

**On Establishing a Task Force to Review the Affiliated Non-Profit Entities Related to
and the Properties Owned by the Presbytery of San Jose**

Proposal for Action by Coordinating Council

Proposed by: Neal D. Presa (Executive Presbyter) and Erica Rader (Stated Clerk)

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Action Requested

That the Coordinating Council establish a task force (hereafter referred to as "Task Force") to review the affiliated non-profit entities related to and the properties owned by the Presbytery of San Jose with the following Terms of Reference:

Purpose

2. The purpose of the review process is to provide an equitable evaluation of the ministry of the affiliated non-profit entities related to the Presbytery, and to assess the missional stewardship of the properties owned by the Presbytery. These entities include:
 - a) Urban Works of Santa Cruz (Sweaty Sheep)
 - b) Somos Watsonville Inc. (Somos Inglesia)
 - c) Watsonville Public House (Beer Church)
 - d) Immanuel House

The real properties include:

- h) 890 Meridian Ave, San Jose
- i) 11th Street, San Jose
- j) 112 E Beach Street, Watsonville
- k) Trafton Street, Watsonville* (*listed for sale*)
- l) Main Street, Watsonville
- m) Leslie Drive, Salinas (site of the land lease, income remit to St. Phillips)
- n) Poplar Ave, Santa Cruz aka the cottage (Assigned to Presbytery's use but titled in the name of the church)

Other property:

The "Salty Sheep" a catamaran owned jointly by Presbytery (purchased with funds designated for Sweaty Sheep) and Ryan Althaus. He uses it for the Sweaty Sheep sailing program.

The review will focus on the quality of the relationship of the affiliated non-profit entity's ministry with the mission of the Presbytery, the affiliated non-profit entity's collaborative efforts with other congregations, ministries, and partners of the Presbytery, and the quality of the affiliated non-profit entity's program based on the standards for review.

Mandate

The Task Force's role will be to examine the affiliated non-profit entity's relationship with the Presbytery, the affiliated non-profit entity's policies and practice, history of collaboration with other ministries and congregations of the Presbytery, its program effectiveness and future strategies. The Task Force will review relevant documents, publications of the affiliated non-profit entity to gain a better understanding of the entity. It will visit with the affiliated non-profit entity and talk personally with staff and the governing board and consult with relevant Presbytery committees and entities. The Task Force is to conduct its work within the context of the Presbytery's concern for the strong vital connections with and within the Presbytery and the whole church. The governing board of the affiliated non-profit entity is responsible for the internal management of the entity and its operational details. The Task Force's role is to strengthen the bonds of the affiliated non-profit entity to the Presbytery, the essential mission of the Gospel, and the basic accountability of the governing board and staff of the affiliated non-profit entity to the Presbytery. The Task Force should celebrate with the Presbytery the successful ministries of the affiliated non-profit entity it is reviewing. The Task Force will report to the Coordinating Council and make recommendations as appropriate.

On Affiliated Non-Profit Entities

With respect to the affiliated non-profit entities, the Task Force will view these ministries based on the following standards:

A. Church Relatedness

1. Each affiliated non-profit entity was created by and/or is in partnership with the Presbytery, and exists to serve and support the church's mission in a particular area. The affiliated non-profit entity is expected to have the expertise necessary to accomplish the work in its charter, and is also expected to exhibit a constant awareness of its service role in the witness of faith and in serving the common good.
2. The basic work, programs, and services of the affiliated non-profit entity demonstrates fidelity to the mission and accountability procedures set forth in its establishing deliverance, charter, or mandate from the Presbytery. The affiliated non-profit entity should exhibit leadership in guiding the church/community in its engagement with the work and resources in which the affiliated non-profit entity acts as the subject matter expert.

3. When appropriate, printed materials of the affiliated non-profit entity clearly identify the affiliated non-profit entity as a part of or is a partner with the Presbytery.
4. The affiliated non-profit entity includes in its administrative staff, officers, and in its governing board, persons who understand and respect the relationship with the Presbytery.

B. Policies and Program Effectiveness

1. The governing board is properly constituted, clearly identified, and fully conversant with: (a) the mission of the Presbytery, (b) the current overall condition of the affiliated non-profit entity, (c) its specific responsibilities as directors, (d) the legal relationship of the affiliated non-profit entity to the Presbytery, and (e) its relationship to its own staff.
2. The affiliated non-profit entity exhibits full compliance with all legal, fiduciary, financial/accounting, and, where applicable, safety requirements
3. An annual review of the financial affairs of the affiliated non-profit entity is conducted by qualified and independent parties. The governing board of the affiliated non-profit entity demonstrates due diligence in insuring that background checks and reference checks are conducted for all those who represent the affiliated non-profit entity.
4. The affiliated non-profit entity provides proof of insurance and diligently demonstrates adherence to lease terms in their tenancy of Presbytery-owned property, where applicable.
5. The affiliated non-profit entity has in place a strategic planning process and a process for measuring its delivery of services and of monitoring the effectiveness of those services with its constituencies.
6. The affiliated non-profit entity exhibits an effective strategy for producing high-quality communication with its constituencies.
7. The affiliated non-profit entity is currently structured to face effectively the challenges of the future and demonstrates appropriate attention to current and emerging technologies to enable it to fulfill its mission.

C. Collaboration

1. The affiliated non-profit entity has effective communication strategies and tools to connect to the wider community

2. The affiliated non-profit entity seeks ways to partner with the Presbytery and other congregations and ministries of the Presbytery
3. The affiliated non-profit entity regularly consults with the Presbytery in the formation of their respective article of incorporation, the establishment of and updating of by-laws, the selection/identification of board members, and giving due regard, particularly, to the connection of the governing board with the Presbytery, such as representation of members of the Presbytery on the governing board.

On Properties Owned by the Presbytery

With respect to properties owned by the Presbytery, the Task Force will inventory the valuation of those properties; the stewardship, maintenance and useful life of those properties; missional alignment of properties with the Presbytery; and recommendations for future use of those properties for short- and long- range planning.

Task Force Composition, Timeline, and Reporting

The Presbytery Moderator, in consultation with the Executive Presbyter and Stated Clerk, will appoint three teaching elders and three ruling elders, representing the broad diversity of the Presbytery. The six Task Force members will select from among themselves one teaching elder to serve as co-chair and one ruling elder to serve as co-chair. The Executive Presbyter and Stated Clerk will be the principal staff to resource the Task Force, and other Presbytery support staff may be co-opted for particular assignments within the expertise or purview of those staff. The Task Force will regularly report the progress of its work to the Coordinating Council, and will make recommendations to the Coordinating Council for action as the review of each affiliated non-profit entity or property is completed. The Task Force will serve through January 2027.