



Stated Meeting of the Presbytery of Boston

Saturday, March 9th, 2024 at 10:00 AM

Korean Church of Boston (KCB)

Meeting Packet



Notice of the Stated Meeting of the Presbytery of Boston

Date/Time: Saturday, March 9, at 10:00 AM

Location: In person at the Korean Church of Boston (KCB)

There may be a livestream available, but virtual participation/Zoom will not be available. **You must RSVP for lunch no later than March 1.** You can call them at (617) 739 - 2663 or email Rev. Kyung Moon Yoon at kmyoonkcb@hotmail.com

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, Kate Carlisle, at statedclerk@presbyteryofboston.org.

Parking Information

The underground parking lot of Brookline Town Hall Building is available. The Town Hall Building is located on 333 Washington St., Brookline near the Korean Church of Boston. The driveway is to the left of the town hall building on Washington St. Metered street parking is also available along Harvard St. and Washington St. If you have any question about parking, please refer to the sign in front of KCB church entrance.

Offering

The March Stated Meeting worship offering will support the Martin Luther King, Jr. Community Presbyterian Church in Springfield, MA in their season of rebuilding, and New England Glow as an early launch to the PC(USA) Pentecost offering. Please give generously. Use the following link. On the linked page select “click here to make an online donation” and on the next page enter your gift in the box identified for the Presbytery

Assembly: <https://www.presbyteryofboston.org/Donate>

Proposed Docket
March 9, 2024
Stated Meeting of the Presbytery of Boston
Korean Church of Boston, Brookline

10:00	Call to Order & Opening Prayer Declaration of Quorum Call for New Business Introduction of New Elder Commissioners & Corresponding Members Consent Motion Land Acknowledgment
10:10	Nominating Committee Report
10:15	Worship
11:00	Treasurer's Report
11:10	Trustees Report
11:15	Presentation by Rev. Dr. Sung-Joo Park, PILP
11:30	Relational Meetings Introduction
11:45	Lunch
12:30	Relational meetings, continued
12:50	Update from GLOW
12:55	Overtures to General Assembly
1:25	Report of the Council Report of the Shekinah Task Force Report of the Stated Clerk New Business (only if requested at beginning of meeting)
1:45	Adjournment

(Times listed in bold are Orders of the Day; all other times are approximations.)

Consent Motion
March 9, 2024
Stated Meeting of the Presbytery of Boston

The Consent Motion is intended for matters that are not controversial, and items are included in it only by unanimous consent. Any item may be removed from the Consent Motion by request of a person entitled to vote at this meeting. The Presbytery will act on those items at the relevant committee report or other appropriate time in the meeting. The Consent Motion is approved by Presbytery vote, and does not require debate.

1. That the Presbytery approve the minutes of the December 14, 2023 meeting, as distributed via the website.
2. That the Presbytery approve the proposed docket, including any new business that is in order and requested by the time of the Consent Motion.
3. That the Presbytery seat as Corresponding Members those ministers for whom a request and introduction has been made by the time of the Consent Motion.
4. That the Presbytery receive all Information Reports as provided in the meeting packet.

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A year ago, I was elected to the position of Treasurer for the Presbytery of Boston. In this time, we have connected with a bookkeeper and a payroll service. We have moved all of our finances into Quickbooks. We are implementing checks and balances and processes that we hope will make the transition to future treasurers a lot cleaner and hopefully a good transition of institutional memory.

2023 year-end wrap up items:

- Moved money from the Trustees Account to the Operating Account for Boundary Training (2024), NE Glow (cover 2023 expenses), New Worshipping Communities (2023).
- Fidelity contributions for staff were confirmed and paid.
- W2's and 1099's were issued.

All churches should have received a Per Capita statement via e-mail. Per Capita statements were e-mailed on February 1, 2024. If you did not receive one, please e-mail me at treasurer@presbyteryofboston.org Please ensure that your church returns the form or completes the Google Form by March 30, 2024.

At the December Assembly (December 14, 2023), the worship offering was designated for New Worshipping Communities. \$524.01 was received. Thank you for your contributions and donations!

The March Assembly (March 9, 2024) worship offering will support the Martin Luther King Jr. Community Presbyterian Church in Springfield, MA in their season of rebuilding, and New England Glow as an early launch to the PCUSA Pentecost offering. Please give generously. Please be sure to use the Presbytery Assembly donation line when making your contribution. www.presbyteryofboston.org/Donate

In addition to this written report, you will find the Statement of Activity, Needham and Financial Position for month ending January 31, 2024. (February 2024 statements were not available when reports were due.)

If you have questions (big or small), I encourage you to e-mail me (Lisa Carlin) at treasurer@presbyteryofboston.org

Please be sure that your Treasurer has the correct address for mailing financial correspondence:

Presbytery Treasury Services
c/o First Presbyterian Church
270 Franklin Street
Quincy, MA 02169

Please list the payee on any checks as the Presbytery of Boston and note in the memo line how it is to be used. If your Treasurer is sending in Per Capita or designated or undesignated mission giving, please be sure that you have also submitted your per capita form – either in the Google Form or by mailing the form in. That way, we will be able to attribute your designations properly.

Thank you!

*Respectfully submitted,
Lisa Carlin - Treasurer*

2024 Per Capita by Church

<u>Church</u>	<u>Per Capita</u>
Church of the Covenant	\$2,755.14
Fourth Presbyterian Church	\$9,379.20
Hyde Park Presbyterian Church	\$2,637.90
Primera Iglesia Presbiteriana Hispana de Boston	\$2,989.62
Roxbury Presbyterian Church	\$6,213.72
First Presbyterian Church of Brookline	\$1,758.60
Korean Church of Boston	\$19,637.70
The Presbyterian Church in Burlington	\$6,448.20
First United Presbyterian Church	\$4,162.02
Presbyterian Church in Clinton	\$3,986.16
Good Shepherd Presbyterian Church	\$3,634.44
Hartford Street Presbyterian Church	\$6,037.86
Newton Presbyterian Church	\$2,696.52
First Presbyterian Church (Quincy)	\$6,272.34
Quincy Young Sang Presbyterian Church	\$4,220.64
Clarendon Hill Presbyterian Church	\$2,403.42
The Presbyterian Church in Sudbury	\$7,093.02
Taiwan Presbyterian Church of Greater Boston	\$2,110.32
United Presbyterian Church at Whitinsville	\$4,748.22
First Presbyterian Church	\$3,810.30

Presbytery of Boston

Statement of Activity

January 2024

	TOTAL
Revenue	
REVENUE	
GIFTS & CONTRIBUTIONS	
Individual Contributions (Undesignated)	350.00
Presbytery Assembly Restricted Gifts (VanCo, etc.)	463.44
Presbytery Assembly Unrestricted Gifts (VanCo, etc.)	109.73
Total GIFTS & CONTRIBUTIONS	923.17
INVESTMENT INCOME	958.67
OTHER INCOME	
Interest Income - Bank	1.70
PC(USA) FDN Endowment Distributions	255.15
Total OTHER INCOME	256.85
PROJECT NEEDHAM REVENUE	
PN-Leasehold Revenue	7,560.00
PN-Misc. Income	744.00
Total PROJECT NEEDHAM REVENUE	8,304.00
SESSION CONTRIBUTIONS	
Session Per Capita	11,318.19
Session Per Mission (Undesignated)	1,055.00
Total SESSION CONTRIBUTIONS	12,373.19
Total REVENUE	22,815.88
Total Revenue	\$22,815.88
GROSS PROFIT	\$22,815.88
Expenditures	
EXPENDITURES	
PRESBYTERY	
ADMINISTRATION	
Insurance	15,856.00
Office - USPS Post Office Box	294.00
Office Supplies - Software & Subscriptions	31.88
Total ADMINISTRATION	16,181.88
CONNECTIONAL SUPPORT	
Synod of the Northeast Per Capita	7,203.70
Total CONNECTIONAL SUPPORT	7,203.70
SALARIES & STIPENDS	197.65
EE Payroll Taxes Paid	76.61
Employee retirement plan	50.07
FICA Tax	103.43
Payroll Processing Fees	61.45
Salaries & wages	847.92
Treasurer Stipend	1,000.00

Presbytery of Boston

Statement of Activity

January 2024

	TOTAL
Total SALARIES & STIPENDS	2,337.13
Treasury Services	
Accounting Fees	1,650.00
Total Treasury Services	1,650.00
Total PRESBYTERY	27,372.71
PROJECT NE GLOW	
Glow-Program Expenses	100.00
Glow-SALARIES & STIPENDS	1,300.00
Total PROJECT NE GLOW	1,400.00
PROJECT NEEDHAM	
Office Expenses	
PN-Office Cable/Internet	220.14
Total Office Expenses	220.14
Payroll Wage Expenses	
PN - ER Payroll tax	323.76
PN-Payroll Tax Expense	1,048.26
PN-Salaries and Stipends	3,183.84
Total Payroll Wage Expenses	4,555.86
PN-Building and Grounds	
PN-Contractors	1,356.81
PN-Repairs & maintenance	504.03
PN-Snow Removal	1,390.00
PN-Trash/Dumpster	225.50
PN-Utilities	6,176.28
Total PN-Building and Grounds	9,652.62
Total PROJECT NEEDHAM	14,428.62
Total EXPENDITURES	43,201.33
Total Expenditures	\$43,201.33
NET OPERATING REVENUE	\$ -20,385.45
NET REVENUE	\$ -20,385.45

Presbytery of Boston

Statement of Activity by Class

January 2024

	NEEDHAM	NEEDHAM BUILDING	TOTAL NEEDHAM	TOTAL
Revenue				
REVENUE				\$0.00
PROJECT NEEDHAM REVENUE				\$0.00
PN-Leasehold Revenue		7,560.00	7,560.00	\$7,560.00
PN-Misc. Income		744.00	744.00	\$744.00
Total PROJECT NEEDHAM REVENUE		8,304.00	8,304.00	\$8,304.00
Total REVENUE		8,304.00	8,304.00	\$8,304.00
Total Revenue	\$0.00	\$8,304.00	\$8,304.00	\$8,304.00
GROSS PROFIT	\$0.00	\$8,304.00	\$8,304.00	\$8,304.00
Expenditures				
EXPENDITURES				\$0.00
PROJECT NEEDHAM				\$0.00
Payroll Wage Expenses				\$0.00
PN - ER Payroll tax		323.76	323.76	\$323.76
PN-Payroll Tax Expense		1,048.26	1,048.26	\$1,048.26
PN-Salaries and Stipends		3,183.84	3,183.84	\$3,183.84
Total Payroll Wage Expenses		4,555.86	4,555.86	\$4,555.86
PN-Building and Grounds				\$0.00
PN-Contractors		1,356.81	1,356.81	\$1,356.81
PN-Repairs & maintenance		504.03	504.03	\$504.03
PN-Snow Removal		1,390.00	1,390.00	\$1,390.00
PN-Utilities		6,176.28	6,176.28	\$6,176.28
Total PN-Building and Grounds		9,427.12	9,427.12	\$9,427.12
Total PROJECT NEEDHAM		13,982.98	13,982.98	\$13,982.98
Total EXPENDITURES		13,982.98	13,982.98	\$13,982.98
Total Expenditures	\$0.00	\$13,982.98	\$13,982.98	\$13,982.98
NET OPERATING REVENUE	\$0.00	\$ -5,678.98	\$ -5,678.98	\$ -5,678.98
NET REVENUE	\$0.00	\$ -5,678.98	\$ -5,678.98	\$ -5,678.98

Presbytery of Boston

Statement of Financial Position

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bill.com Money Out Clearing	0.00
BoA Needham Funds - 7921 - 1	61,972.43
BoA Tobin Beaudet Security Deposit - 1438 - 1	300.35
BoA Tobin Beaudet Security Deposit - CD #9247	19,500.00
Business Adv Relationship - 7147 - 1 (PoB Checking)	133,004.37
Business Adv Relationship - 9392 - 1 (PoB Trustees' Checking)	15,534.29
Business Advantage Sav - 7147 - 1 (PoB Savings)	50,290.58
Business Advantage Sav - 9402 - 1 (PoB Trustees' Savings)	17,642.00
Vanguard CD - YAV	26,104.70
Total Bank Accounts	\$324,348.72
Total Current Assets	\$324,348.72
TOTAL ASSETS	\$324,348.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Payroll wages and tax to pay	
Payroll tax to pay	-73.59
Total Payroll wages and tax to pay	-73.59
Sales tax to pay	-2,070.89
Total Other Current Liabilities	\$ -2,144.48
Total Current Liabilities	\$ -2,144.48
Total Liabilities	\$ -2,144.48
Equity	
Opening balance equity	266,985.19
Retained Earnings	79,397.75
Net Revenue	-19,889.74
Total Equity	\$326,493.20
TOTAL LIABILITIES AND EQUITY	\$324,348.72



The Trustees of the Presbytery do not have resolutions for action at this Assembly of the Presbytery. Following is information drawn from our work since the last Assembly.

1. The Trustees of the John Gloucester Memorial Presbyterian Church Scholarship Fund (Scholarship Fund) approached the Trustees requesting assistance as they fulfill the mandate of the Fund. Specifically:

- Appointment of a Trustee for the Scholarship Fund by the Trustees of the Presbytery as required by the Trust Declaration as amended, February 25, 2009.
- Agreement by the Presbytery of Boston to act as a fiscal agent as defined in a Memo of Understanding to be drafted before receipt of funds.
- Investment of such funds using the investment policy of the Presbytery of Boston.
- Revision and update of the website information concerning the Scholarship Fund upon receipt of new information.

Concerning the first item above: The Trustees of the Presbytery appointed Teaching Elder Ken Grant Trustee of the Scholarship Fund ad interim and requested the Stated Clerk to certify this action to the Trustees of the Scholarship Fund.

Concerning the second item above: The Trustees of the Presbytery adopted a resolution authorizing the Presbytery of Boston to act as a fiscal agent under a Memo of Understanding to be agreed upon prior to the receipt of funds and for a period extending from a date in 2024 until the funds received are distributed by the Trustees of the John Gloucester Memorial Presbyterian Church Scholarship Fund.

Concerning the third item above: The Trustees noted that all funds invested by the Presbytery are invested under the Investment Policy Statement (IPS) dated March 21, 2007.

Concerning the fourth item above: The Trustees, Council and Communication Officer of the Presbytery stand by to assist the Trustees of the Scholarship Fund in the distribution of information about scholarships via the web and other means.

For additional information on the above, please see the Report of the Council.

2. As of January 31, 2024, the endowment totaled \$1.8 million of which approximately 15% is unrestricted as to purpose, corpus and/or time.

3. The Trustees received an annual due diligence report on the use of restricted endowment funds from NE GLOW, and celebrated the work of NE GLOW with and for the congregations of the three New England Presbyteries.

4. During the period, the Trustees of the Presbytery moved the Needham Project forward in the following ways.

- Appointed a Work Group for the Needham Project to guide next steps in the Needham Project. The Work Group is comprised of Patricia Carpino, Ruling Elder and Clerk of the Primera Iglesia Session, Ruling Elder Armando Carpino, Donald Dick, Building Manager, Ruling Elder Thatcher Freeborn and Teaching Elder Ken Grant.
- Received and studied the Hogan Report. This report is a study of the Needham building by a professional building inspector. It describes deferred maintenance, outlines a priority repair list and suggests potential costs.
- Based on input from the Hogan Report and Donald Dick, 2024 capital expenditures were set and budgets configured. The top priority is repair of the flat roof. The second priority is repair of the heating system's hydronics. The budget, inclusive of reserves and the Presbytery agreed upon 2024 budget, nearly exhaust resources that have been dedicated to the Needham Project.
- The group looks forward to reporting future progress on the Project.

5. The Trustees of the Presbytery hosted an investment portfolio performance review with the New Covenant Trust Company (NCTC) leadership team. The meeting was held earlier this week; all Session treasurers were invited. If you missed this meeting, don't worry. NCTC meets with the Trustees periodically.

Respectfully reported,
Rev. Ken Grant, Chair



Purpose of the Personnel Committee

- To support the Presbytery's five staff members through regular check-ins (2-4/year) and an annual review that includes a compensation review
- To maintain the Presbytery's Personnel Policy and form
- To collaborate with other Presbytery Committees on staff needs
- To collaborate on new employee orientation

Current Presbytery Staff Members

- Stated Clerk (Joint elected position with Presbytery of Southern New England)
- Treasurer (elected)
- Communications Coordinator
- New England GLOW Coordinator
- Needham Church Building Manager

Current Committee Members

- Rev. Meagan Manas (chair, term ending 12/2023)
- Beverly Shank
- Stephen Rose

The year was one of great change in personnel for the Presbytery of Boston. There was a complete redesign of the Treasurer's position under the direction of the Presbytery's Trustees. The Presbyteries of Southern New England and Boston agreed to jointly elect a Stated Clerk. The Trustees continued stewardship of the Needham Church and its Building Manager as an employee of Presbytery. New England GLOW's coordinator became a Presbytery employee. The Personnel Committee was involved in approving job descriptions, hiring and support of these staff members.

The Committee was involved in writing the successful Presbytery Support Grant for a Transitional Presbyter.

The process of developing templates and procedures began with the Committee issuing a template for annual reviews to be used by PofB churches and the Presbytery itself.

Staff Christmas gifts and regular conversations with Presbytery staff continue to be important ways of showing appreciation and support.

The Personnel Committee met quarterly and at its December meeting thanked Rev. Meagan Manas for her faithful years of service and elected Beverly Shank as chair.

Respectfully submitted,
Beverly Shank



1. For information

- A. Information from Congregations** – 2023 information has been gathered from the most of the churches of the Presbytery, per the data provided through the PC(USA) Annual Statistical Reports. For those churches who have not yet submitted data, please reach out to Kate Carlise at statedclerk@presbyteryofboston.org and Kathy Barnes at Kathy.barnes.newton@gmail.com

This information will allow the Committee on Representation to coordinate with the Presbytery's Nominating Committee to ensure that the leadership of our presbytery is more reflective of its membership.

In addition, the data will allow us to calibrate the number of ruling elders invited to participate as commissioners at Presbytery meetings, so that the views of ruling elders and teaching elders are as balanced as possible.

- B. Gathering / Training** – COR and Nominating Committee have jointly hosted gatherings to strengthen our connections and our leadership. We plan on continuing this type of activity, with the next gathering expected to be for clerks, providing input on clerks' responsibilities and how Presbytery can help with them.

2. For action

N/A

Respectfully submitted,
Kathy Barnes, Chair

**Boundary training:**

Thanks to all who participated in our joint Boundary Training with PSNE on January 20. By the date of the Presbytery meeting, information for completing this requirement will be distributed to all **teaching elders, candidates, inquirers, and CREs** who let us know that they will be completing this training online. If you have not received this information as of March 9, please contact me at statedclerk@presbyteryofboston.org.

Additional information for ruling elders, deacons, and unordained PoB staff, officers, and those serving on standing committees of Presbytery will be distributed in the near future. We also plan to share resources with Sessions who are looking to offer boundary training to members working with children and youth.

Parity between ruling and teaching elders:

Elder Kathy Barnes, COR chair, and I are monitoring Presbytery attendance to make sure we have balanced representation of both teaching and ruling elders.

Across three Stated Meetings of Presbytery in 2023, attendance averaged 27.3 teaching elders and 24 ruling elders. Attendance during 2023 was not heavily skewed towards teaching or ruling elders. On average, there were seven congregations (more than a third of the presbytery) who did not send any ruling elder commissioners to a given meeting.

The first way we hope to improve parity between ruling elder and teaching elder attendance at Stated Meetings is to seek ways to encourage congregations to send commissioners to Presbytery. Attendance in 2024 at the in-person and hybrid meetings may also give insight as to what attendance patterns are likely in the coming years, and whether other adjustments would be helpful. I also want to note that we do not have an established procedure for including leadership from fellowships and new worshiping communities in Presbytery meetings, and that remains an unaddressed issue of parity and inclusion.

Administrative manual update task force:

After a hiatus and some membership changes, the administrative manual task force, created in December 2020, has resumed its work to compile an administrative manual as required by G-3.0106 (Administration of Mission). Elder Kathy Barnes is chairing this effort. Council and committees have gathered documents over the last few months to help us begin this work.

Anti-racism task force:

The anti-racism task force is meeting regularly, and is beginning to draft an anti-racism policy for Presbytery consideration.

Anti-harassment Policy:

Moderator Ivy Jones Turner, Vice Moderator Ben Black, and I are working on a draft of an anti-harassment policy as required by recent changes to G-3.0106. Inspired by the ways this policy requirement challenges us to consider our values and ethics as a community, and reminded by G-3.0301 that a core responsibility and power of presbyteries is to “nurture the covenant community of disciples of Christ,” we hope to shape a community covenant for the Presbytery that calls and equips us to live more fully as beloved community. As this draft progresses, we will seek input from the presbytery.

Session Clerks’ Gathering:

I will be contacting Clerks of Sessions in the coming weeks to work on scheduling a Clerks’ Gathering this year. Minutes review for 2022 will take place alongside this, for those Sessions who were not able to participate in minutes review in the fall. Minutes review for 2023 will take place in the fall.

General Assembly 226:

Church of the Covenant has recommended that the Presbytery concur with five overtures to General Assembly. The text and rationale for all overtures will be included in a supplementary packet available in advance of the meeting. Information about training and preparation for GA will be shared with commissioners and advisory delegates in the coming weeks.

Upcoming Presbytery gatherings:

Remember to *save the date for an all-Presbytery Gathering on Saturday, June 15*, details to come. This is not a Stated Meeting, but if there is business that needs to be handled at the time, we will call a Special Meeting (via Zoom) for that week. The next Stated Meeting of Presbytery is Thursday, September 19, at 7pm. The location is to be determined. We will hold the meeting in a hybrid format, both in person and on Zoom.

PRESBYTERIAN

CHURCH



(USA)