



# Presbytery of Genesee Valley

1049 WEGMAN ROAD • ROCHESTER, NEW YORK 14624 • (585) 242-0080

WEBSITE: [www.pbygenvall.org](http://www.pbygenvall.org)

The **Stated Meeting of the Presbytery of Genesee Valley** was hosted electronically via Zoom.us on **Saturday, April 25, 2020**. Presbyters were invited to arrive at 9:30am for a time of connection, and conversation.

## CONSTITUTION

Moderator Elder Roger Estes (CP Mumford) called the meeting to order at 10:08am, a quorum being present. Roger offered a reading from 1 Corinthians 16: 3-4 and the opening prayer.

## ROLL CALL

### CONGREGATIONS: MINISTERS & COMMISSIONERS (CM = Corresponding Member; CP = Commissioned Pastor)

CONGREGATION	MINISTER	COMMISSIONER(S)	CONGREGATION	MINISTER	COMMISSIONER(S)
Albion, First	Sue Thaine		Lyndonville	CP Martha Mitchell	
Attica, First			Medina, First	William Wilkinson	
Avon, Central	Carin Farmer		Mendon (2)		Kevin Koek
Barre Center		Mike Thaine	Mt. Morris, United	EX	
Batavia, First	Roula Alkhoury	Linda Knipe	Mumford, First	CP Roger Estes	
Bethany	Bob Spratt		North Bergen	CP Dave Fish	
Brockport, First		Kris Gerling	Nunda, Trinity		
Byron, First	Jim Renfrew	Ruth Andes	Ogden	Tedd Pullano	Pat Everett
Caledonia, First	Vinod Gnanaraj	Lisa Morrill	Ossian, First	-----	
Chili, First	Brandi Wooten	Brian Gernhardt	Parkminster	-----	
Christ Clarion (2)	-----		Penfield (2)		Doug Fox
Corfu United	Aaron Neff	Patty Miles	Perinton (2)	Laura Fry	Sandy Munson
Covington United	CP Mark Ross		Perry, Brick	CP Lynn Burdick	
Dansville	Marcia Reiff	Janis Lewis	Pike Community		
Downtown	EX	Sam King	Pittsford, First (3)		Betsy Wilson Dianne Brown Janette Henderson
East Avon, First	Mike Fry	Kevin Tucker	Rochester Korean (3)		
East Bethany	Erin Jacobson		Scottsville, Union	Kevin Hershey	Jacqueline Coates
Elba, First			South	Deb Swift Laura Bachmann	Nancy Rice
Gates	-----	Thomas Brewer	Sparta, First	-----	
Geneseo, Central	Nancy Lowmaster		Stone, Bergen		
Groveland Fed.			Summerville	Elaine Loggi	Mary Haverfied
Holley, First			Third (3)	Ernest Krug Lynette Sparks	Betty Iwan
Honeoye Falls, First		Martha Kumler	Trinity Emmanuel (2)		Joyce Miller Roger Miller
Irondequoit	Twyla Boyer	Jim Tappan	Tuscarora, First		
John Calvin (2)		Ellen Best	Twelve Corners	CM Janice Fitzgerald	Kathy Iuli
John Knox	CM Alan Dailey	Priscilla Thomas	Victor, First (2)	Colin Pritchard	Dean Cornwell
LeRoy, First			Warsaw United	-----	
Lima	David Kilgore		Webster (2)	CM Phil Davis	Don George
Livonia	Jamie Tyrrell	Sylvia Maxwell	York, United	Michelle Sumption	Nancy Glazier

### MINISTERS IN VALIDATED MINISTERIES / MINISTERS AT LARGE / MINISTERS HONORABLY RETIRED

(VM = Validated AL = At-large HR = Honorably Retired)

#### Present:

Louise Armstrong (HR)  
Steve Becker (HR)  
Lee Beckhusen (HR)  
Viktoria Berlik (AL)  
Bruce Boak (HR)  
Jeff Falter (AL)  
Rod Frohman (HR)  
Carolyn Grohman (HR)

Judy Lee Hay (HR)  
Bob Kaiser (HR)  
Ray Lindquist (HR)  
Kathleen Madigan (HR)  
Nathan Mochizuki (AL)  
Nadia Mullin (VM)  
Laurel Nelson (VM)  
Gail Ricciuti (HR)

Stephanie Sauve (VM)  
Pat Shafer (HR)  
Carol Anne Strawbridge (HR)  
Walter Stuber (AL)  
Laurie Tiberi (VM)  
Anne Waasdorp (HR)  
Jim Widboom (HR)

**Excused:** NONE

**ADDITIONAL ELDER COMMISSIONERS / CERTIFIED CHRISTIAN EDUCATORS**

(Appointed by presbytery to correct elder-clergy imbalance)

**Present:**

Linda Badger Becker (Gates)	Peter Judd (Perinton)	Linc Spaulding (Third)
Barbara Bruins (Pittsford)	Bob Mecredy (Pittsford)	Nancy Sprenkle (Pittsford)
Kathy Coons (Gates)	Susan Orr (Trinity Emmanuel)	Sue Tedesco (Companions On the Way)
Mary Cowden (Third)	Rose Peet (Third)	Kay VanNostrand (Lyndonville)
Ron Hansen (Third)	Hezekiah Simmons (Pittsford)	

**Excused:** NONE

**CORRESPONDING MEMBERS ENROLLED FOR THIS MEETING (others noted under “Congregations”):**

NONE

**REGISTERED VISITORS including PRESBYTERY STAFF and COMMISSIONED PASTORS Not Serving Churches:**

Cheryl Battaglia (staff)	Don Tubman (Scottsville)	**126 Facebook Live viewers!
Lisa Bennett (staff)	Cathy	
Allison Seed (Heartland)	Cindy	

SUMMARIES FOR EACH MEETING	Jan 28	April 25	July 28	Oct 31
<b>Total Minister Members of Presbytery</b>	111	115		
<b>Total Minister Commissioners Present</b>	57	52		
<b>Total Elder Commissioners Present</b>	54	52		
<b>Parity (expressed in terms of Elders, + or -)</b>	-3	0		
<b>Total Churches Unrepresented by Elders</b>	26	28		
<b>Total Churches Unrepresented by Elders and Pastors</b>	15	16		
<b>Total Registered Visitors</b>	17	6**		
<b>TOTAL REGISTERED ATTENDANCE - 2020</b>	<b>128</b>	<b>110**</b>		

**INTRODUCTORY BUSINESS**

**Approval of Docket**

Upon motion, the presbytery **APPROVED** via poll voting the docket for the meeting, as follows:

- |                |  |  |
|----------------|--|--|
| <b>10:00am</b> | <p><b>Call to Order and Opening Prayer</b></p> <p><b>Introductory Business</b></p> <ul style="list-style-type: none"> <li>• Declaration of Quorum</li> <li>• Approval of Docket</li> <li>• Privilege of the Floor</li> </ul> <p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Lifting of Motions for Discussion</li> </ul>                        | <b>Roger Estes</b>                                 |
| <b>10:10am</b> | <p><b>Report of the Committee on Ministry</b></p> <ul style="list-style-type: none"> <li>• Commissioning Elder Mark Ross to Service at Covington United effective March 8, 2020 April 1, 2020</li> <li>• Appointment of the Administrative Commission to Install the Rev. Aaron Neff as Pastor at First Presbyterian Church, Pittsford, NY</li> </ul>                  | <b>Anne Waasdorp</b>                               |
| <b>10:30am</b> | <p><b>Trustees</b></p> <ul style="list-style-type: none"> <li>• Recommendations regarding the Sale of the Wyoming Church</li> </ul>  | <b>Ron Hansen</b>                                  |
| <b>10:45am</b> | <p><b>Big Picture Team</b></p> <ul style="list-style-type: none"> <li>• Recommendations regarding the Policies &amp; Procedures Manual</li> <li>• Activation of the Leadership Administrative Commission during COVID-19</li> <li>• Extension of the 2020 Committee Term</li> <li>• Election of Elder Kathy Coons as Acting Stated Clerk for Administration</li> </ul> | <b>Sue Thaine</b>                                  |
| <b>11:20am</b> | <p><b>Commissioning of the 224<sup>th</sup> General Assembly Commissioners</b></p>   | <b>Rose Peet<br/>Barbara Bruins<br/>Sue Thaine</b> |
| <b>11:30am</b> | <p><b>Worship</b></p>  | <b>Colin Pritchard</b>                             |
| <b>12:00pm</b> | <p><b>Adjournment with Prayer</b></p>  |  |

Because this is a special meeting of Presbytery, no other business may be transacted.

## **Privilege of the Floor**

The Presbytery **VOTED** by poll to grant privilege of voice to non-commissioners for the purpose of participating in reports.

## **CONSENT AGENDA**

*The purpose of a Consent Agenda is to enable a governing body to deal with routine business expeditiously. Opportunity was given for presbyters to lift items from the Consent Agenda for later consideration. None were lifted.*

### **Consent Agenda: Items for Presbytery's Action**

The Presbytery **VOTED** by poll to:

#### **(Minutes)**

**Approve** the Minutes of the January 28, 2020, stated meeting of the Presbytery of Genesee Valley held at Twelve Corners Presbyterian Church, Rochester, NY.

#### **(Treasurer's Report)**

**Receive** the Treasurer's Report, month ending February 2020.

*See Appendix A: Balance Sheet Summary, February 2020*

*See Appendix B: Operating Statement Summary, February 2020*

#### **(Electronic Meeting Policy)**

**Approve** the proposed revisions to the Electronic Meeting Policy to be ratified by the Presbytery at its next stated meeting, and to use it as guidance for deliberations until such time as it is ratified.

*See Appendix C: Electronic Meeting Policy – proposed revision 3-23-20*

#### **(2019 Presbytery Annual Statistical Report)**

**Receive** the 2019 Annual Statistical Report for the Presbytery of Genesee Valley. Two churches did not submit reports: Groveland Federated (last reported in 2012); and Warsaw (2018).

*See Appendix D: 2019 Presbytery of Genesee Valley Statistical Report*

#### **(Committee on Representation)**

**Elect** the following persons to:

##### **(Committee on Ministry)**

RE Linda Badger Becker (Gates) 2021

##### **(Pastoral Care & Development)**

TE Deborah Swift (South) 2023

##### **(Trustees)**

RE Barbara James (Summerville) 2023

[NOTE: PGV Policies and Procedures state that "Members of Standing Committees...ordinarily serve three-year terms on a rotational basis." Since these committees are currently functioning short-handed, and the COVID-19 circumstances are far from ordinary, the Presbytery may approve adding three additional months to the 2023 committee term.]

### **CONSENT AGENDA: Items for Presbytery's Information**

#### **(Anniversaries)**

The following are the significant anniversaries of congregations that will occur in 2020 (listed in 25-year increments):

**125 years** (1895)

South Presbyterian Church, Rochester, NY

**225 years** (1795)

Lima Presbyterian Church, Lima, NY

#### **(Necrology)**

The Rev. Dane Gordon, 94, died on January 22, 2020. A memorial service will be held at Downtown Presbyterian Church, Rochester NY, at a time when it is safe to gather.

#### **(Communications Coordinator)**

Lisa Bennett joined Presbytery staff as Communications Coordinator effective February 4, 2020. She brings experience from the higher education sector—Northeastern Seminary, Houghton College, and Northwest Nazarene University—where she served in administrative and management roles. Lisa earned a B.A. in

psychology from Roberts Wesleyan College and a M.S. in communication management from the Newhouse School at Syracuse University.

#### **(Self-Development of People - SDOP)**

The Self-Development of People Committee was officially mandated at the 182nd General Assembly in 1970 which was held in Rochester, NY. A 50<sup>th</sup> celebration event will be held in Rochester September 18-19, 2020 at Third Presbyterian Church. Presbyterian scholar and Poor People's Campaign Co-Chair Rev. Dr. Liz Theoharis has agreed to keynote and Rev. Dr. Diane Givens Moffett, President and Executive Director of the Presbyterian Mission Agency, will be the preacher for worship. The plans call for a two-day event beginning on Friday with a "Justice Journey", a bus tour of local sites connected with Rochester's long history of social justice work. Planners are seeking community and religious leaders to participate in a panel which will focus on various aspects of Matthew 25 and how these panelists are working on issues with underserved communities such as food insecurity, immigration, healthcare, basic human rights, incarceration, etc. Local leadership includes George Gotcsik (Third), Linda Badger Becker (Gates), Craig Kunkle (Pittsford) and Lynnette Sparks (Third). Linda has agreed to be the primary liaison for the Presbytery.

#### **(Laurelton United)**

The loan held by Presbytery for The Well's purchase of the former Laurelton United Presbyterian Church manse reached its completion in February 2020. The proceeds will bless several local agencies designated by the former congregation, as approved by the Presbytery in March 2018. ROC SALT, Cameron Community Ministries and Presbyterian Disaster Relief each received a check in March for \$20,373. Camp Whitman received \$12,224 and the Westminster Fund for the Rochester Presbyterian Home received \$8,149. The total amount gifted from the sale of the manse was \$81,490.

#### **(Child & Youth Safety Policy)**

**Implemented** the approved Child & Youth Safety Policy for Presbytery meetings/events including children in the following ways:

1. The policy and the supplemental "Child and Youth Safety Resources" document were distributed by the Event Organizer to all people who planned and led such events, including Supervisors and Child Care Providers. Written acknowledgement of receipt of the policy were collected. Acknowledgement forms are kept digitally by the Presbytery. A hard copy of the policy was available on site.
2. Event Organizers were responsible for collecting Childcare Registration Forms for Presbytery-Sponsored Childcare from parents prior to Presbytery sponsored events with childcare. Event Organizers were responsible for making them available to Child Care Providers during the event. These forms are kept on file electronically at the Presbytery office.

#### **(Schedule: BIG PICTURE TEAM (BPT) & PRESBYTERY: 2020 Meetings and Locations)**

- BPT – Monday, May 18, 2020 6pm at Batavia First
- BPT – Monday, June 15, 2020 6pm at Albion First
- PRESBYTERY – Tuesday, July 28, 2020 4pm at Mumford United
- BPT – Monday, August 24, 2020 5pm (dinner) at Lagom Landing
- BPT – Monday, September 28, 2020 6pm at Pittsford
- PRESBYTERY – Saturday, October 31, 2020 1pm at ROC SALT [Presbytery Mission Day, beginning at 8:30am, precedes the stated meeting]
- BPT – Monday, November 30, 2020 6pm at Caledonia First

### **REPORT OF THE COMMITTEE ON MINISTRY**

Anne Waasdorp, member of the COM Leadership Team, gave the report of the Committee on Ministry.

#### **Committee on Ministry: Items for Presbytery's Action**

Upon recommendation from the Committee on Ministry, the Presbytery **VOTED** by poll to:

##### **(Covington / Elder Mark Ross)**

**Commission** Elder Mark Ross as Ruling Elder Commissioned to Service at Covington United Presbyterian Church, Pavilion, NY effective March 8, 2020.

##### **(Perry / Elder Lynn Burdick)**

**Commission** Elder Lynn Burdick as Ruling Elder Commissioned to Service at Brick Presbyterian Church, Perry, NY effective April 1, 2020 – September 30, 2020.

Rev. Anne Waasdorp led a brief service of commissioning which included statements from the Commissioned Pastors regarding their hopes for their ministries. Rev. Waasdorp offered a prayer and confirmed their charges.

Upon recommendation from the Committee on Ministry, the Presbytery **VOTED** by raised hands to:

**(Pittsford / Rev. Aaron Neff)**

1. **Appoint** the following persons as the Administrative Commission to Install the Rev. Aaron Neff as Pastor of First Presbyterian Church, Pittsford, NY at 3:00pm on Sunday, August 2, 2020 in the Church Sanctuary:  
The Moderator, Rev. Colin Pritchard (Victor) or his designee  
Rev. Dr. Roula Alkhouri (Batavia)  
Rev. Laura Bachmann (South)  
Rev. Erin Jacobson (East Bethany)  
Elder David Fish (Gates / CP North Bergen)  
Elder Robin Sheppard (Penfield)  
Elder Martha Mitchell (Albion / CP Lyndonville)
2. **Enroll** the following additional participants as Corresponding Members of the Commission:  
Pastor Jared Ruddy (Elim Gospel Church)  
Rev. Dr. Ken Hughes (Presbytery of Western New York)  
Fr. Daniel Serbicki (Catholic Diocese of Buffalo)

**Committee on Ministry: Actions Taken on Behalf of Presbytery**

Acting on behalf of the presbytery, the Committee on Ministry **VOTED** to:

**(Rev. Amy Williams Fowler)**

**Grant** the status of Honorably Retired to Presbytery Leader Rev. Amy Williams Fowler effective July 1, 2020.

**(Rev. Fritz Longabaugh)**

**Grant** the status of Honorably Retired to Rev. Frederick (Fritz) Longabaugh, effective February 1, 2020.

**(Moderator Appointments)**

1. **Appoint** Rev. Carolyn Grohman (HR) as Moderator for the March meeting(s) of the Session for Gates Presbyterian Church, Rochester, NY.
2. **Appoint** Commissioned Pastor Elder Tim Bucknam (Elder at Perry) as Moderator during Commissioned Pastor Elder Jerry Swain's deployment overseas in 2020.
3. **Appoint** Rev. Kirk Baker (Honeoye Falls) as Moderator for a special meeting of Session of the Webster Presbyterian Church, Webster, NY held on February 1, 2020.
4. **Appoint** Rev. Kirk Baker (Honeoye Falls) as Moderator Pro Tem for the Session of the Webster Presbyterian Church, Webster, NY effective February 4, 2020.
5. **Appoint** Elder Karen Pryor as Moderator of the Session and the Congregation of the Irondequoit Presbyterian Church, Rochester, NY as needed during the absence of the Interim Pastor March 16 – April 5, 2020.
6. **Appoint** Elder John DeHority as Moderator of the Session of Christ Clarion Presbyterian Church, Pittsford, NY effective March 15, 2020.
7. **Appoint** Commissioned Pastor Elder Mark Ross as Moderator of the Covington United Presbyterian Church, Pavilion, NY effective upon commissioning at the special electronic Presbytery meeting on April 25, 2020.
8. **Appoint** Commissioned Pastor Elder Lynn Burdick as Moderator of Brick Presbyterian Church, Perry, NY effective upon commissioning at the special electronic Presbytery Meeting on April 25, 2020.
9. **Appoint** Rev. Rod Frohman (HR) as Moderator of the Irondequoit Presbyterian Church, Rochester, NY effective April 29, 2020.

**(Transfer of Membership)**

**Dismiss** Rev. Katrina Hebb (AL) to the Presbytery of Northern New York effective February 27, 2020. Rev. Hebb has been called as Pastor of First Presbyterian Church, Potsdam, NY and began her ministry on March 9, 2020.

**Committee on Ministry: Actions Reported to Presbytery as Information**

**(Covington)**

**Approved** the Commissioned Pastor Covenant Agreement (33% time) between the Session of Covington United Presbyterian Church, Pavilion, NY and Elder Mark Ross (Batavia) effective March 8, 2020 – March 7, 2021 at the following terms:

Cash Salary	\$10,000
Housing Allowance	\$ 4,138
<b>Effective Salary</b>	<b>\$14,138</b>
Social Security Offset	\$ 1,082
Cont Ed/Study Leave	\$ 800

Annual Leave & Vacation Time: 30 days, including 5 Sundays  
Cont Ed/Study Leave: 2 weeks

**(Mendon / Rev. Ho Dong Hwang)**

**Approved** the Designated Pastor Covenant Agreement (75% time) between the Session of Mendon Presbyterian Church, Mendon, NY and Rev. Ho Dong Hwang effective April 1, 2020 – March 31, 2021 at the following terms:

Cash Salary	<u>\$43,500</u>
<b>Effective Salary</b>	<b>\$43,500</b>
Social Security Offset	\$ 3,328
PC(USA) Benefits Plan	\$12,824

Annual Leave & Vacation Time: 36 days, including 6 Sundays  
Cont Ed/Study Leave: 2 weeks  
Sick Leave: 1 day/mo cumulative

The congregational meeting was held on February 23, 2020 and was moderated by Rev. Ho Dong Hwang. [NOTE: Per agreement between congregation and Pastor, Continuing Education/Study Leave Allowance and Travel/Professional Allowance have been included in the cash salary. This is a one-year renewal of the Designated Pastor relationship which began on April 1, 2018.]

**(Mt. Morris / Communion)**

**Granted** permission to Elder Tim Bucknam (Commissioned Pastor to Pulpit Supply) to officiate communion for United Church of Mt. Morris, Mt. Morris, NY during CP Jerry Swain's 2020 deployment.

**(North Bergen / Elder David Fish)**

**Approved** the Commissioned Pastor Covenant Agreement (full-time) between the Session of North Bergen Presbyterian Church, Bergen, NY and Commissioned Pastor Elder David Fish (Gates) effective January 1 – December 31, 2020 at the following terms:

Cash Salary	\$24,038
Housing/Utility Allowance	<u>\$13,800</u>
<b>Effective Salary</b>	<b>\$37,838</b>
Cont Ed/Study Leave	\$ 800
Travel/Professional Expense	\$ 3,811

Annual Leave & Vacation Time: 30 days, including 5 Sundays  
Cont Ed/Study Leave: 2 weeks  
Sick Leave: 1 day/mo cumulative

**(Perry / Elder Lynn Burdick)**

**Approved** the Commissioned Pastor Covenant Agreement (33% time) between the Session of Brick Presbyterian Church, Perry, NY and Commissioned Elder Lynn Burdick (Caledonia) effective April 1 – September 30, 2020 at the following terms:

Cash Salary	<u>\$10,600</u>
<b>Effective Salary</b>	<b>\$10,600</b>
Cont Ed/Study Leave	\$ 800
Travel/Prof Allowance	\$ 3,811

Annual Leave & Vacation Time: 30 days, including 5 Sundays  
Cont Ed/Study Leave: 2 weeks  
Sick Leave: 1 day/mo cumulative

**(Pittsford First / Rev. Steve Michie)**

**Approved** the Temporary Supply Covenant Agreement (20 hrs/week) between the Session of First Presbyterian Church, Pittsford, NY and Rev. Stephen Michie (HR) effective February 5 – September 5, 2020 at the following terms:

Cash Salary	<u>\$26,000</u>
<b>Effective Salary</b>	<b>\$26,000</b>
Social Security Offset	\$ 1,989
Travel/Professional Expense	\$ 1,000

Annual Leave & Vacation Time: 36 days, including 6 Sundays  
Cont Ed/Study Leave: 2 weeks  
Sick Leave: 1 day/mo cumulative

**(Pittsford / Rev. James Widboom)**

**Approved** the Temporary Supply Covenant Agreement (44% time) between the Session of First Presbyterian Church, Pittsford, NY and Rev. James Widboom (HR) effective April 1 – June 30, 2020 at the following terms:

Cash Salary	\$ 3,375
Housing Allowance	\$ 3,375
<b>Effective Salary</b>	<b>\$ 6,750</b>
Social Security Offset	\$ 516
Travel/Professional Expense	\$ 1,000

Leave & Vacation Time: 9 days, including 2 Sundays  
Cont Ed/Study Leave: 4 days

**(Pittsford / Rev. Aaron Neff)**

1. **Approved** the call of First Presbyterian Church, Pittsford, NY to Rev. Aaron Neff as Pastor (full-time) effective May 25, 2020 at the following terms:

Cash Salary	\$38,839
Deferred Compensation	\$10,000
Housing Allowance	\$30,000
Dental Insurance	\$ 1,161
<b>Effective Salary</b>	<b>\$80,000</b>
Social Security Offset	\$ 5,266
PC(USA) Benefits Plan	\$29,600
Cont Ed/Study Leave	\$ 800
Coaching & Moving Expenses	\$ 3,600
Travel/Prof Allowance	\$10,000

Annual Leave & Vacation Time: 36 days, including 6 Sundays  
Cont Ed/Study Leave: 2 weeks  
Sick Leave: 1 day/mo cumulative

2. **Appointed** Rev. Aaron Neff as Moderator of First Presbyterian Church, Pittsford, NY effective May 25, 2020.

**(Rochester Korean / Rev. Samuel Choi)**

**Approved** the Stated Supply Covenant Agreement (45% time) between the Session of Rochester Korean Presbyterian Church, Rush, NY and Rev. Samuel Choi (HR, Han-Ca East Presbytery, Presbyterian Church in Canada) effective March 1, 2020 – February 28, 2021 at the following terms:

Cash Salary	\$12,000
Fair Rental Value of Manse	\$ 8,400
<b>Effective Salary</b>	<b>\$20,400</b>
Cont Ed/Study Leave	\$ 800
Travel/Professional Expense	\$ 3,000

Annual Leave & Vacation Time: 30 days, including 5 Sundays  
Cont Ed/Study Leave: 2 weeks  
Sick Leave: 1 day/mo cumulative

[NOTE: The contract is an exception to Presbytery minimum by \$884, similar to an exception approved by COM in 2019.]

**(Webster / Rev. Philip B. Davis Sr)**

**Approved** the Temporary Supply Covenant Agreement (82% time) between the Session of Webster Presbyterian Church, Webster, NY and Rev. Philip B. Davis Sr (American Baptist) effective February 17 – April 15, 2020 at the following terms:

Cash Salary	\$ 7,275
<b>Effective Salary</b>	<b>\$ 7,275</b>
Social Security Offset	\$ 557
MMBB (retirement benefit)	\$ 2,692
Travel/Professional Expense	\$ 646

Leave & Vacation Time: 5 days, including 1 Sunday

Cont Ed/Study Leave: 2 days  
Sick Leave: 1 day/mo cumulative

### **(Boundaries Awareness Training)**

The following people completed a 5-hour webinar course on Boundaries Awareness led by FaithTrust certified trainer Rev. Janice Fitzgerald (Twelve Corners, Corresponding Member of the Presbytery of Geneva) held in January 2020:

Mary Cowden, John DeHority, Jim Evinger, Bill Hockey, David Kilgore, Elaine Loggi, Martha Mitchell, Nathan Mochizuki, Susan Orr, Bob Spratt

### **(Congregational Transition Documents)**

1. **Approved** the Mission Study for Christ Clarion Presbyterian Church, Pittsford, NY.
2. **Authorized** the formation of a Pastoral Nominating Committee for Christ Clarion Presbyterian Church, Pittsford, NY.
3. **Received** the United Church of Christ Local Church Profile for United Church of Warsaw, Warsaw, NY seeking a half-time solo minister.
4. **Approved** the Ministry Information Form (MIF) of Downtown Presbyterian Church, Rochester, NY seeking a full-time Associate Pastor.
5. **Approved** the Ministry Information Form (MIF) of Bethany Presbyterian Church, Rochester, NY seeking a part-time (50%) Designated Associate Pastor.

## **REPORT FROM THE BOARD OF TRUSTEES**

Chair Elder Ron Hansen (Third) presented the report of the Trustees. After a time of discussion, upon recommendation from the Board of Trustees, the Presbytery **VOTED** by raised hands to:

1. **Sell** to West Middlebury Baptist Church, a not-for profit corporation residing in Middlebury, New York with offices at 4950 West Middlebury Road, East Bethany, NY 14054, the premises formerly known as First Presbyterian Church, 5 N. Academy St., Village of Wyoming, Town of Middlebury, Wyoming County, New York (Tax Account 36.7-4-47), being the property improved by a church sanctuary, and being the same premises acquired by Presbytery on the dissolution of the Wyoming Presbyterian Church for the sale price of \$ 1, with such contingencies, terms and conditions as are negotiated with the purchaser. This authorization shall be subject to approval by a Justice of the Supreme Court of the State of New York, as provided by law; and
2. **Apply** the net proceeds of the sale of such property, after payment of all necessary and customary closing costs, including attorney's fees and the expenses of procuring the Court Order, to Presbytery account 3214L Wyoming Acquired Assets Fund; and
3. **Authorize** the Trustees and the officers of the Trustees to take such actions, and to execute and deliver such documents, as shall be appropriate and necessary to effectuate the foregoing.

## **REPORT OF THE BIG PICTURE TEAM**

Rev. Sue Thaine, Convener, presented the report of the Big Picture Team.

### **Big Picture Team: Items for Presbytery's Action**

After discussion, upon recommendation by the Big Picture Team, the Presbytery **VOTED** by raised hands to:

#### **(Leadership Administrative Commission)**

1. **Add** the following to the Policies & Procedures Manual under the section labeled "Presbytery Officers":  
"A Leadership Administrative Commission made up of the Moderator, the Moderator Elect, the Convener of the Big Picture Team, the Presbytery Leader and the Stated Clerk will activate in the event of an emergency or public health order forbidding social gatherings. The Treasurer will serve as an advisor to the Administrative Commission on Financial Matters. The Administrative Commission will have the full power of the Presbytery [and the Trustees] and may take actions deemed urgent and necessary acting as the Presbytery [and Trustees]. In the event that the Presbytery is able to hold a duly called special meeting with reasonable notice and quorum, either in person or by electronic means, the Administrative Commission will cease its work and the Presbytery will resume its powers."
2. **Activate**, effective immediately and with gratitude, the following people to serve on the Leadership Administrative Commission (AC) during COVID-19 and to ratify all actions taken by the AC to date:  
Elder Roger Estes, Moderator (Commissioned Pastor, Mumford)  
Rev. Colin Pritchard, Moderator Elect (Victor)  
Rev. Sue Thaine, Convener of the Big Picture Team (Albion)  
Elder Susan Orr, Stated Clerk (Trinity Emmanuel)



Advisor for Financial Matters: Elder Bob Mecredy, Treasurer (Pittsford)  
[NOTE: Presbytery Leader Rev. Amy Williams Fowler was on medical leave and did not serve on the AC.]

### **(Policies & Procedures Manual)**

**Approve** the following changes to the Policies & Procedures Manual:

1. (pg 4) **Standing Committees of the Presbytery:** Committees serve the Presbytery by doing the work assigned to them by the Presbytery. Members of Standing Committees are nominated by the Committee on Representation, elected by the Presbytery, and ordinarily serve three-year terms on a rotational basis. Members of the Committee on Representation are nominated by the Big Picture Team and elected by the Presbytery. The Committee year begins each ~~July 4~~ **August 1**. Persons may be re-nominated and elected for a second term of 3 years. No committee member should serve longer than six consecutive years. Chairs of the Committees will be elected annually by the Committee.
2. (pg 9-10) **Elected officers:** In the election of officers of the Presbytery, opportunity shall always be given for nominations from the floor.

**The Moderator** of Presbytery shall be nominated by the Committee on Representation. Ordinarily, the Moderator is elected and installed during the ~~2nd quarter/spring~~ **3rd quarter/summer** meeting, and assume the position immediately upon installation for a term of approximately one year. In addition to the duties and powers given by the Book of Order (G-3.0104), the Moderator may be given special responsibilities as approved by Presbytery. The Moderator (or his or her designee) shall preside at all installations of ministers, propound the constitutional questions, and declare the minister installed. The Moderator shall be a member of the Big Picture Team and continue to serve on that team, with voice and vote, during the year after leaving office.

**The Moderator-Elect** of presbytery shall ordinarily be elected and installed during the ~~2nd quarter/spring~~ **3rd quarter/summer** meeting, and assume the position immediately upon installation for a term of approximately two years, one as Moderator-Elect and one as Moderator. The Moderator-Elect shall preside over the meeting of presbytery at the request of, or in the absence of, the Moderator. If the office of Moderator becomes vacant, the Moderator-Elect shall fill the unexpired term. If the Moderator-Elect is unable to serve, the most recent available Moderator shall serve. The Moderator-Elect shall be a member of the Big Picture Team, and with members of the team, coordinate worship for the Presbytery meeting. In addition, for each meeting the Moderator-Elect will appoint tellers to serve, including serving as the New Business Committee, when needed.

### **(2020 Committee Term)**

**Extend** the term of the current program year by one month, to conclude on July 31, 2020.

Personnel Co-Chairs Elder Rose Peet (Third) and Elder Barbara Bruins (Pittsford) spoke to the employment status of Presbytery Leader Rev. Amy Williams Fowler (VM) and upcoming Personnel changes. Once Amy declared her plan to retire and Personnel acted to allow her to conclude active service to the Presbytery immediately, the Big Picture Team leadership and representatives of the Personnel Committee developed a plan for staffing in the near-term. This was done in the role and authority of the Big Picture Team as defined in the Policies and Procedures Manual. The short-term plan (approximately six-months in duration) provides the opportunity to gather data for use in determining a longer term vision for the staffing leadership of the Presbytery. The transition plan includes the creation of three Acting positions: the Acting Presbytery Leader, the Acting Stated Clerk for Administration and the Acting Stated Clerk for Polity and Procedure. Only the position of Acting Stated Clerk for Administration, an officer of the Presbytery, requires election by the Presbytery. The other two temporary positions have been approved by the Big Picture Team.

### **(Acting Stated Clerk for Administration / Elder Kathy Coons)**

**Elect** Elder Kathleen Coons (Gates) as Acting Stated Clerk for Administration (ASCA) effective May 1, 2020 for a six-month term.

### **Big Picture Team: Actions Taken on Behalf of Presbytery**

Acting on behalf of the Presbytery, the Big Picture Team **VOTED** to:

#### **(Personnel)**

1. **Approve** the position description for Acting Presbytery Leader  
*See Appendix E: Acting Presbytery Leader Position Description 4-7-20*
2. **Appoint** Elder Susan B. Orr as Acting Presbytery Leader effective May 1, 2020

3. **Approve** the position description for Acting Stated Clerk for Polity & Procedure  
See *Appendix F: Acting Stated Clerk for Polity and Procedure Position Description 4-3-20*
4. **Appoint** Rev. Laura Norris Buisch (Stated Clerk, Western New York) as Acting Stated Clerk for Polity & Procedure effective May 1, 2020
5. **Approve** the position description for Acting Stated Clerk for Administration effective May 1, 2020.  
See *Appendix G: Acting Stated Clerk for Administration Position Description 3-30-20*
6. **Recommend** that the Presbytery elect Elder Kathleen Coons (Gates) as Acting Stated Clerk for Administration for a six-month term effective May 1, 2020.
7. **Approve** the salary packages for the Acting positions, as recommended and revised.

**(Financial and Program Administrator Position Description)**

**Change** the employment status of the Financial and Program Administrator position from non-exempt to exempt effective March 1, 2020. [NOTE: There are no budgetary implications associated with this change.]  
See *Appendix H: DRAFT Position Description Financial and Program Administrator 2-20-20*

**(Presbytery Office Hours)**

**Change** Presbytery office hours to Mon-Thurs 8am-5pm effective March 1, 2020.

**(New Worshiping Communities Seed Grant Application)**

**Approve** the New Worshiping Communities Seed Grant Application from New Life on Monroe. [NOTE: The proposal requires that the “appropriate mission body of the presbytery has reviewed and approved the application”.]

**(Investment Advisor for the Presbytery)**

**Approve** the selection of Alesco Advisors LLC as the Investment Manager for the Presbytery of Genesee Valley, as recommended by the Board of Trustees.  
[NOTE: The Investment Working Group (IWG), after a review of the Presbytery’s investments and the management of those investments, expressed concerns about the performance of the current Investment Manager. The IWG sent a request for proposals to five firms and received proposals from three of them. One firm stood out as the best choice, Alesco Advisors LLC.]

**(Livonia First)**

1. **Approve** the siding project proposal for First Presbyterian Church, Livonia, NY.
2. **Approve** the \$15,000 capital campaign proposal for First Presbyterian Church, Livonia, NY.
3. **Guarantee** the \$50,000 loan for First Presbyterian Church, Livonia, NY with the Presbyterian Investment and Loan (PILP) for several major improvements to the church property.  
[NOTE: The Presbytery now encourages churches obtain loans through Presbyterian Investment and Loan Program (PILP) rather than from the Presbytery’s funds.]

**(Self-Development of People - SDOP)**

**Appoint** Elder Roger Estes, Rev. Laura Bachmann, Rev. Laurel Nelson and Craig Kunkle to conduct a site visit on behalf of the national Self Development of People Committee with the Common Threads Project of Refugees Helping Refugees, Rochester, NY. [NOTE: The original deadline of May 10, 2020 to submit the site visit report has been placed on hold due to COVID-19.]

**(NYS Faith Community COVID-19 Relief Letter)**

Upon concurrence of the Leadership Team, the Stated Clerk **endorsed** the NYS Faith Community COVID-19 Relief Letter on behalf of the Presbytery of Genesee Valley. The letter calls upon federal elected leaders to “consider the needs and the public contributions of our nation’s diverse faith institutions as part of the Federal Relief legislation being developed.”

**(Designation of Financial Gifts)**

**Designate** \$6,800 received as undesignated gifts from an individual and two congregations to the Grants Working Group (GWG).  
[NOTE: GWG granted a \$200 gift to each PGV congregation to help fund unexpected, necessary expenses due to the suspension of worship during the pandemic. The \$6,800 will help fund the \$11,400 cost of this gift. In addition, the Transformation Grant process currently underway has been revised to include emergency COVID-19 relief grant requests.]

## **COMMISSIONING OF THE 224<sup>TH</sup> GENERAL ASSEMBLY COMMISSIONERS**

Big Picture Team Convener, Rev. Sue Thaine (223<sup>rd</sup> General Assembly Commissioner) led a brief service of commissioning in support of the Presbytery's elected commissioners to the 224<sup>th</sup> General Assembly. For the first time in history, the Assembly will be held completely on-line due to the COVID-19 pandemic. The Assembly will gather virtually on Friday, June 19, and Friday and Saturday, 26-27, 2020. Commissioners will participate in a Q&A session for moderator candidates followed by the election of a new moderator/co-moderators on Friday, June 19; Opening worship, two plenaries on Friday, June 26; and three plenaries, including stated clerk election and budget, on Saturday, June 27. Commissioned to service as Commissioners to the 224<sup>th</sup> General Assembly were the following:

Elder Roger Estes (Moderator; Commissioned Pastor at Mumford United)  
Rev. Colin Pritchard (Moderator Elect; Pastor at Victor First)  
Rev. Michelle Sumption (York)  
Elder Sue Tedesco (Companions On the Way)  
Young Adult Advisory Delegate Adam Pedersen (Pittsford First)

Moderator Elder Roger Estes called for a motion to adjourn the meeting at the conclusion of the worship service. The Benediction will be the closing prayer. Motion approved.

## **WORSHIP**

The Presbytery joined together in worship around the theme of Intentional Authentic Evangelism, the second of the 7 Marks of Vital Congregations, somewhat ironic during this season of New York "On Pause". Worship was led by Presbytery Co-Moderator Rev. Colin Pritchard (Victor). Scripture passages included Psalm 84, Isaiah 52 and Mark 10. The message shared was a reminder that God is most definitely still here with us during the messiness of stay-at-home measures. During the pandemic, we are encouraged to lay our spiritual hands on all of God's beloved children and to speak of the one who has and will always redeem creation. Colin sang two original songs, including one titled, "Together in This."

## **ADJOURNMENT**

Adjournment with the benediction at 12:04pm.

ATTEST: \_\_\_\_\_  
Susan B. Orr, Stated Clerk

*APPENDIX A: Balance Sheet Summary, February 2020*  
*APPENDIX B: Operating Statement Summary, February 2020*  
*APPENDIX C: Electronic Meeting Policy – proposed revision 3-23-20*  
*APPENDIX D: 2019 Presbytery of Genesee Valley Statistical Report*  
*APPENDIX E: Acting Presbytery Leader Position Description 4-7-20*  
*APPENDIX F: Acting Stated Clerk for Polity and Procedure Position Description 4-3-20*  
*APPENDIX G: Acting Stated Clerk for Administration Position Description 3-30-20*  
*APPENDIX H: DRAFT Position Description Financial and Program Administrator 2-20-20*

APPENDIX A:

Presbytery of Genesee Valley  
Balance Sheet (prior month comparison)  
February 2020

	<u>Feb 29, 20</u>	<u>Jan 31, 20</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Petty Cash	30	30	0
1008 · ROC SALT Checking	27,327	10,455	16,872
1117 · M & T Checking	262,280	34,259	228,021
1118 · M & T Money Market	10,162	2,161	8,001
<b>Total Checking/Savings</b>	<u>299,799</u>	<u>46,905</u>	<u>252,894</u>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable			
1210 · GPC Receivable	2,090	1,791	299
1200 · Accounts Receivable - Other	98,862	21,458	77,404
<b>Total 1200 · Accounts Receivable</b>	<u>100,952</u>	<u>23,249</u>	<u>77,703</u>
1216 · Mortgage Receivable			
1216A · Mortgage Rec.-Lakeside 3/1/23	262,848	263,500	(652)
<b>Total 1216 · Mortgage Receivable</b>	<u>262,848</u>	<u>263,500</u>	<u>(652)</u>
<b>Total Accounts Receivable</b>	<u>363,800</u>	<u>286,749</u>	<u>77,051</u>
<b>Other Current Assets</b>			
1300 · Invested Funds			
1312 · PILP	100,000	100,000	0
1313 · Karpus Investment Fund			
1313A · Gain / Loss	1,036,169	1,036,169	0
1313 · Karpus Investment Fund - Other	976,029	1,203,029	(227,000)
<b>Total 1313 · Karpus Investment Fund</b>	<u>2,012,198</u>	<u>2,239,198</u>	<u>(227,000)</u>
<b>Total 1300 · Invested Funds</b>	<u>2,112,198</u>	<u>2,339,198</u>	<u>(227,000)</u>
<b>Total Other Current Assets</b>	<u>2,112,198</u>	<u>2,339,198</u>	<u>(227,000)</u>
<b>Total Current Assets</b>	<u>2,775,797</u>	<u>2,672,852</u>	<u>102,945</u>
<b>Fixed Assets</b>			
1800 · Equipment & Fixtures	1,999	1,999	0
1900 · Accumulated Depreciation	(714)	(690)	(24)
<b>Total Fixed Assets</b>	<u>1,285</u>	<u>1,309</u>	<u>(24)</u>
<b>Other Assets</b>			
1400 · Loans to Churches			
1405 · Trinity Emmanuel (LoC) 11-2020	7,800	8,800	(1,000)
1412 · Gates	25,686	26,179	(493)
1413 · RKPC Loan 02-2020	9,918	9,918	0

<b>Total 1400 · Loans to Churches</b>	43,404	44,897	(1,493)
<b>1766 · Synod Per Capita - Prepaid</b>	28,476	31,323	(2,847)
<b>1880 · Property</b>			
	<b>Feb 29,</b>	<b>Jan 31, 20</b>	<b>\$</b>
	<b>20</b>		<b>Change</b>
<b>1883 · Calvary St. Andrew's Property</b>			
<b>1883AD · CSA Prop - Accum Depreciation</b>	(22,596)	(22,028)	(568)
<b>1883 · Calvary St. Andrew's Property - Other</b>	265,900	265,900	0
<b>Total 1883 · Calvary St. Andrew's Property</b>	243,304	243,872	(568)
<b>1885 · Wyoming Church Property</b>	50,000	50,000	0
<b>Total 1880 · Property</b>	293,304	293,872	(568)
<b>1884 · CSA Property - Land Value</b>	47,100	47,100	0
<b>1888 · ROC SALT Other Assets (net)</b>	54,123	54,187	(64)
<b>1889 · ROC SALT Building Improvements</b>	41,127	63,649	(22,522)
<b>Total Other Assets</b>	507,534	535,028	(27,494)
<b>TOTAL ASSETS</b>	<b>3,284,616</b>	<b>3,209,189</b>	<b>75,427</b>

**LIABILITIES & EQUITY**

**Current Liabilities**

**Other Current Liabilities**

**2100 · Employee Related Accounts**

**2101 · Employer Pension Escrow** 1,679 819 860

**2108 · FSA** 51 87 (36)

**Total 2100 · Employee Related Accounts** 1,730 906 824

**2200 · Insurance Premiums** 78,617 (514) 79,131

**2310 · Funds Held For Others 3-1-23** 81,490 8,060 73,430

**Total Other Current Liabilities** 161,837 8,452 153,385

**Total Current Liabilities** 161,837 8,452 153,385

**Long Term Liabilities**

**2008 · ROC SALT (CSA) PILP Loan** 49,589 50,157 (568)

**Total Long Term Liabilities** 49,589 50,157 (568)

**Total Liabilities** 211,426 58,609 152,817

**Equity**

**3000 · Donor Restricted Funds**

**3001 · Slater Fund**

**3001A · Slater Fund - Book Value** 22,623 22,623 0

**Total 3001 · Slater Fund** 22,623 22,623 0

**Total 3000 · Donor Restricted Funds** 22,623 22,623 0

**3008 · ROC SALT Equity** 72,987 78,134 (5,147)

**3100 · Donor Specific Use Funds**

**3101 · Misc. Designated Gifts & Grants**

**3101B · Blossom Trust** 5,199 5,199 0

**3101MM · Measuring Mission** 4,845 5 4,840

**3101S · Scholarships** 3,192 3,192 0

**3101VCI · Vital Congregations Initiative** 17,411 17,003 408

3101 · Misc. Designated Gifts & Grants - Other	6,396	5,623	773
<b>Total 3101 · Misc. Designated Gifts &amp; Grants</b>	<b>37,043</b>	<b>31,022</b>	<b>6,021</b>
3104 · Presbytery Peace Offering	5,040	4,949	91
	<b>Feb 29, 20</b>	<b>Jan 31, 20</b>	<b>\$ Change</b>
3110 · Ministry Candidates Aid Fund			
3110A · Henritz Fund	3,976	3,976	0
3110 · Ministry Candidates Aid Fund - Other	3,752	3,752	0
<b>Total 3110 · Ministry Candidates Aid Fund</b>	<b>7,728</b>	<b>7,728</b>	<b>0</b>
3114 · Commissioned Pastor Training	1,871	1,871	0
3117 · Emergency Aid Fund (PCD)	3,759	3,259	500
<b>Total 3100 · Donor Specific Use Funds</b>	<b>55,441</b>	<b>48,829</b>	<b>6,612</b>
<b>3200 · Presbytery Designated Funds</b>			
3201 · Grace Fund for Urban Ministry	63,327	63,327	0
3211 · Westminster-RPH Mission Fund	53,207	55,124	(1,917)
3214 · Genesee Valley Fund			
3214G · Lakeside	26,484	23,743	2,741
3214L · Wyoming - Acquired Assets	79,232	50,444	28,788
3214 · Genesee Valley Fund - Other	2,073,618	2,172,141	(98,523)
<b>Total 3214 · Genesee Valley Fund</b>	<b>2,179,334</b>	<b>2,246,328</b>	<b>(66,994)</b>
3215 · Acquired Assets Fund - Property			
3215B · Calvary St. Andrews Property	313,000	313,000	0
3215C · Wyoming Property	50,000	50,000	0
<b>Total 3215 · Acquired Assets Fund - Property</b>	<b>363,000</b>	<b>363,000</b>	<b>0</b>
3217 · Presbytery Budget Support	13	12	1
3218 · Denominational Materials Sales	(2,244)	(2,246)	2
3220 · Youth Triennium Escrow Fund	5,297	5,297	0
3221 · Touch of Grace Initiative-TOGI	280	280	0
<b>Total 3200 · Presbytery Designated Funds</b>	<b>2,662,214</b>	<b>2,731,122</b>	<b>(68,908)</b>
3300 · Un-Designated Equity	537,184	532,038	5,146
3900 · Retained Earnings	(255,895)	(255,568)	(327)
<b>Net Income</b>	<b>(21,365)</b>	<b>(6,599)</b>	<b>(14,766)</b>
<b>Total Equity</b>	<b>3,073,189</b>	<b>3,150,579</b>	<b>(77,390)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,284,615</b>	<b>3,209,188</b>	<b>75,427</b>

APPENDIX B:

Presbytery of Genesee Valley  
Operating Statement  
February 2020

	<u>Feb Actual</u>	<u>Feb Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000INC · Congregational &amp; Individual</b>					
<b>4000 · Presbytery General Mission</b>	3,918	13,916	6,929	27,832	166,991
<b>4100 · Presbytery Per Capita</b>	10,552	13,097	20,995	26,193	157,159
<b>4150 · Pby Meeting Offerings</b>	0	0	987	250	1,000
<b>Total 4000INC · Congregational &amp; Individual</b>	14,470	27,013	28,911	54,275	325,150
<b>4400INC · Other Support</b>					
<b>4430 · Credit Card Rewards-Misc Income</b>	0	42	0	83	500
<b>4490 · Master Insurance Service Rcpts.</b>	4	400	4	400	1,600
<b>Total 4400INC · Other Support</b>	4	442	4	483	2,100
<b>4500INC · Investment Income Support</b>					
<b>4552 · Inv Support for Sustainability</b>	7,685	7,685	15,370	15,370	92,221
<b>Total 4500INC · Investment Income Support</b>	7,685	7,685	15,370	15,370	92,221
<b>4610 · Synod &amp; GA PC Paid by Churches</b>					
<b>4611 · Synod PC Paid by Churches</b>	1,992	2,439	3,971	4,879	29,272
<b>4612 · GA PC Paid by Churches</b>	4,375	5,482	8,696	10,963	65,780
<b>Total 4610 · Synod &amp; GA PC Paid by Churches</b>	6,367	7,921	12,667	15,842	95,052
<b>4800 · ROC SALT Income</b>	4,940		12,902		
<b>Total Income</b>	33,466	43,061	69,854	85,970	514,523
<b>Expense</b>					
<b>5600 · Designated Mission Support</b>					
<b>5601 · Cameron Comm Ministry</b>	500	500	500	500	5,000
<b>5603 · Greater Roch Comm Churches</b>	1,000	1,000	1,000	1,000	1,000
<b>5604 · Camp Whitman</b>	1,750	1,750	1,750	1,750	17,500
<b>5605 · Youth Triennium</b>	0	0	0	0	2,500
<b>5606 · ROC SALT</b>	1,000	1,000	1,000	1,000	10,000
<b>Total 5600 · Designated Mission Support</b>	4,250	4,250	4,250	4,250	36,000
<b>6200 · Healthier Congregations Work</b>					
<b>6210 · Grants</b>	0	0	0	0	19,874
<b>6220 · Relationships</b>	0	0	0	0	1,000
<b>6230 · Tools &amp; Training</b>					
<b>6231 · Congregational Learning Day</b>	(568)	0	(1,904)	0	250
<b>6232 · Measuring Mission</b>	0	42	0	83	500
<b>6233 · Scholarships</b>	0	0	0	0	1,475
<b>6234 · Mission Day</b>	0	0	0	0	300
<b>6236 · Event Sponsorship (PGV/N/C)</b>	46	0	46	0	2,275
<b>6230 · Tools &amp; Training - Other</b>	0	0	0	0	381
<b>Total 6230 · Tools &amp; Training</b>	(522)	42	(1,858)	83	5,181

	<u>Feb Actual</u>	<u>Feb Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6200 · Healthier Congregations Work - Other	0	0	0	0	0
<b>Total 6200 · Healthier Congregations Work</b>	(522)	42	(1,858)	83	26,055
<b>6300 · Healthy Leaders Work</b>					
6310 · Committee on Ministry					
6311 · CoM Committee Expenses	0	133	0	267	1,600
6312 · Resources	0	0	0	0	200
6313 · Sexual Misconduct Trng	0	0	0	0	200
6314 · Discretionary Fund	1,000	0	1,000	1,000	1,500
6310 · Committee on Ministry - Other	0	0	0	0	0
<b>Total 6310 · Committee on Ministry</b>	1,000	133	1,000	1,267	3,500
6320 · Patoral Care & Development					
6321 · Committee Expense	0	78	0	78	465
6322 · Education & Training	0	0	0	0	535
6323 · Pastoral Health & Dev	0	0	0	0	320
6324 · Retired Clergy Meals	0	0	88	100	1,200
6325 · Hospitality Gifts	0	0	0	0	200
6326 · Consultant Services	0	250	300	250	1,000
<b>Total 6320 · Patoral Care &amp; Development</b>	0	328	388	428	3,720
6330 · Cmte on Prep. for Ministry					
6331 · Committee Expenses	0	0	0	0	300
6332 · Career Evaluation	0	107	0	213	1,280
6333 · CP Scholarships	0	0	117	0	1,000
<b>Total 6330 · Cmte on Prep. for Ministry</b>	0	107	117	213	2,580
<b>Total 6300 · Healthy Leaders Work</b>	1,000	568	1,505	1,908	9,800
<b>7700 · Support for a Healthy Pby</b>					
<b>Total 7701 · Salaries &amp; Benefits</b>	20,841	21,985	42,125	44,175	268,547
7740 · Personnel Committee					
7741 · Staff Retreat	0	0	0	0	300
7742 · Staff/Vol Recognition	0	0	0	0	400
7743 · Resp Higher Gov. Bodies	0	0	0	0	3,200
7744 · Payroll Service Fee					
7744A · FSA Admin Fee	8		8		
7744 · Payroll Service Fee - Other	0	0	0	0	1,025
<b>Total 7744 · Payroll Service Fee</b>	8	0	8	0	1,025
7745 · Support Staff Cont Ed.	0	0	0	0	1,000
<b>Total 7740 · Personnel Committee</b>	8	0	8	0	5,925
7750 · Office/Admin					
7751 · Pby Mtg Exp	72	0	238	250	1,000
7753 · Office Supplies	130	300	171	600	3,600
7754 · Postage	198	208	512	417	2,500
7755 · Telephone	117	300	234	600	3,600
	<u>Feb Actual</u>	<u>Feb Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>



7756 · Non-cap Equip/Software/Warranty	0	0	169	169	400
7757 · Computer Maintenance	0	0	0	175	1,500
7758 · Copy Machine	55	60	125	120	720
7759 · Support for Pby Web Site	117	127	244	254	3,800
<b>Total 7750 · Office/Admin</b>	<b>689</b>	<b>995</b>	<b>1,693</b>	<b>2,585</b>	<b>17,120</b>
<b>7760 · Trustees/Facilities</b>					
7761 · Committee Expenses	0	0	0	0	100
7762 · Office Rent					
7762a · Office Relocation Expense	0	0	0	0	720
7762 · Office Rent - Other	961	940	1,922	1,880	11,280
<b>Total 7762 · Office Rent</b>	<b>961</b>	<b>940</b>	<b>1,922</b>	<b>1,880</b>	<b>12,000</b>
7763 · General Insurance	1,074	1,746	1,074	1,746	6,982
7764 · Legal Retainer	0	0	0	0	12,000
7765 · Additional Legal Services	0	0	0	500	500
<b>Total 7760 · Trustees/Facilities</b>	<b>2,035</b>	<b>2,686</b>	<b>2,996</b>	<b>4,126</b>	<b>31,582</b>
<b>7780 · Judicial Expenses</b>					
7782 · Admin Comm Exp	0	0	0	400	400
7780 · Judicial Expenses - Other	0	0	0	275	275
<b>Total 7780 · Judicial Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>675</b>	<b>675</b>
<b>7785 · Audit/Banking/Depr Exp</b>					
7786 · Heveron & Heveron Audit	0	0	0	0	4,450
7787 · Heveron & Heveron Addt'l	0	0	0	0	600
7788 · Banking Fees	32	29	68	58	350
7789 · Depreciation	592	89	1,184	178	1,068
<b>Total 7785 · Audit/Banking/Depr Exp</b>	<b>624</b>	<b>118</b>	<b>1,252</b>	<b>236</b>	<b>6,468</b>
<b>Total 7700 · Support for a Healthy Pby</b>	<b>24,197</b>	<b>25,784</b>	<b>48,074</b>	<b>51,797</b>	<b>330,317</b>
<b>7790 · Big Picture Team 5000</b>					
7791 · Big Picture Team Oper Exp	0	33	0	67	400
7792 · Moderator's Expense	0	0	0	0	400
<b>Total 7790 · Big Picture Team 5000</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>67</b>	<b>800</b>
<b>7800 · ROC SALT Expense</b>	<b>10,087</b>		<b>20,803</b>		
<b>8000 · Synod &amp; GA Per Capita Pd by Pby</b>					
8010 · Synod PC Paid by Pby	2,848	2,921	5,695	5,840	35,046
8020 · GA PC Paid by Pby	6,375	6,375	12,751	12,751	76,505
<b>Total 8000 · Synod &amp; GA Per Capita Pd by Pby</b>	<b>9,223</b>	<b>9,296</b>	<b>18,446</b>	<b>18,591</b>	<b>111,551</b>
<b>Total Expense</b>	<b>48,235</b>	<b>39,973</b>	<b>91,220</b>	<b>76,696</b>	<b>514,523</b>
<b>Net Ordinary Income</b>	<b>(14,769)</b>	<b>3,088</b>	<b>(21,366)</b>	<b>9,274</b>	<b>0</b>
<b>Net Income</b>	<b>(14,767)</b>	<b>3,088</b>	<b>(21,365)</b>	<b>9,274</b>	<b>0</b>
<b>Net Income</b>					
<b>PGV</b>	<b>(9,621)</b>		<b>13,464</b>		
<b>ROC SALT</b>	<b>(5,146)</b>		<b>7,901</b>		
<b>Total Net Income</b>	<b>(14,767)</b>		<b>(21,365)</b>		

## APPENDIX C:

Proposed Revision to **Policy and Procedures Manual of the Presbytery**, recommended to the Big Picture Team on March 23, 2020:

### **Electronic Meeting Policy**

An “Electronic Meeting” means a meeting at which some or all participants are joined electronically. It is preferred that each participant attend the meeting individually on a computer or device, rather than one being shared by multiple members.

1. Electronic meetings may be held by the Presbytery Big Picture Team, a Committee or Working Group of the Presbytery when:
  - business is time-sensitive and in need of action before the next in-person meeting
  - the cost of an in-person meeting is not justified for the business at hand
  - time and distance is a factor in members’ accessibility to an in-person meeting
  - weather-related circumstances
2. Electronic meetings of Presbytery may only be held under extraordinary circumstances that preclude the ability to meet in-person, such as the COVID-19 pandemic.
3. Electronic meetings are permissible when all active members have reasonable notice of the electronic meeting and the ability to discuss, deliberate, and discern the will of God and vote on business items.
4. Electronic meetings must provide for simultaneous aural communication among all participants in order to allow for discussion of the issue being considered. Video access is preferred but not required. Collaborative technologies, such as the web-based Zoom, Go To Meeting or Skype, and interactive video teleconferences fit the necessary requirements for maintaining the deliberative character of meetings held in accordance with Robert's Rules of Order.
5. The moderator/convener/chair shall give attention to ensuring that all persons are included in the discussion and have the capability to hear, understand and participate fully in the proceedings.
6. Only the Moderator of the Presbytery, the Convener of the Big Picture Team, a Chair of a Committee, or Convener of a Working Group may call an electronic meeting.
7. Reasonable notice of an electronic meeting shall be given by the moderator, convener or chair before the meeting and shall include the purpose or the agenda for the meeting. Instructions on how to participate shall accompany the call for the meeting. Reasonable care shall be taken to ensure participation in the selection of the date and time for the meeting.
8. Established quorums will be upheld for electronic meetings and shall be declared at the beginning of the meeting.
9. Just as in an in-person meeting, electronic meetings shall open and close with prayer.
10. The same rules regarding participation apply in electronic meetings as in in-person ones: the body may, but is not obligated to grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting is someone who is not a member of the named committee, working group or Presbytery.

11. Minutes of the proceedings shall be recorded and added to the minute's record.
12. Motions shall be processed in the same manner as in an in-person meeting. Each attendee is responsible for his or her connection to the internet and the meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting, provided that at least a quorum of members was connected and adequately able to participate.

### **Rationale**

There are times, on account of the timeliness of an action, distance, inclement weather or emergency, when the Presbytery, Big Picture Team, committee or working group of the Presbytery may be unable to meet face-to-face. Technology is available for real-time audio and/or video meetings to use in these circumstances. This policy clarifies that an electronic meeting does not include decisions made through a series of email communications which does not provide for simultaneous discussion of a motion. Moderators/Chairs/Conveners may contact the Communications Coordinator at [communications@pbygenval.org](mailto:communications@pbygenval.org) to schedule a Zoom meeting.

**For Additional Advice from the Office of the General Assembly** see: *March 2020 Advisory Opinion – Church in an Emergency/Pandemic including this excerpt:*

***Question: What happens to actions and decisions that are taken before the Electronic Meeting Policy is approved by the Presbytery at a duly called in-person meeting?***

**Answer:** Although the meeting is not constitutional, in the case of an emergency, the Presbytery could meet by electronic means with reasonable notice of the electronic meeting, the required quorum, and stated purpose. The meeting must be presided by at least one Moderator and the Stated Clerk. Only urgent, time-sensitive actions necessary during the emergency or public health order may be taken. "Reasonable notice" may vary according to the emergency and the needs of the community. These decisions will need to be ratified at a later properly called meeting, regular or special. Robert's Rules states that, if, at a special meeting, action is taken relating to business not mentioned in the call, that action, to become valid, it must also be ratified at a regular meeting (or at another special meeting properly called for that purpose).

### **Motion to Adopt and Motion to Ratify**

The motion to ratify (also called approve or confirm) is an incidental main motion that is used to confirm or make valid an action already taken that cannot become legally valid until approved by the assembly. Cases where the procedure of ratification is applicable include:

- action improperly taken at a regular or properly called meeting at which no quorum was present;
- action taken at a special meeting with regard to business not mentioned in the call of that meeting;
- action taken by officers, committees, delegates, or subordinate bodies in excess of their instructions or authority; (RONR, p. 124).

**APPENDIX D:**

**2019 Presbytery Statistical Report**



<b>Presbytery Address</b>	<b>Genesee Valley</b>	<b>1049 Wegman Rd Rochester, NY 14624</b>	
<b>Phone</b>	<b>585-242-0080</b>	<b>Fax</b>	<b>585-242-0086</b>
<b>Email</b>	<a href="mailto:office@pbygenval.org">office@pbygenval.org</a>		
<b>Membership</b>			
Prior Active Members	8548	Adjusted membership	8546
Gains		Losses	
Certificate	38	Certificate	45
Youth Professions	42	Deaths	174
Professions & Reaffirmations	121	Deleted for any Other Reason	438
Total Gains	201	Total Losses	657
Total Ending Active Members	8090		
<b>Baptisms</b>		Average Weekly Worship Attendance	3339
Presented by Others	58	Female Members	4850
At Confirmation	3	Friends of the Congregation	1467
All Other	9	Ruling Elders on Session	459
		Do you have Deacons? Yes / No	41 / 11
<b>Age Distribution of Active Members</b>		<b>People with Disabilities</b>	
25 & Under	682	Hearing impairment	400
26 - 40	920	Sight impairment	104
41 - 55	1279	Mobility impairment	393
56 - 70	1920	Other impairment	363
Over 70	2330		
Total Age Distribution	7131		
<b>Christian Education</b>			
Birth - 3	112	Grade 7	59
Age 4	50	Grade 8	74
Kindergarten	69	Grade 9	69
Grade 1	53	Grade 10	61
Grade 2	59	Grade 11	62
Grade 3	68	Grade 12	62
Grade 4	69	Young Adults	89
Grade 5	55	Over 25	864
Grade 6	65	Teachers/Officers	299
		Total Christian Education	2239
<b>Racial Ethnic</b>			
Asian/Pacific Islander/South Asian	91	Native American/Alaska Native/Indigenous	118
Black/African American/African	141	White	7594
Middle Eastern/North African	13	Multiracial	26
Hispanic/Latino-a	43		
		Total Racial Ethnic	8026
<b>Financial Data</b>			
Annual Income	11,374,393	Mission Expenses	1,067,027
Annual Expenses	11,150,557	Personnel Expenses	6,764,970

**APPENDIX E: Acting Presbytery Leader Position Description 4-7-20****PRESBYTERY OF GENESEE VALLEY**

## Position Description

- TITLE:** Acting Presbytery Leader
- CATEGORY:** In accord with the Fair Labor Standards Act, this position is classified as an exempt position. It is a salaried position, defined at 21 hours/week.
- EMPLOYMENT:** Employment is by the Big Picture Team in consultation with the Personnel Committee in accordance with Presbytery procedures.
- ACCOUNTABILITY:** The employee is accountable to the Presbytery through the Big Picture Team.

**RESPONSIBILITIES:**

The primary purpose of the Acting Presbytery Leader is to provide leadership in fulfilling the purpose, vision and strategy of the Presbytery of Genesee Valley. The Acting Presbytery Leader will work with committees of the Presbytery and the committee leaders to empower them to fulfill their responsibilities as completely as possible. On an as-needed basis, the Presbytery Leader will work with the committees and working groups to assist congregations in identifying their needs and obtaining resources to meet those needs. She/he will serve on the Leadership Administrative Commission who are the primary contacts in events of crisis. The Acting Presbytery Leader will be the head of staff in the Presbytery office, supervising the professional and support staff in the implementation of Presbytery decisions, programs and policies. She/he will serve in conducting and providing reference checks for pastors in transition, and may lead the Presbytery's presence in the larger church and community.

**Primary Administrative Responsibilities**

1. Assume primary administrative responsibilities for the implementation of decisions in matters of strategy, program, and resources.
2. Serve as head of staff:
  - Supervising the professional and support staff in the implementation of Presbytery decisions, programs, and policies
  - Regularly communicating and working collaboratively with the staff
3. Oversee and coordinate the communication processes within the Presbytery.
4. Support and serve as ex officio member on the following committees:
  - Big Picture Team
  - Committee on Ministry
  - Board of Trustees
  - Budget Development and Oversight
  - Personnel
  - Committee on Representation
5. Along with the Moderators and staff, coordinate and participate in stated and special meetings of Presbytery.

**PERFORMANCE REVIEW:**

An annual review by the Personnel Committee will be conducted according to the Presbytery's Personnel Policy.

## APPENDIX F:

### Presbytery of Genesee Valley

#### Position Description – Acting Stated Clerk for Polity and Procedure

**Category:** In accord with the Fair Labor Standards Act, this position is an exempt position. It is a part-time, salaried position (approx. 10/hours per month).

**Employment:** Employment as Acting Stated Clerk for Polity and Procedure is by the Big Picture Team in accordance with Presbytery procedures, for a six-month term renewable as needed. This position is accountable to the Presbytery through the Big Picture Team.

**Responsibilities:**

1. Serve as parliamentarian to the members of the Presbytery, interpreting the Constitution, and advising on Robert's Rules of Order.
2. Recruit, orient, guide and follow up with Investigative Committees, in accordance with Rules of Discipline and Presbytery procedures; resource Administrative Commissions as requested.
3. Fulfill other such duties as may be called for in the Book of Order and policies of the Presbytery.

**Performance Review:** An annual review by the Personnel Committee for this role will be conducted according to the Presbytery's Personnel policy.

## APPENDIX G:

### Presbytery of Genesee Valley

#### Position Description – Acting Stated Clerk for Administration

**Category:** In accord with the Fair Labor Standards Act, this position is an exempt position. It is a part-time, salaried position defined at 10 hours/week. The Acting Stated Clerk is an Officer of the Presbytery.

**Employment:** Employment as Acting Stated Clerk is through election by the Presbytery for a six-month term, renewable as needed. This position is accountable to the Presbytery.

#### Responsibilities:

1. Serve as Secretary to the Presbytery:
  - Record and report minutes for Presbytery, Committee on Ministry (COM), and the Big Picture Team, and provide support to these bodies.
  - Provide support to the Presbytery Moderator and Moderator Elect.
  - Prepare Consent Agendas and the Stated Clerk's Report, the Big Picture Team Report and the COM Report for Presbytery Meetings.
  - Provide a plan for parity between teaching and ruling elders attending presbytery meetings.
  - Maintain membership rolls of Teaching Elders (Ministers of Word and Sacrament), Commissioned Pastors, and Certified Christian Educators and provide support to COM with the annual review of pastors engaged in validated ministry
  - Properly maintain and preserve all official, historical records
  - Handle official correspondence, attest to the actions of the Presbytery, and respond to inquiries regarding a pastor's standing in the Presbytery, in accordance with the Book of Order
  - In collaboration with the clerks of session, complete the Annual Statistical Report and other required reports from the Office of General Assembly; report results to the Presbytery
2. Supervise the annual reading of the minutes of the sessions of congregations. Provide on-going training and support to clerks of session.
3. Participate in Synod and General Assembly events appropriate to the position, including the reading of Presbytery's minutes.
4. Fulfill other such duties as may be called for in the Book of Order and policies of the Presbytery.

**Performance Review:** A review by the Personnel Committee will be conducted according to the Presbytery's Personnel policy. The Big Picture Team and the Committee on Ministry Leadership Team will be the evaluators for the role of Stated Clerk.

Approved by Big Picture Team\_3/30/20

**APPENDIX H:**

**PRESBYTERY OF GENESEE VALLEY**

Position Description

**TITLE:** **Financial and Program Administrator**

**CATEGORY:** In accord with the Fair Labor Standards Act, this position is classified as **exempt**, full-time (37.5 hours per week)

**EMPLOYMENT:** Employment is by the Presbytery Leader in consultation with the Personnel Committee in accordance with Presbytery procedures.

**ACCOUNTABILITY:** The employee is accountable to the Presbytery Leader and to the Stated Clerk/Presbyter for Healthier Congregations who are the immediate supervisors.

**RESPONSIBILITIES:**

**Financial Responsibilities**

1. Receive and deposit all contributions to the Presbytery.
2. Pay all properly submitted bills either by check, by using the internet banking bill paying service or ACH direct deposit.
3. Prepare the bi-monthly employee payroll for the payroll service and send payroll checks or make payroll direct deposits using the internet banking ACH service.
4. Enter all financial transactions in the ledgers of Presbytery and prepare monthly universal financial reports for Presbytery, Committees (including Treasurer, Budget Development and Oversight Committee, Trustees) and Working Groups.
5. Annual Synod and General Assembly Reporting.
6. Maintain files of all vouchers and receipts submitted for payment (including Credit Card accounts).
7. Maintain records of all RLF, LoC, Mortgage loans and repayments.
8. Send reports to the Clerks of Session of the congregations of the Presbytery detailing their congregational contributions to date for Presbytery Mission and Per Capita for Presbytery, Synod, and General Assembly. These statements are to be sent in June, September, and December.
9. Maintain records of Presbytery insurance policies, service contracts, and warranties.
11. Maintain personnel records of employment.
12. Track employee vacation, sick leave, and personal days taken.
13. Reconcile all bank and investment accounts.
14. Provide reports and information as needed for annual audit/review.
15. Receive and track payments from churches for the Master Insurance Policy.
16. Participate in leadership for the Church Treasurer's workshop at Congregational Learning Day, including any updates to the Manual for Church Treasurers, and act as a resource person to church treasurers.

**Committee responsibilities**

1. Support designated committees.
2. Attend Presbytery meetings.
3. Act as a resource person to the Budget Development and Oversight Committee.
4. Act as a resource person to the Board of Trustees.

**Administrative Responsibilities**

Provide support for the Presbyter for Healthier Congregations (PHC)

1. Support Tools and Training (including coordination for CLD with CLD Team and Communications Coordinator), Pastoral Care & Development (including Spring & Christmas luncheons) and Working Group events as requested.



2. Maintain office files, as needed.
3. Presbytery Meetings: Prepare Retirement Certificate(s) and New Member Packets, Sign-in Sheets, Name Tags and Registration.
4. Maintain: PGV Calendar (including reserving rooms for meetings), Staff Devotionals Calendar, Coordinate Staff Christmas gathering.
5. Share telephone and receptionist duties with Communications Coordinator and distribute incoming mail.
6. Quarterly reminders for staff to change passwords and provide up to date PTO information.
7. Order supplies

#### **Responsibilities in Support of the Presbytery Leader**

1. Assist with CoM and CPM files.
2. Keep Presbytery Leader informed of administrative concerns, pastoral concerns, issues and opportunities.

#### **Responsibilities in Support of the Stated Clerk**

1. Assist in the research, collection of data, and mailings for clerk, e.g., necrology, statistical letters, extra elder commissioners for Presbytery meetings.
2. Prepare necrology report (January).
3. Prepare Presbytery minutes for presentation to the Synod (April).
4. Format and finalize minutes prepared by the clerk.
5. Arrange finalized minutes for binding.
6. Arrange for shipment/transfer of materials to historical society.
7. Collaborate on updating sign-in sheets and name tags for Presbytery meetings.

#### **RELATIONSHIPS:**

The Financial and Program Administrator will work collaboratively with the Treasurer and the Chair of the Board of Trustees on financial matters, and will work directly with the Presbytery Leader and Stated Clerk/PHC. Also, work with Communications Coordinator

#### **PERFORMANCE REVIEW:**

An annual review by the Personnel Committee will be conducted according to the Presbytery's Personnel Policy.

Updated 8/12/10  
Revised October 2011  
Revised March 2013  
Revised August 2014  
Revised September 2017  
Revised June 2018  
Revised February 2020