

**MEETING PACKET FOR
THE STATED MEETING
of the
PRESBYTERY OF RIVERSIDE**

**SATURDAY, September 14, 2019
at
Lake Arrowhead Community Presbyterian Church**

Vision/Mission Statement Presbytery of Riverside:

**Connected congregations in deep discipleship
with Jesus Christ who are faithful
and active witnesses
to God's love, justice, and peace.**



**CALL FOR THE STATED MEETING
of the PRESBYTERY OF RIVERSIDE
SATURDAY, September 14, 2019**

**Vision/Mission Statement Presbytery of Riverside:
Connected congregations in deep discipleship with Jesus Christ
who are faithful and active witnesses
to God's love, justice, and peace.**

TO: All Ministers, Elder Commissioners and Clerks of Sessions
FROM: Presbytery Leader for Mission & Vision/Stated Clerk

God, in the name of Jesus, through the power of the Holy Spirit, is calling the
Presbytery of Riverside to hold its Stated Meeting on:

SATURDAY, September 14, 2019

**Hosted by
Lake Arrowhead Community Presbyterian Church
351 South State Highway 173
Lake Arrowhead
909-336-1502**

All commissioners are invited to fully enter into the day's offerings of worship and the discernment of God's mission and ministry within the Presbytery of Riverside.

9:30	Registration for the Presbytery Meeting
	Please remember <u>everyone</u> needs to sign in at the registration table indicating your presence. This is how attendance is taken.
10:00	Meeting Convenes with opening and welcome
10:15	Worship
11:00	Meeting Continues
12:30	Lunch
1:15-2:00	Meeting Continues and Concludes

PLEASE NOTE: WE ARE ASKING FOR YOUR RSVP AS A RULING ELDER OR A TECHING ELDER COMMISSIONER BY NOON, WEDNESDAY, SEPTEMBER 11TH. WE ARE DOING THIS IN ORDER TO BE ABLE TO IDENTIFY OUR ABILITY TO HAVE A QUORUM IN ATTENDANCE AT THIS MEETING. PLEASE RSVP TO THE PoR BY NOON, SEPTEMBER 11TH. THANK YOU!

Childcare will be available if requested.

Please make your childcare reservations through Carrie at the Presbytery office no later than noon Wednesday September 4, 2019. In order to provide safe child care please include the names and ages of your children when making the reservation.

Special Offering (SPO) We continue the practice of receiving an offering during the worship service for one of the mission or ministry options that the presbytery supports at this presbytery meeting.

LUNCH RESERVATIONS ARE REQUIRED by Wed., September 4, 2019

Please call Carrie at (909) 881-1595 or e-mail at riversidepresbytery.info@riversidepresbytery.com

(If you do not make a lunch reservation, we cannot guarantee a meal for you!)

We primarily rely on commissioners and pastors to go to our website, read the packet online, print the pages you need prior to the meetings, and bring those documents with you to the meetings.

- If you do not have internet access, we ask you to find someone who is willing to be your "packet partner" for each meeting. Individual documents will be available on the website as they arrive at the presbytery office.
- ***A full meeting packet in pdf format will be available on Friday, September 6th. It can be found on our web site on the meeting tab.***
<http://www.riversidepresbytery.com/current-meeting-documents.html>

Note that the documents are in PDF format.

- **Please read the documents completely prior to the meeting.**

We thank you for your support and consideration in this effort. Your full preparation for the meeting will make it possible for the Presbytery to be faithful and efficient as we exercise our corporate judgment. Please call Carrie at (909) 881-1595 if you have any questions or email her at riversidepresbytery.info@riversidepresbytery.com

There will be a limited number of complete packets of meeting documents available on the meeting tables for those not using a PC or bringing their own documents.

We look forward to seeing you at the Saturday, September 14, 2019 meeting!

Meeting of the Presbytery Assembly
Docket September 14, 2019
Lake Arrowhead Community Presbyterian Church

**The Vision/Mission Statement of the Presbytery of
Riverside: *As the Presbytery of Riverside we are called to
be: Connected congregations in deep discipleship with
Jesus Christ who are faithful and active witnesses to
God's love, justice, and peace.***

*Numbers on Side Denote Report Number and Appendix
Number for Minutes*

9.30 Registration

10.00 Gathering

Opening Prayer Moderator Moderator RE Jeff Mague

(Greeting and Reading of Mission/Vision Statement) Moderator Mague

Declaration of a Quorum Moderator Mague

Docket Approval Tom Rennard

Introductions Moderator Mague

New Ruling Elder Commissioners, Corresponding Members, Guests

Welcome from Host Pastor Bill Stanley

June 1, 2019 Meeting Minutes Moderator Mague

10:15 Congregational Vitalization Initiative "The 'Baltimore' Group"

1) 11:15 Presbytery Commission Immediate Past Moderator Melodee Kistner

11:30 Presbytery Leader for Mission and Vision Report Lee Ireland

11:35 Partners in Ministry Paul Knopf, Committee Moderator (CM)

11:40 Property, Finance Funds Development and Investment Andrew Parnell, CM

11:45 Presbyterian Foundation Maggie Harmon from the Foundation

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|-----|---|--------------------------------|
| 2) | 11:50 Committee on Nominations | Susan Skoglund, CM |
| | 11:57(!) Two-minute Announcement Time | All Presbyters Invited |
| | 12:00-12:45 Lunch | Vegan and Vegetarian Options |
| | 12:45 Worship | Vice Moderator Claire Schlegel |
| 3) | 1:15 Healthy Pastors and Congregations Commission | Scott Mason, CM |
| 4) | 1:35 Personnel Committee | Jeff Mague, CM |
| 5) | 1:45 Commission on Preparation for Ministry | John Garten-Shuman, CM |
| 6) | Stated Clerk Report | Consent Agenda |
| 7) | AC for Crestline | Consent Agenda |
| 8) | AC for Fontana | Consent Agenda |
| 9) | AC for Good Shepherd | Consent Agenda |
| 10) | Committee on Representation | Consent Agenda |
| 11) | Duties and Handbook for the Moderator 3-Year Rotation | Consent Agenda |
| 12) | Presbyterian Women | Consent Agenda |
| 13) | Records Review and Assistance Team Annual | Consent Agenda |
| 14) | 2018 Statistical Report | Consent Agenda |

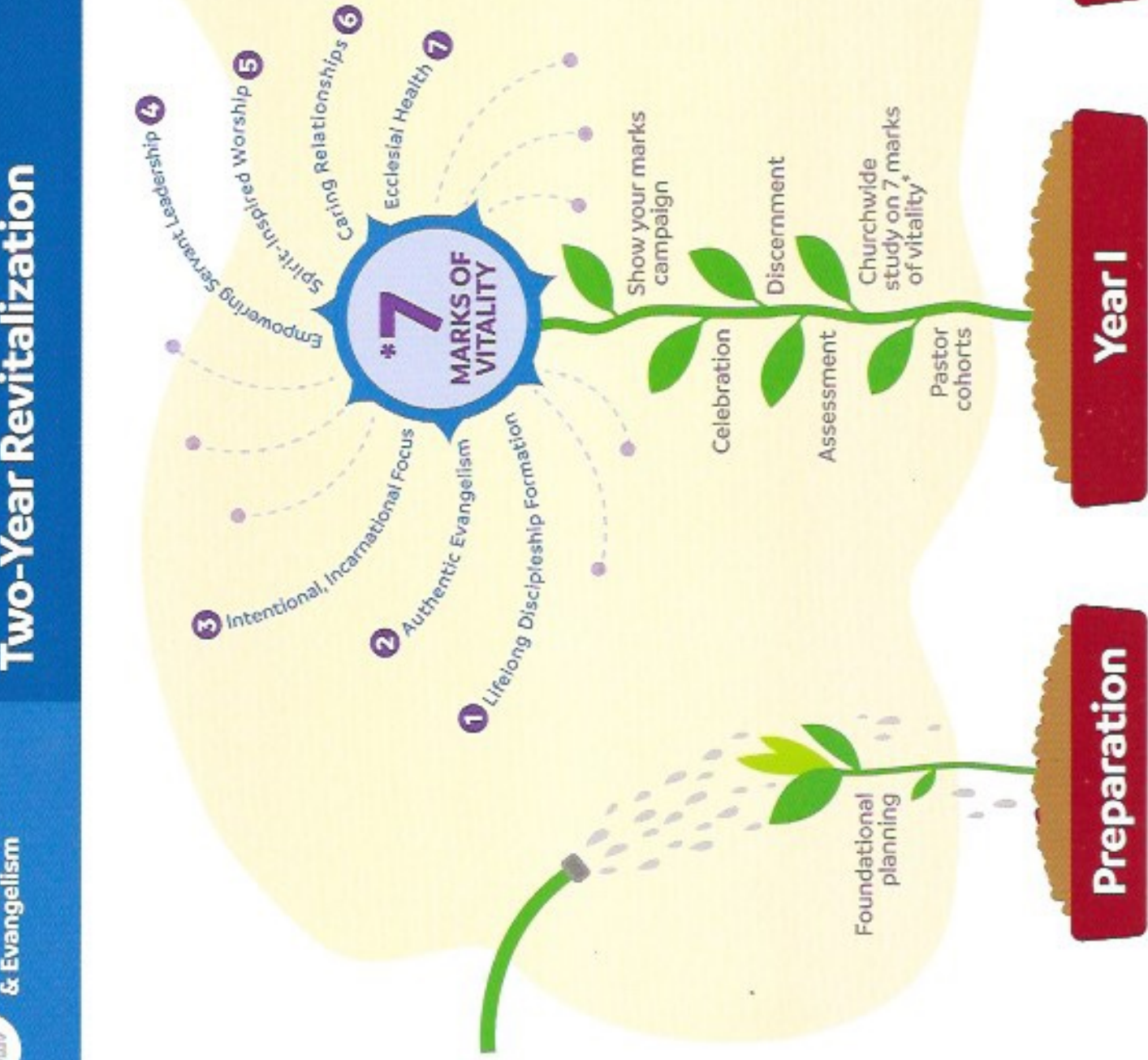
2:00 "How and where did we experience the Holy Spirit in this meeting?"
Presbyters

2:05 Motion for Adjournment, Closing Prayer Vice Moderator Schlegel



Presbyterian Mission
Theology, Formation
& Evangelism

Vital Congregations Initiative Two-Year Revitalization





Seven Marks of Vital Congregations

1 **LIFELONG Discipleship Formation** vs. Complacent "Christian" piety, simply teaching good morals, or offering the latest programs.

"The righteousness that comes through faith in Christ, the righteousness of God based on faith." (PHIL. 3:9B)

- From the cradle to the grave seeking to be formed for right living with God and with all people.
- Faith — seeking understanding, cultivating wisdom, and actively following Christ. It is not an extra-curricular activity nor merely head-knowledge.
- Discipleship awakened and engaged in issues facing today's culture: injustice, inequality, divisive segregation, oppression, suffering, abuse of creation.
- Discipleship formed and strengthened in the community of Christ and permeates daily practices and daily living.

2 **Intentional Authentic Evangelism** vs. "Jesus freaks"; "Christian" Hypocrisy; A committee responsibility.

"We have this treasure in clay jars, so that it may be made clear that this extraordinary power belongs to God." (2 COR. 4:7)

- Intentionally sharing the Good News of Jesus Christ, not just acts of kindness.
- Authentically sharing Christ because it is intrinsic to self-identity; overflow of Christ in our life.
- Relational, not programmatic or systematic.

3 **Outward Incarnational Focus** vs. Inward Institutional Survival; Closed communities of assimilation/exclusion.

"The gate is narrow and the road is hard that leads to life, and there are few who find it." (MATT. 7:14)

- Outward exploration, awareness, and focus on neighbors and neighborhood.
- Beyond relationship with those who are like us, the incarnate Christ dwells among the lowly & least, the stranger & the suffering, the marginalized & majority.
- Missional focus on where Christ is already living and present and calling us to dwell.

4 **Empower Servant Leadership** vs. the Pastor's job; monopolized leadership; hiring the young energetic pastor; burning out good volunteers.

"The harvest is plentiful, but the laborers are few; therefore, ask the Lord of the harvest to send out laborers." (MATT. 9:37-38)

- Identify, nurture, support the use of spiritual gifts of all people to serve; not monopolized cliques of power.
- All voices and people are necessary, and it is noticeable when people are absent/missing.
- Nurture and encourage those specifically called and gifted for pastoral ministry.

5

Spirit-Inspired Worship vs. Self-gratifying worship, stale ritual divorced of meaning, or consumer entertainment worship.

"These people draw near with their mouths and honor me with their lips, while their hearts are far from me, and their worship of me is a human commandment learned by rote." (ISAIAH 29:13)

- Worship is about God. We get to come on holy ground, encounter God, and experience wonder.
- Worship is active participation in the living relationship of the triune God, thus all should feel welcome just as they are to come.
- Worship challenges, teaches, transforms, encounters, convicts, and sends people out different.

6

Caring Relationships vs. Any other Social Club; façades, hypocrisy, and judgment of "church" and "religion."

"By this everyone will know that you are disciples, if you have love for one another." (JOHN 13:35)

- Sharing in God's true agape moves us beyond half-hearted programmatic participation, lukewarm faith, and pretending.
- Instead of a closed, judgmental community, people find freedom to share stories, encounter the Savior, and ask for help.
- Welcome and hospitality are not left to a committee, but, imperfectly, we strive for all people find identity, purpose, and belonging in the household of God.
- Confront conflict, seek reconciliation in all divisions, find ways to embrace all diversity, seek to be peace-makers and bridge builders together.

7

Ecclesial Health vs. Unhealthy dysfunction; toxic environments; obsolete and irrelevant buildings.

"The body does not consist of one member but of many. God has so arranged the body that there may be no dissension within the body, but the members may have the same care for one another." (1 COR. 12:14, 24B-25)

- Understanding of: Why we are a church community? How are we a church community in practice? Prayer permeates all life together.
- Clarity in mission, core values to ministry, passion and joy in being the church. Our budget reflects these values, vision, and ministries.
- Fiscally responsible — stewardship and tithing are taught, transparency in spending, continual assessment/discernment of a sustainable budget.
- All are aware of how decisions are made, stake-holders in the process and procedures, valued voices in the envisioning, open to changes, continual assessment of the "why" and "how" we are church together.
- Nurturing and supporting the health of pastor(s), staff, and all called to lead; fighting against burnout.

Presbytery Commission Report to the Presbytery Assembly
August 24, 2019 Melodee Kistner, Chair

The Presbytery Commission met on August 21, 2019, at First Presbyterian Church of San Bernardino. A quorum was present. **For Information:**

1. The offering to be received at the September 14, 2019, Presbytery Assembly worship service will be for the Ridgecrest Presbyterian Church to use along with the money received from PDA to help in the communities affected by the recent earthquakes.
2. Rev. Lee Ireland will head a task force to deal with issues effecting the presbytery office such as the phones, a document retention policy, and becoming paperless by 2021.
3. RE Jeff Mague will head a working group to review our Manuel of Operations as it has been several years since this document was produced.
4. The Presbytery Commission approved the job description for a Vital Congregations Coordinator.
5. The PC approved the Duties and Handbook for 3-Year Moderator Rotation. This document is included in the Consent Agenda. **(11)**
6. The Crestline AC reported that they have sold the sanctuary property and the preschool property is scheduled to close mid-September. The third piece of property will be placed on the market as soon as the title is transferred from the synod to the presbytery.
7. The Fontana AC has done a great deal of preliminary work including an appraisal of the property. Their work is being transferred to PFIFD and the property will be listed with a realtor shortly.
8. Rev. Rob Stewart was nominated for the NWCAC. (This nomination was later declined because of a possible conflict of interest.)
9. Rev. Lee Ireland helped secure two PDA grants after the earthquakes in the Ridgecrest area. One is for \$7500, which will be administrated by Ridgecrest Presbyterian Church and used in the surrounding communities. The other for \$5000 will be used to repair damage at the Ridgecrest Presbyterian Church.
10. We are required to review our Personnel Policies every two years. The Personnel Committee submitted suggested changes to the Presbytery Commission who approved the changes. Personnel will present them at the PA meeting.

PRESBYTERY OF RIVERSIDE

September 14, 2019

Stated Meeting at Lake Arrowhead Community Presbyterian Church,
Lake Arrowhead, CA

Committee on Nominations

Action items:

Place in nomination the following:

Committee on Representation Class of 2022, years 1- 3

Emaline Dhaliwahl

Personnel Committee Class of 2022, years 1-3

The Rev. Steve Shullanberger

The Rev. Joe Mazzela

Partners in Ministry Class of 2022, years 1-3

The Rev. Dr. Earl B. Stewart

Permanent Judicial Commission Class of 2025

The Rev. Paul Knopf

Vice Moderator, Presbytery of Riverside

November Presbytery Meeting 2019 – November Presbytery Meeting 2020

The Rev. Neal Neuenschwander

Information:

We may have additional nominations by the meeting.

Healthy Pastors and Congregations Commission

Minutes and Report

September 5, 2019

Attendance:

2020	2021	2022
Becky Bane	Henry DeGraaf--excused	Anand Dyal Chand
Sam Roberts	Melodee Kistner	Peggy Hill
Jesse Rose	Scott Mason	Sam Hynds—excused
	In Yang	Karen Keevil-excused
	Julie Hodges—excused	Sara McCurdy--excused

The Commission read the presbytery's Mission/Vision Statement as our opening prayer.

We do have a quorum (minimum 8). 8 present

1. Minutes OF June 6, 2019 meeting of HPCC—approved as distributed.
2. Transferring Ministerial Membership. The committee interviewed two minister of Word and Sacrament (Teaching Elders) for membership in the presbytery.
 - a. Barbara Thursby—**motion** to admit Barbara to the presbytery as Honorably Retired from South Louisiana Presbytery
 - b. Bruce Myers—**motion** to admit Bruce to the presbytery from San Fernando Presbytery
3. We were informed of an unexpected pastoral retirement effective retroactive to August 31st with continued service September 1-December 31st on a volunteer basis. The reasons for this were confidentially discussed. Lee and Tom will meet with the Session on 9.6.19 to talk about what's best for the church and pastor.
4. Shared Grant Request from a retired TE. A four-page Shared Grant Application from the Board of Pensions and the Ministers Salary Sharing Policy was distributed to the members. After reading the Application and supporting documentation the Commission **voted to approve \$3,360 from the Minister's Salary Sharing fund with anticipation of a match of \$5,040 (60-40% split) for the purpose of providing Home Health Care services to the spouse of an Honorably Retired member**

5. Jesse Rose updated the Commission on the progress of the Crestline Administrative Commission on selling the properties. The Sanctuary and Manse have been sold and a check for approximately \$11,000 has been received. The former preschool has fallen out of “escrow” and there are two prospective buyers. Clear title for the last remaining property, the A-Frame (which is currently being rented) is being achieved from the Synod of Southern California and Hawaii.
6. A report was received from the Presbytery Leader on the Hemet congregation with the Stated Clerk (Temporary) dismissed from the room. No action except continued meeting of the Pastor Nominating Committee.
7. Fontana—A report was received from the Fontana Administrative Commission (AC) and the HPCC **concurred with the AC’s request to put the property on the market and to dissolve the AC.**
8. Big Bear—report but no action. Scott Mason and the Presbytery Leader will be in conversation with them.
9. The Sexual Misconduct Response Team is asking to fill one position and was notified of its moderator rotating off in July of 2020. The Committee on Nominations was contacted to come up with a sixth person for this Team which reports to the HPCC.
10. The Covenant between Temporary Supply pastor Curtiss Webster and the Westminster Presbyterian Church of Ontario was **voted on and approved.** It is a half-time call (20-25 hours/week). Terms of call: (for audit purposes)
 - Housing: \$33,840
 - Board of Pensions: \$1361.70 monthly
 - Auto Reimbursable: \$125 monthly
 - Business and Professional Reimbursement: \$30 monthly
 - Continuing Education: \$50 monthly
 - Other allowances: \$130 monthly
 - 15 days vacation, 7 days continuing education
11. The Congregational Vitalization Initiative was explained and encouraged by Becky Bane and the Presbytery Leader. Pastor and possibly Ruling Elder cohorts will be key. We were informed of a major informational piece at the next Presbytery Assembly.
12. Next meeting: October 3rd, 5:30pm at Bethany, Rialto.

Personnel Committee Report to the Presbytery Assembly September 14, 2019
Jeff Mague, Chair

For Action

1. Approve Personnel Policies draft Aug 20, 2019. **(4A)**

For Information

1. Staff review for the Office Manager was held on August 26; the Treasurer review date is to be determined. The Communications Specialist was recently reviewed. All other staff positions will be reviewed according to the Personnel Policies requirements.
2. Letter from Kay Gustafson, Esq, regarding recent changes to California labor laws was distributed to all pastors.
3. Pay adjustments were approved by the Presbytery Commission on August 20, and will be incorporated into the overall 2020 budget request, which will be approved by the Presbytery Assembly.
4. A position description for the VCI Coordinator was approved by the Presbytery Commission on August 20.

PROPOSED PERSONNEL POLICY UPDATES – DRAFT Aug 21, 2019

The Personnel Policies were reviewed by the Personnel Committee over the past several months. During this review, changes were made to clarify intent, update a few concepts, and use language recommended by professional HR groups in light of current California labor laws. Also, as it is uncertain which model of Presbytery Leader & Stated Clerk will be used going forward, the language was updated to allow for any model. We also allowed for an ordained person be able to be hired in a non-called position. A “fitness for work” concept was added to allow for the Head of Staff to arrange appropriate transportation home for those who are deemed unfit for work. Marijuana intoxication was incorporated into this concept.

Original Personnel Policies June 6, 2017

Proposed Updates September 14, 2019

PRESBYTERY OF RIVERSIDE ASSEMBLY

PRESBYTERY OF RIVERSIDE ASSEMBLY

PERSONNEL POLICIES

**PERSONNEL POLICIES
(draft September 14, 2019)**

I. DEFINITIONS

I. DEFINITIONS

A. Exempt employees are those employees whose work requires professional training in the work of the Presbytery of Riverside (the "Presbytery"). This includes functions that are administrative, programmatic, pastoral, and executive in nature. Working hours vary and are determined by agreement with the Head of Staff. These employees are exempt from overtime compensation and other employment conditions as provided for in the Fair Labor Standards Acts and other applicable federal and state laws and regulations (FLSA).

A. Exempt employees are those employees whose work requires professional training in the work of the Presbytery of Riverside (the "Presbytery"). This includes functions that are administrative, programmatic, pastoral, or executive in nature. Working hours vary and are determined by agreement with the Head of Staff. These employees are exempt from overtime compensation and other employment conditions as provided for in the Fair Labor Standards Acts and other applicable federal and state laws and regulations (FLSA). Benefits for exempt employees generally are the same as non-exempt employees, but adjustments may be negotiated at time of employment.

B. Non-exempt employees are those employees whose work is supervised and regular working hours are assigned. These employees are not exempt from overtime and other distinctive provisions of the FLSA and are eligible to receive overtime compensation for extra hours worked. Non-exempt full-time and part-time employees are those who have completed three (3) months of training and who have been approved by the Personnel Committee for regular status.

B. Non-exempt employees are those employees whose work is supervised and regular working hours are assigned. These employees are not exempt from overtime and other distinctive provisions of the FLSA and are eligible to receive overtime compensation for extra hours

Non-exempt full-time employees work forty (40) hours per week. C. Independent Contractors: are persons with specific skills who contract with a Presbytery entity for a time-defined task. If certain tests established by the Internal Revenue Service are met, this person may perform work as an independent contractor. Independent contractors are not employees, cannot be paid through the payroll system, and are not eligible for any benefits available to employees. Independent contractors are required to disclose any conflict of interest before work begins. Current employees are not eligible to work for the same employer as independent contractors. D. Part-time and temporary employees working less than 40 hours per week may be hired to complete tasks of short duration. Such employees generally are not eligible for any benefits except as may be included in the terms of employment and subject to approval by the Personnel Committee.	worked. Non-exempt full-time employees work forty (40) hours per week. C. Independent Contractors: are persons with specific skills who contract with a Presbytery entity for a time-defined task. If certain tests established by the Internal Revenue Service are met, this person may perform work as an independent contractor. Independent contractors are not employees, cannot be paid through the payroll system, and are not eligible for any benefits available to employees. Independent contractors are required to disclose any conflict of interest before work begins. Current employees are not eligible to work for the same employer as independent contractors. D. Temporary employees (those who will receive a paycheck and have payroll taxes withheld) may be hired to complete tasks of short duration. Such employees generally are not eligible for any benefits except as required by law or may be included in the terms of employment and subject to approval by the Personnel Committee. A temporary employee may only work for up to three months in a temporary status. If immediately hired to a regular status after the temporary period, benefits will be retroactive to their first day of employment. E. Called Ministers of the Word and Sacramento are employees in positions which have been designated as a “called” position. Such employees will be offered at least minimum salary and benefit packages as defined by the Presbytery and the PCUSA Board of Pensions (provided if not full-time). If a Minister of the Word and Sacramento is in non-called position, his or her status
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	would be one of the above, with the benefits of that particular status.
II. EMPLOYMENT PRACTICES A. General Principles 1. All employment policies and practices will be administered without discrimination, based on race, color, sexual orientation, creed, or religious affiliation (except where creed or religious affiliation is determined to be a bona fide occupational qualification), national origin, ancestry, gender, age, marital status, physical disability, mental disability, or medical condition. 2. <u>Sexual Misconduct (Including Sexual Harassment)</u>: All employees are required to complete an approved Sexual Misconduct Prevention Training within the first twelve months of employment. All employees must continue to attend an approved Sexual Misconduct Awareness event every three years thereafter. All employees must abide by the "Prevention and Response Policy: Sexual Misconduct" (Revised 06/10/2017). Grievances will be addressed as described in the policy. 3. Employment of Family Members: To affirm and facilitate equal opportunity for all employees and candidates, care will be exercised in the employment and assignment of direct relatives or members of the same household of Presbytery employees. Such people should not be automatically denied employment nor fair treatment in the full spirit of these policies. However, individuals shall not be employed by or through the involvement of direct relatives or members of the same household, and they shall not be assigned to a position where a direct relative or member of the same	II. EMPLOYMENT PRACTICES A. General Principles 1. At-Will Employment Policy: All employees, except those who have a written contract, are employed at-will and for no specific duration. All employees are hired conditionally on the basis of continuing fitness or need. The employee or employer may terminate the employment at any time, with or without cause or prior notice. Nothing contained in these policies and procedures guarantees employment for any specified length of time. Employees with a written contract may be terminated for cause. The employment-at-will status cannot be changed except in writing by the Personnel Committee. At-will termination is limited by anti-discrimination law, or public policies set forth in statutes or regulations. 2. All employment policies and practices will be administered without discrimination, based on race, color, sexual orientation, creed, or religious affiliation (except where creed or religious affiliation is determined to be a bona fide occupational qualification), national origin, ancestry, gender, age, marital status, physical disability, mental disability, or medical condition. 3. <u>Sexual Misconduct (Including Sexual Harassment)</u>: All employees are required to complete an approved Sexual Misconduct Prevention Training within the first twelve months of employment. All employees must continue to attend an approved Sexual Misconduct Awareness event every three years thereafter. All employees must abide by the current "Prevention and Response Policy: Sexual

household is in a position to influence the employee's salary, promotion or other aspects of Personnel Policies. B. Hiring Procedures 1. Minister of the Word and Sacrament employees: Any Minister of the Word and Sacrament employee will be employed through the regular process of the Presbytery according to the Book of Order and the current Manual of Administrative Operations. 2. Presbytery Leader for Mission and Vision/Stated Clerk: The Presbytery Leader for Mission and Vision/Stated Clerk (may be a teaching or ruling elder) and is nominated follows: a. A special search committee is nominated by the Presbytery Committee on Nominations according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations.	Misconduct". Grievances will be addressed as described in the policy. Sexual Harassment training shall be completed according to current California law. 4. Employment of Family Members: To affirm and facilitate equal opportunity for all employees and candidates, care will be exercised in the employment and assignment of direct relatives or members of the same household of Presbytery employees. Such people should not be automatically denied employment nor fair treatment in the full spirit of these policies. However, individuals shall not be employed by or through the involvement of direct relatives or members of the same household, and they shall not be assigned to a position where a direct relative or member of the same household is in a position to influence the employee's salary, promotion or other aspects of Personnel Policies. B. Hiring Procedures 1. Minister of the Word and Sacrament employees: Any Minister of the Word and Sacrament employee will be employed through the regular process of the Presbytery according to the Book of Order and the current Manual of Administrative Operations. 2. Presbytery Leader for Mission and Vision or Stated Clerk: The Presbytery Leader for Mission and Vision or Stated Clerk (may be a teaching or ruling elder) is nominated follows: a. A special search committee is nominated by the Presbytery Committee on Nominations according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations.
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b. The special search committee is elected by the Presbytery. c. The Presbytery Leader for Mission and Vision/Stated Clerk is elected by the Presbytery according to the terms of inclusivity set forth in the Book of Order Book and the current Manual of Administrative Operations. 3. The Transitional Presbytery Leader for Mission and Vision/Stated Clerk OR Transitional Stated Clerk: The Transitional Presbytery Leader for Mission and Vision/Stated Clerk OR Transitional Stated Clerk (may be a teaching or ruling elder) is nominated by a special nominating committee appointed by the Personnel Committee. The Transitional Leader for Mission and Vision and Transitional Stated Clerk is elected by the Presbytery Assembly according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations. 4. Non-ordained employees: Applicants for non-ordained exempt positions and non-exempt positions will be required to complete an application form. Non-ordained Presbytery employees will be hired by the Personnel Committee in consultation with the appropriate Presbytery staff and committees and according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations. 5. Employment Eligibility Verification: The Presbytery is committed to employing only those individuals legally authorized to work in the United States. In compliance with the <i>Immigration Reform and Control Act of 1986</i>,	b. The special search committee is elected by the Presbytery Assembly. c. The Presbytery Leader for Mission and Vision or Stated Clerk is elected by the Presbytery according to the terms of inclusivity set forth in the <i>Book of Order</i> and the current Manual of Administrative Operations. 3. The Transitional Presbytery Leader for Mission and Vision and Transitional Stated Clerk: The Transitional Presbytery Leader for Mission and Vision and Transitional Stated Clerk (may be a teaching or ruling elder) is nominated by a special nominating committee appointed by the Personnel Committee. The Transitional Leader for Mission and Vision and Transitional Stated Clerk is elected by the Presbytery Assembly according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations. 4. Non-called positions: Applicants for non-called exempt and non-exempt positions will be required to complete an application form. Those seeking a non-called position will be hired by the Personnel Committee in consultation with the appropriate Presbytery staff and committees and according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations. 5. Employment Eligibility Verification: The Presbytery is committed to employing only those individuals legally authorized to work in the United States. In compliance with the <i>Immigration Reform and Control Act of 1986</i>, each new employee, as a condition of employment, must
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each new employee, as a condition of employment, must complete any and all employment eligibility verification forms required by the United States Immigration Service including documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the forms if they have not been completed for the Presbytery within the past three (3) years, or if their previous forms are no longer retained or valid. The Personnel Committee is responsible to ensure the completion of the employer's portions of these forms and otherwise assuring that the employer's obligations are met. These forms will be kept in each employee's payroll file.	complete any and all employment eligibility verification forms required by the United States Immigration Service including documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the forms if they have not been completed for the Presbytery within the past three (3) years, or if their previous forms are no longer retained or valid. The Personnel Committee is responsible to ensure the completion of the employer's portions of these forms and otherwise assuring that the employer's obligations are met. These forms will be kept in each employee's payroll file.
6. At Will Employment Policy: As all employees are hired conditionally on the basis of continuing fitness or need, nothing contained in these policies and procedures guarantees employment for any specified length of time, unless an exception is provided in the terms of employment. Rather, employment is at will and can be terminated at any time by the employee or the Presbytery. C. Supervision and Evaluation: 1. Performance Evaluation: Each employee (except as provided in 2 and 3 below) shall be given an annual written performance evaluation of his/her work by June 1. This written evaluation shall be based on input from the Head of Staff, Personnel Committee and the employee. 2. Presbytery Leader for Mission and Vision/Stated Clerk: The Presbytery Leader for Mission and Vision/Stated	C. Supervision and Evaluation: 1. Performance Evaluation: Each employee (except as provided in 2 and 3 below) shall be given an annual written performance evaluation of his/her work by June 1. This written evaluation shall be based on input from the Head of Staff, the Personnel Committee and the employee. 2. Presbytery Leader for Mission and Vision and Stated Clerk: The Presbytery Leader for Mission and Vision is accountable to the Personnel Committee and the

Clerk is accountable to the Presbytery through the Presbytery Commission or its successors in his/her performance of the constitutional requirements of the position. The Presbytery Leader for Mission and Vision/Stated Clerk is accountable to the Personnel Committee and the Presbytery Commission or its successors for the performance of the administrative and programmatic responsibilities of the position. a. The Presbytery Leader for Mission and Vision/Stated Clerk shall be given an annual written performance evaluation of his/her work by June 1. This written evaluation shall be based on written input from the Personnel Committee, the Presbytery Leader for Mission and Vision/Stated Clerk and from individuals selected by the Personnel Committee and the Presbytery Leader for Mission and Vision/Stated Clerk. b. Should it be determined that the Presbytery Leader for Mission and Vision/Stated Clerk's performance during the preceding years has been unsatisfactory, one of the two following will occur: c. The Presbytery Leader for Mission and Vision/Stated Clerk implements an agreed upon set of remedial steps with periodic reviews of progress during the coming six (6) months or the Personnel Committee recommends to the Presbytery that the term of office be terminated. If the Presbytery votes to terminate the search process shall be initiated. d. Six months before the end of the Presbytery Leader for Mission and Vision/Stated Clerk's term the Personnel Committee, and two members of the	Presbytery Commission. As the <i>Book of Order</i> requires a Stated Clerk, he or she is accountable to the Presbytery Assembly through the Presbytery Commission. a. The Presbytery Leader for Mission and Vision and the Stated Clerk shall be given an annual written performance evaluation of his/her work by June 1. This written evaluation shall be based on written input from the Personnel Committee, the Presbytery Leader for Mission and Vision, the Stated Clerk and from individuals selected by the Personnel Committee. b. Should it be determined that the Presbytery Leader for Mission and Vision or the Stated Clerk's performance during the preceding years has been unsatisfactory, one of the following will occur: 1) The Presbytery Leader for Mission and Vision or Stated Clerk implements an agreed upon set of remedial steps with periodic reviews of progress during the coming six (6) months or the Personnel Committee recommends to the Presbytery that the term of office be terminated. If the Presbytery votes to terminate, the search process shall be initiated. 2) Six months before the end of the Presbytery Leader for Mission and Vision or Stated Clerk's term, the Personnel Committee and two members of the Nominating Committee shall conduct a comprehensive performance review. At the completion of the comprehensive performance review, the Personnel and Nominating Committees shall recommend to the Presbytery that the Presbytery Leader for
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Nominating Committee shall conduct a comprehensive performance review. At the completion of the comprehensive performance review the Personnel and Nominating Committees shall recommend to the Presbytery that the Presbytery Leader for Mission and Vision/Stated Clerk be re-nominated or not for another term. If the current Presbytery Leader for Mission and Vision/Stated Clerk is not re-nominated the search process shall be initiated. 3. New Non-Exempt, Rehired or Reassigned Employees: Before being granted regular employment status, employees will serve a three (3) month training period in order for the Head of Staff and the Personnel Committee to assess their ability and adaptation to the position. 4. Performance Record: The original performance evaluation will be signed by the Head of Staff, the employee and a representative from the Personnel Committee and will become part of the employee's personnel record. The employees' signature is an acknowledgement of the evaluation and does not indicate his/her agreement with the evaluation. If the employee does not agree to sign the evaluation, it shall be so annotated and dated by the Head of Staff. These reports will be placed in the employee's personnel file and will be treated as confidential information. A copy of the performance evaluation with all signatures will be given to the employee. 5. Terms of Employment: Terms of employment for all employees are to be determined in each case by the Personnel Committee in consultation with the Head of	Mission and Vision or Stated Clerk be re-nominated or not for another term. If the current Presbytery Leader for Mission and Vision or Stated Clerk is not re-nominated, the search process shall be initiated. 3. Initial Evaluation: During the initial 3-month employment period, every effort shall be made to provide adequate training and coaching to the new employee. An initial evaluation of a newly hired employee will take place after the third month of employment, and the Head of Staff and the Personnel Committee shall assess the employee's ability and adaptation to the position. A similar training and evaluation period shall happen whenever a current employee is in a new position performing duties significantly different than those in the previous position. On-going evaluations during any phase of employment may reveal that the Presbytery believes the employee may not be up to the assigned tasks even with additional training, and reserves the right to terminate or reassign the employee. 4. Performance Record: The original performance evaluation will be signed by the Head of Staff, the employee and a representative from the Personnel Committee and will become part of the employee's personnel record. The employees' signature is an acknowledgement of the evaluation and does not indicate his/her agreement with the evaluation. If the employee does not agree to sign the evaluation, it shall be so annotated and dated by the Head of Staff. These reports will be placed in the employee's personnel file and will be treated as confidential information. A copy of the
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Staff and/or the appropriate body of the Presbytery. Written terms of employment shall be provided for each employee at the time of employment. A copy shall be placed in the employee's personnel file. 6. Salary Review: Every employee shall have an annual salary review. D. Grievance Procedure (Other than sexual harassment or sexual misconduct): 1. If an employee feels he/she has been unfairly treated or something unethical is happening within the Presbytery office, the employee is encouraged to discuss the issue with the Head of Staff or the Chairperson of the Personnel Committee. If the issue is not resolved to the employee's satisfaction the following grievance procedure will be followed. 2. General: All employees shall have the right to submit a written grievance to the Personnel Committee on matters affecting their status and treatment. The statement shall document the alleged situation which led to the grievance and any attempts to address the grievance. It shall be submitted within thirty (30) days of the occurrence.	performance evaluation with all signatures will be given to the employee. 5. Terms of Employment: Terms of employment for all employees are to be determined in each case by the Personnel Committee in consultation with the Head of Staff and/or the appropriate body of the Presbytery. Written terms of employment shall be provided for each employee at the time of employment. A copy shall be placed in the employee's personnel file. 6. Salary Review: Every employee shall have an annual salary review. D. Grievance Procedure (Other than sexual harassment or sexual misconduct): 1. If an employee feels he/she has been unfairly treated or something unethical is happening within the Presbytery office, the employee is encouraged to discuss the issue with the Head of Staff or the Chairperson of the Personnel Committee. If the issue is not resolved to the employee's satisfaction, the following grievance procedure will be followed. 2. General: All employees shall have the right to submit a written grievance to the Personnel Committee on matters affecting their status and treatment. The statement shall document the alleged situation which led to the grievance and any attempts to address the grievance. It shall be submitted within thirty (30) days of the occurrence. 3. Within thirty days of receiving the complaint, the Personnel Committee will meet with all parties to seek resolution.
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3. Within thirty days of receiving the complaint, the Personnel Committee will meet with all parties to seek resolution. 4. Employee Rights: a. The employee shall have the right if he/she desires to seek the guidance and support of an individual to serve as ombudsman to help him/her prepare for the meeting, state the issue clearly, serve as a second set of ears, and reflect on what has been said. The ombudsman will not speak for the employee. b. The employee concerned shall have the right, if he/she so desires, to ask the Head of Staff to leave the meeting while this matter is being discussed. If necessary, the Personnel Committee may confer with the Head of Staff and/or other potential corroborating parties in private. 5. If the employee is not satisfied with the decision of the Personnel Committee, he/she can send a written appeal to the Presbytery Commission or its successor for final action within 10 to 20 days of receipt of the appeal. The employee shall be present and other potential corroborating parties may be present at the meeting of the Presbytery Commission or its successor when the appeal is discussed and acted upon. 6. A written report will be provided by the resolving agent within 60 days of the alleged grievance. The Moderator of the Presbytery Commission or its successor will deliver to the employee, and the Head of Staff and the Personnel Committee the final decision on the appeal. A copy of the final written report from the resolving agent will be filed in the employee's personnel file.	4. Employee Rights: a. The employee shall have the right if he/she desires to seek the guidance and support of an individual to serve as ombudsman to help him/her prepare for the meeting, state the issue clearly, serve as a second set of ears, and reflect on what has been said. The ombudsman will not speak for the employee. b. The employee concerned shall have the right, if he/she so desires, to ask the Head of Staff to leave the meeting while this matter is being discussed. If necessary, the Personnel Committee may confer with the Head of Staff and/or other potential corroborating parties in private. 5. If the employee is not satisfied with the decision of the Personnel Committee, he/she can send a written appeal to the Presbytery Commission or its successor for final action within 10 to 20 days of receipt of the appeal. The employee shall be present and other potential corroborating parties may be present at the meeting of the Presbytery Commission or its successor when the appeal is discussed and acted upon. 6. A written report will be provided by the resolving agent within 60 days of the alleged grievance. The Moderator of the Presbytery Commission or its successor will deliver to the employee, and the Head of Staff and the Personnel Committee the final decision on the appeal. A copy of the final written report from the resolving agent will be filed in the employee's personnel file. 7. Employees will not be retaliated against in any way for using this grievance procedure.
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7. Employees will not be retaliated against in any way for using this grievance procedure. E. Employee Records 1. Personnel Records: A “Personnel File” will be maintained for each employee by the Personnel Committee in a locked file. The Personnel File may include but is not limited to the following: - Application - Resume - Offer letter - Position descriptions, current and previous - Performance evaluations including annual goals and objectives - Documentation on disciplinary issues - Attendance records - Compensation history - Current home address and phone number - Name and phone number of persons to be notified in case of emergency. - Record listing the dates and names of person(s) inspecting the file - A signed statement indicating that the employee has received and read the policies, terms of call or employment, and records of all changes related to employment. - Other information as directed by the Head of Staff and/or state law with the knowledge of the employee. - Employee Eligibility Verification (Form I-9) 2. Employees have the right to view their personnel file upon a written request to the Head of Staff. Access to a Personnel file is otherwise restricted to the Head of Staff	E. Employee Records 1. Personnel Records: The Personnel Committee will maintain a Personnel File for each employee. The file will be secured in a locked file. The Personnel File may include, but is not limited to, the following: - Application - Resume - Offer letter - Position descriptions, current and previous - Performance evaluations including annual goals and objectives - Documentation on disciplinary issues - Attendance records - Compensation history - Current home address and phone number - Name and phone number of persons to be notified in case of emergency. - Record listing the dates and names of person(s) inspecting the file - A signed statement indicating that the employee has received and read the policies, terms of call or employment, and records of all changes related to employment. - Other information as directed by the Head of Staff and/or state law with the knowledge of the employee. - Employee Eligibility Verification (Form I-9) 2. Employees have the right to view their personnel file upon a written request to the Head of Staff. Access to a Personnel file is otherwise restricted to the Head of Staff and members of the Personnel Committee.
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and members of the Personnel Committee.	3. Accurate Contact Information: Within fifteen (15) days of a change in personal or emergency contact information, employees will provide updated information to the Presbytery office.
3. Accurate Contact Information: Within thirty (30) days of a change in contact information, employees will provide updated contact information to the Presbytery office. III. COMPENSATION AND BENEFITS A. Salary Reviews and Adjustments: The Presbytery, through the Personnel Committee, shall annually conduct a compensation and benefits review with each exempt and non-exempt employee by July 1. Compensation and benefits adjustments for non-exempt and exempt employees shall be implemented on January 1 of the following year. B. Pay: All employees are paid twice a month. C. Non-exempt Employee Overtime Compensation: 1. In consultation with the employee, the Head of Staff will adjust the individual's work day or work week to accommodate special requirements. Deviations from normal office hours will be agreed upon between the employee and the Head of Staff in writing. 2. No overtime will be granted without prior written permission of the Head of Staff. 3. Non-exempt employees will record hours worked, vacation, and personal days in the Presbytery's designated manner. The Office Manager/Bookkeeper will prepare a monthly report accounting for all time by each non-exempt employee for the Head of Staff and the Personnel Chair. D. Benefits: 1. Worker's Compensation: Worker's Compensation,	3. Accurate Contact Information: Within fifteen (15) days of a change in personal or emergency contact information, employees will provide updated information to the Presbytery office. III. COMPENSATION AND BENEFITS A. Salary Reviews and Adjustments: The Presbytery, through the Personnel Committee, shall annually conduct a compensation and benefits review with each exempt and non-exempt employee by July 1. Compensation and benefits adjustments for non-exempt and exempt employees shall be implemented on January 1 of the following year. B. Pay: All employees are paid every two weeks. C. Non-exempt Employee Overtime Compensation: 4. In consultation with the employee, the Head of Staff will adjust the individual's work day or work week to accommodate special requirements. Deviations from normal office hours will be agreed upon between the employee and the Head of Staff in writing. 5. No overtime will be granted without prior written permission of the Head of Staff. 6. Non-exempt employees will record hours worked, vacation, and personal days in the Presbytery's designated manner. The Office Manager/Bookkeeper will prepare a monthly report accounting for all time by each non-exempt employee for the Head of Staff and the Personnel Chair. D. Benefits: 1. Benefits Eligibility - Vacation and Sick Leave: Called

required by state law and paid for entirely by the Presbytery, protects employees in the event of occupational injury or sickness. An accident on the job, no matter how small, shall be reported to the Head of Staff within twenty-four (24) hours of occurrence. This is a requirement under the law (Senate Bill 198) and is posted in full view of staff. 2. Social Security: The Presbytery is exempt from Social Security provisions for any Minister of the Word and Sacrament staff because for Social Security and Medicare they are self-employed. All other employees are treated in accordance with the provisions of the Internal Revenue Service and updated annually in Circular E. 3. Pension: - All Minister of the Word and Sacrament employees ordinarily will be enrolled in the Presbyterian Pension Plan. Payment of pension dues is made to the Board of Pensions by the Presbytery. - No pension benefits will be available for non-clergy employees. 4. Medical Insurance: - All Minister of the Word and Sacrament employees ordinarily will be enrolled in the medical plan sponsored by the Presbyterian Board of Pensions. Payment of medical premiums will be made to the Board of Pensions by the Presbytery. - Medical benefits for non-clergy full time employees will be negotiated at the time of hire. 5. If Presbytery staff preach in a congregation in relationship to Presbytery business, he/she shall make it	Ministers of the Word and Sacrament will receive vacation according to their call. All other employees (except temporary employees) accrue vacation and sick leave based on scheduled hours worked. Those whose normal work schedule is 5 hours or fewer per week will not receive vacation or sick leave. Employees whose normal work schedule is greater than 5 but fewer than 35 hours will receive prorated vacation and sick leave (based on 40 hours per week). Employees whose normal work schedule is 35 hours per week or more will receive vacation and sick leave at the normal full-time rate. Eligibility for other benefits are as specified elsewhere in this document. 2. Worker's Compensation: Worker's Compensation, required by state law and paid for entirely by the Presbytery, protects employees in the event of occupational injury or sickness. An accident on the job, no matter how small, shall be reported to the Head of Staff within twenty-four (24) hours of occurrence. This is a requirement under the law (Senate Bill 198) and is posted in full view of staff. 3. Social Security: The Presbytery is exempt from Social Security provisions for any called Minister of the Word and Sacrament staff because for Social Security and Medicare they are self-employed. All other employees are treated in accordance with the provisions of the Internal Revenue Service and updated annually in Circular E. 4. Pension: - All Minister of the Word and Sacrament employees ordinarily will be enrolled in the Presbyterian Pension Plan. Payment of pension dues is made to the Board of Pensions by the Presbytery. - No pension benefits will be available for non-clergy employees.
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clear to the church that no compensation is expected. If Presbytery staff fills a pulpit as a guest preacher, such as in the absence of the pastor, he/she may receive compensation/honorarium. 6. Holidays: a. The same number of holidays will be given to employees at all levels: <table border="0"> <tr> <td>New Year's Day</td> <td>Labor Day</td> </tr> <tr> <td>Martin Luther King Day</td> <td>Thanksgiving Day and the following Friday</td> </tr> <tr> <td>President's Day</td> <td>Christmas Eve Day</td> </tr> <tr> <td>Good Friday</td> <td>Christmas Day</td> </tr> <tr> <td>Memorial Day</td> <td>The week between Christmas Day and New Year's Day</td> </tr> <tr> <td>Independence Day</td> <td></td> </tr> </table> b. Exceptions: Holidays that occur on a Friday, Saturday or Sunday will be observed on the following Monday. Should a holiday occur during an employee's scheduled vacation, the employee may either receive an additional holiday absence for the day, or extend the vacation period by the number of holidays occurring during the scheduled vacation period. c. Eligibility: To be eligible for holiday pay, an employee must work the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day following the holiday, unless the absence is approved by the Head of Staff. Employees who are on approved non-paid or paid leave, other than vacations, are not eligible for additional holiday compensation should a holiday occur during the stated leave period. 7. Annual Vacation Leave	New Year's Day	Labor Day	Martin Luther King Day	Thanksgiving Day and the following Friday	President's Day	Christmas Eve Day	Good Friday	Christmas Day	Memorial Day	The week between Christmas Day and New Year's Day	Independence Day		5. Medical Insurance: c. All Minister of the Word and Sacrament employees ordinarily will be enrolled in the medical plan sponsored by the Presbyterian Board of Pensions. Payment of medical premiums will be made to the Board of Pensions by the Presbytery. d. Medical benefits for non-clergy full-time employees will be negotiated at the time of hire. 6. If Presbytery staff preach in a congregation in relation to Presbytery business, he/she shall make it clear to the church that no compensation is expected. If Presbytery staff fills a pulpit as a guest preacher, such as in the absence of the pastor, he/she may receive compensation/honorarium. 7. Holidays: a. The same number of holidays will be given to employees at all levels: <table border="0"> <tr> <td>New Year's Day</td> <td>Labor Day</td> </tr> <tr> <td>Martin Luther King Day</td> <td>Thanksgiving Day and the following Friday</td> </tr> <tr> <td>President's Day</td> <td>Christmas Eve Day</td> </tr> <tr> <td>Good Friday</td> <td>Christmas Day</td> </tr> <tr> <td>Memorial Day</td> <td>The week between Christmas Day and New Year's Day</td> </tr> <tr> <td>Independence Day</td> <td></td> </tr> </table> b. Exceptions: Holidays that occur on a Friday, Saturday or Sunday will be observed on the following Monday. Should a holiday occur during an employee's scheduled vacation, the holiday will not count as a vacation day. c. Eligibility: To be eligible for holiday pay, an employee	New Year's Day	Labor Day	Martin Luther King Day	Thanksgiving Day and the following Friday	President's Day	Christmas Eve Day	Good Friday	Christmas Day	Memorial Day	The week between Christmas Day and New Year's Day	Independence Day	
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a. Policy: The Presbytery believes that employees and the Presbytery alike benefit from scheduled time for each regular employee to enjoy relaxation and recreation and to return to work revitalized. In order to provide for such absence without concern for pay continuation, the Presbytery provides the following paid annual vacation leave plan.

b. Non-exempt employees accrue and are eligible to use paid vacation based on length of service as established below. Employees begin accruing vacation credit on the first day of employment. New employees may not use paid vacation leave until they have completed at least six months of continuous service.

<u>Paid Vacation Days</u>	<u>Years of Service</u>
13 working days	1 through 2 years
18 working days	3 through 5 years
23 working days	6 through 10 years
30 working days	11 years and over

c. Vacation use and credits:

- (1) Vacation dates must be scheduled in advance with the Head of Staff. The Head of Staff vacation schedule dates will be reported to the chairperson of the Personnel Committee.
- (2) All employees will be encouraged to use vacation within each calendar year.
- (3) Vacation accrues at the end of each month.
- (4) If a payday should occur within the scheduled vacation period, wherever possible, the employee will be given a salary check before leaving on vacation.
- (5) Annual vacation leave for part-time or full-time exempt employees is provided in the terms of employment.
- (6) At the time of termination one and a half times

must work the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day following the holiday, unless the absence is approved by the Head of Staff. Employees who are on approved non-paid or paid leave, other than vacations, are not eligible for additional holiday compensation should a holiday occur during the stated leave period.

8. Annual Vacation Leave

d. Policy: Presbytery believes that employees and the Presbytery alike benefit from scheduled time for each regular employee to enjoy relaxation and recreation and to return to work revitalized. In order to provide for such absence without concern for pay continuation, the Presbytery provides the following paid annual vacation leave plan.

e. The normal full-time vacation accrual rate is established below. Employees begin accruing vacation credit on the first day of employment. New employees may not use paid vacation leave until they have completed at least six months of continuous service.

<u>Years of Service</u>	<u>Paid Vacation Accrual Rate/Year (Full-time rate)</u>
0 through 2 years	(104 hours)
3 through 5 years	(144 hours)
6 through 10 years	(184 hours)
11 years and over	(240 hours)

f. Vacation use and credits:

- (1) Vacation dates must be scheduled in advance with the Head of Staff. The Head of Staff vacation schedule dates will be reported to the

the annual vacation may be accrued. 8. A Minister of the Word and Sacrament employee's vacation will be consistent with the current Healthy Pastors and Congregations Commission vacation policy. 9. Sick Leave: a. At the employee's discretion, up to five days per year may be taken as leave from an illness, injury or personal reason. The employee shall report a period of such leave to the Head of Staff, or when the employee is the Head of Staff that employee shall report such leave to the chair of the Personnel Committee. Concerns about abuse of this leave provision shall be referred to the chair of the Personnel Committee. b. Periods of leave for longer than five consecutive days shall be substantiated by a statement from the employee's attending physician advising the avoidance of normal responsibilities. The statement shall be provided by the employee to the Head of Staff and the chair of the Personnel Committee. c. When a period of leave for illness/injury extends beyond fourteen days the employee shall provide, prior to resumption of responsibilities, to the Head of Staff and/or the chair of the Personnel Committee a statement from the employee's physician certifying clearance to resume normal responsibilities. The physician will have been provided with the employee's position description for review before certifying clearance.	chairperson of the Personnel Committee. (2) All employees will be encouraged to use vacation within each calendar year. (3) Vacation accrues at the end of each month, with a maximum accumulation of the total hours which would be accumulated in one year. At the time of termination, accumulated vacation will be paid to the employee. (4) If a payday should occur within the scheduled vacation period, wherever possible, the employee will be given a salary check before leaving on vacation. 9. A called Minister of the Word and Sacrament employee's vacation will be consistent with the current Healthy Pastors and Congregations Commission vacation policy. 10. Sick Leave: a. At the employee's discretion, up to five days per year may be taken as leave from an illness, injury or personal reason. The employee shall report a period of such leave to the Head of Staff, or when the employee is the Head of Staff that employee shall report such leave to the chair of the Personnel Committee. Concerns about abuse of this leave provision shall be referred to the chair of the Personnel Committee. b. Periods of leave for longer than five consecutive days shall be substantiated by a statement from the employee's attending physician advising the avoidance of normal responsibilities. The statement shall be provided by the employee to the Head of Staff and the chair of the Personnel Committee.
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c. When a period of leave for illness/injury extends beyond fourteen days the employee shall provide, prior to resumption of responsibilities, to the Head of Staff and/or the chair of the Personnel Committee, a statement from the employee's physician certifying clearance to resume normal responsibilities. The physician will have been provided with the employee's position description for review before certifying clearance. 11. Leaves of Absence: A leave of absence for any reason shall be granted by the Head of Staff as deemed appropriate. If questions arise in this area, the Personnel Committee shall be consulted. These leaves are normally unpaid. 12. Extended Leave of Absence: An extended leave of absence for disability, personal or family necessity may be granted by Head of Staff in consultation with the Personnel Committee. 13. Jury Duty: Employees are to notify the Head of Staff, or, in the absence of the Head of Staff, the chair of the Personnel Committee promptly upon receipt of a jury summons and subsequent notice of selection to serve as a juror. Employees required to provide this community service will receive their regular rate of pay for normal hours worked up to a maximum of 5 work days for this occasion of absence, provided the employee submits evidence of the summons and selection notice. Employees will be allowed to retain any compensation paid by the respective court jurisdiction.	10. Leaves of Absence: A leave of absence for any reason shall be granted by the Head of Staff as deemed appropriate. If questions arise in this area, the Personnel Committee shall be consulted. These leaves are normally unpaid. 11. Extended Leave of Absence: An extended leave of absence for disability, personal or family necessity may be granted by Head of Staff in consultation with the Personnel Committee. 12. Jury Duty: Employees are to notify the Head of Staff, or in the absence of the Head of Staff, the chair of the Personnel Committee promptly upon receipt of a jury summons and subsequent notice of selection to serve as a juror. Employees required to provide this community service will receive their regular rate of pay for normal hours worked up to a maximum of 5 work days for this occasion of absence, provided the employee submits evidence of the summons and selection notice. Employees will be allowed to retain any compensation paid by the respective court jurisdiction. 13. Military Leave will be dealt with by the Personnel Committee on a case by case basis according to State and Federal laws that apply. 14. Continuing Education (a) Policy: The purpose of continuing education is to afford employees the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge consonant with the need of the Presbytery and with the employee's own career goals and objectives.
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(b) Eligibility Exempt Full Time Employees: These employees shall have a continuing education provision in the terms of their employment, including a continuing education allowance congruent with the Healthy Pastors and Congregations Commission guidelines. Continuing education (time and money) is cumulative up to six (6) weeks, subject to prior approval by the Personnel Committee. Annual continuing education requests are to be submitted in advance of the leave period to the Personnel Committee for time and cost review and approval. (c) Eligibility Non-exempt Full Time employees may have professional growth money to update their work related skills at the discretion of the Head of Staff in consultation with the Personnel Committee. (d) Any unused monies are not payable at the time of termination. (e) Reports: A written report on learning in relation to agreed goals must be reviewed with the Head of Staff within one month following the completion of continuing education. A copy of the report shall be sent to the Personnel Committee (f) Exceptions: Continuing education does not usually include attendance at conferences, seminars, or meetings that are in line with the duties and responsibilities of the governing bodies.	14. Military Leave will be dealt with by the Personnel Committee on a case by case basis according to State and Federal laws that apply. 15. Continuing Education a) Policy: The purpose of continuing education is to afford employees the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge consonant with the needs of the Presbytery and with the employee's own career goals and objectives. Continuing education (time and money) is cumulative up to six (6) weeks, subject to prior approval by the Personnel Committee. Annual continuing education requests are to be submitted sufficiently in advance of the leave period to the Personnel Committee to allow time for cost review and approval. Continuing education does not usually include attendance at conferences, seminars, or meetings that are in line with the duties and responsibilities of the governing bodies. b) Eligibility for called Ministers of the Word and Sacrament: These employees shall have a continuing education provision in the terms of their call, congruent with the Healthy Pastors and Congregations Commission guidelines. c) Eligibility for all other employees: The Presbytery may allocate professional growth funds for these employees to update their work-related skills at the discretion of the Head of Staff or the Personnel Committee. d) Any unused monies are not payable at the time of termination. e) Reports: A written report on learning in relation to agreed goals must be reviewed with the Head of Staff within one month following the completion of
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	continuing education. A copy of the report shall be sent to the Personnel Committee
IV. TERMINATION A. General Policy 1. At Will Employment Policy: As all employees are hired conditionally on the basis of continuing fitness or need, nothing contained in these policies and procedures guarantees employment for any specified length of time, unless an exception is provided in the terms of employment. Rather, employment is at will and can be terminated at any time by the employee or the Presbytery. 2. Authority: The Head of Staff and the Personnel Committee are responsible for employees and are held accountable to ensure that all terminated employees are treated in a fair and equitable manner including the opportunity to utilize the grievance procedure. (G-3.0104; G-3.0110) 3. Non-exempt Employees: There shall be a written termination summary for all employees who leave the employment of the Presbytery which shall be retained in the employee's personnel file. If the Presbytery terminates the employment of an employee, all wages are payable immediately. If an employee voluntarily terminates employment, wages are due within 72 hours and a termination interview is required. All termination requests are to be made to the Head of Staff and referred to the Personnel Committee. 4. Reasons for Presbytery termination of exempt or non-	IV. TERMINATION A. General Policy 1. Authority: The Head of Staff and the Personnel Committee are responsible for employees and are held accountable to ensure that all terminated employees are treated in a fair and equitable manner including the opportunity to utilize the grievance procedure. (G-3.0104; G-3.0110) 2. Terminated Employee's Records and Wages: There shall be a written termination summary for all employees who leave the employment of the Presbytery which shall be retained in the employee's personnel file. If the Presbytery terminates the employment of an employee, all wages are payable immediately. If an employee voluntarily terminates employment, wages are due within 72 hours and a termination interview is required. All termination requests are to be made to the Head of Staff and referred to the Personnel Committee. 3. Reasons for Presbytery termination of exempt or non-exempt employees may include but are not limited to: a. Unsatisfactory performance b. Refusal to do work within his/her position description c. Repeated unexcused absences and/or habitual tardiness d. Incompetence e. Providing false or misleading information f. Sexual harassment

exempt employees may include but are not limited to: - Unsatisfactory performance - Refusal to do work within his/her position description - Repeated unexcused absences and/or habitual tardiness - Incompetence - Providing false or misleading information - Sexual harassment - Financial malfeasance - Insubordination - Malicious gossip - Excessive use of Presbytery time for personal business - Lack of budget to sustain the position - Reorganization of staffing needs - Intoxication on the job due to alcohol, marijuana or illegal drugs.	- Financial malfeasance - Insubordination - Malicious gossip - Excessive use of Presbytery time for personal business - Lack of budget to sustain the position - Reorganization of staffing needs - Intoxication on the job due to alcohol, marijuana or illegal drugs.
- Dismissal for Cause: The Head of Staff in the presence of witnesses shall have the authority to immediately terminate an non-called employee for cause followed by prompt notification of to the Personnel Committee. - Dismissal for Other Than Cause: With the exception of called and regular employees within their first 4 months of employment, staff can expect to receive no less than thirty (30) days notice of dismissal for other than cause. Appropriate severance pay may be given on the recommendation of the Personnel Committee.	- Dismissal for Cause: The Head of Staff in the presence of witnesses shall have the authority to immediately terminate an non-called employee for cause followed by prompt notification of to the Personnel Committee. - Dismissal for Other Than Cause: With the exception of called and regular employees within their first 4 months of employment, staff can expect to receive no less than thirty (30) days notice of dismissal for other than cause. Appropriate severance pay may be given on the recommendation of the Personnel Committee.
B. Resignation: - Ordinarily non-exempt employees are asked to provide a written resignation at least 14 days in advance of termination. - Ordinarily exempt employees will submit a written resignation to the Presbytery through the Personnel	B. Resignation: - Ordinarily non-exempt employees are asked to provide a written resignation at least 14 days in advance of termination. - Ordinarily exempt employees will submit a written resignation to the Presbytery through the Personnel

Committee at least thirty (30) days in advance of termination. 3. Resignation of Minister of the Word and Sacrament employees shall not become effective until after action of the Presbytery. C. Death in Service: In the event of the death of either an exempt or non-exempt employee, the salary of that person will be continued to the spouse or dependent for four weeks from the date of death. Death benefits are provided through the Pensions and Benefits plan of the Presbyterian Church (U.S.A.) for covered employees. D. Retirement: The Presbyterian Church (U.S.A.) Pensions and Benefits Plan provides retirement benefits for its members. (See the provisions of the current Plan for further information.) An employee member may retire early according to the terms of the current plan. Notice of planned retirement should be given to the Head of Staff at least three (3) months prior to the date of retirement. Notification of Presbytery shall be planned with the Head of Staff. E. Exit interview: An exit interview shall be conducted by the Personnel Committee with each employee leaving the employment of the Presbytery.	Committee at least thirty (30) days in advance of termination. 3. Resignation of called Minister of the Word and Sacrament employees shall not become effective until after action of the Presbytery. C. Death in Service: In the event of the death of either an exempt or non-exempt employee, the salary of that person will be continued to the spouse or dependent for four weeks from the date of death. Death benefits are provided through the Pensions and Benefits plan of the Presbyterian Church (U.S.A.) for covered employees. D. Retirement: The Presbyterian Church (U.S.A.) Pensions and Benefits Plan provides retirement benefits for its members. (See the provisions of the current Plan for further information.) An employee member may retire early according to the terms of the current plan. Notice of planned retirement should be given to the Head of Staff at least three (3) months prior to the date of retirement. Notification of Presbytery shall be planned with the Head of Staff. E. Exit interview: An exit interview shall be conducted by the Personnel Committee with each employee leaving the employment of the Presbytery.
V. OFFICE MATTERS A. Telephone Use: The Presbytery's telephones are principally for work related communication. Unless there is an emergency, employees are required to limit long distance telephone calls to business purposes only. Employees should limit personal use of the telephone to brief communications	V. OFFICE MATTERS A. Telephone Use: The Presbytery's telephones are principally for work-related communication. Unless there is an emergency, employees are required to limit long distance telephone calls to business purposes only. Employees should limit personal use of the telephone to brief communications

during break periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. B. Postage: Employees are required to limit usage of the mail to business purposes only. Employees may not use the Presbytery postage meter for personal mail or receive personal mail at the Presbytery address. Any suspicious package or envelope must be reported to the Head of Staff immediately. C. Computer Use: The Presbytery's computer network services and world wide Internet access are available to employees as a business tool for the purpose of promoting and advancing church programs and mission. All computerized information, email or voice mail messages, including information obtained with the use of the Presbytery's Internet access, are considered Presbytery records. Employees have no expectation of privacy for information contained in Presbytery computers or property. Misuse of Presbytery computers or the Internet can have serious and expensive consequences, and will result in discipline up to and including termination. D. Alcohol and Illegal Drugs: While on Presbytery premises and while conducting business related activities off Presbytery premises, no employee may be under the influence of alcohol or illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination and/or required participation in a substance abuse rehabilitation or treatment program.	during break periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. B. Postage: Employees are required to limit usage of the mail to business purposes only. Employees may not use the Presbytery postage meter for personal mail or receive personal mail at the Presbytery address. Any suspicious package or envelope must be reported to the Head of Staff immediately. C. Computer Use: The Presbytery's computer network services and world wide Internet access are available to employees as a business tool for the purpose of promoting and advancing church programs and mission. All computerized information, email or voice mail messages, including information obtained with the use of the Presbytery's Internet access, are considered Presbytery records. Employees have no expectation of privacy for information contained in Presbytery computers or property. Misuse of Presbytery computers or the Internet can have serious and expensive consequences, and will result in discipline up to and including termination. E. Fitness for Work and Intoxication: While on Presbytery premises and while conducting business-related activities off Presbytery premises, all employees must be mentally and physically fit for work. The Head of Staff may make arrangements to provide transportation for an employee to their home if he or she believes the employee is unfit for work. No employee may be under the influence of alcohol, marijuana, or illegal drugs while working. Violations of this policy may lead to disciplinary action, up to and including immediate termination or required participation in a substance abuse rehabilitation or treatment program.
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VI. PERSONNEL COMMITTEE

A. Composition and Operation of Personnel Committee

1. Composition: The Personnel Committee ideally is composed of six (6) persons. The Nominating Committee is tasked with staffing the Personnel Committee with at least two (2) Ministers of the Word and Sacrament. No two members shall be from the same church. The Head of Staff shall be an ex-officio member.

2. Employee Relations: Any employee may request a meeting with the Personnel Committee with prior notice to the committee chairperson. Changes to the Personnel Policies will be communicated to all employees.

B. Staff and Compensation Review: The Personnel Committee is required to evaluate staff and staff compensation annually. As part of the evaluation, the committee is required to evaluate whether compensation is appropriate and to recommend any changes deemed necessary. This does not mean that the Committee may only recommend compensation increases, but it is obligated to recommend compensation increases or reduction if it deems it to be appropriate.

C. Review of Personnel Policies: The Personnel Committee will review the Personnel Policies as appropriate, and revisions to these policies will become effective upon approval of the Presbytery.

VI. PERSONNEL COMMITTEE

A. Composition and Operation of Personnel Committee

1. Composition: The Personnel Committee's composition is defined within its charter document.
2. Employee Relations: Any employee may request a meeting with the Personnel Committee with prior notice to the committee chairperson. Changes to the Personnel Policies will be communicated to all employees.

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C. Position Descriptions: The Personnel Committee shall draft all non-ordained position descriptions, consulting with others as appropriate. New and updated position descriptions shall be approved by the Presbytery Commission. The search committee for all ordained (Teaching Elder or Ruling Elder required) positions shall draft the position description coordinating with the Personnel Committee and Presbytery Commission as appropriate. It shall be approved by the Presbytery Commission and the Presbytery Assembly. Subsequent adjustments will be approved by the Presbytery Commission.

	D. Review of Personnel Policies: The Personnel Committee will review the Personnel Policies as appropriate, and revisions to these policies will become effective upon approval of the Presbytery.
"ACCOUNTABLE" REIMBURSEMENT POLICY - Any employee of the Presbytery of Riverside shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Presbytery, if the following conditions are satisfied: - the expenses are reasonable in amount; - the person documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the person's federal income tax return; and - the person documents such expenses by providing the Presbytery treasurer with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee. - Reimbursements shall be paid out of the Presbytery funds and not by increasing pay checks by the amount of business expense reimbursements. - Reimbursable business and professional expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. - The Presbytery shall not include in a person's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding	"ACCOUNTABLE" REIMBURSEMENT POLICY - Any employee of the Presbytery of Riverside shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Presbytery, if the following conditions are satisfied: - the expenses are reasonable in amount; - the person documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the person's federal income tax return; and - the person documents such expenses by providing the Presbytery treasurer with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee. - Reimbursements shall be paid out of the Presbytery funds and not by increasing pay checks by the amount of business expense reimbursements. - Reimbursable business and professional expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. - The Presbytery shall not include in a person's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding

paragraph and the person should not report the amount of any such reimbursement as income on Form 1040. 5. Any Presbytery reimbursement that exceeds the amount of business or professional expenses properly accounted for by a person pursuant to this reimbursement policy must be returned to the Presbytery within 120 days after the associated expenses are paid or incurred by the person, and shall not be retained by the person. 6. If, for any reason, the Presbytery's reimbursements are less than the amount of business and professional expenses properly substantiated by a person, the Presbytery will report no part of the reimbursements on the person's W-2, and the person may deduct the unreimbursed expenses as allowed by law. 7. Under no circumstances will the Presbytery reimburse a person for business or professional expenses incurred on behalf of the Presbytery that are not properly substantiated according to this policy. The Presbytery and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a "non-accountable" plan. 8. All receipts and other documentary evidence used by a person to substantiate the business nature and amount of his/her business and professional expenses incurred on behalf of the Presbytery shall be retained by the Presbytery. 9. Only expenses that are approved for reimbursement in the budget and by the Treasurer or the Personnel Committee of the Presbytery of Riverside shall be considered for reimbursement. The Treasurer's expenses are approved by the Presbytery Leader for Mission and Vision. This document replaces all previous Personnel Policies.	paragraph and the person should not report the amount of any such reimbursement as income on Form 1040. 5. Any Presbytery reimbursement that exceeds the amount of business or professional expenses properly accounted for by a person pursuant to this reimbursement policy must be returned to the Presbytery within 120 days after the associated expenses are paid or incurred by the person, and shall not be retained by the person. 6. If, for any reason, the Presbytery's reimbursements are less than the amount of business and professional expenses properly substantiated by a person, the Presbytery will report no part of the reimbursements on the person's W-2, and the person may deduct the unreimbursed expenses as allowed by law. 7. Under no circumstances will the Presbytery reimburse a person for business or professional expenses incurred on behalf of the Presbytery that are not properly substantiated according to this policy. The Presbytery and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a "non-accountable" plan. 8. All receipts and other documentary evidence used by a person to substantiate the business nature and amount of his/her business and professional expenses incurred on behalf of the Presbytery shall be retained by the Presbytery. 9. Only expenses that are approved for reimbursement in the budget and by the Treasurer or the Personnel Committee of the Presbytery of Riverside shall be considered for reimbursement. The Treasurer's expenses are approved by the Presbytery Leader for Mission and Vision/Stated Clerk. This document replaces all previous Personnel Policies.
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Commission on Preparation for Ministry

Report to Presbytery

September 14, 2019

The 2019/2020 commission, composed of Martin Smith, Wendy Lamb, Sylvia Karcher, Matthew George, Lee Ireland, and John Garten-Shuman (chair), met July 30, 2019, at First Presbyterian Church of Redlands.

Currently, six individuals have expressed interest at some time in becoming either a commissioned local pastor or chaplain and commissioners delved into the status of each one's application.

Nathan Sobers in progress and will be introduced as an inquirer,

Ashley Childress completing work to be recommended for candidacy.

Lazara Silva on hold due to current employment needs.

Jenny Wu progressing, having recently been elected a ruling elder.

Bradley Findeiser to be contacted to determine continuing interest.

Becky Bane to be contacted to determine continuing interest.

Rena Mason to be contacted to determine continuing interest.

Plans are being considered to provide a Minute for Mission at Presbytery meetings and regular worship services to share information about the Commission on Preparation for Ministry. Along with the presentations, a brochure will be developed to inform Riverside Presbytery members of the possibilities for service in ministry.

Stated Clerk (Temporary) Report to the Assembly

September 14, 2019

1. Since we last met it has been the proverbial “fire hose” of learning and activity. The staff and your Moderator, Jeff Mague have been most helpful in learning the technology (we’re trying to put far more in the Cloud) and navigating my way through the Manual of Administrative Operations and to a lesser extend the Book of Order. I am definitely looking forward to new stated clerk’s training which will happen in Louisville just before this meeting.
2. In the way of an “inspection” or “audit”, the Synod of Southern California and Hawaii sponsored a records review on August 29th on the campus where the Presbytery of San Gabriel is officed. Both our 2017 and 2018 minutes were reviewed. There were exceptions in both sets of minutes and I failed to provide the Child Protection Policy and Sexual Misconduct Abuse Prevention policy *of the presbytery*. We were reminded that when our adults go with “kids” to Triennium there must be a reminder to all of our Child Protection policies. In all, there needs to be far more attention to detail and a steady eye on what the Synod expects from the presbytery in the way of record keeping.
3. Speaking of records, there are currently 6 large boxes of unfiled records from the January 2109 move from San Bernardino to Redlands. Lee and I are scheduled to go through them later this month. It all made me think “Paperless by 2021!” It’s a daunting task because first a Document Retention Policy needs to be formulated. With three closed churches alone (Fontana, Crestline and Yucaipa), let alone over 125 minister records (with no statute of limitations on sexual misconduct for the ministers) there are a lot of records to keep. I am “kicking the tires” at the Presbyterian Historical Society in Philadelphia next month because there must be some best practices for retention of records and histories.
4. A real focus on my ministry needs to be coming alongside Clerks of Sessions in their annual records review. Last year only 13 of 26 Sessions reviewed someone else’s “books.” I’ve set a goal of 75% for 2019. We’ve started with a Doodle Poll to what I call the Southwest Riverside County cluster of churches. We’ll see how people respond to a peer review approach. Somehow it needs to be communicated that records review is not a “gotcha exercise” but a way to take what a mentor called “moral inventory” of the ministry we’re all involved in.
5. On the good news front, we appear to have one church which thinks God is leading them to re-engage in the Presbyterian Church USA and an inheritance coming from a closed church (a modest sum) through a trust that is being settled.
6. Finally, what a joy it is to work with the staff under Lee’s leadership and with the many minister and lay volunteers in the work of the Church. We are spread thin and wide.

Crestline Properties Update

Aug 19, 2019

The sale of the Crestline Church finalized on Aug 9th.

The terms; Buyer, New Wine Christian Fellowship put \$40,000 down on a 3-year interest only loan (\$1100/mo.). At the end of this 3-year period (Aug 2022) they must secure their own financing and pay us the remainder of the sale amount (\$380,000 - \$40,000 = \$340,000).

The Homeless Coalition that was attempting to buy the pre-cool property has exhausted all possibilities at securing financing and notified us on Aug 28th they are dropping out. We have 2 other prospects showing some interest so, we will pursue those.

Our one remaining property in Crestline is an “A” frame sandwiched between the above 2 properties and is currently being rented on our behalf (est.\$1000/mo.) by Cozy Cottages, a real estate firm in Crestline. My understanding is, that the title to this property is being held by the Synod.

At some point we need to make a decision as to what is to do with this property.

Crestline Administrative Commission

Bill Stanley

Carol Stanley

Jesse rose

Administrative Commission (AC) for Fontana/New Beginnings

Commission Final Report

September 2019

Healthy Pastors and Congregation Commission (HPCC) appointed Teaching Elder (TE) Sam Roberts, TE Henry DeGraaff and Ruling Elder (RE) Becky Bane to serve as the Administrative Commission.

The first meeting was on February 26 at 9:00 AM. Presbytery Leader for Mission and Vision Leader Timm High was also present serving as ex officio with the AC. TE Martin Smith was also present.

Meeting was opened with prayer at 9:05. Martin shared his insights and the AC discussed the history of the Fontana First Presbyterian/New Beginnings church. A meeting at the Fontana site was scheduled for Tuesday, March 12 at 11:00 AM.

On Tuesday, March 12, the AC, Timm High and Martin Smith toured the church site with two members of the congregation. Everything has “fallen in their laps”. Financial records were turned over to the AC.

Pastor Frank Mendoza and Enrique Gonzalez representing Centro Christiano also met with the AC. They have been renting the facility for 9 years and have been responsible for minimal maintenance over the past few years. Three other congregations and an AA group also rent.

Centro Christiano appears to be the most trustworthy and responsible group. They have expressed an interest in purchasing the property.

The AC dismissed the Fontana New Beginnings members, TE Martin Smith, Pastor Frank Mendoza and Enrique Gonzalez, expressing great appreciation for their diligence, and continued meeting over lunch.

The AC will seek and appraisal for the property is “as is” condition, hire an accountant to do a financial review of the church accounts, seek proof of insurance and 501c3 status from the renters, and ask the New Beginnings/Centro Christiano communities to clean out the facility.

It will be communicated that unsupervised children will not be allowed in the building and that personal belonging currently store there must be removed.

A fire inspection will be scheduled as soon as possible.

Henry DeGraaff for the AC

On Tuesday, March 19 Henry met with Randy Gonzalez to get keys for all of the church.

On Tuesday, March 26, the AC met with Timm and Francisco Mendoza to begin work on a lease agreement.

It was clear at this time that the whole situation was a risk management/insurance nightmare.

Meeting at the Fontana First Presbyterian/New Beginnings Church

Tuesday April 2 was opened with prayer by Timm High at 4:00 pm.

Becky Bane and Henry De Graaff were present. Timm High was present ex officio. Sam Roberts was excused.

Henry reported that he had met with Carlos Gomez, small business consultant at Bank of America and received details of documentation needed to continue transfer of responsibility for church finances from Fontana First Presbyterian account to the Presbytery. Fontana AC and Presbytery staff will continue the process.

Henry also reported that after searching through the offices, he was able to find the Church Register and a few files but no Session minutes. There are no members of the church remaining.

Randy Gonzalez is slowly beginning to remove his "stuff" from the property. His daughter and son still come to the church every day after school and wait to be picked up at approximately 4:00.

From the records in existence it appears that FPC Fontana has not maintained its 501c3 status since 2011. Work is in progress to remedy the situation.

Bills are being paid by the Presbytery until the balance of funds from FPC Fontana can be transferred.

The AC will pay off the current PILP loan.

The AC is seeking an appraisal of the property

Current groups and individuals using the facility will be given notice to vacate the buildings and remove their belongings by June 1, 2109.

The AC will begin to negotiate a lease of the property to the Centro Christiano. The congregation and its pastor, Frank Mendoza have been quite responsible and responsive in trying move forward.

The lease will include:

- use of the facilities and right of first refusal if the property is to be sold
- A survey of equipment that belong to FPC Fontana and to Centro Christiano
- Responsibility for protection, cleaning, and maintenance, and repair of damage given to Centro Christiano
- Continue use of the facility by the AA group that has met there for over 30 years
- Proof of 501c3 status and insurance from Centro Christiano

Meeting was close with prayer at 4:35

Henry DeGraaff for the AC

On April 5, Randy Gonzalez was asked to remove all of his personal “stuff” from the property. The AC agreed to rent a storage unit for his family until they could find an apartment and move in. His children were still staying in the church after school until they could be picked up. Francisco Mendoza agreed to take responsibility for their safety. Francisco agreed to have members from his congregation remove the weeds and engage a tree trimmer in response to a complaint notice from the city – and repair exterior lights.

On Tuesday April 16 the AC reviewed a first draft of a lease with Centro Christiano.

On May 1, the AC received a second notice about back flow valve inspection. Three attempts had been made to coordinate time with the city and Francisco to accomplish the inspection. Eventually, locks were cut and the inspection took place on May 29.

On Tuesday, April 14, Becky, Henry, and Cherylyn met at Bank of America to change the names of the authorized signers on the Fontana/NewBeginnings account.

Being informed that the Presbytery had a “contractor on retainer,” The AC engaged the services of David Baird. Henry met with him on Tuesday, April 14 to begin a “to do list” for repairs to the property.

A member of the Centro Christiano backed Frank’s van into the church building. Bids were offered for repairs. The most complete and professional was accepted.

During the first 2 weeks of June, Francisco and Byron Cyron (the contractor) kept pressuring us for money for the repairs. On June 25, the repairs were actually finished and reimbursement was authorized. Francisco also presented a bill for repair to his van. Carrie noticed that the insurance check was actually the total of two bids for repair to the building. She called the insurance company and discovered that repair to the van was not covered. Therefore, she returned the extra amount to the insurer and Francisco was on his own for repairs to his van.

On June 25, the AC met and decided that we or our agents had been “stood up” for the last time. We will seek a realtor and proceed to sell the property asap. An elder from the Corona congregation recommended an associate with a great track record in selling churches. We agreed that if Centro Christiano could afford to make an offer they should be given credit for work they had done in maintaining the property. It does look much better than it did four months ago.

On July 2, Henry offered Jeremie Tavisola of Tavisola and Associates at the site.

On July 11, the AC gave the OK for work on the air conditioning and filters.

On Tuesday, July 23, the AC met and decided not to re-key the property. None of the “other four” worshipping communities who have used the facility for many years have complied with our request for proof of 501c3 status and insurance.

Henry will be gone until Sept. 1. Becky Bane will be the AC contact person.

Motion: We request that Jeremie Tavisola work directly with Property Finance Investment and Funds Development Committee to sell the property to a church or a developer. The appraisal has been made and is \$875,000 as is.

Motion: The Fontana/New Beginnings AC requests that it be dismissed at the September meetings of HPCC.

Respectfully submitted: Henry DeGraaff, Coordinator of the AC

July 30, 2019

To: Presbytery Assembly, Stated Clerk & HPCC

From: RE Jeff Mague

Date: September 14, 2019

Report from the Administrative Commission for El Buen Pastor

On July 8, RE Peggy Hill, TE Sylvia Karcher, RE Jeff Mague, TE Martin Smith and PLMV Lee Ireland met with Rosario Orosco. Rosario is currently a Candidate for Minister of the Word and Sacrament in Los Ranchos Presbytery. She is a graduate from Fuller Theological Seminary (MDiv) and has indicated a strong interest in preaching the Word at El Buen Pastor and partaking in community development activities. This meeting raised certain immigration issues that are being researched.

Teaching Elders Lee Ireland, Temporary Presbytery Leader, and Tom Rennard, Temporary Stated Clerk, are hereby appointed as ex-officio members of the Commission without vote.

Committee on Representation

Report for the September 14, 2019 Presbytery of Riverside Meeting

Members in attendance: Wilson Kayange, Moderator; Mary Bolaños; Ralph Mueller;

Excused: William Lee

The meeting was opened with prayer by Moderator Wilson Kayange

Wilson led the group to reflect on Acts 6:1-4. Folks identified words and phrases that resonated with them, or that stood out, and together the group pondered the passage in relation to who we are as the Committee on Representation: There are a balance of tasks within this early community as with the Presbytery; the early community was diverse—as is the Presbytery; care of the widows was important—as was also the service of the word of God. We continued to reflect on the Committee on Representation in this context—that as those who were called to serve had a specific task to accomplish, so does COR.

Wilson and Ralph presented the COR committee description from the Presbytery Manual of Administrative Operations. Those in attendance were interested in expanding the scope of COR beyond the minimum responsibilities contained in the MoAO. Leadership ought to rotate—Ruling and Teaching Elders; COR ought to work with the Committee on Nominations—to facilitate broad representation in the Presbytery. Perhaps members of the committee will visit Sessions during the course of the year; during the LEaD event COR might offer diversity training, work with others to continue Kaleidoscope Institute communication styles.

COR might also seek to influence the ways the Presbytery Assembly engages in discernment, to draw from other cultures—and to encourage people with alternative traditions of discernment and decision to lead the Presbytery at times to embrace other ways of being and doing the work of the Assembly. To encourage experimentation.

With regard to the Personnel Committee, COR believes there may be a place for the committee to be involved early on in the search process for Presbytery leadership, and to be a voice that consistently serves to point to opportunities to embrace the diversity that exists within the bounds of the Presbytery.

In future meetings COR will be looking to reflect on and discern where power is in the Presbytery; to identifier those who are influencers—and likewise, those who seem not to have access to power, and to be an advocate for more fuller participation; likewise, beginning with COR and moving to other committees, to encourage committees and the Assembly as a whole to work hard to more fully draw-in a broader representation of the Presbytery into the Presbytery's work and life.

A few key operative words—and ideas to keep in mind: visitation—congregations, sessions, presbytery committees, teams, and commissions; ethnicity inside and outside of the churches of the Presbytery; discover ways to incorporate youth into the life and work of the Presbytery.

Catch-phrase: COR is the Prophet of the Presbytery.

Meetings: to be held monthly, generally, between 4 and 6 PM the 1st or 4th Tuesdays of the month, provided William is available.

The meeting was closed with prayer by Mary Bolaños

Next meeting date: September 3, 2019 at First Presbyterian Church, Redlands

By Wilson Kayange

Chair, Committee on Representation.

INTRODUCTION

The Bylaws 4.04 requires the duties of the Moderator, Vice Moderator and Chairperson of the Presbytery Commission be described within the Manual of Administrative Operations. Normally, the incoming Vice Moderator is making a 3-year commitment when he or she accepts the position. This handbook is intended to describe the key duties of each of the 3 positions an incoming Vice Moderator would be involved with during the next 3 years. It is suggested this content be reviewed and updated as needed each year by each of the person completing their office.

Year 1 – Vice Moderator Key Duties

1. Officiate at certain Presbytery Functions such as ordination and installations and church closings if the Moderator is unable to do so.
2. Plan on attending the Moderator's Conference. Lately it has been in October or November, sometimes at the front end of the Mid Council's Conference, but not always. Google search "PCUSA Moderators Council 20xx". This training normally includes parliamentary procedures and workshops of current topics you should be familiar with.
3. The tradition for moderating during the Presbytery Assembly meetings is for the Moderator to handle the opening and the more difficult portions of the meeting, and the Vice Moderator to take over for the easier portions, normally after lunch.
4. The Presbytery Planning Team, consisting of the Presbytery Leader, Stated Clerk, the Moderator and Vice Moderator will meet before each Presbytery Assembly meeting or as needed. The description of this team's function is in the Manual of Administrative Operations.
5. The Presbytery Commission consists of most committee/commission chairs and the Presbytery Planning Team. It is traditional for the Vice Moderator to take the minutes of the Presbytery Commission meetings. This tasking is very helpful, as that person will become better versed of the various issues that the PC will encounter.
6. Another tradition is for the Vice Moderator to plan the worship service for each of the Presbytery Assembly meetings, including scheduling the Lord's Supper once a year, and arranging for an accompanist (usually provided by the host church). The Presbytery has funds if the host church does not provide a volunteer.

Year 2 – Moderator Key Duties

1. Officiate at certain Presbytery Functions such as ordination and installations and church closings. Plan the installation of the incoming Vice-Moderator, normally during the November Presbytery Assembly meeting.
2. Moderate at Presbytery Assembly meetings. A higher-level knowledge of Robert's Rules of Order is helpful, as at times a meeting can get complicated. A former Stated Clerk advised that if things got too complicated, to do your best try to get to the will of the Assembly in a fair manner.
3. Work closely with the Presbytery Leader and the Stated Clerk in conducting the business of the Presbytery. You will likely need to travel about the Presbytery often during this year.
4. Assist the Presbytery Commission Chair as you can. All you learn about the PC this year will be helpful the next. Fill in to moderate the PC meetings if the Chair is unable to attend.

Year 3 – Presbytery Commission Chair Key Duties

1. Plan and schedule meetings of the Presbytery Commission. There is not a set number of meetings you must have during the year, but certainly one about 2 weeks before each Presbytery Assembly meeting is the minimum. Prepare a report to the Presbytery Assembly on behalf of the Commission and present any action items during the meeting.
2. Thoroughly read the Presbytery Commission Charter document. You may encounter issues which are not specifically covered within the document. Keep notes during the year if updates to the charter document would be helpful for the business the commission may encounter.
3. Review the meeting minutes before sending them to the commission members for approval. These minutes are just as important as the Presbytery Assembly minutes, as much work on behalf of the Assembly is accomplished.

Handy Resources

1. Holy Bible
2. PCUSA *Book of Order* (regular and annotated versions)
3. Manual of Administrative Operations
4. *Robert's Rules of Order*
5. *Book of Common worship* (Presbytery will provide)
6. Presbytery Directory
7. Committee Grid

To: Presbytery of Riverside
From: Presbyterian Women in the Presbytery of Riverside
Respectfully submitted by Debbie Law, Moderator
Subject: September 14, 2019 Presbytery Report

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"I tell my students, when you get these jobs that you have been so brilliantly trained for, just remember that your real job is that if you are free, you need to free somebody else. If you have some power, then your job is to empower somebody else."

-Toni Morrison

Presbyterian Women in the Presbytery of Riverside joined their Synod sisters on July 19th-21st for the Synod of Southern California and Hawaii's 2019 Summer Conference, Love Your Neighbor. Together we heard the voices from our national offices in Louisville, Churchwide advocacy committees, and our own Presbyteries speak about how to embody the living word. They welcomed us to join in the many discussions about immigration policies and the Southern California Matthew 25 Initiative, PW's 2019-2020 Bible Study, intersectionality, Presbyterian Disaster Assistance, interfaith dialogue, creation care, mission engagement, and Christian education. Together with P-dubs from the Conference and from PWC's, we supported the Churchwide Together In Service Pillowcase Project. Demonstrating our concern and prayers for children affected by Hurricane Maria, we sewed and/or decorated pillowcases. We finished with 90 pillowcases, blessed them during Plenary and mailed them to PW's national office. From the national office, the pillowcases will be sent to Puerto Rico to be distributed through churches and schools in the presbyteries of Puerto Rico. Summer Conference widened our scope and framework on how we, as Presbyterian Women, be the living word and speak truth to the gospel. Twenty-five P-dubs from the PWC's of FPC Hemet, FPC Beaumont, Calvary, Spirit of the Desert, FPC Redlands, FPC San Bernardino and Community Presbyterian Redlands came in community and connection with our Synod sisters.

As our PWC's return from summer break, we begin the Horizons 2019-2020 Bible Study, "Love Carved In Stone, A Fresh Look at the Ten Commandments" by Eugenia Gamble. In this study, Eugenia Gamble encourages us to consider how these commandments were understood in their earliest forms and how that understanding may unlock fresh insights for our lives today. Each lesson begins with an exploration of one of the "Ten Words" in its biblical context. The author uses the term "Ten Words" because it is the biblical form and she wants us to look at the Ten Commandments in new ways.

The fall brings the annual Thank Offering of Presbyterian Women, "God Heeds Our Call". Presbyterian Women have expressed their gratitude for God's blessings in their lives by giving back to people in their communities and around the world. Through the Thank Offering, PW helps fund programs that provide education, safe housing, food, clean water, and health care. Agape Fish Fund, Food as Medicine, a 2019 Thank Offering Grant Recipient is from our Synod of Southern California and Hawaii. Agape Fish Fund is located in Westminster, in the Los Ranchos Presbytery. PWC Redlands will dedicate their Thank Offering on October 12th with guest speaker, Gayle Timilione. Gayle will share her experience from the 2019 USA Mission Experience in the Finger Lakes Region of New York. PWC San Bernardino will dedicate their Thank Offering at their Gathering on November 4th.

As our new Bible Study year begins, we welcome new Coordinating Teams at the PWC's. Welcome to this neighborhood, sharing in the gifts of community, making possible the ongoing Presbyterian Women mission.

PWP Coordinating Team 2017 – 2019

Debbie Law (Moderator, FPSB); Nancy Richmond (Vice Moderator, Victoria); Carol Valentine (Secretary, FPSB); Lou Jolliff (Treasurer, HemetFP); Grace Baldwin (Search, RedlandsFP); Judy Strahan (Mission, BeaumontFP); Alice Munde (Racial/Ethnic, RedlandsFP); Kelsey Law (Hunger, FPSB); Nancy Horstmann (Justice/Peace, FPSB); Judy Strahan (Newsletter, BeaumontFP)

September 14, 2019

Records Review & Assistance Team Report to Presbytery

Since the last report to the Presbytery, the Records Review & Assistance Team conducted a General Administrative Review as required by G-3.0108a on June 1, 2019. This was in the form of session minutes and register reviews, as well as review of other records and documents. Although some exceptions were noted, proceedings of each session were found to be effectively in accordance with the Constitution. The churches participating were: Beaumont PC; Calvary PC Riverside; Desert Hills PC, Yucca Valley; First PC of Hemet (June 13); Lake Arrowhead PC; Little Church of the Desert, Twenty-Nine Palms; Magnolia PC, Riverside; and St Andrew PC, Indio. Additional reviews are scheduled in late September/early October.

Presbytery	Riverside		
Address	1875 N D St, San Bernadino, CA 92405-3909		
Phone	909-881-1595	Fax	909-881-1596
Email	<u>riversidepresbytery.info@riversidepresbytery.com</u>		
Web Site	<u>www.riversidepresbytery.com</u>		

Membership

Prior Active Members	3220	Adjusted membership	3206
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Gains

Certificate	35
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Youth Professions	14
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Professions & Reaffirmations	87
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Total Gains	136
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Total Ending Active Members	3048
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Losses

Certificate	18
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Deaths	77
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Deleted for any Other Reason	199
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Total Losses	294
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Baptisms

Presented by Others	21
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At Confirmation	2
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All Other	11
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Average Weekly Worship Attendance	1530
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Female Members	1886
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Friends of the Congregation	311
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Ruling Elders on Session	184
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Do you have Deacons? Yes / No	19 / 2
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Age Distribution of Active Members

25 & Under	220
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26 - 40	236
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41 - 55	342
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56 - 70	570
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Over 70	1000
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Total Age Distribution	2368
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People with Disabilities

Hearing impairment	133
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Sight impairment	127
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Mobility impairment	124
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Other impairment	151
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Christian Education

Birth - 3	42	Grade 7	18
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Age 4	20	Grade 8	15
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Kindergarten	18	Grade 9	18
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Grade 1	24	Grade 10	13
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Grade 2	22	Grade 11	14
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Grade 3	40	Grade 12	11
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Grade 4	27	Young Adults	54
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Grade 5	24	Over 25	498
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Grade 6	22	Teachers/Officers	169
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Total Christian Education	1049
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Racial Ethnic

Asian/Pacific Islander/South Asian	218	Native American/Alaska Native/Indigenous	6
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Black/African American/African	45	White	1693
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Middle Eastern/North African	4	Multiracial	16
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Hispanic/Latino-a	98		
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Total Racial Ethnic	2080
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Financial Data

Annual Income	4,530,088	Mission Expenses	161,030
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Annual Expenses	4,450,385	Personnel Expenses	2,553,697
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Facilities Expenses	913,001
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