

The Stated Meeting  
of the  
Presbytery of the Coastlands

June 28, 2022



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**AGENDA**

6:30 pm	<b>Call to Order, Land Acknowledgement &amp; Opening Prayer</b> .....	Rev. Wendi Werner, Moderator of Presbytery
6:33 pm	<b>Election of Acting Stated Clerk</b> <b>Declaration of a Quorum</b> .....	Rev. David Torrey, Acting Stated Clerk
	Adoption of Enabling Motion & Standing Rules for an Electronic Meeting Welcome of Visitors & First Time Commissioners Seating of Corresponding Members	
6:40 pm	<b>Worship</b> .....	Worship Team
7:10 pm	<b>Adoption of the Agenda</b> .....	Rev. Wendi Werner, Gap Council (GC) Moderator
7:15 pm	<b>Communications and Consent Agenda</b> .....	Rev. David Torrey
7:20 pm	<b>Report of the Board of Trustees</b> .....	Rev. Fred Garry, Moderator
7:25 pm	<b>Report of the Acting Stated Clerk</b> .....	Rev. David Torrey
7:30 pm	<b>Report of the Gap Council</b> .....	Rev. Wendi Werner, GC Moderator
7:35 pm	<b>Reports of Administrative Commissions</b> • Middlesex Presbyterian Church Administrative Commission .....	Elder Paul Gunsser, AC Member
7:40 pm	<b>Service of Commissioning for General Assembly Commissioners</b> .....	Rev. Wendi Werner
7:50 pm	<b>Report of the Governance Committee</b> ..... Proposals/Recommendations: • Council • Coastlands Treasurer Position Description • Commission On Ministry • Round Table • Expert AC on Church Closure	Elder Kathryn Starzer-Farrell, Moderator
8:15 pm	<b>Report of the Commission on Ministry</b> ..... • 2022 Minimum Terms of Call • Celebration of Ministry & Retirement: Rev. Joseph Hein	Rev. Jessica Dixon, Co-Moderator
8:25 pm	<b>Celebration of Rev. Dee Cooper's Ministry with Coastlands Presbytery</b>	
8:35 pm	<b>Adjournment with Prayer</b> .....	Rev. Wendi Werner

\* indicates item included in Consent Agenda

**The next Stated Meeting of Coastlands Presbytery Will Be Held**

**Tuesday, September 27, 2022**

beginning at 6:30 pm

## ENABLING MOTION & PROCEDURES FOR ELECTRONIC MEETING

**MOTION:** That for the purpose of this electronic meeting, the Presbytery of Coastlands approve these special rules of order and suspend any standing rules that interfere with them:

- a. All information about this meeting of the Presbytery is available through the Commissioner's Handbook (previously distributed), and access for voting participants, will be through Zoom.
- b. Online meeting service availability shall begin at least fifteen minutes before the start of the meeting.
- c. The presence of a quorum shall be established by sign-in to Zoom at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
- d. While every effort will be made to provide stable access to the platforms, each member is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- e. In order to be enrolled as participants with voice and/or vote, Commissioners, Minister Members, and Corresponding Members must register through the Presbytery office for the meeting.

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## **SIMPLIFIED SPECIAL RULES OF ORDER AND STANDING RULES**

### For Electronic Meetings Using Video-conferencing Technology

The Following Special and Standing Rules are applicable to meetings of Coastlands Presbytery when holding meetings utilizing video-conferencing electronic meeting technology:

1. All meetings are recorded.
2. Unless the meeting is an otherwise in person meeting to which one or more participants are joined electronically, participants are expected to join the meeting on individual devices (one person, one device). Should joining on individual devices not be possible, participants may make arrangements to join the meeting as a group.
3. Participants are encouraged to join the meeting on a desktop or laptop computer. The following are requirements for such computers:
  - a. High speed internet access.
  - b. Sound output device. While speakers are allowed, this will preferably be a headset, earbuds, or Bluetooth device that delivers the sound directly to the participant's ear rather than into an open room; except for group gatherings.
  - c. A microphone device other than a built-in microphone.
  - d. A separate webcam (preferred, but optional).
4. If joining by computer is not possible, a tablet may be used, using the video-conferencing app, available from the device's app store. Regarding audio/visual devices, the same requirements and preferences exist as for computers.
5. Upon entering the meeting, those on computers or smart devices will click on the word "participants" and then click on the word "chat" at the bottom of their screens to see a participant chat.
  - a. On entering, please enter in the chat, your name, and your church or validated ministry or your HR status.
  - b. Once "checked-in" to the meeting, microphones will be muted by default.

- c. To gain recognition, the preferred method is to use the ‘Raise Hand’ 🙋 function under the ‘Reactions’ panel.
  - d. When called upon by the Moderator, they should unmute their microphones and, if their video feed is turned off, they should click on the camera icon to turn on their webcams.
6. The staff will be renaming guests. ‘ZV-‘ will be placed at the beginning of your name if you have voice and no vote. ‘Z-‘ will be placed at the beginning of your name if you do not have voice or vote. Please do not remove the ZV- or Z- from your name.
  7. The “chat” feature will be available throughout the meeting. Please use it sparingly.
    - a. Please only chat with the Moderator for the purpose of making an interrupting motion. Staff are responsible for acknowledging chats.
    - b. If an individual has a Zoom technical question or difficulty, they may private chat with the Tech Human.
    - c. When multiple participants are seeking recognition, once the Moderator has called on someone, all other participants will be handled as the Moderator deems appropriate.
    - d. If you have an “interrupting motion” (a point of order, a request for preference in recognition, etc.), chat again after it has been acknowledged by the Moderator. Please send the chat message in ALL CAPS like “MR/MADAM CHAIR!” and use the ‘Raise Hand’ 🙋 function.
    - e. At all times participants are expected to be respectful in the chat.
  8. If you have a motion to make other than a procedural motion, the motion should be entered in writing into the participant “chat,” then sent to the Moderator, after which you should seek recognition. When called upon, you should move the motion, and once a second is received via chat (like “Second”), the host(s) will put the motion up in the screen share feature for everyone to see, and then discussion/voting may follow.
  9. If you want to speak to a motion, raise your zoom participant hand 🙋 (found when clicking on the Reactions button), and wait for the Moderator to recognize you. You will be prompted to unmute yourself. Please make sure your video is on if you wish to speak.
  10. The Moderator will repeat the motion prior to the vote.
  11. Votes will be taken using the green checkmark ✅ and the red ❌ in the Reactions button. The green checkmark ✅ indicates you vote ‘yes’, the red ❌ indicates you vote ‘no’. If visitors vote (renamed with Z or ZV) that vote will not be counted.
  12. A vote by means of “raised hand” 🙋 (or yes/no ✅/❌) is a “division,” not a “counted vote” – meaning that the chair will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and rule which side has carried the motion. If the chair is uncertain, he or she may order a counted vote— or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).

## COMMUNICATIONS AND CONSENT AGENDA

For June 28, 2022 Stated Meeting of Presbytery

The following communications have been received since the last meeting of Presbytery. Any actions recommended are indicated in **bold type**. Any particular item may be moved from the Consent Agenda for individual consideration.

### COMMUNICATIONS:

1. Received communications from the Church Leadership Connection of Minister member Personal Information Forms requiring attestation or re-attestation.
2. Received a communication from Rev. Dr. SanDawna Ashley, Synod Transitional Leader for the Synod of the Northeast about training for the Presbytery Leader Search Committee.
3. Received documents from Rev. James Hart Brumm, Clerk of the Classis of New Brunswick of the Reformed Church in America, documenting the results and conclusion of the disciplinary case for Justin Karmann.
4. Received a communication from Rev. Nancy Talbot, Stated Clerk of the Synod of the Northeast regarding the Synod Assembly on October 20-22 and requesting names of Commissioners and YAADs.
5. Received a communication from Tim Cargal requesting names of Ordination Exam Readers the week of May 1-5, 2023.
6. Received a communication from the Board of Pensions of Retirement Initiation for Rev. Joseph Hein effective July 1, 2022.
7. Received a communication from Janelle Baker of Presbyterian Mission Agency, Racial Equity & Women's Intercultural Ministries, requesting nominations for Women working to improve the quality of life for others to be recognized by the agency. Nominations are due by July 22, 2022.
8. Received a communication from the Board of Pensions requesting confirmation that Rev. Samuel Yenn-Batah continues to serve in a validated ministry. Attempts to reach Rev. Yenn-Batah have been unsuccessful.
9. Received a communication from Jayne Culp of the Office of the General Assembly sharing that the GA Offering recipient selected by the Co-Moderators for this year's assembly is [Restorative Actions](#) an economic justice initiative.

### CONSENT ITEMS FOR APPROVAL:

1. **MOTION:** That the above communications be received as information.
2. **MOTION:** That the following individuals be seated as Corresponding Members:  
A.
3. *Requests have been made from some ministers seeking excused absences from this Stated Meeting.*  
**MOTION:** That Presbytery refer these requests to the Gap Council.
4. **AC - Administrative Commissions**  
A. **MOTION:** That the report(s) of the Administrative Commission(s), as found in the handbook, be received as information.
5. **COM - Commission on Ministry**  
A. **MOTION:** That the report of the Commission on Ministry, as found in the handbook, be received as information.
6. **CPM - Commission on Preparation for Ministry**  
A. **MOTION:** That the report of the Committee on Preparation for Ministry, as found in the handbook, be received as information.
7. **MOTION:** That the final attendance be reported to the next stated meeting of Presbytery.

**Report of the Commission on Preparation for Ministry**  
to the Presbytery of the Coastlands Stated Meeting of Jun 28, 2022

At its May 2, 2022, meeting, the Commission on Preparation for Ministry took the following actions:

- Voted to remove Robert "Bo" Evans of Slackwood Church from the roll of inquirers at his request.
- Voted to remove Satina Smith of Nassau Church from the roll of candidates after making reasonable attempts to give her opportunity to be heard concerning the removal and communicated this action to Ms. Smith and the Nassau session (G-2.0609).

Subsequent to the meeting, Ms. Smith contacted the commission and confirmed that she has discerned that her vocation lies outside of ordained ministry and that she agrees with the decision to withdraw from the process.

Both she and Mr. Evans have expressed their gratitude to the presbytery for our support during their time under care.

At its June 6, 2022, meeting, the Commission on Preparation for Ministry took the following actions:

- Voted to enroll Breeann Blumenthal of Hopewell Church as an inquirer
- Voted to enroll Ruth Amadio of Hopewell Church as an inquirer

Submitted,

James Klotz, Moderator of CPM

Administrative Commission (AC)  
Of the Presbytery of the Coastlands concerning  
The Middlesex Presbyterian Church, Middlesex, NJ

Report to the Presbytery  
13 June 2022

Per the Warrant dated 27 July 2021, The Presbytery of the Coastlands created and empowered the Administrative Commission. The Commission has the power to conclude specific actions to dissolve the Middlesex Presbyterian Church. This report focuses on the listed action “To discern, in consultation with the COM, the future use of the real property and in the event that the decision is to sell the property, to carry out the sale.”

It is the recommendation of the AC to sell the building and property to Middlesex Borough. In reviewing all of the Letters of Intent to purchase received by the AC, The Great Ends of the Church (*Book of Order F-1.0304*) provided the guiding principles. Middlesex Borough will use the building and property as a Senior and Recreational facility, and also as an Emergency Shelter. The Borough recognizes the building and property are special, and is willing, via a deed restriction to ensure the building is not demolished, but maintained and used for public purposes only. Middlesex Borough has offered nine-hundred thousand dollars for the building and property. The building and property were commercially appraised on 31 August 2021 at a market value of nine-hundred twenty five thousand dollars.

**The AC is requesting approval** of Presbytery to carry out the sale of the building and property of the Middlesex Presbyterian Church, Middlesex, NJ to Middlesex Borough.

**The AC is also requesting approval** to assume original jurisdiction *if necessary* to conclude the affairs of the Middlesex Presbyterian Church, Middlesex, NJ.

The Middlesex Administrative Commission (AC)  
The Rev. Joyce MacKichan Walker, Moderator.  
Ruling Elder Paul Gunsser  
Ruling Elder Beth Rigby, Secretary.



As you are aware, the Borough of Middlesex (the Borough) is interested in acquiring the neighboring Presbyterian Church for municipal purposes. We have visited the church and taken a tour of the facility. The Borough would use the Presbytery for both a Senior/Recreation Center and an Emergency Shelter, the functions of which are described below.

**Senior/Recreation Center:** Currently, the Borough rents the Middlesex Boro Rescue Squad building located at 1600 Mountain Avenue. The facility has a kitchen with no working oven or stove. It has two small offices with two staff members in each; one office has neither air conditioning nor heat. These offices are the only two private areas in the facility. Senior Services staff counsel citizens on their Medicare, Medicaid, and taxes throughout the year, and frequently, must use small meeting space, when available, at the Public Library next door. Seniors enjoy Zumba, yoga, chair exercise classes, bingo, coffees, lectures, movies and other events in the room. There is one divider to divide the large 80' x 60' room in half, but that allows for only two groups to use the facility at one time. Further, there is a foyer that does not meet ADA code as the doors must be pulled open and the Rescue Squad has denied the Borough's request to address this issue at Borough cost.

The Borough also operates our Recreation Department from the Rescue Squad. We offer toddler programs and Mommy and Me programs, but because the space is so limited, we are unable to broaden offerings. We are very limited in our ability to serve the youth and teen populations in the Borough other than offering a sports recreation and summer camp program. The Borough has long wished to be able to offer more programs to children and teens who fall outside the sports area.

At this time, and for the last six months, there has developed a significant leak in the roof of the building which has damaged the interior, especially the two rest rooms. The Rescue Squad has been reluctant to address the longterm issue of roof's failure. Currently, the Borough is planning to vacate this space and temporarily rent space from another not-for-profit and move staff into Borough Hall. This is short-term solution.

Should the Presbytery become a Borough property, it opens up the Borough's ability to offer a tremendous number of programs, including lectures and musical and theatrical arts in the Sanctuary, cooking classes and demonstrations in the kitchen, recreational classes in the classrooms for all ages including photography, nature, arts and crafts, Do It Yourself home improvement, yoga and Zumba.

With several offices and additional spaces, our current staff of four could spread out and provide private counselings to Seniors.

**Emergency Shelter:** With the frequency of flooding in the Borough and the increasing number of intense weather events, sheltering residents in need and in distress has become an even greater issue than before. Currently, the Rescue Squad building serves as an emergency shelter, however, there are several major issues with this facility as a shelter (the roof leak is a given – until this issue is addressed, the Borough cannot house residents there during a storm). There is little privacy for families, especially nursing mothers. There is no stove or oven to warm up or cook food. There is no storage space for emergency supplies. Currently, cots, blankets and water is stored in three sheds behind the Rescue Squad. The Borough does not store food, pillows or other necessities as there is no more room. Finally, the Borough is desirous of having a shelter where animals are welcome; we know that people are most

reluctant to leave their homes if they have to leave a pet behind. With only the one space at the Rescue Squad, the Borough has not been able to shelter families with pets.

The Presbytery offers multiple large rooms that can accommodate families with or without pets, segregated into different areas. Even the small fenced-in playground could be used to allow friendly pets to play with each other outside, safely. There are plenty of smaller rooms for nursing mothers or families in crisis that need private counseling. The basement offers the storage area that the Borough is lacking for emergency food and water storage, as well as more blankets and pillows. We would be able to acquire more cots and fill the three sheds with cots so that our Emergency Services could care for more people.

The commercial quality kitchen at the Presbytery would allow large crowds to be fed hot food. During Hurricane Ida, 527 homes were severely damaged and needed evacuation; we were only able to accommodate fifty people in our shelter and had to send families to other towns. Without food storage and most businesses closed in the Borough, the only food we were able to supply for breakfast was granola and cereal bars and juice boxes bought at a local pharmacy. The Presbytery facility would allow us to make oatmeal, heat up soup, make real coffee, hot chocolate and tea. The Sanctuary is about the same size as the facility the Borough rents from the Rescue Squad. The other additional areas of the building would allow the Borough to shelter so many more victims of natural disasters.

We have been asked to let the Presbytery know if we are interested in any equipment or furnishings. The Borough is interested in both pianos within the facility. Envisioning small group singalongs for Seniors, and playtime songs with toddlers, the upright piano is perfect for small group gatherings. The baby grand piano in the Sanctuary would be a wonderful addition for live performances; the Sanctuary, with its incredibly lovely vaulted ceiling offers amazing acoustics.

The Borough is also interested in the beautiful toddler tables and chairs. We envision pre-school and toddler programs continuing there. If the Presbytery sees fit, the toys, especially the wood blocks, would be put to good use. We would also consider the pews in the sanctuary as well as the equipment in the kitchen.

The Borough recognizes that this space is special. The Borough also is sensitive to the membership of the Presbytery and would assure it, via a deed restriction, that the building would not be demolished but maintained and used for public purposes only. We cannot imagine a more beautiful, perfectly laid out and designed space to meet the needs of our seniors and our disaster victims. The vision of providing emergency shelter within the Sanctuary one can only imagine would also provide spiritual comfort as well and provide the municipality that we would be honored to use for this purpose.

We have considered the amount of wetlands and underlying ground issues and are prepared to close as soon as our Capital Budget is approved in 2022 and a bond can be voted on. The Capital Budget is scheduled to be introduced in May, approved in June with an estoppel period of 20 days. A bond ordinance could be introduced July and approved in August with a closing immediately following.

The Borough has considered the property very important for long-term public use and is resubmitting an offer to reflect that value. The Borough would appreciate the Presbytery considering the offer of \$900,000. We look forward to hearing from you. Should you have any questions while you evaluate our offer, please do not hesitate to reach out to me.

# Warrant

for an

**Administrative Commission**  
of the Presbytery of Central NJ concerning  
the Middlesex Presbyterian Church, Middlesex, NJ

**July 27 2021**

For everything there is a season, and a time for every matter under heaven:  
a time to be born, and a time to die;  
a time to plant and a time to pluck up what is planted.

*Ecclesiastes 3: 1-2*

Jesus said, "I am the resurrection and the life.  
Those who believe in me, though they die, will live;  
and everyone who lives and believes in me will never die.

*John 11: 25-26*

A commission is empowered to consider and conclude matters referred to it by a governing body. The appointing body shall state specifically the scope of power given to a commission. A commission shall keep a full record of its proceedings, which shall be submitted to its governing body to be incorporated in its minutes and to be regarded as the actions of the governing body itself. (G-3.0109b)

The decision of an administrative commission shall be the action of the appointing governing body from the time of its completion by the commission and the announcement, where relevant, of the action to parties affected by it. Such decision shall be transmitted in writing to the stated clerk of the governing body, who shall report it to the governing body at its next meeting. A governing body may rescind or amend an action of an administrative commission in the same way actions of the governing body may be modified. (G-3.0109b)

The Middlesex Presbyterian Church in Middlesex NJ was chartered in 1962 with 128 members from the surrounding community and by 1965 constructed its own building. By the early 1970's the church had grown to over 300 members.

For over 35 years Middlesex Presbyterian Church served its community by operating a nursery school which was well regarded and successful.

Throughout its history Middlesex Presbyterian Church developed and provided leadership to both the presbytery and the larger PC(USA) with their then pastor Rev. Dr. Neal Presa serving the denomination as Moderator of the 220th general assembly from 2012-14.

Over the years the congregation has been very active in hands on mission projects, sent participants on mission trips, participated in the ministry of Camp Johnsonburg, supported their local crop walk, and been a faithful partner and host for many community outreach and self help ministries, such as 12 step programs and chaplaincies.

In recent years the congregation has seen steep decline as members have moved from the area including key members of the session and congregation. Following the pandemic year the director of the nursery school announced their retirement and the session felt that they no longer have the people power to continue to engage the community and maintain the affairs and property of the church. As they have reevaluated things following the pandemic, they are tired and don't have the energy to continue.

As a result of that process the Session of Middlesex Presbyterian Church, at its meeting on July 7th, 2021 requested of the "Central" Presbytery the formation of an AC to help them conclude the affairs of Middlesex Presbyterian Church, to figure out a legacy and plan for the property, taking into account the other ministries which currently use the well maintained and sacred space, and to work with them to find a new church home where members can continue to grow spiritually.

This motion is a request that the Presbytery of Central NJ at its Special Called Meeting on July 27, 2021, create and empower an Administrative Commission. This Administrative Commission shall have the power to conclude the following actions:

1. To dissolve Middlesex Presbyterian Church.
2. To provide for the continuing spiritual and pastoral care of the remaining members of the Middlesex Presbyterian Church.
3. To help as requested by the members to identify a new home where they might transfer their membership en-masse or facilitating ways to continue certain ministries under other structures. While the ministry of Middlesex Presbyterian Church in this form is coming to an end, God is not through with these disciples, and they understand their faith journey to still be interconnected. The nature of this connection and path forward will require ongoing discernment.
4. To transfer members of Middlesex Presbyterian Church to other congregations and to provide for pastoral care for those who do not wish to or are unable to transfer their membership.
5. To grant letters of dismissal to members for those who have not found a new church after a period of one year.
6. *To assume original jurisdiction of the Session of the Middlesex Presbyterian Church as required to enable the Administrative Commission to act on matters that require such jurisdiction.*

7. To take possession of all real and personal property of the Middlesex church along with financial records and inventories of equipment and to oversee transfer of all real property and accounts to the Presbytery.
8. To ensure that bills are paid, the property is maintained and secured, and adequate insurance coverage is in place. In addition, the AC shall work with the groups currently using the facility, including 12 step fellowships, Grace Christian Fellowship and other programs which use the building to insure that their vital work is cared for.
9. To consult with the Session or its representatives regarding requests the congregation may have relating to the disposition of equipment, memorials and other property, honoring them where possible and to retain such for future use at the discretion of the Presbytery.
10. To assert the claim of the Presbytery to any property of the Middlesex Presbyterian Church congregation not known at this time or property which may come as beneficiary of a will or trust not known at this time.
11. To assert that the Middlesex Presbyterian Church property remains a vital asset to the ministry of the Presbytery of Central NJ and to hold prayer services on the property.
12. To discern, in consultation with the COM, the future use of the real property and in the event that the decision is to sell the property, to carry out that sale.
13. To determine uses for the various funds of Middlesex Presbyterian Church, including the manse fund, which honor the ministry and legacy of Middlesex Presbyterian Church and build up the ministry and witness of the PC(USA.)
14. To transfer to the Stated Clerk for forwarding to Presbyterian Historical Society all official records of the congregation. Other historical records shall be transferred to the stated clerk for storage or transfer to PHS at their direction.
15. To complete any additional tasks necessary to close the corporation of the church.
16. To see that the ministry and faithful history of the Middlesex Presbyterian Church are suitably celebrated in a service of worship.

In undertaking these actions, the Administrative Commission shall be sensitive to the memory, heritage, and concerns of the members of the Middlesex Presbyterian Church.

The Administrative Commission shall invite at least one representative of the Middlesex Presbyterian Church to participate in its work with voice but without vote.

Membership in this Administrative Commission shall be by appointment of the moderator of the Interim COM, in consultation with the acting stated clerk. It shall include at least 3 members and appointments shall be announced at the next stated meeting of the Presbytery.

This Administrative Commission shall report its actions to a future Stated Meeting of the Presbytery of Central NJ. They shall provide the Presbytery with interim reports semi-annually and their warrant shall conclude with the completion of the above delegated tasks.

Rev. Sue Smith, Acting Stated Clerk of the Presbytery of Central NJ

## COUNCIL

The Council represents the ministries and congregations of the Presbytery of the Coastlands and has responsibility for the coordination and program of the Presbytery. Consequently, it has the primary responsibility for determining the support needed by member congregations and ministries; engaging in strategic planning; and developing policies for the Presbytery.

### Composition

The Council shall be composed of seven voting members:

- Moderator of the Presbytery
- Six (6) at-large members in three equal classes.
  - Ordinarily at the first meeting of each calendar year, the Presbytery shall elect each at-large member for a term of three years. The Committee on Representation shall nominate candidates; nominations from the floor will be entertained.
  - Each nominated individual shall be a Ruling Elder or a Teaching Elder.
  - Every effort shall be made by the Committee on Representation to establish a balance between Teaching Elders and Ruling Elders.
  - No more than one individual associated with a particular congregation at the time of their election (Teaching Elder or Ruling Elder) shall serve as an at-large member of the Council.
  - In the event of a vacancy, the Committee on Representation shall nominate, ordinarily at the first Presbytery meeting following the vacancy, a candidate to fill the remainder of the term; nominations from the floor will be entertained.
  - No at-large member of the Council shall serve for consecutive terms, either full or partial, aggregating more than six years. An at-large elected member of the Council, having served a total of six years, shall be ineligible for reelection to the Council for a period of at least one year.
  - Ruling Elders who are members of the Council shall have voice and vote at Presbytery meetings.
- The Vice Moderator of the Presbytery and Past Moderator are invited, as available, to participate as members ex-officio, without vote
- The Stated Clerk and Presbytery Leaders shall be members ex-officio, without vote.
- The Moderator of the Presbytery shall be the moderator of the Council
- The Stated Clerk shall provide polity interpretation and keep minutes of the Council.
- The Council shall identify one of its members to serve on the Committee on Representation

### Responsibilities

The responsibilities of the Council include, but are not limited to:

- leading the Presbytery in discerning and defining the nature of its vision and mission
- serving as the guardian and interpreter of that mission to the Presbytery as a whole
- discerning and communicating the priorities that shape the work of the Presbytery

- acting on behalf of the Presbytery in ways defined in the Manual of Administrative Operations
- nominating to Presbytery candidates for the Committee on Representation.
- ensuring clear communication about the work of the Presbytery as a whole
- recommending to the Presbytery the creation or elimination of Presbytery Commissions and Committees; approving the creation of Presbytery Working Groups, teams, or task forces
- hearing proposals from and making proposals to the Trustees regarding budget priorities and to recommend jointly with the Trustees an annual budget for Presbytery
- aiding the Moderator, Presbytery Leaders, and Stated Clerk in planning the Presbytery meeting, including, but not limited to planning and discerning the docket and shaping the worship service in coordination with the Worship Team
- Council Meetings
  - Ordinarily the Council shall meet monthly.
  - The Moderator may invite members of the Presbytery to meetings to call Council's attention to particular matters.
- Communications
  - In the event of inquiries from the press, the Council will provide consultation to the Presbytery Leader spokesperson
  - Approval of Presbytery Minutes: The minutes of Presbytery meetings shall be reviewed by Council, which shall recommend their approval to the Presbytery with any additions or changes.
  - Provide reports to the Presbytery at every stated meeting by sharing Council minutes with the Presbytery and providing such further detail as may be prudent.
- In case of emergency, acting in the name and with the power and authority of Presbytery between meetings, except in those matters that the Form of Government does not permit presbyteries to delegate, and except for those powers otherwise delegated to the Trustees, Commission on Ministry or the Commission on Preparation for Ministry. Presbytery may adopt a policy specifying and restricting matters in which the Council may or may not act for Presbytery. Any emergency action shall be communicated to the whole Presbytery, both by posting on the Presbytery website and by reporting on the floor of the next gathered meeting of Presbytery.

June 28, 2022



## **PRESBYTERY OF THE COASTLANDS TREASURER**

**POSITION DESCRIPTION:** The treasurer shall ensure full and accurate accounts of all funds and securities of the Presbytery of the Coastlands.

### **RESPONSIBILITIES:**

- Recommend to Trustees accounting policies for the receipt, care, and disbursement of Presbytery funds.
- Ensure the receipt, care, and disbursement of money is consistent with accepted Presbytery policies.
- Provide regular financial reports to the Presbytery, Council, Trustees, Presbytery entities and staff, as appropriate.
- Resource the Board of Trustees, providing advice and management of Presbytery assets and to execute the Trustees' decisions.
- Manage the process to solicit and compile budget information from the various entities within the Presbytery. Draft the annual budget in conjunction with the Board of Trustees.
- Present unaudited year-end financial reports to the Trustees, Council and Presbytery as soon after the end of the fiscal year as practicable.
- Present annually to the Trustees, Council and Presbytery, the year end audit or financial review.
- Oversee the insurance program of the Presbytery and report any concerns to the Stated Clerk and Trustees.
- Serve as the liaison with the financial advisor for the Presbytery monitoring of actual portfolio performance.
- Present per capita apportionment, the status of general mission pledges, and other funds as recorded in the reports.

### **RELATIONSHIPS:**

- The Treasurer is accountable to the Presbytery through the Council, attending Council meetings when requested.
- The Treasurer is an ex-officio member of the Board of Trustees with voice, but no vote at meetings.
- As an officer of the Presbytery, the Treasurer has voice and vote at Presbytery meetings.

### **TERMS:**

- The Treasurer must be eligible for membership in the Presbytery of the Coastlands.
- Upon nomination by the Committee on Representation, the Treasurer shall be elected by the Presbytery at the last Stated Meeting of the Presbytery for the year. The term of office is three years and commences on January first after election. The Treasurer may be elected to an indefinite number of terms.
- This position is a volunteer position, estimated to be 10 hours per month.

### **DESIRABLE SKILLS:**

- Understanding of generally accepted accounting procedures, basic investment matters, tax and benefit issues as they pertain to teaching elders, churches and their

other employees, including benefits provided by the Board of Pensions and other PC(U.S.A.) agencies.

- An openness to continuing education opportunities provided by the Presbytery or PC(U.S.A.) agencies.
- Ability to establish collegial relationships with the Presbytery staff, Trustees, and Council.

June 28, 2022

## COMMISSION ON MINISTRY

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations. Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to its Ministers of the Word and Sacrament commissioned pastors (also known as Commissioned Ruling Elders), and Certified Christian Educators of the presbytery; to facilitate the relations between the presbytery and its congregations, ministers of the Word and Sacrament, commissioned pastors, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient. (Refer to PC(U.S.A.) Book of Order G-3.0307)

The Commission on Ministry (COM) is responsible for the health of ministry in the presbytery, attending to the well-being of congregations and their faithfulness in responding to God's call to them as well as the nurture, support and professional development of church professionals, including Ministers of the Word and Sacrament, Certified Christian Educators (CCE), Commissioned Ruling Elders (CRE)."

<https://sangabpres.org/wp-content/uploads/2018/01/comhandbook.pdf> page 1-2)

### **Responsibilities:**

COM shall:

- Support and walk with all congregations, ministries, Ministers of Word and Sacrament, CREs, and CCEs in the Presbytery of the Coastlands.
- Provide liaisons congregations, ministries, Ministers of Word and Sacrament, CREs, and CCEs who serve as pastoral and guiding presences. available as a pastoral presence.
- Connect congregations to the necessary training, facilitation, or resources for needs within their context, and to encourage the connections between the congregation, COM, Presbytery and helpful resources, harnessing the power of our identity as a connectional church.
- Maintain and implement the policies concerning
  - Minimum Compensation for the Presbytery for Installed Ministry in a congregation, both full and part-time
  - Minimum Compensation for the Presbytery for Temporary or Contract ministry in a congregation, both full and part-time
  - Pulpit supply and moderator guidelines, standards for honoraria
  - Receiving a pastor from another denomination
  - Process and approval for Administrative Commissions for Ordination and Installation services
  - Process for receiving new minister members/transfer of membership into the presbytery
  - Covenants of closure
  - Parish Associate(s): relationship, contract, annual evaluation, and closure

- o Other policies as needed or required by the Presbytery, Synod or General Assembly.
- o Policies and processes for validating ministries outside of congregational contexts
- o Process for reviewing ministers serving in specialized ministers on an annual basis and evaluating the ministries in which they serve
- COM will conduct as part of its work
  - o Bring examinations for Ordination to the presbytery when an individual receives a call within our bounds
  - o Exit interviews for Sessions, Ministers and CREs when a pastor departs
  - o Development of a process for conversation/engagement with Pastor Nominating Committees
  - o Interviews of Ministers entering the Presbytery or accepting a new call
  - o Work with any Minister and congregation to create then approve the Administrative Commission for an Ordination or Installation.
  - o Celebrations of retirement
  - o Annual training of regular and ad hoc COM members
- The presbytery may delegate authority to the COM to address or accomplish various tasks on presbytery's behalf. Please see link for [COM List of Delegated Work](#).

The COM strives in its work towards the following goals:

- To be pastoral in its understanding and how it engages with congregations and ministers.
- Not only to be present when a congregation or minister needs something or there is a need to offer correction or guidance, but also to be in relationship regularly with all congregations and ministers.
- To be a hub for sharing resources and connecting churches and ministers who might have similar needs or making connections to do ministry together.
- To be in partnership with the Ministry Resource Committee as we work with ministers and ministries to identify necessary resources.

### **Structure for the Commission on Ministry of the Presbytery of the Coastlands**

The Commission on Ministry of the Presbytery of the Coastlands consists of a balanced group of Ministers of Word and Sacrament and Ruling Elders to serve as connectional partners of the Presbytery to each congregation, ministry of the presbytery, and Minister (including those serving in Specialized Ministries, those who are Honorably Retired, and those whose status is minister at large) and CREs. COM will have the responsibility to ensure through its framework to build relationships with congregations and ministers through regular contact and periodic visits and to report back to COM any requirements as far as needed resources, transitions, or conflicts that might need more directed or specialized support or intervention.

As part of COM's framework, a team of liaisons who may be but not necessarily elected

members of COM will serve, and be tasked by COM to care for and partner with the Congregations, Ministries, CREs and Ministers of the Presbytery in the below enumerated ways. There will be other specialized teams constituted by the COM that will fulfill particular tasks and require specialized training.

#### Membership of COM

- COM will have 18 members elected by the presbytery with a goal of parity between ruling and teaching elders in three classes.

Specialized Teams, striving fair representation and balance between elders and ministers (not necessarily elected members of COM). Members are to be approved by the whole of the COM, with view towards suitability for specific teams/tasks. Teams are to be evaluated annually.

- A team of 5, including at least one elected COM member and/or 1 minister active in Specialized Ministries outside of a congregational context to support those who serve in Specialized Ministries outside of congregational contexts to tend to the specific tasks of support and oversight as well as to establish cohorts and serve as liaisons for ministers in these categories.
- A team of 5, including at least one elected COM member, to support those who are Honorably Retired and At Large to tend to the specific tasks of support and oversight as well as to establish cohorts and serve as liaisons for ministers in these categories.
- A rotating team of 2 to 3 members, including at least one elected COM member, to coordinate a fit interview, conduct that interview, prepare candidates to appear before presbytery, shepherd them through the installation and ordination process.
- A team of 3 to 5 members who are trained in the interim/transition process to walk with churches through those processes
- A team of 3 to 5 people to work with any congregation working to hire any Minister around just compensation, minimums, and Board of Pensions benefits.
- A team of 3 to 6 members to provide mediation in congregational conflict. These members will be provided with training recommended by the presbytery.
- A team of 3 to 5 members to facilitate conversations and provide information and resources to congregations around merging, yoking, and other creative possibilities for transformation.

#### Role of elected COM members:

- Attend regular meetings to complete the work commissioned to COM by the presbytery.
- Serve 3 – 4 Congregations doing the work of or overseeing the liaisons
- Set guidelines, create and disseminate the documents and ensure their proper completion and submission.
- Oversee and coordinate with sub-teams to set goals, provide training and clarify processes.
- Act as a communication hub for sub-teams, congregations, and ministers both to and from the presbytery, including reporting any actions and ministry transitions to presbytery on a

- regular basis.
- Elect among themselves at least two moderators.

#### Section Internal to COM Manual

- As a liaison to a congregation
  - Identify with the rest of COM a cohort of 3 congregations who can be shepherded as they navigate similar circumstances. Such circumstances could include similar geographic location, similar size of congregation, similar aspirations/goals of the congregation.
  - Initially visit with the pastor(s) or commissioned lay pastor and staff (including DCEs) of each church in their cohort.
  - Initially visit the sessions of each congregation at a regular meeting to introduce themselves and their role with the church.
  - Establish a monthly meeting time for the cohort to check in with the cohort of pastors, commissioned lay pastors, and DCEs of the congregations. Guide those conversations as they pertain to shared questions, needs, or ministries.
  - Establish a relationship with the clerks of each session. Check-in periodically.
  - Pray for the congregations.
  - When a need arises like a pastoral transition, a conflict, contract negotiation, or other technical need, refer this back to COM to find the appropriate way to address the need.
  - Participate in the regular review of validated ministers serving in congregational contexts
  - Oversee recognition of and offer prayers for retiring ministers in their cohort
- Meet bi-monthly with the cohort of liaisons for your area. These cohorts will be 4 liaisons for the churches in a geographic area. The cohort will meet to discuss possible bridges, common needs, or other ways churches might connect to do ministry or support one another.
- Attend regular COM meetings and coordinate and communicate the needs, gifts and any helpful resources to the congregations you walk alongside.
- Serve on one of the small teams.

#### Liaison to Ministers serving in Specialized Ministries, Honorably Retired Ministers, and Ministers at-large

- Be a duly elected member of COM
- Serve as a liaison to a cohort of 10-15 ministers serving in specialized ministries, honorably retired ministers, and ministers at-large
- Have quarterly touch points with ministers in the cohort and arrange annual/semi-annual meetings of the cohorts
- Serve on a COM team responsible for reviewing applications for validation of ministries outside of congregational contexts and making recommendations to the larger COM
- Conduct the regular reviews (in accordance with presbytery policy) of those serving in

validated ministries outside of congregational contexts and assess their participation in the life of the presbytery on an annual basis

- For ministers serving in specialized ministries, arrange to tour their ministry context and learn about the ministry they provide
- Pray for the members of your cohort and those to and with whom they minister

#### Interim/Transition (5 members)

- Be trained in interim/transition work or have significant experience.
- Be conversant in Presbytery of the Coastlands policy and process for pastoral transition.
- Be prepared to work with congregations on
  - The departure of a pastor
  - Ensuring moderating and preaching are covered for a gap time
  - The various kinds of ways churches may choose to have pastoral leadership for a transition including full and part-time, interim work, more significant transitions before a new pastor is hired, pulpit supply instead of a regular pastoral role, pastors for a designated term. So that you can advise churches on how to proceed with finding their transition leader
  - Transitional pastor contract negotiations including how the Board of Pensions coverage may differ for a transitional leader from an installed leader. Refer to the contract group for assistance as needed.
  - The tasks once an interim is in place. This includes helping reinforce for the congregation that it takes time to move through a transition and helping to calm anxiety.
  - Knowing the Presbytery resources available when the interim or congregation may have questions about finances, worship resources, education, mission, training or whatever resources might be useful (this could be a manual or list)
  - The mission study or a process and the multiple ways to do it, and the consultants who are available for congregations, including what COM will be looking for in the report.
  - Advice for Nominating Committee on calling a PNC.
  - Advice for Session on setting a budget for the PNC, travel expenses for candidates and the pastor once called, and setting their terms of call range.
  - Training the PNC for their work:
    - Choosing a PNC structure: moderator, secretary, communicator, other roles,
    - Familiarity with the CLC and interpreting it to the PNC,
    - Good but confidential communication with Session and the congregation,
    - The flow of the prayerful process (don't rush!),
    - Creating a MIF,
    - Avoiding discrimination in the process,
    - Adapting the Mission Study to the MIF,
    - Choosing a process for interviews and communication with candidates,
    - A mock interview once the MIF is complete and approved by session and COM,

- Be prepared if a PNC asks about calling a candidate that will be newly ordained or who is from another denomination,
- Contract negotiations (refer to the contract team as necessary)

#### Compensation team

- Be conversant in Presbytery of the Coastland minimums for salary, benefits, leave, reimbursables, vacation, and continuing education.
- Be familiar with PC(USA) polity requirements regarding the provision of benefits, the Board of Pensions' *A Theology of Benefits*, the various benefits programs and plans offered by the Board of Pensions and their eligibility requirements, including Pastor's Participation, Minister's Choice, and additional optional benefits including dental, vision, 403b and others.
- Be aware of cost of living or find access to this information for the area a church is located in to help them understand what fair compensation would be. (ensure cost of living calculator used includes ALL pertinent expenses, esp. food and healthcare which are not always factored in.)
- Be aware of pastoral compensation offered at other comparable congregations in the community.
- Review position descriptions in light of the compensation being offered to ensure that the covenant is a just and fair one. Propose appropriate adjustments as needed.
- Conduct annual review of ministers' compensation to ensure there is racial, ethnic, and gender equity.

#### Mediation team

- Have training in conflict mediation including cultural proficiency.
- Be aware of the polity of the PC(USA) and the Presbytery of the Coastlands so that clarity can be present as to required or helpful processes or options towards resolution.
- Be a pastoral presence in all mediations, offering prayer and reflection in the midst of often difficult conversations.

#### Size change and transformation team

- Be aware of all the possible options when a church is discerning that it is no longer able to do ministry as it is. This should include:
  - Moving from full to part-time
  - Yoking
  - Sales of property
  - Merging
  - Closing

#### Ordination support team

- Understand the theology and polity of the PC(USA) as well as policy and processes of the Presbytery of the Coastlands.
- Take responsibility for working with CPM to ensure there is are consistent



expectations communicated regarding Statements of Faith.

- Provide initial review of statements of faith and other required documentation to ensure all is in order in advance of it being forwarded to the wider committee.
- Connect with candidates in advance of the meeting to provide an overview of the COM process.
- Provide prayers for those serving in validated ministries outside of a congregational context when they are approved for ordination.

Installation team or point person

- Understand the process for installation, what paperwork is involved, and its purpose.
- Offer support and clear communication to any pastor benign installed including awareness of what Ministers and Ruling Elders may be available to serve on Installation Commissions if the pastor needs assistance filling their commission.
- Coordinate with the candidate, the Presbytery office, and the Moderator(s) to ensure the date of an installation works in the Presbytery calendar.
- Clearly communicate to the candidate that COM needs to have their completed commission paperwork at least 3 days prior to the stated COM meeting ahead of their Installation for approval.

It is expected that these teams will only become involved at the request of COM and the liaison to a particular congregation and minister, or will be in direct communication with COM as to those situations where the COM has not engaged the team directly. Liaisons will continue to serve the congregations alongside these teams and the team should coordinate with the liaison and work together to provide the needed resources and support for the congregation.

June 28, 2022

## **The Round Table**

The Round Table is a representational gathering of leadership across the Presbytery of the Coastlands. The purposes of mutual understanding, knowledge of the work of greater whole, upbuilding, accountability and above all else, prayer so love may overflow more and more with knowledge and full insight so as to determine what is best and that we may stand firm in one spirit, striving side by side with one mind for the faith of the gospel (Philippians 1:9-10a, 27).

### **Membership**

Membership of the Round Table shall include:

- Presbytery Moderator (as representative of Council)
- Commission on Ministry Chair
- Commission on Preparation for Ministry Chair
- Ministry Resource Committee Chair (Presbytery Vice Moderator)
- Personnel Committee Chair
- President of Trustees
- Committee on Representation Chair
- Immediate Past Presbytery Moderator
- Presbytery Co-Leaders
- Stated Clerk

In the event there are co-chairs of a commission/committee, only one will represent that group. The Presbytery Co-Leaders and Stated Clerk have voice, but no vote.

### **Responsibilities**

- Hold all celebrations and concerns up in prayer.
- Review or make proposals to the Presbytery which change the permanent or short-term staffing plan in the Manual of Administrative Operations.
- Proposed changes to the Manual of Administrative Operations or By-laws must come through the Round Table.
- The round table is responsible and accountable for the Presbytery Staffing design and recommendations to Presbytery; it will consult with the Personnel Committee in exercising this responsibility.
- Receive reports from each chair and the Trustee president on the work of the presbytery including but not limited to vacant pulpits and other matters related to the status of local congregations; issues pertinent to specialized ministries and 1001 Worshiping communities; vacancies within presbytery committee and commission leadership, property issues, the financial condition of the presbytery and general status of inquirers and candidates under the care of the body, and any joys or concerns as they pertain to the Presbytery
- Meet at least four times a year.
- The Immediate Past Presbytery Moderator will moderate the meetings. In the event the Past Moderator is unable to serve, the current Moderator will moderate the meetings.

## **STANDING ADMINISTRATIVE COMMISSION FOR THE DISSOLUTION OF CONGREGATIONS**

The work of the Church within our missional community is carried out through a variety of organized forms including but not limited to validated ministries, seminaries, new worshiping communities, and congregations. Congregations are the church “engaged in the mission of God in its particular context.” (G-1.0101) A congregation refers to a formally organized community chartered and recognized by a presbytery, and each of its members put themselves under the leadership of its session and the higher councils, including its presbytery of membership. (G-1.0103). Congregations, while possessing all the gifts necessary to the church are nonetheless not sufficient in themselves to be the Church. Rather, they are called to share with others both within and beyond the congregation the task of bearing witness to the Lordship of Jesus Christ in the world. It is the particular responsibility of the presbytery as a council of the church to nurture, guide and govern those who witness as part of the Presbyterian Church (U.S.A.), to the end that such witness strengthens the whole church and gives glory to God. (G-3.0101)

Presbyteries are responsible to ensure the Word of God is truly preached and heard, that the Sacraments are rightly administered and received, and that they nurture the covenant community of disciples of Christ. They have a particular responsibility to coordinate, guide, encourage, support and resource the work of their congregations for the effective witness to the broader community.

After a season of discernment and partnered conversations with networks of support within the presbytery, it may be determined by a congregation that its church has entered into a season of conclusion and should move towards closure so that its ministry and members may find new life in new places. In these cases, a congregation may determine its legacy, choosing to dissolve.

The presbytery shall elect a standing Administrative Commission for the purpose to assist, care, and administer responsibilities for dissolution of congregations, as follows:

1. There shall be five members elected for terms of three years. Members may be reelected to serve no more than 6 consecutive years. If possible, within the membership of the AC there may be a wide range of experience and background, including pastoral and congregational care, church closures, knowledge of real estate and accounting/finance.

The presbytery, may from time to time, elect or remove members from this commission, ensuring that it continues to meet the requirements of G-3.0109b.

The Administrative Commission may invite at least one representative of the congregation to participate in its work with that congregation with voice but without vote.

2. The Commission shall be granted the following powers and responsibilities:
  - a. If appropriate, assume original jurisdiction of the session, on behalf of the presbytery, after providing members of the congregation an opportunity to be heard as set forth in G-3.0303e.
  - b. Undertake information-gathering and discernment as follows:
    - 1) Obtain all session and congregational minutes, records, documents, committees, employee and other material the commission deems necessary to do its work.
    - 2) Identify and assess the financial status and relevant outstanding financial obligations including per capita payments that may be owed by the church and:

- a) Conduct a financial review of the congregation's books.
  - b) Determine location and balance of all accounts.
  - c) With any endowment or memorial accounts, determine if there are any bequest stipulations.
  - d) Determine any outstanding debts/obligations.
  - e) Identify, inventory and assess the value of all real property and furnishings/contents owned by the congregation, including any deed restrictions or stipulations
- c. Dissolve the congregation, on behalf of the presbytery, at a date of its determination, with attention to the following tasks:
- 1) Obtain all Session minutes, church registers, and other records for transfer to the presbytery and eventual deposit with the Presbyterian Historical Society.
  - 2) Consult with the session and congregation to determine if they wish to memorialize their congregation and its history of Presbyterian and Reformed mission and ministry through gifts aligned with presbytery policy to particular Presbyterian mission and ministry, the Presbytery, Synod or General Assembly, making recommendations to the presbytery and its Trustees for the eventual dispersal of accounts and property.
  - 3) Following the dissolutions, transfer any remaining balances to the Presbytery and close all remaining accounts.
  - 4) Recommend to the Presbytery, if necessary, terms for the dissolution of the pastoral call. (Dissolution of a pastoral call may not be delegated to the commission.)
  - 5) Plan and, as appropriate, lead an appropriate final service of worship for the congregation in its place of worship.
  - 6) Plan and lead an appropriate celebration of the congregation and its ministry at the next stated meeting of Presbytery, during which the records may be symbolically handed to the Stated Clerk.
  - 7) Assist the congregation in selling the church property in consultation with the Board of Trustees, and in conversation with the Round Table.
    - a) Determine if any furnishings or contents might continue in Christian mission and ministry within the presbytery.
    - b) Arrange for the disposition of furnishings not needed by the presbytery and, in consultation with the congregation, determine if any furnishings are to be used to create a memorial to the work of the congregation at another location within the presbytery.
  - 8) Should the congregation be dissolved before acceptable purchasers of the building can be found, secure the legal rights to the properties and provide for its ongoing care, including:

- a) Secure a clear title to the property in consultation with the Trustees, determine if there is no obvious presbytery use of the properties, and list the properties for sale.
  - b) Transfer title of the property to the Coastlands Presbytery.
  - c) Have the property listed on the Presbytery's property and liability insurance coverage.
  - d) Assure the integrity of the legal corporate status of the church. If incorporated, secure the local Articles of Incorporation.
  - e) Determine which utilities should remain connected and which may be disconnected and make these arrangements with the proper companies.
  - f) Arrange with the Presbytery's financial administrator for any ongoing utility payments.
  - g) Secure the building and make provision for any continued use of the property by groups, previously hosted by or renting from the church.
  - h) Make provisions for a caretaker until the final disposition of the property, including mowing the lawn and maintenance of any sidewalks.
- d. Assist the members in transferring their membership to another PC(USA) congregation, if desired.
  - e. Consult, as necessary, with the Commission on Ministry at all stages of the outlined process.
  - f. Document all actions taken in detail in both its own minutes and, when exercising the duties of session, in the minutes of Sessions.
  - g. Report to Coastlands Presbytery all actions taken.

June 28, 2022

## **Report of the Commission on Ministry**

To Coastlands Presbytery

*June 7, 2022 submitted by co-moderator Rev. Dr. Nina Reeder*

### **For Information:**

- N/A

### **Actions Taken:**

1. Minutes of May 3 approved. (No quorum; e-voted)
2. Approved the contractual agreement between Rev. Lori Neff LaRue and Lawrence Road Presbyterian Church (no quorum; e-voted)
3. Approved dismissal of Rev. Suzanne Schafer-Coates to Salem (NC) Presbytery effective April 28, 2022 (no quorum; evote)
4. Moved William Stacy Johnson to Honorably Retired effective June 7, 2022 (no quorum; evote)
5. Moved Louise Johnson to Honorably Retired effective May 8, 2022 (no quorum; evote)
6. Approved Rumson PC MIF (no quorum; evote)
7. Approved the ministry of Rev. Dr. Glory Thomas with the New Jersey Veterans Memorial Home for validation (no quorum; evote)
8. Approved the ministry of Emily Wilkes with the Disaster Assistance (PCUSA) for validation
9. Approved the 2022 Terms of Call worksheet for distribution to the Presbytery
10. Approved the ministry of Rev. Molly Dykstra with 120 East State for validation (no quorum; evote)

### **For Presbytery Action:**

- **MOTION:** *That the presented documents be approved as the Minimum Terms of Call for Ministers of Word and Sacrament serving in Congregational contexts as well as Certified Ruling Elders for 2022.*

MINUTES OF THE COMMISSION ON MINISTRY  
THE PRESBYTERY OF THE COASTLANDS

The regular meeting of the Commission Ministry of the Presbytery of the Coastlands was called to order on Tuesday, February 1, 2022, at 7:12pm via Zoom, and opened with prayer by Rev. Jessica Dixon.

Attendance:

Elder David Apy	P	Elder Ida Beth Malloy	P	Rev. Jessica Dixon	P
Rev. Lori Neff Larue	P	Elder Jeffrey McLaughlin	P	Rev. Bill Morris	P
Elder Dan Raisch	P	Rev. Nina Reeder	P	Elder Bisi Shofu	P
Elder David Redman	P	Rev. Jeff Vamos	P	Rev. Wendi Werner	P
Elder Nancy Stout	P	Rev. Glory Thomas	P		

Staff: Rev. Dee Cooper, Rev. Sue Smith

The following motions were approved via e-vote between meetings:

- to approve the retirement of Rev. Dr. John White and move him to Honorably Retired status as of 12/31/21.

It was moved to approve the consent agenda:

- Approval of January 11, 2022 minutes.
- Approve Rev. Lindsay Anderson-Beck as moderator for Millstone Presbyterian.
- Approve Rev. Don LaCrosse moderator for Yardville
- Approve Rev. David Bowman to the pulpit supply list
- Approve Rev. Jenny Lee to moderate the Congregational Meeting at Ewing-Covenant.

**Approved.**

It was moved to approve the temporary contract between Rev. Edmund Hoener and Trinity Presbyterian Church and change his status to Temporary Pastoral Relationship effective January 1, 2022. The contract:

Salary and Housing	\$81,175.84	Dental	\$1,025.28
Social Security Offset	6,209.95	Reimbursable Expenses	6,123.52
Board of Pensions	30,035.07		

**Approved.**

There was a discussion about the possible Administrative Commission for the First Presbyterian Church of Trenton. There was a decision to hold another meeting to discuss the matter further on February 9 at 7pm to finalize the documents to go to the presbytery.

There was a motion to appoint Elder Bisi Shofu as moderator of the Jamesburg church. Upon learning that Rev. Joanne Petto had agreed to moderate, Bisi withdrew her name. There was a motion to appoint Rev. Joanne Petto the moderator of the Jamesburg church. **Approved.**

Jeff Mc McLaughlin agreed to be the liaison with the First Presbyterian Church of Lakewood. Jessica will send him the contact information.

Information was shared about the transitional training on February 2 and the next steps in the Trenton conversation.

Exit interviews:

- Ewing-Covenant, Rev. Ann Schoonover, David Redman and Wendi Werner
- Jamesburg, Rev. Gary Filson and the session, Dan Raisch and Jeff McLaughlin

Sue Smith informed the group about the new contract position for a COM Assistant.

Wendi Werner asked for a small group to discuss the COM structure with the Governance transition team. Jessica Dixon, David Redman and Nancy Stout volunteered.

Rev. Lori Neff LaRue was thanked for her service on the committee.

The next scheduled meeting of the Commission on Ministry is on March 1, 2022, 7pm via Zoom. The meeting was adjourned at 9:43pm with prayer by Elder David Apy.

Attest, Rev. Sue Smith, Stated Clerk



MINUTES OF THE COMMISSION ON MINISTRY  
THE PRESBYTERY OF THE COASTLANDS

The regular meeting of the Commission on Ministry of the Presbytery of the Coastlands was called to order on Tuesday, March 1, 2022, at 7:00pm via Zoom, and opened with prayer by Rev. Jessica Dixon.

Attendance:

Elder David Apy	P	Elder Ida Beth Malloy	P	Rev. Jessica Dixon	P
Elder Jeffrey McLaughlin	P	Rev. Bill Morris	P	Elder Dan Raisch	P
Rev. Nina Reeder	P	Elder Bisi Shofu	P	Elder David Redman	P
Rev. Jeff Vamos	P	Rev. Glory Thomas	P		

Staff: Rev. Dee Cooper, Rev. Sue Smith

The following motion was approved via e-vote between meetings:

- Motion: to approve Rev. Nina Reeder as the moderator for the session of First Presbyterian Church Trenton. (February 15, 2022)

Dee Cooper led a conversation about boundaries and the multiple roles that members of the COM may be fulfilling. There was a suggestion to use non-COM members as moderators.

It was moved to approve the consent agenda:

- Approval of February 1, 2022 stated meeting minutes.
- Approval of the February 9, 2022, called meeting minutes.

**Approved.**

There was a motion to approve the installation of Rev. Julie Thompson-Barrier as designated pastor of The Presbyterian Church on the Hill on March 27, 2022 and the following members of the Administrative Commission: Elder Annie Pantoja, Matawan, Rev. Alan Olson, Freehold, Rev. Byron Shafer, HR, Rev. Diane Ford, Lincroft, Rev. Linda Goeddel, HR, Rev. Cindy Wilcox, Chaplain, Elder Ed DeNicola, Red Bank, Elder Del Kunert, Ocean, if the way be clear and the Moderator is able to preside, or find an alternate for that date. **Approved.**

There was a motion to elect Rev. Jessica Dixon and Rev. Nina Reeder as co-moderators of the Gap COM. **Approved.**

There was a motion to approve the contract of Rev. Molly Dykstra as Property Project Facilitator of the First Presbyterian Church of Trenton for the period of February 1, 2022, through May 31, 2022, at an annualized rate of \$105,000, if the way be clear and the ministry is validated. **Approved.** Glory Thomas and David Redman will meet with Rev. Dykstra on the validation.

Other Business Discussed

- There was planning on conversations with outgoing COM members to ensure hand-off of what they were each working on. David Redman will talk to Lori Neff LaRue, Bisi Shofu will talk to Wendi Werner and Bill Morris will talk to Nancy Stout.
- Jeffrey McLaughlin, Wendi Werner and Dee Cooper will be in conversation with Ann Schoonover.
- Nina Reeder and Jessica Dixon, consulting with the Acting Stated Clerk, will put together a “Welcome Packet” for pastors starting a new call. The packet will include the Covenant of Closure.

- First Presbyterian Church of Englishtown needs a liaison, preferably non-COM member.
- Wendi Werner, Dan Raisch and Jeffrey McLaughlin will do exit interviews with the Session of the Jamesburg Church and with Rev. Filson.
- Commissioned Ruling Elders will be placed on the April meeting agenda.
- Jessica Dixon and Nina Reeder will work on a terms of call.
- Trenton area churches will continue their conversation on March 19, 2022.
- Dee Cooper will provide a checklist on merging churches
- Old Tennent and Freehold are discussing developing a parish.

The next scheduled meeting of the Commission on Ministry is on April 5, 2022, 7pm via Zoom. The meeting was adjourned at 9:43pm with prayer by Rev. Jeff Vamos.

Attest, Rev. Sue Smith, Stated Clerk

MINUTES OF THE COMMISSION ON MINISTRY  
THE PRESBYTERY OF THE COASTLANDS

The special called meeting of the Commission Ministry of the Presbytery of the Coastlands to discuss the First Presbyterian Church of Trenton was called to order on Wednesday February 9, 2022, at 7:06pm via Zoom, and opened with prayer by Rev. Jessica Dixon.

Attendance:

Elder David Apy	P	Elder Ida Beth Malloy	E	Rev. Jessica Dixon	P
Rev. Lori Neff Larue	E	Elder Jeffrey McLaughlin	E	Rev. Bill Morris	E
Elder Dan Raisch	P	Rev. Nina Reeder	P	Elder Bisi Shofu	P
Elder David Redman	P	Rev. Jeff Vamos	P	Rev. Wendi Werner	P
Elder Nancy Stout	P	Rev. Glory Thomas	E		

Staff: Rev. Dee Cooper, Rev. Sue Smith

It was moved and seconded to conclude the meeting at 8:00PM. **Approved.**

There was a discussion on further developments at the First Presbyterian Church of Trenton. It was decided not to ask to appoint an Administrative Commission, but to change the membership of the current Special Administrative Review Commission. This request will not be made at the February 22, 2022 Presbytery of the Coastlands meeting.

It was moved to commission Rev. Jeff Vamos and Rev. Nina Reeder to meet with the Special Administrative Review Commission and offer the support of the Commission on Ministry if they need assistance to bring on additional members. **Approved.**

The next scheduled meeting of the Commission on Ministry is on March 1, 2022, 7pm via Zoom. The meeting was adjourned at 8:10pm with Rev. Nina Reeder leading the group in reciting the Lord's Prayer.

Attest, Rev. Sue Smith, Stated Clerk

MINUTES OF THE COMMISSION ON MINISTRY  
THE PRESBYTERY OF THE COASTLANDS

The regular meeting of the Commission on Ministry of the Presbytery of the Coastlands was called to order on Tuesday, March 1, 2022, at 7:00pm via Zoom, and opened with prayer by Rev. Jessica Dixon.

Attendance:

Elder David Apy	P	Elder Ida Beth Malloy	P	Rev. Jessica Dixon	P
Elder Jeffrey McLaughlin	P	Rev. Bill Morris	P	Elder Dan Raisch	P
Rev. Nina Reeder	P	Elder Bisi Shofu	P	Elder David Redman	P
Rev. Jeff Vamos	P	Rev. Glory Thomas	P		

Staff: Rev. Dee Cooper, Rev. Sue Smith

The following motion was approved via e-vote between meetings:

- Motion: to approve Rev. Nina Reeder as the moderator for the session of First Presbyterian Church Trenton. (February 15, 2022)

Dee Cooper led a conversation about boundaries and the multiple roles that members of the COM may be fulfilling. There was a suggestion to use non-COM members as moderators.

It was moved to approve the consent agenda:

- Approval of February 1, 2022 stated meeting minutes.
- Approval of the February 9, 2022, called meeting minutes.

**Approved.**

There was a motion to approve the installation of Rev. Julie Thompson-Barrier as designated pastor of The Presbyterian Church on the Hill on March 27, 2022 and the following members of the Administrative Commission: Elder Annie Pantoja, Matawan, Rev. Alan Olson, Freehold, Rev. Byron Shafer, HR, Rev. Diane Ford, Lincroft, Rev. Linda Goeddel, HR, Rev. Cindy Wilcox, Chaplain, Elder Ed DeNicola, Red Bank, Elder Del Kunert, Ocean, if the way be clear and the Moderator is able to preside, or find an alternate for that date. **Approved.**

There was a motion to elect Rev. Jessica Dixon and Rev. Nina Reeder as co-moderators of the Gap COM. **Approved.**

There was a motion to approve the contract of Rev. Molly Dykstra as Property Project Facilitator of the First Presbyterian Church of Trenton for the period of February 1, 2022, through May 31, 2022, at an annualized rate of \$105,000, if the way be clear and the ministry is validated. **Approved.** Glory Thomas and David Redman will meet with Rev. Dykstra on the validation.

Other Business Discussed

- There was planning on conversations with outgoing COM members to ensure hand-off of what they were each working on. David Redman will talk to Lori Neff LaRue, Bisi Shofu will talk to Wendi Werner and Bill Morris will talk to Nancy Stout.
- Jeffrey McLaughlin, Wendi Werner and Dee Cooper will be in conversation with Ann Schoonover.
- Nina Reeder and Jessica Dixon, consulting with the Acting Stated Clerk, will put together a “Welcome Packet” for pastors starting a new call. The packet will include the Covenant of Closure.

- First Presbyterian Church of Englishtown needs a liaison, preferably non-COM member.
- Wendi Werner, Dan Raisch and Jeffrey McLaughlin will do exit interviews with the Session of the Jamesburg Church and with Rev. Filson.
- Commissioned Ruling Elders will be placed on the April meeting agenda.
- Jessica Dixon and Nina Reeder will work on a terms of call.
- Trenton area churches will continue their conversation on March 19, 2022.
- Dee Cooper will provide a checklist on merging churches
- Old Tennent and Freehold are discussing developing a parish.

The next scheduled meeting of the Commission on Ministry is on April 5, 2022, 7pm via Zoom. The meeting was adjourned at 9:43pm with prayer by Rev. Jeff Vamos.

Attest, Rev. Sue Smith, Stated Clerk

MINUTES OF THE COMMISSION ON MINISTRY  
THE PRESBYTERY OF THE COASTLANDS

The regular meeting of the Commission Ministry of the Presbytery of the Coastlands was called to order on Tuesday, April 5, 2022, at 7:03pm via Zoom, and opened with prayer by Rev. Nina Reeder.

Attendance:

Elder David Apy	P	Elder Ida Beth Malloy	P	Rev. Jessica Dixon	P
		Elder Jeffrey McLaughlin	P	Rev. Bill Morris	P
Elder Dan Raisch	P	Rev. Nina Reeder	P	Elder Bisi Shofu	P
Elder David Redman	P	Rev. Jeff Vamos	P		
		Rev. Glory Thomas	P		

Staff: Rev. Dee Cooper, Rev. Sue Smith, Rev. Kathy Genus

The following motions were approved via e-vote between meetings:

- To approve the call and terms for Rev. Shannon Smythe to be called by the United Presbyterian Church of Yardville as their pastor at 3/4 time.
- To approve the call of Rev. Kristie Miles to Brick Presbyterian Church.

There was a pre-meeting to discuss and offer feedback to Governance on the draft structure they have shared with us. Jessica Dixon led the discussion. There were several concerns raised regarding the new structure which Jessica will report back to Governance.

Members of the Pastoral Nominating Committee of Christ Presbyterian Church were present to present their MIF/Position description. There was affirmation of their hard work and Rev. Nina Reeder offered to work with the Committee on wordsmithing their MIF to ensure their desires for a pastor match their paperwork as well as find someone to help them understand benefit compensation. At the end of the discussion Jessica offered a prayer.

It was moved to approve the consent agenda:

- Approval of March 1, 2022, stated meeting minutes.
- Addition of Rev. Sam Yenn-Batah to the Pulpit Supply List
- Approve the new address of The Presbyterian Church of New Brunswick to 1212 Livingston Avenue. North Brunswick, NJ 08902 and new name: The Presbyterian Church at Peace Chapel.

**Votes with conversation**

- Slackwood There was a motion and second to approve the Slackwood MIF and interim job description. Approved.
- Molly Dykstra's ministry was validated -**Approved**
- 2022 Minimum terms of call were approved to present to presbytery at its June 28 meeting. Approved. Recommended that the new minimums be translated into the Monmouth Presbytery Terms of Call spreadsheet. **APPROVED.**  
<https://docs.google.com/document/d/1o11L2O7KSMqO3x6EJMgiz9Hootubx5HWX4q-zhGj3E/edit>

**Updates**

- Glory Thomas will reach out to Carteret regarding pastor retiring in June and explain the process going forward.

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- Lincroft liaison request. David A. and Jessica both spoke Rev. Diane Ford. David would love to help is thinking about it. Kathy Genus offered assistance if it is helpful. David will contact Kathy if assistance is needed.
- Jamesburg PC- Joanne Petto request to talk to session about a stated supply contract. **Approved**
- Millstone full/part time-More information is needed to include about part-time workload.
- Avenel MIF-Their form is not complete. Jessica spoke to them and asked them to review and resubmit with completed information including salary.
- Tom Sheffield will moderate the Brick congregation meeting to approve Kristine Miles. Role of Rev. Cotton in the Brick Church was discussed and the importance of stepping away when new pastor arrives.
- First Trenton Updates-Idabeth spoke to her letter that was sent to the Commission and there was deep discussion.
- Trenton area churches. Update Bisi and David. David A. and Bisi reported that the planned gathering did not happen due to limited registration. The facilitator will be fully compensated. There will be further conversation on activities to move this forward.)
- Exit interview with Rev. Ann Schoonover, Ewing Covenant. Report from Jeffrey reported it was a long and difficult meeting which opened many questions. Jeff hopes to schedule a second meeting with Ann.
- Exit interview with Jamesburg and Rev. Gary Filson. Report from Dan R.- Concerns around committee structure and overly assertive individual on session. Presbytery overlooking Rev. Filson in the past, more recently in the formation of the New Presbytery. Summary is in the folder for review.
- Validating the ministries of Ministers outside congregational contexts. Letter and form- this will be done in May.
- Lakewood First- the congregation voted to dissolve at their church at a March 6 meeting. An Administrative Commission will be formed.

**Reminders of process- Jessica**

Update on exit interview process- Need to be clear about documents for Coastlands Presbytery when performing Exit interviews.

Include the PIF and MIF with presbytery-to-presbytery check.

Please write the whole name of the church somewhere in any emails.

Meeting was adjourned at 9:45 with prayer by Rev. Jessica Dixon

Attest, Rev. Kathy Genus

## May 3, 2022 7pm Commission on Ministry Stated Meeting

Present: Jessica Dixon, Jeffrey McLaughlin, Bisi Shofu, David Apy, Kyle Anderson, Dan Raisch, David Redman, Jeffrey Mclaughlin, Nina Reeder, Glory Thomas

Staff: Sue Smith-Acting Stated Clerk, Kathy Genus

Excused Dee Cooper, Bill Morris, Ida Beth Malloy

### Agenda

Open with prayer by Jessica Dixon at 7:08 pm

Jessica referred everyone to the training video from last year if in need of training or refresher. See link below.

Synod COM training link: <https://www.synodne.org/webinars> (Scroll down to June 15, 2021)

### Votes

Consent Agenda- **APPROVED**

Approval of April 5 stated meeting minutes.

Dismiss Barbara Booth- Jarmon to Tampa Bay Presbytery, effective 1/12/2022

Approve Rev. Sue Smith to Honorably Retired, effective 6/1/2022

Approval of Rev. Joseph Hein's Honorable Retirement on June 26, 2022, from Westminster Presbyterian Church, Middletown

### Votes with conversation

Avenel IMIF- Interim-salary below minimum for full time.

**Approved for part time** - Jessica will talk to them about information needed for full time and that can be approved at a later time.

Jamesburg IMIF-(Kathy Genus requested to recuse herself from the conversation.). **Approved**

Rumson IMIF:- (Sue Smith - requested to recuse herself from the conversation.) **Approved** with the understanding that Jessica will work the committee to massage their language to fit within the CLC format.

Millstone MIF part-time version approval (FULL OR PART TIME ON PREVIOUS MIF). Part time information and terms of call. **APPROVED**

Liaison for Middletown Westminster- David A will attend congregational meeting May 22 to offer support and present Covenant of Closure. Bisi willing to be liaison going forward. Jessica will communicate that information.

### Updates

FPC Carteret- Glory will meet with them next Wednesday Session meeting which will be before Christine Bridge leaves and will report back.



Lincroft- David A and Nina-Lincroft is wondering about a liaison for moving forward.

Brick- Terms of call for Kristie Miles July 1, 2022-approved-Manse is being rented and they are not vacating at the moment. Jessica will check with Tom Sheffield regarding the housing situation.

Christ Church MIF -Nina did work with the PNC but has not received their updated paperwork. Bisi reported the committee is still working on the MIF. Jessica and Nina have both been in conversation with the PNC with offers of help and support on behalf of Coastlands Presbytery and Board of Pensions.

Nueva Vida request—COM-pre-meeting June 6:30pm

Validating the ministries of Ministers outside congregational contexts.

Jessica and Nina created a one page form and letter for ministers in validated ministries. —simple form needed to fill out for this year while the Presbytery is finalizing process. **Approved to circulate form to those in validated ministries.**

First Trenton- Session is in conversation with Emily Wilkes about a contract for preaching and pastoral care. **APPROVED to proceed.**

Step 2-David R and Glory and Jeff V committed to work to validate Emily's ministry to Presbyterian Disaster Assistance.

Yardville- Shannon Smythe request for support. Start date of May 9 **APPROVED**

Witherspoon - Update from David R

First Trenton letter of support to Trustees- **APPROVED**

Information: If everyone can send an email with their updates the week prior to the planning meeting with the word. UPDATE in the subject line that will be helpful for the night.

The meeting ended at 8:59 pm and was closed in prayer by.....

**Commission on Ministry**  
**June 7, 2022 7pm**  
**(Stated Meeting Via zoom)**

Present: Jessica Dixon, Dan Raisch, David Redman, Jeff Vamos, Nina Reader, Glory Thomas, Ida Beth Malloy (late)

Staff: David Torrey, Interim Stated Clerk

Excused: Bisi Shofu, David Apy, Bisi Shofu, Kyle Anderson and Jeffrey Mclaughlin

**Agenda:**

The meeting opened with prayer by Jessica Dixon

Meet with Lawrence Road and Rev. Lori Neff LaRue:

Jessica welcomed the members of Lawrence Road Presbyterian church and Rev. Lori Neff LaRue. After an introduction, Jessica invited the church elders to introduce themselves (Elders Dale Brown, Debbie Otters (?), Sandy Philips, Peter Erikson, Jeff Allison, Pam Wynn, and moderator Rev. Kyle). After the introduction, the elders shared that their church is solid and their intent in calling Rev. LaRue for a part-time preaching and teaching position is to call another part-time pastor for the position of governance and pastoral care. They mentioned Rev. Molly Dykstra as a possible candidate to fulfill the latter position, but it is not worked out yet. Having two ministers fulfilling different tasks (based on their specific expertise), they believe that they will have a vibrant ministry.

In terms of Lori, they felt that they are “blessed” to have Lori with her keen ability to connect with the people through the preaching and teaching of the word. Everyone expressed how impressed they are with Lori’s preaching and her ability to carry people with her for the duration of her sermon that has lasting impact on all or most of them. The sessions’ feeling about Lori’s preaching ministry can be summed up in the words of the one of the elders: “Lori tapped into the soul of the church in her lessons.” Overall, they were unanimous in their excitement of having Lori as their preaching and teaching minister.

From Lori’s perspective, she felt moving of the Holy spirit and an instant connection with this congregation when she first led the worship service during the advent season (2021). She had an “overwhelmingly powerful experience and a sense of

belonging” when she led the Lenten Bible study series and preached from the pulpit.

David Redman raised concern about finding a balance between her demanding full-time job with the Board of Pension and her contractual agreement with the Lawrence Road Presbyterian church that may demand some pastoral care. In response, Lori said that she has been very transparent with the church and her boundaries are very clear and she has negotiated enough time to fulfill her full-time job without giving up time for self-care.

Since there was no quorum at this time, those who were present acted as the “committee” representing COM approved the motion, made by Jeff V, and seconded by David R, to comment to the COM that the contractual agreement between Rev. Neff-Larue and Lawrence Road be approved.

### **Votes**

#### **Consent Agenda:**

- Minutes from the May 3 meeting was approved
- Dismissal of Suzanne Schafer-Coates to Salem Presbytery (North Carolina) effective April 28, 2022 was commented for approval.
- Move William Stacy Johnson to Honorably Retired June 7, 2022.  
Year.
- Move Louise Johnson to Honorably Retired May 8, 2022.

#### **Votes with conversation:**

- Rumson MIF- Jessica said she met with the Rumson PNC/Session and did minor changes needed in wordings and narrative to make the MIF more appealing to Candidate
  - Since there was no quorum at this time, those who were presented acted as the “committee” representing COM and voted to comment the MIF for COM approval
- Emily Wilkes for Validated Ministry
  - Emily’s application for the validation of her ministry with the Disaster Assistance (PCUSA) was approved by the COM since at this time we had a quorum with Ida Beth’s joining us.

- Emily's contractual agreement with First Presbyterian Church of Trenton was sent back for clarity especially in terms of clearer boundaries: time expected of Emily by the church and her exact nature of work. This is to make sure that Emily can maintain a healthy balance between her two jobs.
- Validated Ministry Rev. Dr. Glory Thomas
  - Glory Thomas stepped out during this time.
  - COM discussed with Rev. Dr. Glory Thomas the context of her request for a validation of her ministry with the New Jersey Veterans Memorial Home in Menlo Park, NJ. Dr. Thomas left the meeting. Jeff Vamos moved to recommend to the full COM that Dr. Thomas' ministry be validated. Nina Reeder seconded. The motion passed unanimously to have the full COM vote via email as we did not have a quorum with Rev. Thomas absent during the vote.

## Updates

- 1) Terms of call worksheet, a continuation of vacation/con-Ed question:
  - Approved changing the narrative language to clarify the terms of call. To add "cumulative up to 3 years" to the continuing education and vacation section.
  - Approved the worksheet with two corrections (50 hours/week changed to 40 hours /week, correct a line of the sheet)

It was decided that these documents will be presented to the Presbytery as a tool to use.
- 2) Moderator for Millstone. Rev. Anderson-Beck will go on Family Leave at the end of July so they need a moderator for August/September.
  - Jessica will look at the pool of people who have offered themselves to moderate (via Presbytery Survey) sessions when possible and see whether one of them will step in to do this.
- 3) Lincroft- David Apy and Nina
  - Nina reported that the church is doing well. They have used the "church vitality program" which was very successful.
- 4) Rick LaFever request to serve as CRE in a new context:
  - CREs do not have access to CLC to find a call. We might share with him available positions in the Presbytery (??) There are no clear guidelines for us to help CREs looking for newer positions since they are commissioned to particular churches/congregations.
  - After the meeting, Dee reminded the co-moderators that we are participating in a regional website database that is being created for local area positions for Ministers of Word and Sacrament in full/part/transitional positions as well as CREs. When this is in place we will be sure Rick is connected.

- 5) Molly Dykstra new approval for contract with 501c3  
(No quorum was present for this conversation and vote since Ida Beth excused herself)
  - The motion was made and carried to comment on Molly's application for validation for the approval of COM.
- 6) Nueva Vida request- team to meet with them. Work with Carrie and a small group of available
  - Someone from COM or from the "pool of people" available, along with Carrie from the Board of Pension (if she agrees) will meet with Nueva Vida session (or representatives) to discuss the importance of paying of their debt to the Board of Pension before they could proceed with hiring a new pastor.
- 7) Response care team-
  - Bisi has volunteered to be the moderator for this team, but the team is yet to be formed. Further discussion on this matter was deferred to next meeting. The necessity for such a team was acknowledged the Committee.

**Other Items:**

- Dan Raisch brought up a concern from Trinity Presbyterian Church, East Brunswick and its relationship with their current pastor, Ed Hoener. Since Ed has not moved towards making this into an installed position, the church is moving towards terminating the contract with Ed and searching for a new "called/installed" pastor.

**Dee time to speak with us:**

Dee expressed her gratitude towards the members of the COM and the Presbytery staff, with whom she has had formed a great rapport.

Jessica expressed the COM's gratitude to Dee and her "invaluable help" during this transition.

Rev. Nina Reeder said a prayer specifically thanking God for the ministry of Dee with us and asking for God's blessing for Dee's continued Ministry.

**Actions for Presbytery:**

**Motion:** *That the presented documents be approved as the Minimum Terms of Call for all Ministers of Word and Sacrament serving in Congregational contexts as well as Certified Ruling Elders for 2022.*

The meeting was adjourned at 9 pm with prayer.

Submitted by Glory Thomas, edits/updates by Nina Reeder and Jessica Dixon

## Presbytery of the Coastlands: Minimum terms of Call for 2022

*W-4.4006b(3) - Do we promise to pay him/her fairly and provide for his/her welfare he/she works among us; ...Ordination/Installation questions for the congregation*

The Commission on Ministry approved these terms on April 2, 2022. It will now go for the approval of the Presbytery.

**The Minimum terms of call for 2022 is based on annual Cost of Living Adjustment (COLA) and developing terms of call that meet the needs of all regions of the presbytery. *The challenge of being a new presbytery was finding the balance between what a congregation can afford and what a pastor needs to make a living in this presbytery.***

- All new pastor positions starting must meet the Minimum Terms of Call.
- All new pastor positions will be based on 40 hours a week for full time.
- All current pastor positions whose effective salary is below \$61,000 should receive a COLA increase of at least 5 percent in order to move effective salary closer to the 2022 minimum Terms of Call.

### Installed Or Covenant Supply Pastor Position

	<b>Mandatory</b>
Minimum Effective Salary *	\$61,000
Pension/Medical***	
Travel/Professional Reimbursement (vouchered)**	\$1,000
Continuing Education Allowance (vouchered) ** (may be accumulated over 3 years)	\$1,500
Study Leave***	2 weeks, incl. 2 Sundays
Paid Vacation***	31 days, incl. 5 Sundays
EMI and CREDO (when offered) are strongly encouraged, paid by the church, not considered as study leave	

\* Minimum Effective Salary includes housing, cash salary, deferred compensation, and any unvouchered expense.

\*\* May be combined for a total of \$2,500.

\*\*\*Cumulative up to 3 years.

For a pastor with a manse, the value of the manse is ordinarily the fair market rental

value. **The value of the manse must be at least 30% of the total effective salary.**

Please consult the Board of Pensions publication “Understanding Effective Salary” for a complete list of what is and what is not included in Effective Salary.

\*\*\*Pastors serving as Covenant Supply pastor or Interim/Transitional Pastor

Board of Pensions benefits (medical, death and disability, pension) are **required** for ministers working 20 hours or more unless other medical insurance is available. In such a case, it is required that the pension and death and disability portions of the dues (12%) be paid.

In the event the alternative medical insurance is no longer available (i.e. in the case of a job change), the church will be required to provide medical coverage.

**Pastor with a Less than Full-Time Call (less than 40 hours per week)**

*The minimum Effective Salary for a part-time teaching elder is the % of full-time hours that pastor works. Vacation and Continuing Education weeks and Travel and Continuing Education reimbursement are the same as full time.*

Please see the Presbytery Terms of Call Worksheet calculator for part time Board of Pension amount.

**Commissioned Ruling Elders**

Effective Salary for full time (40 hours)	\$45,750
Travel/Professional Reimbursement (vouchered)**	\$1,000
Continuing Education Allowance (vouchered) ** (may be accumulated over 3 years)	\$1,500
Study Leave	2 weeks, incl. 2 Sundays
Paid Vacation	31 days, incl. 5 Sundays

\*\* May be combined for a total of \$2,500.

Negotiables include: Medical/Dental Insurance, SECA, 403(b)

*The minimum Effective Salary for a part-time commissioned ruling elder is the % of full-time hours that the commissioned ruling elder works. Vacation and Continuing Education weeks and Travel and Continuing Education reimbursement are the same as full time.*