

**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 Saturday, March 23, 2021, held electronically via Zoom.us.

**GATHERING FOR SHARED WORK: OPENING BUSINESS**

**GATHERING**

1:00 pm Registration and Fellowship Time (through 1:30 pm)

**CALL TO ORDER**

RE Virginia Champlin, Moderator, called the meeting to order at 1:30 pm, a quorum being present.

The Moderator offered the opening prayer.

The Stated Clerk read the Presbytery's Purpose and Vision Statements.

**ROLL**

**CONGREGATIONS: MINISTERS & COMMISSIONERS (CM = Corresponding Member; CP = Commissioned Pastor)**

CONGREGATION	MINISTER(S)	COMMISSIONER	CONGREGATION	MINISTER(S)	COMMISSIONER
ADDISON			MARION, UNITED		
ANDOVER, FIRST			MORELAND	Paul Yoder (CP)	
ARKPORT, FIRST	Bruce Incze		NAPLES, TRINITY FEDERATED	Robin Lostetter	Jessie Olney
ATLANTA	-----		NEWARK, PARK		
BATH, FIRST	Stanley Bhasker		OAKS CORNERS		
BELLONA, MEMORIAL	Amy Loving Austin	Jane Hansen	ONTARIO CENTER, FIRST	Deborah Grohman	
BIG FLATS, FIRST	Denise Stone	Robin Fitzgerald	OVID, FEDERATED	Rob Mellgard	Judy Mellgard
BURDETT	Richard Evans (CP)	Martha Evans	PAINTED POST, UNITED	David Preisendanz	
CANANDAIGUA, UNITED	Wade Allen (CM)	Virginia Holroyd	PALMYRA, WESTERN	EX- Kyle Delhagen	Philip Opdycke
CANISTEO, FIRST	Michelle Serra (G)	Kathleen Weller	PENN YAN, FIRST	Paul Malles	Rob Anderson
COHOCTON, FIRST	-----		PHELPS, UNITED	Ellen Donnan	Peg Carlson
CORNING, FIRST	Jeff Ugoretz	Kay Rogus	PRATTSBURGH, FIRST	-----	
EAST PALMYRA, FIRST	-----		PULTENEY, FIRST	Don Peek (CP)	Mary Jane Peek
ELMIRA, FIRST	Bill Reynolds (CM)	Charles Stewart	RED CREEK	Carleen Frost (CP)	
ELMIRA, NORTH	Evan Hansen	Annie LeFevre	ROCK STREAM	Lucinda O'Leary	
GENEVA, THE PC	Colin Pritchard	Chris Gerling	SENECA #9	Amy Loving Austin	Pam Ells
HAMMONDSPORT, FIRST	-----		SENECA FALLS, FIRST	Leah Ntuala	

HECTOR	Ben Masters		SHORTSVILLE, FIRST	Connie Franks (CP)	
HORNELL, UNITED	Katherine Griffis	Jim Varner	SODUS, FIRST	Gail Heimberger	Keith Blackall
HORSEHEADS, FIRST	Aaron Frank	Judy Sell	SPENCER, CHRIST THE KING FELLOWSHIP	Sabrina Slater	Gail Maureen
HOWARD, UNION			TRUMANSBURG, FIRST ULYSSES	Daniel Russell	Pamela Postle
HURON		Linda Hayes	WATERLOO, FIRST	Anita Milne	
ITHACA, FIRST	Cynthia Weaver	Gail Farnham	WATKINS GLEN, FIRST	Cara Milne	John King
JASPER, UNITED			WEST FAYETTE	-----	
JUNIUS	Ellen Donnan	Harriet Haynes	WESTON	-----	Barry Winters
LYONS, FIRST	-----	Joanne Reinhardt	WOLCOTT, FIRST	Walter Stuber (CM)	Dolores Gingerich

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

***Present:***

Glenn Kennedy (AL)                      David Ashby (VM)                      Janice Fitzgerald (VM)                      Jane Winters (HR)  
 Tim Johnson (HR)                      Carol Wilson (HR)                      Cynthia Huling Hummel (HR)                      Jim Kerr (HR)  
 Janice Fitzgerald (VM)                      Philip Courtney (HR)

***Excused:***

Betsey Crimmins (HR)                      Harold Delhagen (AL)                      Susan Husted (HR)

**ADDITIONAL ELDER COMMISSIONERS (appointed by Presbytery to correct elder-clergy imbalance)**

***Present:***

Tom Bailey (Spencer, Christ the King)                      Virginia Champlin (Geneva)                      Donna Colvin (Pulteney, First)  
 Bob Sell (Horseheads, First)                      John Gingerich (Wolcott, First)                      Susan Frost (Geneva Presbytery)  
 Bessie Tyrrell (Atlanta)                      Irene Fadden (Palmyra, Western)                      Ken Allen (Canandaigua, United)  
 Jeff Richards (Elmira, North)                      Linda Werts (Canandaigua, United)                      Joanne Tunnison (Elmira, First)  
 Pricilla Andrews (Rock Stream)

**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)**

Michelle Serra (Canisteo, First)                      Mary Lou Havens (Canandaigua, United)

SUMMARIES FOR EACH MEETING 2021	Jan 23	Mar 23	May 25	Sept 28	Nov 22
Total Minister Commissioners Present*	33	34			
Total Elder Commissioners Present **	37	41			
Parity (expressed in terms of Elders, + or -)	+4	+7			
Total Minister Commissioners Absent, Unexcused***	1	2			
Total Churches Unrepresented by Elders****	28	23			
Total Churches Unrepresented by Elders and Pastors****	15	12			
Total Registered Visitors and Staff	12	5			
Total Registered Attendance*****	82	80			

- \* 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:

1:00 PM	Registration and fellowship time (through 1:30 PM)
1:30 PM	Call to Order, Declaration of Quorum, Reading of Purpose and Vision Statements, and Opening Prayer
1:35 PM	Introductory Business Call for New Business & Approval of the Docket Moment for Zoom Etiquette Acknowledgment of the First Stewards of the Land [TE Walter Stuber (Wolcott, First)] Announcements relevant to the business meeting
1:45 PM	Consent Agenda
1:50 PM	Recognition of Fred Rogers' Day
1:55 PM	Committee on Representation [RE Barry Winters (Weston), Chair]
2:20 PM	Committee on Mission and Witness [TE Deb Grohman (Ontario Center, First), Chair]
2:30 PM	Committee on Ministry [RE Ken Allen (Canandaigua), Co-Chair] Administrative Commission to Install
2:35 PM	Camp Whitman [RE Lea Kone (Genesee Valley Presbytery)]
2:45 PM	Committee on Operations [TE David Ashby (VM), Chair] Workplace Sexual Harassment Prevention Policy
2:55 PM	Comfort Break - be sure you have your communion elements ready for worship
3:00 PM	Good News from Congregations * To include your news in the minutes, please email a written copy to: <a href="mailto:statedclerk@presbyteryofgeneva.org">statedclerk@presbyteryofgeneva.org</a>
3:05 PM	General Council [TE Glenn Kennedy (AL), Chair of Council] Plans for Presbytery Leader Transition Presbytery Leader Report [RE Susan Orr, Presbytery Leader]
3:15 PM	Committee on Leader Care [TE Bruce Incze (Arkport, First), Chair of Council] Liturgy of Farewell
3:25 PM	Resolution of Thanks [RE Donna Colvin (Pulteney, First)]
3:30 PM	Worship and the Lord's Supper [TE Gail Heimberger (Sodus, First), presiding]
4:15 PM	Benediction and Adjournment

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

TE Walter Stuber (Wolcott, First), offered a brief scripture reading and prayer, acknowledging thanks for the first stewards of the land where we live and serve.

## **CONSENT AGENDA**

One item was removed from the Consent Agenda, to be discussed and acted upon immediately following the vote on the Consent Agenda.

The Presbytery VOTED to approve the following:

1. **Approve** the minutes of the January 23, 2021 stated meeting, held via Zoom.us.
2. **Grant** privilege of voice to non-commissioners who will make a presentation or participate in a report to the presbytery.
3. **Receive** the February Operating Statement and Balance Statement.
4. **Receive** the report from the Treasurer.
5. **Receive** the 2020 Presbytery Statistical Report.
6. **Approve** the request of the session of the First Presbyterian Church of Horseheads for a waiver of the term limit requirement for Deacons Jan Stillman, Gale Howard and Judy Sell, according to the provisions of the Book of Order, G-2.0404.

7. **Approve** the request of the session of the First Presbyterian Church of Penn Yan for a waiver of the term limit requirement for Ruling Elder Charlotte Gillespie and Deacons Beth Curtiss and Joy Pallischeck, according to the provisions of the Book of Order, G-2.0404.
8. **Approve** updating the Presbytery of Geneva's Whistleblower Policy and Conflict of Interest Policy by changing references the "Personnel Committee" to "Committee on Operations".
9. **Approve** the election of TE Jane Winters (HR) to serve on the Committee on Ministry, Class of 2021, to fill an unexpired term.

#### ITEMS FOR PRESBYTERY'S INFORMATION FROM YOUR STATED CLERK

1. We are sad to report the death of Rev. Virginia Murray (HR), who passed away on February 28, 2021.
2. The required annual statistical reports for the Presbytery of Geneva have all been submitted and accepted by the OGA. 44 of our 52 churches submitted their required statistical reports for 2020.
3. The First Presbyterian Church of Hector and the First Presbyterian Church of Ithaca have been certified as an Earth Care Congregations by Presbyterian Church (U.S.A.)'s Presbyterian Hunger Program through February 2022. This honor speaks to the great commitment that these churches have made to care for God's earth. To become an Earth Care Congregation, this congregation affirmed an Earth Care Pledge to integrate environmental practices and thinking into their worship, education, facilities, and outreach. The Earth Care Congregation certification is designed to recognize churches that make the commitment to take seriously God's charge to "till and keep" the garden.
4. Clergy (and their families) and other church leaders are experiencing increased stress and anxiety during this time of COVID-19. The Employee Assistance Program (EAP), administered by Cigna Behavioral Health, is available to members with medical coverage through the Board of Pensions, their families, and anyone who lives with them. Through the EAP, you have access to six private counseling sessions with a licensed clinician in Cigna's EAP network. These sessions can be virtual on your phone, tablet, or home computer, or face-to-face.

For retired members and employees not eligible for the EAP, Cigna is currently offering a separate 24-hour toll-free help line. Call 866-912-1687 to connect with qualified clinicians, including licensed social workers, professional counselors, and psychologists, who can provide support and guidance. For more information about the EAP, please go to:

<http://www.pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pts-643.pdf/>

#### REMAINING CONSENT AGENDA ITEM FOR PRESBYTERY'S ACTION

The Presbytery considered the motion that had been removed from the Consent Agenda:

**Approve** the following amendment to the Manual of Administrative Operations (amendment noted in red) with the following rationale:

Rationale: *Currently, the Presbytery must call a special meeting anytime there are pastoral transitions that occur between called meetings in order to approve them; this puts a strain on the part-time staff who oversee and coordinate these meetings, as well as pressure on pastors who may only have a few weeks between ending one call before beginning another. Granting the COM the authority to approve these non-contentious transitions will enable these transitions to occur both more quickly and smoothly.*

Proposed Amendment:

Committee on Ministry: Responsibilities: Ordered Ministry (page 14)

- Oversee pastoral transitions, guiding pastors and churches during transitions in pastoral leadership.
- ~~Recommend to the presbytery the establishment and dissolution of pastoral relationships.~~ **Act on behalf of Presbytery to dissolve the pastoral relationship when requested by pastoral leaders and the congregation.**
- Approve and present terms of call for services of teaching elders.
- Examine teaching elders or candidates seeking membership in the presbytery.
- ~~Recommend~~ **Act on behalf of Presbytery to approve** the transfer of teaching elders to other presbyteries.
- Approve contractual arrangements for temporary pastoral relationships.
- Appoint moderators of session for congregations without a called pastor.
- Nominate to the presbytery membership for ordination and installation administrative commissions, in consultation with the candidate/pastor.
- Recommend to the presbytery minimum compensation standards for installed pastoral calls, temporary pastoral service, commissioned ruling elders, and certified Christian educators; receive reports from sessions of their annual salary review.

- Recommend to the presbytery, oversee, and supervise commissioned ruling elders called to pastoral service in congregations.
- Develop written criteria for validating ministries within its bounds; to recommend to presbytery the validation of specialized ministries and maintain connections.
- Maintain a pulpit supply list, developing criteria for approval and compensation standards, update the list at least annually.
- Plan for appropriate farewells for those leaving the presbytery or retiring from parish ministry and make arrangements with the presbytery moderator for meeting docket time.

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

**Approve** the following amendment to the Manual of Administrative Operations (amendment noted in red) with the following rationale:

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- Oversee pastoral transitions, guiding pastors and churches during transitions in pastoral leadership.
- ~~Recommend to the presbytery the establishment and dissolution of pastoral relationships.~~ **Act on behalf of Presbytery to dissolve the pastoral relationship when requested by both the pastoral leader whose relationship is to be dissolved and the congregation.**
- Approve and present terms of call for services of teaching elders.
- Examine teaching elders or candidates seeking membership in the presbytery.
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The Presbytery agreed by consensus that the Substitute Motion was perfected.

The Presbytery agreed by consensus that the Original Motion was perfected.

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

The Presbytery VOTED to **approve** the following amendment to the Manual of Administrative Operations (amendment noted in red):

Committee on Ministry: Responsibilities: Ordered Ministry (page 14)

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- ~~Recommend to the presbytery the establishment and dissolution of pastoral relationships.~~ **Act on behalf of Presbytery to dissolve the pastoral relationship when requested by both the pastoral leader whose relationship is to be dissolved and the congregation.**
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- Examine teaching elders or candidates seeking membership in the presbytery.

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### **RECOGNITION OF FRED ROGERS' DAY**

The Moderator read a statement, recognizing Fred Rogers' Day (portions of the statement are included here):

"It's a beautiful day in this neighborhood; A beautiful day for a neighbor; Would you be mine? Could you be mine?  
It's a neighborly day in this beautywood; A neighborly day for a beauty; Would you be mine? Could you be mine?"

-- Fred McFeely Rogers

Mr. Rogers taught us life lessons through his talking to us and through his many puppets like King Friday, X the Owl, Henrietta Pussycat, Lady Elaine Fairchild, Daniel Striped Tiger, Grandpere Tiger and others. He used his many diverse talents to inspire, nurture, and educate. His lessons were on kindness, human respect, and emotional intelligence. He focused on emotions and physical concerns such as death, sibling rivalry, school enrollment, and diversity all laced with spirituality and honesty. He led by example. He deliberately made the distinction between the "real world" and the Neighborhood of Make-believe using his trolley to go in between. At the conclusion of each show, he took the time to discuss with the audience what happened...

As an accomplished pianist, he earned a bachelor's degree in music and later he earned a Master of Divinity from Pittsburgh Seminary and ordained a Presbyterian Minister in 1963. His mission as an ordained minister was to minister to children and families through television.

Over the years, he authored over 40 children's books, 2 song books, 13 books for adults, 14 Discography in addition to his 895 Mr. Roger's television productions. He earned over 40 honorary doctor's degrees. One coming from Geneva's Hobart and William Smith Colleges in 1985. Two Commemorative quilts were made out of the academic hoods he received during the college graduations ceremonies and are on display at the Fred Rogers Center at St. Vincent College in Latrobe, Pennsylvania.

He earned many honors including the Presidential Medal of Freedom, Television Hall of Fame, Hollywood Walk of Fame Star, a 2018 First Class Forever Stamp by the US Postal Service. And now this year is the first year that The Presbyterian Calendar recognizes his birthday...

... I encourage you to explore for yourselves especially The Fred Rogers Center (<https://www.fredrogerscenter.org>) and make sure to read Fred's Legacy.

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

### **COMMITTEE ON REPRESENTATION**

RE Barry Winters (Weston) introduced the report.

As part of its strategy for filling committee slots, the Committee on Representation wants to better match people's gifts to the appropriate committee. Using the Mr. Rogers theme, those attending the Presbytery meeting were each invited to one of six breakout rooms, each led by one of Representation's members; there, the COM members invited participants to engage with the following questions:

- What gifts do you have that make you a good neighbor?
- Think of someone in your congregation – what makes them a good neighbor?

- What's important for your neighbor?
- What would Fred Rogers be excited to know about you?
- How good of a neighbor are you in your neighborhood and presbytery?
- What is important to my neighbor? (and/or what is important for my neighbor to know about me?)

### **COMMITTEE ON MISSION AND WITNESS**

TE Deb Grohman (Ontario Center, First) introduced TE Cindy Weaver (Ithaca, First), RE Joanne Tunison (Elmira, First), and RE Linda Werts (Canandaigua, United) who presented the report.

- The Mission and Witness Committee has revised our application and focus for the Session Endorsed Grants so that they align with the PC(USA) Matthew 25 Initiative. That initiative asks congregations to work on eradicating systemic poverty, dismantling structural racism, and promoting congregational vitality. The committee also decided to offer one grant this year instead of the two we have had in the past, so grants for programs that alleviate hunger will fall into this Session Endorsed Grant program. The grant application is available on the Presbytery website here: <https://www.presbyteryofgeneva.org/resources-2>. The committee will host an information and help session over Zoom on Thursday, March 25 at 6:30 pm. Applications are due May 1, 2021.
- The committee allocated \$1,000 to support with, along with other New York State presbyteries, the New York State Council of Churches. We also set aside some funds to help with training local participants with Living Waters for the World.
- RE Joanne Tunison highlighted some of the history and work of the partnership between the First Presbyterian Church of Elmira and congregations in Puerto Rico. She invited any individuals and congregations who are interested in joining in this ministry to contact her: [jalocat@aol.com](mailto:jalocat@aol.com).
- Tabi Projet - Presbyterians from Geneva Presbytery, along with Rotarians from our area and beyond, are partnering with Living Waters for the World to bring clean water, sanitation and economic development to the rural community of Tabi, Quintana Roo, Mexico. A Team has formed, fundraising is under way and "friends" are supporting the work in many ways. For more information please contact Linda Werts, [lwerts@aol.com](mailto:lwerts@aol.com) or Ken Allen, [kenneallen@rochester.rr.com](mailto:kenneallen@rochester.rr.com).

### **COMMITTEE ON MINISTRY**

RE Ken Allen (Canandaigua, United), co-chair of the Committee on Ministry, presented the report.

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

The Presbytery VOTED to:

- **Appoint** the following Administrative Commission to Install Rev. Colin Pritchard as Pastor of The Presbyterian Church in Geneva, NY on Sunday, April 18, 2021, to take place in-person at The Presbyterian Church in Geneva, NY, and broadcast electronically at 2:00pm.  
Moderator RE Virginia Champlin (Geneva), or her designee.  
RE Beth Whitbeck (Lyons, First)  
RE Rob Anderson (Penn Yan, First)  
RE Ethan Powell (Geneva)  
TE Debbie Grohman (Ontario Center, First)  
TE Leah Ntuala (Seneca Falls, First)  
TE Sabrina Slater (Spencer, Christ the King)  
And **appoint** the following Additional Members (voice, not vote)  
Alfred Appiah (Presbyterian Church of Ghana & seminary student at Columbia Theological Seminary)  
RE Lea Kone (Director of Camp Whitman)  
RE Susan Orr (Presbytery Leader of Genesee Valley)
- **Approve** the Celebration of the Lord's Supper at the service of Installation of Rev. Colin Pritchard as Pastor of The Presbyterian Church in Geneva, NY on Sunday, April 18, 2021, to take place both in-person at The Presbyterian Church in Geneva, NY, and broadcast electronically at 2:00pm.
- **Grant** the Moderator or her designee the authority to make any necessary and appropriate changes to the Administrative Commission to Install.
- **Dismiss** the Administrative Commission with thanks, upon the completion of the Service of Installation.

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

The Committee on Ministry VOTED to:

- **Appoint** the Rev. Cynthia Huling Hummel as Moderator for the First Presbyterian Church of Lyons, NY.

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

*The Manual of Operations requires that we recommission CREs and recognize pastors in temporary positions at the March meeting of Presbytery; however, it is important to do this "decently and in order". As the COM is in the process of verifying the contract status of several CREs at this time, we will postpone this action until the May meeting of the Presbytery.*

The Committee on Ministry VOTED to:

- **Approve** setting the requirement that substitute Moderators and COM appointed Moderators be paid (by the church) a \$50 stipend per meeting plus mileage at the current IRS business mileage rate.
- **Approve** the 2021 Pulpit Supply List.
- **Approve**, with a waiver of the requirement to provide for Pension/Medical, the covenant agreement between the Rev. Anita Milne and the First Presbyterian Church of Waterloo, NY, to serve as ½-time Temporary Supply Pastor effective January 1, 2021 thru December 31, 2021. Total compensation:

Cash salary:	\$5,155.60	
Housing:	\$20,622.40	
SECA:	\$1,959	
Pension/Medical	waived	
Travel Allowance:		all church related travel vouchered at IRS rate/mile
Study Leave Allowance:	\$500	
Study Leave Time:		14 days, including 2 Sundays
Vacation:		31 days, including 4 Sundays
- **Approve**, with a waiver of the required minimum salary and SECA, the covenant agreement between the Rev. Lucinda O'Leary and the Rock Stream Presbyterian Church to serve as ¼-time Stated Supply Pastor effective January 2, 2021 thru December 31, 2021. Total compensation:

Base salary & Housing Allowance:	\$12,500	
*Total Salary - up to 60% can be used for housing expenses		
SECA:	waived	
Pension/Medical	\$1,813	
Travel Allowance:		all church related travel vouchered at IRS rate/mile
Study Leave Allowance:	\$250	
Study Leave Time:		14 days, including 2 Sundays
Vacation:		31 days, including 4 Sundays
- **Approve** the covenant agreement between Michelle K. Ormsby Serra and the First Presbyterian Church of Canisteo, NY, to serve as ⅜-time Temporary Supply Non-Ordained Pastor effective February 1, 2021 thru January 31, 2022. Total compensation:

Cash salary:	\$9,125	
Housing:	\$14,500	
SECA:	\$1,808	
Pension/Medical	\$8,741	
Travel Allowance:		all church related travel vouchered at IRS rate/mile
Study Leave Allowance:	\$414	
Study Leave Time:		14 days, including 2 Sundays
Vacation:		31 days, including 4 Sundays

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

#### **CAMP WHITMAN COMMITTEE**

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

- Camp is on for 2021. We are awaiting guidance from the DOH but are working with guidance in other states as a template and are working with other NYS camps and the ACA to put together operating procedures in relation to COVID. We are running just 4 weeks of resident camp this summer along with 13 weeks of family/group retreats.
- We currently have 114 campers registered (52% of budget and 61% of capacity for this season).
- We are also actively recruiting and interviewing staff for this summer.
- Family retreats opened for members first last week and opened yesterday to all community members.
- We currently have 27 families registered (63% of budget and 29% of capacity for this season).
- Volunteer Work Day will be held on Saturday, May 15 and will include a variety of socially distanced work projects and a bagged lunch option.



- We are continuing with a number of Capital Projects including major updates to our water and septic systems. We recently replaced the roof on the main lodge with a new metal roof and our solar panel systems is fully installed and generating energy which we expect will replace all of our current electric usage at camp. Our new waterfront docks are expected to be installed this spring as well.
- This summer's wish list will be included in our April newsletter and will includes dates and times that you can drop off items to the following drop off locations : Elmira North, Geneva, Hornell or Camp Whitman at the beginning of May.

## ***INTERNAL BUSINESS***

### **COMMITTEE ON OPERATIONS**

TE David Ashby (VM), committee chair, and TE Evan Hansen (Elmira, North), member of Committee on Operations presented the report.

The Presbytery VOTED to:

- **Approve** the Workplace Sexual Harassment Prevention Policy to conform to New York State requirements (Addendum A).

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

- **Preliminary report on the office sale and move:**
  - The sale of our former office property was recorded on February 12, 2021, Yates County. The purchase price was \$160,000. \$79,190.34 remaining on the mortgage was paid off. After assorted closing costs, including replacement of a hot water heater, we received \$67,179.03. That has been placed in the presbytery's budget support line. There are some additional expenses for selling the property, utilities and other costs incurred in 2021, transportation of records to the Presbyterian Historical Society, storage space, and compensation for staff for extra work required for selling the building will be charged against the proceeds, which will be reported at the May 2021 Presbytery. Copies of paperwork have been reviewed by the Operations Committee (as Board of Trustees) and are available upon request.
- **Important Reminder from the Treasurer:**
  - The Presbytery is no longer collecting Mission dollars to be sent to the Synod. Each church needs to make its own contact with the Synod to send contributions directly.

## ***COMFORT BREAK***

The Presbytery adjourned for a 5-minute comfort break.

Following the break, Moderator RE Virginia Champlin (Geneva) invited Vice-Moderator TE Deborah Grohman (Ontario Center, First) to moderate the remainder of the meeting.

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

Members of the Presbytery shared good news and announcements from their congregations and ministries.

- **COVID-19 Update**
  - RE Dr. Rob Anderson (Penn Yan, First), presented an update on local access to the COVID-19 vaccine. Immunizations are up; hospitalizations are down. All who qualify are encouraged to get a vaccine.
- **Imprisoned But Not Guilty** (Ithaca, First)
  - As we learn about systemic racism and how our silence perpetuates it, we ask what we can do. First Presbyterian Church of Ithaca has learned that law enforcement officials can give false information to suspects being interrogated such as "Your fingerprints were found at the crime scene". If it's a person of color who is scared to death already, it seems safest to just confess. Some go to prison for decades before DNA proves them not guilty.
  - An "interrogation bill" in the NYS Senate (S.324) could stop this. Our Justice, Peace and Integrity of Creation (JPIC) committee recommended and Session unanimously authorized our pastors to raise awareness of the problem in our church and other faith communities and promote this bill. An adult education class will be held on April 11 at which we hope the sponsor of the bill will speak from Brooklyn by zoom. Friends of the church are urged to ask their state legislators to co-sponsor the bill.
  - For information call Brad McFall, JPIC Chair, at 607-793-0276 or go to [www.innocenceproject.org](http://www.innocenceproject.org) or [www.nytimes.com/2021/01/29/opinion/false-confessions-police-interrogation.html](http://www.nytimes.com/2021/01/29/opinion/false-confessions-police-interrogation.html).

- **Earth Care Congregations** (Hector, First and Ithaca, First)
  - The First Presbyterian Church of Hector and the First Presbyterian Church of Ithaca have been certified as an Earth Care Congregations by Presbyterian Church (U.S.A.)'s Presbyterian Hunger Program through February 2022. This honor speaks to the great commitment that these churches have made to care for God's earth. To become an Earth Care Congregation, this congregation affirmed an Earth Care Pledge to integrate environmental practices and thinking into their worship, education, facilities, and outreach.
  - The Earth Care Congregation certification is designed to recognize churches that make the commitment to take seriously God's charge to "till and keep" the garden.

### ***INTERNAL BUSINESS (continued)***

#### **GENERAL COUNCIL**

TE Glenn Kennedy (AL), chair of the General Council, presented the report.

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

The General Council VOTED to:

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

- **Approve** holding the September 28, 2021 meeting of the Presbytery of Geneva in the afternoon.

##### **(Presbytery Leader Transition)**

- **Approve** the Proposed Transition Plan for handling Presbytery leadership needs following the departure of Presbytery Leader Susan Orr, effective April 1, 2021. (See Addendum B)

Presbytery Leader, RE Susan Orr, presented her report:

Thank you Madam Moderator, I am Ruling Elder Susan Orr, the last time before you as your Presbytery Leader. How do I say a proper thank you and fare well? It's something I've been thinking about a lot actually. So to lighten the mood a little bit, I thought I might share my top 10 memories, David Letterman style. These are in no particular order:

**#10** The landscape, oh my goodness. Such beauty in these geographic bounds! There's this one spot on my commute that every time I crested that particular hill, I was reminded of God's artistry, no matter the season. It never failed to take my breath away.

**#9** The events and gatherings, in person and zoom. The Peacemaker Banquet at the Geneva church, the Vital Congregations Small Church Network gathering in Watkins Glen, the zoom Committee Chairs & Clerks training, even the many many committee meetings. The energy in the room every time God's people gathered together.

**#8** The transparent financials – this was no easy matter and it's still a work in progress. Wrestling with the questions around the Operations table has made us all better informed and better managers.

**#7** The policies – The Personnel Policies, the Workplace Harassment Policy, the revisions to the Manual of Operations. Even the Minutes Reviews. All of these resources and tools - and the effort of the committees behind them - all to ensure that we are caring decent and in order. Although these things may not be very exciting to you, they brought joy to my inner Stated Clerk.

**#6** The office move – now I didn't say these were my top 10 fond memories! Oy, I thought the office move might do me in and there were many times David Ashby had to coax me down from the proverbial ledge but we did it, and we did it together, thanks be to God.

**#5** The Covid Response – I am inspired by the leadership and support that sprang forth as COVID stole normalcy from our lives. From the staff pivoting meetings to Zoom, the Committee on Leader Care providing weekly support calls with pastoral leaders, to Dr. Rob Anderson's loving and caring guidance and everything else in between, we canoed those mountains and are coming out in one piece hopefully soon with some valuable learnings in our tool belt.

**#4** Camp Whitman – I fell back in love with Camp Whitman last year. I went for a weekend visit in the fall with a friend and came back twice more and already have dates on my calendar for this year. I cooked over a fire all by myself for the first time in decades and it was food for my soul. Shhhh....at my new position, I will continue to provide some staff support to the Camp Whitman committee.

**#3** Visiting congregations and being blessed by their gracious hospitality. Even though we were only in person 8 of our 21 months together, I did manage to visit 23 congregations. Not too shabby! Wished it could have been more.

**#2** The incredible staff – this one may make me cry. The dedication, gifts and skills of these amazing and faithful women have been such an inspiration to me. Truly a team of servant leaders. This Presbytery is very blessed! And we had ourselves a bit of fun at the Bed & Breakfast overnight before the Presbytery meeting in Spencer.

**#1** Being here with you, sharing together – one last time – the Presbytery of Geneva's vision and mission (read vision and mission statements).

Thank you for the experience, dear Geneva Presbytery, for the honor and privilege of serving as your Presbytery Leader. I am the better for it. I pray you are too.

***BUSINESS RELATED TO CONGREGATIONS AND LEADERS (continued)***

**COMMITTEE ON LEADER CARE**

TE Bruce Incze (Arkport, First) invited the Presbytery to join in a liturgy of farewell and dismissal for Presbytery Leader RE Susan Orr. The Presbytery offered prayers of thanks and blessing, honoring the time that we have had serving in ministry together.

**RESOLUTION OF THANKS**

RE Donna Colvin (Pulteney, First) offered the Resolution of Thanks:

Thanks for this beautiful day.

Thanks to all the "neighbors" in our presbytery and the many blessings shared showing us the way.

Thanks also to Susan Orr for being a part of the Presbytery of Geneva and know that you will always be our neighbor in Genesee Valley.

Thanks for the many hands who prepared for this meeting and led us in worship as we approach that glorious Easter Day.

And finally,

I've always wanted to have a neighbor just like you.

I've always wanted to live in a neighborhood with you,

So let's make the most of this beautiful day.

Since we're together, we might as well say...

Would you mine?

Could you be mine?

Won't you be my neighbor?

The Presbytery VOTED to **adjourn** the meeting at the conclusion of worship with the prayer and benediction.

***WORSHIP AND THE LORD'S SUPPER***

The Presbytery of Geneva engaged in a service of worship, led by TE Gail Heimberger (Sodus, First) and members of the First Presbyterian Church of Sodus, NY. Worship included a wonderful sermon and the celebration (virtually) of the Lord's Supper.

***BENEDICTION AND ADJOURNMENT***

The Vice-Moderator pronounced the meeting to be adjourned at 4:22 pm.

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Attest: Amy Loving Austin, Stated Clerk

ADDENDUM A

# WORKPLACE SEXUAL HARASSMENT POLICY OF THE PRESBYTERY OF GENEVA, A COUNCIL OF THE PRESBYTERIAN CHURCH (U.S.A.)

It is the policy of Presbytery of Geneva (“PoG”) that employees and all others acting on behalf of PoG are entitled to respectful treatment in the workplace as mandated by applicable federal, state, and local laws. This policy is intended to apply concurrently with any other policies that may apply. Being respected means being treated honestly and professionally, with each person’s unique talents and perspectives valued. A respectful workplace is more than just compliance with the law. It is a theological statement that recognizes that we are all made in the image of God and that we are called to love each other as God has loved us. A respectful workplace is a workplace that is free of inappropriate and abusive behaviors. PoG is committed to providing a workplace in which the dignity of every person is respected. It should be understood by every person that incidents of harassment, including sexual harassment, will not be tolerated at PoG.

## 1.0 DEFINITIONS

1.1 Employee. For the purposes of this policy the term “employee” shall cover all persons employed by PoG, including the stated clerk, presbytery staff, and the staff of Camp Whitman; applicants for employment; interns, paid and unpaid; volunteers, including, but not limited to, officers and committee members; contractors and persons conducting business, regardless of immigration status, with PoG.

1.2 Sexual Harassment. For the purposes of this policy, the term “sexual harassment” includes but is not limited to subjecting a person to: (1) inferior terms, conditions, or privileges of employment; (2) unwelcome sexual advances; (3) unwelcome requests for sexual favors; (4) unwelcome physical contact of a sexual nature; (5) or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender; and conduct directed at by a person(s) at another person(s) of the same or different gender(s). The intent of the person directing the conduct towards another person is not relevant to whether or not the conduct is deemed unwelcome or a violation of this policy. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to substantially interfere with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.

1.2.1 A few examples of sexual harassment **which violate** this policy and which may violate applicable laws include but are not limited to:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;

- o Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - o Subtle or obvious pressure for unwelcome sexual activities.
  - o Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual such as bullying or yelling because of that person's sex, gender, gender expression, or sexual orientation.

1.3 **Retaliation.** For the purposes of this policy, the term "retaliation" includes adverse actions taken against an employee or group of employees because the employee or employees reported an incident(s), makes a formal complaint, provides information, or otherwise assists in any investigation of complaints of any and all conduct prohibited by this policy including retaliation.

1.3.1 A few examples of activities that may be protected by either federal, state, or local laws and which are protected by this policy include but are not limited to:

- making a complaint of conduct that violates this policy either internally or with an outside entity which has the authority to enforce anti-sexual harassment and retaliation laws or policies;
- testifying or assisting in an investigation or other judicial process involving conduct which is alleged to have violated this policy; the Constitutions of the Presbyterian Church (U.S.A); or federal, state, or local anti-sexual harassment, anti-sexual discrimination, or anti-retaliation laws.
- opposing conduct which violates this policy by making a verbal or informal complaint of conduct which may violate this policy;
- reporting that another employee has been subjected to behavior that violates this policy; or
- encouraging a fellow employee to report behavior that violates this policy.

1.3.2 Subject to §1.3.4 below, person(s) who reported the allegedly offending conduct or who made a formal complaint regarding the allegedly offending conduct are protected from any and all retaliation regardless of the outcome of the investigation or judicial process.

1.3.3. Subject to §1.3.4 below, person(s) who provided information pursuant to an investigation or otherwise assisted in any investigation or judicial process are protected from any and all retaliation regardless of the outcome of the investigation or judicial process.

1.3.4 Any persons who are found to have intentionally made material and substantive false statements, allegations, or falsified documents in or for any report, complaint, declaration, affidavit, interview, deposition, or any other testimony in the course of the investigation or judicial process shall not be protected by §1.4 *et seq.* herein or §4.3 herein.

## **2.0 APPLICABILITY OF THE BOOK OF ORDER AND RULES OF DISCIPLINE**

2.1 PoG is a council within the denomination of Presbyterian Church (U.S.A.) and it is governed by the Constitutions of the Presbyterian Church (U.S.A.). Nothing herein shall be interpreted as requiring PoG to take any actions expressly forbidden by the Constitutions of the Presbyterian Church (U.S.A.). To the extent that the provisions of this policy contradict the Constitutions of Presbyterian Church (U.S.A.) or would require PoG to take actions expressly forbidden by said constitutions, said constitutions shall govern PoG's actions, duties, and obligations. If a provision of this policy is found to violate the Constitutions of the Presbyterian Church (U.S.A.) or would require PoG to take an action expressly forbidden by said constitutions, said provision shall not be enforced while the remaining provisions of this policy shall remain in full force and effect.

2.2 Any complaints involving a member of PoG or a person in ordered ministry, i.e., ministers of Word and Sacrament, ruling elders, and (ordained) deacons, which rise to the level of an "offense" as defined by D-2.0203 of the Rules of Discipline may be handled in accordance with the Rules of Discipline **in addition to** any investigation and resolution of the complaint pursuant to this policy. The applicability of the Constitutions of the Presbyterian Church (U.S.A.) and the Rules of Discipline therein **do not preclude** individuals from seeking legal protections which may be available to them under applicable federal, state, or local laws and **shall not prevent** individuals from having their complaint investigated and resolved pursuant to the provisions of this policy **and** pursuant to the Rules of Discipline.

## **3.0 APPLICABILITY OF FEDERAL, STATE, AND LOCAL LAWS.**

3.1 Certain conduct prohibited herein, including, but not limited to, sexual harassment, discrimination, and retaliation are prohibited by applicable federal, state, and sometimes local laws. In accordance with New York law, Appendix A of this policy contains general information regarding federal, state, and local laws that may protect employees who are subjected to unlawful sexual harassment.

## **4.0 HARASSMENT AND RETALIATION PROHIBITED.**

4.1 Any and all sexual harassment is strictly prohibited and shall not be tolerated. No employee, individual, or entity covered by this policy shall engage in sexual harassment directed at any other person or group while said employee, individual, or entity is doing business for or with PoG, including, but not limited to, paid work or unpaid work, e.g., volunteer work, regardless of the location or situation in which said business is being conducted, including, PoG sponsored events and trips.

4.2 Subject to §1.3.4 herein, retaliation against any individual or group who reports a concern, makes a formal complaint, provides information regarding a reported concern, or who otherwise assists in any investigation of harassment, unprofessional or disrespectful behavior, or retaliation is strictly prohibited and shall not be tolerated.

#### 5.0 REPORTING VIOLATIONS.

5.1 Any employee who believes that they have been subjected to conduct prohibited by this policy by another employee at any time or by a non-employee while the employee or individual is or was doing business for or with PoG, including, but not limited to, paid work or unpaid work, e.g., volunteer work, regardless of the location or situation in which said business is being conducted, including, PoG sponsored events and trips, shall have the right to report their concerns and make a complaint regarding the allegedly prohibited conduct.

5.1.1 Any non-employee of PoG who believes they have been subjected to conduct prohibited by this policy by an employee or individual or entity while said employee or individual or entity is or was doing business for or with PoG, including, but not limited to, paid work or unpaid work, e.g., volunteer work, regardless of the location or situation in which said business is being conducted, including, PoG sponsored events and trips, shall have the right to report their concerns and make a complaint regarding the allegedly prohibited conduct.

5.2 All concerns or complaints shall be reported to the person's immediate supervisor, if the person alleged to have violated this policy is the person's immediate supervisor, to the head of presbytery staff, if the head of presbytery staff is unavailable, to the Stated Clerk. In the event the concern or complaint is regarding the Stated Clerk, the complaint shall be reported to the Moderator of the Presbytery and the Chair of the General Council. A model complaint is attached to this policy as Appendix B. A deficient complaint shall not be grounds for not investigating any complaints made under this policy.

If the person making the complaint is more comfortable reporting verbally or in another manner, the Stated Clerk or the person receiving the verbal complaint shall immediately complete the complaint for the person, provide them with a copy, and immediately provide the complaint to the appropriate party, whether that is a supervisor, head of presbytery staff, or to the Stated Clerk as provided for above.

5.3 Immediately upon the receipt of a complaint, the supervisor or the person who received the complaint shall provide the complaint to Stated Clerk unless the concern or complaint is regarding the Stated Clerk, in which case, the complaint shall be provided to the Moderator of the Presbytery and the Chair of the General Council.

#### 6.0 INVESTIGATIONS.

6.1 All investigations conducted upon receipt of a complaint as set forth herein shall be considered to be separate and independent of the judicial processes of the Presbyterian Church (U.S.A.). The jurisdiction of the councils of the Presbyterian Church (U.S.A.) to investigate and resolve a complaint which alleges conduct which rises to the level of an "offense" as defined by D-2.0203 of the Rules of Discipline shall not be considered to be the exclusive means by which the alleged conduct is to be investigated or resolved nor shall it preclude a separate investigation and resolution of the complaint pursuant to the provisions of this policy. Therefore, if a complaint is determined to fall within the judicial processes of the Presbyterian Church (U.S.A.)

as set forth in the Rules of Discipline, and a judicial commission is formed pursuant to G-3.0109a., the formation of said judicial commission shall not terminate an already ongoing investigation and prevent its resolution pursuant to this policy nor shall it preclude the start and completion of a separate investigation and resolution of said complaint pursuant to this policy.

6.2 Upon the receipt of a complaint, the person responsible for receiving the complaint pursuant to §5.2 herein shall immediately inform the chair(s) of the Committee on Operations and shall immediately provide them with a complete copy of the complaint and any accompanying materials. The chair(s) of the Committee on Operations shall form from the Committee on Operations members a Response Team comprised of at least six (6) members including the chair(s). The Response Team shall have at least three ruling elders and three ministers of Word and Sacrament; and, at least three, but no more than four, members of the team shall be women. The team shall investigate and resolve said complaint in accordance with this policy.

6.2.1. Upon receiving a complaint, the team shall immediately and thoroughly investigate said complaint and take appropriate action to avoid future violations. Investigations shall include speaking with the employee, speaking with the alleged harasser, interviewing witnesses, collecting and reviewing any related documents, and the preparation of a final, written report.

6.2.1.1 Standard of Investigation. The team shall first determine whether it is more likely than not that the alleged conduct or behavior occurred; and, then it shall determine whether it is more likely than not that said conduct violated this policy. When evaluating the reasonableness of accuser's accusations against the accused, and whether or not it is more likely than not that the accused's conduct violated this policy, the team shall review, evaluate, and consider all evidence and testimony from the perspective of the accuser taking into account the accuser's sex; sexual orientation; gender identity; gender expression; and, whether the accuser is transgender. The fact that the accused did not intend to harass the accuser, sexually or otherwise, or did not intend for their conduct or behavior to violate this policy are not relevant to determining whether said conduct or behavior violated this policy. Upon finding that it is more likely than not that the conduct occurred and violated this policy, the Response Team is required to take corrective action. In determining whether the alleged conduct occurred and violated this policy, the team shall address each alleged act in a complaint as separate and unique from other alleged actions.

6.2.1.1.1 All findings shall be made in writing and shall be included in the Response Team's final, written report. The team's final report shall include:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of the names of those interviewed, along with a detailed summary of their statements;
- A detailed timeline of the events;
- A summary of prior relevant incidents, reported and unreported; and,
- The basis for the decision and final resolution of the complaint, including any corrective actions.

The written report shall be submitted to the Committee on Operations for the Presbytery of Geneva.

6.2.1.1.2 All written, final reports shall be kept along with complete copies of all documents reviewed and other associated documents such as notes from interviews in a secure and confidential location, i.e., the confidential personnel files of Presbytery of Geneva.



6.2.1.2 Corrective action (up to and including termination) will be taken against those violating this policy. When considering the nature of the corrective action, the Response Team shall take into account the nature of the conduct, whether the conduct involved one discrete action or was a series of actions; the present and future safety and well-being of PoG's employees; and, the likelihood of retaliation by the offending person(s).

6.2.1.3 The Response Team will timely and reasonably inform the parties of the status of the investigation.

6.2.1.3.1 Upon completion of the investigation, the Response Team shall inform person(s) who reported, the person(s) subjected to the offending conduct, and the person(s) about who the complaint was made of the final determination and the team shall immediately implement all corrective actions set forth in the final report.

6.2.1.3.2 If it has not done so already, regardless of the outcome of the investigation, the Response Team shall inform the person(s) who reported and the person(s) subjected to the conduct of their legal protections and their potential right to seek redress under federal, state, or local laws in writing.

6.2.1.4 To the extent permitted, the Response Team shall not share the specific details of any corrective action(s) taken. The team shall inform the Committee on Operations of all investigations and the corrective actions taken by the team by submitting a written, final report to Committee on Operations at its meeting immediately following the conclusion of the investigation. The Committee on Operations may receive the team's final, written report in an executive session, and shall include a summary of the report in its official minutes. The summary shall include a summary of the complained conduct, whether the Response Team determined that the conduct had indeed occurred and whether said conduct violated this policy and whether action was taken based on those findings. To the extent possible, no information which might be used to identify the individuals involved should be included in the summary. Pursuant to G-3.0109 b., the Committee on Operations "may rescind or amend the actions of the [team] in the same way actions of [a committee] are modified. G-3.0109b.

## **APPENDIX A OF THE PRESBYTERY OF GENEVA'S WORKPLACE SEXUAL HARASSMENT POLICY**

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by the Presbytery of Geneva but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Presbytery of Geneva and the judicial processes of the Presbyterian Church (U.S.A.) employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Presbytery of Geneva does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the sexual harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## APPENDIX B: THE PRESBYTERY OF GENEVA'S WORKPLACE SEXUAL HARASSMENT POLICY COMPLAINT FORM

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment. This complaint form is for the reporting of any conduct the reporting party has a good faith belief violates the Presbytery of Geneva's sexual harassment policy.

If you believe that you have been subjected to harassment, you are encouraged to complete this form and submit it to your immediate supervisor or the presbytery head of staff or the Stated Clerk of the Presbytery of Geneva. In the event that the complaint is against the Stated Clerk, this form is to be submitted to the Moderator of the Presbytery and the Chair of the General Council. The complaint may be scanned and e-mailed to the aforementioned persons so long as it is signed and dated and the person acknowledges receipt of said complaint. **You will not be retaliated against for filing a complaint in good faith. Please be aware that anti-retaliation protections may not apply to any person(s) who make intentionally false allegations of harassment.**

If you are more comfortable reporting verbally or in another manner, the Stated Clerk or the person receiving the verbal complaint shall complete this form for you, provide you with a copy, and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

The submission of this form, by itself, is not guaranteed to initiate any action being taken under the Rules of Discipline of the Presbyterian Church (U.S.A.). The Rules of Discipline of the Presbyterian Church (U.S.A.) are separate and independent of the Presbytery of Geneva's Workplace Sexual Harassment Policy. If it is the intent of the reporting party to report workplace conduct which the reporting party believes in good faith violates the Presbytery of Geneva's Workplace Sexual Harassment Policy *and* to submit a complaint to initiate the judicial processes of the Presbyterian Church (U.S.A.), the reporting party should submit a separate, written complaint to the Stated Clerk of the Presbytery of Geneva in addition to completing and submitting this complaint as provided for herein and above.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](https://ny.gov/programs/combating-sexual-harassment-workplace)**

### COMPLAINANT INFORMATION

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method:    ☐ Email   ☐ Phone   ☐ In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

**COMPLAINT INFORMATION**

1. Your complaint is made about:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to you: ☐ Supervisor   ☐ Subordinate   ☐ Co-Worker   ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) conduct occurred: \_\_\_\_\_

Is the harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

### **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

ADDENDUM B

**Transition Plan for Handling Presbytery Leadership Needs**

Proposal to Council on handling the transition following the departure of Susan Orr, Presbytery Leader

Approved by General Council 3/9/2021

1. **Handling Presbytery Leader responsibilities** – These responsibilities will be handled for the months of transition.
  - a. **Emails** to [leader@presbyteryofgeneva.org](mailto:leader@presbyteryofgeneva.org) – Susan will establish the necessary categories and will set up an auto responder for this address saying, “If this email is about ....., please contact .....” This will give the opportunity for emails to be handled and will leave a record for the new Presbytery Leader of what has been received.
  - b. **Routine phone calls** – All phone calls to the Presbytery will be directed to Elena to receive and disburse to the appropriate people. [NOTE: Russ will need to be contacted to “pause” Susan’s extension.]
  - c. **Urgent calls** –Leader Care (chair – Bruce Incze) CoLC will be on call to handle urgent pastoral matters. The Presbytery voice mail will have a message directing pastoral care calls to Bruce.
  - d. **Approval of bills**, expenditures, deposits and financial reports – Records of deposits, invoices and other financial reports, which require review and approval, will go directly to David Ashby as Chair of Operations.
  - e. **Staff Support** – The staff is highly efficient and supportive. However, if needs arise including requests for time off, staff may contact John Gingerich or Jim Varner.
  - f. **Attending committee meetings** – see below.
2. **Coordinating Presbytery’s work** (Council’s responsibility) – Susan has been attending all committee meetings. During the period without a Leader, we propose the following Leadership Team responsibilities:
  - a. **Committee on Ministry** - Amy Loving Austin already attends COM.
  - b. **Committee on Operations** – David Ashby and Tom Bailey already attend Ops.
  - c. **Committee on Leader Care** – Virginia Champlin will attend Leader Care as ex officio.
  - d. **Committee on Vitality and the Small Church Network** – Deb Grohman and Glenn Kennedy will coordinate attending both Vitality and SCN.
  - e. **Committee on Mission and Witness** – Deb Grohman already attends M&W.
  - f. **Committee on Camp Whitman** – This committee is very self-sufficient. The Camp Director will contact the Council Chair if a need arises for additional support from Council.
  - g. **Committee on Representation** – Virginia Champlin will attend the Committee on Representation as ex officio.

**ADDENDUM C**  
**Additional Written Reports**

**Report from the Committee Leader Care**

- Education Opportunities and Pastoral Leader Care Opportunities already held this quarter and scheduled for the near future
    - o **Coaching Network Presentation** during Coffee Klatch on 2 March 2021 at 10:15 am
    - o **NCPTechTalk** advertised on 16 February 2021. This is a technology forum that is well suited for small churches without IT staff as they look to exploit media technologies.
    - o **Fundraiser Training Videos** <https://resources.newchurchnewway.org/financial-sustainability>
    - o **Boundary Awareness Training** This has been advertised in repeated Coffee Klatch invitations.
      - Option #1: **Wednesdays, February 24 and March 3, 2021 from 9:30am to 12:00noon**
      - Option #2: **Mondays, May 3 and May 10, 2021 from 7:00pm to 9:30pm**
      - Option #3: **Thursdays, July 15 and July 22, 2021 from 2:00pm to 4:30pm**[Click here for Registration Form](#)
    - o **Congregational Learning Day** 6 March <https://pbygenval.org/events-2/congregational-learning-day/>
    - o **Committee Chair Training** 3 February led by Susan Orr via Zoom
    - o **Pastoral Leaders On-Line Retreat** 19 January 9am to Noon
  - Pastoral Leader Coffee Klatch is a Zoom get together hosted almost every Tuesday at 10 am. All Pastoral Leaders are welcome.
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**Report from Presbyterian Women**

- Presbyterian Women in the Presbytery are meeting monthly via Zoom on 4th Wednesdays at 11:00a.m.
  - There are now 9 active PW groups in the Presbytery and two informal groups
  - The United Church of Canandaigua will serve as a Church World Service "drop off" location for kits April 19-23, from 9a.m. to 1p.m. Deliver kits boxed and labeled with number and kind of kits included. Complete the paperwork in the church office.
  - PWP is focusing our Matthew 25 initiative Presbytery-wide and looking to partner with programs, agencies, and organizations working with women and children who are experiencing homelessness and evictions.
  - PW Birthday Offering should be sent to Treasurer Ellen Reynolds by June 1st.
  - PW Mission Pledge forms should be sent to Linda Werts.
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