

Notice of the
Stated Meeting
of the
Presbytery of Boston
Hosted by the Korean Church of Boston

Date/Time: May 21, 2018, 7:00 PM

Location: 32 Harvard St., Brookline, MA 02445

Pre-Meeting:

- Light meal at 6:30 provided by the Korean Church of Boston
- At 6:30 PM there will be a mock Q and A with our Resource Presbyter to help her prepare for questioning at General Assembly when she stands for co-moderator. Bring your best questions!

Meeting officially begins at 7:00 PM

All teaching elders and ruling elders with the privilege of vote are expected to attend all presbytery meetings.

If you have any questions, please feel free to contact the Stated Clerk:
T. J. DeMarco at statedclerk@presbyteryofboston.org or 401-523-7417

Worship Offering

Our worship offering will be added to the 223rd General Assembly opening worship offering. These funds will be directed to help free people who are in prison for their inability to pay fines.

Directions to The Korean Church of Boston

32 Harvard St., Brookline, MA 02445

Google Maps: maps.google.com

Parking is available on Harvard Street, Washington Street, and Holden Street. There is a lot across from the Holden Street entrance. Parking is free on Sundays.

Public Transportation

The MBTA #66 bus runs between Harvard Square and Dudley Square, through Coolidge Corner. It stops near the church, at Harvard St. and Pierce St. Take the steps up to the Harvard St. entrance, or turn right on Pierce St. and enter by the double doors. (Note that the bus stops directly in front of--or across from, depending on the bus direction--St. Mary's Catholic Church. First Presbyterian Church is on the diagonal corner from St. Mary's.)

The Green line D Train stops at Brookline Village.

Facing the puppet theater, turn left and go up the hill toward Harvard St. Turn right onto Harvard St. and walk past the Village Smokehouse, the Starbucks, and Henry Bear's Place. The church is across Harvard Street.

You can also use the [MBTA Trip Planner](#) to get T directions from the Boston area. Note that Boston College has a shuttle to the D line.

Proposed docket
May 21, 20189

Stated Meeting of the Presbytery of Boston

Korean Church of Boston

32 Harvard St. Brookline, MA

		Length
6:30	Pre-Presbytery Event: Mock Q and A Session with Resource Presbyter to help her prepare for questioning at the 223 rd General Assembly	
6:30	Registration and Fellowship (Light dinner will be served)	30
*7:00	Call to Order & Declaration of Quorum (David Leigon) Opening Prayer Call for new business Adoption of agenda Introduction of New Elders Seating of Corresponding Members Welcome from Host Congregation	10
7:10	Report of the Treasurer (Andrew Parmelee)	5
7:15	Report of the Trustees (Rodney Petersen)	5
7:20	Report of the Stated Clerk (T. J. DeMarco)	15
7:35	Report of the Moderator (David Leigon)	10
7:45	Report of the Resource Presbyter (Cindy Kohlmann)	10
7:55	Worship: Commissioning of commissioners and delegates to the 223 rd General Assembly. Offering to be directed to opening General Assembly worship offering.	30
8:25	Budget and Strategy Conversation (Cindy Kohmann)	30
	Committee Reports	
8:55	Committee on Congregation Support and Development (Trina Portillo)	10
9:05	Nominating Committee (David Dorer)	5
9:10	Committee on Ministry (Eric Markman)	30
9:40	Report of Council	5
	New Business (only if requested at beginning of meeting) and Announcements	
	Adjourn	
	* <i>Denotes Order of the day</i> (All other times are guidelines)	

PRESBYTERY OF BOSTON

OFFICE OF THE TREASURER

TO: Church Pastors, Commissioners and Treasurers
FROM: Andrew W. Parmelee, Treasurer
DATE: May 21, 2018

With this memo you will find the treasurer's income/expense report of Presbytery's operating account through April 30 of this year along with the mission report for the same period. The second page of the income/expense report has the Trustees' balance sheet as of yearend 2017. Also with this report is the treasurer's income/expense report for the YAV account through the end of the 1st quarter 2018.

If you have any questions concerning these reports please ask them at the meeting on Monday evening or contact me by phone at 617-967-0430 or by email at awparmelee@comcast.net anytime.

Presbytery of Boston

<i>Per Capita and Mission Budget for 2018</i>			<i>Budget</i>		<i>Actual - April 30, 2018</i>	
I. Per Capita and Mission Resources:			2018	% Budget	2018	% Budget
1) Member Church <i>Per Capita</i> (formerly Unified Mission)	\$	133,672		55.5%	\$	25,844
2) Transfer from Trustee Funds - Mission Awards, Grants, Loans	\$	10,000		4.2%		0.0%
3) Transfer from Fort Square Settlement Proceeds	\$	20,000		8.3%	\$	8,808
4) Transfer from Trustee Funds (5 Yr Rolling Avg of Interest Income)	\$	5,000		2.1%		0.0%
5) YAV Payroll Support	\$	25,123		10.4%	\$	8,210
6) Individual Gifts	\$	10,000		4.2%	\$	1,450
7) Unrestricted-Shared Mission	\$	30,000		12.5%	\$	7,012
8) Designated/Directed Mission	\$	7,000		2.9%		0.0%
9) Presbytery Loose Offering				0.0%	\$	2,292
RESOURCES Total:			\$ 240,795	100.0%	\$ 53,616	22.3%
II. Per Capita and Mission Disbursements:			2018	% Budget	2018	% Budget
A. Congregational Mission Programs			\$ 10,000	4.1%	\$ 200	0.1%
1) POB Shared Mission Programs (CCS&D)	\$	10,000		4.1%		0.0%
2) Roxbury Presbyterian Church	\$	-		0.0%		0.0%
3) Church of the Covenant (Funded by I2)	\$	-		0.0%		0.0%
4) Shekinah Fellowship	\$	-		0.0%	\$	200
5) The Presbyterian Church, Clinton	\$	-		0.0%		0.0%
6) Christaller Presbyterian Fellowship	\$	-		0.0%		0.0%
7) PNNE - Green Card Process	\$	-		0.0%		0.0%
8) Korean Church of Boston (Funded by I2)	\$	-		0.0%		0.0%
9) Designated/Directed Missions	\$	-		0.0%		0.0%
B. Other Mission Programs			\$ 15,000	6.1%	\$ 2,867	19.1%
1) UTS - Poor People's Campaign				0.0%	\$	575
2) Community Day Center of Waltham	\$	-		0.0%		0.0%
3) Presbyterian Disaster Assistance - Harvey and Atlantic Regional Hurricane	\$	-		0.0%		0.0%
4) Young Adult Volunteers	\$	-		0.0%		0.0%
5) Mission to the Congo	\$	-		0.0%		0.0%
6) Immigration Response Task Force	\$	-		0.0%		0.0%
7) Northeast Ecumenical Stewardship Council	\$	-		0.0%		0.0%
8) PC(USA) - Youth Connection and Youth Triennium	\$	-		0.0%		0.0%
9) Presbytery Loose Offering (other)	\$	-		0.0%	\$	2,292
10) Designated/Directed Mission (other)	\$	7,000		0.0%		0.0%
11) PoB Shared Mission Programs (CEM)	\$	8,000		3.2%		0.0%
12) Grants - Restricted (from Trustee Funds)	\$	-		0.0%		0.0%
C. Presbytery Staff, Officer and Office Expenses			\$ 181,093	73.4%	\$ 57,993	32.0%
1) Moderator of Presbytery - Expenses	\$	1,200		0.5%		0.0%
2) Treasurer - Salary	\$	20,400		8.3%	\$	6,800
3) Treasurer - Related Expenses (Office and FICA)	\$	5,000		2.0%	\$	520
4) Stated Clerk - Salary	\$	30,274		12.3%	\$	10,091
5) Stated Clerk - Related Expenses (FICA, Travel & Office, 403b)	\$	8,203		3.3%	\$	2,524
6) Recording Clerk - Stipend	\$	674		0.3%		0.0%
7) Audit Expenses	\$	3,500		1.4%		0.0%
8) Resource Presbyter - Salary and Offset	\$	39,902		16.2%	\$	13,301
9) RP - Reimbursable Exps (CE, Mileage, Meals, Phone) & D&D, Pension	\$	10,788		4.4%	\$	4,296
10) Presbytery Office Expenses, Rent and Insurance	\$	9,000		3.6%	\$	3,574
11) Administrative Assistant to RP/SC - Salary	\$	24,179		9.8%	\$	8,060
12) Administrative Assistant to RP/SC - Related Expenses (FICA)	\$	1,850		0.7%	\$	617
13) YAV Site Coordinator - Salary	\$	23,338		9.5%	\$	7,627
14) YAV Site Coordinator - Related Expenses (FICA)	\$	1,785		0.7%	\$	583
15) PoB Web Site Support and Training	\$	1,000		0.4%		0.0%
16) Staff Conferences	\$	2,000				
D. Presbytery Committees			\$ 8,550	3.5%	\$ 1,270	14.9%
1) Presbytery Council/Training and Development	\$	300		0.1%		0.0%
2) Committee on Preparation for Ministry	\$	3,000		1.2%	\$	175
3) Committee on Ministry	\$	5,000		2.0%	\$	1,095
4) Committee on Congregational Support and Development	\$	-		0.0%		0.0%
5) Permanent Judicial Commission	\$	250		0.1%		0.0%
6) Committee Resources (Pers, COR, Nom, S&B, CEM)	\$	-		0.0%		0.0%
E. GA and Synod Per Capita and Connectional Expenses			\$ 32,238	13.1%	\$ 9,787	30.4%
1) Connectional Support to General Assembly and The Synod of the NE	\$	30,238		12.2%	\$	9,787
2) POB - General Assembly Expenses	\$	2,000				
DISBURSEMENTS Total:			\$ 246,881	100.0%	\$ 72,117	29.2%

Balances	
Checking	\$ 31,713
Savings	\$ 10,226
3/31/18	\$ 41,939
Income	
01/01/18	\$ 71,120
Disburse	\$ 73,362
03/31/18	\$ (102,543)
Funds	
Operating	\$ (2,443)
Invest Inc	\$ -
Peace Offer	\$ 1,491
Waltham	\$ (45)
PJC	\$ 500
Youth Tri.	\$ 2,794
Pentecost	\$ 731
PC Conf	\$ 4,463
CEM	\$ 2,000
Pastor's Dev	\$ 6,944
Presb. Day	\$ 543
CPM	\$ 763
Abbey Bos.	\$ 1,474
CHRA	\$ 540
TTLDev	\$ 21,254
NPC	\$ -
PDA	\$ 350
Shekinah	\$ -
Supply Fund	\$ 580
Other Income	
Investment	\$ 2
Grants	\$ -
Funds Crs.	\$ 8,257
Oper. Crs.	\$ 11,487
	\$ 19,746
Other Disbursements	
Funds Disb	\$ 20,103
Adj	\$ -
Oper Disb	\$ 9,523
Grants	\$ 801
	\$ 30,427

2018 *Per Capita* Apportionment: GA \$ 7.73; Synod \$ 4.10; @ 2,387 members

Presbytery of Boston - Board of Trustees Funds

Actual - December 31, 2017

	<u>Market Value</u>
Cash	\$ 11,234
Savings	\$ 318,549
PILP Investment Mission Money Fund	\$ 320,000
(Note: \$200,000 from the EBF-Cont. Educ. fixed principal balance and \$120,000 from The Lynn Redev. Fd.-Minimum Permanent Fund)	
Charles Schwab & Co., Inc. (Vost Value - \$ 500,000	
Investments Long	\$ 873,441
Cash	\$ 7
Loans Receivable (Worcester)	\$ 14,664
Loans Receivable (WCHR-\$50,000 & BCLP-\$25,000)	\$ 75,000
	<u>\$ 1,612,895</u>
Trustee Fund - Loans	\$ 14,664
Trustee Fund - Other (Unrestricted Operating)	\$ 209,096
Kneeland Fund - Regular	\$ 4,745
Kneeland Fund - Special	\$ 1,406
Presbytery Congregational Development Fund	\$ 43,064
Minister's Emergency Fund	\$ 28,575
John Gilchrist Fund	\$ 22,705
The Robie Fund (\$ 40,000 minimum permanent fund)	\$ 63,958
The Lynn Redevelopment Fund (\$ 164,947 minimum permanent fund)	\$ 322,694
Roxbury Presbyterian Church Reserve Fund	\$ 20,000
East Boston Funds	
Continuing Education (\$ 200,000 minimum permanent fund)	\$ 275,862
Equity Sharing	\$ 312,634
Missions	\$ 100,322
Elizabeth Pultz Fund	\$ 6,892
Ft. Square Fund	\$ 186,248
Undistributed Accrued Income	\$ -
Change in Value of Investments (gains distributed 12-31-17)	\$ -
	<u>\$ 1,612,865</u>

Mission Statement of the Presbytery of Boston

As we seek to be faithful witnesses to Christ in loving service together, the Presbytery of Boston will support the "Great Ends of the Church" by:

- 1) Strengthening and growing the congregations of the presbytery by providing guidance and resources for their ministries and by encouraging partnerships.
- 2) Engaging in presbytery-unifying activities of peace, justice and kindness, evangelism and witness.
- 3) Providing pastoral care for ministers and their families.

2018 Per Capita Apportionment and Member Church Mission Pledges and Gifts							YTD - April 30					
CHURCH	Per Capita Share	Ind Gifts	Per Capita PAID	Presbytery Mission	Designated Mission	2017 Per Capita	2017 Des Miss	Total Presbytery	Synod Pledge	Total Synod	GA Pledge	Total GA
Covenant	\$ 2,800			\$ 3,150				\$ 3,150				
			\$ 700	\$ 787				\$ 1,487				
Fourth	\$ 8,960							\$ -				
								\$ -				
Hyde Park	\$ 2,632							\$ 675				
Pr Iglesia	\$ 3,696		\$ 675					\$ -				
								\$ -				
Roxbury	\$ 6,776							\$ -				
								\$ -				
Brookline	\$ 3,528			\$ 472				\$ 4,000				
			\$ 3,528	\$ 472				\$ 4,000				
Korean	\$ 17,808							\$ 17,808				
			\$ 6,944	\$ 1,500				\$ 8,444				
Beverly	\$ 2,072											
Burlington	\$ 6,944			\$ 10,000				\$ 16,944				
			\$ 1,733	\$ 2,503				\$ 4,236				
Cambridg	\$ 3,080							\$ 3,080				
			\$ 770					\$ 770				
Clinton	\$ 3,304			\$ 1,016				\$ 4,320				
			\$ 720					\$ 720				
Good Shp	\$ 5,264							\$ -				
			\$ 1,315					\$ 1,315				
Natick	\$ 7,000							\$ -				
								\$ -				
Needham	\$ 4,088							\$ -			\$ 1,000	
			\$ 1,363					\$ 1,363				
Newton	\$ 14,392							\$ -				
								\$ -				
F Quincy	\$ 11,256							\$ -				
			\$ 1,895					\$ 1,895				
YngSang	\$ 4,032											
						\$ 1,545		\$ 1,545				
Somerv'l	\$ 2,016							\$ -				
								\$ -				
Sudbury	\$ 8,680							\$ 3,440				
			\$ 2,190	\$ 1,250								
Waltham	\$ 616							\$ 616				
			\$ 616					\$ -				
Whitinsv'l	\$ 6,216							\$ 3,250				
			\$ 2,750	\$ 500								
Worcester	\$ 5,992							\$ -				
								\$ -				
Taiwan	\$ 2,352							\$ -				
								\$ -				\$ 8,873
Pilgrim								\$ -				
			\$ 644					\$ 644				
Ind Gifts		\$ 2,400										
		\$ 1,450										
Total PC	\$ 133,504											
Total	\$ 133,504		N/A	\$ 14,638	\$ -	N/A	N/A	\$ 148,142			\$ 1,000	\$ 8,873
Total Rec			\$ 25,843	\$ 7,012	\$ -	\$ 1,545		\$ 34,400				
Affirmed	\$ 37,464							\$ 34,400				
%Rec			19%	48%								
		Light \$ = Paid		Bold \$ = Pledged								

Presbytery of Boston - BFJYAV

<i>Budget for FY 2018 and PY 2017-2018</i>	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>2018 Balances and Cash Flow</i>
I. Income - All Sources	FY '18	FY '18	PY '17-'18	March '18	
1) YAV Support					
- 2017-2018 - Shimer	\$ 1,500	\$ 2,300	\$ 3,750		
- 2017-2018 - Yielding	\$ 1,500	\$ 125	\$ 1,777		
- 2017-2018 - Mapes	\$ 1,500		\$ 4,999		
- 2018-2019 - YAV 1	\$ 1,500				
- 2018-2019 - YAV 2	\$ 1,500				
- 2018-2019 - YAV 3	\$ 1,500				
					<u>Balances</u>
					Checking \$ 9,188
					Savings \$ 22,520
					3/31/18 \$ 31,708
2) Grants					
- National YAV Office Grant	\$ 9,654	\$ 801	\$ 801		
- Presbytery Restricted Grant					01/01/18 \$ 42,946
- New England PPG Grant/Synod	\$ 4,000		\$ 2,000		Income \$ 11,147
- Presbyterian Hunger Program			\$ 9,654		Disbursements \$ (22,385)
- Other Grant Support					3/31/18 \$ 31,708
3) Partner Agency and Church Commitments					
- Hartford Street Presbyterian Church	\$ 4,500				
- A Place to Turn, Natic	\$ 4,500	\$ 1,500	\$ 1,500	\$ 1,500	<u>Funds</u>
- Fourth Presbyterian Church	\$ 4,500	\$ 2,500	\$ 2,500		Inv. Income \$ 20
- Waintham Fields Community Farm, Waintham	\$ 4,500				Operating Fund \$ 31,688
					2/28/2018 \$ 31,708
					<u>Other Income</u>
- First United Presbyterian Church, Cambridge	\$ 4,500	\$ 2,250	\$ 6,750	\$ 2,250	Investment \$ 1
- Food for Free, Cambridge	\$ 4,500				Operating Cr \$ -
					Miscellaneous \$ -
					\$ 1
4) Contributions					<u>Other Disburse</u>
- Presbytery Operating Budget Support					Operating Disb \$ -
- Presbytery Loose Offering and Individuals	\$ 1,500	\$ 500	\$ 1,258		Miscellaneous \$ -
- Church Gifts - Mission Funds	\$ 3,000		\$ 1,050		\$ -
5) Special Event Fundraisers					
- Annual Appeal	\$ 1,000				
- Fund Raising Event	\$ 1,000	\$ 1,170	\$ 1,840	\$ 1,170	
RESOURCES Total:	\$ 56,154	\$ 11,146	\$ 37,859	\$ 4,920	

	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
<i>II. Disbursements</i>	<i>FY '18</i>	<i>FY '18</i>	<i>PY '17-18</i>	<i>March '18</i>
<i>A. Personnel</i>	\$ 49,750	\$ 13,958	\$ 36,209	\$ 5,453
1) YAV Stipend	\$ 13,200	\$ 3,600	\$ 9,600	\$ 1,200
2) Annual Payroll Tax	\$ 1,750	\$ 438	\$ 1,021	\$ 146
3) YAV Insurance				
4) Site Coordinator (through PoB payroll)	\$ 22,800	\$ 5,720	\$ 13,347	\$ 1,907
5) Chaplain	\$ 4,000	\$ 1,200	\$ 3,017	\$ 1,200
6) Food Justice Educator	\$ 8,000	\$ 3,000	\$ 8,000	\$ 1,000
7) Site Coordinator Trainee			\$ 1,224	
<i>B. Living Costs</i>	\$ 33,185	\$ 7,942	\$ 17,879	\$ 2,693
1) Housing and broker's Fee	\$ 29,900	\$ 6,900	\$ 16,100	\$ 2,300
2) Utilities (heat, electricity)	\$ 3,000	\$ 1,042	\$ 1,554	\$ 393
3) Food (\$ 75 per YAV for 1 month)	\$ 225		\$ 225	
8) Apartment Living Supplies	\$ 40			
9) Transportation	\$ 20			
<i>C. Program Costs</i>	\$ 3,325	\$ 485	\$ 2,904	\$ 43
1) Orientation	\$ 125		\$ 73	
2) Retreats and Fellowship	\$ 1,000	\$ 400	\$ 400	
3) Unallocated Staff Expenses from 9-9-2017			\$ 1,062	
4) Books	\$ 100		\$ 68	
5) Programs	\$ 150		\$ 928	
6) Cable - Internet	\$ 750	\$ 85	\$ 373	\$ 43
7) Phone				
8) Food and Program Meals	\$ 1,200			
<i>D. Administrative</i>	\$ 500	\$ -	\$ 38	\$ -
1) Support Services				
2) Postage and PO Box	\$ 150			
3) Supplies	\$ 50		\$ 38	
4) Site Cooredinator Travel	\$ 300			
<i>E. Furniture and Equipment</i>	\$ 1,000			
<i>F. Gifts</i>	\$ 190			
<i>G. Fundraising</i>	\$ 630			
	\$ 88,580	\$ 22,385	\$ 57,030	\$ 8,188

N.B. The actual figures for the program year are provided as general information only. They are not reconciled to the general ledger.

May 21, 2018
Report of the Stated Clerk

For Action:

1. Dismiss the Waltham Administrative Commission with thanks for their excellent service.
2. Approve the attached standing rule changes. (see attached)

By-laws first reading

As we move forward with the changes that have come out of the Budget and Strategy Report, we will need to make some changes to the by-laws. I have attached the first reading of the by-laws changes to this packet.

Waltham Administrative Commission

The Waltham Administrative Commission report is attached. Working with the Waltham AC and the Waltham session has been a great joy for me. Per your action at the last meeting, the Waltham congregation is closed. We are still working out some details. Congratulations to the Waltham congregation for its many years of faithful service. Thanks to Ruthie Seiders (chair), Carol Patey (secretary), Su Young Kim, and Betty Rots.

Newton Administrative Commission

The Newton Presbyterian Church remains in its building. At the time of this writing, the Newton AC is working on a negotiated agreement with the defendants. We Due to attorney client privilege, we are limited as to what information we are able to release. Thanks to Sharon Wright (chair), Cathy MacDonald (secretary), Mary Lou Smith, Alex Wei, and Sam Chung for their continued service on this AC.

Minister Identification Cards

Minister Identification cards from the Office of the General Assembly have been delivered. Please notify me via email if you would like yours mailed to you. My email address is statedclerk@presbyteryofboston.org

The Waltham AC Recommends that Presbytery form a task force of 3-4 people appointed by the moderator with the following responsibilities:

1. Manage use/rentals of the former building of the First Presbyterian Church of Waltham.
2. Manage the maintenance of the building
3. Hire a building manager paid for by rental income from the building
4. Recommend after 2 years how the building should be used in future years. This recommendation should come in the Spring of 2020.
5. Coordinate with the Presbytery trustees the payment of utility bills and maintenance costs.

Appointments of members of the task force by the moderator will be reported to the Presbytery at the stated meeting after the member is appointed.

The Stated Clerk will provide staff support for this task force.

This Task Force is a Task Force of the Presbytery of Bosotn and may only be dissolved by the Presbytery.

Changes to Standing Rules:

[Under Section E of the Standing Rules]

~~7. The Presbytery Council or a continuing committee shall review and bring to the presbytery its recommendation concerning any proposed actions involving the expenditure of presbytery funds; no action may be taken on such proposals without such review and recommendation.~~

7. *Standing Committees shall review and bring to the Presbytery Council its recommendations for grant requests. The Presbytery Council shall have the authority to take action on such requests on behalf of the Presbytery. All other actions involving the expenditure of Presbytery funds must be approved by the Presbytery.*

8. The committee on ministry is authorized to dissolve pastoral relationships in cases where congregations and pastor concur, and shall inform the presbytery of such action at the next stated meeting.

9. The committee on ministry is authorized to appoint a teaching elder as moderator of session in a church without a pastor; it shall inform the session of such action immediately, and shall inform the presbytery at the next stated meeting.

10. The committee on ministry is authorized to dismiss teaching elders to other presbyteries, and shall report such actions to the next stated meeting of the presbytery.

11. *The committee on ministry is authorized to receive ministers from other Presbyteries into membership of the Presbytery of Boston and shall report such actions to the next stated meeting of the Presbytery*

12. *The committee on ministry is authorized to approve terms of call on behalf of the Presbytery.*

~~14.~~ 13. The committee on preparation for ministry is authorized *receive inquirers, approve inquirers for candidacy, and* to certify candidates ready for examination for ordination, pending a call, and shall report such actions to the next stated meeting of the presbytery.

~~12.~~ 14. Three unexcused absences from presbytery committee meetings make such persons unable to serve out their terms.

~~13.~~ 15. The presbytery appropriates necessary funds for disciplinary cases originating under its jurisdiction through an advocacy support team.

a. When the stated clerk reports to the presbytery that an alleged offense has been referred to any investigating committee pursuant to the Rules of discipline, D-10.0103, the moderator of the permanent judicial commission appoints an advocacy support team, to consist of three presbyters, each of whom shall be a former member of the permanent judicial commission of the Presbytery of Boston, the Synod of the Northeast, or the General Assembly, and none of whom may be currently serving on the permanent judicial commission of the Presbytery of Boston.

b. When an alleged offense is referred to any investigating committee at a time when an advocacy support team has previously been formed, the moderator of the permanent judicial commission may choose either to refer the subsequent matter to the existing advocacy support team, or to appoint a new team.

c. An advocacy support team remains active until all disciplinary matters referred to it have been concluded, including during any appellate process.

d. Throughout the pendency of a matter, the advocacy support team is available to the investigating committee, the prosecuting committee and the accused on an impartial basis to:

- i. assist in identifying appropriate advocacy support; and
- ii. facilitate Presbytery's provision of financial support for advocacy expenses.

e. When the advocacy support team, after consultation with any party to a matter, determines that the Rules of Discipline require Presbytery's financial support of advocacy expenses, the team prepares and presents to Presbytery Council a proposed budget as a request for the funds that the team deems to be reasonably necessary to meet Presbytery's obligation.

f. Once the budget has been approved by the Council, and specific expenses have been approved by a majority of the advocacy support team, any member of the team is authorized to submit requests for payment of advocacy expenses to the treasurer of the presbytery. In cases where counsel is retained, the advocacy support team is not involved in the determination of legal strategy, and does not intrude upon the attorney-client relationship.

14. 16. a. The session of a congregation that contemplates seeking presbytery's approval of an action under G-3.0303b (moving, dividing, being dismissed or being dissolved) or under G-5.05 (entering into joint witness with another denomination) may invite presbytery to create a response team. Creation of a response team should occur expeditiously, without further inquiry, and ideally within one month.

b. The function of the response team shall be to accompany the session and congregation as they discern the way in which God is calling them to live out their future ministry as part of the church of Jesus Christ, taking care to seek to hear the breadth of opinions represented.

c. The response team shall consist of three ruling or teaching elders, none being members or staff in the congregation involved. The three members are named, one each, by the session, the chair of the committee on ministry, and the moderator of presbytery. It shall be the responsibility of the moderator to name the last member, with attention to ensuring a balanced team. The intent of the selection process is to choose a response team that will enjoy the trust of the session, congregation and presbytery. The moderator and stated clerk shall maintain a list of ruling and teaching elders who are open to such service, although selection is not limited to those so listed.

d. When the discernment process determines that the congregation's continued ministry within the Presbytery of Boston will most clearly fulfill its call to further the work of the church of Jesus Christ, the response team will report this conclusion to the presbytery with thanksgiving.

e. When the discernment process identifies actions on the part of presbytery, the implementation of which might allow the congregation to continue in good conscience to witness to the Gospel within the Presbytery of Boston, the Team is empowered to recommend to the presbytery, through its Council, any such actions.

f. If the response team and session, in their discernment process, conclude that an action contemplated in paragraph (a) of this rule is warranted, the response team is to work with the session and congregation to propose a plan of action that will (1) treat fairly the interests of both the congregation and the presbytery, including financial and legal interests; and (2) provide for actions to be taken in such a way that all involved will be able to affirm continued unity in the Church of Jesus Christ, regardless of the forms that their ongoing ministries may take. Once a plan of action is formulated, the session and response team will communicate the plan to the Presbytery Council, along with a request for creation of an administrative commission (G-3.0109b) to implement the plan. No member of the response team will be

eligible for election to any administrative commission so created.

g. In the case of any of the outcomes identified in paragraphs d, e, or f, the response team and session are encouraged to plan an appropriate liturgical occasion to allow members of the congregation and presbytery to celebrate their history of ministry together, to offer each other blessings for the new forms of ministry toward which they are moving, and to join in recommitting themselves to the Gospel of Jesus Christ.

h. Should the discernment process fail to reach a consensus, the response team shall report this conclusion to the Presbytery which shall dismiss the team with its appreciation.

~~15.~~ 17. When the Presbytery Council learns from the session of a congregation, through direct communication to Council or through indirect communication with an officer, staff member or committee of the presbytery, that the congregation or the session contemplates an action listed in paragraph (a) of Standing Rule E.14, the Presbytery Council will advise the session of the opportunity to seek creation of a response team under that rule. If a response team is not sought, or if a response team is appointed and then dismissed under paragraph (h) of Standing Rule E.14, Council will consider the need for the appointment of an administrative commission to support the congregation through its discernment process and, if an administrative commission is warranted will propose appointment of such a commission at the next stated meeting of the presbytery or at a special meeting called for that purpose.

~~16.~~ 18. A nomination from the floor must be accompanied by a bio on the literature table before the meeting

May 2018 Resource Presbyter Report to Council



May Presbytery Worship Offering

Our worship offering will be sent with our commissioners to General Assembly to be added to the offering taken up during the opening worship. Here's a description from a recent newsletter: In the *April 9 episode of Coffee with the Clerk*, Stated Clerk J. Herbert Nelson, II, explained that the opening worship offering at the 223rd General Assembly (2018) in St. Louis will be used to bring release to captives—prisoners who have been jailed for their inability to afford fines levied for minor offenses.

Potential Presbytery Partnership with *common cathedral* for Confirmation Classes

Amanda Grant-Rose, executive director for the *common cathedral*, is exploring the possibility of the Presbytery partnering with *common cathedral* to provide a confirmation class offering focused on mission using the City Reach program. Amanda is writing up a descriptive narrative for what this partnership could look like, which would be available to all the Presbyterian churches in the region. This could be an exciting offering for our congregations looking to help connect youth and adults with local mission as an expression of faith and membership in the PC(USA).

Shekinah Congregations

Boston Presbytery is now home to five Brazilian new worshipping congregations, with the newest congregation having their inaugural service on Saturday, April 7. There is also a group of over 25 people meeting in Waltham who are ready to start the sixth Shekinah in Boston once they have a place to begin worshipping. Shekinah Clinton just celebrated their one-year anniversary. I am in conversation with people in Louisville about whether there are Brazilians who might be able to relocate to the Boston area to help provide leadership to these new worshipping communities in our midst, and am continuing to work to set up a training program to prepare Commissioned Ruling Elders. The Boston Shekinah congregations are located in Brockton, Natick, Clinton, Norwood, and Marlborough.

Future Staffing

Included in the packet is a staffing and salary table as well as a Communications Coordinator position based on the feedback we heard during the March Presbytery meeting. These will be discussed as part of the Council report.

Presbytery Resource Day

The Presbytery Leadership Training and Resource Day was a huge hit, with 60 people from 20 churches participating. We had churches from Maine, New Hampshire, Vermont, and Massachusetts represented, including Good Shepherd in Easton, the Taiwan Presbyterian Church of Greater Boston, Roxbury Presbyterian, and Primera Iglesia. The resources from that day are

on our website under the Resources: For Churches tab. [*Click here to check it out!*](#) It was a fantastic day!

Co-Moderator Preparation

Boston Presbytery is offering a practice Question & Answer session before the Presbytery meeting at KCB on May 21. It will start at 5:30 pm, and will be done by 6:15 so we can enjoy the amazing dinner prepared by KCB.

Travel/Vacation

General Assembly preparation with Vilmarie in Miami, May 22-24

Vacation, May 28-June 4

General Assembly, St. Louis, MO, June 14-23, Co-Moderator Process/Commissioner

Congregations Visited in 2018

PNNE

Sudanese Fellowship (ME)

Londonderry (NH)

New Boston (NH)

Boston

Cambridge

Sudbury (book group leader)

Good Shepherd (Chip's farewell celebration)

First, Quincy

Burlington (Trina's installation)

Clarendon Hill

Newton

Shekinah Natick

First, Brookline

Primera Iglesia

Shekinah Marlborough

Waltham (service of celebration)

Congregational Support & Development

Report to Presbytery

Our committee has been unable to meet, but we have voted to recommend the following two proposals for grant funding to the presbytery for action.

Rev. Meagan Manas has requested a grant from the East Boston fund to assist in funding an intensive course in Mental Health Counseling as she pursues her degree in this field. Rev. Manas identifies the strong need for mental health professionals in central MA, where the Clinton Presbyterian Church is located, and she feels called in this direction to enhance the mission and ministry she is able to provide. The initial two-week intensive course is offered on the campus of UMass Dartmouth, and costs \$5,850. Meagan is utilizing her remaining continuing education funds available to her through her two part-time employers, as well as personal savings, to pay for half the cost. She requests funding of \$2,925 from the East Boston Fund to meet the remainder of these expenses.

MOTION: To approve the grant request of Rev. Meagan Manas for \$2,925 from the East Boston Fund for the Mental Health Counseling intensive course at UMass Dartmouth.

The second proposal is from the Shekinah Norwood church, requesting a seed grant through the 1001 New Worshipping Communities program of the PC(USA). The Norwood church began meeting in September, 2017 and it is hosted by the Congregational Church in Norwood. The seed grant is a one-time grant of \$7,500 and does not require matching funds from the presbytery.

MOTION: To endorse Shekinah Norwood's grant application to the 1001 New Worshipping Communities program.

Respectfully submitted,

Trina Portillo

Chair, CS&D

Nominating Committee Report

May 2018 Presbytery of Boston Stated Meeting

The Nominating Committee brings forward the following nominations:

Jean Olson, Ruling Elder Sudbury

1. Permanent Judicial Commission, class of 2024 (6 year term).
2. Committee on Preparation for Ministry, class of 2021 (first 3 year term).

Jean grew up in Walpole, MA, and has lived in Rochester, NY, Baltimore, and San Francisco. She returned to be near family when she retired and now lives in Concord, MA. She was a Professor of Pathology and was on the faculty at The Johns Hopkins University and University of California San Francisco. Jean joined the PCUSA in the mid-1980s. She was brought up in the UCC, and was ordained as a PCUSA ruling elder in 1992. She served several Presbytery committees of the Presbytery of San Francisco. Her service included the Committee for Preparation for Ministry, 6 years, chair 1 year, Committee on Ministry, 3 years, and a Presbytery Engagement Team. The Engagement Team aided a congregation in its discernment over whether to leave the Presbytery. They chose to remain. Jean was a reader for ordination exams over 5 years. She was elected as West Regional Convener to the Presbyteries Cooperative Committee on Examination for Candidates and has served that committee for four years. She is a member of the Presbyterian Church in Sudbury.

Paul Shifflet, Ruling Elder.

1. Trustees Investment Subcommittee class of 2021 (first 3 year term).

Paul is from Charlotte, NC. He moved to Boston during the summer of 2017 after obtaining his MBA from the Wharton School of the University of Pennsylvania in Philadelphia. He is currently a member of Arch Street Presbyterian Church in Philadelphia and is actively seeking a church home in Boston. Paul was raised Presbyterian at First Presbyterian Church in Charlotte and is an ordained Ruling Elder of the Presbyterian Church (USA). While at Arch Street Paul served on Session and chaired the Finance Committee. In addition to leading the annual budgeting process, the Finance Committee was responsible for stewarding the church's approximately \$3 million endowment. Paul drafted the church's first Investment Policy Statement and, as a member of the Committee, advised the endowment's external manager on asset allocation decisions.

Paul is an Equity Research Analyst at Eaton Vance Management and is a CFA charterholder. He is responsible for the US Large Cap Value fund's investments in regional banks. He regularly collaborates with members of the firm's equity and credit analysts, and portfolio managers. Paul graduated from Haverford College in 2011 with a BA in Economics and an MBA from Wharton in 2017.

Elizabeth (Beth) Wieman, TE Hyde Park

1. Committee on Ministry class of 2021 (first 3 year term)

Beth has been a member of Boston Presbytery since 1987. She is currently the Pastor of Hyde Park Presbyterian Church. Before Hyde Park she served as the Minister of Christian Education at Church of the Covenant, and before that she was the Associate Pastor of Grace Church UCC in Framingham. She has served as Vice Moderator and Moderator of the Presbytery, chaired Budget, Nominating, and Committee on Church Support and Development, and currently serves on the Committee on Education for Ministry. Beth served as a Presbytery of Boston General Assembly commissioner to the 2006 Assembly in Birmingham. She also chaired the search committee that called George Magnuson to be the General Presbyter of Boston Presbytery. Beth lives in Boston with her husband Mark Leach.

Ben Black, TE First United Presbyterian Church of Cambridge.

1. Committee on Ministry class of 2021 (first 3 year term).

Rev. Benjamin Black is the pastor of First United Presbyterian Church in Cambridge, MA where he was called to serve in March. Prior to serving in Boston Presbytery, Rev. Black served for eight years as Pastor, Head of Staff for Forest Hills Presbyterian Church in Pittsburgh, Pennsylvania and was in his second term serving Pittsburgh Presbytery's COM. Recently, he had been the chair of an Administrative Commission that oversaw the unfortunate closing of a dying church with six members in East Pittsburgh that then worked with the leaders of the community to utilize the building by transforming it into affordable housing to stabilize and reinvest in the neighborhood. Rev. Black is excited to be living in New England, loves the outdoors and the ocean, and finding creative ways to praise God through loving neighbors. His wife Sarah and two girls Maddie, 4, and Hope, 3, live in Lynn, MA.

Yvonne Powell, RE Roxbury Presbyterian Church

1. Trustees, class of 2020 (first - partial 2 year term)

Yvonne Powell is a life-long member of the Roxbury Presbyterian Church where service has been central to her Christian walk. Over the decades, she has served as an ordained elder, ordained deacon and member of the RPC Board of Trustees. She has served as a Sunday School teacher, member of the church choir, and an officer of Presbyterian Women of RPC. As a past serving elder, she has represented Roxbury Presbyterian as a voting member of Boston Presbytery. As a past president of Presbyterian Women of the Presbytery of Boston, she served many, many years ago as an ad hoc member of Council.

As a younger woman, Yvonne earned a masters degree in management science (ScM) from the Sloan School of Management at MIT. As a retired African American woman, Yvonne brings a diverse work background in both the private and public sector to a position on Presbytery's Board of Trustees.

Report from the Committee on Ministry to Presbytery, May 21, 2018

Eric Markman, Moderator Committee on Ministry

I. For Information

COM voted to extend the contract with TE Wayne Parrish as part-time Temporary Supply Pastor and Moderator of the Session of Good Shepherd Presbyterian Church through Pentecost, May 20, 2018.

COM voted to appoint TE Eric Markman as Moderator of the Session of the Taiwanese Presbyterian Church of Greater Boston.

Boundary Awareness Training will be held the morning of October 11, 2018. The location is the Hartford Street Presbyterian Church in Natick. Details for registration will be forthcoming.

II. For Action

None

Presbytery of Boston Council
Report to Presbytery
May 21, 2018

Summary of Actions from the April 26 meeting:

- The council **voted** to designate the May 21 worship offering to benefit the General Assembly opening worship.
- The council **approved** a pre-presbytery event at the May 21 meeting that would be a mock Q and A session for the RP as she prepares to stand as co-moderator of the 223rd General Assembly.
- The council **approved** a letter to go in the Presbytery packet and e-connection to solicit funds to help support the Resource Presbyterian's efforts in standing for co-moderator of the 223rd General Assembly.
- The Council voted to present the narrative portion of the job description for the communications coordinator found in this packet with the following salary numbers:

Salary: \$30,000

Benefits: \$4,000

Reimbursable: \$2,000

Staff and Salary

Expense/Income	2018		2019	
RP Salary (22 hrs/wk)	\$39902.00	34.88/hour	\$40700.00	2% raise
RP Benefits	\$4788.00		\$4800.00	
RP Related Expenses	\$6000.00		\$6000.00	
Stated Clerk Salary (18 hrs/wk)	\$30274.00	32.34/hour	\$30879.00	
SC Benefits	\$4000.00		\$4000.00	
SC Reimbursables	\$4203.00		\$4300.00	
Treasurer Salary	\$20,400.00		\$20808.00	
Treasurer Related Expenses	\$5000.00		\$5000.00	
Office Administrator (20 hrs/wk)	\$24179.00	23.25/hour		
OA Related Expenses	\$1850.00			
Communications Coordinator (20 hrs/wk)			\$30000.00	28.85/hour
CC Benefits			\$4000.00	
CC Reimbursables			\$2000.00	
Total Personnel Expense	\$140596.00		\$152487.00	
Per Capita Total	\$133672.00	\$56.00	\$125965.00	\$61 GA might go up as much as \$5, membership went down by 322 (Newton)
Other Income	\$20000.00	Fort Square		
Budget Total	\$234714.00			
Budget Surplus/Deficit	\$8480.00			

**Presbytery of Boston
Communications Coordinator
Proposed Position Description**

TITLE:

Communications Coordinator

PURPOSE:

The purpose of this position is to assist in implementing the Presbytery's vision and programs by overseeing the administration and developing and maintaining media and communications to grow and enhance relationships within the Presbytery.

RELATIONSHIPS:

The Communication Coordinator will relate to:

- The Resource Presbyter as project/vision collaborator, colleague, support and supervisor.
- The Stated Clerk as project collaborator, colleague, support, and supervisor in the absence of the Resource Presbyter.
- Other elected staff, officers, committee chairs and volunteers as resource.
- Pastors and teaching elders as a resource and aide in communications/media matters.
- The Council with whom s/he works on issues of accountability and job performance.

RESPONSIBILITIES:

RELATIONAL:

Strengthen ties between the Presbytery, its pastors and churches through appropriate forms of communication, including the use of social media.

- Evaluate the Presbytery's current modes of communication for efficacy and connectional impact.
- Investigate the possibility of using new modes of communication for the Presbytery, including social media outlets and the development of an app.
- Be available to pastors, members, and Presbytery Committee/Commission chairs as needed.
- Be available to attend special events within the Presbytery if requested to by the Resource Presbyter and/or Stated Clerk.

CONNECTING:

Ensure that lines of communication are open and functioning within the Presbytery in order to share resources and information effectively.

- Work collaboratively with the Resource Presbyter and Stated Clerk as a contact point for queries within the Presbytery.
- Forward queries/information/ideas, particularly from the Presbytery email account, to appropriate people/committees/commissions.
- Help to communicate details of training events and other special events within the Presbytery.
- Help to plan and advertise Presbytery Day and other appropriate Presbytery events/functions.

ADMINISTRATIVE:

In close conjunction with the Resource Presbyter and Stated Clerk, maintain the basic administrative and webmaster duties of the Presbytery.

- Function as Webmaster by:
 - o updating webpages with appropriate resources, dates, photos, and attachments.
 - o creating new webpages as needed.
 - o responding to requests for new user logins or lost login information.
 - o keeping Presbytery directory up-to-date.
 - o providing technical support to Committee chairs.
- Prepare and distribute stated meeting packets via the website.
- Maintain Presbytery of Boston primary email account.
- Collect and distribute physical mail sent to the Presbytery office.
- Prepare and send weekly Presbytery of Boston e-connection newsletter.
- Arrange and distribute monthly Presbytery bulletin insert.
- Attend and assist with Presbytery meetings.

ACCOUNTABILITY AND EVALUATION: Council

The Communication Coordinator will be supervised by the Resource Presbyter and accountable to the Council. S/he will receive additional support from Presbytery staff and council. The Communications Coordinator will work for a probationary period of four months; during the third month of this period, there will be a formal job review.

This Position Description will be revisited and revised twelve months following the hire of the Communications Coordinator in order to assess the whether the position is meeting the needs of the Presbytery.

Hours: 20 hours/week

Salary: \$30,000 year

Benefits: \$4,000

Reimbursable Account: \$2,000

Vacation: 4 weeks