

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

PRESBYTERY OF LAKE HURON
Stated Meeting – September 17, 2019

The Presbytery of Lake Huron was called to order with prayer by the Moderator, Elder Chris Wolf, at 9:30 a.m., on Tuesday, September, 2019, at First Presbyterian Church, Mt. Pleasant, Michigan.

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

MOTION WAS SUSTAINED to adopt the docket as amended.

Welcome by the host pastor was given by the Rev. Andrew Miller.

Visitors and new elder commissioners were introduced.

MOTION WAS SUSTAINED to seat the following as a Corresponding Members: The Revs. David Weber (Lake Michigan) and Chris Roseland (Ohio Valley).

MOTION WAS SUSTAINED to approve the Consent Agenda which consisted of:

1. The minutes of the June 4, 2019 Stated Meeting of the Presbytery.
2. The request of the Presbyterian Kirk of the Lakes for an exception to G-2.0404 so that they may elect a ruling elder to serve more than two consecutive terms.
3. 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.
4. Authorizing communion to be served at the Presbyterian Women's Fall Gathering on October 19, 2019.

WORSHIP included a **CELEBRATION OF THE LORD'S SUPPER**, sermon by the Rev. Dr. Dan Saperstein and an **OFFERING** to the Strickler Non-Profit Center.

The **SYNOD EXECUTIVE REPORT** was given by the Rev. Rafaat Zaki,

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

EQUIPPING TIME was led by Elder Chris Wolf.

Adjourned for lunch following prayer by Chris at 12:15 pm.

Reconvened at 1:00 pm by the Moderator.

INTERCESSORY PRAYER was led by Chris Wolf. Elder Linda Langrill and Georgia McCall shared their faith stories.

The **MISSION COORDINATION COMMITTEE** report was given by the Rev. Jim Offrink.

The **NOMINATING TEAM** report was given by the Rev. Dr. Joseph Novak.

MOTION WAS SUSTAINED to elect the persons as commissioners to the 224th General Assembly, June 20-27, 2020 in Baltimore, Maryland.

Rev. Dr. Joseph Novak, Flint-First
Elder Heather Bailey, Bay City First

Alternates: Rev. Matthew Schramm, Midland-Memorial
Elder Chris Wolf, Marlette First and Second

MOTION WAS SUSTAINED to elect the following people as Synod Commissioners for the Class of 2022:

The Rev. Dr. Andrew Pomerville (Chaplain – Alma College)
Elder Georgia McCall (Flint-Trinity United)

The **NEXTChurch NATIONAL GATHERING** report was given by the Rev. Philomena Ofori-Nipaah and Staci Percy. Members were encouraged to consider attend the 2020 National Gathering in Cincinnati in March.

The Vice Moderator, the Rev. Philomena Ofori-Nipaah assumed the chair.

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

The Commission on Ministry recommended and presbytery approved:

1. That the Minimum Terms of Call be based on the minimum participation basis in the medical plan of the Board of Pensions. That basis is 75% of the churchwide median effective salary. For the year 2020 that will be \$44,000 which will be the presbytery minimum. This will be reviewed annually on July 1st. [ATTACHMENT B]

Preliminary Minutes – September 17, 2019

Page 3

The Commission on Ministry reports that it took the following actions on behalf of presbytery:

2. Approved recommending that churches set Continuing Education funds at \$1000. The required presbytery minimum will remain at \$650.
3. Approved the rate for Pulpit Supply as \$150 including mileage and that congregations consider adding additional compensation in cases where extensive travel is required.
4. Directed the Stated Clerk to transfer the membership of Brian Stratton to New Hope Presbytery; to transfer the Revs. Timm High and Ewen Holmes to the Presbytery of Lake Huron.
5. Appointed Scott Kroener as Moderator of Session of Vassar-First, Cass City-First and Cass City-Fraser and Ted McCulloch as Moderator of Session of Fairgrove effective immediately.
6. Granted permission to the following Elders to serve communion at the church indicated for up to one year:
 - Ruth Whittaker and Jill Thompson (Cass City-First)
 - Heather Shamka and Debi van Erp (Cass City-Fraser)
 - Deb Coverdill, Nancy Ruddick and Wayne Smith (Deckerville-First)
 - Cheryl Hosler (Croswell-First)
 - Mary Criss, Barbara Wesley and Greg Bodock (Flint-Trinity United)
7. Appointed the Rev. Philomena Ofori-Nipaah as Moderator of Session at Caro-First effective immediately.
8. Granted \$550 to the shared confirmation retreat being held in September at Bay Shore Conference Center.
9. Approved the request of the General Assembly's office of Shared Services regarding Terms of Call for the Rev. Dr. Rhashell Hunter for 2019. Terms are as follows:

Cash Salary	\$ 92,450.24
Housing	\$ 18,550.00
Total Compensation	\$111,000.24
Vacation	22 Days
Study Leave	10 Days
Full Board of Pensions Benefits	

Preliminary Minutes – September 17, 2019

Page 4

10. Approved if the way be clear to approve the Designated Pastor call between the Rev. Brant Piper and Saginaw-Countryside Trinity for a period of three years effective July 15, 2019. Terms of call are as follows:

Cash Salary	\$20,000
Housing Allowance	\$24,000
SECA offset	\$3,645
403b	\$8,000
Travel Reimbursement	IRS Rate
Study Leave Allowance	\$1,200
Professional Expenses	\$750
Vacation Time	4 weeks including 4 Sundays
Study Leave	2 weeks including 2 Sundays

11. Approved the contract between Elder Shaun Hardimon and Holly effective June 18, 2019 for a period of up to one year. Terms are as follows:

Cash Salary	\$100 per service
Vacation Time	N/A
Study Leave	N/A
Time Expectations:	10-15 hours per week for sermon preparation
Responsibilities:	Lead and worship and preach Administer the Sacrament of the Lord's Supper

The Rev. Robbie Carnes will serve as his mentor.

12. Approved if the way be clear to approve the part-time Temporary Supply contract between the Rev. Zolton Sutto and Flint-Trinity United beginning June 16, 2019 and concluding September 1, 2019.

Cash Salary	\$125/week
Vacation Time	1 week including 1 Sunday per 3 month period
Travel Reimbursement	At IRS rate
Time Expectations:	10-15 hours per week for sermon preparation

13. Approved the continuation of the part-time Temporary Supply contract between the Rev. Annie Duncan and Swartz Creek-Mundy through December 31, 2019 and to waive the minimum terms of call requirement. Terms are as follows:

Cash Salary	\$4,170
Housing Allowance	\$2,500
Travel Reimbursement	IRS Rate
Study Leave Allowance	\$150 plus \$50 for books
Phone Calls	\$120
Vacation Time	6 weeks including 6 Sundays
Study Leave	1 week including 1 Sunday

Preliminary Minutes – September 17, 2019

Page 6

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

The Stated Clerk presented the following for action and presbytery approved:

1. Approve an Administrative Commission to commission Elder Jon Essex as Commissioned Ruling Elder of Twining-Maple Ridge on November 10, 2019.

The Stated Clerk reported the following items for information:

1. Report of the August 3, 2019 Synod Assembly,
2. Annual Minutes Review will be held on two different Saturdays this fall (October 12th and 26th), beginning at 10 AM each time. Locations will be announced at the meeting. A letter to all Clerks of Session is being sent out.
3. Dates and locations for 2019 Presbytery Meetings are as follows:

December 3, 2019 Fenton-First

4. Invitations are being accepted for 2020 Presbytery Meetings:

Saturday, March 7, 2020	Invitations being accepted
June 2, 2020	Midland Chapel Lane
September 15, 2020	Fairgrove Presbyterian Church
December 1, 2020	Flint-First

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

The **PRESBYTERY COUNCIL** report was given by the Rev. Lindsey Carnes and Elder Linda Langrill (Personnel Team portion).

The Presbytery Council recommended and presbytery approved:

1. Setting of the Presbytery portion of the 2020 Per Capita to \$16.80 per active member. This would make the Presbytery of Lake Huron overall Per Capita rate to be as follows:

	<u>2020</u>	<u>2019</u>
Presbytery	\$16.80	\$16.57
Synod	\$ 3.25	\$ 3.25
General Assembly	<u>\$ 8.95</u>	<u>\$ 8.95</u>
TOTAL	\$29.00	\$28.77

This would be a raise of \$0.23 per member for 2020.

Preliminary Minutes – September 17, 2019

Page 7

2. Revising the Executive Presbyterian's job description dated 9-17-19.
[ATTACHMENT C]
3. Adopting the Executive Presbyterian Preaching and Honorarium Policy.
[ATTACHMENT D]

The Presbytery Council presented the following items for information:

4. Approved co-opting Ewen Holmes, Interim Pastor, Bay City-Westminster, to the Personnel Team, Class of 2019.
5. Approved \$250 for the Great Lakes Association of Presbyterian Church Educators (GLAPCE) conference and \$250 for scholarships for future conference attendees. Unexpended 2018 funds from account #000-000-21497 (Leadership Training) will be used to cover costs.
6. Approved the September 2019 Presbytery meeting offering be designated to the William and Janet Strickler Non-Profit Center in Isabella County.
7. Approved moving the equipping time discussion for December to the September meeting to accommodate the schedule of the Rev. Dr. Clifford Kirkpatrick, former Stated Clerk of the General Assembly. The Rev. Dr. Kirkpatrick will join us in December. Equipping time discussion for the September meeting will focus on the book *Neighborhood Church*.

The **TRUSTEES** report was presented in writing. They report the following for information:

1. Authorized \$68,146 as the investment distribution for the 2020 Presbytery budget per the distribution policy.
2. For investment purposes, the 2019 Equities Target Range for international remains unchanged: 8% in large cap and 10% would be distributed evenly in value, blend and growth.
3. Approved request from Sarah Martin-Fanone for a 6-month leave of absence from Board of Trustees.

Preliminary Minutes – September 17, 2019

Page 8

The meeting adjourned following prayer by Philomena Ofori-Nipaah at 2:55 pm.

The next stated meeting of the Presbytery of Lake Huron will be held Tuesday, December 3, 2019 at First Presbyterian Church, Fenton, Michigan, beginning at 9:30 a.m.

Respectfully Submitted,

Ted McCulloch
Stated Clerk

ATTACHMENT A – Attendance

<u>NAME OF MINISTER</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>NAME OF MINISTER</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Abel, Doug		1		Moon, Hakbae	1		
Ahn, Daniel (HR)		1		Neumann, James	1		
Becker, John (HR)		1		Neuville, Donald (HR)			1
Blackburn, David (HR)		1		Novak, Joseph	1		
Blatt, Karen (HR)		1		Offrink, James (HR)	1		
Borycz, Edward (HR)		1		Ofori-Nipaah, Philomena	1		
Brackbill, Thomas (HR)		1		Pak, Shimon	1		
Brooks, Alexander (HR)		1		Park, Dong Won (HR)			1
Browne, Roger (HR)		1		Parker, Kenneth (HR)			1
Carnes, Lindsey	1			Peterson, Alex	1		
Carnes, Robbie		1		Peterson, Theresa	1		
Chambers, Janice (HR)		1		Piper, Brant	1		
Chang, Catherine		1		Piper, Leslie	1		
Clark, Bert (HR)		1		Pomerville, Andrew	1		
Cundiff, Thomas (HR)		1		Russell, Dawn			1
Cunningham, Bruce (HR)		1		Russell, Peter (HR)			1
Der-Garabedian, Lucy		1		Saperstein, Dan	1		
Duncan, Annie		1		Schacher, Tom			1
Emrich, Robert (HR)		1		Schramm, Matthew	1		
Eshelman, David (HR)		1		Shoemaker, Rodney			1
Evans-Justin, Mary Anne (HR)		1		Shugert, Stephen (HR)	1		
Gillette, George (HR)		1		Snyder, Noel			1
Graham, Linda		1		Stilwell, Elizabeth			1
Grant, Glenn	1			Swihart, Dale (HR)			1
Grimes, Ronald (HR)		1		Taylor, Robert (HR)			1
Gruening, Katja		1		Todd, Cassie			1
Hetzl, Kenneth (HR)		1		Vredeveld, Ron			1
High, Timm	1			Walser, Joseph (HR)			1
Holmes, Ewen	1			Ytterock, Paul			1
Hunter, Rhashell		1		Zaki, Raafat	1		
Jensen, Christina		1					
Kroener, John Scott	1			Total Present	23		
Lawther, Richard (HR)		1		Total Excused	49		
Lee, Hoon Koo		1		Total Absent	0		
Lee, Joungnam		1					
Loenshal, Michael		1					
Marquardt, Charles		1					
Mayton, Wally	1						
McCulloch, Ted	1						
McMellen, Larry (HR)		1					
Miller, Andrew	1						
Moody, Chris		1					

ATTACHMENT A – Attendance (Continued)

NAME OF CHURCH	<u>Present</u>	<u>Absent</u>	<u>Elder Commissioner(s) Present</u>
Alma-First		1	
Bay City-First	1		Susan Crane
Bay City-Westminster	1		Jan Witucki
Beaverton	1		Caroline Johnson
Birch Run	1		Lil Ostrom
Breckenridge		1	
Caro		1	
Cass City-First		1	
Cass City-Fraser	1		Liz Leitch
Croswell		1	
Davison	1		Judith Anne Bernethy
Deckerville		1	
Elkton-Chandler		1	
Fairgrove	1		Beth Asperger
Fenton-First	1		Janet Stork
Fenton-Tyrone		1	
Flint-First		3	
Flint-Trinity United	1		Waldo Bronson
Flint-Unity		1	
Flushing	1		Sylvia Keeler
Grand Blanc-Kirkridge	1		Peggy Clingsmith
Harbor Beach	1		Gayle Wooster
Holly	1		Jim Lyles
Houghton Lake	1		Robert Keplew
Ithaca-First		1	
Ithaca-Lafayette		1	
Kinde-First		1	
Lapeer	1		Linda Hamilton
Linden		1	
Marlette-First	1		Judith Hudson
Marlette-Second		1	
Midland-Chapel Lane	1		Susan Gaul
Midland-Memorial	2		Berry George, Duncan Stuart
Mt. Pleasant	1		Bob Berryman
Rosebush		1	
Saginaw-Countryside Trinity	1		Mary Ann Parker
Saginaw-First	1		Janie Gugino
Saginaw-Korean		1	
Saginaw-Second	1		Doug Byron
Sandusky		1	
Swartz Creek		1	
Tawas	1		Andre DeWilde
Twining		1	
Ubyly		1	
Vassar	1		Dan Johnson
Yale		1	
Total Present	25		
Total Represented	24		
Total Not Represented	22		

ATTACHMENT A – Attendance (Continued)

ELDER MEMBERS	<u>Present</u>	<u>Absent</u>	<u>Excused</u>
Andrea Drapp (Trustee)			1
Adam Engel (Presbytery Council)			1
Sarah Martin-Fanone (Presby Council)			1
Doug Gorringer (Presbytery Council)			1
Janie Gugino (COM Moderator) ***			
Linda Langrill (Personnel Team Mod)		1	
Georgia McCall (PW Moderator)	1		
CJ Merriman (Presbytery Council)			1
Tom Miles (Presbytery Council)			1
Delphine Moore (Presbytery Council)			1
Mary Ann Parker (Nominating Team) ***			
Roger Scovill (Treasurer)			1
Total Elder Members	1	1	8

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

COMMISSIONED RULING ELDERS	<u>Present</u>	<u>Absent</u>	<u>Excused</u>
Baker, Jon			1
Shaun Hardimon			1
Linda Living-Hawley			1
Liz Long	1		
Peggy Ronk		1	
Kathleen Rowe			1
Wixson, Don		1	
Chris Wolf		1	
CRE Attending	1		
CRE Not Attending	3		
CRE Excused	4		

MEETING ATTENDANCE TOTALS

CATEGORY	<u>Present</u>	<u>Absent</u>	<u>Excused</u>
Members of Presbytery	23	0	49
Corresponding Members	2		
Commissioned Ruling Elders	4	0	0
Church Commissioners	25	22	
Elder Members	1	1	8
Visitors (Including LHP Staff)	13		
Total People in Attendance	68		
Churches represented	24		
Churches not represented		22	

ATTACHMENT B – 2020 Minimum Terms of Call

**2020 MINIMUM TERMS OF CALL - REPORT TO THE PRESBYTERY OF LAKE HURON
September 17, 2019**

The Minimum Terms of Call will be based on the minimum participation basis in the medical plan of the Board of Pensions. That basis is 75% of the churchwide median effective salary. For the year 2020 that basis equates to \$44,000. That shall be the Presbytery minimum for 2020. This will be reviewed annually on July 1st.

As a reminder, effective salary includes at least cash salary and housing allowance (or housing allowance equivalence for a manse). Check with the Board of Pensions for what other considerations might need to be included.

This would eliminate the Presbytery tradition of two separate minimum salary packages, one for ministers with up to ten years experiences and one for ministers who have 10 years or more of experience.

2019 Minimum Terms of Call were \$43,373 for ten years and under and \$43,851 for ten years or more. The recommended \$44,000 represents approximately a 1.2% increase which is very close to the Bureau of Labor Statistics recommendation for our area over the last year.

2020 MINIMUM TERMS OF CALL for PRESBYTERY OF LAKE HURON

Items	Full time
Cash Salary and Housing Allowance (or Manse equivalence)	44,000
Medical/pension/disability (with manse)	Full applicable coverage
Medical/pension/disability (with housing allowance)	Full applicable coverage
Travel Reimbursement	Current IRS business rate
Study Leave allowance	\$650 (required) \$1000 (recommended)
Study leave time	2 weeks including 2 Sundays
Vacation time	4 weeks including 4 Sundays
Moving expenses	All

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.

ATTACHMENT B – 2020 Minimum Terms of Call (Continued)

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/

ATTACHMENT C - Executive Presbyter's Job Description

PRESBYTERY OF LAKE HURON

Position Description

Executive Presbyter

POSITION DESCRIPTION

The position of Executive Presbyter is a full-time, called and installed position in the Presbytery of Lake Huron. The Executive Presbyter serves as head of staff for the Presbytery office and takes the lead in resourcing and guiding the Presbytery. The Executive Presbyter helps shape and build the missional efforts of the Presbytery. As part of a team, working with the staff and the Presbytery at large, the Executive Presbyter is responsible for exercising pastoral concern for clergy and congregations in order that the mission of the Presbytery can be accomplished.

PURPOSE

The Executive Presbyter casts a compelling and inspiring vision for a preferred future. The Executive Presbyter will guide, nurture, encourage, coach, train, resource and facilitate the Presbytery as it determines how to partner, nurture, resource, serve, and support congregations.

EVALUATIONS

The Personnel Team, on behalf of the Presbytery Council, will conduct an initial six-month evaluation and thereafter an annual performance review. The reviews shall be in accordance with the current mission goals and policies of the Presbytery and the Presbytery's personnel policies.

PERSONAL CHARACTERISTICS

- Strong faith in Jesus Christ and commitment to the Presbyterian Church (U.S.A.) as an expression of Christ's mission in the world
- Relates well to church members and ordained leaders, and is able to empathize with their situations in order to give advice and counsel
- Strong interpersonal skills and the ability to work collaboratively and respectfully with others
- Approachable, compassionate leader with integrity who keeps professional boundaries
- Generates new and creative ideas for problem solving and strategic transformation

RESPONSIBILITIES

The Executive Presbyter shall perform the following duties:

- **Serve as head of staff of the Presbytery office, providing and/or assigning staff support to the various committees, commissions, task forces, and other entities of the Presbytery:**
 - Serve as primary staff support and/or resource to the Presbytery Council and Board of Trustees, and provide appropriate and necessary support to all other Presbytery committees, commissions, task forces and other entities of the Presbytery
 - In consultation with the Personnel Team, develop job descriptions for staff members, and participate in annual reviews of Presbytery staff
 - Manage the staff resourcing to presbytery entities

- Assist the Stated Clerk in preparing the Presbytery docket and work in collaboration with the Clerk to assure that all Presbytery entities are functioning in compliance with the Book of Order and the bylaws of the Presbytery
- Provide regular reports to the Presbytery regarding the performance of duties, progress in meeting the missional goals of the Presbytery, and other matters as may be needed, both at Presbytery meetings and through the Presbytery newsletter and/or social media.
- **Provide leadership for congregations to become a more missionally focused Presbytery and serve as liaison between Presbytery and sessions:**
 - Assist in nurturing and strengthening the congregations of the Presbytery as they seek a common mission for the Presbytery
 - Consult as needed with sessions and congregations in coordination with the Commission on Ministry
 - Be present as requested and needed to congregations, providing pulpit supply and/or other communication in worship 2-3 Sundays per month
 - Contribute to improved relations and communication between and among sessions, Presbytery, Synod, and General Assembly
- **Provide pastoral care and coaching to ministers and Commissioned Ruling Elders**
 - Be accessible and visible to ministers and Commissioned Ruling Elders
 - Maintain regular contact, both formal and informal, with ministers and Commissioned Ruling Elders, serving as pastoral support
 - Be available to coach and to assist ministers and Commissioned Ruling Elders on an individual basis in working through problems and identifying helping strategies
 - Model and practice self-care, including engaging at least annually in continuing education for personal growth and professional development
- **Serve as a liaison between the Presbytery and Synod, General Assembly, partner presbyteries, ecumenical agencies, and interfaith communities:**
 - Liaise with appropriate individuals and agencies of the Synod and General Assembly for the enhancement of congregational life and ministry
 - Seek opportunities to represent the Presbytery and enhance its involvement in ecumenical relations and community affairs within the region and across the denomination
 - Serve on Synod Executive Forum and General Assembly entities as requested and in consultation with Presbytery Council through the Personnel Team
 - Interpret the work of the General Assembly and Synod to the Presbytery and its congregations
 - Serve as a representative and spokesperson for the Presbytery in ecumenical and interfaith relationships within the bounds of the Presbytery as appropriate in accordance with Presbyterian polity

Preliminary Minutes – September 17, 2019

Page 16

- Represent the social witness of the Presbytery in a manner consistent with the Social Witness Policy of the General Assembly, reporting any such action to the Presbytery Council

PROFESSIONAL CRITERIA

- Is ordained as a Minister of the Word and Sacrament or Ruling Elder in the Presbyterian Church (U.S.A.)
- Possesses proficiency in the knowledge and implementation of the Constitution of the Presbyterian Church (U.S.A.)
- Has experience leading transformational change in a religious organization, non-profit, or other professional setting managing personnel and programs
- Has excellent verbal and written communication capabilities and proficiency in the use of computer and other electronic communication technologies
- Has cultural proficiency to engage respectfully with diverse communities
- Has demonstrated commitment to and experience in building intercultural community
- Is proficient in leading worship and in the preparation and delivery of sermons
- Exhibits professional demeanor, discretion, good judgment, integrity, and a sense of humor

ACCOUNTABILITY

The Executive Presbyter is called and employed by the Presbytery and is accountable to the Presbytery Council through its Personnel Team.

Presbytery of Lake Huron – Executive Presbyter Job Description September 17, 2019

ATTACHMENT D - Executive Presbyter Preaching and Honorarium Policy

EXECUTIVE PRESBYTER PREACHING AND HONORARIUM POLICY

The Executive Presbyter shall support the life and ministry of our constituent churches through preaching, worship leadership, teaching, training, and moderating sessions or congregational meetings as required in the performance of official duties; and at other times on an as-needed as-available basis.

At no time shall the Executive Presbyter require, solicit, or accept an honorarium for performance of official duties.

When agreeing to perform functions for constituent churches on an as-needed, as-available basis, the Executive Presbyter shall not require or solicit honoraria. Should an honorarium be extended to the Executive Presbyter, the Executive Presbyter:

- May accept honoraria for services performed during holidays and previously submitted vacation periods, or when scheduled with less than three weeks' notice and not otherwise required in the performance of official duties.
- May sign over honoraria to the presbytery and designate a purpose or account for such honoraria that does not personally benefit the Executive Presbyter. These shall be treated as charitable donations for tax purposes and declared as self-employment income.
- May sign over honoraria to the presbytery for placement in a reserve account to provide supplemental funds for the Executive Presbyter's sabbatical leave. These shall not be treated as charitable donations, and shall be declared as self-employment income in the year the honorarium is received. If any amount is unused or remains at the termination of employment, the balance shall be forfeited and treated as a charitable donation in the year of termination (subject to applicable tax law).

The Executive Presbyter may suggest to churches extending honoraria that they may alternatively direct the honorarium as a gift to the Presbytery or other mission purpose. Designation of any such gifts may be made by the donor, or by the Presbytery Council either upon recommendation by the Executive Presbyter or by rule.

The Executive Presbyter shall be responsible for any and all tax liabilities incurred by receiving honoraria for services rendered.

The Personnel Committee may consider the tax liability incurred by the Executive Presbyter under this policy in establishing compensation and benefits recommendations on a year-to-year basis.