

(Preliminary minutes – subject to approval by Presbytery of Lake Huron)

**PRESBYTERY OF LAKE HURON**  
Stated Meeting – December 5, 2017

The Presbytery of Lake Huron was called to order with prayer by the Moderator, Elder CJ Merriman, at 9:30 a.m., on Tuesday, December 5, 2017, at Westminster Presbyterian Church, Bay City, Michigan.

The roll was taken, and the moderator announced that a quorum was present.  
[ATTACHMENT A]

MOTION WAS SUSTAINED to adopt the docket.

Welcome by the host pastor was given by the Rev. Matthew Schramm.

Visitors, new clergy and elder commissioners were introduced.

MOTION WAS SUSTAINED to seat the following as Corresponding Members: The Revs. Cassie Todd (Peace River), Martin Han (Detroit) and David Weber (Lake Michigan).

**MISCELLANEOUS BUSINESS** was presented by the Stated Clerk. An item regarding Ordination Readers will be presented during the Stated Clerk's report.

MOTION WAS SUSTAINED to designate that the offering taken during worship will be sent to Presbyterian Disaster Assistance for flood relief.

MOTION WAS SUSTAINED to approve the Consent Agenda which included:

1. Approve the minutes of the September 12, 2017 Stated Meeting of the Presbytery.
2. Approve the request of the Tawas Area Presbyterian Church for an exception to G-2.0404 so that they may elect a ruling elder to serve more than two consecutive terms.

A short **BREAK** was taken prior to **WORSHIP**.

**WORSHIP** was led by the Rev. Matthew Schramm and Elder Chris Wolf and included a **CELEBRATION OF THE LORD'S SUPPER**, sermon led by Elder CJ Merriman and an **OFFERING** to Presbyterian Disaster Assistance for flood relief.

A short **BREAK** was taken prior to the Equipping for Ministry time.

During the **EQUIPPING TIME**, the Rev. Matthew Deprez led a discussion on youth ministry.

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Adjourned for lunch at 12:30 pm following prayer by the Moderator.

Reconvened at 1:20 pm following prayer by the Moderator.

The report of the **ADMINISTRATIVE COMMISSION REGARDING FAIRGROVE** was given by Elder Adam Engel.

The Administrative Commission for Fairgrove Presbyterian Church recommended and Presbytery:

1. Approved the holding of a Service of Reconciliation between the Presbytery and the Fairgrove Presbyterian Church during the congregation's Sunday worship service at a date to be determined. In addition, a similar Service of Reconciliation be held at a Presbytery meeting.

A report of the youth ministry program at **FAIRGROVE PRESBYTERIAN CHURCH** was given by Elder Beth Asperger.

The **INSTALLATION OF OFFICERS** took place. The Rev. Desiree Lawson was installed as the new Moderator and Elder Chris Wolf was installed as the new Vice Moderator.

The new Moderator, the Rev. Desiree Lawson, assumed the chair.

The outgoing Moderator, Elder CJ Merriman, was formerly thanked for his service and presented with a gift of appreciation.

The **STATED CLERK** report was given by the Rev. Ted McCulloch.

The Rev. Dr. Rhonda Myers, Moderator of the **COMMISSION ON PREPARATION FOR MINISTRY** gave a brief report on the status of Candidates and Inquirers Under Care of the Presbytery.

The Stated Clerk presented the following people for nomination as **Ordination Readers** for 2018 and presbytery approved: The Rev. Dr. Rhonda Myers, Elder Adam Engel and the Rev. Katja Gruening (Alternate Reader).

The clerk recommended and presbytery approved:

1. The proposed bylaws governing the Coordinating Team. These were given a first reading at the September Presbytery meeting. The bylaws would be effective January 1, 2018. [ATTACHMENT B]

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2. Approved the following actions with regard to the review of Session minutes and Church Registers:
  - a. The minutes of the following churches were approved without exception: Alma-First, Bay City-First, Bay City-Westminster, Beaverton-First, Caro-First, Cass City-First, Cass City-Fraser, Croswell-First, Davison-St. Andrews, Deckerville-First, Elkton-Chandler, Flint-First, Flint-Trinity United, Flushing, Grand Blanc-Kirkridge, Holly, Houghton Lake-Kirk of the Lakes, Kinde-First, Lapeer-First, Marlette-First, Marlette-Second, Midland-Chapel Lane, Midland-Memorial, Mt. Pleasant-First, Rosebush, Saginaw-Countryside Trinity, Saginaw-First, Saginaw-Second and Swartz Creek-Mundy.
  - b. The minutes of the following churches were approved with exception: Fenton-First, Tawas-Tawas Area, Vassar-First and Yale-First.
  - c. The minutes of the following churches were not approved: None
  - d. The church registers for the following churches were approved without exception: Alma-First, Bay City-First, Bay City-Westminster, Beaverton-First, Caro-First, Cass City-First, Cass City-Fraser, Croswell-First, Davison-St. Andrews, Deckerville-First, Elkton-Chandler, Flint-First, Flint-Trinity United, Flushing, Grand Blanc-Kirkridge, Holly, Houghton Lake-Kirk of the Lakes, Kinde-First, Lapeer-First, Marlette-First, Marlette-Second, Midland-Chapel Lane, Midland-Memorial, Mt. Pleasant-First, Rosebush, Saginaw-Countryside Trinity, Saginaw-First, Saginaw-Second, Swartz Creek-Mundy Tawas-Tawas Area and Yale-First.
  - e. The church registers for the following church were approved with exceptions: Fenton-First and Vassar-First.
  - f. The church registers for the following churches were not approved: None

The Stated Clerk reported the following items for information:

1. Reminder: 2018 Per Capita rate will be \$26.94 per member. That's based on the church membership at the end of 2016. We are unable to make any adjustments for membership changes that did not get reported through the General Assembly statistics.
2. IRS business mileage rate for 2018 has **not** been released as of yet.
3. The online statistical reporting for the PCUSA 2017 Session Annual Statistical Report became available on December 2, 2017. The web address is <http://oga.pcusa.org/stats>. Please have your Sessions approve the statistical report as soon after December 31 as is possible. The deadline for Statistical Reports will be in **February 15, 2018**. After that date, the online system will no longer be available. Password and login information is the same as last year

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unless you changed it. If you have any questions or cannot locate your password/login information, please do not wait until the last minute. Contact Ted McCulloch, Stated Clerk or Staci Percy, Recording Clerk at the Presbytery office for assistance.

4. The Presbytery's Minutes were reviewed by the Synod and were approved without exception.
5. The Stated Clerk received the following resignations: Rev. Dr. Jeffrey Weenink, Board of Trustees; Rev. David Myers, Synod Commissioner. The Nominating Team has been notified of the resignations.
6. Received the minutes of the Administrative Commission to install the Rev. Dawn Stoker. They are as follows:

The Administrative Commission to install the Rev. Dawn Stoker as Pastor at Linden Presbyterian Church was convened with prayer at 2:05 pm on October 29, 2017 in the pastor's office. The commission consisted of: The Revs. Glenn Grant, Teresa Peterson and Sharlyn Gates, and Elders Craig Hardy (Flint-Trinity United), Gretchen Sutto (Linden), Johnathan Dugan (Linden) and C J Merriman (Lapeer-First), Moderator. After reviewing the order of worship and clarifying the process a motion to proceed with the installation and to adjourn with the benediction was sustained and immediately followed by the installation service.

CJ Merriman  
Moderator

7. The following invitations have been received to host presbytery stated meetings in 2018:

<u>Date</u>	<u>Location</u>	<u>Time</u>
March 6	Linden-Linden	9:30 am
June 5	Lapeer-First	9:30 am
September 18	Tawas-Tawas Area	9:30 am
December 4	Flint-Trinity United	9:30 am

The **TRUSTEES** report was given by the Rev. Dr. Bob Emrich.

The Board of Trustees presented the following items for information:

1. Designated \$5,000 from proceeds of church and property located at 1945 Michigan Avenue, Alma (formerly Alma-Eastminster) to Love, In the Name of Christ of Gratiot County. In addition, the final balance from designated use account 000-000-21517 (Alma-Eastminster) (approximately \$8,000) will also be designated to the entity. There is an offer pending.

2. Lapeer-First Church is in the process of re-financing their loan application with PILP. Re-financing would decrease their loan from \$110,000 to \$99,000 and extend the payoff period from 5 year to 10 years.
3. Appointed a committee consisting of Andrea Drapp, Roger Scovill, and Dan Saperstein to develop a proposal which addresses the Korean Presbyterian Church of Saginaw's debt obligation to PILP and the Synod for a total of \$110,000. The proposal would consist of a payment plan between the Presbytery of Lake Huron and the Saginaw Korean Church.

The Trustees recommended and presbytery approved:

4. To authorize the Board to retire the debt obligation of the Korean Presbyterian Church of Saginaw of approximately \$110,000 with the Presbyterian Investment and Loan Program and the Synod of the Covenant, with funds to be drawn from unrestricted reserves; and to authorize the Board to enter an agreement for repayment by the Korean Presbyterian Church of Saginaw to the Presbytery for the retirement of the debt. The terms of the agreement shall be subject to the approval of the Presbytery.
5. Authorize First Presbyterian Church of Lapeer to borrow \$99,000 for the Presbyterian Church (USA) and that the Presbytery guarantees the loan and authorizes Robert Emrich and Ted McCulloch to sign the loan application on behalf of the Presbytery. Terms of the loan will be reported at a later date.

The **EXECUTIVE PRESBYTER** report was given by the Rev. Dr. Dan Saperstein. The Executive Presbyter reviewed his first two years of service with the presbytery.

The **NOMINATING TEAM** report was given by Elder Mary Ann Parker.

MOTION WAS SUSTAINED to permit the Moderator to fill the Synod Assembly Commissioner vacancy on behalf of the Presbytery.

The Nominating Team placed the following people in nomination for the committees and classes indicated and presbytery approved them as follows:

**The Board of Trustees**

Rev. Tom Brackbill (Alma-First), Class of 2019

**Mission Coordination Committee**

Elder Julianne Princinsky (Davison-St. Andrew) Class of 2020

Rev. James Offrink (Honorably Retired), Class of 2020

Elder Doug Byron (Saginaw-Second), Class of 2019

Rev. Karen Blatt (Honorably Retired), Class of 2019

Rev. James Williams (Saginaw-Warren Avenue), Class of 2018

Elder Kathy Maurer (Birch Run-Taymouth), Class of 2018

**Disaster Response Team**

Associate Director – Debbie Grant (Grand Blanc-Kirkridge)  
Elder Bob Wood (Marlette-Second)

**Commission on Ministry**

The Rev. Philomena Ofori-Nipaah, Class of 2020

A report of the youth ministry program at **FIRST PRESBYTERIAN CHURCH, MT. PLEASANT** was given by the Rev. Andrew Miller.

The **SYNOD ASSEMBLY REPORT** was given by Elder Johanna Jozwiak.

The **COORDINATING TEAM** report was given by the Rev. Dr. Wally Mayton.

The Treasurer, Elder Roger Scovill, discussed the 2018 Proposed Budget. The team presented and presbytery approved:

1. To adopt the 2018 Presbytery budget as approved by the Coordinating Team.  
[ATTACHMENT C]
2. That the Presbytery approve the recommended change in the Terms of Call for the Executive Presbyter and to designate the clergy housing allowance for 2018:

Cash Salary	\$50,472
Housing Allowance	\$32,000
Supplemental Life Insurance	\$516
Vacation Time	4 weeks including 4 Sundays
Study Leave	2 weeks including 2 Sundays
Professional Expenses and Travel Reimbursement	\$10,000 with mileage at IRS Rate
Study Leave Allowance	\$3,000
Sabbatical	3 month paid sabbatical at a time of mutual agreement in the seventh year of employment or according to the Presbytery of Lake Huron sabbatical policy, if it has one at that time, the leave usually incorporates all unused study leave accrued to date

The Coordinating Team presented the following items for information:

1. The Administrative Commission for Fairgrove has met with session and the congregation on several occasions. Seventy-five non-binary ballots were mailed out, fifty-two were returned. Ballots were opened on November 9<sup>th</sup>. Findings will be compiled and committee recommendations will be presented at the December 5<sup>th</sup> Presbytery meeting.

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2. Approved the transfer of unused audit funds to a reserve account for the purpose of a full audit to be conducted every third year.
3. Approved a Thumb Ministry Consultation to be held sometime in January or February 2018 to address leadership needs in the thumb for the next five years. The Consultation would consist of representatives from COM, CPM, Proposed Presbytery Council and Dan Saperstein.
4. Authorized a pastoral support stipend for Philomena Ofori-Nipaah, on a month to month basis for up to three months beginning January 1, 2018, if the way be clear. She is currently serving as Temporary Supply at Fairgrove.
5. Established a Racial, Ethnic Development Fund using seed funds in the amount of \$1,215 donated by the Saginaw Korean Church and the Unity Presbyterian Church.

The **COMMISSION ON MINISTRY** report was given by Elder Janie Gugino.

The Commission on Ministry recommended and presbytery approved:

1. The 2018 Minimum Terms of Call [ATTACHMENT D]

The Commission on Ministry reported that it took the following actions on behalf of presbytery or presents them for information:

2. Dissolved the pastoral relationship between the Rev. Dr. Tom Schacher and Midland-Memorial effective November 19, 2017.
3. Appointed Wally Mayton as Moderator of Session of Midland-Memorial during the vacancy period.
4. Approved the conducting of training of elders designated by their respective Sessions for the purpose of officiating the Sacrament of the Lord's Supper.
5. Authorized the Rev. Zoltan (Steve) Suttor to serve communion at Davison-St. Andrews for a period of one year effective immediately.
6. Approved the renewal of the part-time CRE contract between Elder Shaun Hardimon and Swartz Creek-Mundy for one year effective August 16, 2017. Terms are as follows:

Cash Salary	\$100/per worship service
Moderating Session	\$50/per session meeting
Travel/Mileage	IRS Rate

The Rev. Dr. Sharlyn Gates will continue to serve as his mentor.

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7. Approved the renewal of part-time CRE covenant between Elder Jon Baker and Rosebush-Rosebush for a period of one year, effective October 1, 2017. Terms are as follows:

Salary	\$175/week
Travel Reimbursement	At current IRS Rate
Vacation Allowance	4 Sundays

The Rev. Andrew Miller will continue to serve as his mentor.

8. Approved the part-time CRE contract renewal between Elder Don Wixson and Crosswell-First effective December 1, 2017 for a period of one year. Terms are as follows:

Salary	\$100/week plus \$50 Moderating Session Fee and \$20/hour for additional duties (i.e. hospital/shut in visits, home communions, etc.)
Social Security/Medicare	N/A
Continuing Education	N/A
Travel Reimbursement	At current IRS Rate
Vacation Allowance	N/A
Study Leave	N/A

Responsibilities:

- Lead worship 4-5 times per month
- Administer the Sacrament of the Lord's Supper
- Administer the Sacrament of Baptism
- Moderate Session Meetings
- Perform Marriages

Time Expectations:	N/A
Specific Days In Ministry:	N/A
Vacation Time:	4 weeks including 4 Sundays
Study Leave:	2 weeks including 2 Sundays

The Rev. Glenn Grant will continue to serve as his mentor.

Attendees were encouraged to complete their feedback forms prior to leaving.

The meeting adjourned following prayer by the Moderator at 2:45 pm.

The next stated meeting of the Presbytery of Lake Huron will be held Tuesday, March 6, 2018 at Linden Presbyterian Church, Linden, Michigan, beginning at 9:30 a.m.

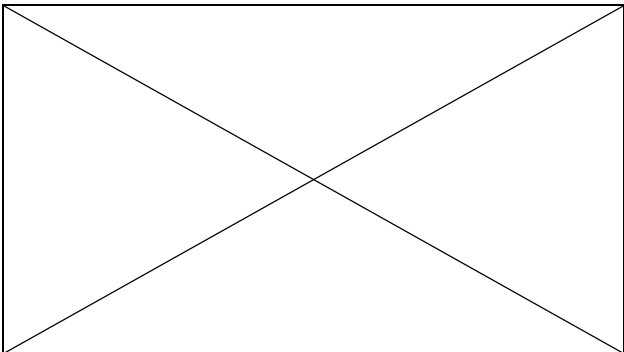
Respectfully Submitted,

Ted McCulloch  
Stated Clerk



**ATTACHMENT A – Attendance**

	<u>Present</u>	<u>Excused</u>	<u>Absent</u>		<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Abel, Doug	1			Moody, Chris			1
Ahn, Daniel (HR)		1		Musgrave, John (HR)		1	
Anderson, Kenneth (HR)		1		Myers, David	1		
Becker, John (HR)		1		Myers, Rhonda	1		
Blackburn, David (HR)		1		Neumann, James		1	
Blatt, Karen (HR)	1			Neuville, Donald (HR)		1	
Borycz, Edward (HR)		1		Novak, Joseph	1		
Brackbill, Thomas	1			Offrink, James (HR)		1	
Brooks, Alexander (HR)		1		Ofori-Nipaah, Philomena	1		
Browne, Jim		1		Pak, Shimon	1		
Browne, Roger (HR)		1		Park, Dong Won (HR)		1	
Carnes, Lindsey		1		Parker, Kenneth (HR)		1	
Carnes, Robbie	1			Peterson, Alex	1		
Chambers, Janice (HR)		1		Peterson, Theresa	1		
Chang, Catherine		1		Rasmussen-Baker, Jill		1	
Clark, Bert (HR)		1		Russell, Peter (HR)		1	
Cundiff, Thomas (HR)		1		Saperstein, Dan	1		
Cunningham, Bruce (HR)		1		Schacher, Tom		1	
Der-Garabedian, Lucy		1		Schramm, Matthew	1		
Duncan, Annie		1		Shoemaker, Rodney		1	
Emrich, Robert (HR)	1			Shugert, Stephen (HR)		1	
Eshelman, David (HR)		1		Stilwell, Elizabeth		1	
Evans-Justin, Mary Anne (HR)		1		Stoker, Dawn		1	
Gates, Fred (HR)		1		Stratton, Brian		1	
Gates, Sharlyn	1			Swihart, Dale (HR)		1	
Gillette, George (HR)		1		Taylor, Robert (HR)		1	
Graham, Linda	1			Vredeveld, Ronald		1	
Grant, Glenn	1			Walser, Joseph (HR)		1	
Grimes, Ronald (HR)		1		Ytterock, Paul		1	
Gruening, Katja	1			Zaki, Raafat		1	
Hetzl, Kenneth (HR)	1			<b>Total Present</b>	25		
Hunter, Rhashell		1		<b>Total Excused</b>	49		
Jensen, Christina	1			<b>Total Absent</b>	1		
Kroener, John Scott	1						
Lawson, Desiree	1						
Lawther, Richard (HR)		1					
Leas, Robert (HR)		1					
Lee, Hoon Koo		1					
Lee, Joungnam		1					
Loenshal, Michael		1					
Marquardt, Charles		1					
Mayton, Wally	1						
McCulloch, Ted	1						
McMellen, Larry (HR)		1					
Miller, Andrew	1						



**ATTACHMENT A – Attendance (Continued)**

<b>NAME OF CHURCH</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Elder Commissioner(s) Present</u></b>
Alma-First	1		Ann Baker
Bay City-First	1		Ellen Pearson
Bay City-Westminster	1		Karen Brown-Fackler
Beaverton		1	Excused Absence
Birch Run	1		Lillian Ostrom
Breckenridge		1	
Caro	1		Gil Suzor
Cass City-First		1	
Cass City-Fraser		1	
Croswell		1	
Davison		1	
Deckerville		1	
Elkton-Chandler		1	
Fairgrove		1	
Fenton-First		1	
Fenton-Tyrone		1	
Flint-First		3	
Flint-Trinity United	1		Shirley Hale
Flint-Unity		1	
Flushing	1		Carol Dulin
Grand Blanc-Kirkridge	1		Frank Walker
Harbor Beach	1		William Rayment
Holly	1		Charlee Litten
Houghton Lake		1	
Ithaca-First	1		Vickie Thum
Ithaca-Lafayette		1	
Kinde-First		1	
Lapeer	1		Mary Margaret Rudowski
Linden	1		Bruce Walker
Marlette-First	1		Judy Hudson
Marlette-Second		1	
Midland-Chapel Lane	1		Johanna Jozwiak
Midland-Memorial	2		Tammy Hayhoe, Tom Ryden
Mt. Pleasant	1		Sallie Scheide
Rosebush		1	
Saginaw-Countryside Trinity	1		Mary Ann Parker
Saginaw-First	1		Janie Gugino
Saginaw-Korean		1	
Saginaw-Second	1		Doug Byron
Saginaw-Warren Avenue	1		Roger Scovill
Sandusky		1	
Swartz Creek		1	
Tawas	1		Andre DeWilde
Twining		1	
Ubley		1	
Vassar		1	
Yale		1	
<b>Total Present</b>	<b>23</b>		
<b>Total Represented</b>	<b>22</b>		
<b>Total Not Represented</b>	<b>25</b>		

**ATTACHMENT A – Attendance (Continued)**

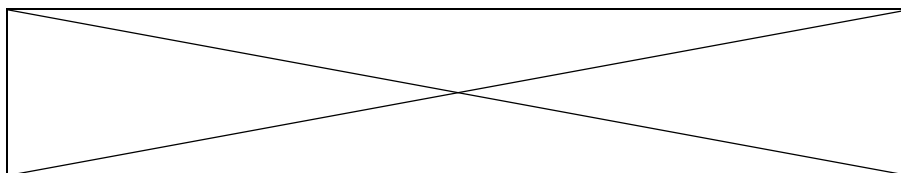
<b>ELDER MEMBERS</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>
Mark Battell (Coordinating Team)			1
Andrea Drapp (Trustee)	1		
Adam Engel (Coordinating Team)	1		
Doug Gorringer (Coordinating Team)			1
Janie Gugino (COM Moderator) ***			
Linda Langrill (Coordinating Team)			1
Georgia McCall (PW Moderator)	1		
CJ Merriman (Moderator)	1		
Cliff Miles (Trustee)			1
Tom Miles (Coordinating Team)	1		
Delphine Moore (Coordinating Team)			1
Mary Ann Parker (Nominating Team) ***	1		
Roger Scovill (Treasurer) ***			
Roger Terrill (Coordinating Team)			1
<b>Total Elder Members</b>	<b>6</b>	<b>0</b>	<b>6</b>

\*\*\* Signed in as Elder Commissioner, did not count here

<b>COMMISSIONED RULING ELDERS</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>
Mark Garavaglia			1
Kathy Grimes			1
Shaun Hardimon			1
Linda Living-Hawley			1
Liz Long			1
Sam McKim			1
Charles Moerdyk			1
Peggy Ronk			1
Kathleen Rowe	1		
Don Wixson			1
Chris Wolf	1		
<b>CRE Attending</b>	<b>2</b>		
<b>CRE Not Attending</b>	<b>0</b>		
<b>CRE Excused</b>	<b>9</b>		

**MEETING ATTENDANCE TOTALS**

<b>CATEGORY</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>
Members of Presbytery	25	1	49
Corresponding Members	3		
Commissioned Ruling Elders	2	0	9
Church Commissioners	23	25	
Elder Members	6	0	6
Visitors (Including LHP Staff)	31		
<b>Total People in Attendance</b>	<b>90</b>		
Churches represented	22		
Churches not represented		25	



**ATTACHMENT B – Proposed By-Law Changes**

PROPOSED  
Article V  
Presbytery Council

Bylaw 5.1 Purpose

A. Vision: Based upon the mission statement and current priorities of the presbytery the Council shall set the overall mission, goals and objectives of the presbytery.

B. Oversight: The Council shall be responsible for oversight of the Board of Trustees, Personnel Committee, finances and any other ministry units or interest groups that do not report directly to the presbytery.

C. Coordination: The Council shall manage the work of the Presbytery between meetings of the Presbytery, with all decisions reported to the Presbytery at its next stated meeting.

Bylaw 5.2 Membership

The membership shall include at least one person from each of the four regions of the presbytery plus two at large members. Additional members of the Council shall include the moderator and vice moderator of the Presbytery, moderators of the Nominating Committee, Mission Coordination Committee, COM, CPM, and Board of Trustees. The Executive Presbyter and Stated Clerk shall serve as non-voting members with the privilege of voice.

Bylaw 5.3 Meetings

The Council shall meet at least quarterly. The moderator may call special meetings as needed

Bylaw 5.4 Team Duties

A. Make decisions on the presbytery's behalf between meetings, with the following exceptions: elections; approving the annual budget and per capita assessments; forming, closing, merging, or dividing congregations; assuming or restoring original jurisdiction of church sessions; conducting examinations for ordination, and approving such ordinations; approving the full-time staffing model of the presbytery; amending by-laws, standing rules, or manuals of operations; approving or concurring with overtures to the General Assembly; voting on proposed amendments to the Constitution; approving the Presbytery mission statement; decisions delegated to other entities of the Presbytery.

B. Advise of or recommend to the Presbytery, as appropriate, the formation of work or ministry teams and conduct periodic reviews of their work.

**ATTACHMENT B – Proposed By-Law Changes (Continued)**

- C. Make arrangements for presbytery meetings.
- D. Review the work of the Board of Trustees of the Presbytery corporation
- E. Oversee the management and administration of the Presbytery office and staff;
- F. Maintain and enforce Presbytery policies as may be required or necessary, and recommend policy changes to the Presbytery;
- G. Administer scholarship and grant programs which are not delegated to other entities of the presbytery.
- H. Nominating persons to serve on the Presbytery nominating committee
- I. Manage the ecumenical relations of the Presbytery

**Bylaw 5.5 Structure**

A. The team shall ordinarily be moderated by the immediate past presbytery moderator. In the event that person is unwilling or unable to serve, the Council may select another of its members to moderate, or may request the presbytery to elect a moderator through its nomination and election process.

B. The council may set its own structure. Standing committees of council shall ordinarily be chaired by regional or at-large members. No member of the council may chair more than one standing committee.

C. Standing committees may include, but are not limited to:

- 1. Budget and Finance
- 2. Planning/Equipping/Vision
- 3. Personnel
- 4. Bills and Overtures

**ATTACHMENT C – Proposed 2018 Budget**

**2018 PROPOSED BUDGET**

Acct #	Description	2017 Budget Annual	2017 Budget Actual YTD through 10/2017	2018 Proposed Budget	2018 proposed budget vs 2017 adopted budget	Notes
40100	Per Capita	\$205,984.07	\$194,432.32	\$202,858.20	(\$3,125.87)	Per capita assessment 26.94 * 7530
40200	GA Basic mission	\$50,390.00	\$63,629.88	\$46,107.00	(\$4,283.00)	Reduced proportionate to line 40220; pass through on line 51406
40210	Synod Basic Mission	\$0.00	\$3,302.00	\$0.00	\$0.00	Incidental amounts are pass through
40220	Presbytery/Basic mission	\$133,333.00	\$109,441.12	\$122,000.00	(\$11,333.00)	2017 projection = 125219
40225	Prior Year Pledge	\$0.00	\$0.00	\$0.00	\$0.00	
40260	Joy Fund	\$11,800.00	\$16,226.88	\$18,500.00	\$6,700.00	Endowment distribution from Detroit Pby; 2017 est. is \$19520
40270	PW of Lake Huron Presbytery	\$1,500.00	\$622.99	\$750.00	(\$750.00)	
40280	Investment distribution	\$63,520.96	\$6,339.04	\$64,142.00	\$621.04	Per action of Trustees, August 2017, based on distribution policy formula
40281	Prep for Ministry Fund transfer	\$11,750.00	\$0.00	\$0.00	(\$11,750.00)	Transfers from designated use accounts taken off budget see lines 50605, 50608
40283	Committee on Ministry Fund transfer	\$1,000.00	\$0.00	\$0.00	(\$1,000.00)	Transfers from designated use accounts taken off budget see line 50704
	<b>Sub-total income</b>	<b>\$479,278.03</b>	<b>\$393,994.23</b>	<b>\$454,357.20</b>	<b>(\$24,920.83)</b>	
40350	Miscellaneous income	\$2,000.00	\$2,317.57	\$2,368.20	\$368.20	KPCS payments, calendars, BOO
40370	Other MTS: Presbytery	\$0.00	\$0.00	\$0.00	\$0.00	Lines 40370-390 are pass through
40380	Other MTS: Synod	\$0.00	\$171.21	\$0.00	\$0.00	
40390	Other MTS: GA	\$0.00	\$69,758.76	\$0.00	\$0.00	See line 52006 (discrepancy due to 2016 recording error)
40395	Gifts in Kind	\$0.00	\$0.00	\$0.00	\$0.00	
40396	Gain/Loss on Sale of Church	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Sub-total Miscellaneous income</b>	<b>\$2,000.00</b>	<b>\$72,247.54</b>	<b>\$2,368.20</b>	<b>\$368.20</b>	
	<b>TOTAL INCOME</b>	<b>\$481,278.03</b>	<b>\$466,241.77</b>	<b>\$456,725.40</b>	<b>(\$24,552.63)</b>	

**ATTACHMENT C – Proposed 2018 Budget (Continued)**

DISBURSEMENTS						
<b>Executive Presbyter</b>						
50063	Salary	\$50,855.00	\$42,379.24	\$50,472.00		(\$383.00) reflects 2% COLA on salary + housing
50064	Housing allowance	\$30,000.00	\$25,000.00	\$32,000.00		\$2,000.00
50065	Pension/medical/disability/Supp.Life	\$25,392.00	\$19,753.82	\$27,529.00		\$2,137.00
50066	Travel/business reimbursements	\$10,000.00	\$8,446.70	\$10,000.00		\$0.00
50067	Continuing education	\$3,000.00	\$2,286.61	\$3,000.00		\$0.00
<b>Total EP</b>		<b>\$119,247.00</b>	<b>\$97,866.37</b>	<b>\$123,001.00</b>		<b>\$3,754.00</b>
<b>Business Manager (discontinued 12/31/16)</b>						
50091	Salary	\$0.00	\$0.00	\$0.00		\$0.00
50092	Fica/medi	\$0.00	\$0.00	\$0.00		\$0.00
50093	Pension/medical/disability dues	\$0.00	\$0.00	\$0.00		\$0.00
50094	Travel expenses	\$0.00	\$0.00	\$0.00		\$0.00
50095	Continuing Education	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Business Manager</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

**ATTACHMENT C – Proposed 2018 Budget (Continued)**

<b>Financial Secretary</b>						
50141	Salary	\$20,540.00	\$12,737.91	\$18,488.00		(\$2,052.00) based on est 18 h/w vs. 20 h/w
50142	Fica/medi	\$1,571.00	\$974.47	\$1,414.00		(\$157.00) based on est 18 h/w vs. 20 h/w
50143	Travel expenses	\$1,200.00	\$0.00	\$600.00		(\$600.00)
50144	Continuing Education	\$1,500.00	\$0.00	\$1,500.00		\$0.00
<b>Total Bus. Mgr.</b>		<b>\$24,811.00</b>	<b>\$13,712.38</b>	<b>\$22,002.00</b>		<b>(\$2,809.00)</b>
<b>Admin. Assistant/Office Manager</b>						
50131	Wages	\$21,112.00	\$17,822.00	\$23,042.00		\$1,930.00
50132	Fica/medi	\$1,615.00	\$1,363.38	\$1,763.00		\$148.00
50134	Continuing Education	\$500.00	\$0.00	\$500.00		\$0.00
<b>Total Administrative Assistant</b>		<b>\$23,227.00</b>	<b>\$19,185.38</b>	<b>\$25,305.00</b>		<b>\$2,078.00</b>
<b>Communication Mgr/Recording Clerk:</b>						
50161	Wages	\$29,789.00	\$25,023.25	\$31,887.00		\$2,098.00
50162	Fica/medi	\$2,279.00	\$1,914.32	\$2,439.00		\$160.00
50163	Continuing Education	\$1,000.00	\$0.00	\$1,000.00		\$0.00
<b>Total Comm Mgr/Recording Clerk</b>		<b>\$33,068.00</b>	<b>\$26,937.57</b>	<b>\$35,326.00</b>		<b>\$2,258.00</b>
<b>Stated Clerk:</b>						
50221	Salary	\$17,126.00	\$14,387.81	\$17,469.00		\$343.00 reflects 2% COLA on salary
50222	Seca/Medi	\$1,273.00	\$1,100.69	\$1,336.00		\$63.00
50224	Travel/business reimbursements	\$3,000.00	\$220.42	\$3,000.00		\$0.00
<b>Total Stated Clerk</b>		<b>\$21,399.00</b>	<b>\$15,708.92</b>	<b>\$21,805.00</b>		<b>\$406.00</b>
<b>Other</b>						
50231	Treasurer Annual Salary	\$1,000.00	\$0.00	\$1,000.00		\$0.00
50230	Staff Development	\$1,000.00	\$227.84	\$1,000.00		\$0.00
50235	Contingency	\$0.00	\$150.00	\$600.00		\$600.00
<b>Total Other</b>		<b>\$2,000.00</b>	<b>\$377.84</b>	<b>\$2,600.00</b>		<b>\$600.00</b>
<b>Total Personnel</b>		<b>\$223,752.00</b>	<b>\$173,788.46</b>	<b>\$230,039.00</b>		<b>\$6,287.00</b>



**ATTACHMENT C – Proposed 2018 Budget (Continued)**

<b>Preparation for Ministry (#104)</b>						
50605	Annual Consultations & other	\$2,000.00	\$310.40	\$400.00	(\$1,600.00)	See note line 40281
50606	Career counseling	\$600.00	\$0.00	\$600.00	\$0.00	
50608	Scholarships & Grants	\$9,000.00	\$3,000.00	\$400.00	(\$8,600.00)	See note line 40281
50609	Midwest Career Center donation	\$400.00	\$0.00	\$400.00	\$0.00	
50610	CRE Training Program	\$2,500.00	\$0.00	\$1,500.00	(\$1,000.00)	
	<b>Preparation for Ministry Total</b>	<b>\$14,500.00</b>	<b>\$3,310.40</b>	<b>\$3,300.00</b>	<b>(\$11,200.00)</b>	
<b>Commission on Ministry (#105)</b>						
50701	Shared grants & emergency	\$5,000.00	\$3,000.00	\$2,500.00	(\$2,500.00)	
50703	Disciplinary procedure expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00	
50704	Care & Professional development-Clergy/CRE/	\$6,000.00	\$2,499.99	\$4,000.00	(\$2,000.00)	See note line 40282
50707	Training	\$2,500.00	\$200.09	\$500.00	(\$2,000.00)	
	<b>Committee on Ministry total</b>	<b>\$16,000.00</b>	<b>\$5,700.08</b>	<b>\$9,500.00</b>	<b>(\$6,500.00)</b>	
<b>Mission Coordinating Committee</b>						
TB01	Mission Grants	\$0.00	\$0.00	\$2,500.00	\$2,500.00	Formerly part of line 50701
50910	Missionary Designated Support	\$4,000.00	\$0.00	\$4,000.00	\$0.00	Formerly under Coordinating Team
TB02	Disaster Preparedness Team	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
	<b>Mission Coordinating Committee total</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>\$3,500.00</b>	
<b>Council / Coordinating Team (#107)</b>						
50905	2015 Youth Triennium	\$3,000.00	\$0.00	\$3,000.00	\$0.00	
50906	Alma Youth Mix expenses	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
50907	Leadership Development	\$1,000.00	\$0.00	\$300.00	(\$700.00)	use designated funds off-budget
50912	Alma College Chaplaincy	\$2,500.00	\$0.00	\$2,500.00	\$0.00	
50995	CT meetings/moderatorial expenses	\$2,500.00	\$1,145.00	\$2,500.00	\$0.00	
	<b>Coordinating Team total</b>	<b>\$10,000.00</b>	<b>\$1,145.00</b>	<b>\$9,300.00</b>	<b>(\$700.00)</b>	
<b>Board of Trustees (#108)</b>						
50312	Annual audit	\$6,300.00	\$3,475.00	\$5,000.00	(\$1,300.00)	based on fin review in 2018; reserve balance for audit in 2019
50313	Legal expenses	\$900.00	\$0.00	\$1,000.00	\$100.00	
50314	Insurance	\$4,200.00	\$1,013.00	\$4,200.00	\$0.00	
	<b>Trustees total</b>	<b>\$11,400.00</b>	<b>\$4,488.00</b>	<b>\$10,200.00</b>	<b>(\$1,200.00)</b>	

**ATTACHMENT C – Proposed 2018 Budget (Continued)**

<b>Other (#110)</b>									
51030	Presbytery meetings	\$1,000.00	\$1,067.09	\$3,000.00	\$2,000.00				\$2,000.00
51033	Presbytery conferences	\$200.00	\$681.60	\$2,000.00	\$2,000.00				\$1,800.00
51031	Presbytery Office	\$37,500.00	\$41,484.70	\$45,000.00	\$45,000.00				\$7,500.00
51032	Publications & website	\$10,000.00	\$1,833.51	\$3,000.00	\$3,000.00				(\$7,000.00)
51034	Standing units administrative expenses	\$5,500.00	\$1,518.34	\$4,000.00	\$4,000.00				(\$1,500.00)
51036	Participation in G.A.	\$1,200.00	\$0.00	\$1,000.00	\$1,000.00				(\$200.00)
51040	Permanent Judicial Commission	\$100.00	\$0.00	\$100.00	\$100.00				\$0.00
51404	G.A. per cap	\$57,379.59	\$44,274.37	\$58,206.90	\$58,206.90				\$827.31
51405	Synod per cap	\$25,580.75	\$0.00	\$24,472.50	\$24,472.50				(\$1,108.25)
51406	G.A. Basic mission	\$50,390.00	\$63,640.53	\$46,107.00	\$46,107.00				(\$4,283.00)
51407	Synod Basic Mission	\$0.00	\$21,540.84	\$0.00	\$0.00				\$0.00
51408	Prior Year's Pledge Disbursement	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
51409	Loan interest payment	\$7,167.79	\$0.00	\$0.00	\$0.00				(\$7,167.79)
51410	Loan principal payment	\$5,607.90	\$0.00	\$0.00	\$0.00				(\$5,607.90)
<b>Total Other</b>		<b>\$201,626.03</b>	<b>\$176,040.98</b>	<b>\$186,886.40</b>	<b>\$186,886.40</b>				<b>(\$14,739.63)</b>
<b>Budget sub-total</b>		<b>\$481,278.03</b>	<b>\$364,472.92</b>	<b>\$456,725.40</b>	<b>\$456,725.40</b>				<b>(\$24,552.63)</b>
52002	Non-budgeted expenditures	\$0.00	\$113.75	\$0.00	\$0.00				\$0.00
52105	GP Search Committee	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
52004	Other MTS: Presbytery	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
52005	Other MTS: Synod	\$0.00	\$1,040.22	\$0.00	\$0.00				\$0.00
52006	Other MTS: GA	\$0.00	\$74,839.40	\$0.00	\$0.00				\$0.00
52009	Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
<b>Total Miscellaneous</b>		<b>\$0.00</b>	<b>\$75,993.37</b>	<b>\$0.00</b>	<b>\$0.00</b>				<b>\$0.00</b>
<b>Grand total</b>		<b>\$481,278.03</b>	<b>\$440,466.29</b>	<b>\$456,725.40</b>	<b>\$456,725.40</b>				<b>(\$24,552.63)</b>

includes moderator's conference  
see line 40200

**ATTACHMENT D – 2018 Minimum Terms of Call**

**2018 MINIMUM TERMS OF CALL  
REPORT TO THE PRESBYTERY OF LAKE HURON  
October 25, 2017**

The policy of Lake Huron Presbytery with regard to minimum salary figures is twofold:

1. The Presbytery changes the minimum cash salary figure for ministers annually in accordance with the change in the Cost of Living figures issued by the Bureau of Labor Statistics. The figure to be used is to be the one issued by the Bureau on July 1<sup>st</sup> for the preceding twelve months, and is to become effective on the following January 1<sup>st</sup>.
2. The Presbytery has established two minimum salary packages – one for ministers who have up to 10 years of experience, and one for ministers who have 10 years or more experience.

**The Cost of Living increase on July 1, 2017 was 1.3 percent. Therefore, the Committee reports that the Minimum Terms of Call for 2018 should be increased as follows:**

Items	Full time, less than 10 years	Full time, more than 10 years
Cash Salary	35,331	36,022
Housing allowance (20% of cash)	7,066	7,204
Medical/pension/disability (with manse)	16,764	17,092
Medical/pension/disability (with housing allowance)	15,475	15,777
Travel Reimbursement	Current IRS business rate	Current IRS business rate
Study Leave allowance	\$650	\$650
Study leave time	2 weeks including 2 Sundays	2 weeks including 2 Sundays
Vacation time	4 weeks including 4 Sundays	4 weeks including 4 Sundays
Moving expenses	All	All

**Important Changes Regarding Medical Coverage through the Board of Pensions**

Each congregation with a clergy member of the Board of Pensions is required, by the PC(USA), to provide Medical Coverage. This is not something whereby a member or congregation can opt out. Beginning January 1, 2017, the additional 1.5% dues for spouses and dependents are automatically included in the calculation of effective salary for dues. This is going to provide for call neutrality. Dues will be 36.5% of effective salary for teaching elders.

**ATTACHMENT D – 2018 Minimum Terms of Call (Continued)**

**Important**

Effective January 1, 2015 all pastors with new calls within the presbytery will attend the Pastors in Transition seminar within the first two years. The cost to be split equally between the presbytery and the congregation.

The following Maternity/Paternity Policy was approved by Presbytery on Dec. 1, 2009:

a. Maternity Leave: should be provided to female clergy following the birth or adoption of a child. Leave should be provided in the following way: eight (8) weeks at full compensation (including salary and housing). Vacation time may be taken in addition to the 8 weeks maternity leave extending the leave to twelve (12) weeks paid. During this time the session is responsible for providing pulpit supply and may apply to COM for financial assistance from their budgeted funds.

b. Paternity Leave: should be provided to male clergy following the birth or adoption of a child. Leave should be provided in the following way: two (2) weeks at full compensation (including salary and housing). Vacation time may be taken in addition to the two (2) weeks paternity leave extending the leave to six (6) weeks paid. During this time the session is responsible for providing pulpit supply and may apply to COM for financial assistance from their budgeted funds.

This information is also available on our website:

[www.presbylh.org/committees/committee-on-ministry-com/](http://www.presbylh.org/committees/committee-on-ministry-com/)