

## STATED CLERK CONSENT AGENDA

November 30, 2021

*The following will be presented as a single motion. You may ask to have any item removed, if you would like it to be discussed. Simply be recognized by the Moderator and say:  
"Madam Moderator, I would like to lift [say the item number] for discussion."*

### ITEMS FOR PRESBYTERY'S ACTION

That the presbytery:

1. **Approve** the minutes of the September 28, 2021 stated meeting, held via Zoom.us.
2. **Approve** the minutes of the October 26, 2021 called meeting, held via Zoom.us.
3. **Grant** privilege of voice to non-commissioners who will make a presentation or participate in a report to the presbytery.
4. **Receive** the October Operating Statement and Balance Statement and Treasurer's report.
5. **Approve** the request of the session of the Presbyterian Church of Junius, NY, for a waiver of the term limit requirement for Ruling Elder Christine Campbell, according to the provisions of the Book of Order, G-2.0404.
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. **Receive** the 2022 Budget for the Presbytery's first reading, as endorsed by the Council, to be presented to the Presbytery for approval in January 2022.
8. **Approve** the updated portfolio description for the Camp Whitman Executive Director, as endorsed by the Council.
9. **Approve** the following changes to the Presbytery Personnel Manual, as endorsed by the Council (edits in red):

#### III. EMPLOYMENT INFORMATION (page 6)

##### A. REGULAR EMPLOYEES

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

##### 1. Primary

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

- Presbytery Leader
- Camp **Executive** Director

#### IV. ADDITIONAL EMPLOYMENT INFORMATION (page 8)

##### D. POSITION DESCRIPTIONS

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

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

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

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

## VIII. OFFICE PROCEDURES (page 11)

### B. CREDIT CARDS

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

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

10. **Approve** the election of the following to serve on Presbytery Committees:

- a. Committee in Camp Whitman
  - Class of 2024: RE Dexter Benedict (Penn Yan, First)
- b. Committee on Ministry
  - Class of 2024: TE Jim Hicks (HR)
- c. Council Members at Large
  - Class of 2023: RE Donna Colvin (Pulteney, First) and TE Anita Milne (Waterloo, First)
- d. Commissioners to the 225th General Assembly
  - TE Evan Hansen (Elmira, North) and RE Marion Nicastro (Weston)
- e. Alternate Commissioners to the 225th General Assembly
  - TE Aaron Frank (Horseheads, First) and RE Virginia Champlin (Geneva)

11. **Approve** the following imbalance correction for 2022:

Current Imbalance Report

Minister members of presbytery (as of 11/15/21)	74
Honorably Retired Minister members (traditionally excused)	38
Average ministers in attendance in 2021 (stated meetings)	29 (last year: 29)
Elder Commissioners from congregations (as of 11/15/21)	51
Add'l Elder Commissioners from large congregations (over 500)	0
Average elder commissioners in attendance in 2021 (stated meetings)	39 (last year: 32)
<i>Total # of congregations (as of 11/15/21)</i>	<i>51</i>
<i>Average # of churches not represented by elder comm. in 2021</i>	<i>25 (last year: 37)</i>
<i>Average # of churches not represented by elder comm. or pastor</i>	<i>15 (last year: 22)</i>

Imbalance To Be Corrected in 2022:

**Invite** the following persons to serve as "additional elder commissioners" for calendar year 2022:

Presbytery Officers (3):

Tom Bailey (Spencer, Christ the King) — Treasurer  
Virginia Champlin (Geneva) — General Council Chair  
Jeff Richards (Elmira, North) — Presbytery Vice Moderator

CREs in current service to church or presbytery (11):

Priscilla Andrews (Rock Stream)  
Richard Evans (Burdett)  
Carleen Frost (Sodus, First)  
Don Peek (Pulteney, First)  
Connie Franks (Marion, United)  
Bob Sell (Horseheads, First)  
John Gingerich (Wolcott, First)  
James Mosher (Elmira, North)  
Susan Frost (Lodi)

Bessie Tyrrell (Atlanta)  
Paul Yoder (Horseheads, First)  
Committee/Council Leadership (4):  
Irene Fadden (Palmyra, Western) — Committee on Operations  
Beth Newell (Geneva) — Committee on Ministry  
Donna Colvin (Pulteney, First) — At-Large RE on Council  
Joanne Tunnison (Elmira, First) — Committee on Mission and Witness  
TOTAL INVITATIONS = 18

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

1. Information about the Annual Statistical Reports that congregations are required to file with the Office of the General Assembly of the PC(USA) will be sent via email to session clerks and moderators very soon.
2. The Rev. Dr. Wade Allen was installed as pastor at the United Church of Canandaigua on October 17, 2021.
3. Any persons interested in proposing overtures to the 225th General Assembly (scheduled for the Summer of 2022) will need to follow the following deadlines. Detailed information about how to propose an overture can be found at <https://oga.pcusa.org/section/ga/ga/> and <https://www.pcusa.org/resource/how-submit-overture/>.  
225th General Assembly Business Deadlines
  - December 20, 2021
    - Commissioners and Advisory Delegates final due date (Presbyteries are advised to submit names as early as possible)
  - February 18, 2022
    - Agency and Committee Reports
    - Overtures with Constitutional Implications
    - Overtures referred from the 224th assembly will be automatically referred as-is, unless a mid council notifies me of withdrawal or edited rationale by the 120-day deadline.
  - April 19, 2022
    - Overtures with financial implications
  - May 4, 2022
    - All other overtures
    - First concurrence
    - Comments
  - May 19, 2022
    - GANC Nominations Slate
4. The Presbytery of Geneva has a new Board of Pensions Church Consultant: the Rev. Luke Choi. You can reach him by phone (Mobile: 609-575-6321 and Office: 215-587-7463) and email ([LChoi@pensions.org](mailto:LChoi@pensions.org))
5. 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 [*free*] 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/>
6. Please take advantage of the (FREE) Synod of the Northeast Webinars:  
<https://www.synodne.org/webinars>