

THE PRESBYTERY of THE COASTLANDS
Winter Stated Meeting
Tuesday, February 28, 2023 – 6:30 pm eastern – via ZOOM
MINUTES

PRESENT:

Ruling Elder Commissioners (per registration): *Allentown Presbyterian Church:* Jeffrey McLaughlin, Beth Rigby; *Brick Presbyterian Church:* Christy Tompkins, Craig Trautweiler; *Community Presbyterian Church, Edison:* Jeff Smith; *Cornerstone Presbyterian Church:* Linda VanMelis; *Ewing Covenant Presbyterian Church:* William Olson; *Forked River Presbyterian Church:* Linda DeLotto; *First, Belmar:* Nancy Steel; *First, Cranbury:* Caren Anuszewski, Loida Wilson; *First, Freehold:* Berwin Guttormsen; *First, Hightstown:* Dilys Henninger, Darla Hunt; *First, Matawan:* Bryan Ackland; *First, Avenel:* Sandra Kosakowski; *First, Dutch Neck:* Margaret (Peggy) Redman, Jennifer Sabol, Carl Stillwell; *First, Hamilton Square:* Michael Meduski, Paul Neu; *First, Iselin:* Elizabeth (Betsy) Christensen, Heather Meyers; *First, Metuchen:* James Krauzer, Gary Ostermueller; *First, Woodbridge:* Michael Hora, Linda Thorstenson; *First, Trenton:* Lee Kerrick; *Grace Presbyterian Church of South Brunswick:* Peter Godinez; *Hope Presbyterian Church:* Patty Williams; *Kingston Presbyterian Church:* Florence Perren-Diaz; *Lawrence Road Presbyterian Church:* Sandra Phillips, Linda Townsend, Patti Wynne; *Manasquan Presbyterian Church:* Larry Lee; *Martin Luther King, Jr. Presbyterian Church:* Tyrone Laws; *Nassau Presbyterian Church:* Thais Carter, Claire Mulry; *Presbyterian Church of Jamesburg:* Paul Bouzane, Diana Chase; *Presbyterian Church of Lawrenceville:* Bill Bowers, Wendy Simpson, Gooitzen Vanderwal, Tom Wilfrid; *Presbyterian Church of Toms River:* Dan Raisch; *Pennington Presbyterian Church:* Suzanne Elliott, Dorothy Norris, Scott Reeder; *Pierce Memorial Presbyterian Church:* Howard Dunbar; *Point Pleasant Presbyterian Church:* Elizabeth Plonskonka; *The Presbyterian Church at Peace Chapel:* Barbara Meyer; *The Presbyterian Church on the Hill:* Marilyn Dicken; *Principe de Paz, Cliffwood Beach:* Luis Nieves, *Trinity Presbyterian Church:* Beverly Bodor; *United Presbyterian Church of Millstone:* Claude Heller, Barbara Truscinski; *United Presbyterian Church of Yardville:* Gloria Hanewald; *West Trenton Presbyterian Church:* Gary Young; *Westminster Presbyterian Church, Middletown:* John Pillarella; *Westminster Presbyterian Church, Trenton:* Angela Belmont, David Byers; *Witherspoon Street Presbyterian Church:* Kevin Gift.

Ruling Elder Members of Council: Vice Moderator Bisi Shofu, Ekpoanwan Onyile, Kathryn Starzer-Farrell

Ruling Elder Officers of the Presbytery: Brad Clifton, Treasurer; Julie Cox, Acting Stated Clerk (New Harmony Presbytery)

Ruling Elder Former Moderators: Barbara Flythe, Jan Margolis, Cherry Oakley

Ruling Elder Trustees: Walter Vincent, Jean Woodman

Ruling Elder Committee/Commission Members: Kathy Ramsay, David Redman, Deborah Chen

Other Ruling Elders: Ken Gordon

Commissioned Ruling Elders: Julissa Alvarez-Garcia
Total: 77

Teaching Elders /Minister Members Serving a Congregation (per registration): Kyle Anderson, Lindsay Anderson-Beck, Marie Bacchiocchi, Ashley Bair, Natalie Bell, David Bowman, James Brumm, Moderator Rory Chambers, Doug Cornelius, Dave Davis, Lisa Day, Walter DeGunya, Jessica Dixon, Sharyl Dixon, Kyle Doebler, Jim Dunson, George Erlandson, Diane Ford, Kathy Genus, Katja Gruening, Stephen Heinzl-Nelson, Karen Hernandez-Granzen, Chris Houtz, Chang Woo Lee, Hannah Lovaglio, Lauren McFeaters, Jessica Malek,

Nancy Mikoski, Kristie Miles, William Morris, Lukata Mjumbe, Alan Olson, Deborah Paton, Paul Quevedo, Molly Ramsey, Shannon Smythe, Bong Ju Song, Mark Terranova, Glory Thomas, Julie Thompson-Barrier, Jason Tucker, Jeffrey Vamos, Jan Willem Van Der Werff, Wendi Werner, Robbie Ytterberg.

Teaching Elders/ Minister Members Serving in a Validated Ministry (per registration): Miriam Diephouse-McMillan, Marguerite Dykstra, MaryJane Inman, Jill Kitsko, James Klotz, Larissa Kwong-Abazia, Jenny Lee, Emily Lueder, Gordon Mikoski, David Miller, Carrie Mitchell, Lori Neff LaRue, Matt Rhodes, Dayle Rounds, Andrew Scales, Ann Schoonover, Emily Wilkes.

Honorably Retired Teaching Elders Not Serving a Congregation (per registration): Cindy Bowman, Linda Hora, Jan Koczera, Cynthia Parker, Byron Shafer, Thomas Sheffield, Sue Smith, John L. Williams.

Honorably Retired Teaching Elders Serving a Congregation (per registration): Linda Goeddel, Rob Morrison, Nina Reeder.

Honorably Retired Teaching Elders (per registration): Janet Macgregor Williams .

Additional Teaching Elders (per registration): Jean Pinto, Katharine Sakenfeld, Jonathan Shenk.
Total: 77

Corresponding Members: TE Sue Krummel, EP Consultant (Great Rivers Presbytery); TE Gary Filson (Redstone Presbytery); TE SanDawna Ashley, Transitional Synod Leader (Minnesota Valleys Presbytery); and TE Mary Westfall (North Central California Presbytery)
TE Nancy Talbot, Synod Stated Clerk (New York City Presbytery) and TE Donna Lepsky (Presbytery for Southern New Jersey) were also present and did not request to be seated as Corresponding Members.

Presbytery of the Coastlands' Staff: Marie Luthringer, Hannah O'Donoghue, Chris Renshaw

Visitors: Sharon Campbell, Craig Doolittle, Debra Jones-Peart, Denyse Leslie, Leonard Mesonas, Benjamin Moyer, Jacqueline Murphy, Janet Roman, Elise Bates Russell (Johnsonburg Camp & Retreat Center), Greg Slonaker, Henry Sur.
Total attendance: 174

Excused Absences: TE Natalie Bell; TE Patti Daley, HR; TE Marianne Rhebergen, HR; TE Paul Rhebergen, HR; TE Len Scales; TE Dianna Speidel; TE Dave Widmar.

The meeting was called to order with prayer at 6:30 pm, eastern time, by Vice Moderator Ruling Elder Bisi Shofu. There was also a reminder that the meeting was being recorded for the purposes of assisting in minute-taking.

The Vice Moderator called upon Hannah Donoghue, "Tech Human", to provide additional Zoom instructions.

The Vice Moderator consulted the Acting Stated Clerk regarding the presence of a quorum and following that declared that a quorum was present and that the stated meeting was in order.

The Enabling Motion and Standing Rules for Electronic Rules were adopted without objection.
(APPENDIX 0)

Because an oversight had been discovered after the docket and meeting materials were developed, the Vice Moderator brought to the attention of the presbytery the necessity to formally nominate and elect Teaching

Elder Rory Chambers as Moderator for 2023. **There were no nominations from the floor, and TE Rory Chambers was elected without objection.**

Moderator Rory Chambers led the presbytery in the Land & Labor Acknowledgement.

Moderator Chambers welcomed visitors, first-time Ruling Elder Commissioners, and new Teaching Elder members of Coastlands to the meeting and to the presbytery.

The following Corresponding Members were seated without objection: TE Sue Krummel, Gap Leader Consultant and a member of Great Rivers Presbytery; RE Julie Cox, Acting Stated Clerk from New Harmony Presbytery; TE SanDawna Ashley, Transitional Synod Leader and a member of Minnesota Valleys Presbytery; TE Gary Filson, HR, a member of Redstone Presbytery; and TE Mary Westfall, a member of North Central California Presbytery. (Synod Stated Clerk, TE Nancy Talbot, a member of New York City Presbytery, was also in attendance, but was not seated as a corresponding member.)

The meeting's docket was approved without objection. (APPENDIX 1)

The Proposed Parity Plan for 2023 was presented. Following discussion, the Proposed Parity Plan was approved with an adjustment to add an additional Ruling Elder Commissioner for First Presbyterian Church, Trenton, due to the composition of the congregation. **A motion for this adjustment was made, seconded, and approved. (APPENDIX 2, which includes the adjustment approved during the discussion and approval of the 2023 Parity Plan)**

The presbytery turned to its Old Business from the November 29, 2022, Stated Meeting, that the following was moved and seconded: *That Presbytery approve the lease of the First Presbyterian Church, Trenton property to 120 East State, a not for profit corporation, for its preservation, stewardship, and operation for community benefit and a continuation of its historic ministry for a term of 65 years, in order that 120 East State may procure publicly available funds for this work.* The Moderator briefly reminded the presbytery of the history of its discussion and debate on this matter. The Moderator invited a straw poll to assess whether the body was ready to vote, and following the straw poll, which indicated overwhelming readiness to vote, the Moderator led the presbytery in prayer. Following the prayer, **the vote was taken, and the motion passed.**

The Moderator invited TE Dave Davis, Personnel Committee Chair, to offer background information on the Co-Leader and Stated Clerk search process, including that with minimal interest and/or candidates for the part-time Stated Clerk position, it was being recommended that the Administrative Co-Leader also serve as Stated Clerk. TE Andrew Scales, Trustee, shared information about financial sustainability in calling two full-time co-leaders. Co-Leader Search Committee Co-Moderators RE Jan Margolis and TE Matt Rhodes continued the presentation and invited each member of the Co-Leader Search Committee to share; this included Julissa Alvarez-Garcia, Debbie Chen, Diana Chase, Dilys Henninger, Muya Wamahui, and Molly Ramsey. Videos from both Co-Leader candidates were shared, and the candidates also brought greetings. TE Matt Rhodes moved that That The Rev. Dr. Mary Westfall and Ruling Elder Jean Woodman be elected as Relational Co-Leader and Administrative Co-Leader & Stated Clerk, respectively, with the proposed terms of call for 3-year renewable terms. Subsequently, a procedural motion was made, seconded, and approved to divide the question and to vote on each candidate separately; the vote for that motion was 80 yes and 48 no.. There was an opportunity for questions to the committee and to the Co-Leader candidates. The Co-Leader candidates were excused. **Votes were taken for each Co-Leader separately and were overwhelmingly in the affirmative.**

The Co-Leaders were welcomed back into the meeting room with applause. Vice Moderator Bisi Shofu offered a prayer for Mary Westfall and Jean Woodman. **The Moderator then invited a motion to dissolve the Search Committees (Co-Leader and Stated Clerk) with thanks, which was made, seconded, and approved. (Co-Leader Search Committee Report, APPENDIX 3)**

The presbytery took a brief recess. Upon its return, the Moderator drew attention to the Consent Agenda, which included written reports and accompanying materials of the Communications Report, EP Consultant's Report, Bills & Overtures Committee Report and its recommendation, Commission on Ministry (COM) Report and recommendation, Commission on Preparation for Ministry (CPM) Report Ministry (included in the addendum), Trustees' Report, including 2023 budget, which was approved during the November 2022 Stated Meeting; Administrative Commission Reports for First Presbyterian Church-Lakewood, the merger of First Presbyterian Church-Iselin & Oak Tree Presbyterian Church, Middlesex Presbyterian Church, and Witherspoon Street Presbyterian Church. (**APPENDIX 4** The Minutes of the Commission on Preparation for Ministry (CPM), which were included in the Commissioners' Handbook, were those of December 6, 2021. The Acting Stated Clerk apologizes for the error.)

A request was made to remove the Trustees' Report from the Consent Agenda, and following that the Consent Agenda was approved. The Moderator recognized COM Chair TE Nina Reeder, who called upon TE David Bowman to celebrate TE Jill Kitsko's ministry, upon her retirement. TE Reeder then led the presbytery in a blessing for TE Kitsko.

The Presbytery gathered for worship led by Vice Moderator RE Bisi Shofu and Moderator TE Rory Chambers, who preached, "Have Faith, Friends!", based on Hebrews 11:1-3. Music was provided by Presbyterian Church of Toms River, Brick Presbyterian Church, and Community Presbyterian Church of Edison. The installation of the Moderator and Vice Moderator was led by Immediate Past Moderator, TE Wendi Werner, and the blessing and charge were given by TE Katja Greuning. At the conclusion of worship, Moderator Chambers expressed deep appreciation to Immediate Past Moderator Werner for her dedicated leadership and service to and for the presbytery.

The Presbytery celebrated the ministry of Marie Luthringer upon her retirement via remarks made by Personnel Committee Chair TE Dave Davis. Vice Moderator Shofu led the presbytery in prayer for Marie Luthringer and in thanksgiving for her many years of devoted service.

The Moderator recognized Ruling Elder Kathy Ramsay, Moderator of the Committee on Representation & Nominating (COR/N), who drew attention to the committee's report and added an additional nomination. Without objection, TE David Bowman, TE Molly Dykstra, and RE Sean Starke (Shrewsbury) were elected to the Commission on Ministry (COM), Class of 2024, and TE Walter DeGunya, to COM, Class of 2025.

(APPENDIX 5)

Vice Moderator Shofu recognized TE Rory Chambers, Council Moderator, to present its report.

(APPENDIX 6)

TE Chambers presented the Council's first recommendation that RE Kathy Ramsay ((Chair)), TE Hannah Lovaglio, and TE Lydia Tembo be elected to serve on Committee On Representation & Nominating for three-year terms, Class of 2025, including that RE Ramsay would serve as Chair, and that Council member TE Linda Goeddel be elected to a one-year term on COR/N, Class of 2023. **This recommendation was approved without objection.**

TE Chambers continued with the Council's report and its recommendation that upon recommendations from COM and COR/N that RE David Apy, RE Angela Crawford, and TE Ron Thompson (advisory member from Presbytery of Northeast New Jersey, Townley Presbyterian Church, Union) be elected to serve as members of the Administrative Commission for Witherspoon Street Presbyterian Church. It was further reported that following the November 29, 2022, Stated Meeting, some of those who were elected to serve on this Administrative Commission indicated that they were not able to serve. These additional members will allow this AC to do its important work of assisting this congregation. **This recommendation was approved without objection.**

The Council Report continued with its third and final recommendation that the Proposed Standing Rules (contained within the Manual of Operations), the description and composition of the Commission on Preparation for Ministry (CPM), the description and composition of a separate Personnel Committee, and the Conflict of Interest Policy be approved. Ruling Elder Kathryn Starzer Farrell, who led the Governance team,

addressed questions. **Following discussion, the description and composition of the Commission on Preparation for Ministry (CPM) and the Personnel Committee were approved. The Proposed Standing Rules and Conflict of Interest Policy will be revisited as items of Old Business at the next Stated Meeting**

The Vice Moderator recognized Personnel Committee Chair Dave Davis, who offered words of appreciation for Sue Krummel and Julie Cox and their leadership as EP Consultant and Acting Stated Clerk, respectively.

The Moderator recognized Elise Bates Russell, Executive Director of Johnsonburg Camp & Retreat Center, who provided an update on the ministry of Johnsonburg.

The Moderator recognized TE Sue Krummel, EP Consultant, who expressed her appreciation to and for the presbytery. The Moderator thanked TE Sue Krummel for her leadership.

The Moderator recognized Acting Stated Clerk Julie Cox, who offered her gratitude to and for her colleagues and the presbytery and announced that the next stated meeting of the presbytery will be an in-person meeting on Tuesday, May 23, 2023, with the time and location to be determined. The Moderator thanked RE Julie Cox.

The presbytery turned to the Trustees' Report, which had been removed from the Consent Agenda, and placed under New Business. **Following questions regarding unbudgeted expense(s) for legal fees, which may emerge, and which the Trustees have discussed and set aside funds, the Trustees' Report was approved without objection.** (APPENDIX 4)

There being no further business, **following a motion, second, and overwhelming approval, the meeting was adjourned with prayer by Vice Moderator Shofu at 10:12 pm eastern time.**

Next Stated Meeting: Tuesday, May 23, 2023, in person; time & location to be determined.

Respectfully Submitted,

A handwritten signature in black ink that reads "Julie Cox". The signature is written in a cursive, flowing style. The first name "Julie" is written in a larger, more prominent script, and "Cox" is written in a similar but slightly smaller script. The signature is positioned above the printed name.

Julie Cox, Acting Stated Clerk

Approved by Council, 03 09 2023

THE PRESBYTERY of THE COASTLANDS
Winter Stated Meeting
Tuesday, February 28, 2023 – 6:30 pm eastern – via Zoom
DOCKET
APPENDIX 1

Call to Order with Prayer	TE Rory Chambers, Moderator
Land & Labor Acknowledgement	
Declaration of Quorum	RE Julie Cox, Acting Stated Clerk
Adoption of Enabling Motion & Standing Rules for Electronic Meetings	Rory Chambers, Moderator
Welcome of Visitors & First Time RE Commissioners	
Motion to Seat Corresponding Members	
Proposed Parity Plan for 2023	
Old Business	
<ul style="list-style-type: none">• From November 29, 2022 stated meeting, the following was moved and seconded: <i>That Presbytery approve the lease of the FPCT property to 120 East State, a not for profit corporation, for its preservation, stewardship, and operation for community benefit and a continuation of its historic ministry for a term of 65 years, in order that 120 East State may procure publicly available funds for this work.</i><ul style="list-style-type: none">○ Links to previous meeting materials are provided.	
Report from the Co-Leader Search Committee	RE Jan Margolis & TE Matt Rhodes, Co-Moderators
Consent Agenda	Rory Chambers, Moderator
<ul style="list-style-type: none">• Communications• Bills & Overtures• Commission on Ministry (COM)• Commission on Preparation for Ministry (CPM)• Trustees• Administrative Commissions<ul style="list-style-type: none">○ Celebration of Honorable Retirement of TE Jill Kitsko	TE Nina Reeder, COM Moderator
Brief Recess	
Worship, including Installation of 2023 Moderator & Vice Moderator,	TE Rory Chambers preaching
Report from Administrative Commission(s), as needed	Rory Chambers, Moderator
Celebration of Retirement of Marie Luthringer	
Committee on Representation & Nominations (COR/N)	RE Kathy Ramsay, Moderator
Council Report	Rory Chambers, Council Moderator
<ul style="list-style-type: none">• Recommendations regarding Nominations to COR/N• Recommendations regarding additional members for Witherspoon Street PC Administrative Commission• Recommendation regarding Proposed Standing Rules (within Manual of Operations), Description & Composition of Commission on Preparation for Ministry, Description & Composition of Personnel Committee, and Conflict of Interest Policy	
Appreciation of Departing Staff	
Update from Johnsonburg Camp & Retreat Center	Elise Bates Russell, Executive Director
EP Consultant's Report	TE Sue Krummel
Acting Stated Clerk's Report	Julie Cox
Any New Business from Consent Agenda	Rory Chambers, Moderator
Adjournment with Prayer	RE Bisi Shofu, Vice Moderator

Next Stated Meeting: Tuesday, May 23, 2023, in person; time & location to be determined.

THE PRESBYTERY of THE COASTLANDS
Enabling Motion & Procedures for Electronic Meeting Motion
February 28, 2023
(APPENDIX 0)

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 (15) 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 their 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.

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 (to support minute-taking).

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 your name, congregation or validated ministry, and/or Honorably Retired (HR), and whether you are a RE Commissioner or Teaching Elder (TE) status in the chat.

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/visitors. ‘ZV-‘ will be placed at the beginning of the names of those with voice and no vote. ‘Z-‘ will be placed at the beginning of the names without either voice or vote. Please do not remove the ZV- or Z- from your name.
7. During the meeting the chat function will only be available to communicate with presbytery staff for purposes of clarifying questions or technical issues. It should not be used to communicate with the moderator. To be called upon by the moderator, please use the "raise hand" function in zoom.
8. 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.
9. A vote by means of “raised hand” 🙋 (or yes/no ✓/✗) is a “division,” not a “counted vote” – meaning that the Moderator 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 Moderator is uncertain, they 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).

The Presbytery of the Coastlands Proposed Parity Plan for 2023 (APPENDIX 2)

Includes adjustment approved during Stated Meeting on 02 28 2023.

Book of Order Background: The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, *with a goal of numerical parity of ministers of the Word and Sacrament and ruling elders*. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G3.0103. Ruling elders elected as officers of the presbytery shall be enrolled as members during the period of their service. A presbytery may enroll, or may provide by its own rule for the enrollment of, ruling elders during terms of elected service to the presbytery or its congregations. **(Book of Order, G-3.0301 Composition & Responsibilities – The Presbytery)**

Additional Rationale: Prior to adopting the Parity Plan for 2022, the NJ Missional Communities Administrative Commission requested that “we want to encourage you to explore alternative approaches for future parity planning that may consider additional factors beyond the size of member congregations”.

Ministers of Word and Sacrament (Teaching Elders):

- According to the Office of the General Assembly 2021 Statistics Report, there are 211 Minister Members (Teaching Elders) of the presbytery.
- 85 of the 211 are Honorably Retired (HR).
- 158 of the 211, with addresses listed, live and/or work in New Jersey/NYC area.
 - This includes 62 Honorably Retired Minister Members.
- The parity plan is based on 160 Minister Members.

Ruling Elder Commissioners:

- The Office of the General Assembly 2021 Statistics Report was used to determine the number of commissioners allocated to congregations based on both reported membership and diversity.
- Every congregation, regardless of size, shall elect one (1) Ruling Elder Commissioner.
- Congregations reporting 1-99 members may elect one (1) Ruling Elder Commissioner.

- Congregations reporting 1-99 members and a non-white membership of 20% or more of total membership may elect one (1) additional Ruling Elder Commissioner, totaling two (2).
- Congregations reporting 100-399 members may elect three (3) Ruling Elder Commissioners.
- Congregations reporting 400-999 members may elect four (4) Ruling Elder Commissioners.
- Congregations reporting 1,000 or more members may elect five (5) Ruling Elder Commissioners.
- **This Distribution brings the number of ruling elder commissioners to 159.**

It is also the practice of the Presbytery of Coastlands that Commissioned Ruling Elders, Ruling Elders serving as Presbytery Moderator or Vice Moderator, as members of Commissions, Trustees, Council, on current Search Committees/Teams, and/or former Moderators of Coastlands presbytery also have voice and vote during their terms of service. This is above and beyond any other commissioners Sessions are allotted.

Based on the rationale and information, this distribution of ruling elder commissioners is recommended for **2023**:

Ruling Elder(s) Allotted		Membership per 2021 Statistical Reports,	Congregation's Name & Location	
1		1-99	<ul style="list-style-type: none"> • First Avenel, Avenel • First Carteret, Carteret • Oak Tree PC, Edison • First Englishtown, Englishtown • Pierce Memorial PC, Farmingdale • First Fords, Fords • Cornerstone PC, Jackson • Grace PC of South Brunswick, Kendall Park • The Presbyterian Church, Lakehurst • Slackwood PC, Lawrenceville • Lincroft PC, Lincroft • Middlesex PC, Middlesex • Bayard Street PC, New Brunswick • Plumsted PC, New Egypt • First Plainsboro, Plainsboro • First Sayreville, Sayreville • First South Amboy, South Amboy • Old Tennent PC, Tennent • Hope PC, Tinton Falls • Christ PC Hamilton Township, Trenton • First Trenton, Trenton • West Trenton PC, West Trenton 	
				= 22
2		1-99 with 20% + non-white	<ul style="list-style-type: none"> • Primera Iglesia His/Principe de Paz, Cliffwood Beach • Community PC, Edison • Lord of Hope PC, Edison • First Iselin, Iselin • Grace Taiwanese American PC, Lawrenceville • Martin Luther King Jr. PC, Neptune • The Presbyterian Church at Peace Chapel, New Brunswick • Princeton Korean PC, Plainsboro • <i>First Trenton, Trenton</i> • Iglesia Nueva Vida, Trenton 	
				= 18

3		100-399	<ul style="list-style-type: none"> • First Belmar, Belmar • Brick PC, Brick • First Dayton, Dayton • Trinity PC, East Brunswick • Ewing Covenant PC, Ewing • Forked River PC, Forked River • First Freehold, Freehold • First Hightstown, Hightstown • Hopewell PC, Hopewell • Jamesburg PC, Jamesburg • Kingston PC, Kingston • Hope PC, Lakewood • Lawrence Road PC, Lawrenceville • First Matawan, Matawan • Westminster PC, Middletown • The Presbyterian Church on the Hill, Ocean • Pennington PC, Pennington • Millstone United PC, Perrineville • First Perth Amboy, Perth Amboy • Point Pleasant PC, Point Pleasant Beach • Witherspoon Street PC, Princeton • First Dutch Neck, Princeton Junction • First Rumson, Rumson • Shrewsbury PC, Shrewsbury • United PC, Trenton • Westminster PC, Trenton • First Woodbridge, Woodbridge 	
				= 81
4		400-999	<ul style="list-style-type: none"> • Allentown PC, Allentown • First Cranbury, Cranbury • First Hamilton Square, Hamilton Square • Lawrenceville PC, Lawrenceville • First Manasquan, Manasquan • First Metutchen, Metutchen • Nassau PC, Princeton • First Tower Hill, Red Bank 	
				= 32
5		1000 or more	<ul style="list-style-type: none"> • Toms River PC, Toms River 	
				= 5
				= 158

THE PRESBYTERY of THE COASTLANDS
Report of the Co-Leader Search Committee
RE Jan Margolis & TE Matt Rhodes, Co-Moderators
February 28, 2023
(APPENDIX 3)

OVERVIEW

The Team began with training by Rev. SanDawna Ashley, Transitional Synod Leader on July 11th 2022. We met every Monday for 6 months before being fortunate to discern the two co-leaders to whom God has directed us. Our two candidates are far beyond the skills and gifts of all the other very talented applicants we were fortunate to come to know. In our judgement, and confirmed by their interaction, they are an excellent match with each other's strengths and a strong cultural fit for our Presbytery.

Rev. Mary Westfall, PhD, has spent the last several years facilitating the successful merger of two Presbyteries as Transitional Executive Presbyter in the North Central California Presbytery. Mary received her undergraduate degree from Sterling College, earned an M. Div. at San Francisco Theological Seminary, and a PhD from the University of New Hampshire. She served as Senior Minister and Head of Staff at the Durham, NH Community Church a 450 -member church for 17 years, which followed her 10 years as a University Chaplain and Executive Director with United Campus Ministry at the University of New Hampshire. She has been very active with General Assembly and serves as a member of the Synod of the Pacific Personnel Committee. She is well connected with Louisville, coming highly recommended to us as our Relational Presbytery Leader.

In addition, given the recent turnover of staff and with that the extensive historical knowledge of operations, we feel blessed to have in our Administrative Co-Leader that historical and contextual perspective which is so invaluable as we move forward. Ruling Elder Jean Woodman was a Phi Beta Kappa undergraduate, has a recent MBA from Rutgers in finance and administration and has served in most of the key leadership positions at her home church. Importantly, she has been a Trustee for Coastlands since our inception, a past Moderator of her legacy Presbytery and served as part of the petal teams as together we planned for creating a missional community which truly adds value for all. Further, she has been active with the General Assembly and has significant leadership experience with non-profits.

OUR PROCESS

For 6 months, excepting holiday breaks, we met every Monday for an hour via Zoom.

Initial Screening

Each team member individually evaluated their backgrounds and statement of faith using the same template.

Examples of criteria used included:

Denomination Experience

Spiritual Maturity

Non-profit Leadership Experience

Board Experience

Relevant Education/Certification

Change Efforts Described

Funds Development

Grants Development

Then we came together as a team in our Monday zoom and shared our individual perspectives until forming a team decision on each. There were 3 decisions at this point: yes, move forward; no; or maybe. The maybes were discussed again at another time and rendered a yes or no as a final decision.

Interview Process

Our process was to conduct two one-hour zoom screening interviews, followed by an in person. Based on results from the first zoom, a second zoom was scheduled. The first interview was a “get to know you” opportunity to understand the applicant’s unique gifts in leading and managing, their understanding of- and experience with- family systems and organizational change and development as well as their experience with COM, CPM, funds development, governance (trustee and session) training and development. Only a handful made it to the second zoom. In these interviews we focused on the applicant’s spirituality. We asked them to respond to several parables by sharing the lessons of Jesus and how that applied to the practical realities of leading our Presbytery.

Our Relational Co-Leader finalist and her husband flew to NJ for a 1.5 day in-depth interview process. Our Administrative finalist is a member of Coastlands Presbytery and had a similar interview process. Both co-leaders spent time together to discuss the role and get to know each other.

STATISTICS

Relational Co-leader

Our 48 applicants included 36 CLC matches and 12 self- referrals

Racial-ethnic distribution is as follows:

Women	26
Native American	1
Asian	6
African American	4
Latino	0
Middle Eastern	1
Other	1
First Exploratory Call	14
First Zoom Interview	9
Second Zoom Interview	3
In-person Interview	1

Administrative Co-leader

Our 36 applicants included CLC matches and 5 self -referrals

Racial-ethnic distribution is as follows:

Women	25
Native American	0
Asian	6
African American	4
Latino	0
Middle Eastern	1
Other	1
First Exploratory Call	4
First Zoom Interview	2
Second Zoom Interview	1
In-person Interview	1

COMMENTS FROM COMMITTEE

On Mary –

Mary’s enthusiasm, spiritual nature, and impressive leadership experience makes her the best candidate for this role. The mission, vision, and core values of the Presbytery of the Coastlands requires a visionary like Mary to implement key strategies to build strong pastoral relationships and develop innovative ways to engage

congregations to be a cohesive force. The passage from the book of Esther reminds me of this exciting call, “And who knows but that you have come to your position for such a time as this”. (4:14) -Julissa Alvarez-Garcia

Mary’s breadth of experience, particularly with new presbyteries will be important for Coastlands. Her ideas for working with smaller congregations and her success in that area is also one of the reasons she is an excellent candidate. -Diana Chase

She was my top choice for Relational Presbytery Co-leader because with the experience she has had as a transitional Executive Presbyter in California, she will be able to guide Coastlands Presbytery as we navigate the growing challenges of a new presbytery. She articulates the challenges facing churches realistically, but always hopefully, and always is grounded in our mission as disciples of Christ. -Debbie Chen

I feel that we are incredibly fortunate to present Mary Westfall as our candidate for the position of Relational Presbytery Co-leader. Her experience of working with the reformation of a presbytery and her inclusive personality makes her an excellent choice. Mary’s interest in guiding us in the formation of a new and dynamic body is evident. She will be carefully listening for what God has in mind for us. -Dilys Henninger

I liked Mary because she was candid and forthright to the questions posed, especially on her strategies of reaching out to churches and congregations at the grassroots level. Her strategy of attending a presbytery church every Sunday and worshipping with the members will help to demystify the notion that the church leaders are an elite group that is isolated from the day-to-day needs of the congregations. -Muya Wamahui

Having led a successful merger of presbyteries on the west coast, Mary has a strong understanding of family systems and organizational change and development. She understands what it takes to build and sustain a missional community which both the working groups and then the petal teams dreamed of. I find her to be a really astute listener, highly empathetic and collegial. She has a sense of connections that we need as we continue to merge our 3 legacy groups. Most of all, I trust her to lead us forward in a way that all voices are heard and respected. -Jan Margolis

Mary exudes energy and imagination which, paired with her wisdom and years of experience, is precisely what our presbytery needs as it establishes foundational roots and begins to grow into itself. Mary’s connectional nature and earnest interest in people will facilitate the challenging (and fun) times that lay in our future. I feel very comfortable seeking Mary’s guidance in all things ministry and trust that you will as well.-Molly Ramsey

Of the many candidates that we interviewed for the Relational Presbytery Co-leader, Mary stood out as a uniquely gifted leader with remarkable experience. She is attentive to when to support, when to solicit feedback and buy-in, when to lead, and all the while doing so with a pastor’s heart. I would go to her as my pastor. -Matt Rhodes

On Jean:

Jean is an exceptional leader who demonstrates organizational agility and a strong polity of Presbyterian polity practice and procedures. Her spiritually and emotionally mature character was evident as she described her genuine interest to get things done with integrity in her current position. She has a great deal of experience serving our Presbytery and effectively addresses the challenges ahead around complicated topics. -Julissa Alvarez-Garcia

Jean’s background and attention to detail in both policies and procedures are the main reasons that she is a great candidate. Her willingness to get to know the resources available in all three former presbyteries coupled with the extensive background in one of them adds a degree of history to a unique new presbytery. -Diana Chase

Jean's broad knowledge of the Presbytery of the Coastlands combined with gifts in management, administration, and finance will certainly be a blessing as Administrative Co-leader of our presbytery. Her commitment to Coastlands, her energy, and her enthusiasm are contagious. She makes you want to go to more presbytery meetings!
-Debbie Chen

Jean Woodman is a life-long Presbyterian with a history of involvement in many aspects of mid-council work. Her expertise in matters both fiduciary and ecclesiastical make her an excellent candidate for the Administrative Presbytery Co-leader/Stated Clerk. Her enthusiasm for the work of the church and her vision for the future are limitless. She has been involved both in her local church and higher judicatories and understands the perspectives from both.
-Dilys Henninger

I found Jean to be very personable and a good listener, skills required for the job. I was also impressed by Jean's approach of creating dialogues with people who may not agree with her position. She also had excellent ideas of how to unify factions that may exist in the presbytery and had practical good strategies of reaching young people to come back to church.
-Muya Wamahui

Jean provides a key ingredient for our effectiveness as a new presbytery. With all of the staff changes, we will benefit from the continuity she provides as a long time trustee and active participation in our formation. Importantly, Jean brings solid business experience from the non-profit world, a keen understanding of finance, and strong attention to detail. She has an obvious commitment to Coastlands Presbytery being a strong support to so many small churches and ministries. She has been a part of our journey together, has deep faith and respect for the three merged legacy entities that make us a united Coastlands Presbytery. I trust her judgement.
-Jan Margolis

Jean brings a lifetime of PCUSA polity knowledge, partnered with a genuine presence of caring and pastoral leadership. Her familiarity with the history of our three previous presbyteries and our current presbytery will no doubt be an immeasurable gift as we navigate and continue to discern who God is calling us to be. I feel confident in Jean's knowledge of all things Presbyterian and trust her to administratively lead us into the future.
-Molly Ramsey

I was a bit shocked and pleasantly surprised that one person could have such a vast array of experiences serving in presbytery leadership. From trustees to serving as moderator to AC's and beyond. Jean brings sound judgement, practical wisdom, deep faith, and an appreciation for our interconnectedness as a collective body. I am beyond grateful that she has discerned this call.
-Matt Rhodes

SEARCH TEAM MEMBERS

Diana Chase (RE): Presbyterian Church of Jamesburg

Debbie Chen (RE): Trinity Presbyterian Church of East Brunswick

Pastor Julissa Alvarez-Garcia: (CME) Primera Iglesia Hispanica Presbyteriana de Paz

Rev. Molly Ramsey: Pastor Point Pleasant Presbyterian Church

Muya Wamahui: (Elder) Edison Community Presbyterian Church

Dilys Henninger: (Elder) FPC Hightstown -Clerk for Team

Rev. Matt Rhodes: CPE Supervisor, Penn Medicine Princeton Health – Co-Moderator

Jan Margolis (RE): First Presbyterian Metuchen - Co-Moderator

RECOMMENDATION:

That The Rev. Dr. Mary Westfall and Ruling Elder Jean Woodman be elected as Relational Co-Leader and Administrative Co-Leader & Stated Clerk, respectively, with the proposed terms of call for 3-year renewable terms.

The Presbytery of the Coastlands has called **Mary Westfall as Presbytery Relational Co-Leader** to serve the Presbytery of the Coastlands with energy, intelligence, imagination and love by providing leadership in trust building, establishing and nurturing relationships, and supporting teaching elders, congregations, and sessions beginning **June 15, 2023**.

We promise to support and encourage you so that you may thrive in full-time ministry among as a Teaching Elder.

We promise and obligate ourselves to provide you the following annual salary and benefits for a term of three years.

Salary and Housing \$115,000.00 (Housing Allowance to be requested and approved by the Trustees of the Presbytery)

Board of Pension Benefits (39%) \$44,850.00

8.5% Pension

1.5% Disability/Death

29% Medical and/or 403b\

Social Security (7.65%) \$8,797.50

Professional Vouchered Business Expense \$6,000.00
(Adjusted for GA attendance in the year the Assembly gathers)

Moving Expense (1X) \$12,000.00

TOTAL 186,647.50

Paid Vacation of 4 weeks annually

Paid study of 2 weeks annually (cumulative up to 6 weeks)

Participation in the Presbytery Leader Formation Program

An annual review will be conducted by the Personnel Committee of the presbytery which will include a review of the adequacy of this compensation.

The Presbytery of the Coastlands has called **Jean Woodman as Presbytery Administrative Co-Leader & Stated Clerk** to serve the Presbytery of the Coastlands with energy, intelligence, and love, by providing leadership in administration, communication, matters of church property, financial operations, and funds development **beginning March 15, 2023.**

We promise to support and encourage you so that you may thrive in full-time ministry among as a Ruling Elder.

We promise and obligate ourselves to provide you the following annual salary and benefits for a term of three years.

Salary \$115,000.00

Board of Pension Benefits (39%) \$44,850.00

8.5% Pension

1.5% Disability/Death

29% Medical and/or 403b\

Professional Vouchered Business Expense \$6,000.00
(Adjusted for GA attendance in the year the Assembly gathers)

TOTAL \$177,850.00

Paid Vacation of 4 weeks annually.

Paid study of 2 weeks annually (cumulative up to 6 weeks)

Participation in the Presbytery Leader Formation Program

An annual review will be conducted by the Personnel Committee of the presbytery which will include a review of the adequacy of this compensation.

THE PRESBYTERY of THE COASTLANDS

Consent Agenda

February 28, 2023

(APPENDIX 4)

The following items are presented within the Consent Agenda that the presbytery would receive the following written reports and accompanying minutes, which are included in meeting materials, and approve them.

- **Communications Report**
- **EP Consultant's Report**
- **Bills & Overtures Committee (fourteen (14) proposed amendments to the Book of Order: 22A, 22B, 22C, 22F, 22G, 22H, 22J, 22K, 22L, 22M, 22N, 22O, 22Q, & 22R)**
- **Commission on Ministry (COM),**
- **Commission on Preparation for Ministry (CPM) (minutes only)**
- **Trustees, including 2023 budget**
- **Administrative Commissions (AC), including:**
 - AC for First Presbyterian Church, Lakewood
 - Final report, which includes request for AC to be dissolved.
 - AC for Merger of First Presbyterian Church, Iselin and Oak Tree Presbyterian Church
 - AC for Middlesex Presbyterian Church
 - AC for Witherspoon Street Presbyterian Church

(The Consent Agenda is to expedite business and comprises a number of items understood to be straightforward, easily understood, and not controversial, and are anticipated to elicit few, if any, questions and/or debate. The Consent Agenda is acted upon in one vote by the presbytery, and ordinarily comes near the beginning of the meeting. Commissioner(s) or Minister Member(s) may request the removal of any item in the Consent Agenda for individual consideration at the time of the Consent Agenda's adoption at the beginning of the Docket. If that request occurs, that item or items will be placed as the first item(s) under New Business.)

THE PRESBYTERY of THE COASTLANDS
Communications
February 28, 2023

The following communications have been received since the November 29, 2022, Stated Meeting. They are presented as information:

- Thank you letter from the Synod of the Northeast for Per Capita contributions of \$50,804.23 for 2023.
- Congratulatory letter from the Synod of the Northeast to Princeton Presbyterians of the Westminster Foundation notifying of a campus ministry grant of \$2,500 for 2023.
- Congratulatory letter from the Synod of the Northeast notifying Rutgers Protestant Campus Ministries of a campus ministry grant of \$2,500 for 2023.



Gathering Together, Nurturing Innovation, Strengthening Communities
Reuniéndonos Juntos, Animando Innovación, Fortaleciendo Comunidades
다같이 모이기 - 공동체를 강화하기 - 혁신을 키워나가기

February 21, 2023

Presbytery of the Coastlands
Attn: Rev. Sue Krummel
617 Hope Chapel road
Lakewood, NJ 08701

Dear Presbytery of the Coastlands:

On behalf of the Synod of the Northeast, thank you for your Per Capita contributions in the amount of \$50,804.23 for the year 2023. Your Per Capita offering provides the means for us to meet our vision of walking alongside gospel communities through innovation, building connections, and joint mission.

Additionally, your gift demonstrates your commitment to the work of our denomination as we answer God's call together. We are the Church together, engaging Presbyterians in work that changes and saves lives in the Northeast. We do this with energy, intelligence, imagination, and love, and with a commitment to equity as people who want to make a difference in shared, effective, life-changing ministry.

Thank you again for your commitment to the connections that make us uniquely Presbyterian. Thank you also for the ways you bear witness to Christ in your region.

In Christ Service,

Rev. Dr. SanDawna Gaulman Ashley
Transitional Synod Leader

Frances E. Klaiber
Manager of Finance

Cc: Nancy Tindall, Synod Treasurer



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January 31, 2023

CM-23-05-01

Revs. Andrew and Len Scales
61 Nassau Street
Princeton, NJ 08542

Dear Revs. Scales,

Congratulations! At the January 27 – January 28, 2023 Mission & Ministries Commission meeting, the Mission Working Group recommended and the Commission approved a Campus Ministry grant for the *Princeton Presbyterians of the Westminster Foundation* in the amount of \$2,500 for 2023. To receive the grant funds, please complete this online form as soon as possible: [Grant Payment Information Form](#). You will receive the funds in the form of a paper check – the 1st half in February and the 2nd half in July.

You may apply annually for a grant from the Synod of the Northeast's Campus Ministry fund. Our maximum award is \$2,500. Applications for 2024 will be due by January 10, 2024 through our new grants management system. The new system will be accessed through the Synod of the Northeast website and will save your profile information, further simplifying your annual application. Each year that you apply, we will ask you to highlight the moments of growth and challenge from the previous year within the grant application. We also ask that you be prepared to attach at least one high-quality photo that captures a moment in the past year of your campus ministry's development.

We continue to hold your campus ministry in our prayers. We are so grateful for the work that you do to nurture students in mind, body, and spirit.

If you have any questions regarding this communication please direct them to innovation@synodne.org.

Grace and peace,

Rev. Dr. SanDawna Gaulman Ashley
Transitional Synod Leader
Synod of the Northeast
5811 Heritage Landing Drive, 2nd Floor
East Syracuse, NY 1305
315-446-5990 (Synod office)

cc: Cindy Burger, Convener, Mission Working Group
Frances Klaiber, Manager of Finance
Rev. Sue Krummel, Gap Leader Consultant, Presbytery of the Coastlands



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January 31, 2023

CM-23-07-01

Mr. Dave Bomgaars
9 Bayard Street
New Brunswick, NJ 08901

Dear Mr. Bomgaars,

Congratulations! At the January 27 – January 28, 2023 Mission & Ministries Commission meeting, the Mission Working Group recommended and the Commission approved a Campus Ministry grant for the *Rutgers Protestant Campus Ministries* in the amount of \$2,500 for 2023. To receive the grant funds, please complete this online form as soon as possible: [Grant Payment Information Form](#). You will receive the funds in the form of a paper check – the 1st half in February and the 2nd half in July.

You may apply annually for a grant from the Synod of the Northeast's Campus Ministry fund. Our maximum award is \$2,500. Applications for 2024 will be due by January 10, 2024 through our new grants management system. The new system will be accessed through the Synod of the Northeast website and will save your profile information, further simplifying your annual application. Each year that you apply, we will ask you to highlight the moments of growth and challenge from the previous year within the grant application. We also ask that you be prepared to attach at least one high-quality photo that captures a moment in the past year of your campus ministry's development. We are hopeful that in this coming year's application you will give us a better sense of your connection to the Presbytery of the Coastlands.

We continue to hold your campus ministry in our prayers. We are so grateful for the work that you do to nurture students in mind, body, and spirit. If you have any questions regarding this communication please direct them to innovation@synodne.org.

Grace and peace,

Rev. Dr. SanDawna Gaulman Ashley
Transitional Synod Leader
Synod of the Northeast
[5811 Heritage Landing Drive, 2nd Floor](#)
[East Syracuse, NY 1305](#)
[315-446-5990 \(Synod office\)](#)

cc: Cindy Burger, Convener, Mission Working Group
Frances Klaiber, Manager of Finance
Rev. Dr. Kirk Johnson, Chaplain, Rutgers Protestant Ministry
Rev. Sue Krummel, Gap Leader Consultant, Presbytery of the Coastlands

5811 HERITAGE LANDING DRIVE, 2ND FLOOR – EAST SYRACUSE, NY 13057-9360 – (315) 446-5990

SYNODNE.ORG

THE PRESBYTERY of THE COASTLANDS
Report of the Gap Leader Consultant
TE Sue Krummel
February 28, 2023

The birth of the Presbytery of the Coastlands may seem like the longest birth on record. It started with conversations about combining some or all of the presbyteries in the state of New Jersey and now is coming to fruition. Most of your governance will be in place after today's meeting. Your new leaders will soon be here and will be with you for some years to come. Members of your leadership teams have faced some hard issues and the presbytery knows more about the challenges ahead after facing those issues. And, of course, there is the fact that you were born during the storm of COVID and amid the ongoing deconstruction and reconstruction of the church most of us have known for our whole lives.

I wish you well as you continue your journey through your first years as a new entity. In my ministry the examples of brand new megachurches were often held up as an example of what the churches with histories of over 100 years and buildings to match could do. Those pastors who started from scratch had a completely different challenge than that of leaders of congregations that needed to start anew but were not starting afresh. In some ways you have a similar challenge. The members of Coastlands are not forming a presbytery out of nothing. Instead, you are bringing with you the good and the questionable from your former presbyteries and living into the wounds of the last few years.

I wish you well as you continue this journey. Don't lose sight of the purpose of a presbytery: strengthening the ministry of the congregations within its bounds since it is through congregations that people are nurtured in the faith, challenged in their beliefs, strengthened in times of trial and comforted in times of need in order to continue to bring hope in the name of Jesus.

THE PRESBYTERY of THE COASTLANDS

Report of the Bills & Overtures Committee

Commissioners to the 225th General Assembly: YAAD Molly Boysen, TE Rory Chambers, TE George Erlandson, RE Dilys Henninger, RE Beth Rigby
February 28, 2023

During the November 29, 2022, presbytery meeting, the presbytery considered and took action on nine (9) of the proposed amendments to the Book of Order. At this meeting, fourteen (14) more proposed amendments are being recommended for consideration and voting. If the way be clear, that will leave ten (10) remaining proposed amendments from the 225th General Assembly to be considered at future meeting(s) of the presbytery.

The Bills & Overtures Committee brings these proposed amendments, which it considers non-controversial. These proposed amendments speak to actions already taking place and in potentially adding them to the Book of Order would bring more consistency across the denomination. They include matters of more inclusive language for people, more consistent practices of boundary training for church professionals, making Roberts Rules of Order the default parliamentary procedure standard, and codifying that all councils, their commissions and committees may meet electronically.

Therefore, it is the recommendation of the Bills & Overtures Committee, comprised of Coastlands' Commissioners to the 225th General Assembly, that the presbytery approve the following fourteen (14) proposed amendments via omnibus motion:

22A- F-1.0302c THE CATHOLICITY OF THE CHURCH, 22B- F-1.0404 OPENNESS, 22C- G-1.0501 MEETINGS, 22F- G-2.0505a(1) TRANSFER OF MINISTERS OF OTHER DENOMINATIONS, 22G- G-2.0603 PURPOSE OF INQUIRY, 22H- G-2.0605 OVERSIGHT, 22J- G-2.1001 FUNCTIONS, 22K- G-2.1002 TRAINING, EXAMINING, AND COMMISSIONING, 22L- G-2.1103 CHRISTIAN EDUCATORS, 22M- G-3.0104 OFFICERS, 22N- G-3.0105 MEETINGS, 22O- G-3.0106 ADMINISTRATION OF MISSION, 22Q- G-3.0303c RELATIONS WITH SESSIONS, & 22R- G-3.0401 COMPOSITION AND RESPONSIBILITIES.

Accompanying documents including a brief overview of the proposed amendments and the fuller rationales and comments from the Advisory Committee on the Constitution (ACC) are included in this meeting's materials.

RECOMMENDATION:

- **That the Presbytery of the Coastlands approve the fourteen (14) following proposed amendments to the Book of Order: 22A, 22B, 22C, 22F, 22G, 22H, 22J, 22K, 22L, 22M, 22N, 22O, 22Q, & 22R.**

Note: Any Commissioner may request that an individual item be removed from the motion for separate consideration or debate (example: by requesting that "Item f" be removed for separate consideration) . However, in the issue of proposed amendments to the Book of Order, the proposed amendments may ONLY be voted up or down. No changes may be made to the proposed amendments.

**Proposed Amendments to the Constitution of the PC(USA)
Approved by the 225th General Assembly (2022)**

BOLD: Fourteen (14) proposed amendments are recommended for consideration at Coastlands' 02 28 2023 meeting: 22A, 22B, 22C, 22F, 22G, 22H, 22J, 22K, 22L, 22M, 22N, 22O, 22Q, & 22R.

Underlined: Coastlands has already considered & voted on nine (9) proposed amendments during its 11 29 2022 meeting: 22T, 22U, 22V, 22W, 22X, 22Y, 22Z, 22AA, & 22BB.

F-1.0302c THE CATHOLICITY OF THE CHURCH (POL-16 1a)

Expands inclusive language with reference to gender identity

W-5.0204 PASTORAL CARE (TWE-05 7)

Adds "particular specialized pastoral care" rather than adding to an existing list of such specialties

F-1.0404 OPENNESS (POL-16 1b)

Expands inclusive language with reference to gender identity

W-5.0204 PASTORAL CARE (TWE-05 8)

Adds clarifying language in a section on "services of wholeness" to better express a Reformed understanding of those services

G-1.0501 MEETINGS (ROD-06 2)

Establishes Robert's Rules of Order (RONR) as the default parliamentary authority for congregational meetings, and authorizes electronic congregational meetings

D-3.0106 WHEN JURISDICTION ENDS (ROD-05)

Allows a disciplinary process to continue after an accused has renounced jurisdiction

G-1.0503 BUSINESS PROPER TO CONGREGATIONAL MEETINGS (ROD-06 1)

Adds receiving a disciplinary decision against a church member (as opposed to a minister) to the list of proper business at a congregational meeting

D-10.0302 IF CHARGES ARE TO BE FILED (ROD-04 3)

Grammatical change to an existing provision of the Rules of Discipline

G-2.0503 CATEGORIES OF MEMBERSHIP (POL-07)

Removes "honorably" before "retired" as the category for retired ministers

D-10.0303 PETITION FOR REVIEW (ROD-04 1)

Amends the current Rules of Discipline to include notifying the person accused if no charges will be filed (instead of just the person(s) who made the accusation)

G-2.0505a(1) TRANSFER OF MINISTERS OF OTHER DENOMINATIONS (POL-15)

Adds the requirement to consult with the other denomination when receiving immigrant pastors without otherwise acceptable PC(USA) ordination educational requirements

AMENDING THE USE OF "THE ACCUSED" IN THE CURRENT RULES OF DISCIPLINE (ROD-04 2)

Changes "the accused" to "the person accused" wherever it occurs in the current rules of Discipline

G-2.0603 PURPOSE OF INQUIRY (HSB-05 2)

Adds the requirement of boundary training during the inquiry phase of preparation for ordination as a minister of the Word and Sacrament

REPLACING THE CURRENT “RULES OF DISCIPLINE” WITH A NEW “CHURCH DISCIPLINE” SECTION (ROD-03)

Proposed a complete revision of the Rules of Discipline,

G-2.0605 OVERSIGHT (HSB-05 1)

Adds a requirement of sessions to “report to the presbytery of any matters of sexual misconduct” of their members who are enrolled as inquirers or candidates

G-2.0804 TERMS OF CALL (HSB-06)

Adds the requirement of a minimum of twelve weeks of paid family leave in terms of call for all installed pastors/associate pastors

G-2.1001 FUNCTIONS (MC-08)

Adds language allowing Commissioned Pastors to be commissioned to more than one validated ministry at a time

G-2.1002 TRAINING, EXAMINING, AND COMMISSIONING (HSB-05 3)

Adds the requirement of boundary training for those elders seeking to be Commissioned Pastors

G-2.1103 CHRISTIAN EDUCATORS (HSB-05 4)

Adds the requirement of boundary training for those elders seeking to be certified as Christian Educators

G-3.0104 OFFICERS (MC-05)

Adds language that “it is appropriate” to adopt procedures for electronic session meetings

G-3.0105 MEETINGS (ROD-06 3)

Adds provision that all councils and their commissions and committees may meet electronically

G-3.0106 ADMINISTRATION OF MISSION (HSB-05 9)

Adds language regarding boundary training, including sexual abuse to the requirement for sexual misconduct policies required of councils

G-3.0106 ADMINISTRATION OF MISSION (POL-10)

Adds the requirement of an antiracism policy to the required policies of councils, and clarifies other language in that list

G-3.0303c RELATIONS WITH SESSIONS (MC-03)

Authorizes presbyteries to establish minimum requirements for severance packages in terms of call

G-3.0401 COMPOSITION AND RESPONSIBILITIES (MC-06)

Authorizes synods to enroll those serving terms in elected offices of the synod as additional members of the synod as a way to fulfill principles of participation and representation

G-4.0301 TRUST AND CONFIDENTIALITY (ROD-07)

Expands and clarifies “confidentiality” requirements for ministers and commissioned pastors

W-3.0205 CONFESSION AND FORGIVENESS (TWE-05 1)

Adds administration of the sacrament of Baptism to the list of appropriate actions following the proclamation of forgiveness in a service of worship

W-3.0409 THEOLOGY OF THE LORD'S SUPPER (TWE-05 2)

Adds "when appropriate" to the recommended act of providing an invitation to baptismal preparation for those who come to the table who are unbaptized

W-3.0414 COMMUNION (TWE-05 4)

Removes the current requirement that a minister of the Word and Sacrament lead the prayer of thanksgiving that concludes the Lord's Supper liturgy

W-4.0403 ORDER OF WORSHIP (TWE-06)

Adds a sentence about "signs and symbols of blessing" to the section on ordination and installation services

W-5.0104 HOUSEHOLD WORSHIP (TWE-05 5)

Adds a sentence on the importance of household worship in faith formation in the Reformed tradition

W-5.0104 HOUSEHOLD WORSHIP (TWE-05 6)

Adds an additional paragraph to the existing section on household worship

W-5.0201 THE CHURCH'S MINISTRY WITHIN THE COMMUNITY OF FAITH (TWE-05 9, 1 & 2)

Adds "discipleship" to a list of the Church's ministries that are connected to its worship, and adds references to statements in the Foundations of Presbyterian Polity

THE PRESBYTERY of THE COASTLANDS
Commission on Ministry (COM) Report
TE Nina Reeder, HR, Moderator
February 28, 2023

The Commission on Ministry (COM) met on December 6, 2022, January 3 and February 7, 2023; the minutes of these meetings are included. COM reports the following actions and recommendations for the presbytery's information and action:

- **Approved** the minutes of its November 1, December 6, 2022, January 3, 2023 meetings.
- **Appointed** Rev. Debbie Paton, recently elected pastor of Grace Presbyterian Church, Kendall Park, to be GPC, KP's moderator, effective January 16, 2023.
- **Approved** the 2023 contract between Rev. James Hart Brumm and The Presbyterian Church at Peace Chapel, New Brunswick. This is an annual renewal of this part-time pastoral relationship.
- **Affirmed the results of its 11/28/22 unanimous e-vote to approve** temporary membership for Rev. Floyd White (Presbytery for Southern New Jersey) to labor within the bounds of Coastlands in order to serve on the Witherspoon Street Presbyterian Church (WSPC) Administrative Commission (AC).
- **Appointed Rev. Bill Morris** as moderator of Millstone Church through January 15, 2023, while its pastor, Rev. Lindsay Anderson-Beck, is on parental leave.
- **Granted permission** for Rev. Nina Reeder to labor within the bounds of the Presbytery for Southern New Jersey. Nina Reeder excused herself from participating in that vote.
- **Approved** the 6-month part-time contract between West Trenton PC and Rev. Walter deGunya.
- **Approved** permitting Ruling Elder Gail Griffin (Presbytery of Northeast New Jersey) to moderate the annual meeting, 01 22 2023, for Carteret Presbyterian Church.
- **Approved** Rev. Chris Houtz as Avenal Presbyterian Church's COM liaison.
- **Approved** the MIF for West Trenton Presbyterian Church, with a request for minor updates.
- **Granted** Rev. Jill Kitsko Honorable Retirement status, effective February 28, 2023.
- **Invited** COM member RE Dan Raisch to refine Terms of Call Worksheet for review at the next COM meeting.
- **Transferred** Rev. Dr. Gary Filson, HR, to Redstone Presbytery, at his request, effective November 22, 2022.
- **Requested** that Lawrence Road Presbyterian Church continue to define their pastoral position description and anticipates an electronic vote to approve it.
- **Appointed Rev. Sharyl Dixon** as Moderator of Witherspoon Street Presbyterian Church (WSPC), effective February 28, 2023. Rev. Dixon is the Moderator of the Administrative Commission for WSPC.

RECOMMENDATION: That the presbytery concur with the request of the Witherspoon Street Presbyterian Church congregation and the pastor to dissolve the pastoral relationship as of February 19, 2023. The congregation met on that date to accept the resignation of the Rev. Lukata Mjumbe and to approve the following which had already been approved by the Session:

1. There will be a continuation of salary to total \$20,000.00, made in three installments to be paid no later than May 4, 2023.

2. The pastor has until March 20, 2023, to remove all personal property from the manse and church and to return all keys, passwords, etc.

3. The pastor will receive four weeks' salary and benefits to be remitted on February 23, 2023 in two checks, representing the pay periods ending January 26, 2023 and February 23, 2023.

Interim Commission on Ministry (COM) of The Presbytery of the Coastlands

December 6, 2022 - 7:00 PM - Zoom

MINUTES

MSA = Moved, Seconded, & Approved.

PRESENT: Chris Houtz (2025), Ida Beth Malloy (2022), Bill Morris (2024), Don Raisch (2025), David Redman (2023), COM Moderator Nina Reeder (2025), Bisi Shofu (2025), Glory Thomas (2022), Jeff Vamos (2022).

ABSENT: Jeffrey McLaughlin (2022)

Also present: Sue Krummel, EP Consultant (ex officio); Julie Cox, Acting Stated Clerk (ex officio)

The meeting was opened with prayer and called to order by COM Moderator Nina Reeder at 7:04 pm. A quorum was present. Members of COM introduced themselves, and Nina Reeder welcomed Acting Stated Clerk Julie Cox.

The Minutes of the November 1, 2022, meeting were approved as presented. **MSA.**

COM discussed and took action on the following:

- **Appointed** Rev. Debbie Paton, recently elected pastor of Grace Presbyterian Church, Kendall Park, to be GPC, KP's moderator, effective January 16, 2023. **MSA.**
- **Approved the** 2023 contract between Rev. James Hart Brumm and The Presbyterian Church at Peace Chapel, New Brunswick. This is an annual renewal of this part-time pastoral relationship. **MSA.**
- **Affirmed the results of its 11/28/22 e-vote to approve** temporary membership for Rev. Floyd White (Presbytery for Southern New Jersey) to labor within the bounds of Coastlands in order to serve on the Witherspoon Street Presbyterian Church (WSPC) Administrative Commission (AC). The e-vote was unanimous (9-0). **MSA.**

A number of updates were provided

- Ewing-Covenant PC – Nina Reeder updated that they have completed and provided their MIF. Following a brief discussion of their history and hard work, **COM approved their MIF. MSA.**
 - They will be informed that MIF was approved and gain access to CLC to post it.
- Millstone Church – **Bill Morris requested that COM again appoint him as temporary moderator of Millstone Church through January 15, 2023**, while its pastor, Rev. Lindsay Anderson-Beck is on parental leave. **MSA.**
- Lakewood Hope – David Redman will moderate its meeting on 12/13/2022.

Nina Reeder expressed deep appreciation for the COM members of the Class of 2022 (Jeff McLaughlin, Ida Beth Malloy, Bisi Shofu, Glory Thomas, and Jeff Vamos), offering gratitude for all the service and sacrifice that they had given. Other members of COM expressed their appreciation for these members and for the opportunity to serve.

- Members of the COM Class of 2022 were reminded that they can continue serving as liaisons and providing reports.

The meeting was closed with prayer by Nina Reeder at 8:32 pm.
There was a motion to adjourn. **MSA.**

Interim Commission on Ministry (COM) of The Presbytery of the Coastlands

MINUTES

Tuesday, January 3, 2023-7:00 PM Zoom MSA = Moved, Seconded, & Approved.

PRESENT: Moderator Nina Reeder, Chris Houtz, Dan Raisch, David Redman

ABSENT: David Cotton, Bill Morris

Also Present: Julie Cox, Acting Stated Clerk

Also Excused: Sue Krummel, Presbytery Leader

Moderator Nina Reeder called the meeting to order and gathered those present together by sharing Psalm 100 and praying.

A quorum was present.

The Agenda was approved.

The Minutes of the 12 06 2022 meeting were approved, with minor typographical corrections.

ACTIONS taken:

- The Commission **granted permission** for Rev. Nina Reeder to labor within the bounds of the Presbytery for Southern New Jersey.
 - Nina Reeder excused herself from participating in that vote.
 - The Stated Clerk will communicate this to the Presbytery for Southern New Jersey.
- **Approved** the 6-month part-time contract between West Trenton PC and Rev. Walter deGunya.
- **Approved** permitting Ruling Elder Gail Griffin (Presbytery of Northeast New Jersey) to moderate the annual meeting, 01 22 2023, for Carteret Presbyterian Church. .
 - Northeast New Jersey's Stated Clerk Jeremy Campbell communicated with Coastlands' EP Sue Krummel regarding this and "endorsed" Elder Griffin for this one-time responsibility.
 - The Stated Clerk will communicate this to EP and to NNJ Stated Clerk and ask that if any questions or concerns are raised or noted that Elder Griffin would share that with Coastlands.
- **Approved** Rev. Chris Houtz serving as Avenal PC's COM liaison.

Information/Discussion

- Updates on several congregations and pastors were made.

The meeting was concluded at 8:40 pm with those present praying The Lord's Prayer together.

THE PRESBYTERY of THE COASTLANDS
Report of the Commission on Preparation for Ministry (CPM)
TE James Klotz & TE George Erlandson, Co-Moderators
February 28, 2023

Reportable actions taken:

At its February 6, 2023, meeting, the CPM voted to enroll Kelsey Martin of the First Presbyterian Church of Cranbury as an inquirer.

Informational items:

At its December 5, 2023, meeting, the CPM elected TE Rev. James Klotz and TE Rev. George Erlandson as co-moderators. There is currently one vacancy for a third co-moderator.

At its February 6, 2023, meeting, the CPM agreed to compose an open letter regarding the January 2023 biblical exegesis examination given to candidates for ministry by the national Presbyteries' Cooperative Committee on Examinations of Candidates (PCC). The final version of the letter was approved by email vote on February 9, 2023, and the contents were shared and discussed with members of Council before being sent to the PCC. The letter has been shared with the Bible faculty of two seminaries within our bounds, Princeton Theological Seminary and New Brunswick Theological Seminary, and it has been shared with our fellow presbyters and the candidates under our care. We include a copy of the letter here so that it may be part of the official record of the presbytery.

A Message from the Commission on Preparation for Ministry
of the Presbytery of the Coastlands

February 10, 2023

Beloved in Christ,

We, the members of the Commission on Preparation for Ministry (CPM) of the Presbytery of the Coastlands, have been deeply troubled to learn of both the topic and content of the January 2023 biblical exegesis ordination exam given to Presbyterian candidates for ordination. Candidates for ordination under our care as well as our colleagues in ministry are experiencing real hurt and distress as a result of this choice. The selected text, Judges 19, is known as a “text of terror” for good reason. The description of violence and disregard for the humanity of the victims in the narrative is meant to shock and disturb the reader by plumbing the depths of human sinfulness (“Never has such a thing happened or been seen,” Judg. 19:30).

We expect candidates for Minister of the Word and Sacrament to be able faithfully to engage with scripture, including texts of terror. We also acknowledge that “for everything there is a season, and a time for every matter under heaven” (Eccl. 3:1). Our experience shows that faithful exegesis of a difficult text like Judges 19 requires an extra measure of time, patience, care, discretion, and community. We believe a high-stakes, timed examination that necessarily requires isolation on the part of the test takers does not lend itself to these essential practices, and significant spiritual harm may

result. We name and acknowledge that the potential for spiritual harm resulting from an encounter with this text is especially great for, among many others, those who are survivors of sexual violence, survivors of warfare and gang violence, women, and/or LGBTQ+ persons.

In the work to which we have been commissioned, we are the most visible expression of the covenant of care between the presbytery and its candidates for ministry. We are particularly mindful of our constitutional mandate to provide “the presbytery’s support, guidance, and evaluation of a candidate’s fitness and readiness for a call to ministry requiring ordination” (G-2.0604). We firmly believe that a crucial component of that support is the pastoral care of those inquirers and candidates entrusted to us, and we are firmly committed to offering that care to candidates especially now.

We have reached out to our own candidates and offered them our support and solidarity. We have been in conversations with the Bible faculty at the Presbyterian seminary within our bounds about ways in which together we may provide care and spiritual counsel for their Presbyterian students. We offer our support to our fellow ministers and ruling elders who are now reading and evaluating these examinations, and who also are struggling.

We ask, in a spirit of trust and love, our beloved colleagues who create and administer the examinations for all of the presbyteries nationwide to take firm and definitive action that can apply churchwide on behalf of those who have taken the exam and of those who are reading the exams. Special considerations regarding the criteria for evaluation and reporting of results of this particular exam ought to be made, for this is an extraordinary time.

For our part, we dedicate ourselves anew to the call to care for our candidates and to engage in careful discernment on behalf of the wider church with those who would be our future leaders. This will include practical actions such as advocating for the use, when appropriate, by the presbytery of “alternative means to ascertain readiness” of candidates in the area of biblical exegesis (G-2.0610). We commit ourselves to Christian love and prayer for our candidates, their loved ones, their teachers, their mentors, their friends, our colleagues across the church, our friends on the PCC, and all of our siblings in Christ.

“Do not fear, for I have redeemed you;
I have called you by name, you are mine.
When you pass through the waters, I will be with you;
And through the rivers, they shall not overwhelm you;
When you walk through fire you shall not be burned,
And the flame shall not consume you.” (Isaiah 43:1b-2)

Peace,

The Ruling and Teaching Elder Members of the Commission on Preparation for Ministry of the Presbytery of the Coastlands

Respectfully submitted on behalf of the Commission,

Rev. James Klotz, CPM co-moderator

THE PRESBYTERY of THE COASTLANDS
Report of the Trustees
TE Fred Garry, President
February 28, 2023

The Trustees met on December 8, 2022, and January 31, 2023; the minutes of these meetings are included. The Trustees report the following actions taken on behalf of the presbytery:

- **Approved** the minutes of its November 21 and December 8, 2022, meetings.
- **Voted** to engage legal counsel to address Coastlands Presbytery's role and responsibility in the lease agreement concerning Ewing Covenant Presbyterian Church and also to engage legal counsel to review any binding legal agreement, including leases, prior to its approval.
- **Authorized** up to \$20,000 for legal/judicial expenses for this calendar year.
- **Authorized** a change to a more basic service array of PAYCHEX at a significant savings. In the future, the Finance Committee will be authorized to make similar authorizations.

MINUTES OF THE BOARD OF TRUSTEES

THE PRESBYTERY OF THE COASTLANDS

The regular meeting of the Board of Trustees of the Presbytery of the Coastlands was called to order on Monday November 21, 2022 at 11:00 AM via Zoom, and opened with prayer by Rev. Fred Garry. Attendance:

2022		2023		2024	
Rev. Dave Davis	E	Rev. Andrew Scales		Elder Kurt Kaboth	P
Rev. Fred Garry, President	P	Elder Jean Woodman	P	Rev. Wendi Werner (Pby Mod)	
		Elder Kevin Gift	P	Elder Walter Vincent	P
		Elder Lawrence Adjah		Rev. Jim Dunson	P
Sue Krummel, Presbytery Leader, ex officio	P	Elder Brad Clifton, Treasurer, ex officio	P	Rev. Dr. David Torrey, Interim Stated Clerk, ex officio	P

The Moderator declared a quorum to be present.

1) Approval of Minutes

MOTION: (Walter) That the minutes of the October 17, 2022 meeting be approved as presented.

MOTION SECONDED.

MOTION CARRIED.

2) Finance Report

Jean reported that Finance Committee would like to contract with a firm from _____

To conduct the Financial Review for 10/21/2021 – 12/31/2022.

Motion from committee to approve the contract and authorize Brad to sign off on the contract.

Motion approved.

Motion: To approve the proposed 2023 Budget.

Brad presented the proposed budget and Jean spoke to the nature of the budget.

Expenses: Staff salaries information lumped together for brevity. Brad has detailed break out. Figures are the usual figures from Moving.com and previous expense figures. Greatest discussion occurred around the issue of Mission committee. Anticipate financing from New Covenant Fund.

Revenue: Per Capita set at \$40 and anticipate a higher collection rate. Income from reserves is higher than anticipated at this point but believe it will continue for the next few years. Anticipating a \$200,000 draw for 2023. Anticipate selling more property in the next few years, and believe important to start from a position of abundance rather than scarcity.

Walter asked if there was any inflation factor in the salary budget figures. Fred responded that the figures are competitive with the area.

Fred highlighted:

Rental income – there are developers who want to buy property.

FPC Trenton – appraisal is done. Developers have approached with interest about FPCT.

Regarding Staff salaries and draw from reserves, approaching the planned 4% draw.

Good to have removed the Mission line items until it is created. But there is no plan at the moment for funding Mission, but it will have to be determined once annual per capita and mission giving occurs. There are Mission funds already set aside, but there is no body to review and execute.

Jean responded that there is a current grant application structure on the website and need to highlight for congregations.

Sue shared that after a meeting with COR, they are struggling to fill required committees, and have not even considered the Mission committee yet.

Kevin asked if Committee budget figures were supplied by the committees or if the Finance committee supplied.

Motion approved.

a) Report of Treasurer

Brad shared that they are working to move financial files to a server owned by Cathy Dillon's business. But the question is, where should they be held?

Sue shared, we are in transition, and asked if Presbytery should purchase equipment/laptops to have access to the cloud storage. Also, in the process of moving the physical Presbytery Office to a location in the Trenton area.

Brad shared an example of reporting of monthly expenses, but involves a lot of work to provide.

Sue shared that Council believes the Leader should have oversight and approval for the purpose of catching anything unexpected.

Brad shared information about the Spending Approval Process (which is not really being followed) and some updates to it.

Going forward all expense requests/reimbursements should go through Brad (and he will forward to Cathy for payment).

Brad asked about the per capita for Synod. They offer a discount if paid early.

Motion: (Walter) To approve early payment of Synod Per Capita to obtain the discount.

Motion seconded.

Motion approved.

3) Personnel Report

Sue shared information that Ilene and Marie have decided to retire. David is not renewing his contract with Coastlands as Stated Clerk. Will have a 20 minute gathering time before the Presbytery meeting. All three, along with Howard, will receive a gift from the Presbytery.

Currently advertising for an Executive Admin for the Presbytery. Have had some inquiries.

Hoping the person will be able to be the Zoom Administrator for meetings.

Cathy Dillon has an accounting business and the Presbytery is one of her clients. She is very accessible and willing to work with. Presbytery will have to decide what to do with the Pod currently holding all the materials and resources from the Lakewood Hope facility.

Working to move the Presbytery "office" to a more accessible and convenient.

Fred suggested that Sue handle the logistics of the move/transfer since the Roundtable may not have enough attention at early meetings to address such "mundane" items.

4) Facility Committee Proposal

a) Correspondence from Lakehurst regarding the proposed sale of their manse. Information is much more than would have been requested. Fred suggested that Trustees respond to their information by indicating that Trustees have approved the sale and that they have done a good job of planning and preparation. There is no offer at this point, so Trustees will not vote on a sale.

b) Regarding the Lakewood church dissolution, it's important that when the final plan is in place, review of the proposed dissolution/sale and the distribution of proceeds. The results of the sale will have a significant impact on the finances of the Presbytery.

Sue mentioned Project Regeneration from the Foundation that can be helpful in this type of situation.

5) Old Business- Trenton First Lease Memo

Fred addressed the challenge and expressed frustration with the situation and process to date. Jean did an excellent job of composing the Memo from the information provided.

Jean shared that the lease expects that the owner will provide insurance, but usually in such situations the tenant provides insurance. Sue shared that it is a requirement of the grant.

Sue also spoke to the way in which the business will come back up before the presbytery.

Fred raised the question of anyone who has any potential for benefit from their vote on a contract potentially puts the contract in jeopardy.

Fred asked about the framing of the issue by Council so that it does not appear that Council is coming down on the side of the Trustees. Issue will come up early, following the Council report and will be brought back up by Wendi as Moderator.

Fred shared that the appraisal of the sanctuary building came in at \$350,000, but the whole of the property is not expected to come in above \$1,000,000. The rest of the appraisal is expected to come in tomorrow.

6) New Business

Jean asked for opportunity to give an update on the Oak Tree/First Iselin merger. Deed has been pulled and appears to be in the name of the Elizabeth Presbytery.

7) Closing Prayer

Motion: (Walter) To adjourn.

Motion seconded.

Motion carried.

Meeting was closed with prayer at 12:30pm by Jim Dunson.

Next Meeting Date If needed, Monday, 11:00 am, January 16, 2023 (3rd Monday of the month).

Attested:

Rev. Dr. David Torrey,

Acting Stated Clerk

The Presbytery of the Coastlands
Meeting of the TRUSTEES
Thursday, December 8, 2022 – 10:00 am – Zoom

MINUTES

MSA = Moved, Seconded, and Approved.

PRESENT: Dave Davis, Jim Dunson, Tracy Eskridge, Fred Garry, Walter Vincent, Jean Woodman.

EXCUSED:

ABSENT: Lawrence Adjah, Kurt Kaboth, Andrew Scales, Wendi Werner

ALSO PRESENT: Julie Cox (ex officio), Sue Krummel (ex officio).

The meeting was called to order and opened with prayer at 10:04 am by Fred Garry, President of the Trustees. On behalf of the Trustees, Fred Garry welcomed Trustee Tracy Eskridge and Acting Stated Clerk Julie Cox to their first meeting.

The minutes of the November 2022 meeting will be distributed and reviewed at the next meeting of the Trustees.

Ewing Covenant PC (lease) Report:

- Sue Krummel reported on a recent development regarding the 50-year lease between Ewing-Covenant PC and Preservation New Jersey and provided background on this situation.
- **Motion: Engage legal counsel to address Coastlands Presbytery's role and responsibility in this lease agreement. MSA.**

Following this and further discussion, **there was a motion that: The Trustees will engage legal counsel to review any binding legal agreement (including leases) prior to its approval. MSA. Unanimous.**

Other updates:

Trustee Composition & Sub-Committees:

- Kevin Gift will serve on Facility Committee.
- Dave Davis and Andrew Scales will continue to participate on the Personnel Committee.
- Fred Garry will poll Walt Vincent, Jim Dunson, and Tracy Eskridge about their interest in serving on the Facility Committee (property).

Facility/Property Matters

- An entity/developer of affordable housing is interested in purchasing The Clinton House property in Trenton.
 - That property needs to be appraised.
 - Presbytery currently receives approximately \$30,000 annually in rent for that property.
 - The current residents/clients of The Clinton House and their future options are also a concern in consideration to this potential sale.

Personnel Update:

- The Personnel Committee is searching for a full-time administrator. It may engage someone for an interim period, which could allow at least one new co-leader to be on board to participate in the hiring of "permanent" Executive Administrative Assistant.
- The Search Committee continues its work, seeking 2 full-time Co-Leaders and a part-time Stated Clerk; that model has been approved by the presbytery.

Johnsonburg: There was discussion about Coastlands' participation in pledging to Johnsonburg's Capital Campaign, which as of now, it has not made a pledge. Fred Garry will communicate with Council Moderator to ask that Council might consider making a pledge or recommend making a pledge, in the absence of a Mission Commission and in the absence of fully defined policies. Johnsonburg is widely viewed as a missional partner and is the only Presbyterian camp in New Jersey and the Philadelphia area.

Motion to Adjourn MSA.

Sue Krummel closed the meeting with prayer at 11:12 am.

**The Presbytery of the Coastlands
Meeting of the Trustees
Tuesday, January 31, 2023 – ZOOM
DRAFT MINUTES**

MSA = Moved, Seconded, & Approved.

PRESENT: *Fred Garry, Andrew Scales, James Dunson, Walter Vincent, Jean Woodman*

ALSO PRESENT: *Brad Clifton, Sue Krummel, Julie Cox*

EXCUSED: Tracy Eskridge

ABSENT: Lawrence Adjah

The meeting was called to order with prayer by Fred Garry.

A quorum was present.

The Minutes of the 11 21 2022 and 12 08 2022 meetings were approved as presented. MSA.

New Office Location and Criteria for Selection –

- There was discussion about priorities for office space. The Trustees created the following list of priorities:
- 5 spaces, strong wifi, potential of smart rooms, work space, hospitality space, dedicated restroom, safety at night, not geography, conversion costs, who wants to do this, building accessibility, easy access from main highways?
- Fred Garry will communicate these criteria to the congregations who've indicated interest and invite them to provide information on how they meet the identified priorities.
- Information will also be provided in the newsletter.
- The Facilities/Property Committee: Jim Dunson, Tracy Eskridge, and Walter Vincent will be initial contacts, with a March 1 deadline of hearing from interested parties.

LEGAL IMPLICATIONS of EWING COVENANT

We will hear a report from Tracy Eskridge in the future.

POTENTIAL SUPPORT FOR CAMP JOHNSONBURG CAMPAIGN

There was discussion regarding making a pledge commiserate with what other New Jersey presbyteries have made. **The following motion was made, seconded, and approved:** *To recommend to the Council that the presbytery make at least a \$100,000 pledge to Camp Johnsonburg for its capital campaign. The trustees are asking the Council to approve this in lieu of the mission committee which will soon be formed, which will make these decisions in the future.*

This led to conversation about the necessity of a body (committee/commission) to determine mission priorities, criteria, available funds, and uses for those funds

PERSONNEL

There were updates on recent staff hires, including Chris Renshaw, who is serving as a temporary (6 month) Executive Assistant. Chris has a calm and willing presence and has already identified a new database platform, which will be an excellent searchable upgrade. Cathy Dillon is serving as the Bookkeeper and is doing great work getting the parts of the 3 legacy presbyteries into one space. Cathy has also made upgrades to our bookkeeping processes.

FINANCIAL REPORT

Brad Clifton, Treasurer, reported that there is considerable legal work being done, and the legal judicial fund was not funded at the level of spending happening. Following discussion, **it was moved, seconded, and approved to authorize up to \$20,000 for this calendar year for legal/judicial expenses.** If more funds are needed in the future, then the Trustees will revisit this matter.

Brad Clifton also recommended that the current service tier of PAYCHEX exceeds the presbytery's needs and is more costly. Brad recommended switching to a more basic bundle to achieve sufficient service at reduced costs. **It was moved, seconded, and approved to authorize that change.**

In the future, the Finance Committee will be authorized to make similar decisions.

A 2022 year-end report (including information available through 12 31 2022) will be provided to the Trustees for its next meeting.

COMMUNICATION from SOUTH AMBOY CONGREGATION – An email was received from an elder of this congregation informing the presbytery that the congregation has decided to leave/that it has left the denomination. EP has communicated to the Clerk of Session and Moderator; email received was not from either one of them. There has been no response to this communication, sent 10 days ago. COM will be asked to follow up.

National Response Team for PDA – PDA now is offering a church safety & security seminars, put together by FEMA. PDA will provide it for churches that seat 500 or more, such information is now required by NJ law. PDA will work with any large congregation and offer training. Walt Vincent will contact PDA to pursue this offering.

Sue Krummel closed the meeting with prayer at 3:21 pm.

2023 Operating Budget

Account Name	Budget
REVENUE	
Per Capita Contributions	385,000
Prior Year Per Capita	5,000
Presbytery Shared Mission	110,000
Transfer from Investment Funds	203,035
Rental Income	33,000
Total Revenue	736,035
EXPENSES	
Synod & General Assembly	
Per capita to GA	125,184
Per capita to Synod	52,107
Denomination Support	177,291
Commissions & Committees	
Presbytery Meeting Expense	5,500
Commission on Ministry	4,000
Preparation for Ministry	4,000
Personnel Committee	500
Search Committee	2,000
Committee Support	16,000
Personnel	
Staff Salaries & Benefits	449,095
Continuing Ed. & Prof. Expenses	14,400
Moving expenses for new staff	24,000
Administrative Staff Travel	1,000
Employer Payroll Taxes	10,000
Payroll Service Fees	2,000
Presbytery Support Personnel	500,495
Office Operations & Insurance	
Rent (Lakewood Hope Office)	2,500
Computers & Services	10,000
Telephone	1,500
Postage	1,000
Supplies	2,000
Miscellaneous (including bank fees)	2,000
Workers Comp Expenses	1,500
Insurance	10,500
Annual Financial Review	7,000
Office Operations & Insurance	38,000
Presbytery Property Expenses	4,250
TOTAL EXPENSES	736,035
REVENUE OVER/UNDER EXPENSES	(0)

THE PRESBYTERY of THE COASTLANDS
Administrative Commission Report
for the dissolution of First Presbyterian Church, Lakewood, NJ
February 9, 2023

Action Items related to the Dissolution of the First Presbyterian Church, Lakewood, NJ.

1. First Contract Executed

After an in-depth appraisal, Keller Williams listed the property at \$3,850,000. Six buyers expressed interest. Three made viable offers. The first contract to purchase the Church and property of the First Presbyterian Church of Lakewood included a purchase price of \$4.5M.

2. Trustees Extend Jurisdiction

On October 2, 2022 the Trustees met and unanimously voted to extend their jurisdiction of the property from November 30 to December 31, 2022 to allow enough time after their final worship service on November 27 to remove furniture and fixtures before November 30.

3. Second Contract Executed

The first contract was dissolved before its anticipated closing date before the end of November. The second contract for \$4.15M was scheduled to close on December 20, 2022.

4. Closing Delayed

On December 12, the church's attorney reported to the Trustees that the closing would be delayed because the buyer (a real estate holding company) had decided to create a non-profit, charitable organization under its umbrella and planned to reassign the property to this entity. They had applied for 501(c)(3) status and were waiting for approval.

5. Attorneys Retained.

At the recommendation of The Presbytery of the Coastlands trustees, the Presbytery retained attorneys Ellen O'Connell and John Edwards of Price Meese, Shulman and D'Arminio, P.C., who determined that applying for a new tax status is not a valid reason for delay. With the church's attorney they negotiated the following:

- A payment of \$180,000 held in escrow would be made to the Presbytery on December 20 (the scheduled date of the closing).
- If buyer did not complete the transfer of property by 45 days after December 20 (February 3) the buyer would forfeit the \$180,000 deposit and the property would be listed again.

6. Trustees Extend Jurisdiction Again

On December 27, the Rev. Julie Thompson-Barrier (Chair) met with the Trustees of Lakewood Church to discuss the possibility of the church retaining the Deed and Title of the property until February 15, 2023, but transferring administrative and financial matters (final bills, maintenance, security) to the Presbytery of the Coastlands on December 31. The Trustees had previously stated informally that they wanted the AC to assume jurisdiction after December 31.

7. Presbytery Assumed Financial and Administrative Responsibilities

Using the funds from the \$180,000 deposit (minus \$2500 attorney fee) Presbytery Treasurer Brad Clifton paid more than \$16,000 for invoices for insurance, utilities, and intermittent security coverage.

8. Buyer Requests Another Extension

On February 1, the buyer asked for an extension of two weeks beyond the 45 day deadline. On behalf of the Session, the President of the Trustees and Corporation refused their request, and agreed to a one-week extension and \$100,000.00 additional deposit.

9. Settlement Completed

On Thursday, February 9, the settlement was complete. In addition to the \$178,500 already received via wire on December 20, the Presbytery received \$3,544,418.29 from the settlement and the \$100,000 extension deposit on February 9, 2023. **Total funds received:\$3,822,918.29.**

10. Interesting History Noted.

Though not an actionable item, worth noting is the visit from five representatives from the Sheldon Wolpin Lakewood Historical Museum who toured the property and received many items from the building. By examining historical records and identifying two foundations in the basement of the church, they confirmed their speculation that the original 1870 Chapel is surrounded by the current Church building. Apparently the original Chapel was enlarged as funding became available until the current Church was completed in 1884.

It has been an honor to journey with the saints of the First Presbyterian Church of Lakewood through this final chapter of their communal life, and a joy to know that all the previous active members of the Lakewood congregation will not be among the “de-churched” but have found other congregations to join in our Presbytery.

We have provided care and completed the tasks related to dissolution of the First Presbyterian Church, Lakewood, NJ, as detailed in the Warrant presented at the Special Called Meeting of the Presbytery on May 10, 2022. **The Administrative Commission asks to be dissolved at the Stated Presbytery Meeting on February 28, 2023.**

Respectfully submitted,

Rev. Julie Thompson-Barrier

Administrative Commission Members:

Elder Jeffrey McLaughlin, Rev. Molly Ramsey, Rev. Julie Thompson-Barrier

With thanks to Annemarie Gilman, former Clerk of Session and Terry Duckworth, Treasurer, and Brad Clifton, Presbytery of the Coastlands Treasurer

THE PRESBYTERY of THE COASTLANDS
Administrative Commission Report
Witherspoon Street Presbyterian Church AC Meeting Minutes
(7:00 pm, January 24, 2023)

Members Present:

Sharyl Dixon, David Apy, Glory Thomas. (Stated Clerk, Julie Cox was present for a short time at the beginning of the meeting)

Members Excused or absent: Nidia Fernandez.

Meeting began at 7:03 pm with prayer by the moderator, Rev. Sharyl Dixon. Stated Clerk, Julie Cox explained the responsibilities of an AC.

The process of coming alongside Witherspoon Street Presbyterian Church was also discussed.

It is decided that the AC will meet again with more members February 2, 2023, 7pm.

The meeting was adjourned at 8:30 PM with prayer.

Respectfully submitted by

Glory Thomas

**Witherspoon Street Presbyterian AC Meeting Minutes
(7:00 pm, February 2, 2023)**

Members Present:

Sharyl Dixon, David Apy, Glory Thomas, Angela Johnson.

Members Excused or absent: Nidia Fernandez.

Meeting began at 7:05 pm with prayer by the moderator, Rev. Sharyl Dixon.

We reread the charter for the AC. It was decided that the AC will be present for worship and at the Annual meeting on February 19th. We will share a statement about our work and invite written questions to be answered at a later date.

Dates for listening sessions were explored. March 4th and April 1st will be confirmed with our personal calendars and then with the church.

The meeting was adjourned at 8:28 PM with prayer.

Respectfully submitted by

Sharyl Dixon

**PRESBYTERY OF THE COASTLANDS
Middlesex Presbyterian Church Administrative Commission Minutes
15 December 2022**

The Administrative Commission (AC) met on Thursday, December, 2022, via Zoom meeting.

Commission members present were Rev. Joyce MacKichan Walker, Ruling Elder Paul Gunsser, and Ruling Elder Beth Rigby.

The meeting was opened with a Poem read by Rev. MacKichan Walker titled ‘ I woke Close to Mourning’ at 8:55 A.M.

Elder Paul Gunsser reported on a meeting with seller’s attorney Mary Smith Hanley, Esq., on Wednesday, December 14, 2022, confirming that the due diligence period for the property buyer, Borough of Middlesex County, expired on November 24, 2022, and the sale process was now in the 90 day due diligence extension period. Attorney Hanley reported to Elder Gunsser that she is in continuous contact with Borough Interim Business Administrator Joe Costa regarding outstanding items and next steps. At this point the Borough is waiting for the results of the Level 1 Environmental Study they requested.

Elder Gunsser reported that Attorney Hanley will complete the required Middlesex Borough Code Enforcement Application Forms. Borough Administrator Joe Costa has agreed to waive the \$300.00 application fee. Elder Gunsser laid out a sequence of steps toward final dissolution and closure of Middlesex Presbyterian Church (MPC) as follows:

1. A signed Resolution from the MPC Session must be provided to the Borough stating their intention to sell the property. Attorney Hanley will provide Elder Gunsser the necessary content for the Resolution. The AC determined that a virtual Session Meeting to approve the Resolution will be scheduled to occur in January 2023. Rev. MacKichan Walker will propose optional meeting dates to MPC Session members via email and schedule the meeting. Elder Gunsser will research the details of Resolution signature by Session Members.

2. Elder Gunsser has provided Attorney Hanley the September 27, 2022, email from MPC Clerk of Session Lori Horne detailing the MPC Session’s recommendations for MPC legacy funds to be disbursed at the time of the sale closing. The AC has reviewed and supports the recommendations.

3. Proceeds from the property sale final closing will be directed to either the MPC Bank of America account, or to a temporary trust account setup by Attorney Haley to hold the funds for disposition to Coastlands Presbytery following dissolution of the MPC Congregation and the MPC Corporation. Attorney Hanley will inform the AC as to the most appropriate disposition of the funds at the time of closing.

4. Dissolution of the MPC Congregation requires MPC Session approval. To reduce the need to schedule separate Session Meetings, Rev. MacKichan Walker proposed the possibility of including the motion 'to dissolve the congregation pending closing of the sale of the building' at the January 2023 virtual Session Meeting. Rev. MacKichan Walker will investigate feasibility of this option.

5. Attorney Hanley will complete the dissolution of the MPC Corporation. Elder Rigby provided an update on the financial status for MPC, highlighting that the MPC Checking and Savings Accounts have sufficient balances to cover the current bills and expenses for several months. Elder Rigby also praised the excellent job Bookkeeper Polly Hartzell is doing to identify and close appropriate vendor service accounts and monitor bill payments and account balances. Once the final closing date is known, vendors and the Borough of Middlesex will be notified of the last day of service to facilitate transition of accounts. Elder Rigby is exploring the opportunity to relieve Sheri Hall of her volunteer roll paying MPC bills by transferring the responsibility to the Bookkeeper. She expressed great appreciation for Sheri Hall's diligence over the past several years. Elder Gunsser is scheduled to meet with Mike Wick on December 27, 2022, at MPC to survey current building contents in preparation for scheduling a demolition vendor to remove remaining items. Elder Rigby will schedule time in January to identify and consolidate files in the MPC office to be included with the materials archived for Presbytery prior to the demolition vendor doing the final clean-out of the building.

The meeting was closed with prayer by Rev. MacKichan Walker at 10:35 A.M.

Ruling Elder Beth Rigby

THE PRESBYTERY of THE COASTLANDS
Minutes of the Administrative Commission
for Merger of Oak Tree and First, Iselin Presbyterian Churches
December 11, 2022

Attending: Rev. Linda Goeddel (HR); Rev. Chris Houtz (Iselin); Elder heather Meyers (Iselin) Elder Jeff Reeves (Oak Tree); Elder Robert Sittinger (Oak Tree) Elder Ron Stanboly, (Iselin); Rev. Glory Thomas (Oak Tree); Elder Jean Woodman (Hamilton Square)

Excused: Rev. Diane Ford

Chris opened the meeting with prayer

The minutes from the November 27 meeting were received and approved.

Jeff reported that the leases are being reviewed for the tenants that lease space in the Oak Tree Building: Jump (a school), Ray of Hope (a church) and Lord of Hope (a church). It is possible that Lord of Hope may choose not to renew their lease. The other groups that use the building do not have a lease and pay only a nominal fee to use the space. The leadership at Oak Tree have considered it a public outreach to make the space available, and they would like it to continue to be available.

It was reported that Ellen O'Connell, an attorney with Price, Mease, Shulman & D'Amico, PC, has agreed to serve as our legal advisor and will be sending Jean a contract for the committee to review. Jean will communicate with Ellen on behalf of the commission. The sessions of both churches have agreed to share in paying Ellen's fees.

There were some questions about the costs and procedures involved with forming a new corporation when the churches merge. Jean reported that in a merger, the older corporation "survives" so that the Oak Tree corporation will be absorbed into the Iselin corporation. It is a simple thing to then change the name of the "surviving" corporation to affirm the merger. It is not necessary to form a new 501C and it should be possible to complete all the necessary legal work before our desired April deadline.

There was some concern that the Oak Tree deed names the Elizabeth presbytery as the owner, but Jean reported that with the church's membership in the new Coastlands presbytery, that ownership automatically was reassigned to the new presbytery, so that will not be a problem. It will be necessary to conduct a title search for the Oak Tree building, which the attorney will handle for us.

It was reported that the merger subcommittee has elected to retain the membership of the session and board of deacons at both churches until the merger is complete in April. They are still discussing how to set up a new session and board of deacons when the merger is complete.

The merger subcommittee has identified four possible names for the new congregation. A poll will be sent out to both congregations next week asking members to rank order their choice of names, responding by written mail or email by the end of the month. It is planned that the results of the poll will be reported at each church's January congregational meeting.

Jeff reported that Steve Kitsco, who is overseeing the accounting for Oak Tree, and Jim Durgana, the Iselin treasurer, have been in touch with each other in order to address the financial requirements on the merger checklist.

Jean reported that we now have a Google Drive where we can share an access documents as a group.

Jean asked about plans to address by-laws for the new corporation. She suggested asking a couple of people from each church to read and compare their by-laws in order to identify and address any conflicts. Glory suggested that members of the merger subcommittee be asked to do this. The merged congregation will need to approve the final draft.

Since the checklist we received is intended more for closing down a church than for merging two congregations, Jeff will edit the check list and send it out to members of the commission so we have a clearer picture of what we need to complete.

It was reported that Oak Tree's documents will probably be sent to the denominational archives in Philadelphia, though it was recommended that documents from the last two or three years be retained locally for reference purposes.

Our next meeting will be Sunday, January 8 at 7:00 p.m.

Glory closed the meeting with prayer.

Respectfully submitted,

Linda Goeddel

THE PRESBYTERY of THE COASTLANDS
Report of the Committee on Representation & Nominating (CORN)
RE Kathy Ramsay, Moderator
(APPENDIX 5)

Recommendation:

That TE Walter De Gunya (Validated Ministry), TE David Bowman (Slackwood Presbyterian Church), and TE Molly Dykstra (Validated Ministry) be elected to the Commission on Ministry (COM), Class of 2025.

THE PRESBYTERY of THE COASTLANDS
Report of the Council
TE Wendi Werner, Immediate Past Moderator
TE Rory Chambers, Moderator
RE Bisi Shofu, Vice Moderator
February 28, 2023

(APPENDIX 6)

The Council met on January 5 and February 2, 2023; the minutes of these meetings are included.
The Council reports the following actions and recommendations for the presbytery's information and action:

- Approved the minutes of the November 29, 2022, meeting of the presbytery.
- Determined its regular meeting schedule, ordinarily the 2nd Thursday of each month at 12:00 noon, eastern time.
- Approved presbytery meeting dates for 2023, Proposed Standing Rules indicate the 4th Tuesdays in September, November, February, & May. (Unless 4th Tuesday in November is Thanksgiving week.)
 - February 28 via zoom,
 - May 23 in person
 - September 26 in person
 - November 28 via Zoom
- Approved streamlining the size of the Administrative Commission for Witherspoon Street Presbyterian Church from 7 members to 5, in order to fill vacancies and allow the AC to begin its work sooner. During the November 29, 2022, presbytery meeting when the AC was elected, four Teaching Elders and two Ruling Elders were elected, however neither of the elected Ruling Elders were available to serve.
 - Subsequently, That upon recommendations from COM and COR/N that RE David Apy (The Presbyterian Church at Shrewsbury), RE Angela Johnson-Crawford (Westminster Presbyterian Church, Trenton), and TE Ron Thompson (corresponding member from Presbytery of Northeast New Jersey, Townley Presbyterian Church, Union) be elected to serve as members of the Administrative Commission for Witherspoon Street Presbyterian Church.
 - Approved that these persons have permission to begin serving right away & to be elected at the presbytery meeting.
- Approved distributing the Proposed Parity Plan for 2023 in advance of the February 28, 2023 meeting.
- Approved recommending Standing Rules (contained within the Manual of Operations), Commission on Preparation for Ministry ((CPM)) description and composition, Personnel Committee description and composition, which if approved becomes a separate committee, and Conflict of Interest Policy.
- Granted permission for the Moderator, EP Consultant, and Acting Stated Clerk to finalize the docket for the February 28, 2023, Stated Meeting.
- Referred further consideration of the status of Urban Ministry Cabinet, Inc. to the Trustees.

RECOMMENDATIONS:

- **That RE Kathy Ramsay (Community Presbyterian Church, Edison) ((Chair)), TE Hannah Lovaglio (FPC Cranbury), and TE Lydia Tembo (Validated Ministry – Princeton Theological Seminary) be elected to serve on COR/N for three-year terms, Class of 2025, and that Council member TE Linda Goeddel (HR) be elected to a one-year term on COR/N, Class of 2023.**
- **That upon recommendations from COM and COR/N that RE David Apy (The Presbyterian Church at Shrewsbury), RE Angela Johnson-Crawford (Westminster Presbyterian Church, Trenton), and TE Ron Thompson (corresponding member from Presbytery of Northeast New Jersey, Townley**

Presbyterian Church, Union) be elected to serve as members of the Administrative Commission for Witherspoon Street Presbyterian Church.

- **That the Proposed Standing Rules (contained with the Manual of Operations), the description and composition of Commission on Preparation for Ministry (CPM), the description and composition of a separate Personnel Committee, and Conflict of Interest Policy be approved.**

The Presbytery of the Coastlands Gap Council
Thursday, January 5, 2023 – 12:00 pm – Zoom

MINUTES

MSA = Moved, Seconded, & Approved

PRESENT: Moderator Wendi Werner, Karen Hernandez-Granzen, Rory Chambers, Ekpoanwan Onyile, Kathryn Starzer-Farrell, Glory Thomas, Jan Margolis, Bisi Shofu

Excused: Linda Goeddel,

Absent:

Also PRESENT: Sue Krummel, EP Consultant; Julie Cox, Acting Stated Clerk;

Moderator Wendi Werner called the meeting to order with prayer.

Wendi Werner welcomed all, especially those new to the Council and its work.

A quorum was present.

11/29/2022 Minutes of Coastlands – MSA.

- The Council granted permission for EP and ASC to streamline the minutes, making typographical and grammatical, but non-substantive changes.
- Westminster PC, Trenton, will be added to the roster of Minutes approved without exception for 2021.

Best dates and times for Council meetings

- 2nd Thursday of each month, beginning at 12:00 pm (Plan for 1 ½ - 2 hours).
 - *Next Council meeting would be February 9, from 12:00 noon – 2:00 pm.*

Debrief of November presbytery meeting

- Thanks to Kathy Starzer-Farrell, who compiled the summary.

There was conversation about zoom, in-person, hybrid presbytery meetings for 2023, which resulted in establishing meeting dates:

2023 Presbytery meeting dates

- February 28: Already advertised that it's on Zoom
- In-person for Spring
 - Proposed Standing Rules indicate the 4th Tuesdays in September, November, February, & May. (Unless 4th Tuesday in November is Thanksgiving week.)
 - May 23 in person
 - September 26 in person
 - November 28 via Zoom
 - This plan also accounts for possibility of bad weather.
 - There was discussion about other activities that the legacy presbyteries have held.
 - There was also discussion about when the election(s) and installation(s) of the Moderator and Vice Moderator take place.
 - The Administrative Manual is very clear that the terms are from January – December.

Adoption of a theme for February presbytery meeting / for the year:

- Worship Team has met and is looking for more input from Council.
- There will be more conversation between Moderator-Elect Rory Chambers and Vice Moderator-Elect Bisi Shofu, who'll then be in communication with the Worship Team.

Review of recommendations of the Governance Team - Kathy Starzer-Farrell

- The Council reviewed several documents from the Governance Team. The Council delayed consideration and any action until its next meeting to allow the Council members more time to review the proposed documents.

Membership & Participation on Commissions – Sue Krummel

- Sue Krummel shared that in some cases there are not sufficient persons elected to fuel the work of some of the commissions, committees, and Administrative Commissions (AC).
- The Council heard the concern about not enough members for some presbytery entities.
- The Council took no action except for that mentioned below with regard to the Administrative Commission (AC) for Witherspoon Street Presbyterian Church.

Witherspoon Street PC Administrative Commission – Julie Cox

- Julie Cox provided background on the not yet fully populated AC for WSPC, which means it cannot begin its work.
 - Request that the Council take action to streamline the size of the AC from 7 members to 5. **APPROVED** by **CONSENSUS**.
 - Request that the Council approve adding Ruling Elder David Apy, Shrewsbury to the AC. **Moved, Seconded, & Approved.**
 - **Members of the Council will consider additional Ruling Elders to recommend for the Council’s consideration to be added to the AC.**

There was a brief update from Jan Margolis on behalf of the Co-Leader Search Committee.

Moderator Wendi Werner thanked all for participating. The meeting concluded at 2:17 pm.

Presbytery of the Coastlands Gap Council
Thursday, February 2, 2023, 12:00 pm, via Zoom
DRAFT MINUTES

PRESENT: Moderator Rory Chambers, Vice Moderator Bisi Shofu, Linda Goeddel, Jan Margolis, Ekpoanwan Onyile, Kathryn Starzer-Farrell, Glory Thomas, Wendi Werner

ALSO PRESENT: Sue Krummel, EP Consultant; Julie Cox, Acting Stated Clerk

EXCUSED: Karen Hernandez-Granzen

Moderator Rory Chambers welcomed everyone, and called the meeting to order with prayer.

A quorum was present.

The minutes of the Council's 01 15 2023 meeting were reviewed and approved by consensus.

Under Old Business:

- The Council recommends:
 - RE Kathy Ramsay (Community Presbyterian Church, Edison) ((Chair)),
 - TE Hannah Lovaglio (FPC Cranbury),
 - and TE Lydia Tembo (validated ministry) to serve on COR/N for a three-year term, Class of 2025,
 - and Council member TE Linda Goeddel (HR) to a one-year term on COR/N, Class of 2023.
- The Council received recommendations via COR/N and its nominating process of:
 - RE Angela Johnson-Crawford, Westminster Trenton
 - TE Ron Thompson, Townley (corresponding member from Presbytery of NENJ) to serve on the Administrative Commission for Witherspoon Street Presbyterian Church.

With Council's recommendation, these persons have permission to begin serving right away & to be officially elected at the presbytery meeting. **These recommendations were moved, seconded, and approved.**

- The Council's email permission to distribute the Proposed Parity Plan for 2023 **was affirmed.**
- On behalf of the Governance Committee, Kathryn Starzer Farrell elaborated on the proposed documents, including Standing Rules (within the Manual of Operations), Commission on Preparation for Ministry (description and composition), Personnel Committee (description and composition, which if approved, becomes a separate committee), and Conflict of Interest Policy. **Following discussion, the Council approved recommending all four documents to the presbytery.**
- **The Council granted permission** for the Moderator, EP Consultant, and Acting Stated Clerk to finalize the docket for the February 28, 2023 Stated Meeting.
 - **The Council granted** up to 5 minutes on the docket of the upcoming presbytery meeting for a presentation from Johnsonburg Camp & Conference Center.
 - **Acting Stated Clerk will communicate this to staff of Johnsonburg Camp & Conference Center.**

Under New Business:

- The Council received a recommendation from the Trustees that in the absence of a Mission Committee/grant-making entity that the Council recommend a pledge of at least \$100,000.00 to Johnsonburg Camp & Conference Center's Capital Campaign. **Following discussion, it was moved, seconded, and approved to consider this recommendation further at its next meeting.**
 - Any supporting documents were requested in advance of the Council's next meeting.

- There was an update regarding **Urban Mission Cabinet Inc**, which was part of the work of a legacy presbytery, which became separately incorporated as its own nonprofit organization. UMC Inc owns Bethany House, and operated it as its sole ministry. Ilene Black had continued to provide bookkeeping services for UMC Inc, outside her role on the presbytery's staff. In preparing to retire, Ilene Black returned any UMC Inc materials to members of its Board. Coastlands' staff was informed that UMC Inc had failed to maintain its separate 501c3 status.
 - There is some desire from among those connected to UMC Inc that the presbytery would manage its separate bank account.
 - There are questions regarding the status of the property and its ownership, since there is no longer a separate 501c3.
 - Following some discussion, **it was moved, seconded, and approved to refer this to the Property Committee of the Trustees.**

- Jan Margolis offered a brief update on the Search Committee process.

Moderator Rory Chambers offered a closing prayer at 2:09 pm.

NEXT meeting: Thursday, March 9, 2023, 12:00 pm

PRESBYTERY OF THE COASTLANDS

STANDING RULES

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MANAGEMENT OF THE MANUAL OF ADMINISTRATIVE OPERATIONS

Suspension of the Administrative Manual

This Manual may be suspended by majority vote of the Presbytery if notification of the proposed suspension has been given in the call to that Presbytery meeting, or by two-thirds vote if prior notice has not been given.

Amendments

Substantive amendments to this Manual are managed through the Round Table and must be approved by majority vote of the Presbytery if notification of the proposed changes has been given in the call to that Presbytery meeting, or by two-thirds vote if prior notice has not been given. An exception to this requirement is the review and approval of the Personnel Manual and “handbooks” by the COM, CPM, and Trustees which will remain under direction of the applicable entity. Such “handbooks” are maintained on the Manual of Administrative Operations webpage for convenience of use by members, staff and congregations.

Presbytery Entities (Councils, Commissions, Board of Trustees, Committees and Working Groups)

The Presbytery’s entities are those groups called for in this Manual. Adding, changing, or discontinuing any such entity except working groups should be reflected by amending this Manual. In addition to working groups that have existed for a substantial period of time, entities may form working groups to accomplish particular short-term tasks. These are to be reported to the Council and the Presbytery. All changes in entities of the presbytery must be approved by the Round Table.

PRESBYTERY MEETINGS: MANAGEMENT AND PARTICIPATION

Presbytery Meeting Schedule

Regular stated meetings of the Presbytery will normally be held on the fourth Tuesday of September, November, February and May (the schedule may be adjusted to avoid meeting during Thanksgiving week). Informal gatherings, Town Halls or discussions may be held prior to stated meetings. Meeting registration is required; invitations are sent via email from the Presbytery Administrator at least ten days prior to the meeting. All stated meetings of the Presbytery shall include worship, part of which may be preaching of the Word. The Lord’s Supper shall ordinarily be celebrated at the first stated meeting of each calendar year and may include a necrology service.

Call for Special Presbytery Meetings

Special meetings of the Presbytery may be called by vote of the Council, or by the written request to the Council of three ministers of Word and Sacrament who are members of the Presbytery and three ruling elder commissioners from three separate congregations. The call, stating the specific purpose(s) of the meeting, shall be issued by email or other commonly used means, and posted on the Presbytery’s website, at least ten days prior to the date of the special meeting.

Parity

Presbytery shall strive for parity (equal numbers) of ruling elders and ministers of Word and Sacrament as commissioners. In order to achieve that parity, the Stated Clerk shall annually recommend to Presbytery at the last Stated Meeting of the year, a plan for the election, appointment or selection of additional ruling elders that is, as much as possible, proportional to both the size and diversity of the congregations and the Presbytery. The parity plan must be approved by the Presbytery.

Young Adult Advisory Delegates (YAADs)

In addition to electing ruling elder commissioners, each session shall be entitled to elect one member of their congregation to serve as a YAAD who shall have voice but no vote in Presbytery meetings. A YAAD shall be 14-23

years of age; they need not be ruling elders. It is essential to follow the Presbytery's "Child, Youth, and Vulnerable Adult Protection Policy" for any YAAD between the ages of 14-17.

Meeting Invitation and Management of the Docket

In order to be enrolled as a participant, Commissioners, Minister Members, Corresponding Members, and guests must register for the meeting as instructed in the email. It is the responsibility of Teaching Elders and Elder Commissioners to ensure that they are on the meeting invitation distribution list and that they register in a timely manner with the correct participant status (e.g., Elder Commissioner).

All relevant documents and information about the meeting will be provided to registrants prior to the meeting (e.g., through the Commissioner's Handbook).

The Council is responsible for the approval of the docket. Items on the docket shall be limited to the allotted time. No business shall be considered at a meeting of Presbytery other than that which may be announced at the time of the adoption of the docket. All motions for inclusion on the docket from presbytery entities and individuals are to be sent to the Moderator and Stated Clerk for consideration at the Council meeting for scheduling.

The meetings will be conducted in accordance with the most recent edition of Robert's Rules of Order unless it contradicts the PC(U.S.A.) Book of Order.

Meetings Using Videoconferencing Technology

Stated and Special meetings of the Presbytery may be conducted using videoconferencing, (e.g., Zoom). The Stated Clerk and Presbytery staff are responsible for managing all aspects of electronic/hybrid meetings. They are also responsible to ensure that registered participants:

- have been provided access to the meeting
- have been "renamed" to indicate if they are a guest without voice and/or vote
- are provided instructions by the Stated Clerk at the beginning of the meeting, including how to cast a vote in favor or against a motion

Additional instructions and information will be provided with Presbytery meeting registration.

Information on the conduct of hybrid meetings will be provided when such meetings are feasible.

Electronic voting by the Presbytery outside of a Stated or Special meeting, e.g., by e-vote, is not permitted.

Simplified Special Rules of Order and Standing Rules

- a. Access for voting participants will be through video-conferencing technology chosen by staff.
- b. Online meeting service availability shall begin at least fifteen minutes before the start of the meeting.
- c. All meetings are recorded.
- d. The presence of a quorum shall be established by sign-in to the video-conferencing "chat" function at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
- e. 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. Note that video-conferencing capabilities only allow for one voting participant per individual device.

Computer/Technology Requirements

- a. Participants are encouraged to join the meeting on a device that can accommodate being heard and seen during a video-conference (e.g., desktop, laptop computer, tablet, mobile phone). The following are optimal recommendations for such technology:
 - Stable, high speed internet access.
 - 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.
 - A microphone device other than a built-in microphone.
 - A webcam or reliable built-in video-camera
- b. While every effort will be made to provide stable access to the platforms, each participant 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, an individual's connection prevented participation in the meeting.
- c. Only if joining by 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 prior to the meeting.

Entering a meeting and conduct during a meeting

- a. Upon entering the meeting, those on computers or smart devices will need to click on the word "Chat" at the bottom of their screens to enter their name, church or validated ministry or HR status.
- b. Participants may also "rename" their video (accessed by right-clicking on their participant picture) to ensure they can be correctly identified during the meeting.
- c. The staff will rename guests:
 - 'ZV-' will be placed at the beginning of a name if a guest has voice, but no vote.
 - 'Z-' will be placed at the beginning of a name if a guest has neither voice nor vote. Please do not remove the ZV- or Z- from your name. If you believe you have been incorrectly assigned either prefix, contact the staff person via the chat feature.
- d. Once "checked-in" to the meeting, microphones will be muted by default.
- e. To gain recognition by the Moderator during the meeting (e.g., during discussion of a motion on the floor), the preferred method is to use the 'Raise Hand' function under the 'Reactions' panel.
 - When called upon by the Moderator, the participant will be unmuted and, if their video feed is turned off, they should click on the camera icon to turn on their video.
 - 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 on their participant screen. When a host calls out their phone number, they will identify themselves by stating their full name.
 - When multiple participants are seeking recognition, once the Moderator has called on someone, all other participants will be handled as the Moderator deems appropriate. Zoom allows participants with "raised hands" to be presented in order received in the Zoom video gallery.
- f. Participants will only be able to chat with meeting host(s) (Moderator(s), Stated Clerk, Support staff) or the Tech Human.
- g. If an individual has a video-conferencing technical question or difficulty, they may privately chat with the Tech Human.

- h. If you have an “interrupting motion” (a point of order, a request for preference in recognition, etc.), unmute and say “MR/MADAM MODERATOR!” and use the ‘Raise Hand’ function.
- i. At all times, participants are expected to be respectful in the chat.

Procedure for Enabling Motions

- a. If you have a motion to make other than a procedural motion, the motion should be sent to the Moderator, entered in writing into the participant “chat,” after which you should “Raise Hand” to seek recognition. When called upon, you should move it, and once a second is received via chat (like “Second”), the Tech Human will put the motion up in the screen share feature for everyone to see, and then discussion/voting may follow.
- b. If you want to speak to a motion, use the “Raise Hand” function (found when clicking on the Reactions button), and wait for the moderator to recognize you. You will be unmuted. Please make sure your video is on if you wish to speak.
- c. The moderator will repeat the motion prior to the vote.

Voting during a Presbytery Video-Conferencing meeting:

- a. 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 (renamed with Z- or ZV-) attempt to vote, those votes will not be counted.
- b. Yes/no (✓/✗) is a “division”, not a “counted vote” – meaning that the Moderator 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 Moderator is uncertain, s/he 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).
- c. A vote by means of “raised hand” is not allowed.

TERMS OF ELECTED OFFICE

Election of Moderator, Vice Moderator, and Commission/Committee members will normally be conducted at the last stated meeting of the calendar year (November). All terms start on January 1st and end on December 31st. Any member elected to fill an unexpired term or vacancy will begin their term of service upon election.

Any resignation from elected office should be sent to the Stated Clerk and the chair of that Committee/Commission.

MEETINGS OF ENTITIES OF THE PRESBYTERY

Scheduling of Meetings and Member Participation

Meetings of each entity will ordinarily be held at regular times and locations as agreed upon by the members. Immediately after its reorganization each year, each entity shall prepare a schedule of its meetings for the year, which shall be given to the Stated Clerk and published on the Presbytery website.

Participation of members by electronic means such as telephone or internet, e.g., Zoom, is permissible when arranged in advance. A quorum for a regular meeting shall be at least 50% of the number of current members plus one. A Committee/Commission may determine a higher percentage of members is needed for certain actions or decisions.

Specially scheduled virtual meetings via electronic means such as telephone or internet may be held when deemed appropriate by the moderator of Council, president of the Board of Trustees, moderator of the Permanent Judicial Commission or chair of a committee. Members will be notified of the arrangements for these meetings at least 3 days in advance and the individual scheduling the meeting will make every effort to schedule it such that all members may participate.

Three consecutive absences without notice from meetings by a member ordinarily shall constitute resignation from the elected position. COR will then be responsible to nominate a replacement.

Electronic Voting

Voting using e-mail or other equivalent technology may be used by entities of the presbytery for time sensitive motions provided there is adherence to the following procedures:

- Proposing a Motion:
 - For the Council, the moderator or the Stated Clerk after consulting with the moderator.
 - For the Board of Trustees, the president or the secretary after consulting with the president
 - For all other Commissions and Committees, the chair or the secretary after consulting with the chair
- The individual proposing the motion will include a deadline for casting votes.
- The following information must accompany the motion. “All responses to the accompanying motion will be made in such a way that all members are aware of them (e.g., “reply all”). Responses may be ‘Yes’, ‘No’, ‘Needs Discussion’.”
 - The voting on the motion will be arrested if any member responds with “No” or “Needs Discussion.” A meeting will be necessary to move forward with the motion.
 - Members will have until the deadline to respond to the motion. If after the deadline, there have not been any “No” or “Needs Discussion” responses and if a quorum of the current members is in favor of the motion, the motion will be deemed to have carried.
- After the voting has been completed, the person proposing the motion will summarize the voting results for all members and document the results in the records of the entity.

SESSION RECORD REVIEW

To fulfill the constitutional requirement (G-3.0108a) that the Presbytery annually review the records of all sessions of member congregations of the Presbytery of Coastlands, the Stated Clerk shall assemble the Clerks of Session at one or more meetings to conduct a peer review of the Session Minutes and Rolls and Register of each church. Each clerk will bring the records for his/her congregation to be reviewed by another clerk. The results of the review will be provided to each clerk at the same meeting. The assembled clerks will discuss any exceptions that are noted in a particular set of records. This ensures that a common standard is applied during the review and provides an opportunity for the clerks to learn from each other. The review of records will normally occur by June of each year. The results of the review will be reported by the Stated Clerk to Presbytery at the next stated meeting. In the event that in-person meetings are not feasible (e.g., during a pandemic) provisions will be made to conduct the review of Session records using digital tools.

ADMINISTRATIVE COMMISSIONS (G-3.0109B) AND SPECIAL ADMINISTRATIVE REVIEW COMMISSIONS (G-3-0108B)

The Presbytery of the Coastlands has the authority to appoint an Administrative Commission (AC) or a Special Administrative Review Commission (SARC). The scope of the work will be detailed in the warrant to for the AC or SARC. This authority shall not be delegated. The Moderator in consultation with a Presbytery Leader, the Stated Clerk and the Chair of the Commission on Ministry shall have the authority to appoint ministers of Word and Sacrament and ruling elders to serve on an AC or SARC, reporting such appoints to the Presbytery.

The Commission on Ministry shall have the authority to approve an Administrative Commission to Ordain and/or Install a person once the presbytery has approved the ordination or installation.

INVESTIGATING COMMITTEES

When an allegation is brought according to the Rules of Discipline, the Stated Clerk in consultation with a Presbytery Leader, the Moderator and the Chair of the COM shall have the authority to appoint ministers of Word and Sacrament and ruling elders to serve on an Investigating Committee, reporting such appointments to the next stated meeting of the Presbytery.

In cases of allegation of sexual misconduct the Investigating Committee is formed by the Stated Clerk as per the Sexual Misconduct Policy (3.c.iv) approved by the Presbytery at its March 23, 2021 meeting.

The Investigating Committees are charged to make determination of the sufficiency of evidence to bring charges against the accused.

STATED CLERK: NOMINATION AND ELECTION

The Stated Clerk shall ordinarily be elected and installed at the first meeting of the calendar year of the Presbytery of the Coastlands. The Committee on Representation shall nominate and Presbytery elect a Stated Clerk Search Committee. This Search Committee shall nominate a candidate; nominations from the floor will be entertained.

The Term of Service shall be three years or until a successor is elected. The Stated Clerk may stand for re-election.

In the event that the Stated Clerk resigns or no longer can serve, the Council shall appoint an Acting Stated Clerk, who shall be a ruling elder or minister of Word and Sacrament, until such time as the Presbytery is able to elect a successor.

GENERAL ASSEMBLY: OVERTURES AND CONCURRENCES

Overtures

A Session, a Presbytery Entity, a Presbytery member or a Presbytery Commissioner may present a proposed overture to the General Assembly to the Presbytery for approval or disapproval. The proposed overture shall be provided to the Stated Clerk for inclusion in the business of the next stated meeting. Documentation must be received by the Stated Clerk at least 14 days before the meeting. Assembly deadlines must be adhered to. Presenters of a proposed overture will advocate for the overture in the meeting and seek a concurrence from at least one other presbytery.

Concurrences for Overtures

A Session, a Presbytery Entity, a Presbytery member or a Presbytery Commissioner may request the Presbytery to concur with an overture already submitted to the General Assembly. The request shall be provided to the Stated Clerk for inclusion in the business of the next stated meeting. Documentation must be received by the Stated Clerk at least 14 days before the meeting. Assembly deadlines must be adhered to. Requesters of the concurrence will advocate for the concurrence in the meeting.

February 28, 2023

Commission on Preparation for Ministry

The Commission on Preparation for Ministry (CPM) is an Administrative Commission of the presbytery (G-3.0109b) to which the presbytery has delegated certain responsibilities and powers related to the oversight of inquirers and candidates as they prepare for ordered ministry as Ministers of the Word and Sacrament (G-3.0307), as indicated in the table below.

CPM also has responsibilities for establishing a framework for preparing individuals seeking to be commissioned to serve in a limited pastoral service in the presbytery pursuant to §G-2.10 “Commissioning Ruling Elders to Particular Pastoral Service”.

MEMBERSHIP

- CPM shall ordinarily consist of 15 members, with an attempt to balance the number of ruling elders and teaching elders in three equal classes. Nominations for the commission are made either by the Committee on Representation or from the floor of presbytery, and members are elected by presbytery.
- Members are elected to terms of 3 years and ordinarily may not serve more than 2 consecutive terms. A member of CPM having served 2 consecutive terms may not be eligible to be elected to the Commission again until a period of at least 1 year has passed.
- COR shall nominate annually (co-)chairs from the CPM membership.
- The Chair is a member of the Round Table representing CPM. If there are co-chairs, to ensure continuity, only one co-chair will be assigned to represent the CPM at the Round Table.
- CPM shall ordinarily appoint one or more members to serve as liaisons to individual inquirers or candidates, in order to serve as mentors as well as points of contact for Commission business, and to conduct annual evaluations as appropriate.

RESPONSIBILITIES

- CPM, guided by the Book of Order, will establish academic requirements to be met in order to certify candidates ready for a call.
- Members of CPM will communicate regularly with inquirers and candidates under care and ensure that they complete all the requirements set by CPM. They will make themselves available to answer questions and advise inquirers and candidates throughout the process of preparing for ordered ministry.
- Any actions taken by CPM in regard to an individual inquirer or candidate shall be reported to the whole presbytery by the next regular meeting (G-3.0307).
- When CPM concludes that there are good and sufficient reasons for accommodations to the particular circumstances of an individual seeking ordination—i.e., a waiver of the relevant parts of G-2.06 or an alternative means of assessment of readiness to the exams of G-2.0607d—the Commission shall present a motion at a regular meeting of presbytery for its consideration for a three-fourths vote (G-2.0610).
- CPM may set its own quorum and divide the work in the manner it sees fit.
- A decision to remove an inquirer/candidate from the rolls must be made by the Commission in accordance with the requirements of G-2.0609.
- CPM shall meet at least twice a year, though ordinarily, it will meet most months. Other ruling elders and teaching elders from the presbytery (including candidates’ home churches and presbytery leadership) may be invited to meetings at the CPM’s discretion with voice, but not vote.
- CPM shall maintain its procedures and presbytery-specific requirements in a Handbook that may be revised from time to time and published on the presbytery website.
- In the event an individual was enrolled under care in one of the predecessor presbyteries (Elizabeth, Monmouth, New Brunswick), a reasonable attempt will be made to hold that individual to the requirements then in place in that predecessor presbytery. Individuals enrolled under care after March 1, 2021, will

ordinarily be held to the requirements outlined in the Handbook of Coastlands CPM, with a reasonable attempt to hold that individual to the requirements in place at the time of their enrollment.

- CPM shall establish procedures for the management of candidate files, including electronic file shares and paper archives as appropriate, in cooperation with the presbytery staff.
- CPM (usually in the person of one of its co-chairs) will serve as a primary contact for the national church's Preparation 4 Ministry database (for the purposes of ordination exam registration and results) and attestation of candidate PIFs in the Church Leadership Connection database, in coordination with the Stated Clerk.
- CPM will set the standards and ensure oversight of training and preparing individuals seeking to be commissioned to serve as Commissioned Ruling Elders (CRE). These standards are to be included in the CPM Handbook.
- The CPM Chair will notify the Chair of the Commission on Ministry when a CRE candidate is ready to be commissioned to particular pastoral service.

<i>Book of Order</i>	<i>Functions</i>	<i>Delegated authority</i>
Oversight of inquirers and candidates (G-2.06, G-3.0301a, G-3.0307)	Enroll inquirers	CPM
	Move inquirers to candidacy for the Ministry of Word and Sacrament	CPM
	Grant candidates permission to negotiate for service (219 th GA (2010) AI, Item 05-17)	CPM
	Certify candidates ready for examination by a presbytery for ordination, pending a call (G-2.0607)	CPM
	Transfer the covenant relationship of inquirers or candidates, with the approval of the sessions and the other presbytery involved (G-2.0608)	CPM
	Remove inquirers or candidates from the roll, for sufficient reasons, and after affording the inquirer or candidate an opportunity to be heard (G-2.0609)	CPM
	Accommodations to particular circumstances (G-2.0610)	Presbytery – $\frac{3}{4}$ vote with rationale entered in the minutes

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CONFLICT OF INTEREST POLICY

PURPOSE

It is the policy of the Presbytery of the Coastlands to maintain high standards of integrity, honesty, impartiality, and conduct by employees, members, and volunteers. Avoidance of conflicts of interest, whether real or apparent, by all is indispensable to the maintenance of these standards. This policy is consistent with the [Life Together in the Community of Faith: Standards of Ethical Conduct](#) which was approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.).

APPLICABLE TO

This policy is applicable to all employed staff, elected officers, elected volunteers, members, and commissioners to the Presbytery of the Coastlands.

CONFLICT OF INTEREST STANDARDS

1. No one named above shall accept any gift, gratuity, grant, service, or any special favor from any person or persons, or businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from the agencies, councils, and governing bodies. However, minor courtesies such as holiday gifts, luncheons, dinners, or similar arrangements in connection with business discussions may be received.
2. Anyone who has a beneficial interest in a matter before the Presbytery, Council, Trustees or a standing commission, committee, or entity of the Presbytery will be regarded as having a conflict of interest. This includes any person who has an affiliation with a congregation or community organization which is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance. Anyone with a close family member (i.e., spouse, parent, sibling, or child) who has such a beneficial interest or affiliation shall also be considered to have a conflict of interest. "Affiliation" shall be construed to mean membership in a congregation, a community organization, or a congregation which is connected to a community organization, or a salaried or unsalaried staff person of any such entity.
3. All named above shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If a person discovers that they may be in a position of conflict of interest, they shall immediately report this conflict to his/her supervisor, committee, or governing body.
4. Persons with a conflict of interest or possible conflict of interest shall be bound by the following:
 - a. At any meeting of the Council, Trustees, or a standing or special commission or committee, or an entity of the Presbytery, no person may speak about or advocate for matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the Council, Trustees, commission, committee, or entity of the Presbytery the existence of the conflict of interest. Furthermore, a person having a conflict of interest in any such matters shall always abstain from voting on such matters.
 - b. At any meeting of the Presbytery, no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest.
 - c. No person may preside as Moderator of the Presbytery or as Chair of the Council, Trustees, a commission, or a standing or special commission or committee of Presbytery, or an entity of the Presbytery at any meeting during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on.
5. At the beginning of each meeting, it will be the practice of the respective moderator or chair to remind the body to abide by this policy.

February 28, 2023

PERSONNEL COMMITTEE

The Personnel Committee is to ensure the staff personnel system is based on a commitment to recognize and affirm the full potential of each employee and to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee and ensuring a fair and safe environment.

COMPOSITION

A Presbytery Leader, to be designated, shall serve ex officio, without vote.

The Personnel Committee shall be composed of six elected members in three equal classes.

- Members are elected to terms of 3 years and ordinarily may not serve more than 2 consecutive terms. A member of the Personnel Committee, having served 2 consecutive terms may not be eligible to be elected to the committee again until a period of at least one year has passed.
- In an effort to identify members that may best serve the Personnel Committee, there is no requirement that nominees be a ruling elder or teaching elder. Effort should be made to ensure equitable representation between lay members and teaching elders.
- In the event of a vacancy, the COR 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 more than one individual associated with a particular congregation shall serve as a member of the Personnel Committee at the same time.
- The Personnel Committee shall elect one of its members to serve as chair and shall determine any other officers that it chooses; it shall report these choices to the Stated Clerk.

RESPONSIBILITIES:

The Personnel Committee is responsible to:

- Provide human resources support to, and oversee the work of, the presbytery staff.
- Support the Round Table in the Presbytery staffing design and recommendations.
- Establish and maintain personnel policies that are consistent with current legal and PC(U.S.A.) requirements. These policies shall:
 - Include information on benefits, career opportunities, performance reviews, separation practices, reporting personnel grievances.
 - Be reviewed by the Round Table which will then recommend approval by the Presbytery.
 - Be available on the Presbytery website.
 - Be distributed to all staff employees; signed acknowledgements shall be retained by the Stated Clerk.
- Participate in annual and comprehensive staff evaluations and performance reviews
 - Support the Presbytery Leader(s) in the annual performance reviews of Presbytery staff.
 - Conduct annual performance reviews of the Stated Clerk and Presbytery Leader(s).
 - Support the Trustees in the annual performance review of the Treasurer.
- Recommend specific staff compensation changes to the Board of Trustees for inclusion in the presbytery budget.
- The Chair will represent the Personnel Committee on the Round Table.

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