

**Presbytery of San Gabriel
Stated Clerk's Report for September 16, 2025**

CONSENT AGENDA

The Stated Clerk brings the Consent Agenda for vote (Items 1-6)

1. That enrollment of minister and elder commissioners be by enrollment list, excuses properly filed with the stated clerk be honored, and all honorably retired ministers and out of state ministers be excused unless enrolled as present.
2. That the minutes of the Stated Meeting of June 14, 2025, be approved.
3. That the proposed docket distributed in the packet be approved.
4. That all corresponding members voted upon and registered in writing with the stated clerk be seated.
5. To receive financial reports through June 30, 2025.
6. That Presbytery recognize that the action items approved at this meeting, taken together with all votes responding to requests by sub bodies of the Presbytery, as fulfilling the Presbytery's responsibility to review the work of the continuing committees, and special organizations, in accordance with the principles of Administrative Review of G-3.0108a of the Book of Order.

REPORT FOR THE RECORD

Communion was served at the June 14, 2025 Presbytery meeting, celebrated by TE Jihyun Oh and TE Deidra Goulding.

INFORMATION

1. 2025 Records Review Book Signing is scheduled for October at the Presbytery Center. All clerks are encouraged to attend. More information is to be followed by email.
2. The Synod Minutes Review happened on August 11, 2025. We had two minor errors from the 2024 minutes: no report of the election of corporate officers and no report of the presbytery's review of its committees. We had three exceptions including no financial review present in the 2024 minutes and no child/vulnerable protection policy or anti-racism policy.
3. The Synod of Southern California & Hawaii is hosting two Boundary Trainings on December 9, 2025 and December 11, 2025 from 9am – 3pm for TEs with a two-hour training on the same days for church employees. These training courses are FREE and IN-PERSON. Locations to be determined and will be shared soon along with the registration link. All TEs and church employees are highly encouraged to attend.
4. Attached as an addendum to this report is an explanation of how the new Book of Order amendments affect our Presbytery and our churches. Please review the addendum with your sessions as soon as possible.
5. A disciplinary complaint has been received regarding a Teaching Elder member of the Presbytery, and an Investigating Committee has been formed.
6. Following a disciplinary complaint and an investigation, the Rev. Gregory Parker has agreed to a negotiated settlement and an alternative form of resolution to the charges. The following charges have been approved by the Presbytery Permanent Judicial Commission:

The Presbyterian Church (U.S.A.) charges you, Rev. Gregory Parker, a teaching elder, with the following offenses defined in the Book of Order for charges #1 and #2 (D-7.0103):

In the month on or about August, 2022, you, Gregory Parker, did commit the offense of inappropriate interaction with a female minor (at the time of the incident) at the Rose Bowl Aquatic Center. There was unwanted physical contact by you to the female minor after a swim practice. This behavior was video recorded by the Rose Bowl Aquatic Center (RBAC) which resulted in a police report, an investigation and you ultimately being barred from the RBAC. In our interview with witnesses:

you gave a full, frontal hug that crossed the boundaries of an adult to a non-relative female minor the female minor indicated needing help to her coach that this behavior was unwanted witness indicated that technically you should not have been where minors were swimming at that time as you were not in official capacity

During your tenure as a teacher and swim coach at Maranatha High School (MHS), you did commit the offense of inappropriate interaction with a female minor (student) at a MHS swim race during the swim meet. There was unwanted physical contact by you to the female minor (student) after a race that included; caressing her back, being asked to stop and unwilling to do so for several seconds.

7. Presbytery Meeting Schedule for 2025:

Saturday, November 15 9 AM La Verne Heights, La Verne

8. Please submit your request to be excused to statedclerk@sangabpres.org in advance of the meeting.

4. Information for your reference:

2025 Presbytery Minimums

Full-Time Salary & Housing	\$67,795.00	(Half-time: \$34,897.50)
BOP: 43% of effective Salary	\$30,012.00	(Half-time: \$18,490)
Travel/Professional Expenses	\$3,310.00	(Half-time Associate: \$1,655)
Continuing Education Expenses	\$1,230.00	(Half-time Associate: \$ 615.00)
Paid Study Leave: 2 weeks		
Paid Vacation: 1 month (4 Sundays)		

5. Just a reminder – If you make a motion on the floor that changes the printed handouts substantially or is a new motion, please write out your motion and turn it in ahead of time to the stated clerk. It is always helpful to present action items in writing in advance.



Presbytery of San Gabriel

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Rev. Wendy S. Tajima, Executive Presbyter
Rev. Peter Tan-Gatue, Associate Executive Presbyter
Elder Carrie Kohler, Stated Clerk for Administration
Elder Steve Salyards, Stated Clerk for Judicial Process

Stated Clerk Report – Response to 2025 Book of Order Amendments

Friends, as you know, the 226th General Assembly (2024) proposed a series of amendments to the Book of Order. A majority of presbyteries approved these amendments by May 13, 2025, and they became effective July 4, 2025. I want to share with you what these changes mean for our presbytery, our committees, and our congregations.

1. Nondiscrimination & Ordination Exams (Amendments 24-A & 24-C)

- The nondiscrimination clause (F-1.0403) now explicitly includes *sexual orientation and gender identity*.
- For ordination and installation exams, candidates must now be examined on their understanding and commitment to principles of diversity, inclusion, and justice (Amendment 24-C), as well as the Historic Principles of Church Order (F-3.01).

Our presbytery action:

I encourage sessions to review their mission statements and congregational policies and reflect on this expanded language of inclusion. Sessions are reminded that it is their responsibility to examine candidates for elders and deacons, and to now include in their examinations the commitment to F-1.0403 and F-3.01.

2. New Worshiping Communities (24-B)

- Flexible polity provisions in G-1.0104 now allow new and nontraditional worshiping communities to affiliate with the PC(USA) with “minimal, flexible, and adaptable” governance.

Our presbytery action:

The Commission on Ministry will review how this amendment can streamline member inclusion, charters, leadership structures, and oversight for emerging ministries.

3. Temporary Pastoral Relationships (24-D & 24-E)

- Temporary pastoral contracts may now last up to 36 months, rather than being limited to one year at a time.

Our presbytery action:

Sessions seeking temporary pastoral leadership are advised of the extended terms available. Commission on Ministry may set a guideline for extended terms.

4. Dissolutions & Nondisclosure Agreements (24-G)

- The Book of Order now clarifies that nondisclosure agreements (NDAs) cannot be used in the dissolution of pastoral relationships.

Our presbytery action:

This has been common practice for our presbytery. Please reach out to COM with any questions.

5. Required Council Policies (24-H, G-3.0106)

- All councils must now adopt and implement policies regarding:
 - sexual misconduct and harassment
 - child and youth protection
 - vulnerable adult protection
 - antiracism

Our presbytery action:

The Commission on Ministry is currently preparing the Sexual Misconduct, Child and Youth Protection, and Vulnerable Adult protection policy for our Presbytery. Sessions are encouraged to use the Presbytery's policies as examples for individual church policies.

6. Overtures to the General Assembly (24-I)

- Presbyteries may now submit overtures directly to the General Assembly without requiring concurrence from another presbytery.

Our presbytery action:

Concurrences are still possible, but no longer required.

7. Representation at the General Assembly (24-J)

- The formula for calculating the number of commissioners each presbytery sends to General Assembly has been updated (G-3.0501).

Our presbytery action:

Our presbytery will continue to send one ruling elder commissioner and one teaching elder commissioner to General Assembly..

8. Judicial Procedures (24-K & 24-L)

- Allegations of an offense (D-7.0501): Clerks of session and stated clerks must now immediately report that *an offense has been alleged* (without naming individuals) and forward the matter to an investigating committee. Mandatory civil reporting remains required in cases involving minors or vulnerable adults.
- Administrative leave (D-7.0902b): Clarifies who has responsibility for a minister under leave, especially when multiple councils are involved.

Our presbytery action:

This is already the common practice for our Presbytery.

As you and your sessions review these updates, please be in touch with me for any questions, clarifications, or concerns.

Respectfully submitted,

Carrie Kohler

Stated Clerk for Administration

Presbytery of San Gabriel

MINUTES FOR THE PRESBYTERY OF SAN GABRIEL STATED PRESBYTERY MEETING

June 14, 2025

A meeting in-person at Praise Community Church

ASSEMBLE IN GOD'S NAME

The Presbytery of San Gabriel convened on Saturday, June 14, 2025 at 9:00 am, in-person at Praise Community Church, in Covina. A quorum was present as reflected in the roll. Moderator RE Helen Darsie called the meeting to order at 9:00 am. Ruling Elder Carrie Kohler was the Stated Clerk for the meeting.

ENGAGE IN GOD'S WORK

Call to Order

RE Helen Darsie opened the Presbytery Meeting. TE Peter Tan-Gatue, pastor of Praise Community church, welcomed the Presbytery members. Due to the cancellation of the February 2025 meeting, Peter passed the moderator stole to Helen at this meeting. Helen presented Peter with his moderator plague for his work in 2024. RE Helen Darsie installed TE Deidra Goulding as Vice-Moderator for 2025. Helen led the land acknowledgement responsive reading before opening in prayer.

REPORT OF THE STATED CLERK

RE Carrie Kohler reported. She welcomed the Presbyterian members and friends.

The Presbytery moved, seconded, and voted to receive the following information items from the Stated Clerk's report and to approve the following consent agenda (Items 1-7) by voice vote:

CONSENT AGENDA

The Stated Clerk brings the Consent Agenda for vote (Items 1-7)

1. That enrollment of minister and elder commissioners be by enrollment list, excuses properly filed with the stated clerk be honored, and all honorably retired ministers and out of state ministers be excused unless enrolled as present.
2. That the minutes of the Stated Meeting of April 8, 2025 be approved.
3. That the proposed docket distributed in the packet be approved.
4. That all corresponding members voted upon and registered in writing with the stated clerk be seated.
5. To receive the preliminary Statement of Activities financials for 2024 and Q1 2025.
6. To agree to the ratified amendments to the Book of Order presented at the 2024 General Assembly.
7. To receive report from the Executive Commission.

REPORT FOR THE RECORD

Communion was served in the April 8, 2025, Presbytery meeting, celebrated by TE Peter Tan-
Gatue and RE Helen Darsie.

INFORMATION

1. Presbytery Meeting Schedule for 2024:
Tuesday, September 16 7 PM Zoom
Saturday, November 15 9 AM LaVerne Heights
2. Please submit your request to be excused to statedclerk@sangabpres.org in advance of the meeting.
3. Information for your reference:
2025 Presbytery Minimums

Full-Time Salary & Housing	\$67,795.00	(Half-time: \$34,897.50)
BOP: 43% of effective Salary	\$30,012.00	(Half-time: \$18,490.00)
Travel/Professional Expenses	\$3,310.00	(Half-time Associate: \$1,655)
Continuing Education Expenses	\$1,230.00	(Half-time Associate: \$ 615.00)
Paid Study Leave: 2 weeks		
Paid Vacation: 1 month (4 Sundays)		
4. Just a reminder – If you make a motion on the floor that changes the printed handouts substantially or is a new motion, please write out your motion and turn it in ahead of time to the stated clerk. It is always helpful to presence action items in writing in advance.

Justice, Peacemaking, and Mission

RE Patrick Perry reported for the Committee. The JPM Committee continues its work and advocacy in several areas: immigration, creation care, and housing. In addition, JPM has been tasked with coordinating the Presbytery's efforts to provide assistance to those who have been affected by the recent Eaton fire.

Patrick presented the meeting's offering, which will go to Pomona Valley Pride. TE Vikki Randall presented on Pomona's work.

Patrick concluded the JPM report.

La Casa Administrative Commission

TE N'Yisrela reported for the La Casa Administrative Commission. N'Yisrela presented on the history of La Casa. The AC recommends their resolution:

That the Presbytery transfer, free of charge and without consideration, solely and exclusively to the Gabrieleno/Tongva Tribal Council, a California non-profit corporation (the "Tribal Council"), the leaders of the San Gabriel Band of Mission Indians, that certain real property legally described in Exhibit A attached hereto (the "Property").

With no second needed as the motion came from an Administrative Commission, the Presbytery moved and voted to approve the resolution proposed by the La Casa de San Gabriel Administrative Commission.

N'Yisrela concluded the AC report.

Commission on Ministry

TE Sophia Eurich Rascoe reported for the Commission. Sophia introduces Rev. Katherine Lee Baker, a pastor from the Reformed Church in America. Rev. Baker has been called by Westminster Presbyterian Church as Pastor through the Formula of Agreement. Rev. Baker read her statement of faith and was asked

questions by members of the Presbytery. TE Duane Bidwell escorted Katherine out during the Presbytery's vote on her call.

The motion is to approve the call of Westminster Presbyterian Church to Rev. Katherine Lee Baker as Pastor, effective July 1, 2025, and receive her as a minister member of the Presbytery of San Gabriel through the during of her call, according to the Formula of Agreement with the Reformed Church in America with these terms of call:

Cash Salary \$40,000
Housing Allowance \$60,000 Temp Housing/Manse valuation
Board of Pensions \$46,600 Congregational Pastors Package with family
Study Leave \$1,230
Professional Exps \$3,310
Four weeks paid vacation including four Sundays
Two weeks paid study leave with rollover up to three years
Personal Time Off and up to 12 weeks family leave in accordance with Employee Handbook, Presbytery policy, State of California, as negotiated
Moving expenses (one cross-country move and one local move) up to \$31,000.

With no second needed as the motion came from the Commission on Ministry, the Presbytery moved and voted to approve the call of Westminster Presbyterian Church and receive Rev. Katherine Lee Baker through the Formula of Agreement.

Sophia introduced TE Stuart Gordon, transferring from the Presbytery of Middle Tennessee. Rev Gordon has been called by San Marino Community Church as Associate Pastor of Adult Spiritual Formation, and was voted on by the congregation last Sunday. Rev. Gordon read his statement of faith and was asked questions by members of the Presbytery. TE Duane Bidwell escorted Stuart out during the Presbytery's vote on his call.

The motion is to approve the call of San Marino Community Church to Rev. Dr. Stuart Gordon as Associate Pastor of Adult Spiritual Formation, effective July 1, 2025, with the following terms of call, and receive him as a minister member of San Gabriel Presbytery upon transfer from Middle Tennessee with these terms of call:

Cash Salary and Housing \$83,000
Deferred Compensation \$6,000
"Domingo Manse" value \$26,700 30% eff. salary; inc. water, lawn care, trash
Board of Pensions \$49,170 Congregational Pastors Package with family
Study Leave \$1,230
Professional Expenses \$3,370
20 days paid vacation including four Sundays
20 days paid study leave
Paid time off for sick leave, jury duty, bereavement, etc. in accordance with SMCC Employee Handbook and meeting or exceeding Presbytery policy
Paid sabbatical of six weeks in seventh year of service
Moving expenses up to \$25,000.

With no second needed as the motion came from the Commission on Ministry, the Presbytery moved and voted to approve the call of Westminster Presbyterian Church and receive Rev. Dr.

Stuart Gordon as a minister member of San Gabriel Presbytery.

Sophia presented the recommendation by COM that the Presbytery approve the call of Claremont Presbyterian Church to Rev. Dr. Duane Bidwell as Interim Pastor. Duane spoke briefly about his calling to walk with Claremont through their discernment.

The motion is to approve the call of Claremont Presbyterian Church to Rev. Dr. Duane Bidwell as Interim Pastor, for a term of one year, effective June 1, 2025 with these terms of call:

Salary and Housing	\$87,800
Medical Insurance and dental	\$25,611 Covered California: Kaiser Gold 80 HMO with vision
Board of Pensions	\$8,780 Covenant Package, 10% of Total Effective Salary
SECA offset	\$3,656.72 (7.65% of salary, excluding housing)
Study Leave	\$1,230
Professional Expenses	\$3,310
Four weeks paid vacation including four Sundays	
Two weeks paid study leave	
Twelve days paid personal time off, including sick leave as required by law.	

With no second needed as the motion came from the Commission on Ministry, the Presbytery moved and voted to approve the call of Claremont Presbyterian Church to Rev. Dr. Duane Bidwell as Interim Pastor.

Sophia presented the Commission's final recommendation for the Presbytery to establish an administrative commission with original jurisdiction for Iglesia de la Comunidad. Membership will include TE Amy Mendez with more members to be approved in the future by the Presbytery or the Presbytery Executive Commission. The administrative commission will have the authority of the Session, with the goal of stabilizing the congregation and work with ruling elders to seek new pastoral leadership and a new chapter of ministry for the congregation.

The motion is to establish an administrative commission with original jurisdiction for Iglesia de la Comunidad.

With no second needed as the motion came from the Commission on Ministry, the Presbytery moved and voted to establish an administrative commission with original jurisdiction for Iglesia de la Comunidad.

Sophia prayed for Katherine, Stuart, and Duane and concluded her report.

Village Administrative Commission

TE Wendy Tajima introduced Anna Puentes, Village AC member, who share the history of Village Presbyterian Church. The AC moved their recommendation for Village and its assets.

The motion is that the Presbytery dissolve the Village Presbyterian Church congregation, receive all assets of Village Presbyterian Church, including real estate property and financial assets, and that the Presbytery employ Anna Puentes and Steve Grieve to manage the Village property and

represent the Presbytery with the users of the facility.

With no second needed as the motion came from an Administrative Commission, the Presbytery moved and voted to dissolve the Village Presbyterian Church congregation, receive all assets of Village Presbyterian Church, and employ Anna Puentes and Steve Grieves to manage the Village property and represent the Presbytery with the users of the facilities.

TE Wendy Tajima prayed for Village Presbyterian Church and its dispersing congregation.

Sophia concluded the COM report.

At the invitation of Moderator Helen Darsie, Vice-Moderator Deidra Goulding assumed the role of moderator.

Personnel Committee

TE Ann Oglesby-Edwards presented the Personnel report. The Executive Commission has approved three job descriptions including a job description for a new Executive Presbyter upon TE Wendy Tajima's retirement. The Executive Commission also approved the Executive Presbyter Nominating Committee which includes RE Pat Martinez-Miller, moderator; CRE Bong Bringas, RE Carl von Bibra, TE Amy Mendez, and TE Harlan Redmond. The other two job descriptions are for a Lead Chaplain for Retired Presbyterian Church Workers and a Chaplain for Retired Presbyterian Church Workers at Westminster Gardens. Job Descriptions attached.

Ann concluded her report.

Education, Equipping, and Empowerment

RE Deborah Owens presented the EEE report. Deborah shared that four students from San Gabriel Presbytery will be attending the annual national Triennium event. Deborah also shared about SummerFest, the reimagined offering that took the place this year for WinterFest which was cancelled due to the Eaton Fires. Stated Clerk and Executive Director of the Interim Unified Agency, Presbyterian Church (USA), Rev. Jihyun Oh is onsite to present a plenary as part of the SummerFest events.

Deborah concluded her report.

Worship

Rev. Katherine Lee Baker led the Presbytery in a call to worship, Rev. Dr. Duane Bidwell led a prayer, Rev. Dr. Stuart Gordon led a responsive scripture reading. Rev. Wendy Tajima led a responsive reading of A Creed for Immigrants.

Rev. Jihyun Oh and Rev. Deidra Goulding led communion.

RE Helen Darsie offered a blessing for the youth attending Triennium.

The Presbytery's offering was received for the Pomona Valley Pride Center.

Adjournment and Benediction

Meeting was adjourned at 10:50am by Vice-Moderator TE Deidra Goulding with a prayer of blessing for the meeting and benediction.

Respectfully Submitted,

Carrie Kohler, Stated Clerk for Administration

Presbytery of San Gabriel
Executive Commission Report to the Presbytery
June 14, 2025

The San Gabriel Presbytery Executive Commission (PEC) met on Zoom on Tuesday, May 13, 2025, with a quorum present, and makes the following report to the Presbytery.

FOR INFORMATION

1. Preliminary financials for year-end 2024 and 1st Quarter 2025 were reviewed and will be included in the Presbytery packet. See attached.
2. The Commission approved the distribution of Eaton Fire Relief Funds that have been given to the Presbytery, as recommended by the Justice Peacemaking and Mission Committee. A total of \$58,678.72 in grants and private donations was received, of which \$30,000 was received from PDA for restricted purposes:
 - \$15,000 in two emergency grants, distributed to impacted churches according to need
 - \$5,000 congregational support grant to First Presbyterian Church, Altadena
 - \$5,000 congregational support grant to Westminster Presbyterian Church
 - \$5,000 resiliency grants for impacted Presbytery leaders.

The remaining \$28,678.72 was approved for allocation as follows:

- \$7,500 to Door of Hope to provide short term rental assistance for low-income families displaced by the Eaton Fire as part of a \$150,000 matching grant
 - \$10,000 to the National Day Laborer Organizing Network (NDLON) to purchase personal protection equipment for “second responders” assisting with remediation and cleanup efforts of fire damaged properties
 - \$7,000 for grocery gift cards to low-income immigrant families staying at the Figueroa Apartments, approximately 40 families staying in a fire-damaged building because they have nowhere else to live and have lost work
 - The balance, approximately \$4,178.72, was set aside for future allocation.
3. On behalf of the Presbytery, the Commission elected TE Deidra Goulding as Vice Moderator of the Presbytery, to be installed at the June Presbytery meeting.
 4. On behalf of the Presbytery, the Commission approved new job descriptions for two Chaplains for Retired Presbyterian Church Workers and for the next Executive Presbyter.
 5. The Commission affirmed the members of the Presbytery Engagement Team to work with First Presbyterian Church, Pomona: RE Sam Bang, RE Jen Smith, TE Sophia Eurich-Rascoe, and TE Thomas Rennard.
 6. The Commission approved the plan to move Winter Fest to Summer Fest, June 12-14, with Jihyun Oh coming to speak on June 14. The Day of Service will follow lunch.

**Presbytery of San Gabriel
Position Description
Chaplain for Retired Presbyterian Church Workers
Westminster Gardens**

Purpose: To provide pastoral services for retired PC(USA) missionaries, pastors, church workers, and their spouses living at the Westminster Gardens retirement community.

Responsibilities:

Westminster Gardens is now a multifaith community independent of the Presbyterian Church (USA), yet there are retired church workers who still live there and the Presbytery, with the support of the House of Rest, seeks to provide limited chaplain services to support them. The Westminster Gardens chaplain will be visibly present on campus in Duarte to lead a Bible study, and be available for any needs that may arise from the Presbyterian residents. While the Bible study is designed for the Presbyterian residents, all are welcome, as they are welcome to the Sunday vesper services. This is consistent with the Presbyterian tradition of openness and mutual respect with people of different traditions in the Christian church, and people of other faiths.

Westminster Gardens Chaplain (stipend, on average 20 hours/month)

1. Lead a weekly Bible study on campus for residents.
2. Preach once a month geared to the Sunday vespers service, held weekly at 4 pm.
3. Provide pastoral visitation and consultation for retired Presbyterian church workers and their families living at Westminster Gardens as requested or needed.
4. Assist retirees, families, and other helping professionals with family, end-of-life, benefits, and other critical high-stress concerns as requested.
5. Partner with Westminster Gardens staff, Presbytery staff, and the Board of Pensions to ensure information is shared in order to provide coordinated support to retirees.

Qualifications:

- PC(USA) Teaching Elder or experienced chaplain
- Experience in compassionate ministry with older adults and their families
- Appreciation for the evolution of vocation as people transition into retirement
- Ability to work with pastors from different cultures
- Experience in coordinating efforts with volunteer leaders and multiple constituent groups (Westminster Gardens staff, Presbytery, House of Rest, Board of Pensions)
- High level of initiative and accountability.

Accountability: The Chaplaincy for Retired Presbyterian Church Workers reports directly to the Lead Chaplain, in cooperation with the PALs (Present, Attending, Listening neighbors) of Westminster Gardens and the San Gabriel Presbytery Commission on Ministry.

Compensation (annualized)

Stipend	\$12,000
Professional expenses and study leave	300
Program Expenses	<u>500</u>
Estimated total	\$12,800

Presbytery of San Gabriel
Position Description
Lead Chaplain for Retired Presbyterian Church Workers

Purpose: To provide pastoral services for retired PC(USA) missionaries, pastors, church workers, and their spouses living in the bounds of San Gabriel Presbytery.

Responsibilities:

San Gabriel Presbytery, with the support of the House of Rest, seeks to provide support for retired PC(USA) church workers, especially acting in a pastoral capacity for the residents of Monte Vista Grove Homes (MVGH). The Chaplain will be the lead for the Presbytery-wide chaplaincy program, coordinating with the MVGH Residents Executive Council and staff, Westminster Gardens Chaplain and Presbytery staff to develop a ministry of presence, support, spiritual care, and advocacy for retirees as they face their changing needs in their senior years. As with the pastor of a congregation, the Chaplain is not expected to directly provide all services, but to work with volunteers and colleagues at MVGH and in the community to form a network of ministries.

Anticipated Duties (full-time exempt):

1. Attend monthly meetings of the MVGH Residents Executive Council to stay coordinated with MVGH programs, communications, and responses to the needs of the residents.
2. Work with MVGH Chaplaincy Committee and others to coordinate and support a care network of MVGH residents who volunteer their own pastoral gifts to fellow residents.
3. With resident volunteers and community pastors, provide pastoral visitation for retired Presbyterian church workers and their families living in all levels of care at MVGH, as requested or needed.
4. Assist retirees, families, and other helping professionals with family, end-of-life, benefits, and other critical high-stress concerns as requested or needed
5. Partner with MVGH staff, Presbytery staff, community colleagues, and the Board of Pensions to provide information and coordinated support to retirees with their various needs.
6. Preach up to once a month for the weekly MVGH vespers service, held Sundays at 4 pm, and provide support to the planning group as needed.
7. Coordinate Bible studies and prayer and support groups, working with residents and professionals as needed.
8. Develop relationships with MVGH residents through a welcome to all new residents, development of a recordkeeping system for direct contacts, participation in social activities, and support of retirees and families in crisis and in memorial services.
9. Offer an unobtrusive way to connect with retirees living in the community, so they know who to contact if needed.
10. Act as overall chaplaincy program coordinator with the Westminster Gardens Chaplain, leadership groups working with retirees, House of Rest, and Presbytery staff. Available for feedback and evaluation of the chaplaincy program from all constituents, with annual reports to the House of Rest including accomplishments, needed changes, and future plans.

Qualifications:

- PC(USA) Teaching Elder
- Experience in compassionate ministry with older adults and their families
- Appreciation for the evolution of vocation as people transition into retirement
- Ability to work with pastors and families from different cultures
- Experience in coordinating efforts with volunteer leaders and multiple constituent groups

- High level of initiative and accountability
- High preference for training and experience in marriage and family counseling, spiritual direction, CPE, and/or social work.

Accountability: The Lead Chaplain for Retired Presbyterian Church Workers reports directly to the Executive Presbyter, in cooperation with the Residents Executive Council and Chaplaincy Committee of MVGH, the House of Rest, and the San Gabriel Presbytery Commission on Ministry.

Compensation (annualized)

Salary and Housing	\$80,000	
Program Expenses	5,000	
Professional and continuing education expenses	1,500	
Benefits equivalent to BoP Pastor's Package for family	<u>36,000</u>	(estimated)
Estimated total	\$122,500	

Four weeks/one month paid vacation
 Two weeks paid study leave
 Twelve days personal time off, including days for sick leave as required by law
 Sabbatical and family leave as outlined in Presbytery policy.

Presbyterian Church (U.S.A.). San Gabriel Presbytery
Position Description
Executive Presbyter
5/13/2025

Purpose: To further the mission of Jesus Christ through the Presbytery of San Gabriel by supporting local congregations and teaching elders and, with Presbytery leadership, leading the Presbytery in mission and ministry.

Responsibilities:

1. Partner with the leadership of the Presbytery in visioning the mission for the PC(USA) in the bounds of the San Gabriel Presbytery, and in articulating, resourcing, communicating, and implementing strategies for mission that support this vision.
2. Support the ministries of the congregations and worshiping communities of the Presbytery with care and nurture, aid in strategic decision-making and management, help in securing needed pastoral leadership, facilitation of partnerships and networks that strengthen their mission, observance of milestones, and help in interpreting the mission of the larger church.
3. Provide care and nurture of teaching elder members of the Presbytery and key church leaders. Further, identify and help to develop potential and current Presbytery leaders that reflect the broad ethnic, language, theological, and LGBTQ diversity of the Presbytery. Ensure that they are trained and empowered to fulfill effectively their leadership roles in the Presbytery.
4. Serve as the head of Presbytery staff, ensure sound financial management, and support the development of Presbytery policies and procedures, with the goal of ensuring resources are aligned with the mission of the Presbytery. Provide transformational and sensitive leadership to make changes as necessary.
5. Serve as staff resource to the Presbytery Executive Commission, the Commissions on Ministry and Preparation for Ministry, and the Administration and Finance, Representation and Nominations, and Personnel Committees, and ensure appropriate staffing for other committees and task forces as required.
6. Work with the respective Presbytery commissions and committees to develop skills needed to support and guide the mission of the Presbytery, such as church planting and transformation, conflict management and congregational dismissals, preparation for ministry and nurture of teaching elders new to the Presbytery, outplacement of teaching elders, response to allegations of sexual misconduct, and other special needs of the Presbytery.
7. Promote communication and understanding throughout the diverse members of the Presbytery, between Presbytery members and other levels of the church, and between Presbytery and the community it serves, including ecumenical/interfaith relations, seminaries and retirement communities, and the press as necessary.
8. Nurture an environment of faithful service and hope, mutual respect and support, accountability, and informed leadership in Presbytery-related meetings and among Presbytery leaders and staff.
9. Actively engage the Synod of Southern California and Hawaii and its presbyteries in conversation about the future of the PC(USA) in Southern California.
10. Support the Presbytery in anticipating, engaging, and responding to emerging ministries, technologies, and needs in San Gabriel Valley and among Presbytery member congregations, including nurturing and assessing new worshiping communities, learning and taking advantage of new technologies, and caring for congregations in transition.
11. Help educate and encourage the Presbytery to be aware of and faithfully responsive to justice issues in the sphere of concern and influence of the Presbytery.

12. Oversee staff and/or committees and commissions to seek any additional external funding sources required to support ministries of the Presbytery, including but not limited to: grants from Presbyterian Disaster Assistance (immigrant accompaniment), House of Rest (chaplains for retired church workers), San Marino Community Church (LA General Medical Center chaplain), and the Synod of Southern California and Hawaii (various).

Qualifications:

- PC(USA) Teaching Elder or Ruling Elder
- Experience in Presbyterian council leadership at all levels
- Demonstrated ability to work with pastors and churches from different cultures
- Experience in administrative church leadership, including conflict management, financial and property management, staff and volunteer coordination
- High level of initiative and accountability.

Accountability: The Executive Presbyter is responsible to the Presbytery through its Executive Commission in coordination with the Personnel Committee, and acts as a colleague with leaders at the Synod and national levels of the Church. The Executive Presbyter will be expected to be a member of San Gabriel Presbytery.

Compensation (annualized)

Salary and housing	\$115,000
Requisite Board of Pension dues ` to provide medical and pension for EP and family	50,000 (est.)
Professional expenses	5,000
Continuing Education expenses	<u>2,600</u>
Estimated total	\$172,600

Four weeks/one month paid vacation

Two weeks paid study leave

Twelve days personal time off, including days for sick leave as required by law
Sabbatical and family leave as outlined in Presbytery policy.

Meeting Attendance June 14, 2025

Altadena, First (3)

TE Vikki Randall
RE Virginia Gin
RE Sam Gin
Veronica Ota
Absent: 1

Arcadia, Capstone (3)

TE Bob Huang
RE Tony Wang
RE Ruby Hu
RE Dong Zongliang
Absent: 0

Arcadia Community (3)

TE John Scholte
Absent: 3

Arcadia, Village (3)

RE Anna Fuentes
RE Kathie Barrows
Absent: 1

Azusa, FCUPC (3)

CRE Tracey Shenell
RE Arlene Farol Saria
RE Arni Divina Garcia
RE Gabbi Lizares
Absent: 0

Claremont, Claremont (3)

TE Duane Bidwell
RE Tracy Doebler
RE Lynn Miller
RE Teddie Warner
Absent: 1

Claremont, Emmanuel (3)

CRE Jorge Gomez
Absent: 3

Covina, Faith Grace (3)

Absent: 3

Covina, GKI-LA (3) Absent: 3

Covina, Praise (3)

TE Peter Tan-Gatue
RE Betsy Muenyong
Absent: 2

Diamond Bar, Northminster (3)

RE Yvonne Harmon
Absent: 2

El Monte, Community (3)

RE Stephene Moseley
RE Gloria Hofrah
Absent: 1

El Monte, Divine Light (3)

Absent: 3

Hacienda Heights, SOTV (3)

TE Deidra Goulding
RE Sue Li
RE Janice Takeda
RE Angelica Michail
Absent: 0

La Puente, Puente de Esperanza (3)

TE Margarita Reyes
RE Caroly Pecho
Absent: 2

La Verne, LVHPC (3)

RE Mona Recalde
Absent: 2

Los Angeles, IDLC (3)

Absent: 3

Los Angeles, Occidental (3) Absent: 3

Monterey Park, Taiwanese (3)

Absent: 3

Pasadena, First Taiwanese (3)

Absent: 3

Pasadena, Knox (3)

TE Matthew Colwell
Absent: 3

Pasadena, New Hope (3)

Absent: 3

Pasadena Presbyterian (5)

TE Lisa Hansen
RE Areta Crowell
Absent: 4

Pasadena, Trinity (3)

Absent: 3

Pasadena, Westminster (3)

TE Katherine Lee Baker
TE Tom Eggebeen
RE Deborah Owens
RE Helen Darsie
Absent: 1

Pomona, First (3)

Absent: 3

Rowland Heights, KGSPC (3) Absent: 3

San Marino, SMCC (7)

TE Stuart Gordon
RE Randy Steward
RE Harold Ray
Absent: 6

South Pasadena, Calvary (3)

RE Patricia Martinez Miller
Absent: 2

Temple City, Grace (3)

RE Annie Lim
Absent: 2

Temple City, Live Oak (3)

CRE Andrew Ritiau
RE Shawa Banks
Absent: 2

Temple City, MEC (3)

Absent: 3

Whittier, Arabic Evangelical (3)

Absent: 3

Claremont, GBIP-USA

Eagle Rock, Interwoven

West Covina, Community Fellowship

TE Amy Mendez

Members At-Large

TE N'Yisrela Watts-Afriyie
TE Tom Rennard, PJC
RE Melinda Forbes

Corresponding Members

TE Jihyun Oh
Charity Ngaruiya, LA General

Meeting Attendance June 14, 2025

Visitors

James Holloway
Joshua Dong

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TE Ann Mills
TE Sophia Eurich-Rascoe
TE Ann Oglesby-Edwards
TE Dean Thompson

Presbytery Staff

TE Wendy Tajima
RE Carrie Kohler
Wendy Gist
RE Steve Salyards

PEC Elders

RE Patrick Perry, JPM

Ruling Elder Commissioners:	3
Commissioned Ruling Elders:	
Teaching Elder Members:	20
Voting Commissioners:	56
Corr. Members and Visitors:	4
Total in Attendance:	60