\$1,200			\$1,200		
Geneva, Village Lienks		\$1,000			\$1,000		
Geneva, Geneva Food Pantry	\$1,000				\$750		
Geneva, Geneva League of Women's Voter's Court		\$700			\$700		
Geneva, Our Lady of Peace Parish Emergency Services	\$1,500			-----			
Geneva, Safe Harbors of the Finger Lakes		\$2,000			\$2,000		
Geneva, Family Counseling Service (Project Promise Parenting Pathways)		\$5,000			\$2,000		
Geneva, Bridges for Hope/Family Promise of Ontario County		\$5,000			\$2,000		
Corning, Bampa's House		\$5,000			\$500		
Corning, Meals on Wheels	\$3,300				\$3,000		
Corning, Corning Food Pantry	\$5,000				\$4,000		
Painted Post, Painted Post Food Pantry	\$2,000			\$1,500			
Horseheads, Meals on Wheels	\$1,000				\$750		
Horseheads, Horseheads Food Pantry	\$1,500			\$1,000			
Hornell, Hornell Turning Point	\$1,200			\$1,000			
West Fayette, West Fayette FPC			\$5,900			\$1,000	
Spencer, Spencer/Van Etten Food C	\$2,500			\$2,000			
Palmyra (Western), Family Promise		\$5,000			\$5,000	\$1,000	

Newark (Park), Newark Food Closet	\$2,400			\$1,800			
Ovid, Ovid Federated Church Free Community Dinner	\$2,500			\$1,650			
<b>COVID Relief to Churches</b>						\$10,800	
Lyons, Food Pantry						\$1,000	
Elmira First, Finance Committee						\$1,000	
Phelps (Operating Expenses)						\$1,000	
Seneca #9 (Operating Expenses)						\$1,000	
House of John (Partner Organization)						\$1,000	
Elmira First, Senior Care						\$500	
Elmira North, Food Pantry						\$1,000	
Totals	\$38,900	\$24,900	\$8,100	\$10,450	\$29,900	\$1,200	\$20,300 dispersed
<b>Funds Available for Disbursement</b>							
Hunger Grants (2 cents a meal) - \$17,750.87							
Remaining Session Mission Partnership Grants & COVID - \$31,700							

<b>Payable to:</b>
Lodi Presbyterian Church: Food Pantry / PO Box 278 Lodi NY 14860
Boys & Girls Club of Geneva 160 Carter Road Geneva NY 14456
Catholic Charities of the Finger Lakes, Inc. 94 Exchange St Geneva NY 14456
Family Counseling Service of the Finger Lakes, 671 S Exchange St Geneva NY 14456
Anne Schule, 25 N. Morrell Ave., Geneva NY 14456
Boys and Girls Club of Geneva 160 Carter Road Geneva NY 14456
Village Lienks c/o The Presbyterian Church in Geneva 24 Park Place Geneva NY 14456
Geneva Food Pantry 58 Avenue D Geneva NY 14456
None listed -- will check with Jackie Augustine, Chair of Mission & Social Concerns at Geneva
Our Lady of Peace Parish, Attn: Marie Milligan 130 Exchange St Geneva NY 14456
Safe Harbors of the Finger Lakes Inc. PO Box 929 Geneva NY 14456
Family Counseling Service of the Finger Lakes, 671 S Exchange St Geneva NY 14456
Family Promise of Ontario County 185 N Main St Canandaigua NY 14424
Bampa's House 170 E 1st St Corning NY 14830
Corning Meals on Wheels 144 Cedar St Corning NY 14830
Corning Community Food Pantry, PO Box 1255 Corning NY 14830
Painted Post Food Pantry, Inc. c/o Painted Post Church 201 N Hamilton St Painted Post NY 14870
Horseheads FPC Mission Committee 2943 Westinghouse Road Horseheads NY 14845
Horseheads FPC Mission Committee 2943 Westinghouse Road Horseheads NY 14845
Catholic Charities of Steuben County -- mail to Turning Point, 20 Elm St Ste 2, Hornell NY 14843
West Fayette Presbyterian Church c/o Bonnie Saunders 4200 Rt96A Geneva 14456
Spencer/Van Etten Food Cupboard c/o Spencer Christ the King Fellowship PO Box 367 Spencer NY 14883
Family Promise of Wayne County c/o Western Presbyterian Church 101 E Main St Palmyra NY 14522
Newark Food Closet c/o Emmanuel Methodist Church 301 E Miller St Newark NY 14513
Ovid Federated Church PO Box 340 Ovid NY14521





## Appendix D

### **Administrative Commission for West Fayette Presbyterian Church, West Fayette, NY CHARGE FOR THE ADMINISTRATIVE COMMISSION**

Approved by the Presbytery of Geneva during the regular meeting on September 22, 2020.

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

#### **BACKGROUND**

In July of 2020, the COM learned that the session clerk and treasurer of West Fayette Presbyterian Church resigned and that no one was willing to step into those roles. Without a clerk, they did not have a fully functioning session. Without a treasurer, they did not have anyone managing the church finances.

Recognizing that the West Fayette session is currently unable to exercise its authority, the session of West Fayette Presbyterian Church, West Fayette, NY has requested that the Presbytery of Geneva form an Administrative Commission that will assume original jurisdiction to discern whether the church can be viable in the future and, if not, the AC will take the appropriate steps to dissolve the congregation.

#### **MEMBERS OF THE ADMINISTRATIVE COMMISSION**

In accordance with our Manual of Administrative Operations, “the Moderator will appoint the membership of the commission, in consultation with the Stated Clerk and the Committee on Ministry.” The stated clerk will orient the administrative commission, who will then choose a chair and a clerk, and set a date for the first meeting of the commission.

The quorum for meetings of the Administrative Commission will be three members.

#### **CHARGE FOR THE ADMINISTRATIVE COMMISSION FOR WEST FAYETTE PRESBYTERIAN CHURCH, WEST FAYETTE, NY**

**NOTE:** This charge - at the request of the West Fayette session, and in accordance with *Book of Order* G-3.0303 - does grant the Administrative Commission original jurisdiction of all responsibilities of the session (see [Book of Order](#) G-3.02 for full list of responsibilities).

**Moreover**, the duties outlined below are designed to guide the Administrative Commission in their work as they assume the responsibility of the session and, if necessary, take the appropriate steps to dissolve the congregation.

#### **THE ADMINISTRATIVE COMMISSION**

1. The Administrative Commission shall confirm to the presbytery through the stated clerk, a moderator and a clerk of the Commission.
  - a. The moderator shall convene meetings of the Administrative Commission, lead the meetings of the Commission, serve as the primary contact for persons who

wish to communicate with the commission, and ensure the Commission's support of the West Fayette church.

- b. The clerk shall keep the minutes of the Commission and a record of the Commission's activities. The clerk shall complete all correspondence, as directed by the Commission; and report to the Commission any correspondence received.
2. The Administrative Commission, acting as the session, shall elect a treasurer to properly manage the finances of West Fayette Presbyterian Church (G-3.0205).
3. The Administrative Commission shall approve the minutes prepared by the clerk of the Commission. These minutes shall be considered minutes of the session, and they shall be included in the official minutes (G-3.0204).
4. The Administrative Commission, through the clerk of the Commission, shall provide to the stated meeting of the presbytery (for inclusion in the presbytery minutes) written updates of the Administrative Commission's work. A final report that summarizes the minutes of the Commission and provides final recommendations shall be presented to and approved by the Presbytery of Geneva before the Commission is dismissed.
5. The presbytery stated clerk shall serve as the primary staff resource to the Administrative Commission.
6. The Administrative Commission will work with members of the West Fayette congregation to discern the future of the church, through their presence in conversations and discernment activities, in providing resources (persons and written) that might enable a return of jurisdiction to the session of the church, in arranging for congregational conversations and discernment, and in other supportive guidance as the Commission deems necessary and appropriate.
7. Decisions to dissolve the congregation, sell the building, or both will require two duly-called congregation meetings:
  - a. An informational meeting, with opportunity for questions and responses.
  - b. A meeting for congregational action on the recommendations of the Administrative Commission.
8. The responsibilities and duties listed below will follow on the decision of the Administrative Commission (serving as the session) to recommend sale of the building, dissolution of the congregation, or both.

## **THE RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE COMMISSION**

### **I. ARRANGE FOR THE PASTORAL CARE OF CHURCH MEMBERS**

1. Work as the session to identify where members wish to transfer their membership, and when the transfer is to be completed.
2. Provide pastoral support and care to the Pastor serving the West Fayette church during this time of transition.
3. Prior to dissolution, the clerk of the Commission (acting as clerk of session) will effect transfers of membership, as requested by members.
4. Provide to the stated clerk the names and contact information of members who have not transferred their membership prior to dissolution of the church. The stated clerk will effect transfers requested after dissolution.

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

The Administrative Commission will discern a plan for the management of all financial obligations and assets.

1. Conduct a financial review of the Treasurer's books for the last 12 months.
2. Determine location of checking accounts, savings accounts, endowment accounts, Sunday School accounts, Women's group accounts and any other financial resources.
3. On endowment or memorial accounts, determine if there are any bequest stipulations.
4. Have all accounts closed, transferring any balances to the primary checking account of the church (to meet any outstanding obligations) or to the presbytery.
5. If any church accounts remain open, submit new signature card(s) for accounts with at least two officers of the presbytery designated as signatories (usually the treasurer and stated clerk).
6. Determine any outstanding debts/obligations.
7. Publish in local paper a public notice to the effect: The West Fayette Presbyterian Church of West Fayette, NY, will end its ministry on or about (date). Any outstanding debts/financial obligations must be submitted in writing to the church treasurer at (address) by the close of the business day (date) .
8. Authorize the payment of all financial obligations.
9. Provide a "statement of contribution" to all current year contributors.
10. If the church owns any stocks, bonds, certificates, or other financial instruments have ownership of such transferred to the Presbytery of Geneva if necessary.
11. Secure an appraisal of the church property, in preparation for possible sale or other transfer of the property.
12. The Administrative Commission shall include a report of the total assets of the church in their minutes, including the value of the land & building, total operating funds (savings and/or checking accounts), and any investments or endowment funds. If the property is to be transferred or sold, the Administrative Commission shall include this financial report in their final report to the presbytery.
13. Following the dissolution, transfer all remaining account balances to the Presbytery of Geneva and close any remaining church accounts.

## III. SECURE THE SESSION RECORDS

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

## IV. DETERMINE WHAT SHALL BE DONE WITH THE PROPERTY

The Administrative Commission will discern a plan for the future ownership of the property.

If the Presbytery is to take ownership of the property (as is the right of the Presbytery, per the *Book of Order* G-4.02), the following steps shall be taken:

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

#### V. SECURE THE BUILDING AND PROPERTY

The Administrative Commission (acting as the session) has a responsibility and right to *advise* as to the distribution of the proceeds of the sale of the building, *with the following parameters*:

- If the sale precedes the dissolution, the Administrative Commission will guide the process of appropriately following that advice. *The Presbytery of Geneva will have the final approval of such distribution.*
  - If the sale follows the dissolution, the Presbytery of Geneva will determine the distribution of the proceeds of the sale of the property. The Administrative Commission will communicate the session's desires and recommendations.
1. Arrange for the disposition of furnishings. The Administrative Commission (acting as the Session) may arrange for the disposition of furnishings, communion ware, hymnals, Sunday School supplies, pulpit, lectern, and communion table, etc. These may be given away, sold by the piece, or bids may be received for the entire lot of furnishing. The Administrative Commission shall be consulted and concur with the decision to dispose of any item thought to be of historic value. It is recommended that at least one appraisal by an antiques dealer/estate assessor be obtained before accepting any bids.
  2. These decisions should be documented in detail in both Session and Commission minutes.
  3. Ascertain which utilities should remain connected and which may be disconnected and make these arrangements with the proper companies. Transfer the billing for the utilities to the Presbytery of Geneva effective on the dissolution date. It may be necessary to maintain heat during the winter to avoid damage. Electricity and water should remain on.
  4. Arrangements should be made to drain the water pipes if the utilities can be turned off.
  5. Secure the building and recover keys from anyone who does not need access.

6. If distribution of keys is widespread and any contents are valuable, consider having the locks changed.
7. Make provisions through the Operations Committee for a caretaker until the final disposition of the property.
8. After the closing worship service remove any identifying signage and the cornerstone, if possible (checking for a time capsule).

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

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

## VII. PUBLICIZE THE SERVICE ENDING THE MINISTRY OF THE CHURCH

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

4. Prepare a press release for local newspapers.
5. Arrange for local newspaper coverage and a photographer.

#### VIII. DISSOLUTION OF THE COMMISSION

- The Administrative Commission for West Fayette Presbyterian Church, West Fayette, NY is dissolved upon the completion of its work and its final written report to the Presbytery of Geneva and the members of the congregation.