

CONSENT AGENDA

Presbytery of Cayuga- Syracuse Stated Meeting - November 2, 2019

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ITEMS REQUIRING PRESBYTERY ACTION:

1. **Approve** the minutes of the August 13, 2019 Stated Meeting held at Faith United Church of Oswego (See separate document.)
2. **Approve** the minutes of the October 5, 2019 Special Meeting of Presbytery held at First Presbyterian Church of Cazenovia. (See separate document.)
3. **Approve a recommendation** from the Stated Clerks that, according to the *Book of Order G-2.0404*, Presbytery grant the First Presbyterian Church of Baldwinsville a one-year waiver of the term limitations of members serving on their board of deacons. On October 17, 2019 the Presbytery received a written request from the session of First Presbyterian Church of Baldwinsville via email from ruling elder Victor Jenkins to the Associate Stated Clerk that the church be granted a one-year waiver of the term limits stipulated in *Book of Order G-2.0404* that states "a ruling elder or deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year." The church currently has seven members on their board of deacons who have served six consecutive years. The church requests this waiver so that one or more of these seven members may be elected to serve an additional one, two or three years as the church proceeds to even out membership on the board of deacons among its three classes. *Book of Order G-2.0404* states that "The presbytery, may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms." The COM work group liaison supports this request by the Baldwinsville church session.

ACTION TAKEN BY COM WORK GROUP ON BEHALF OF PRESBYTERY: Rev's Lorrie Day Anson and Lorrie Cooney, co-chairs:

1. **Approved**, pending an affirmative congregational vote on October 20, 2019, the call of First Presbyterian Church of Baldwinsville, NY to the Rev. Jeanine Haven to serve as their full-time pastor beginning October 21, 2019, and **approved** enrolling her as a member of the Presbytery of Cayuga-Syracuse on October 21, 2019 pending her transfer from the Presbytery of Genesee Valley. The congregational vote was affirmative, and the terms of call are as follows:

Cash Salary:	\$ 38,877.00
Housing allowance:	<u>\$ 12,000.00</u>
Effective Salary:	\$ 50,877.00
Board of Pensions:	\$ 18,824.49
Social Security offset:	\$ 2,000.00
Continuing Education:	\$ 1,000.00
Travel at \$.58/mile	
Moving Expenses, up to:	\$ 2,000.00
Four weeks paid vacation annually	
Two weeks paid continuing education leave annually (cumulative up to six weeks)	
2. **Approved** a one-year Transitional Pastor contract between the session of Pebble Hill Presbyterian Church, DeWitt, NY and the Rev. Elizabeth Lyman for service beginning October 1, 2019. Terms of call are as follows:

Cash Salary	\$ 50,000.00
Housing (Manse Value)	\$ 16,500.00
Housing Allowance**	\$ 5,000.00
Minister Medical Insurance	\$ 18,325.00
Death and Disability	\$ 733.00
Pension Plan	\$ 8,063.00

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Dental Insurance	\$ 450.00
Social Security Offset	\$ 5,607.45
Minister Study Leave/Books	\$ 1,200.00
Deferred Compensation (403b)	Pastor Contribution
Effective Salary:	\$ 73,300.00
Minister Medical Allowance	\$ 1,800.00
Minister Travel/Sustainment	\$ 875.00
Continuing Education Leave	Two Weeks
Vacation Leave	Four Weeks
Sick Leave	Six Days
Vacation, Sick and Continuing Education leave can be carried over for one year but are not reimbursable.	

**Internet and Manse Utilities are provided.

3. **Approved** (October 8, 2019) a one-year contract between the session of First Presbyterian Church, Auburn, NY and the Reverends James and Banu Moore for service as Stated Supply Pastors beginning August 1, 2019. This is a 2/3-time position of 23 hours per week shared by a clergy couple. The contract was approved at the stated meeting of the session on June 22, 2019. The pastors will:

- Preach and lead the worship life of the church
- Guide, nurture, and help with a vibrant faith life that draws strength from Jesus Christ and moves forward as being joyful disciples
- Continue to provide consulting for the session and the Presbyterian Event and Retreat Center
- With the session, continue to attend to various transitional tasks emerging through new ministries
- Do pastoral calling on sick, shut-ins, and prospective members
- Officiate at baptisms, weddings and funerals as requested
- Plan and moderate session and congregational meetings
- Work with boards and committees to assist them in carrying out their assigned tasks
- Train newly elected officers
- Perform other administrative duties as requested by the session

Terms of the agreement are as follows:

Salary	\$34,172
Housing – Manse provided	\$ 9,558
Medical Plan Coverage	NY State Health
Retirement Offset	\$ 5,000
Professional reimbursable	\$ 350
Travel at IRS rate	\$ 1,500
Continuing Ed reimbursement	\$ 900
Paid vacation of six weeks	
Paid continuing education leave of three weeks	
(Two weeks of vacation and one week continuing education from 2018-2019)	

4. **Approved** the Ministry Information Form for Collamer United Church.
5. **Approved** the Ministry Information Form for United Ministry of Aurora.

Items for Information from the COM Work Group:

1. The Rev. Anne Marie Meyerhoffer will conclude her service as interim pastor for the First Presbyterian Church of Marcellus effective November 15, 2019.
2. During the work group's meeting on October 8, the Rev. Steve Plank gave an informative talk on "Seeing Ministry in a Different Context."

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REPORT FROM THE TREASURER: Elder Gordie Howard

The following financial reports are attached for review and will be filed for audit:

1. Per Capita Report, August 2019
2. Presbytery 2019 Budget, August 31, 2019
3. Statement of Financial Position by Fund, August 31, 2019

The 2018 Financial Statements were reviewed and found satisfactory by Kim C. Cook, CPA who states “Based on my review, I am not aware of any material modifications that should be made to the accompanying [2018] financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.” The report is dated August 29, 2019 and was distributed with the docket mailing as a separate document.

The Treasurer projects diminishing unrestricted funds available for the Resource Presbyterian position over the next five years based on assumptions that expenditures remain the same and that 5% of the endowment is used each year to help balance the budget. These projections are preliminary and the Finance and Property work group will provide periodic updates to the Leadership Team and Presbytery as we move forward.

LEADERSHIP TEAM REPORT: elder Lynn Jacques, Chair

Since the last Presbytery meeting the Leadership Team met two times at the Synod of the Northeast, 5811 Heritage Landing Drive, East Syracuse, New York. The roll for these meetings is as follows:

August 26, 2019: **Present:** Elder Lynn Jacques (Chair), Elder Linda Van Buskirk (Vice-Chair), the Rev. Diane Monger, Elder Karen Fay, Elder Mark Kasdorf, Elder Jackie Murphy, Elder Neil Rotach, Elder Susan S. Smith, the Rev. Patrick Heery. **Excused:** the Rev. James Moore, the Rev. Stephanie Weaver, Elder Bob Davenport. **Absent:** Elder Craig Williams. **Ex-officio present:** the Rev. Dr. Tom Oak (Moderator), the Rev. Monica Styron (Vice-Moderator, via phone), the Rev. Karen Chamis (Resource Presbyterian), Elder Linda Russell (Associate Stated Clerk, via phone), Elder Gordie Howard (Treasurer, via phone)

September 23, 2019: **Present:** Elder Lynn Jacques (Chair), Elder Linda Van Buskirk (Vice-Chair), Elder Bob Davenport, Elder Karen Kay, Elder Mark Kasdorf, Elder Jackie Murphy, the Rev. Patrick Heery, Elder Neil Rotach, Elder Susan S. Smith, the Rev. Stephanie Weaver. **Excused:** the Rev. Diane Monger, the Rev. James Moore. **Absent:** Elder Craig Williams. **Ex-officio present:** the Rev. Monica Styron (Vice-Moderator, via phone), the Rev. Ben Fitzgerald-Fye (Stated Clerk), Elder Linda Russell (Associate Stated Clerk), the Rev. Karen Chamis (Resource Presbyterian), Elder Gordie Howard (Treasurer, via phone). **Ex-officio excused:** the Rev. Tom Oak (Moderator).

Actions Taken by The Leadership Team on Behalf of Presbytery:

1. **Approved** the motion to move expenses associated with interviewing the Rev. Karen Chamis for the position of Resource Presbyterian from the budget line “presbytery leader travel expenses” as indicated in the minutes of the April 25, 2019 Leadership Team meeting to the budget line “Committees of Presbytery: Search” (account #505300) in order to allow entries to be properly reflected during an audit/review.
2. **Approved** the recommendation of the chair that the cost of the reception (\$400) and the cost of the organist (\$250) for the installation service of the Rev. Karen Chamis as Resource Presbyterian on

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October 5, 2019 at First Presbyterian Church in Cazenovia be charged to "Committees of Presbytery: Search" (account #505300).

3. **Approved** the motion that up to \$1500 be allocated to cover participation and travel expenses for the Rev. Tom Oak to attend the Moderators Conference in Louisville, November 21-23, 2019, and that the expenses be charged to the Leadership Development budget line.
4. **Approved** the motion that per capita status shall not be a factor in awarding Benevolent Care grants.
5. **Approved a Sexual Harassment Policy** for the Presbytery as submitted by Resource Presbyter, Rev. Karen Chamis. [It is to be noted that Karen Chamis was the only employee of record at this time and that she completed the sexual harassment prevention training prior to the September 23rd meeting of the Leadership Team and thereby Presbytery complied with the NYS deadline of October 9, 2019.]
6. **Approved** the request of the Resource Presbyter to establish a Dropbox business account for the purpose of storing and sharing files with varying levels of access for members of the Leadership Team and other groups and constituencies in Presbytery.
7. **Approved** a motion that the Care Fund be maintained, and that the COM work group be tasked with the responsibility for administering and growing this fund. [According to a document dated 5-2-10, "the purpose is to care for clergy, Christian educators, seminary students, Presbytery staff and their dependents when facing financial crises by providing a loan. The money shall be provided from the Endowment Fund income as determined by the Trustees, special offerings designated by clergy/churches, and individual contributions...." The Care Fund currently has a balance of \$1,337.]
8. **Approved** the recommendation of the Finance and Property work group to include a \$300 budget line for miscellaneous resources in the 2020 budget.
9. **Approved** the recommendation of the Human Resources work group that the positions of Stated Clerk and Associate Stated Clerk be established as employees of Presbytery and not be classified as independent contractors. This recommendation came on the advice Mike Kirk, Associate General Counsel, in the Legal/Risk Management Services Department of the Office of General Assembly.
10. **Approved** the recommendation of the Human Resources work group that the terms of call for Resource Presbyter Karen Chamis be amended to include an employer contribution of \$4800/year for a 403b Retirement Savings Plan beginning January 1, 2020.

Items of Information from the Leadership Team:

1. Communications Work Group: Rev. Patrick Heery, Chair, is working with Jess Haswell, an independent contractor, on the next steps of the redesign of Presbytery's website which she started in 2018. While they are working on the design and vision, Patrick is soliciting content and information for the new site from a wide variety of individuals and groups throughout the presbytery. Ms. Haswell has been compensated for the work previously done and will be paid the balance of her fee when the work is completed. In addition to basic information, some of the planned features include links to resources, presbytery policies, a calendar function, e-newsletters archived on a separate page, directories with contact information (with password protection as required), and a search function. Patrick has also been working with Communications Coordinator Sarah Buckshot on the overall communications strategy for Presbytery.
2. The Leadership Team is collecting Benevolent Care Grant applications which will be reviewed and processed at their November meeting. Awards will be paid in January 2020. Exact available funds are calculated by the Treasurer in October, but they are estimated to be around \$8000.
3. Sexual Harassment Prevention Training. The Rev. Stephanie Weaver facilitated two opportunities for sexual harassment prevention training to help churches in our presbytery

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comply with the New York State mandate regarding this training. The training was conducted by Jennifer Morse and took place at First United Church of East Syracuse on September 19 and 21. Eight people attended, including folks from First United Church of East Syracuse, Robinson Elmwood, and Whitelaw. Other churches provided training for their employees through other means. All churches are advised to keep their own records of compliance, and sessions are asked to confirm in their minutes that the training has been done for the employees in their churches.

4. Bylaws and Standing Rules. Rev. Ben Fitzgerald-Fye (Stated Clerk), elder Linda Russell (Associate Stated Clerk), and elder Neil Rotach are working to update the current bylaws and standing rules for format, clarity, and consistency in language. With the assistance of the Resource Presbyterian, there will also be a review of the content of the bylaws and standing rules. In addition, the Resource Presbyterian will help with the writing of an administrative manual.
5. Preparation for Ministry. The work group is meeting with a potential new Inquirer from Westminster-Auburn.
6. A new representative for the Interfaith council will be the Rev. Elizabeth Lyman, Transitional Pastor at Pebble Hill-DeWitt.
7. Committee on Representation: The committee is responsible for considering diversity in Presbytery leadership. Rev. James Moore (chair) and elder Neil Rotach met to discuss what representation in our presbytery would entail. While there is little diversity in ethnic identity or in age, these still need to be considered. Other considerations that could be addressed might include participation in presbytery life, gender/gender identification, marital status, occupation, theological perspective, and clergy-laity.
8. New Worshipping Communities: Elder Karen Fay, Chair, reported that since the NWC work group approved initial scholarships to elder Nancy Wind (\$275), elder Karen Wolff (\$275), and elder Karen Fay (\$1100), the work group approved an additional scholarship of up to \$500 to elder Karen Wolff to be applied to airfare expenses for the 1001 NWC Conference in Kansas City, MO on October 14-16, 2019. The work group also approved reimbursement for travel to the NWC Missional Summit at Stony Point October 26-27, 2019 for elder Nancy Wind, elder Liz DaBoll, Rev. Karen Chamis, and Rev. Mary Anderson. The Summit will provide NWC teams with training in the areas of missional theology and practice, leadership and team development, and facilitated discernment for NWC's next steps. At this Summit, our Presbytery's team would explore the development of a new Spanish speaking worship community.
9. Camping Ministry: Jacqueline Murphy, Chair, reported that she met with Penny and Bill James, Executive Directors of Vanderkamp, on September 7 in a long, emotional meeting in which they talked about their struggles, including declining enrolment of campers, lack of funding and being eight weeks behind on payroll. They are running successful events, but they are not generating the funds necessary to keep the facility operating successfully. A meeting of representatives of the presbyteries of Cayuga-Syracuse and Utica and the Bishop of the ELCA was scheduled for October 7, 2019 to discuss the future of Vanderkamp. Representatives from our presbytery include Revs. Shawn Reyburn, Garrett Anderson and Karen Chamis and elder Rita Hooper. Rev. Chamis planned to meet with Linda Graves, who has extensive knowledge of Vanderkamp history; and she has offered to reach out to Brian Frick, staff person for the Presbyterian Mission Agency Camp and Conference Ministry, if and when that becomes appropriate.
10. Meeting venues: The Team approved a motion that meetings be rotated between various venues to balance out driving distances for team members.
11. Dates to Remember:

November 8-9	Synod "Come to the Table" at Stony Point
November 25	Leadership Team meeting
December 23	Leadership Team gathering
February 15, 2020	Presbytery Meeting - Weedsport
May 12, 2020	Presbytery Meeting - venue to be announced

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August 11, 2020
November 14, 2020

Presbytery Meeting - venue to be announced
Presbytery Meeting - venue to be announced

REPORT OF THE ASSOCIATE STATED CLERK:

Activities since my report of August 13, 2019 include:

1. Participated in phone consultations with the Moderator, Resource Presbyter, Stated Clerk, Stated Clerk Pro-tem elder Chris Burger, Leadership Team chair, and others.
2. Wrote a letter to the Board of Pensions attesting to Dan DeBrucker-Cota's status as a Candidate under Care in the Presbytery of Cayuga-Syracuse for the purpose of establishing his eligibility to apply for health insurance through the Board of Pensions at a reduced rate.
3. Arranged with the Board of Pensions for Resource Presbyter Karen Chamis to be identified as an employee of the Presbytery of Cayuga-Syracuse.
4. Arranged, at the direction of Mark Kasdorf (Human Resources work group chair) and Lynn Jacques (Leadership Team chair), to have Paychex activate Presbytery's account and to have Mark Kasdorf and myself sign the necessary Service Agreement between Presbytery and Paychex and establish Karen Chamis as an employee of Presbytery whose payroll will be handled by Paychex; arranged with Paychex to set up the proper deductions for Karen; and arranged for our bookkeeper to have online access to our Paychex account for her bookkeeping purposes consistent with what she had done in the past.
5. Attended the New Stated Clerks Orientation in Louisville, September 8-11, 2019.
6. Met with Mike Kirk of the OGA Legal Services office in Louisville on September 11 regarding the status of independent contractors as compared to staff positions and how the distinctions apply to Cayuga-Syracuse. Mike advised that the positions of Stated Clerk and Associate Stated Clerk be designed as staff positions on the Presbytery's payroll and not as independent contractors. He also advised measures to take to ensure that the bookkeeper and communications coordinator positions be adjusted to more clearly align as independent contractors.
7. Participated in meetings with the Presbytery Meeting Planning Team, and with the Stated Clerk, COM work group co-chairs, and Resource Presbyter.
8. Worked with the Stated Clerk and elder Neil Rotach, member of the Leadership Team, on updating the Bylaws and Standing Rules format for clarity and consistency of language.
9. Prepared minutes of the August 26 and September 23, 2019 Leadership Team meetings.
10. Prepared resources for the Nominating Committee.
11. Assisted the Records and Overtures work group with session records review.
12. Consulted with elders Jackie Murphy and Neil Rotach and Rev. Karen Chamis on compiling contact information for a presbytery directory.
13. Updated Presbytery's phone menu.
14. Submitted minister and presbytery information to the Office of General Assembly.
15. Assisted Stated Clerk Pro-Tem elder Chris Burger in preparing the final official minutes of the August 13, 2019 presbytery meeting.
16. Participated in the Service of Installation for the Rev. Ben Fitzgerald-Fye at First Presbyterian Church of Scipioville on September 22, 2019.
17. Helped prepare the special meeting of presbytery on October 5, 2019 for the installation of the Rev. Karen Chamis as Resource Presbyter.
18. Prepared the minutes of the special meeting held October 5, 2019 at First Presbyterian Church of Cazenovia.
19. Attended the Mid Council Leaders Gathering in Baltimore October 17-21, including a meeting of the Association of Stated Clerks. Participated in workshops on record keeping in the digital age

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and technology for the mid council, both of which were led by David Staniunas, Records Archivist for the Presbyterian Historical Society.

20. Consulted multiple times with the office administrator of the Baldwinsville church regarding preparations for the November 2nd presbytery meeting.
21. Fielded a variety of phone calls to Presbytery from folks seeking information and provided the information or redirected the caller to another source.
22. Reviewed presbytery mail and emails and responded as required.

I wish to thank Presbytery for the opportunity to serve and for supporting my participation in the training and conference events for stated clerks and mid council leaders.

Respectfully submitted,
Linda S. Russell, Associate Stated Clerk

REPORT OF THE SYNOD COMMISSIONER: Elder Victor Jenkins

On September 27-28, 2019 I attended a gathering of the Synod of the Northeast Mission and Ministry Commission in Albany, New York. I was assigned to the Mission Working Group (MWG) and participated in awarding 13 grants totaling \$180,720 distributed to projects in 10 different presbyteries.

One of these awards was an innovation grant of \$10,720 to Westminster-Auburn in Cayuga-Syracuse to support its REACH program. As a historically activist congregation in a historically activist community, Westminster seeks to embrace its legacy to meet the new and emerging needs in its neighborhoods and region. Through REACH (Relate, Explore, Act, Care, Help) the congregation seeks to provide radical welcome to the diverse population of children, youth, and families in their area by establishing multi-sensory, multi-modal, co-developed, and socially engaged opportunities to encounter meaningful community and spiritual formation. REACH is a new way of looking at children and youth ministries and its vision is one of transformative love. REACH offers:

- A place that welcomes all children and youth and empowers diversity
- A life journey in which all generations collaborate to nourish faith, raise up leaders, and meet the needs of the community
- A chance to wonder by asking big questions and exploring faith through multi-sensory experiences of nature and the arts
- A modern spiritual practice involving the whole community

Additional items of note coming from this meeting include:

- The New Jersey Missional structures Initiative (reconfiguring seven presbyteries into four) is close to approval.
- The Synod staffing pattern is being reorganized to better meet the needs of the Synod's work.
- A "New Way Forward" working group was created to identify needs and opportunities in the Synod. Their findings will be presented to next year's Synod Assembly.
- Approximately \$75,000 is available for youth scholarships for Triennium.
- Synod continues to work on a partnership with sister congregations in Puerto Rico.
- An Early Ministry Design Team was appointed, and a task force approved to complete an evaluation of the program.

The next meeting is scheduled for January 30-February 1, 2020.

Respectfully submitted,
Elder Victor Jenkins
First Presbyterian Church, Baldwinsville, NY