

# Minutes of the Stated Meeting

## March 13, 2010

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### **Convene**

The Presbytery of Northern New England met in stated session on Saturday, March 13, 2010 at Eliot Presbyterian Church, Lowell, MA. The moderator, Rev. Eric Markman, called the meeting to order with prayer at 9:30 am.

See Appendix D for the attendance roll. The stated clerk declared a quorum.

### ***Voted to approve the docket.***

Elders present for the first time were introduced.

Voted to seat the following corresponding member:

Rev. Cindy Kohlmann, Boston Presbytery

The assembly was welcomed to Eliot by the pastor, Rev. Ted Zaragoza. He provided a description of the logistics of the meeting and provided a brief history of the church.

## **Stated Clerk Report**

*By Elder Cliff Creel*

***Voted to approve the minutes of the December 5, 2009 stated meeting (Omnibus).***

***Voted to delegate the approval of excused absences to the Stated Clerk (Omnibus).***

### **Correspondence**

A letter was received from Rev. Gradye Parsons, Stated Clerk of the General Assembly, thanking us for paying our per capita in full. A tote bag was enclosed from the 218<sup>th</sup> General Assembly as a token of appreciation. This tote bag was awarded to Elder Darnall Burks (Nashua, NH) as the driver of the car with the most passengers from the farthest distance as an incentive to car pool.

### **Session Records**

All session records have been reviewed except for New Boston, Marturia, Leeds and Fairbanks.

### **Statistics**

Church Statistical Reports have been submitted to the General Assembly. A summary of the Presbytery statistics is attached. Of special interest is a drop in membership to 3244 which is 443 less than 2008 membership. Much of this comes from the drop in membership of 349 for the Londonderry church, a result of the recent schism.

The church finances are also of note. In 2008, the net reported incomes from our churches showed a surplus of \$201,049 or 5.6%. In 2009, this has dropped to a deficit of \$227,241 or 5.7%.

### **Judicial Action**

Rev. Robert John has resigned from one of the Investigative Committee because of other commitments. This leaves the committee with four members which is above the minimum. Thus, no replacement is necessary.

It was previously reported that a civil action had been initiated against Rev. Isaias Rivera for embezzlement. Now, criminal action by the Lawrence police has been initiated with the arrest of Rev. Rivera, his wife Vivian and the former church secretary, Kizzella Rivera on January 28, 2010.

### **Other Action**

The Tabernaculo de Adoracion y Musica church was dissolved on January 24, 2010 by vote of the administrative commission to this church which was empowered by the Presbytery on September 12, 2009 to take this action.

Background checks of all pastors (except Rev. Isaias Rivera), commissioned lay pastors, Certified Christian Educators, the Stated Clerk and the Treasurer have been completed with no relevant problems. Since these reports are reviewed by the Stated Clerk, the Stated Clerk's background check was reviewed and approved by the Moderator, the chair of Council and the chair of the Committee on Ministry.

**Omnibus Motion**

***Voted to approve the following omnibus motion.***

<b>Motion</b>	<b>Committee</b>	<b>Reference</b>
1. Approve minutes of December 5, 2009 stated meeting.	Stated Clerk	IV-C
2. Approve excused absence delegation	Stated Clerk	IV-C
3. Amend Policy E to remove section on pulpit supply	COM	V-E
4. Amend Policy R on Minimum Compensation to include CLP's.	COM	V-E

**Administrative Commission to Tabernaculo de Adoracion y Musica**

*By Elder Darnall Burks*

**Congregation:**

The Tabernaculo de Adoracion y Musica (TAM) congregation has met as a group at Haverhill, Lowell (Eliot) & Nashua. Rev. Al Padilla has continued to support them. But on advice from the AC & Rev. Padilla they have unanimously voted to dissolve. A final meeting was held at Haverhill on 21 February. They plan to continue meeting as a group. Rev. Padilla has new responsibilities but will try to maintain contact.

We owe a debt of gratitude to Rev. Padilla for his great service to the TAM congregation & PNNE.

Upon recommendation by the Session, the commission has voted to dissolve the church.

**Church & Property:**

TAM as a church no longer exists. The property at 96 East Haverhill St., Lawrence, MA is closed and is being offered for sale. We have 3 expressions of interest but no acceptable offer as yet.

Valuable portable property is mostly removed & secured at Nashua, excepting some music equipment that will be removed soon. This will be inventoried & offered to the presbytery churches.

All utilities are shut off except an alarm system & related telephone line. UCCIB insurance continues in effect.

**Legal:**

The action to dissolve the church was taken after the Committee on Ministry dissolved the pastoral relationship between Rev. Isaias Rivera and TAM. A police report has been filed charging embezzlement. This resulted in Rev. Rivera's arrest & criminal charges being filed. A hearing is expected in March. We are proceeding based on the advice of our lawyers, Burns & Levinson.

***Voted to express our great gratitude to the former session of TAM and to the TAM Commission.***

### **Council Report**

*By Rev Carl Hilton-VanOsdall*

Council has met three times since our last Presbytery Assembly. We have begun to create structures for the routine administration of the Presbytery. This has included the creation of subcommittees of council and a working executive committee.

At our various meetings, we voted:

1. To develop proposed changes to the by-laws (see attached).
2. To accept the resignations of Rev. Karimi Mumbui and Elder Rinnie Tetealu.
3. To appoint Rev. Eric Markman (chair) and Elder David Dickey as an audit committee to supervise a full audit of the Presbytery and restoration of the accounting system to a working condition.
4. That PNNE cannot undertake any new NCD's or Immigrant Fellowships at the current time or foreseeable future because of lack of resources. The session of Newburyport (Old South) offered \$1000 towards NCD. It was explained that it's not just money, but personnel resources are also not available. They were thanked for their kind offer.
5. To appoint Rev. David Wiley and Rev. James MacKellar as PNNE representatives to the Vermont Ecumenical Council and Bible Society.
6. To appoint Mia Dyson as chair of Nominating Committee.
7. To hire Rev. Cindy Kohlman as Temporary Administrator starting January 25, 2010 at \$20 / hr up to 20 hr / wk + FICA and travel expenses up to \$1000 per year with 60 days notice of termination by either party.
8. That Rev. Brendon Bass be appointed Presbytery Missioner to spend 1 day per week at the Presbytery office to handle discreet tasks as coordinated by Council Chair, Stated Clerk and Temporary Administrator and to provide support to the immigrant ministry committee with reimbursement of expenses.
9. That the Presbytery of Northern New England endorses renewed connectionalism with the two other New England Presbyteries by having personalized interactions between specific groups of committee and presbytery leaders.(see attached document)
10. That Brendon Bass and Tom Woodward be appointed co-chairs of the Mission Committee.
11. That matching grants will be managed by the Mission Committee for the Sudanese Fellowship, Eliot Church and Londonderry (after the AC is dissolved).
12. That the Pentecost offering will go to our immigrant fellowships.
13. That the Mission Committee will manage Self-Development of People matters.

14. That there will be a 5 minute presentation at each PNNE Assembly from a Mission Grant Recipient and an annual 10 minute presentation. The Mission Committee determines the recipient of the worship offering for which there may be a 5 minute presentation.
15. That Presbytery Commissioners may put church related material on the information table at Presbytery Assemblies as long as there is space available and as long as there are no opinion pieces without names or signers.
16. That the Council Chair shall appoint a subcommittee of PNNE persons to examine Camp Wilmot operations, obtain current documents and report at the next Council meeting. The Temporary Administrator will be a resource.

***Voted to confirm Rev. Mia Dyson as chair of the nominating committee.***

The first reading of proposed changes in the bylaws was presented as shown in Appendix B.

### **Treasurer's Report**

*By Bob Robbins*

Reports in packet will change with audit.

The P/L shows a \$69K profit; however, some expenses don't show. Some expenses that have not been paid yet are shown as a liability on the balance sheet. The amount due on the loan to the lawyers and synod don't show. Last year income was less than expenses.

The balance sheet shows \$177K liability.

The biggest problem is a decrease in giving causing a serious negative cash flow. We need churches to pay per capita and mission on at least a quarterly basis.

### **Temporary Presbytery Administrator**

*By Rev. Cindy Kohlmann*

Office hours are ordinarily on Wednesday and Thursday.

Work is progressing in cataloging and sorting portable property of TAM. After Easter, an email will be sent to let everyone know what is equipment is available to the churches.

The Audit is beginning on Monday, March 15<sup>th</sup>. Norma has done amazing work in preparing for this.

Assistance is being given to Council in to help with fact-finding on Camp Wilmot to take to Council in April.

### **Administrative Commission for Transition (ACT)**

*By Elder Jenny Stoner*

ACT is excited about the new possibilities for PNNE. Having shed the administrative responsibilities with their transfer to the Council in December, we are now able to focus on a vision for an empowered and vibrant presbytery. You'll see below how we have dealt with the tasks given us in our mandate, and now we invite you to join us in a journey to clarify our purpose and develop nurturing and fruitful ways for all of us in the presbytery to be more closely connected and supportive of one another.

The first step in this process was to develop a working mission statement, replacing the very long one currently in place. We are bringing this statement to presbytery, offering you an opportunity to consider how this statement helps to focus our work together. We are not asking for a vote or wordsmithing, but rather are inviting you to think of the life of both your congregation and our presbytery within the framework of the statement and core practices.

Our next goal is to develop ways to promote and encourage relationship building within the presbytery: among congregations and between churches and PNNE

Strategies already being worked on:

- I. Sharing/partnering groups – getting two congregations sharing
- II. Portion of presbytery assembly designed to feed and care for members

Ideas we are working on include providing training and enrichment opportunities that can be available to congregations in various parts of the presbytery. We ask you to let us know of areas or topics where you have something special to share or where you would like to learn about new ways to approach your challenges.

#### **Outline of how Act has addressed its mandate**

At the December Meeting of Presbytery the responsibilities for administration of the presbytery were transferred from the ACT to the Council. Since then we have focused on the other aspects of our mandate. Below is a description of our mandate and what the ACT has done to carry it out.

Steps in mandate (**bold type indicates what we've done**)

1. Develop a new relationship between leadership staff and Council

**Developed job description and helped hire Temporary Administrator who reports directly to Council**

**Volunteer Missioner supplements staffing to assist Council**

2. Re-structure council to meet the challenges

**ACT gave Council responsibility for administration of PNNE and council is in process of re-structuring itself to fulfill those responsibilities**

3. Propose by-law changes to guide the changes

**Council is proposing some immediate by-law changes; time is needed to work out the new organization before we should make specific suggestions**

4. Develop job description for new staff position

**Current staff is working out the various relationships & responsibilities. We need to give this time to develop before working on a longer term model**

5. Hire a transition facilitator to assist in developing new model

**We have not defined a clear task for which such assistance is needed. ACT has been getting input from models of other presbyteries .**

6. Work with congregations to develop, modify & implement transition

**Identified the need to enhance relationships among congregations and between congregations and presbytery. Especially the need for congregations to perceive “added value” from presbytery.**

**Decided that congregations less interested in structure than services.**

7. Oversee financial aspects of the transition

**Awaiting results of the audit. Most of the responsibility has been rightfully handed over to Council and its budget committee**

We have reviewed both the results of the Mission Study Task Force , the predecessor of the ACT, which interviewed most PNNE sessions, and the plans of a number of other presbyteries who have undergone recent transformations. Our conclusion is that the presbytery needs a clear vision, needs to provide opportunities for members of local congregations to feel connected to those from other churches in the presbytery and needs to provide services and opportunities that are not available to individual churches on their own.

#### **Mission Statement to be presented at presbytery on March 13**

##### **MISSION STATEMENT:**

It is our mission to bear witness to the Good News of our Lord and Savior Jesus Christ, the love of God, and the power of the Holy Spirit in Northern New England.

##### **CORE PRACTICES:**

PNNE will support the ministries and mission of our local churches.

PNNE will act collectively to proclaim the gospel and care for the children of God appropriate to our gifts and opportunities.

PNNE will nurture mutual support among our pastors and people.

PNNE will participate in the covenantal order and programs of the PC(USA).

Administrative Commission for Transition:

Manny Feliz, Cathy Gibson , Karen Hagy, Darryl Johnson, Blair Moffett , Shirley Reese, Becky Strader, David Wiley, and Jenny Stoner.

## **Grapevine**

*By Rev. Peggi Boyce*

The Grapevine was started in 1996 with play time for parents of young children. Now, it teaches children and youth of every age how to behave, how to play nicely, etc. as appropriate to age.

For teenagers it offers a safe place to get away from parents. The Avenue A Teen Center, funded from the town budget, is available for teenagers who have gone through all the programs of the Grapevine.

There is also an exercise program for seniors.

The worship offering will go to the Grapevine of Antrim, NH.

## **St. Paul's Kitchen at Eliot Church**

*By Rev. Ted Zaragoza*

Supper is now served Monday through Friday with some 17 churches, Protestant and Catholic. Two Bible study groups, two businesses, and one Boy Scout group prepare and serve the meals to about 100.

The lunch offering will go to the St. Paul's Kitchen at Eliot Church.

## **Recess for Lunch and Fellowship**

The assembly recessed for lunch at 12:04 pm. The lunch offering of \$392.21 went to St. Paul's Kitchen at Eliot Church.

## **Worship**

The assembly reconvened for worship at 12:59 pm. Worship was a service of Scripture and music, "A Journey through Lent". The worship offering of \$429.00 went Grapevine of Antrim, NH.

The Assembly resumed business at 2:00 pm.

### **Necrology Report**

The following Elders, who passed away during 2009, are lovingly remembered for their faith, leadership and devotion to the church.

<b>Name</b>	<b>Church</b>	<b>Date of Death</b>	<b>Date of Ordination</b>
Harold Lockhart	Mid-Coast	June 2009	
Jean Howard	Fairbanks	Mid 2009	
Barbara Kennedy	North Turner	2009	1979
William Price	Kearsarge	June 30	
Eugene Aubert	Kearsarge	August 6	
Elizabeth Currier	Topsham VT	April 30	February 22, 1999
Seymour Browne	Topsham VT	March 2009	February 1982
Alice Sanborn	Wales, ME	Nov 11, 2009	Jan 18, 1976

### **Ubunye Task Group**

*By Rev. Brendon Bass*

The Ubunye Partnership Committee is delighted to announce that our dreams for phase two of the pastor exchange with Amatola Presbytery will take place July 21 to August 18, 2010 when the group of 5 pastors will be hosted in South Africa. The delegation of 3 pastors from PNNE: Becky Strader, Eric Markman and Brendon Bass will represent us and Rob Mark (whom many of you know from his time at Camp Wilmot) and Cindy Kohlmann will represent Boston Presbytery. Both Boston Presbytery and the Presbytery Partnership Group of Synod of the Northeast are contributing to the support of this mission. Rob Mark's wife, Becky Evans, a journalist, will also be accompanying the group so we will have thorough reports.

The Ubunye Committee is busy planning an overnight retreat for participant orientation that will be held April 15 – 17. This will be a time for learning about the history of our partnership with Amatola, specific plans for the seminar and other parts of the exchange, as well as experiencing Bible study and community building among the group.

During the time in South Africa pastors will participate in a seminar with pastors from Amatola and each one will be welcomed by several different pastors and congregations to experience some of the rich diversity of life and mission there. When they return they will have much to share with all of us.

We are deeply grateful to all of you in the presbytery who have supported our mission and partnership with sisters and brothers in Amatola, a portion of the Eastern Cape in South Africa. Since the partnership began in 1998 we have had many visits back and forth, including the Youth

Exchange with 15 South African youth here in 2003 and 17 Americans in South Africa the following year. Part I of the Pastor Exchange took place in August-September 2007 when 4 South African pastors participated in a seminar with a dozen PNNE pastors, then were hosted by you in our churches. These exchanges have brought great riches to all who have been touched by them.

The committee has been raising funds in order to make this trip and study experience affordable and many churches have helped in this endeavor. Additional funds would be much appreciated (made out to the presbytery and marked for pastor exchange) so that we are not a financial burden for our brothers and sisters in the Amatola presbytery of the Uniting Church in Southern Africa.

### **Christian Education / Children and Youth**

*By Rev. Catherine Cook*

A questionnaire was distributed to find information about children and youth education program. These were requested to be returned to Rev. Cook by mail or email.

### **Presbyterian Women**

*By Rev. Diane Hoppe-Hugo*

All women of the presbytery are invited to gather for a retreat on May 7<sup>th</sup> and 8<sup>th</sup> in Vermont for a program with the theme of music entitled "Make a Joyful Noise." As the retreat occurs during the weekend of Mother's Day, it is a wonderful way of rediscovering the gift of being created as women of God.

### **Peace and Justice**

*By Rev. Edward Campbell*

Since 1967, Presbyterians have had a goal of being agents of reconciliation in the Israel-Palestine matter and since 1980 we have proclaimed ourselves as peace-makers.

A study guide "Steadfast Hope" is available to inform Presbyterians on the Israel-Palestine issue.

### **Committee on Preparation for Ministry**

*By Rev. Rob John*

#### **Actions taken/decisions made:**

1. Cynthia Kekung(Marturia) has been removed from the roll of Inquirers. Cynthia has recently moved to CA to serve a church. She requested that she be removed from the rolls of inquirers.
2. The Committee has enrolled Frank Sadowski (Christ Church, Burlington) as an inquirer. He was interviewed by the committee and enrolled at its February 6<sup>th</sup>, 2010 meeting.

**Information**

1. The committee met with CLP trainee Melissa Lawless on Feb. 6, 2010, and voted to continue Melissa as a CLP trainee.

2. The current rolls are:

Inquirers: Frank Sadowski  
Ann Marie Simone  
CLP Trainees: Claire Austin  
Melissa Lawless  
Matthew Long  
Ricky Rivera

3. The committee will meet next in May, in Kennebunk, ME.

**Committee on Ministry**

*By Elder Joanne Hardy and Rev. Charles Lindner*

***Voted that Presbytery***

1) Approves the call of Howard Gaston to Presbyterian Church of Barnet effective May 1, 2010, pending congregational approval, with the following terms of call:

Cash	\$31,000
Manse and Utilities	\$14,000 (rental, heat, electricity, water, phone, and high speed internet value)
Effective Salary	\$45,000
Social Security as per Presbytery minimum	
Board of Pensions dues	
Vacation	4 weeks
Study Leave	2 weeks
Canadian Canoe Trip	1 Week as long as Howard is leading the trip
Study Leave allowance	\$750
Books for study	\$200
Mileage at IRS rate	\$4000
Moving Expenses to be negotiated	

2) Receives Rev. Gaston into the Presbytery of Northern New England pending dismissal by the Presbytery of Lake Erie;

3) Authorizes the Moderator to set the date and appoint the AC for installation at Presbyterian Church of Barnet.

4) Appoints Howard Gaston as moderator of session between May 1 and his installation.

***Voted to amend the Minimum Compensation Policy (R) as shown in Appendix C (Omnibus).***

***Voted to amend the Reimbursement Policy (E) to delete the sections f and g on moderators and pulpit supply. (Omnibus)***

**Actions taken/Decisions made:**

1. First Presbyterian Church of Haverhill: Approved the Church Information Form and authorized FPC to begin their Pastoral Search.
2. Nashua Presbyterian Church: Approved the Mission Review Report and authorized the congregation to elect a Pastor Nominating Committee.
3. Rev. Erin Bunnell Leiserson: After reviewing her PIF and Statement of Faith and having her describe her faith journey, COM voted to admit Rev. Leiserson into membership in the Presbytery of Northern New England as a Member at Large.
4. Rev. Stephen Row: Approved Rev. Row's call to Steep Falls Baptist Church as Part Time Pastor, 15 hrs/wk, beginning September 13, 2009 with the following terms:

Salary (Housing Allowance):	\$13,000
Travel (.50/mi to max of)	900
Pastor Development Allowance	200
Sick Pay (not to exceed 5 days)	175 (\$250 regular pay - \$75 guest speaker fee)
Vacation	2 weeks/yr
Installation set for	January 24, 2010, 3:00 pm

5. Rev. Mark Wendorf: Validated Rev. Wendorf's ministry as Faith Community Liaison for Mercy Hospital/Portland with the following terms:

Salary/Hours:	20 hrs/wk @ \$19/hr
Benefits:	Vision care insurance, long term care insurance, life and disability insurance, family & medical leave, 403(b), vacation, travel reimbursement, continuing education reimbursement, merchandise discounts

6. Rev. Diane Hoppe Hugo: Appointed Rev. Hugo as Mentor for CLP Ann Marie Simone.
7. Rev. Rebecca Strader: Appointed Rev. Strader as Moderator for Topsham United Presbyterian Church, Topsham, VT.
8. Tabernaculo de Adoracion y Musica: Found that the church's mission under the Word imperatively demands that the pastoral relationship between Rev. Rivera and TAM be dissolved; under G-11.0103o and G-14.0613 and declared the pastoral relationship between Rev. Rivera and TAM is dissolved effective February 20, 2010, and notified the Administrative Commission to Tam that the way is clear to dissolve the church.
9. Pastoral Care: Questionnaires have been sent to all pastors to look at the type of support needed. Twenty were returned out of fifty-seven sent. These show high levels of satisfaction in ministry and a strong professional support system and good personal support. Problems were primarily finances, long working hours and family situations

**Adjournment**

The assembly adjourned with prayer at 2:33 pm.

Next stated meetings:

June 5, 2010 at North New Portland, ME  
September 11, 2010 at Graniteville, VT  
December 4, 2010 at Rochester, NH (Marturia)

Attested,

Cliff Creel, Stated Clerk

## **Appendix A: Renewed Personalized Connectionalism**

### Proposal for Renewed Personalized Connectionalism

#### Among the Three New England Presbyteries

#### **In the PCUSA**

**December 21, 2009**

In the fall of 2009 various leaders of the three New England Presbyteries (Northern New England, Boston, and Southern New England) met for two day-long meetings for the purpose of discerning if there were some common gifts and needs that could enhance their respective ministries and missions. This proposal is an outcome of those meetings.

#### **The Proposal**

**This proposal seeks endorsement of all three Presbyteries, through their respective governing processes, to a renewed deepening of our connectionalism through personalized interactions between specific groups of committee and presbytery leaders.**

The three Presbyteries are already structurally connected by Synod, PPG, and General Assembly. We have already had a few joint meetings of COM, of CPM. We already have good working relationships between some staff: stated clerks especially, and also Executive/General Presbyters. But the connections between current (and ever changing) leadership of committees, of moderators, of other staff has not happened. A “renewed” connectionalism seeks to keep what already exists and build other inter-connections. These connections could happen in whatever ways seem most effective. But the vision is to see them happen regularly. It is envisioned that these connections will be between people who have similar responsibilities, roles, interests, and needs. Occasionally there may be a larger meeting of many different leaders as was held in the fall of 2009.

The experience of the leaders who gathered for two days is that there is no substitute for knowing others personally through some face-to-face meetings. That doesn’t have to be every time these renewed connections happen, but seem to be necessary at least occasionally. One avenue for those personalized interactions to begin is at joint training events ... say for moderators, or COM chairs, etc.

#### **Benefits**

Potential benefits of this renewed personalized connectionalism:

1. A sharing of wisdom and experience of those who are dealing with similar issues (for example, dealing with misconduct or new pastor support);
2. More effective and faithful in our committee work by knowing about the policies and practices of others (for example, parental leave policy and validated ministry policy);

3. More effective administration and staffing through regular interaction and sharing of responsibilities (for example, lack of duplication of efforts or sharing of financial recordkeeping);
4. Sharing programs and speakers by having larger, more viable numbers of people and congregations hosting them (for example, engaging a GA staff person to be at several New England events);
5. Building upon the energy and commitments of others by sharing of opportunities and stories (for example, piggybacking on the South African partnership of NNE);
6. Better personal relationships for mutual support and problem solving (for example, COM chairs will feel less isolated when they have other COM chairs they can call upon).

#### Implementation

Moderators of each Presbytery (who were present at the fall 2009 meetings) will bring this proposal in the form of a motion to their respective governing bodies (Council or Presbytery or Leadership Group):

***“That the Presbytery of ... endorse renewed connectionalism with the two other New England Presbyteries by having personalized interactions between specific groups of committee and presbytery leaders.”***

Once approved the moderators, staff and officers of each presbytery will arrange for and invite respective leaders from the following groups to meet together with their counterparts by September 1, 2010:

- A. COM
- B. CPM
- C. Council
- D. Moderators
- E. Financial officers
- F. Administrative support staff
- G. Stated Clerks
- H. Presbytery Leaders/Presbyters/Executives

In the fall of 2010 another gathering of all primary leaders (moderators, clerks, executive/general presbyters, others) will gather together for mutual sharing, an evaluation of how this renewed connectionalism is going and a look into the future of the relationships between the three Presbyteries.

## Appendix B: Proposed Amendments to the Bylaws

That the bylaws of the Presbytery of Northern New England be amended as follows. The italics show additions and the strike-outs show deletions.

### C. Council

1. The presbytery shall have a council consisting of sixteen or seventeen members, as follows:
  - a. Nine members elected at large by the presbytery;
  - b. The present and immediate past moderators, and the vice moderator of the presbytery as ex-officio members with vote; and
  - c. The general presbyter, the stated clerk, and the treasurer as ex-officio members with vote.
  - d. A synod commissioner, selected by the commissioner delegation, with vote.
  - e. The chair will be the seventeenth member unless the chair is also one of the sixteen members in a, b, c or d above.
2. A quorum shall consist of ~~a majority~~ ***one third*** of council's voting members, ***but not less than three.***
3. The council's members shall be elected at the final stated meeting of the year and take office at the conclusion of that meeting. The membership shall be divided into three equal classes, and one class shall be elected each year to three-year terms. No member shall serve more than six consecutive years.
4. The chairperson of the council shall be elected by the presbytery at the final stated meeting of the year, upon recommendation of the nominating committee. Term of office for the chair shall be one year with the possibility of re-election. The chair shall not serve in excess of three consecutive years. The chair shall have a vote on council.
5. The council shall hold the specific responsibilities set forth in the *Book of Order* (G-8.0202, G-9.0900, G-9.0902a, G-11.0301, and G-11.0303), and additional responsibilities as defined and delegated by the presbytery. The council's primary responsibilities will be:

- a. To coordinate the mission and program of the presbytery (G-9.0902a) so as to:
    - 1) Provide a means of establishing goals and objectives for presbytery;
    - 2) Develop a mission strategy using the goals and objectives of presbytery;
    - 3) Review and evaluate the presbytery's mission in the light of its goals and objectives and vice-versa; and
    - 4) Review the effectiveness of the whole presbytery's mission.
  - b. To oversee the health and welfare of the presbytery;
  - c. To review the presbytery's life and mission in the light of G-11.0000. At no time shall the council transact business that properly belongs to the presbytery as a whole or to any presbytery standing committee;
  - d. Provide for ongoing evaluation of presbytery's mission programs;
  - e. Manage the administrative tasks of the presbytery; and
  - f. Carry out assignments as directed, from time to time, by the presbytery.
6. The presbytery, upon recommendation of the council, shall normally establish task groups. The council may establish a task group between meetings of the presbytery if the work of the task group falls within the goals set by the presbytery. Such a task group shall function only until the next stated meeting of presbytery, at which time the presbytery shall vote to continue or end the work of the task group. Task groups will normally carry out ministries and administrative functions not assigned to any standing committee. Those tasks would include, but not be limited to: personnel reviews, budgeting, determining mission expenditures, ecumenical participation, policy development, electronic communications, reviewing session records, stewardship, evangelism, new church development, specific mission partnerships, new church development, etc.
  7. Council may be authorized by presbytery to carry out the steps of the judicial process that require timely action.
  8. Council shall serve as the board of trustees. Council shall have the responsibility to receive, hold, encumber as necessary, manage and transfer property and assets on behalf of presbytery and to oversee management of its corporate affairs in support of religion, mission and charities within the bounds of presbytery in such manner as the presbytery may direct and in keeping with the constitution of the Presbyterian Church (U.S.A.). Council may assign the insurance, property and other trustee duties to one or more of the voting members of council. This delegation may include the authorization

of one or more of the trustees to sign binding agreements within the scope of their responsibilities.

9. Council shall be responsible for worship, fellowship and community building during presbytery stated meetings.
10. Council shall arrange for the reports of all standing committees and task groups to be written and mailed to the members of presbytery and sessions of the churches along with the docket for the presbytery stated meeting so as to arrive 14 days before the meeting of presbytery.
- 11. An Executive Committee of Council shall consist of the Presbytery Officers and the Council Chair. This committee should meet before each Council meeting to determine the docket and structure the meeting. The Executive Committee is authorized to make decisions on behalf of Council when the decision must be made without delay and there is inadequate time to call a full Council meeting.**
- 12. The immediate past moderator of Presbytery shall be the Vice-Chair of Council and be authorized to perform the duties of the Chair during times when the Chair is not available and immediate action is needed or at times when the Chair invites the Vice-Chair to substitute. If immediate action is required and the Vice-Chair is not available, the Chair may appoint another Council member to act as Chair pro tem.**

## Background

Since Council has been authorized to be the Administrator of the Presbytery, some changes are needed to permit timely action.

There have been times when a quorum of Council cannot be assembled for a meeting, especially on short notice. Currently, with 14 members, 2 fewer than specified, a majority quorum requires 8 persons. This amendment changes that quorum to 1/3 which reduces this number to 5. It is much easier to assemble 5 persons on short notice than 8. Requiring a minimum of 3 allows for a smaller Council, such as if many should resign, but still keeps the quorum high enough to minimize the influence of any one person.

There are times when important decisions need to be made and there is no time to call a Council meeting, even with a reduced quorum. This is especially true with secular legal issues. This amendment establishes an Executive Committee empowered to act on these urgent matters.

With a large group, such as Council, it is important that the meeting be conducted efficiently to complete all necessary work. The Executive Committee will be asked to spend time before each meeting constructing a docket and providing structure to the meeting.

## **Appendix C: Amendment to Minimum Compensation Policy**

Presbytery amend Minimum Compensation Policy to include CLPs by inserting all wording in *red or italics*.

### **Policy on Minimum Compensation for Parish Ministers**

Congregations of the Presbytery of Northern New England shall adhere to the following practices when setting compensation for parish minister *and Commissioned Lay Pastors*:

*Effective Dates*: All calls and contracts extended after 13 September 2008 shall conform to these requirements. Calls and contracts currently in effect shall be brought into conformance on 1 January 2009, or the anniversary of the current contract, if later.

*Minimum Effective Compensation (cash salary, manse/housing allowance and deferred compensation) for full-time calls*:

<u>Experience Level</u>	<u>Amount</u>
First Ordained Call	\$35,896
1-5 Years of Service	\$37,150
5-10 Years of Service	\$38,070
10-15 Years of Service	\$38,684
15+ Years of Service	\$40,166

*CLPs shall receive a minimum of 75% of the amount listed for ministers.*

*Vacation*: Ministers *and CLPs* shall receive a minimum of four weeks of paid vacation annually.

*Study Leave and Allowance*: Ministers *and CLPs* shall receive a minimum of two weeks of paid study leave annually. The congregation shall reimburse the minister for at least \$750 of vouchered study leave expenses per annum. Study leave time and expenses may accumulate for up to three years without loss.

*Sabbatical Leave*: See Sabbatical Leave Policy.

*Self Employment Tax*: Congregations shall contribute fifty percent of the Minister's *or CLP's* Self Employment Tax (Social Security) for any minister *or CLP* who participates in Social Security. (Note: Tax is paid on Effective Salary –cash + housing—and is taxable to the minister).

*Travel Allowance*: Congregations shall reimburse the minister *or CLP* for vouchered travel at the mileage rate currently authorized by the IRS.

*Professional Expenses*: Congregations shall, after consultation with the minister *or CLP*, include in their annual budgets a maximum amount of professional expenses, to be reimbursed upon presentation of a voucher and receipts. (Professional Expenses include such items as books, memberships, and business entertainment.)

*Policy Review:* The Committee on Ministry shall review this policy and report its findings and recommendations for adjustments to the amounts set forth herein to the Presbytery annually.

*Local Factors:* In determining appropriate levels of remuneration, congregations are encouraged to take into consideration the economic factors in the area served by the ministry, including, but not limited to: standard of living, cost of living, and pay levels in the local school districts.

13 March 2010

***Background:***

PNNE has not had a policy on compensation or benefits for CLPs, and the Committee on Ministry feels that this issue should be addressed.

**Appendix D: Attendance Roll****Summary**

<b>Category</b>	<b>Number in Attendance</b>
Minister Members	31
Elder Commissioners representing churches	25
Other Voting Elders	8
Non-Voting	23
<b>Total Attendance</b>	<b>87</b>

**Voting Elders except Church Commissioners**

<b>Elder Category</b>	<b>Num Pres.</b>	<b>Names</b>
Presbytery Officers	3	Cliff Creel (Stated Clerk), David Stoner (Vice Moderator), Robert Robbins (Treasurer)
Standing Committee Chairs	2	Joanne Hardy (COM), Lolly Wigall (COR)
Council Members	3	Jean Beaulieu, Bruce Andrews, Darryl Johnson
Commissioned Lay Pastors	0	
Presbyterian Women Moderator	0	
Certified Christian Educators	0	
<b>Total</b>	<b>8</b>	

**Non-Voting Attendance**

<b>Category</b>	<b>Num</b>	<b>Names</b>
Non-voting Elders	13	Theodore Brown (Antrim), David Dickey (Bedford), Manuel Feliz (Lawrence), Jean Matthes (Lawrence), Lucille Robbins (Londonderry), Leonard Doolan (Eliot), Donald Jones (Eliot), Darnall Burks (Nashua), Marilyn Burks (Nashua), Matthew Long (Sudanese), Deborah George (Ryegate), Phyllis Campbell (Mid-Coast), Jean Hansen (Newburyport)
Inquirers and Candidates	0	
Corresponding Members	1	Cindy Kohlmann (Boston Presbytery)
Registered Guests	8	Melanie Quinlan (Litchfield), Vera Tith (Eliot), Bernie Campbell (Eliot), John Gibson (Eliot), Hem Hay (Eliot), Jo Leitch (Eliot), Charles Ott (Eliot), Norma Biron
Synod Commissioner	1	Shirley Reese
Youth Advisory Delegate (YAD)	0	
<b>Total</b>	<b>23</b>	

**Ministers Present**

Bass, Brendon	Langford, Bruce	Sam, Thysan
Burgess, Lynn	Lindner, Charles	Strader, Rebecca
Campbell, Edward	Macaulay, James	Strand, Constance
Cook, M Catherine	Mackellar, James	Stuart, Jim
Dyson, Mia	Markman, Eric	Tedrow, Tricia
Hagy, Karen	McGregor, Bill	Van Gombos, Nicholas
Hardy, George	Medeiros, David	Wiley, David
Hett, Dennis	Merrill, Robert	Woodward, Tom
Hilton-VanOsdall, Carl	Moningka, Herby	Zaragoza, Ted
Hoppe Hugo, Diane	Quinlan, Stephen	
John, Robert	Richeson, Beth	

**Ministers Excused**

Barker, Carol Ann	Mumbui, Karimi
Bradford, Lissa	Row, Stephen
Brown, Michael	VanderLinden, Allison
Crocker, Richard	Walker, Daniel
Ellison, Marvin	Weatherhogg, Tracy
Henry, John	Wendorf, Mark
Lape-Freeberg, Amanda	White, Dwight
Leiserson, Erin	Wigall, Steve
McDowell, Martha	
Mokkosian, John	

**Non-Retired Ministers Absent**

Akoa-Mongo, Francois	Planting, Scott
Boyce, Peggi	Rivera, Isaias
Findley, Aaron	Westfall, Mary Elizabeth
Hastings, Stephen	Woodland, Robert
Hilton-VanOsdall, Gina	
Howe, Peter	
Hunsinger, George	

**Elder Church Commissioners**

Church	Num Allow	Num Attend	Names
Antrim NH, First	2	0	
Barnet VT	2	0	
Barre VT, First	2	1	Roxanne Casadonte
Bedford NH	3	4	Kelsey Cowen, Larry Cowen, Gretchen Osgood, Martin Sferrazza
Burlington VT, Christ	2	0	

Church	Num Allow	Num Attend	Names
E. Craftsbury VT	2	2	Jenny Stoner, Victoria Von Hessert
Farmington ME, Fairbanks Union	2	0	
Graniteville VT, First	2	0	
Hartford ME, Community	2	0	
Haverhill MA, First	2	1	David Weidner
Kennebunk ME, St. Andrews	2	1	Chet Blackman
Leeds ME, Community	2	0	
Litchfield NH, Community	2	0	
Londonderry NH	2	1	Allan Hock
Lowell MA, Eliot	2	2	Cathy Gibson, Susan Jones
Lowell, MA, Ushindi Fellowship	2	0	
Manchester NH, First	2	2	Nancy Cook Smith, Paul McCay
Nashua NH	2	2	June Forster, Rita Kirk
New Boston NH	2	0	
New London NH, Kearsarge	2	2	David Barden, Joe Coleman
New Portland ME	1	0	
Newburyport MA, Old South	2	2	Jeanine Cunningham, Norman Hansen
North New Portland ME	1	0	
North Turner ME	1	1	Garrick Grant
Portland, ME, Sudanese Fellowship	1	1	Geng Biel
Rochester NH, Marturia	2	1	Samuel Wondal
Ryegate VT	2	0	
South Ryegate VT	2	0	
Starks ME, UCPC	1	0	
Topsham ME, Mid-Coast	2	2	Linda Pappin, Louise Owens
Topsham VT	2	0	
Wales ME	2	0	
Windham NH	2	0	
<b>TOTAL</b>	<b>62</b>	<b>25</b>	

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