

## **PRESBYTERY OF THE COASTLANDS MEETING ON ZOOM TUESDAY, SEPTEMBER 27, 2022**

The stated meeting of the Presbytery of the Coastlands, held on Zoom, on Tuesday, September 27, 2022, was called to order at 6:30pm by the Moderator, Rev. Wendi Werner, who opened the meeting with prayer and acknowledged the land within the Presbytery's geographical bounds taken from the Lenni-Lenape who were indigenous to the land and their continuing presence in their homeland.

**Motion:** *That Presbytery adopt the Enabling Motion and Standing Rules for an Electronic Meeting. (Appendix #1)*

**Motion Carried.**

The Moderator asked first time Commissioners and Continuing Members to identify themselves so that Presbytery could welcome them. Presbytery then welcomed the first time Commissioners and Continuing Members.

**Motion:** (Janet Williams) *That the Rev. Sue Krummel (Great Rivers Presbytery), the Rev. David Torrey (Trinity Presbytery), and the Rev. Nancy Talbot (New York City Presbytery) be seated as Corresponding Members.*

**Motion Seconded.**

**Motion Carried.**

### **WORSHIP**

The Presbytery was led in worship focusing on the significance of World Communion Sunday by Rev. Rory Chambers, Vice-Moderator of Presbytery, and the rest of the Worship Team including Anil Ponnambalam, Breeann Blumenthal, Rev Stephen Heinzl-Nelson, with music provided by: Community Presbyterian Church of Edison, Dutch Neck Presbyterian Church, and the Presbyterian Church of Toms River.

Immediately after worship, the Moderator expressed gratitude to the worship team, and to the presbytery staff and in particular, Hannah Donoghue who provided the technical support necessary to facilitate the meeting.

The Moderator then asked for and the Acting Stated Clerk declared the presence of a quorum.

### **ATTENDANCE ROLL OF PRESBYTERY'S COMMISSIONERS**

The following ministers were in attendance:

**Ministers Present:**

Ashley Bair	FPC of Metuchen	George Erlandson	Community PC-Edison
Natalie Bell	FPC Matawan	Stephen Heinzl-Nelson	Allentown PC
James Brumm	The Presbyterian Church at Peace Chapel	Chris Houtz	FPC of Iselin
Rory Chambers	FPC of Dutch Neck	Marcus Lambright	Northeast mountainside
Lisa Day	FPC Hightstown	Donna Lepsky	Presbyterian Church Lakehurst
Walter De Gunya	West Trenton PC	Marcia Lewis	FPC of Plainsboro
Sharyl Dixon	Kingston PC	Hannah Lovaglio	FPC Cranbury
Kyle Doebler	FPC - Hamilton Square	Lauren McFeaters	Nassau PC

**Ministers Present (cont'd):**

Nancy Mikoski	Pennington PC	Glory Thomas	Edison, Oak Tree PC
Kristie Miles	Brick PC	Julie Thompson-Barrier	The PC on the Hill
John Monroe	FPC Rumson	Jeffrey Vamos	PC of Lawrenceville
Alan Olson	FPC Freehold	Jan Willem Van Der Werff	FPC of Dutch Neck
Victoria (Tory) Pruner	Cornerstone PC	Wendi Werner	FPC at Dayton
Paul Quevedo	Forked River PC	David Widmer	Hope PC
Mark Terranova	Pierce Memorial PC	Robbie Ytterberg	PC of Toms River
<b>Total:</b>	<b>30</b>		

**Honorably Retired Ministers serving a congregation:**

Janet Macgregor-Williams	PC of Lawrenceville
Nina Reeder	Other
Tom Sheffield	
Phyllis Zoon	Sabbath House New Worshipping Community
<b>Total:</b>	<b>4</b>

**Ministers in Validated Ministries:**

David Bowman	Plumsted PC
Miriam Diephouse-McMillan	Other
Molly Dykstra	
James Klotz	Slackwood PC
Jenny Lee	FPC of Dutch Neck
Emily Lueder	
Gordon Mikoski	Other
Lori Neff LaRue	Lawrence Road PC
Matthew Pigman	
Len Scales	Princeton Presbyterians of Westminster
<b>Total:</b>	<b>10</b>

**Commissioned Ruling Elders present:**

Julissa Alvarez-Garcia	Cliffwood Beach, Principe de Paz
<b>Total:</b>	<b>1</b>
<b>Total Ministers:</b>	<b>45</b>

**Elder Commissioners present:**

Jeffrey McLaughlin	Allentown PC	Jerel Chacko	FPC Matawan
Beth Rigby		Simon Tse	
Nancy Tindall		David Redman	FPC of Dutch Neck
Patrice Law	Brick PC	Carl Stillwell	
Christy Tompkins		Mike Meduski	FPC of Hamilton Square
Johnny Morales	Cliffwood Beach, Principe de Paz	Paul Neu	
		Elizabeth Christensen	FPC of Iselin
Linda VanMelis	Cornerstone PC	Andrea Harrison	
Jeffrey Reeves	Edison, Oak Tree PC	Gary Ostermueller	FPC of Metuchen
Will Olson	Ewing-Covenant PC	Lisa Minich	FPC of Plainsboro
Linda De Lotto	Forked River PC	Michael Hora	FPC of Woodbridge
Ken Gordon	FPC Cranbury	Lee Herrick	FPC Trenton
Berwin Guttormsen	FPC Freehold	Peter Godinez	Grace PC of South Brunswick
Karen Klimpl	FPC Hightstown		

**Elder Commissioners present (cont'd):**

Florence Perren-Diaz	Kingston PC	Karen Nolan	Slackwood PC
Patty Williams	Lakewood Hope PC	Barbara Meyer	The PC at Peace Chapel
Pamela Wynne	Lawrence Road PC	Kelli Tobin	The PC on the Hill
Anne Kuhn	Nassau PC	Beverly Bodor	Trinity PC
Bill Wakefield	Nassau PC	Paula Riepl	
Diana Chase	PC of Jamesburg	Claude Heller	United PC of Millstone
Bill Bowers	PC of Lawrenceville	Barbara Truscinski	
Gooitzen Van Der Wal		Gloria Hanewald	United PC of Yardville
Tom Wilfrid		David Byers	Westminster PC, Trenton
Mariah Hout	Pennington PC	Adebisi Shofu	
Howard Dunbar	Pierce Memorial PC	Isa Blyden	Witherspoon St. PC
Laurie Knott	Plumsted PC	Kevin Gift	Witherspoon St. PC
Marjorie Meklin	Point Pleasant PC	James Krauszer	
Bobbie Seidel	PC Lakehurst	Nancy Steel	
<b>Total:</b>	<b>54 - representing 41 congregation</b>		

**Other Elders (Officers, Trustees, Council members, and Former Moderators) present:****Former Moderators:**

Barbara Flythe	Witherspoon PC	Walter Vincent	FPC Hightstown
Jan Margolis	FPC of Metuchen	Diane Ford	Lincroft PC

**Trustees:**

Fred Garry	FPC of Metuchen	Belinda Kerchner	FPC of Avenel
Kurt Kaboth	The Presbyterian Church on the Hill	Jean Woodman	FPC of Hamilton Square

**Council Members:**

Daniel Raisch	PC of Toms River
Molly Ramsey	Point Pleasant PC

**Total: 10****Also, in attendance were:**

Jonathan Shenk	Member at Large serving Nassau & Westminster
David Torrey	Acting Stated Clerk – Corresponding Member
Ilene Black	Staff
Rev. Sue Krummel	Presbytery Leader Consultant – Corresponding Member
Marie Luthringer	Staff
Hannah Donoghue	Staff - Tech Human
Nancy Talbot	Synod Stated Clerk – Corresponding Member

**Total: 7****Guests:**

Emily Wilkes	FPC Trenton
Katherine Beatty	Community PC-Edison
Breann Blumenthal	Hopewell PC
Greg Slonaker	FPC of Dutch Neck

**Total: 4****Total Attendance: 120**

## ADOPTION OF THE DOCKET

Following worship the meeting continued with the adoption of the docket presented by Rev. Wendi Werner, Moderator of the Gap Council. The Moderator asked for any new business needing to be added to the agenda.

Rev. Karen Hernandez-Granzen was given the floor to express a concern about certain actions which had recently occurred that affected Rev. Lukata Mjumbe, a minister member of the presbytery, and the congregation he serves.

**Motion:** *That the Docket be adopted as presented. (Appendix #2)*

There being no additions or amendments to the docket,

**Motion Carried.**

## REPORT OF THE PRESBYTERY LEADER AND STATED CLERK SEARCH COMMITTEES

The Co-Moderators of the Presbytery Leader Search Committee, Elder Jan Margolis and Rev. Matt Rhodes presented a report on the progress of the search for the Co-Presbytery Leaders. Following their report, Elder Laura Reeves, a member of the Stated Clerk Search Committee presented a report from the committee.

## COMMUNICATIONS AND CONSENT AGENDA

The Stated Clerk presented the Communications Report and the Consent Agenda for Presbytery adoption.

**Motion:** *That the Communications and Consent Agenda be adopted as presented. (Appendix #3)*

**Motion Carried.**

## REPORT OF THE BOARD OF TRUSTEES

Rev. Fred Garry, Moderator of the Board of Trustees presented the report of the Board. There was a modest increase in the Per Capita for the Synod and the Trustees will review it in preparation for the November Stated Meeting. They have two out of three of their subcommittees filled, and are working to populate the Property Subcommittee.

**Motion:** (Alan Olson) *That the actions of the Board of Trustees be adopted as the actions of the Presbytery.*

**Motion Seconded.**

**Motion Carried.**

## REPORT OF THE PRESBYTERY LEADER CONSULTANT

The Moderator welcomed Rev. Sue Krummel, Presbytery Leader Consultant, to her first Presbytery meeting with Coastlands. Rev. Krummel was introduced by Rev. Dave Davis, Chair of the Personnel Subcommittee. She retired from Chicago Presbytery and has since served two gap presbyter positions. Rev. Krummel spoke to the need to rely on God to provide the growth through our efforts to plan and to create.

## REPORT OF THE ACTING STATED CLERK

The Acting Stated Clerk reported on some of his activities and his work. He shared with the Presbytery a letter of resignation for the Rev. Gary Filson from the Permanent Judicial Commission as he has retired and moved to western Pennsylvania. The Stated Clerk then introduced the motion found in the Handbook for the Warrant for a Merger Administrative Commission for the Oak Tree and First Iselin Presbyterian

Churches. Before voting on the motion for the Merger Administrative Commission, the Stated Clerk requested a moment of personal privilege from the Moderator. The Stated Clerk then shared the following statement about recent events: *“I want to acknowledge that I made a mistake in publishing information in the initial Commissioner's Handbook for this meeting about an ongoing judicial matter for which I assumed that the process was further along than it was. As soon as I learned about the mistake I revised the Handbook to remove the information and that is the document we are working from tonight. There may always be times when we make mistakes, but we work to correct them and to grow together as part of the body of Christ. We value in our system mutual accountability, and that we own and lift up our errors, and then ask for forgiveness. So, I apologize to all who have been hurt by my action.”*

The Moderator then turned to the motion for the Warrant for the Merger Administrative Commission. A question was asked about whether presbytery would be voting on the names of members of the commission. The Stated Clerk responded that the warrant addresses the appointments to the merger commission as being done by the Stated Clerk in consultation with the Moderator of Presbytery and the Commission on Ministry. He further indicated that all but two individuals have agreed to serve, but a couple more still need to be recruited.

**Motion:** *That the Warrant for a Merger Administrative Commission for the Oak Tree Presbyterian Church and the First Presbyterian Church of Iselin be adopted as presented. (Appendix #4)*

**Motion Carried.**

#### **REPORT OF THE GAP COUNCIL**

Moderator Wendi Werner noted that the minutes of the Gap Council were found on page 65.

**Motion:** (Jean Woodman) *That the minutes of the Gap Council be received and that the actions of the Council be adopted as the actions of the Presbytery.*

**Motion Seconded.**

**Motion Carried.**

The Moderator then presented the following call by the Council for a Special Called Meeting of the Presbytery.

The Gap Council has called a special meeting of the Coastlands Presbytery for Tuesday, October 25<sup>th</sup> at 6:30 pm over Zoom for the purpose of hearing reports from the Session of First Presbyterian Church Trenton and the presbytery's Board of Trustees regarding a proposed 65 year lease, and consideration of actions which may be taken by the presbytery that fall within the scope of those reports.

The Moderator shared that the issue is a complex issue and that it required time to specifically consider the question before the presbytery.

#### **REPORT OF THE MIDDLESEX and FIRST LAKEWOOD ADMINISTRATIVE COMMISSIONS**

Moderator Werner noted that the reports were received in the Consent Agenda and are found in the Commissioner's Handbook. (Appendix #5). The Moderator noted that First Lakewood PC is holding a closing worship service on October 16, 2022 at 1:00 pm.

#### **REPORT OF THE COMMITTEE ON REPRESENTATION**

The Moderator welcomed Elder Kathy Ramsay, Moderator of the Committee on Representation to the floor to present their report (Appendix #6). Elder Ramsay shared some additions to the report in the handbook. The Moderator then asked for any nominations from the floor. Hearing none, the nominations were closed.

Elder Ramsay then presented the following motion.

Prior to the motion and vote, a correction was offered by James Klotz, to change to the CPM Class of 2024 that Matt Pigman is a Teaching Elder.

**Motion:** *That the individuals nominated be elected to their respective Classes and positions.*

**Motion Carried.**

### **REPORT OF THE COMMISSION ON MINISTRY**

Rev. Nina Reeder, Moderator, presented the report for the Commission on Ministry.

**Motion:** To admit Candidate Emily Wilkes (a Candidate under care of Charlotte Presbytery) to the floor for the completion of her examination for ordination.

**Motion Carried.**

Rev. Reeder then asked Emily to speak to the question from COM, to share with Presbytery some of what she has been doing with Presbyterian Mission Agency and how it shapes her answer to her call. Emily shared some of her faith journey and her work with Presbyterian Disaster Assistance.

The floor was then opened for questions from the gathered Commissioners.

Rory Chambers asked Emily to speak to what ways in her role she will be able to share the Word and Sacraments.

Jean Woodman asked Emily to speak to her understanding of the role of the Holy Spirit post Jesus' resurrection and especially pre-Jesus.

Lisa Day asked Emily to speak to her experience of open welcome to communion and her understanding and use of creative liturgies.

Janet Williams asked Emily if there was a particular book she would recommend on immigration. Emily responded that there is a book that just came out (written by Ellen Clemaux in the Presbytery of the Highlands) about her personal experience of providing sanctuary for someone who was undocumented.

Walter Vincent spoke as a member of the PDA Response Team to welcome Emily to their ministry.

Hannah Lovalio asked if Emily could speak to how this call to PDA might lead her to cross over to the other side (pastoral ministry). Emily responded with experiences of visiting congregations that have engaged in immigration work as well as her experiences of going across the border to Mexico and wondering how to connect those communities together. She can be in a space and not just be the person handing out resources, but also be seen as a partner in ministry.

**Motion:** (Alan Olson) That the examination be closed.

**Motion Seconded.**

**Motion Carried.**

Moderator Werner called on Nina Reeder for her motion.

**Motion:** On behalf of the Commission on Ministry that Presbytery approve the validation of Emily's call to validated ministry.

Emily was excused to a Break-out Room while the Presbytery discussed the motion. Lisa Day asked about the reason for Emily's membership in Coastlands Presbytery. Nina answered that Emily's husband is a PhD candidate at Princeton and they have lived here for many years. Emily would like to have a faith community home within the Presbytery.

Lauren McFeaters asked if there will be a Session that will record any marriages or funerals that Emily may officiate? Nina answered that connection with a local congregation is important in our

connectional system. Though Emily is just beginning to get a feel for the amount of travel involved in her job, COM will stay in contact with her and arrange for a local Session to connect to. Jean Woodman expressed concern about Emily's statement of faith and particularly the place of scripture, and if COM's larger examination covered that. Nina responded that the exam did cover that topic.

**Motion Carried.**

Nina then presented the following motion.

**Motion:** That the examination of Emily Wilkes be sustained in whole and in part, and that she be enrolled as a Member serving in Validated Ministry in her position with PDA.

**Motion Carried.**

Emily was brought back into the meeting to be informed about the result of her examination.

Rev. Jeff Vamos then offered a prayer for Emily as she moves forward into her ministry.

Moderator Werner then welcomed Emily into Ministry with the congregations of the Presbytery.

Nina expressed deep gratitude for the work of COM's Co-Moderator, Jessica Dixon, as she has had to step back from her responsibilities.

### **ANNOUNCEMENT ABOUT MISSION VISIONING PROCESS**

Vice-Moderator Rory Chambers shared an announcement about the work of the Committee on Representation. He also shared information about a new opportunity coming before the new year to engage in discernment and exploration of who the new Presbytery is and what its mission priorities are. Rory invited everyone interested to participate in the process.

### **ADJOURNMENT**

**Motion:** To adjourn.

**Motion Carried.**

The Presbytery adjourned at 8:38 pm with prayer by Rev. Wendi Werner, to reconvene on November 22, 2022, at 6:30pm on Zoom.

Attested: Rev. David Torrey, Acting Stated Clerk

## Appendix #1

### 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 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. Only if joining by one or the other of the above options is impossible, participants may dial into the meeting using either a traditional or cellular phone. However, dial-in instructions will not be



provided unless requested ahead of the meeting.

6. 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 may click on the camera icon to turn on their webcams.
7. *Those entering the meeting via a traditional phone call will enter “\*9” on their keypads, which activates the “raise hand” beside their phone number which is displayed in the participant list. When a host calls out their phone number, they will identify themselves by stating their full name.*
8. 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.
9. The “chat” feature will be used for seeking recognition. Participants will only be able to chat with meeting host(s) or the Tech Human.
  - a. Please only chat with Moderator for that purpose. The Tech Human is 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 a host. 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.
10. 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 it, 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.
11. 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.
12. The moderator will repeat the motion prior to the vote.
13. 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.

14. 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 it. 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).

## Appendix #2

### STATED MEETING OF COASTLANDS PRESBYTERY via Zoom Videoconference

June 28, 2022

#### AGENDA

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

## Appendix #3

### 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.

**Appendix #4**

**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

## Appendix #5

### 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.

## Appendix #6

### **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.

## Appendix #7

### 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
  - o Minimum Compensation for the Presbytery for Installed Ministry in a congregation, both full and part-time
  - o Minimum Compensation for the Presbytery for Temporary or Contract ministry in a congregation, both full and part-time
  - o Pulpit supply and moderator guidelines, standards for honoraria
  - o Receiving a pastor from another denomination
  - o Process and approval for Administrative Commissions for Ordination and Installation services
  - o Process for receiving new minister members/transfer of membership into the presbytery
  - o Covenants of closure
  - o 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
  - o 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.
  - o Initially visit with the pastor(s) or commissioned lay pastor and staff (including DCEs) of each church in their cohort.
  - o Initially visit the sessions of each congregation at a regular meeting to introduce themselves and their role with the church.

- o 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.
- o Establish a relationship with the clerks of each session. Check-in periodically.
- o Pray for the congregations.
- o 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.
- o Participate in the regular review of validated ministers serving in congregational contexts
- o 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 o The departure of a pastor
  - o Ensuring moderating and preaching are covered for a gap time
  - o 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
  - o 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.

- o 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.
- o 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)
- o 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.
- o Advice for Nominating Committee on calling a PNC.
- o 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.
- o 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:
  - o Moving from full to part-time
  - o Yoking
  - o Sales of property
  - o Merging
  - o 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 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.

## **Appendix #8**

### **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.

## Appendix #9

### 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 worshipping 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.