

**OUR PURPOSE**

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

**OUR VISION**

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

**MINUTES**

The Presbytery of Geneva held a duly-called Meeting on Tuesday, April 14, 2020, held electronically via Zoom.us.

**GATHERING FOR SHARED WORK: OPENING BUSINESS**

**GATHERING**

9:30 am Registration and Fellowship Time (through 9:55 am)  
9:55 am Gathering for Shared Work

**CALL TO ORDER**

TE Glenn Kennedy, Moderator, called the meeting to order at 10:00 a.m., a quorum being present.

The Moderator offered the opening prayer

**ROLL**

**ACTIVE MINISTERS SERVING CHURCHES**

Stanley Bhasker (First, Bath); Ellen Donnan (Junius & United, Phelps); Aaron Frank (First, Horseheads); Katherine Griffis (United, Hornell); Deborah Grohman (First, Ontario Center); Gail Heimberger (First, Sodus); Bruce Incze (First, Arkport); Amy Loving Austin (Bellona & Seneca #9); Paul Malles (First, Penn Yan); Ben Masters (Hector & Lodi); Anita Milne (First, Waterloo); Cara Milne (First, Watkins Glen); Leah Ntuala (First, Seneca Falls); David Preisendanz (United, Painted Post); Sabrina Slater (Christ the King, Spencer); Denise Stone (First, Big Flats); Jeffrey Ugoretz (First, Corning); Cindy Weaver (First, Ithaca);

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

David Ashby (VM); Glenn Kennedy (AL); Daniel Russell (AL); Jane Winters (AL); Adrian Tierson (VM); J. Christy Wareham (AL)

**HONORABLY RETIRED MINISTERS**

John Elder; John Milne;

**ELDER COMMISSIONERS FROM CHURCHES**

Robin Fitzgerald (First, Big Flats); Martha Evans (Burdett); Gary Harman (Geneva); Lisa Sanford (United, Hornell); Linda Hayes (Huron); Gail Farnham (First, Ithaca); Harriet "Penny" Haynes (Junius); Tracy Rankert (First, Lyons); Phil Opdycke (Western, Palmyra); Mary Jane Peek (First, Pulteney); Pam Eills (Seneca #9), Barry Winters (Weston); Dolores Gingerich (First, Wolcott)

**ADDITIONAL ELDER COMMISSIONERS**

Tom Bailey (Christ the King, Spencer); Virginia Champlin (Geneva); Rob Anderson (First, Penn Yan); Pricilla Andrews (Rock Stream); Dick Evans (Burdett); Carleen Frost (First, Sodus); Connie Franks (United, Marion); Stephen Beals (First, Seneca Falls); Bob Sell (First, Horseheads); John Gingerich (First, Wolcott); Phoebe Baker (First, Penn Yan); Ken Allen (United, Canandaigua); Jeff Richards (North, Elmira); Donna Colvin (First, Pulteney); Linda Werts (United, Canandaigua)

**CORRESPONDING MEMBERS (granted voice)**

Kyle Delhagen (Western, Palmyra); Walter Stuber (First, Wolcott);

**PRESBYTERY STAFF (granted voice)**

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

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

Virginia Holroyd (United, Canandaigua); Lois Wafler (Huron); Michelle Serra (First, Canisteo); Robert Rossiter (First, Watkins Glen)

**EXCUSED COMMISSIONERS (Elders and Ministers)**

Rev. Lucinda O’Leary (Rock Stream); Elder Joe O’Leary (Rock Stream); Judy Mellgard (Federated, Ovid); Rev. Rob Mellgard (Federated, Ovid); Rev. Nancy Farrell (Huron); Rev. Robin Lostetter (CM); Jane Hansen (Memorial, Bellona); Joanne Tunison (First, Elmira); Rev. Betsey Crimmins (HR); Janice Fitzgerald (V);

SUMMARIES FOR EACH MEETING 2020	Jan 25	Mar-24	Apr 14	May 26	Sept 22	Nov 17
Total Minister Commissioners Present*	28	--	26			
Total Elder Commissioners Present **	32	--	28			
Parity (expressed in terms of Elders, + or -)	+ 4	--	+2			
Total Minister Commissioners Absent, Unexcused***	8	--	8			
Total Churches Unrepresented by Elders****	37	--	41			
Total Churches Unrepresented by Elders and Pastors	28	--	20			
Total Registered Visitors and Staff	22	--	7			
Total Registered Attendance*****	82	--	60			

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

\*\* Includes Corresponding Members with voice and vote

\*\*\* Does not include Corresponding Members with voice only; Honorably Retired Ministers; and Excused Minister Members.

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

\*\*\*\*\* Includes Corresponding Members without vote

**APPROVAL OF DOCKET**

The presbytery VOTED to approve the docket for the meeting:

9:30 AM Registration and fellowship time (through 9:55)

9:55 AM Gathering our Shared Work

10:00 AM Call to Order, Declaration of Quorum, and Opening Prayer

10:05 AM Introductory Business  
Approval of the Docket  
Privilege of the Floor  
Announcements relevant to the business meeting

10:15 AM Internal Business - General Council  
Motion from General Council:

- Approve and adopt the Electronic Meeting Policy to take effect immediately; the Presbytery will then ratify this policy at the next in-person meeting.
- Approve Clerk’s Consent Agenda.
- Approve holding the stated meeting of the Presbytery of Geneva on May 26 at 1:00 pm as an electronic meeting.

10:30 AM Business Related to Congregations and Leaders - Committee on Ministry

Motion from General Council:

- Approve the formation of an Administrative Commission to walk with the session and congregation of Lodi Presbyterian Church as they move towards dissolution, and approve the proposed charge to that Administrative Commission. This is in response to their request to dissolve and close.

10:40 AM

Matters Related to COVID-19

Report from the Chair of General Council (Dr. Rob Anderson):

- Medical Update on COVID-19

Report from the Treasurer (Tom Bailey):

- Financial Support for Congregations and Leaders

11:00 AM

Benediction and Adjournment

### PRIVILEGE OF THE FLOOR

The Presbytery agreed to grant voice to corresponding members.

## **INTERNAL BUSINESS**

### GENERAL COUNCIL

RE Rob Anderson, Chair of General Council, presented the report.

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

The Presbytery VOTED to:

- **Approve** and adopt the Electronic Meeting Policy to take effect immediately; the Presbytery will then ratify this policy at the next in-person meeting. (See Appendix A)
- **Approve** Clerk's Consent Agenda

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

That the presbytery:

1. **Receive** the March Operating Statement and Balance Statement.
2. **Receive** the 2019 Presbytery Statistical Report (See Appendix C).

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

- A list of the Ordination Anniversaries we are celebrating in the Presbytery of Geneva in 2020 will be shared later this year.
- Minister ID cards are being sent to all minister members by the Committee on Leader Care.
- There are several items of business -- including the restoration of Rev. John McDonald to the ordered ministry of Minister of Word and Sacrament -- that the Presbytery will consider *at a future meeting* (hopefully, most/all will be able to be presented for consideration at our May meeting). If you have any questions, please contact the Stated Clerk at [statedclerk@presbyteryofgeneva.org](mailto:statedclerk@presbyteryofgeneva.org).
- Lake Street AC Update: Rev. Jeff Ugoretz resigned from the Lake Street AC, but agreed to serve as session Moderator (approved by COM). The Presbytery Moderator has appointed Rev. Jane Winters to serve on the AC. Jeff Richards has stepped down from serving as Chair of the AC, and Rev. Denise Stone is now serving as the new Chair.
- The Moderator has appointed the following persons to serve on the Lodi AC (once it is formed and charged): RE Martha Macinski (Ithaca), RE Beth Newell (Geneva), TE Rob Mellgard (Ovid), TE David Ashby (VM). The Moderator is in the process of seeking a Ruling Elder from the Lodi congregation who is able to serve, as well.
- **Approve** holding the stated meeting of the Presbytery of Geneva on May 26 at 1:00 pm as an electronic meeting.

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

The General Council VOTED to:

- **Approve** empowering the Leadership Team to meet electronically to make decisions about the need to postpone or cancel meetings or other Presbytery gatherings in response to specific concerns regarding Covid-19. (The Leadership Team consists of the following: Chairperson of General Council, Presbytery Moderator, Presbytery Vice-Moderator, Presbytery Treasurer, Presbytery Stated Clerk, and Presbytery Leader).

- **Approve** the creation of a working group - to include representatives from the Camp Whitman Committee, Mission and Witness Committee, Vitality Committee, and Operations Committee, to oversee the interpretation of mission and stewardship to the Presbytery of Geneva; this group will involve working to help the Presbytery understand how our money is being used, fostering excitement and energy around what we are doing with what we have, and encouraging participation by the full body. The Presbytery Leader and Treasurer will serve as resources to this working group. This working group will be convened by the Operations Committee.
- **Approve** contracting with designer Andrew Soucier to design logos for both Camp Whitman and the Presbytery of Geneva for a total cost of \$1300-1600 for both logos.
- **Appoint** Susan Orr, Rev. David Ashby, and Rev. Anita Milne to represent Council and meet with the designer to design the Presbytery logo.
- **Concur** with the Treasurer's assessment that the Presbytery of Geneva does not need to apply for Paycheck Protection under the CARES Act at this time; if the Operations Committee later determines that it is necessary for the Presbytery to apply for federal funds, the committee will bring that recommendation to the General Council for their approval.

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

#### **COMMITTEE ON MINISTRY**

TE Ellen Donnan (Junius & United, Phelps) presented the report.

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

The Presbytery VOTED to:

- Approve the formation of an Administrative Commission to walk with the session and congregation of Lodi Presbyterian Church as they move towards dissolution, and approve the proposed charge to that Administrative Commission (see Appendix B). This is in response to their request to dissolve and close.

The Moderator offered prayer for the Lodi congregation and pastor.

##### ***Actions Taken On Behalf Of The Presbytery***

Acting on behalf of presbytery, the Committee VOTED to:

- **Appoint** Rev. David Preisendanz to serve as Moderator at United Church of Painted Post, effective March 1, 2020.
- **Approve** having the Presbytery Moderator, Presbytery Vice-Moderator, or Presbytery Leader conduct the ordinations and installations of new officers at the United Church of Canandaigua, Canandaigua, NY (scheduled for March 8, 2020).
- **Appoint** Rev. Rob Mellgard to serve as Moderator at First Presbyterian of Ulysses, Trumansburg, effective February 10, 2020.
- **Appoint** Rev. John Milne to serve as Moderator at West Fayette, effective immediately after CRE Stephen Beals leaves.
- **Appoint** Rev. Jeff Ugoretz to serve as Moderator at Lake Street Presbyterian Church, Elmira, effective February 6, 2020.
- **Appoint** Rev. Stanley Bhasker to serve as Moderator at the North Presbyterian Church, Elmira, effective February 27, 2020.

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

The Committee on Ministry VOTED to:

- **Approve** Elder John McCrossen (East Palmyra) to serve as pulpit supply at East Palmyra through April 12, 2020 (granting a waiver of the rule to only preach twice a month in one place); Rev. Christopher Mergener will serve as a mentor to Mr. McCrossen; and the COM must receive a report from the East Palmyra session by March 30 that outlines their plan for moving forward after April 12, 2020.
- **Approve** the Rev. Dan Russell to serve as Pulpit Supply (\$100/week; \$58 mileage) at First Presbyterian Church of Ulysses, Trumansburg, NY, and **grants a waiver** of the rule that a pulpit supply may only serve twice a month so that he may serve on the following dates in 2020: March 1,

8, 15, and 29; April 5, 12, 19, and 26; May 3, 10, 17, and 31; June 12, 19, and 26; and July 5 and 12.

- **Approve** the covenant between Rev. James Hicks and North Presbyterian Church, Elmira, NY, effective March 1, 2020 - February 28, 2021 (or until new pastor is hired), at 5% time, *with waiver of required SECA offset and pension/medical contribution*. Total compensation:
  - Cash Salary: \$ 100 per Sunday (per Pulpit Supply guidelines),  
\$20/hour if other duties are performed (based on Presbytery minimum cash salary)
  - Housing Allowance: Use of the church manse (as Rev. Hicks requested)
  - SECA Offset: N/A / Waived
  - Pension/Medical: N/A / Waived
  - 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** the covenant between Rev. David Preisendanz and United Church of Painted Post, Painted Post, NY, effective March 1, 2020 - February 28, 2021, *with waiver of requirement to pay SECA Offset*. Total compensation:
  - Cash Salary: \$ 43,400
  - Housing Allowance: \$ 18,600
  - SECA Offset: \$ N/A
  - Pension/Medical: \$ 22,940
  - Travel Allowance: all church related travel vouchered at IRS rate per mile
  - Study Leave / Professional Development: \$ 1,500
  - Study Leave Time: 2 weeks including 2 Sundays
  - Vacation: 31 days, including 4 Sundays
- **Approve** the covenant between CRE Connie Franks and First Presbyterian Church of Shortsville, Shortsville, NY, effective January 8, 2020 - July 7, 2020 (6 months), *with a waiver of the required Presbytery minimums (mutually agreed upon by session and Connie Franks)*. Total compensation:
  - Cash Salary: \$ 1019
  - Housing Allowance: \$ 548.75
  - SECA Offset: \$ 119.92
  - Travel Allowance: all church related travel vouchered at IRS rate per mile
  - Study Leave : \$ 250
  - 2 weeks Study Leave/Vacation
- **Approve** the covenant between Michelle Serra and First Presbyterian Church, Canesteo, NY, effective February 1, 2020 - January 31, 2021. Total compensation:
  - Cash Salary: \$ 9,125
  - Housing Allowance: \$ 14,500
  - SECA Offset: \$ 1,808
  - Pension/Medical: \$ 8,741
  - Travel Allowance: all church related travel vouchered at IRS rate per mile
  - Study Leave / Continuing Ed: \$ 414
  - Study Leave Time: 2 weeks including 2 Sundays
  - Vacation: 31 days, including 4 Sundays
- **Approve** with caution to allow The Presbyterian Church in Geneva to move forward with the process of searching for their next installed pastor; *and* the COM **recommends** the session and congregation work with a PCUSA-affiliated coach (not from the Presbytery of Geneva), to help them see where they are now, express where they want to be in 5 years, understand the emotional dynamics in the congregation, and state how they hope to be instrumental in Christ's work in the community.
- **Approve** adding Barbara Schwartz and Rev. David Barnard to the Pulpit Supply List, effective February 6, 2020.

- **Approve** the following persons to supply the pulpit at the First Presbyterian of Ulysses, Trumansburg, while the church is without a pastor between the time that the Rev. Cheryl Peoples leaves and an interim pastor is hired (all are church members):

Larry Beckwith	Gregg Hoffmire	Marion Maciel	Carol MacLeod
Ginnie Miller	Elspeth Peterson	Pam Postle	Kris Alling
Amanda Riley	Jerry Kraus	Steve Little	Amy Erickson
- **Approve** The Presbyterian Church in Geneva's Mission Study and approve their moving forward in the process, to form a PNC and write their MIF.

### **INTERNAL BUSINESS**

#### **MATTERS RELATED TO COVID-19**

##### ***Report from the Chair of General Council (RE Dr. Rob Anderson)***

Dr. Rob Anderson provided a brief report on how COVID-19 is impacting the Finger Lakes region. We have not yet peaked in the number of active cases in our region, so it is important that people continue to maintain physical distancing and other protective measures; this will help ensure that our area hospitals and other medical staff will be able to properly care for those who contract the virus. We should prepare for a phased return to "normal". The Leadership Team and General Council will continue to assess the situation in our Presbytery and will make recommendations as to what we will do when the governor's PAUSE order is lifted.

##### ***Report from the Treasurer (RE Tom Bailey)***

Tom Bailey shared an overview of what is available to churches through the CARES Act, as well as what is available through the Board of Pensions. Detailed information about the various relief programs is available on the Presbytery website at <http://www.presbyteryofgeneva.org/home/covid-19-updates-resources>.

##### ***Report from the Camp Director (Lea Kone)***

Lea Kone shared a status update on Camp Whitman. They are waiting for guidance from the American Camping Association, as well as the CDC and the NYS Department of Health. They are assessing how (or if) they will be able to safely host any international staff, as well as campers with special needs. The Director and Camp Whitman Committee are also looking into alternative camp options, including: a late-starting camp season, virtual camp, day camp, and traveling day camp. The Camp Whitman Committee will be meeting via Zoom on May 4, and they anticipate making a decision about the 2020 camping season for Camp Whitman by the May Presbytery meeting.

The Presbytery Moderator offered prayer for the Camp Whitman Committee and the Camp Whitman staff.

#### **ADJOURNMENT**

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

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

The presbytery meeting was adjourned at 10:46 a.m.

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Attest: Amy Loving Austin, Stated Clerk

Appendix A

**Electronic Meeting Policy** for inclusion in the Manual of Operations for the Presbytery of Geneva, as approved by the Leadership Team on 3-28-20 for ratification by General Council and the Presbytery of Geneva:

**Electronic Meeting Policy**

An “Electronic Meeting” means a meeting at which some or all participants are joined electronically. It is preferred that each virtual participant attend the meeting individually on a computer or device, rather than one being shared by multiple members, for purposes of voting and roll call.

1. Electronic meetings may be held by the Presbytery’s General Council, a Committee or Working Group of the Presbytery when:

- business is time-sensitive and in need of action before the next in-person meeting
- the cost of an in-person meeting is not justified for the business at hand
- time and distance is a factor in members’ accessibility to an in-person meeting
- weather-related circumstances

2. Electronic meetings of Presbytery may only be held under extraordinary circumstances that preclude the ability to meet in-person.

3. Electronic meetings are permissible when all active members have reasonable notice of the electronic meeting and the ability to discuss, deliberate, and discern the will of God and vote on business items.

4. Electronic meetings must provide for simultaneous aural communication among all participants in order to allow for discussion of the issue being considered. Video access is preferred but not required. Collaborative technologies and interactive video teleconferences fit the necessary requirements for maintaining the deliberative character of meetings held in accordance with Robert's Rules of Order.

5. The moderator/convener/chair shall give attention to ensuring that all persons are included in the discussion and have the capability to hear, understand and participate fully in the proceedings.

6. Only the Moderator of the Presbytery, the Chair of General Council, a Chair of a Committee, or Convener of a Working Group may call an electronic meeting.

7. Reasonable notice of an electronic meeting shall be given by the moderator, convener or chair before the meeting and shall include the purpose or the agenda for the meeting. Instructions on how to participate shall accompany the call for the meeting. Reasonable care shall be taken to ensure participation in the selection of the date and time for the meeting.

8. Established quorums will be upheld for electronic meetings and shall be declared at the beginning of the meeting.
9. Just as in an in-person meeting, electronic meetings shall open and close with prayer.
10. The same rules regarding participation apply in electronic meetings as in in-person ones: the body may, but is not obligated to, grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting is someone who is not a member of the named committee, working group or Presbytery.
11. Minutes of the proceedings shall be recorded and added to the minute's record.
12. Motions shall be processed in the same manner as in an in-person meeting. Each attendee is responsible for his or her connection to the internet and the meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting, provided that at least a quorum of members was connected and adequately able to participate.

### **Rationale**

There are times, on account of the timeliness of an action, distance, inclement weather or emergency, when the Presbytery, General Council, committee or working group of the Presbytery may be unable to meet face-to-face. Technology is available for real-time audio and/or video meetings to use in these circumstances. This policy clarifies that an electronic meeting does not include decisions made through a series of email communications which does not provide for simultaneous discussion of a motion. Moderators/Chairs/Conveners may contact the Office Administrator at [officeadmin@presbyteryofgeneva.org](mailto:officeadmin@presbyteryofgeneva.org) to schedule a Zoom meeting.

**For Additional Advice from the Office of the General Assembly** see: *March 2020 Advisory Opinion – Church in an Emergency/Pandemic including this excerpt:*

***Question: What happens to actions and decisions that are taken before the Electronic Meeting Policy is approved by the Presbytery at a duly called in-person meeting?***

**Answer:** Although the meeting is not constitutional, in the case of an emergency, the Presbytery could meet by electronic means with reasonable notice of the electronic meeting, the required quorum, and stated purpose. The meeting must be presided by at least one Moderator and the Stated Clerk. Only urgent, time-sensitive actions necessary during the emergency or public health order may be taken. "Reasonable notice" may vary according to the emergency and the needs of the community. These decisions will need to be ratified at a later properly called meeting, regular or special. Robert's Rules states that, if, at a special meeting, action is taken relating to business not mentioned in the call, that action, to become valid, it must also be ratified at a regular meeting (or at another special meeting properly called for that purpose).



**Motion to Adopt and Motion to Ratify**

The motion to ratify (also called approve or confirm) is an incidental main motion that is used to confirm or make valid an action already taken that cannot become legally valid until approved by the assembly. Cases where the procedure of ratification is applicable include:

- action improperly taken at a regular or properly called meeting at which no quorum was present;
- action taken at a special meeting with regard to business not mentioned in the call of that meeting;
- action taken by officers, committees, delegates, or subordinate bodies in excess of their instructions or authority; (RONR, p. 124).

Appendix B

**Administrative Commission for Lodi Presbyterian Church, Lodi, NY  
CHARGE FOR THE ADMINISTRATIVE COMMISSION**

Approved by the Presbytery of Geneva during the called meeting on April 14, 2020.

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

**BACKGROUND**

The session and congregation of Lodi Presbyterian Church, Lodi, NY has requested that the Presbytery of Geneva approve their dissolution, so that they may close.

**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 LODI PRESBYTERIAN CHURCH, LODI, NY**

**NOTE:** This charge does not grant the Administrative Commission original jurisdiction of any responsibility of the session. The Administrative Commission is to (1) serve a partnering, advisory role with the session; and (2) protect the interests of the presbytery. If circumstances warrant, the Administrative Commission may request that the presbytery grant original jurisdiction for a portion or portions of the session’s responsibilities, or for all of the responsibilities of the session. Apart from such a request, the session has all the authority granted to it by the Constitution of the PCUSA, as spelled out in F-3.0209:

Councils possess whatever administrative authority is necessary to give effect to duties and powers assigned by the Constitution of the church. The jurisdiction of each council is limited by the express provisions of the Constitution, with powers not mentioned being reserved to the presbyteries.

**Moreover**, the duties outlined below are designed, in part, to guide the Administrative Commission in encouraging and supporting the work of the session. The assumption is not that the Commission will do all the tasks outlined below, but rather that the Commission will ensure that tasks are completed which are rightly the responsibility of the session.

**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 session of the Lodi church.
  - b. The clerk shall keep the minutes of the Commission and a record of the Commission's activities. The clerk shall complete all correspondence, as directed by the Commission; and report to the Commission any correspondence received.
2. The Administrative Commission shall approve the minutes prepared by the clerk.
3. The Administrative Commission, through the clerk of the Commission, shall provide to the stated meeting of the presbytery (for inclusion in the presbytery minutes) all Commission minutes since the previous stated meeting of the presbytery.
4. The presbytery stated clerk shall serve as the primary staff resource to the Administrative Commission.
5. The Administrative Commission will help the session in its discernment of the future of the church, through their presence in conversations and discernment activities, in providing resources (persons and written) that might assist the session's work, assisting with communication to the congregation regarding the session's work, and assisting the session in arranging for congregational conversations and discernment, and other supportive guidance as the Commission deems necessary and appropriate.
6. 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 session and the Administrative Commission.
7. The responsibilities and duties listed below will follow on the decision of 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 with 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 Lodi church during this time of transition.
3. Prior to dissolution, the clerk of session will effect transfers of membership, as requested by members.
4. Provide to the stated clerk the names and contact information of members who have not transferred their membership prior to dissolution of the church. The stated clerk will effect transfers requested after dissolution.

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

The session and the Administrative Commission will work together to discern a mutually beneficial 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 Session (to meet any outstanding obligations) or to the presbytery.
5. If any church accounts remain open, submit new signature card(s) for accounts with at least two officers of the presbytery designated as signatories (usually the treasurer and stated clerk).
6. Determine any outstanding debts/obligations.
7. Publish in local paper a public notice to the effect: The Lodi Presbyterian Church of Lodi, 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. Following the dissolution, transfer all remaining account balances to the Presbytery of Geneva and close any remaining church accounts.

## III. SECURE THE SESSION RECORDS

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

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

The session and the Administrative Commission will work together to discern a mutually beneficial 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 Lodi Presbyterian Church in Lodi, NY.

#### V. SECURE THE BUILDING AND PROPERTY

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

- If the sale precedes the dissolution, the Administrative Commission will guide the process of appropriately following that advice. *The Presbytery of Geneva will have the final approval of such distribution.*
  - If the sale follows the dissolution, the Presbytery of Geneva will determine the distribution of the proceeds of the sale of the property. The Administrative Commission will communicate the session's desires and recommendations.
1. Arrange for the disposition of furnishings. The Session, with the concurrence of the Administrative Commission may arrange for the disposition of furnishings, communion ware, hymnals, Sunday School supplies, pulpit, lectern, and communion table, etc. These may be given away, sold by the piece, or bids may be received for the entire lot of furnishing. The Administrative Commission shall be consulted and concur with the decision to dispose of any item thought to be of historic value. It is recommended that at least one appraisal by an antiques dealer/estate assessor be obtained before accepting any bids.
  2. These decisions should be documented in detail in both Session and Commission minutes.
  3. Ascertain which utilities should remain connected and which may be disconnected and make these arrangements with the proper companies. Transfer the billing for the utilities to the Presbytery of Geneva effective on the dissolution date. It may be necessary to maintain heat during the winter to avoid damage. Electricity and water should remain on.
  4. Arrangements should be made to drain the water pipes if the utilities can be turned off.
  5. Secure the building and recover keys from anyone who does not need access.
  6. If distribution of keys is widespread and any contents are valuable, consider having the locks changed.
  7. Make provisions through the Operations Committee for a caretaker until the final disposition of the property, including mowing of lawn and maintenance of any sidewalks.
  8. After the closing worship service remove any identifying signage and the cornerstone, if possible (checking for a time capsule).

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

1. Set the date and time for the service.
2. Allow time for the date to be publicized and the invitations issued.
3. Decide what special features the service should include.
4. Determine whether the service will include the Service of the Lord's Supper.
5. Consider structuring the service using the resources from the Book of Occasional Services which has a service on "Vacating of a Church Building," including the dissolution of a church.
6. Identify a possible preacher and other participants.
7. Former pastors / preachers may be invited.
8. At least one representative from the church should be included.
9. At least one representative from the Administrative Commission should be included.
10. The Stated Clerk and the 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 (in partnership with the session)**

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

**VIII. DISSOLUTION OF THE COMMISSION**

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

Appendix C

2019 Presbytery Statistical Report is on the following page.

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## 2019 Presbytery Statistical Report

**Presbytery** Geneva  
**Address** 2472 Route 54A, Penn Yan, NY 14527  
**Phone** 315-536-7753 **Fax** 315-536-2128  
**Email** [officeadmin@presbyteryofgeneva.org](mailto:officeadmin@presbyteryofgeneva.org)  
**Web Site** [www.presbyteryofgeneva.org](http://www.presbyteryofgeneva.org)



### Membership

Prior Active Members	4586	Adjusted membership	4494
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<b>Gains</b>		<b>Losses</b>	
Certificate	21	Certificate	17
Youth Professions	16	Deaths	115
Professions & Reaffirmations	50	Deleted for any Other Reason	256
<b>Total Gains</b>	<b>87</b>	<b>Total Losses</b>	<b>388</b>
<b>Total Ending Active Members</b>	<b>4193</b>		

<b>Baptisms</b>		Average Weekly Worship Attendance	1979
Presented by Others	35	Female Members	2146
At Confirmation	0	Friends of the Congregation	811
All Other	9	Ruling Elders on Session	388
		Do you have Deacons? Yes / No	28 / 22

### Age Distribution of Active Members

25 & Under	207
26 - 40	436
41 - 55	583
56 - 70	1091
Over 70	1418
<b>Total Age Distribution</b>	<b>3735</b>

### People with Disabilities

Hearing impairment	215
Sight impairment	45
Mobility impairment	179
Other impairment	184

### Christian Education

Birth - 3	61	Grade 7	39
Age 4	31	Grade 8	36
Kindergarten	39	Grade 9	36
Grade 1	27	Grade 10	30
Grade 2	49	Grade 11	46
Grade 3	35	Grade 12	257
Grade 4	50	Young Adults	43
Grade 5	43	Over 25	335
Grade 6	47	Teachers/Officers	170
		<b>Total Christian Education</b>	<b>1374</b>

### Racial Ethnic

Asian/Pacific Islander/South Asian	55	Native American/Alaska Native/Indigenous	0
Black/African American/African	19	White	3621
Middle Eastern/North African	7	Multiracial	49
Hispanic/Latino-a	19		
		<b>Total Racial Ethnic</b>	<b>3770</b>

### Financial Data

Annual Income	6,139,839	Mission Expenses	1,010,728
Annual Expenses	6,232,519	Personnel Expenses	3,485,056
		Facilities Expenses	1,414,754