



**Presbytery of Great Rivers**  
**STATED MEETING MINUTES**  
**November 11, 2023**  
 Faith United Presbyterian Church  
 Monmouth, IL  
 & Zoom Hybrid

The Mission of the Presbytery:  
*“We are called to share Christ’s love  
 By partnering in service,  
 United in worship,  
 And risking in ministry.”*

### **SHARING CHRIST’S LOVE**

The Stated Meeting of the Presbytery of Great Rivers was called to order by Moderator Rev. Katie Stryt at 10:06 am central time zone both in person and over zoom. The purpose of the meeting was to worship. Moderator Rev. Katie Stryt led the assembly in worship and the business of the Presbytery. The offering collected for today’s assembly is for the theological education fund that is granted to students under care.

### **WELCOME**

The Assembly was welcomed by Rev. Brandon Oullette to the church and thankfulness was given for the church’s ability to host the Assembly, for the food that already been consumed and would be soon.

### **ACKNOWLEDGMENT OF NATIVE LANDS**

Stated Clerk, Rev. Elissa Bailey, gave the acknowledgment of the Native American Heritage for the lands of which our Presbytery currently resides. We acknowledge the Kiikaapoi, Peoria, Sauk, Meskwaki, Miami, and Oceti Sakowin.

### **WELCOME AND INSTRUCTIONS**

A time of welcome and instructions were given by the moderator. As we were on zoom as well as in person, we recognized we needed to adjust the manner in which we were voting. It was determined for the last assembly and appeared to be successful, that the best way forward for voting would be for every voting member to have access to a green card and a red card (or the green or red button on zoom). At each vote, members will vote green for yes or red for no at

the same time. Robert's Rules will allow for a consensus to move forward with a change in this type of voting as long as there is no objection. If there is an objection, we would then need to go to a vote. There was no objection. The moderator then spoke to other ways to communicate over zoom.

## QUORUM

The Stated Clerk advised the Moderator that a quorum was present and the Moderator declared the requirements for quorum had been met and the meeting continued.

### Quorum & Roll

The roll was established by registration. "A" = absent. "E" = excused

City & Church		TE or CE serving church	RE commissioner
Adair, West Prairie	A	Mr. Jeremy Westlake	N/A
Aledo, College Ave	A	Rev. Wayne Furr	Lance Slavish
Aledo, Sunbeam		Rev. Maura McGrath Nagle (1 <sup>st</sup> listing)	Bill Harfst
Alexis, Norwood	A	CRE Gary Pullen	N/A
Athens, Indian Point		VACANT	N/A
Bartonville, Trinity	A	Mr. Steve Barch	N/A
Biggsville, United		VACANT	Marilyn Simmons
Bloomington, Saint Luke	A	Rev. Andrew Gifford	John Otto
Bloomington, Second	A	Rev. Trey Haddon	Bill Cummings
		Rev. Nicole Wegele	N/A
Bushnell, First		VACANT	N/A
Canton, First		Rev. Edwin Brinklow	Terry Frame
Carlinville, Federated	A	Rev. William Mitchell	N/A
Carrollton, First	A	CRE Kirby Ballard (1 <sup>st</sup> listing)	N/A
Carthage, First		VACANT	N/A
Chatham, Chatham		Rev. Kay Daniel	N/A
Chenoa, First		VACANT	N/A
Clayton, First		VACANT	N/A
Clinton, Clinton		Rev. Paul Stroup	N/A
Coal Valley, First	A	Rev. Tim Snart	N/A
Danvers, First		VACANT	N/A
Delavan, First		VACANT	Carrol Lewis
Divernon, First		VACANT	N/A
E. Moline, First	E	Rev. Rebecca Sherwood	Ella Layer
Edwards, Korean		Rev. Hyaekwang Kim	N/A
Elmwood, First		Rev. Marla Bauler (1 <sup>st</sup> listing)	Calie Stalter
Eureka, Eureka	A	CRE Bob Montgomery	Mark Cordes
Farmington, First	A	Rev. Cindy Bean	N/A
Fountain Green, FGU	A	Mr. Mark Hanson	N/A
Galesburg, First	A	Rev. Scott Carnes	N/A
Geneseo, First		Rev. Barry Wynveen	Steve Durian
Greenview, United		VACANT	N/A
Hamilton, Bethel		VACANT	N/A

Ipava, United		Rev. Charles Walden (1 <sup>st</sup> listing)	Dean Bidney
Jacksonville, First		Rev. Jonathan Warren	N/A
Kirkwood, Westminster		CRE Pam Moore	Janet Shauman
Knoxville, First	A	Rev. Ken Shedenhelm	N/A
LeRoy, First		Rev. Bill McLean	N/A
Lewistown, First		CRE Penny Frame	Rick Hoffman
Lincoln, First	A	Rev. Adam Quine	N/A
Macomb, First	E	Rev. Rene Whitaker	N/A
Macomb, ST		Rev. Charles Walden (2 <sup>nd</sup> listing)	N/A
Mason City, United	A	Rev. Charlotte Poetschner	N/A
Media, Community		VACANT	N/A
Middletown, First		VACANT	N/A
Milan, First		Rev. Katie Styrt	N/A
Monmouth, Faith		Rev. Brandon Ouellette	Jonalyn Heaton
Monmouth, Sugar Tree		VACANT	N/A
Morton, First	A	CRE Mike Claver	N/A
Mt. Sterling, Mt. S	A	Mr. Richard Young	N/A
New Windsor, United		Rev. Hwa Sung Ryu	N/A
Niota, Appanoose Faith	A	Mr. David Poland	N/A
Normal, First		Rev. Matt Wilcox	Christy Bartel
	A	Rev. Karol Schilling	
	A	Rev. Chris Schilling	
Normal, New Covenant	A	Rev. Lori Kyle	N/A
Oneida, United		Rev. Linda Baldwin	Larry Lawson
Orion, Beulah	A	Rev. Tim Snart (2 <sup>nd</sup> listing)	N/A
Pekin, First		Rev. Charles Cunningham	N/A
Peoria, First Fed		Rev. Ed Wegele	N/A
Peoria, United	E	Rev. Debra Avery	N/A
Peoria, Westminster		VACANT	N/A
Perry, Perry	A	Rev. John Nelson	N/A
Petersburg, Central		VACANT	N/A
Pleasant Plains, Farmingdale	A	Rev. Steve Smith	N/A
Quincy, Ellington	A	Mr. Ron Cox	N/A
Reynolds, Hamlet Perryton		VACANT	N/A
Rio, Rio		Rev. Maura McGrath Nagle (2 <sup>nd</sup> listing)	N/A
Rock Island, Grace		Rev. Peter Galbraith	N/A
Rushville, First		VACANT	N/A
Seaton, Center		VACANT	Marcia Duncan
Springfield, First	A	Rev. Susan Phillips	Tom Owen
			Mike Orr
Springfield, Hope		Rev. Chuck Goodman	N/A
Springfield, Korean		Rev. Jaechul Kim	N/A
Springfield, Third		VACANT	N/A
Springfield, Westminster	A	Rev. Blythe Kieffer	N/A
	A	Rev. Christian Choi	
Stronghurst, Stronghurst	A	Mr. Phillip Cooper (2 <sup>nd</sup> listing)	Don Fry

Tallula, Rock Creek	E	Rev. Joanne Hinds	N/A
Viola, United	A	Rev. Matt Downey	N/A
Virden, First		VACANT	N/A
Virginia, First		VACANT	N/A
Virginia, Sangamon		Rev. Timothy Bauler	N/A
Warsaw, First		CRE Diane Ludington	N/A
Washington, Washington		Rev. John Napoli	N/A
White Hall, First	A	CRE Kirby Ballard (2 <sup>nd</sup> listing)	N/A
Woodhull, United		VACANT	Vicky Carlson
Woodson, Unity	A	VACANT	N/A
Yates City, Faith		Rev. Marla Bauler (2 <sup>nd</sup> listing)	Mary Watts

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Total: Ministers of Word and Sacrament:24 Ruling Elders: 27

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Validated, At large, Honorably retired, other ministers present Total: 15

Rev. Drew Nagle, HR	Rev. Bryan Burris, VM
Rev. Dr. Laura Reason, HR	Rev. Lonna Lee, M@L
Rev. Joyce Chamberlin, HR	Rev. Jessica Hawkinson, M@L
Rev. Ann Schwartz, LP	Rev. Cheryl Lunday, HR
Rev. Carolyn Weber, HR	Rev. John Huxtable, VM
Rev. Cheyanna Losey, VM	Rev. Elissa Bailey, SC
Rev. Jerry Boutelle, HR	Rev. Chip Roland, VM
Rev. Rick Tindall, HR	

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Administration, Personnel, & Visioning Team Members, Committee Chairs Total: 3

Elder Julio Garcia, Admin	Elder Gary Terpstra, Nom Com Chair
Elder Bill Strawbridge, Treasurer	

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Moderator/Moderator-Elect Total: 0

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Corresponding Members Total: 0

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Others Present – committee members with voice but no vote, Total: 2

Elder Gary Davis, Nom Com	Elder Susan Sawers, CPM
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Others Present – ruling elders, visitors, inquirers/candidates, no voice/vote Total: 7

Lorna Blackford, Candidate	Lola Ballard, Visitor
Merle Fox, Alt. Commissioner	Vicky Young, Visitor
Charlotte Shafer, Alt. Commissioner	William Sheer, Visitor
Todd Bowman, Visitor	

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Presbytery Staff Total: 0

Total Attendance: 78

## Minister Members Absent (HR, VM, M@L)

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Rev. Andrea Andrews, HR	Rev. Susan Baller-Shepard, VM
Rev. David Barton, M@L	Rev. David Bauer, HR
Rev. Eugene Bilotti, HR	Rev. Julie Blythe, VM
Rev. Dale Bolton, HR	Rev. Alice Davenport, HR
Rev. Tim Doty, HR	Rev. Joe Eby, HR
Rev. Gary Elg, HR	Rev. David Esche, HR
Rev. John Florell, HR	Rev. Larry Gaylord, HR
Rev. Sam Gibb, M@L	Rev. John Irwin, HR
Rev. Gordon Jones, HR	Rev. Martha Jones, HR
Rev. Sue Krummel, HR	Rev. Frosty Krummel, HR (Ex)
Rev. Pam Laing, HR (Ex)	Rev. Harold Losey, HR
Rev. James Mahan, HR	Rev. Brooks McDaniel, HR
Rev. Mike McGauhan, HR	Rev. Trajan McGill, M@L
Rev. Sarah Iliff McGill, M@L	Rev. Mark Merrill, HR
Rev. Gregory Meyer, HR	Rev. Brent Mitchell, HR
Rev. Kathy Mitchell, HR	Rev. Dan Ott, VM
Rev. Gordon Page, HR	Rev. Randall Paine, HR
Rev. John Porter, HR	Rev. Robert Ryder, HR
Rev. Susan Ryder, HR	Rev. Jennifer Sakata, M@L (Ex)
Rev. Anna Saxon, HR	Rev. Chris Williams, VM
Rev. William Schlobohm, HR	Rev. Kenn Shedenhelm, HR
Rev. Don Sinclair, HR	Rev. Darwin Smith, HR (Ex)
Rev. Andy Sonneborn, M@L	Rev. Paul Spalding, HR
Rev. Almut Spalding, HR	Rev. Sarah Tunall, M@L
Rev. James Uttley, HR	Rev. Eric Vinsel, VM
Rev. Margaret Vogelsinger, HR	Rev. Siobhan Warren, M@L
Rev. Richard Watts, HR	

## INTRODUCTIONS

- Corresponding Members
  - There were no corresponding members.
- New Teaching Elders:
  - The following new teaching elders were introduced:
    - Rev. Peter Galbraith, serving Rock Island, Grace
- New Ruling Elder Commissioners
  - No new Ruling Elders were introduced.

## RISKING IN MINISTRY

### Current Business

- **MSA** the docket with no corrections or changes. (Appendix N)
- **MSA** the Omnibus motion which includes:

- A motion to enter all written reports into the permanent minutes including the: Visioning Team (Appendix A), 2023 Budget & Year to Date Treasurer's Report (Appendix B), Per Capita and Mission Giving (Appendix C), Statement of Assets, Liabilities, and Net Assets Report (Appendix D), Budget Narrative (Appendix E), CLP/CRE Coordinator Report (Appendix F).
- The Stated Clerk Report: presented by Rev. Elissa Bailey, SC (Appendix G)
  - Petersburg, Central requests a waiver to permit Ruling Elder Jane Stevenson to serve a third term on Session (G-2.0404). **MSA**
  - Washington, Washington Pres requests a waiver to permit Ruing Elder Melody Wiseman to serve a third term on the Session (G-2.0404). **MSA**
  - The Stated Clerk announces that two allegations of misconduct have been received. Two investigative committees have been formed. One of the investigative committees has been trained and begun its work.
- Committee on Ministry Report: presented by Rev. Laura Reason (Appendix H)
  - Motion to approve the call of Rev. William S. McLean II as the called and installed Pastor at First United Presbyterian Church, Le Roy, Illinois effective January 1, 2024 under the provisions of G-2.0504c. **MA** (a  $\frac{3}{4}$  majority vote required)
  - **Motion** to transfer the ordination of Rev. Dr. John Huxtable from the Disciples of Christ to the Presbyterian Church, USA, concur with the recommendation of COM to waive the requirement for a course of study in Hebrew, and enroll him as a Minister of Word and Sacrament in the PCUSA.
    - Rev. Huxtable was asked questions regarding his desire to transfer his membership and how he is participating in the PCUSA currently.
    - **MSA** to arrest the examination.
    - **Approve** to sustain the motion. (3/4 majority vote required)

## UNITED IN WORSHIP

- The assembly moved to a time of worship. Beautiful music was a wonderful offering within our worship service.
  - Rev. Ann Schwartz preached on Amos 5:18-24 and Matthew 25:31-46 with a sermon title of "Now Is The Time to Risk."
    - In Matthew 25, Justice is the final standard. Jesus was on the margins, so why wouldn't we be as well? Jesus showed justice us what love looks like publicly.
    - It is okay for us to lament what seems to be, where we are at. Wistfulness, shame, grief.
  - An offering was collected for our theological fund that is given to our students under care.
  - The Necrology Report was beautifully presented through music, names, and pictures of the saints who have gone before us.

- The Sacrament of Holy Communion was celebrated.
- Following a time of worship, the Assembly gathered together for fellowship and food.

### **RISKING IN MINISTRY**

- Administration Team Report presented by Julio Garcia (Appendix I)
  - The Administration Team puts one person into nomination for serving on the nominating team (no additional nominations from the floor) **MSA**
    - Elder Diane Ludington, term 1, class of 2026
- The Committee on Preparation for Ministry report was presented by Rev. Maura McGrath Nagle (Appendix J).
  - The CPM puts into nomination the slate of ordination examination readers for February 2024: No additional nominations from the floor **MA**
    - Rev. Richard Tindall                      Elder Vicky Carlson
    - Alternate Rev. Cheyanna Losey.    Alternate Elder Susan Sawers
- Nominating Committee Report presented by Elder Gary Terpstra (Appendices K & L).
  - The following slate of nominees was presented. No additional nominations from the floor. **MA**
    - Admin Team:
      - Elder Matt Losey, 2<sup>nd</sup> term, class of 2026
      - Rev. Nicole Wegele, 1<sup>st</sup> term, class of 2026
      - Rev. Jonathan Warren, 1<sup>st</sup> term, class of 2026, chair
    - COM
      - Elder Randy Sigler, 2<sup>nd</sup> term, class of 2025
      - Elder Mary Watts, 1<sup>st</sup> term, class of 2026
      - Rev. Marla Bauler, 1<sup>st</sup> term, class of 2026
    - CPM
      - Rev. Cheyanna Losey, 2<sup>nd</sup> term, class of 2024
      - Elder Brittney Cosby, 1<sup>st</sup> term, class of 2026
      - Elder Ann Lamkey, 1<sup>st</sup> term, class of 2026
    - Personnel
      - Rev. Bryan Burris, 1<sup>st</sup> term, class of 2025
      - Elder Scott Sheer, 1<sup>st</sup> term, class of 2026
      - Rev. Joyce Chamberlain, 2<sup>nd</sup> term, class of 2026, chair
    - PJC
      - Rev. Bryan Burris, class of 2029
      - Rev. Scott Carnes, class of 2029
      - Rev. Cheyanna Losey, class of 2029
    - Synod
      - Rev. Jonathan Warren, 2<sup>nd</sup> term, class of 2026

- Rev. Lonna Lee, 1<sup>st</sup> term, class of 2026
  - Moderator-Elect
    - Elder Carol Sleeth
  - Treasurer
    - Elder Bill Strawbridge, class of 2024
  - Visioning
    - Rev. Chip Roland, 1<sup>st</sup> term, class of 2025, chair
    - Rev. Jessica Hawkinson-Dorow, 2<sup>nd</sup> term, class of 2026
    - Rev. Katie Styr, 2<sup>nd</sup> term, class of 2026
    - Rev. Matt Wilcox, 1<sup>st</sup> term, class of 2026
  - GA Commissioners (and Bills and Overtures)
    - Rev. Frosty Krummel
    - Elder Carol Sleeth
    - Rev. Lonna Lee
    - Elder Fiona Nagle
      - Alternate Rev. Kay Daniel
      - Alternate Elder Mary Ray
- **Spirit Sightings.**
  - Rev. Matt Wilcox spoke to the process that First Presbyterian Church of Normal, IL took in becoming an affirming and inclusive congregation. The Session and congregation both went through a process that included town halls, drafting a statement, Bible and book studies, and determining how to share who they are with the community. The assembly was invited to ask questions about the process.
- **Personnel:** Presented by Rev. Joyce Chamberlain (Appendix M)
  - **MA** to give Rev. Elissa Bailey, Stated Clerk, a 3% raise in salary to begin January 1, 2024.
  - **MA** that Rev. Elissa Bailey, Stated Clerk's 2024 effective salary will be calculated as the following: Salary \$12,745 and Housing Allowance as \$30,000 for a Total Effective Salary of \$42,745.
  - Joyce presented the first reading of the Personnel Manual of Operations.
    - The assembly was asked to look over the manual and offer their thoughts to a personnel member. The assembly will vote on the manual at the next scheduled meeting.
- **New Business: None**

## SHARING CHRIST'S LOVE

- Sharing of Good News and Announcements:
  - Presbyteries of East Iowa and Great Rivers are working together to tentatively host a special event with Covenant Network on Saturday, April 27<sup>th</sup> at Davenport,

First. This will be a time for worship, workshops, and learning opportunities to help congregations better welcome the LGBTQIA+ community. More information to come.

- The Presbytery is looking to host an introductory anti-racism training on May 31<sup>st</sup> and June 1<sup>st</sup> at Stronghold. This event will be led by Presbyterian Clergy from the Crosswords program and will be an overnight event. More information to come.
  - First, Jacksonville begins a partnership with their partner church in Scotland.
  - Harry Losey sends his greetings and is doing well and misses us all.
  - Joan Gray, author of “Sailboat Church” will be coming to our Presbytery, to Normal, First, on Saturday, February 10<sup>th</sup>.
  - Kemerer Village is looking for board members.
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- A Benediction and Closing Prayer was offered and adjournment was declared by the Moderator Rev. Katie Styrk at 1:58 PM.
  
  - The next Stated Meeting will be Tuesday, February 20<sup>th</sup>, 2024 at 6pm over zoom.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rev. Elissa Bailey". The signature is written in black ink and is positioned below the "Respectfully submitted," text.

Stated Clerk, Rev. Elissa Bailey

## Appendix A

Presbytery of Great Rivers  
Visioning Report – November 2023

### Visioning Grant Information

The Visioning Team continues to invite creative, think-outside-the-box, open-ended, and energetic grant applications that help fulfill the Presbytery's 2020 Visioning Statement and Matthew 25 goals. Grants can support new or existing programs and/or partnerships. Grants are renewable each year for recipients that complete an end-of-year program report. Detailed application instructions available on the Great Rivers website under the Mission tab, along with a webinar recording to assist applicants in completing their applications:

<http://www.greatriverspby.org/mission.html>

Applications are reviewed on a rolling basis throughout the year and Visioning Team members are available to assist with application completion.

Grant Writing Webinar: A recording of a live grant writing webinar held in May 2023 is available on the Presbytery's Mission website.

All Visioning Grants received and funded in 2023 include:

Bartonville: Bible and Book Study  
Biggsville United Presbyterian: Matthew 25 at Work  
Chatham Presbyterian Church: Community Dinners  
Clinton: 24/7 Community Cupboard  
Farmington: Community Vacation Bible School  
Lincoln: Animating the Conversation Initiative  
United Presbyterian, Peoria: Discerning Mission Priorities Initiative  
Warsaw: Community Garden

### Additional Visioning Details

Sabbatical grants and Family Leave grants will continue to be reviewed separately, and additional grants for a variety of purposes are available through the Presbytery and Synod.

All grant applications for 2023 should be submitted prior to this year's remaining Visioning Team meeting on **Tuesday, November 28**

## Appendix B

<b>Presbytery of Great Rivers: 2023 Budget &amp; Year to Date</b>			
	<b>Budget 2023</b>	<b>Actuals thru Sep-23</b>	<b>Percent of Budget Used</b>
<b><u>Receipts</u></b>			
Presbytery Per Capita	\$ 176,308	\$ 148,999	84.5%
Interest Income	-	723	
Mission	60,000	46,983	78.3%
Dividends & Unrealized Gain (Loss)	31,500	31,874	101.2%
Trust Clause Payments	12,216	11,515	94.3%
<b>TOTAL Budgeted RECEIPTS</b>	<b>\$ 280,024</b>	<b>\$ 240,094</b>	<b>85.7%</b>
<b><u>Membership</u></b>			
<b>"effective membership"</b>	<b>9,182</b>		
	<b>7,805</b>		
Presbytery Per Capita	\$ 22.59		
Synod of Lincoln Trails Per Capita	3.81		
General Assembly Per Capita	\$ 9.85		
	<b>\$ 36.25</b>		
<b><u>Expenses</u></b>			
<b><u>Presbytery Office</u></b>			
Rent	\$ 4,263	3,192	74.9%
Telephone/All Communications	1,900	1,408	74.1%
Service Agreements *	9,900	9,390	94.9%
Postage	1,100	1,066	96.9%
Office Supplies	1,000	340	34.0%
Gifts and Celebrations	125	100	80.0%
Equipment Purchase/Replacement	500	83	16.6%
Bank Fees & Expenses	100	-	0.0%
Depreciation	-	-	
Total	\$ 18,888	\$ 15,579	82.5%
<b><u>Committees Meeting Expenses</u></b>			
Transportation for meetings **	\$ 1,000	\$ 105	10.5%
Meals	150		0.0%
Lodging	-		
Miscellaneous	100		0.0%
Meeting Fees (room rentals)		50	
Total	\$ 1,250	\$ 155	12.4%
<b><u>Administration Expenses</u></b>			
Audit Fee	\$ -	\$ -	
Payroll service	1,900	1,381	72.7%
Insurance and Bonds	2,800	2,253	80.5%
Assembly (PGR)	1,200	2,313	192.8%
Moderator Training	1,250	-	0.0%
PGR Training (Elder/Deacon, Ldrshp, ACs)	750	76	10.1%
Legal Fees/ IC	100	-	0.0%

	Budget 2023	Actuals thru Sep-23	Percent of Budget Used
General Assembly (attendance)	-	-	
Synod	-	-	
Unpaid Per Capita	18,650	22,639	121.4%
Presbytery Events	500	829	165.9%
Presbyter search		7,944	
<b>Total</b>	<b>\$ 27,150</b>	<b>\$ 37,436</b>	<b>137.9%</b>
<u>Mission Programs</u>			
Illinois Conference of Churches	\$ 500	\$ 500	100.0%
Pastoral Care/Compassion Fund	750	-	0.0%
Presbytery Visioning	40,000	23,027	57.6%
Triennium (2025 next occurrence)	-	-	
Misc	100	-	0.0%
<b>Total</b>	<b>\$ 41,350</b>	<b>\$ 23,527</b>	<b>56.9%</b>
<u>Committee on Ministry</u>			
Clergy/CLP Continuing Education Grants	\$ 2,500	\$ -	0.0%
Clergy Background Checks	500	223	44.7%
Crisis/Conflict/Counseling	2,500	-	0.0%
Misc	250	-	0.0%
Leaderwise	4,500	2,996	66.6%
<b>Total</b>	<b>\$ 10,250</b>	<b>\$ 3,219</b>	<b>31.4%</b>
<u>Committee on Preparation for Ministry</u>			
Program Expense	\$ 250	\$ 89	35.6%
<b>Total</b>	<b>\$ 250</b>	<b>\$ 89</b>	<b>35.6%</b>
<u>Personnel</u>			
Workers comp.	\$ 900	\$ 551	61.2%
Exec. Presbyter Salary/Benefits/Expenses	119,085	33,286	28.0%
Bridge Prsbyter		26,068	
Stated Clerk Salary, Benefits and Expenses	30,745	24,654	80.2%
Virtual Assistant	18,720	14,490	77.4%
Bookkeeper	25,500	18,948	74.3%
CLP Coordinator	10,811	8,006	74.1%
<b>Total</b>	<b>\$ 205,761</b>	<b>\$ 126,003</b>	<b>61.2%</b>
<b>TOTAL Budgeted EXPENSES</b>	<b>\$ 304,899</b>	<b>\$ 206,009</b>	<b>67.6%</b>
<b>Revenues in Excess of Expenses</b>	<b>\$ (24,875)</b>	<b>\$ 34,086</b>	
<b>Impact on cash flow: w/o investments</b>	<b>\$ (56,375)</b>	<b>\$ 2,212</b>	

# Appendix C

PIN	CHURCH	MISSION			PER CAPITA			Percentage Paid
		2023	2023	(OVER) UNDER	2023	2023	BALANCE REMAINING	
		PLEGGED	PAID		DUE	PAID		
1912	ADAIR - WEST PRAIRIE			-	507.50	507.5	-	100%
1873	ALEDO - COLLEGE AVENUE			-	3,480.00	1,740.00	1,740.00	50%
9753	ALEDO - SUNBEAM	1,000.00	1,000.00	-	398.75	398.75	-	100%
1876	ALEXIS - NORWOOD		1,500.00	(1,500.00)	1,885.00	1,885.00	-	100%
1951	ATHENS - INDIAN POINT		600.00	(600.00)	1,087.50	1,087.50	-	100%
1872	BARTONVILLE - TRINITY		2,000.00	(2,000.00)	1,268.75	1,268.75	-	100%
4333	BIGGSVILLE - UNITED			-	2,283.75		2,283.75	0%
1502	BLOOMINGTON - SECOND			-	24,867.50	4,327.00	20,540.50	17%
10326	BLOOMINGTON - ST LUKE UNION			-	3,842.50	3,842.50	-	100%
1917	BUSHNELL - FIRST			-	2,066.25		2,066.25	0%
1838	CANTON - FIRST			-	3,262.50	3,262.50	-	100%
1446	CARLINVILLE - FEDERATED	500.00		500.00	1,595.00	1,595.00	-	100%
1448	CARROLLTON - FIRST			-	1,558.75	1,558.75	-	100%
1918	CARTHAGE - FIRST			-	2,718.75	2,718.75	-	100%
1955	CHATHAM			-	4,023.75	4,023.75	-	100%
1507	CHENOA - FIRST	2,500.00		2,500.00	652.50	652.50	-	100%
1919	CLAYTON - FEDERATED			-	290.00	290.00	-	100%
1508	CLINTON	2,500.00	2,500.00	-	4,241.25	4,241.25	-	100%
1881	COAL VALLEY - FIRST			-	6,090.00	6,090.00	-	100%
1510	DANVERS - FIRST			-	5,328.75		5,328.75	0%
1839	DELAVAN - FIRST		1,500.00	(1,500.00)	1,631.25	1,269.00	362.25	78%
1960	DIVERNON - FIRST			-	1,522.50		1,522.50	0%
1884	EAST MOLINE - FIRST	1,500.00	1,500.00	-	4,313.75	4,313.75	-	100%
10906	EDWARDS - KOREAN			-	1,015.00	1,015.00	-	100%
1841	ELMWOOD - FIRST			-	2,827.50		2,827.50	0%
1842	EUREKA			-	797.50	797.50	-	100%
1843	FARMINGTON - FIRST UNITED	600.00	450.00	150.00	3,516.25	992.45	2,523.80	28%
1922	FOUNTAIN GREEN - CARTHAGE UNITED			-	2,211.25		2,211.25	0%
1844	GALESBURG - FIRST			-	7,721.25	1,123.75	6,597.50	15%
1888	GENESE0 - FIRST		2,820.00	(2,820.00)	3,081.25	1,540.62	1,540.63	50%
4616	GREENVIEW - UNITED			-	1,232.50	1,232.50	-	100%
1923	HAMILTON - BETHEL			-	1,848.75		1,848.75	0%
1850	IPAVA - UNITED			-	1,667.50	1,667.50	-	100%
1965	JACKSONVILLE - FIRST	16,000.00	12,000.06	3,999.94	12,361.25	9,270.90	3,090.35	75%
1925	KIRKWOOD - WESTMINSTER			-	1,558.75		1,558.75	0%
1851	KNOXVILLE - FIRST	1,275.00	1,275.00	-	1,921.25	1,921.25	-	100%
1522	LEROY - FIRST			-	5,183.75	1,295.94	3,887.81	25%
1853	LEWISTOWN - FIRST			-	2,211.25		2,211.25	0%
4960	LINCOLN - FIRST		2,000.00	(2,000.00)	4,386.25	4,386.25	-	100%
1927	MACOMB - FIRST		4,500.00	(4,500.00)	9,135.00	6,856.45	2,278.55	75%
11382	MACOMB - SCOTLAND TRINITY			-	2,030.00	1,050.00	980.00	52%
1971	MASON CITY - UNITED	500.00	500.00	-	2,138.75	2,138.75	-	100%
228	MEDIA - U P COMMUNITY			-	326.25	326.25	-	100%
1972	MIDDLETOWN - FIRST		507.50	(507.50)	507.50		507.50	0%
1892	MILAN - FIRST			-	4,640.00	4,640.00	-	100%
1486	MONMOUTH - FAITH UNITED			-	7,793.75	3,896.87	3,896.88	50%
1088	MONMOUTH - SUGAR TREE GROVE			-	1,087.50	815.63	271.87	75%
9572	MORTON - FIRST			-	725.00	725.00	-	100%
10635	MT STERLING - P C OF CHRIST			-	1,015.00	1,015.00	-	100%
1897	NEW WINDSOR - UNITED		2,393.28	(2,393.28)	4,495.00	4,495.00	-	100%
3436	NIOTA - APPANOOSE FAITH			-	2,283.75		2,283.75	0%
1525	NORMAL - FIRST	25,000.00	18,750.03	6,249.97	15,515.00	15,515.01	(0.01)	100%
11527	NORMAL - NEW COVENANT COMMUNITY			-	652.50	652.50	-	100%
1855	ONEIDA-FIRST			-	688.75		688.75	0%
9563	ORION - BEULAH		50.00	(50.00)	2,066.25	2,066.25	-	100%
1856	PEKIN - FIRST			-	2,030.00	2,030.00	-	100%
1858	PEORIA - FIRST FEDERATED			-	11,926.25	11,926.25	-	100%
12072	PEORIA - UNITED			-	12,361.25	9,489.41	2,871.84	77%
1863	PEORIA - WESTMINSTER			-	4,350.00	4,350.00	-	100%
1935	PERRY			-	435.00		435.00	0%
1980	PETERSBURG - CENTRAL		4,500.00	(4,500.00)	3,516.25	3,516.25	-	100%
1962	PLEASANT PLAINS - FARMINGDALE		1,166.67	(1,166.67)	3,226.25	1,881.98	1,344.27	58%
1939	QUINCY - ELLINGTON MEMORIAL		300.00	(300.00)	2,791.25	2,791.25	-	100%
11433	REYNOLDS - HAMLET PERRYTON			-	1,776.25	1,776.25	-	100%
1866	RIO			-	3,480.00		3,480.00	0%
1900	ROCK ISLAND - BROADWAY **PAID**			-	1,341.25	1,327.56	13.69	99%
4899	ROCK ISLAND - GLORIA DEI ** PAID**			-	797.50	789.36	8.14	99%
11547	ROCK ISLAND - GOOD SHEPHERD ** PAID**			-	6,126.25	6,126.25	-	100%
1902	ROCK ISLAND - SOUTH PARK ** PAID**			-	6,126.25	6,063.72	62.53	99%
15225	ROCK ISLAND - GRACE			-	-	36.25	(36.25)	
1940	RUSHVILLE - FIRST			-	1,196.25	1,196.25	-	100%
1903	SEATON - CENTER			-	1,885.00	500.00	1,385.00	27%
1982	SPRINGFIELD - FIRST		3,000.00	(3,000.00)	9,968.75	9,968.75	-	100%
5119	SPRINGFIELD - HOPE	3,300.00	3,300.00	-	4,458.75	4,458.75	-	100%
10705	SPRINGFIELD - KOREAN UNITED			-	1,196.25	833.75	362.50	70%
1983	SPRINGFIELD - THIRD	1,000.00	750.00	250.00	6,633.75	4,975.32	1,658.43	75%
1988	SPRINGFIELD - WESTMINSTER	17,000.00	12,749.00	4,251.00	36,938.75	30,222.75	6,716.00	82%
4917	STRONGHURST			-	543.75	543.75	-	100%
1991	TALLULA - ROCK CREEK			-	2,646.25		2,646.25	0%
9752	VIOLA - UNITED		3,320.00	(3,320.00)	1,993.75	1,993.75	-	100%
1488	VIRDEN - FIRST			-	688.75		688.75	0%
1993	VIRGINIA - FIRST			-	2,030.00		2,030.00	0%
1994	VIRGINIA - SANGAMON VALLEY			-	1,486.25	1,486.25	-	100%
1942	WARSAW - FIRST	3,081.25		3,081.25	3,081.25	3,066.75	14.50	100%
1867	WASHINGTON			-	2,863.75	2,863.75	-	100%
1490	WHITE HALL - FIRST			-	1,015.00	63.25	951.75	6%
9657	WOODHULL - UNITED	4,000.00		4,000.00	4,676.25	1,200.00	3,476.25	26%
1995	WOODSON - UNITY			-	326.25		326.25	0%
9199	YATES CITY - FAITH UNITED	800.00	400.00	400.00	1,377.50	1,377.50	-	100%
<b>Totals</b>		<b>80,556.25</b>	<b>85,331.54</b>	<b>(4,775.29)</b>	<b>332,847.50</b>	<b>231,363.72</b>	<b>101,483.78</b>	

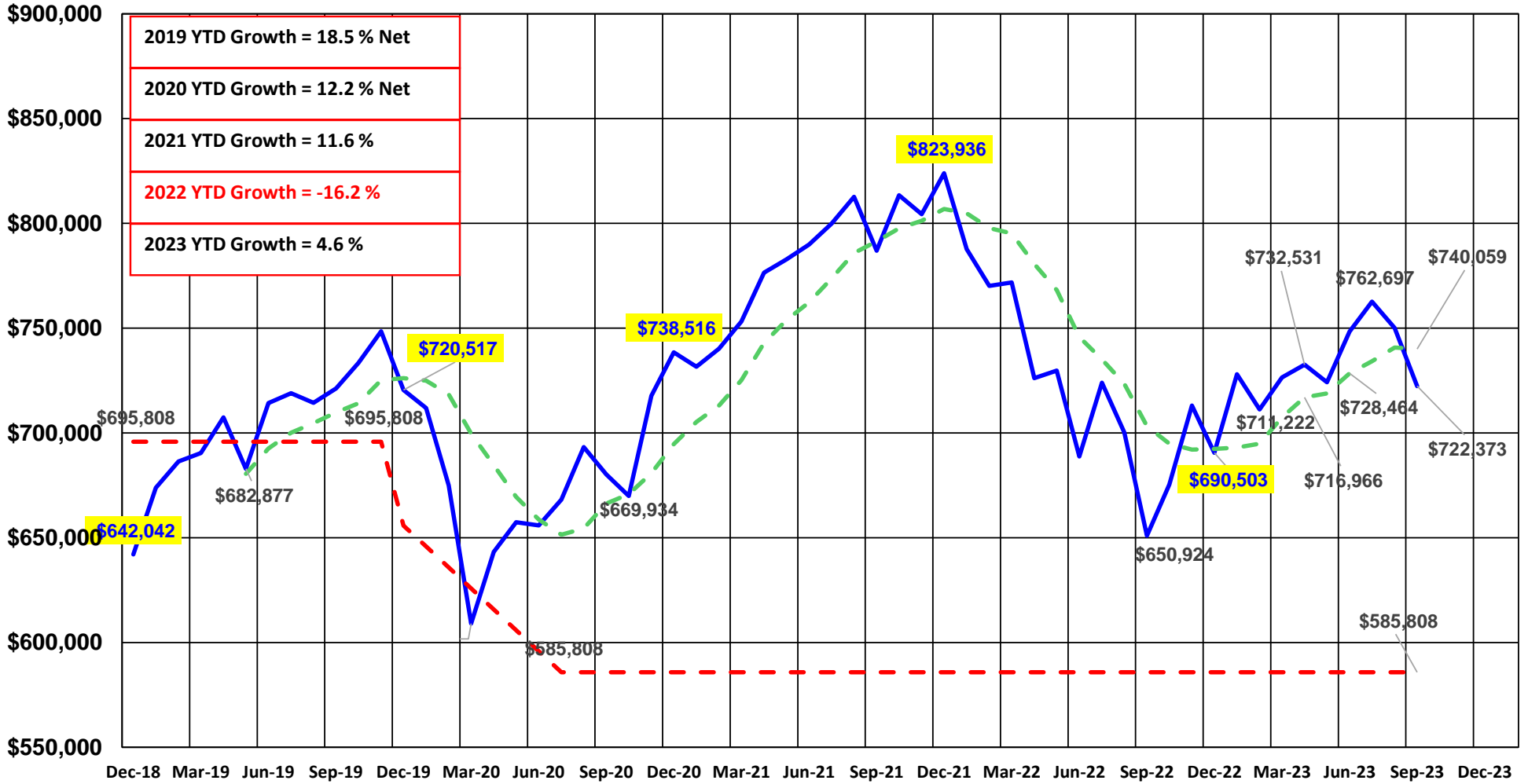
## Appendix D

**PRESBYTERY OF GREAT RIVERS**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS**  
**CURRENT TO PRIOR YEAR COMPARATIVE**  
**AS OF September 30, 2023**

<b>Assets</b>	<b>September 2022</b>	<b>September 2023</b>	<b>Increase/ (Decrease)</b>	<b>December 2022</b>	<b>Increase/ (Decrease)</b>
Cash					
Checking and CDs	\$ 228,962	\$ 232,966	\$ 4,004	\$ 227,270	\$ 5,697
Investments	650,924	722,373	71,448	690,503	\$ 31,869
Lease Deposit	-	-	-	-	\$ -
Fixed Assets, Net of Accumulated Depreciation	2,480	-	(2,480)	-	-
<b>Total Assets</b>	<b>\$ 882,366</b>	<b>\$ 955,339</b>	<b>\$ 72,973</b>	<b>\$ 917,773</b>	<b>\$ 37,566</b>
<b>Liabilities and Net Assets</b>					
Liabilities					
Liabilities Payable	\$ 1,032	\$ 1,259	\$ 228	\$ -	\$ 1,259
Pass Thru Liabilities	8,649	8,103	(546)	9,612	\$ (1,510)
Prepaid Mission & Per Capita (2023 RI ch PC)	8,181	-	(8,181)	17,270	(17,270)
<b>Total Liabilities</b>	<b>\$ 17,861</b>	<b>\$ 9,362</b>	<b>\$ (8,499)</b>	<b>\$ 26,883</b>	<b>\$ (17,520)</b>
Net Assets					
Unrestricted	\$ 769,339	\$ 816,108	\$ 46,770	\$ 781,492	34,616
Designated					
Presbytery Leaders Support	-	-	-	-	-
Presbyter Relocation	10,000	10,000	-	10,000	-
<b>Total Designated</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>
Temporarily Restricted					
Preparation for Ministry	\$ 7,749	\$ 7,662	\$ (87)	\$ 8,662	\$ (1,000)
Peacemaking	19,786	22,930	3,144	22,930	\$ -
Synod Pastor Support Grants	1,701	1,701	-	1,701	\$ -
Synod Transformation Grant	51,514	49,612	(1,902)	50,364	\$ (752)
Ministers Temporary Disability	3,110	3,110	-	3,110	\$ -
Hands & Feet Scholarships	107	107	-	107	\$ -
Pastor Compassion Funds	600	600	-	600	\$ -
CLP Coordinator	600	600	-	600	\$ -
Church Support for Family Leave	-	11,325	11,325	11,325	\$ -
Sherrard Pres Restricted Funds	-	22,222	22,222	-	22,222
<b>Total Temporarily Restricted</b>	<b>\$ 85,166</b>	<b>\$ 119,868</b>	<b>\$ 34,702</b>	<b>\$ 99,398</b>	<b>\$ 20,470</b>
<b>Total Net Assets</b>	<b>\$ 864,505</b>	<b>\$ 945,977</b>	<b>\$ 81,472</b>	<b>\$ 890,891</b>	<b>\$ 55,086</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 882,366</b>	<b>\$ 955,339</b>	<b>\$ 72,973</b>	<b>\$ 917,773</b>	<b>\$ 37,566</b>

### PRESBYTERIAN FOUNDATION ACCOUNT HISTORY - End of Month Values

— Investment Value    - - - Net Amount GRP Invested    - - - Previous 6 mos. Rolling Avg.



## Appendix E

### Budget Narrative for November 11, 2023, Assembly

#### **Balance Sheet**

Our balance sheet typically shows changes over a 12-month period, so Sept 2022 to Sept 2023. I've included December, 2022, to show the year-to-date changes.

Our checking account remains healthy. The Checking and CD line item has a little over \$100k in 5% CDs included. So checking is approximately \$130k. One set of CDs matured on 10/21/23 and another set matures on 5/21/24. We reinvested the \$50k October CD set in 7-month CDs at 5.25%. Our investments (see included curve) have continued their roller coaster ups and downs this year. Thus far in 2023 (September 30), we are up 4.6% - hence the reason we bought CDs. October results are expected to be lower.

Under the Temporarily Restricted Funds is a new line item from Sherrard Presbyterian Church when it closed. The money is to be used for grants to PGR congregations for Children and Youth Outreach Ministries. The money will be administered by the Visioning Team with the following criteria:

- a. That the ministry has primarily an outreach to non-churched children and youth
- b. That the ministry has a component of Bible study and faith sharing

#### **Income Statement**

##### 1. Income

- a. At the three-quarter mark of the year (75%), our per capita income is doing well. While the statement shows us at 84% of what we budgeted, recall that our budgeted amount is 85% of the total amount that should be remitted. Compared to that total amount, we have received 71% - slightly less than the 75%.
- b. Mission giving is doing well.
- c. Our trust clause payments are ahead of plan.
- d. As stated above, our investments are over 100% of our projected amount. It remains to be seen if that holds through year end.

Overall, Income is ahead of plan and if it holds our deficit should be lower than anticipated.

##### 2. Expenses

When reviewing the expenses, I like to use the details that were presented when our 2023 budget was presented to Assembly. It is included as an attachment: 2023 Budget and Sept Year to Date

- a. The Presbytery Office expenses are 83% spent. This is largely due to Service Agreements being higher than budgeted because of the Treasurer's Training which was not included in the 2023 budget (it is included in the 2024 budget). By year end I expect the total to be well under the \$18.9k budgeted amount.
- b. Committee Meeting Expenses are well below plan. Committees continue to take advantage of Zoom for their meetings.
- c. Administration Expenses are well over plan due to higher than budgeted Assembly costs, Unpaid Per Capita from 2022, and unbudgeted Presbytery Search Costs. The latter will be removed at year-end and taken from the \$10,000 line item on the Balance Sheet that

is marked "Presbyter Relocation." That was unused by Ryan, who elected not to move to Peoria.

Another line item under Admin that will be reduced is Payroll Service. CAVU, our payroll provider, made several errors on our payroll (that Sabrina caught) and after discussing the options, we elected to bring payroll in-house. We already have the software to do payroll (Amy had used it during her tenure) and Sabrina has been using that same software to do FFC's payroll.

- d. Mission Programs are underspent this year primary due to Visioning's grants. Recall that 20% of any money left in Visioning is to be transferred to the Balance Sheet line-item "Church Support for Family Leave," which subsidizes churches for pulpit supply and session moderators if a pastor takes family leave.
- e. COM remains underspent on the year, as does CPM.
- f. Personnel Costs are also underspent, as anticipated, because of the lower cost for a Bridge Presbyter compared to a full time Lead Presbyter.

Overall expenses are at about two-thirds of the budgeted amount, yielding a positive Revenue in Excess of Expenses. Our actual cash flow year to date is a positive \$2,212.

Respectfully submitted,

Bill Strawbridge, treasurer

## Appendix F

**PGR Commissioned Pastor Coordinator Report to the Assembly  
November 11, 2023**

The purpose of this report is to give the Assembly a summary of the work I have conducted so far as the Commissioned Pastor Coordinator.

Since our last assembly meeting CRE Sandi Woodard has retired. Sandi retired from Indian Point, Athens. Thank you for celebrating her years of service and keeping her and the congregation in your prayers as they live into this transition.

The CPM welcomed RE Julio Garcia, Milan, into care as he begins the ministry formation training to begin serving as a CRE. Thank you for your prayers and support as Julio begins this new adventure.

RE Alan Willadson will be commissioned to service in Blackhawk Presbytery November 14, 2023. Alan will be serving his first commission with First Presbyterian Church of Fairbury. Thank you for your prayers and support as Alan retires from his career as a tax accountant, and begins serving a congregation as a pastoral leader.

If you or someone you know is interested in learning more about the ministry formation training, please contact me. The Committee on Preparation for Ministry (CPM) has scholarships available.

If you have any questions, please contact me.

In Christ's Service.

Rev. Dr. Cheyanna L. Losey  
[cheyannalosey@gmail.com](mailto:cheyannalosey@gmail.com)

309-299-4790

**Appendix G**  
**Stated Clerk's Report**  
**November 11, 2023**

The following are reported to the Assembly:

Disciplinary Reports:

- N/A

The following MWSs have been received:

- TE Peter Galbraith, from Scioto Valley.
  - To serve as Pastor of Grace, Rock Island

The following have been ordained and listed as a member of the Presbytery:

- N/A

The following have transferred their ordination to the PC(USA):

- Rev. Dr. Scott Carnes, First, Galesburg, formerly United Methodist Church.
- Rev. Bryan Burris, formerly Disciples of Christ.

The following have been temporarily transferred from other denominations while serving churches in the Presbytery of Great Rivers:

- N/A

The following MWSs have been listed as Honorably Retired:

- N/A

The following MWSs have been dismissed:

- N/A

The following have been removed from the rolls:

- N/A

The following MWSs have been transferred to the church triumphant in their deaths:

- N/A

The following congregations have completed and passed the 2023 Session Record Review thus far:

- Adair, West Prairie
- Aledo, College Ave
- Aledo, Sunbeam
- Athens, Indian Point

- Biggsville, Biggsville
- Bloomington, St. Luke Union
- Bloomington, Second
- Bushnell, First
- Canton, First
- Carlinville, Federated
- Carthage, Fountain Green
- Clinton, Clinton
- Coal Valley, First
- Danvers, First
- Delevan, First
- East Moline, First
- Elmwood, First United
- Eureka, Eureka
- Farmington, First
- Galesburg, First
- Geneseo, First
- Ipava, Ipava
- Jacksonville, First
- Kirkwood, Westminster
- Knoxville, First
- Le Roy, First
- Lewistown, First
- Lincoln, First
- Macomb, First
- Macomb, Scotland Trinity
- Milan, First
- Monmouth, Faith United
- Monmouth, Sugar Tree Grove
- New Windsor, New Windsor
- Normal, First
- Orion, Beulah
- Peoria, United
- Peoria, Westminster
- Quincy, Ellington
- Reynolds, Hamlet Perryton
- Rio, Rio
- Rock Island, Grace
- Seaton, Center
- Springfield, Hope
- Springfield, Westminster

- Viola, First
- Virginia, Sangamon Valley
- Washington, Washington
- Woodhull, United
- Yates City, Faith United

Respectfully submitted,

TE Elissa Bailey, Stated Clerk

## Appendix H

### COM report to the 11.11.2023 Presbytery Assembly

The Committee on Ministry has met three times since the August Assembly on Zoom. The three subcommittees meet between the main meetings as needed. We thank you for the excellent cooperation we are receiving by our congregations and pastoral leadership submitting forms and requests in such a timely way. We are able to complete our monthly meeting in 75 minutes or less because of your help.

The new CLC system is being continuously updated. A new video is in the [pcusa.org/clc](https://pcusa.org/clc) webinar section for PNCs that goes through the whole calling process from the beginning to receiving and working with the PDPs (applications). While basic forms were added to the COM part of the PGR website in June, please go first to the CLC website for the most up to date information. Please contact your ministry partner or send an email to [greatriverscom@gmail.com](mailto:greatriverscom@gmail.com) with any questions about the new system.

The 2024 Terms of Call forms and contract forms are fillable forms and are in the COM part of the PGR website (FORMS, COM Forms).

*Actions taken since the 8.26.23 Assembly:*

*The committee has approved*

all Terms of Call and Contracts submitted by 10.27.23,  
approved Mission studies, financial reports and resourced PNCs,  
appointed TE Tim Bauler as Moderator at Virginia First and TE Joanne Hinds as Moderator at Athens Indian Point,  
and accepted the resignation of TE Joel Jackle-Hugh.

*Hosted two sessions of mandatory boundaries training with the Presbytery of Southeastern Illinois made possible through the generosity of the Synod of Lincoln Trails.*

*Transitions*

*We welcome:*

We have welcomed back TE Anna Saxon from laboring outside the bounds in Long Island Presbytery

Welcomed TE Peter Galbraith from Scioto Valley Presbytery to serve at Rock Island Grace

*Noted:*

The retirement of CP Sandi Woodard from Athens Indian Point

The commissioning of CP Alan Willadsen by the Presbytery of Blackhawk to a bridge position at the First Presbyterian Church of Fairbury, Illinois

*Received certificates of dismissal:*

From the United Methodist Church for Rev. Dr. Scott Carnes, thus completing his transfer to the PC(USA)

From the Christian Church, Disciples of Christ, for Rev. Bryan Burris, thus completing his transfer to the PC(USA)

*We have trained and certified the following ruling elders* to serve communion in worship within their own congregation under G-30301b and W-03.0410

For Seaton Center, Ruling Elders Karen Jones and Thomas Nipper for terms of 3 years, October 2023-September 2026.

*Administrative Commissions*

*We approved these ACS for installations, received their reports and dissolved them:*

Galesburg First and TE Scott Carnes, installation held October 1

Peoria First Federated and TE Edward Wegele, installation held October 15

Rock Island Grace and TE Peter Galbraith, installation held October 29

*We have concurred with:*

The request of the First United Presbyterian Church of Le Roy to move Rev. William S. McLean II from Stated Supply to Called and Installed, the way being clear and upon a three quarters affirmative vote of the November Assembly.

The request of the Rev. Dr. John Huxtable to be received as a PC(USA) Minister of Word and Sacrament from the Christian Church (Disciples of Christ), the way being clear and upon a three quarters affirmative vote of the November Assembly.

**Action items for the Assembly:**

**Motion 1:** COM recommends to the Assembly the approval of the call of the Rev. William S. McLean II as the installed Pastor at First United Presbyterian Church, Le Roy Illinois for an indefinite period effective 1.1.2024 under the provisions of G-2.0504c.

## Rationale:

COM approved changing the status of Rev. William S. McLean II from Transitional Minister to Stated Supply in January 2023 in recognition that this relationship was ready to shift to working with the congregation to develop sustainable ministry in the coming years. This pastoral relationship is flourishing. The request is to change to an indefinite term from an annual contract.

## Background:

Starting in September 2011, First United Presbyterian Church of Le Roy had three pastoral relationships in the next ten years. In 2020-2022, they experienced the changeover of all their staff, including the troubled end to their last called relationship in May 2021. These transitions provided the opportunity to conduct two mission

studies and other multiple opportunities to reflect on their identity and mission as staff was replaced. COM was deeply engaged with the Session as a committee of the whole during this period. With the Session's commitment to leading, including starting a mission study under COM guidance, they did a thorough search for a transitional minister before identifying Rev. McLean for this role in May of 2022. He completed the mission study with FUPC and encouraged the congregation to implement it. This marked a shift from focused interim work to developing sustainable ministries for years to come. The church is currently nearing the end of a long delayed capital improvements project and experiencing new energy.

In September of 2023, the Session of FUPC Le Roy requested an exception per G-2.0504c so the Reverend William (Bill) S. McLean II may be called and installed as the pastor of First United Presbyterian Church of Le Roy, IL. COM concurs with this request and unanimously recommends its approval by the Assembly.

**The motion requires a three fourths positive vote of the Assembly**

Book of Order G-2.0504 Pastoral Relationships

b. Temporary Pastoral Relationships

Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a minister of the Word and Sacrament, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place. Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. *A minister of the Word and Sacrament employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.*

c. Exceptions

*A presbytery may determine that its mission strategy permits a minister of the Word and Sacrament currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a minister of the Word and Sacrament employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting.*

**Motion 2:** To recommend to the Assembly approval of the following actions with Rev. Dr. John Huxtable, Christian Church (Disciples of Christ)

- Examine, arrest and sustain the examination of the pastor (see statement of faith, last page of report)
- to concur with the recommendation of COM to waiver the requirement for a course of study in Hebrew. (per G-2.0607c and G-2.0610)
- And enroll him as a Minister of Word and Sacrament in the PC(USA). (G-2.0505.a(2))

Upon enrollment, Rev. Dr. Huxtable shall furnish to the Presbytery evidence of having surrendered membership in any and all other Christian churches with which he has previously been associated. (G-0205.b)

### **The motion requires a three fourths positive vote of the Assembly**

#### Rationale and Background:

*This action to receive Rev. Dr. Huxtable is recommended unanimously by CPM and COM. Were we recommending his transfer only, the Assembly would need to approve the motion by a two thirds vote. Because Rev. Huxtable did not take a course in Hebrew in seminary, his transcript does not meet the requirement of G-2.0607c. He has had courses in the Old Testament. He also has 21 years of parish experience, serving the First Presbyterian Church of Knoxville IL for three years as a Monmouth undergraduate and serving the Christian Church in Virden IL from 2004-2022. He has been the Chaplain and Director of the Lux Institute at Monmouth College since the fall of 2022. While COM is recommending the transfer without requiring a course in Hebrew, the authority in the matter rests with the Assembly. The requirement for a course in Hebrew can be set aside by a three-fourths vote.*

Rev. Dr. Huxtable met with Committee on Preparation (CPM) on 8.9.23 for a review of his education and experience to determine if they meet PC(USA) standards for ordination and approved the following motion: *We move that by examination the Committee on Preparation for Ministry is satisfied with Rev. Dr. John Huxtable's qualifications to transfer his ordination to the PC(USA) and so recommends that to the Committee on Ministry.* The decision was unanimous.

Rev. Dr. John Huxtable met with the Committee on Ministry (COM) on 10.5.23. COM approved the following motion:

- ~To approve the Theological Exam of Rev. Dr. John Huxtable.
- ~To waive the requirement for a course of study in Hebrew (G-2.0607c)
- ~To validate his ministry as the Chaplain and Director of Lux Center for Church

*and Religious Leadership, Monmouth College, Monmouth IL*  
 ~to recommend to the Assembly approval of the following actions with Rev. Dr. John Huxtable, Christian Church (Disciples of Christ)  
 ~Examine, arrest and sustain the examination of the pastor  
 ~waiver the requirement for a course of study in Hebrew. (per G-2.0607c and G-2.0610)  
 ~And enroll him as a Minister of Word and Sacrament in the PC(USA).

*Upon enrollment, Rev. Dr. Huxtable shall furnish to the Presbytery evidence of having surrendered membership in any and all other Christian churches with which he has previously been associated. (G-0205.b)*

#### *Book of Order references*

These are the references on transfers, the requirement for Hebrew and accommodations the Presbytery may make on the Hebrew requirement.

#### G-2.0505 Transfer of Ministers of Other Denominations

a. When a minister of another Christian church is called to a work properly under the jurisdiction of a presbytery, the presbytery, after the constitutional conditions have been met, shall recognize the minister's previous ordination to ministry. Such ministers shall furnish credentials and evidence of good standing acceptable to the presbytery, and shall submit satisfactory evidence of possessing the qualifications of character and scholarship required of candidates of this church. (G-2.0607 and G-2.0610). In exceptional circumstances the following provisions will apply:

*(2) A minister of another Reformed church who has been ordained for five or more years may be granted an exemption for some or all of the examinations required of candidates for ordination by a two-thirds vote of the presbytery.*

b. *Upon enrollment, the minister shall furnish the presbytery with evidence of having surrendered membership in any and all other Christian churches with which the minister has previously been associated.*

#### G-2.0607 Final Assessment and Negotiation for Service

A candidate may not enter into negotiation for his or her service as a minister of the Word and Sacrament without approval of the presbytery of care. The presbytery shall record when it has certified a candidate ready for examination by a presbytery for ordination, pending a call. Evidence of readiness to begin ordered ministry as a minister of the Word and Sacrament shall include:

- a. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
- b. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
- c. *a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, **showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation;** and*
- d. examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.

#### G-2.0610 Accommodations to Particular Circumstances

*When a presbytery concludes there are good and sufficient reasons for accommodations to the particular circumstances of an individual seeking ordination, **it may, by a three-fourths vote, waive any of the requirements for ordination in G-2.06,** except for those of G-2.0607d. If a presbytery judges that there are good and sufficient reasons why a candidate should not be required to satisfy the requirements of G-2.0607d, it shall approve by three-fourths vote some alternate means by which to ascertain the readiness of the candidate for ministry in the areas covered by the standard ordination examinations. A full account of the reasons for any waiver or alternate means to ascertain readiness shall be included in the minutes of the presbytery and communicated to the presbytery to which an inquirer or candidate may be transferred.*

### Faith Statement of John Huxtable

I believe in the Triune God, who walks with us, and calls us into intimate relationship with Jesus and the Holy Spirit. God is larger than any definition or description. God calls us into covenant with all of creation. This covenant calls us to work towards creating a justice-oriented, love-centered world that echoes God's ethos into creation. We are all created in the image of God and are called to be in relationship with God, as well as with one another. Often, we as humans choose to disrupt these relationships and break this connection with God. Yet, God is continuously seeking and reaching out to us, always present, awaiting our return.

Jesus is the fullest manifestation of God in the world. Jesus taught us how to re-imagine a greater understanding of God's relationship with creation. He taught us to engage in the world with a love-centered presence. Jesus showed us that we are not simply to await the afterlife, or simply live into a "fire-insurance" faith; rather, he taught us that we are called to be the active agents of the Good News. In that agency, we must seek to show the world the love that God pours out upon all of God's people. Jesus helps bring us into connection with God and opens our eyes to a larger and more complete image of God.

The Holy Spirit is our advocate and support in this life. The Spirit helps us to spread the message of God's presence to all the world. The Holy Spirit is an ever-moving force that empowers us to act in ways that can transform the world towards the vision of God. The Holy Spirit is in constant communion with God, and Jesus, and calls upon humanity to enter this communal moment. The Holy Spirit helps guide us into a deeper covenant with the Trinity and calls us into the divine dance of creation.

The Bible stands as a unique and authoritative witness that allows us to grow in our understanding of God's relationship with humanity, as well as all of creation. The Bible helps grant us a picture of God's covenant with humanity and the profound relationship God seeks to have with creation. It also helps humanity to understand that God continually speaks to all through the Holy Spirit. Within the Scriptures, we are given profound witness from the Prophets when we fall away from the call to serve; we are granted comfort when we feel lost through the words of specific Psalms; the Gospels teach us the grand narrative of a life lived in the manner that sought God's justice, always. The Bible can help guide us as we walk life's journey.

The Church is called to be the hands and feet of Christ. We are one body of Christ that is called to be an example of the love of Christ in the world. The Church is called to work to bring justice to all, the way Jesus sought justice throughout his life. It is our call, as the Church, to bring forth love, compassion, grace, and peace. The Church is to be the harbinger of hope for all creation.

The cross is the embodiment of God's preferential treatment of the poor, oppressed, and lost. The cross deeply signifies that the last shall be first. The example the cross bears for us is that we are called to serve and to be present, so that no one is ever seen as less than. It is the salvific symbol that reminds us that God is present with all people, always. In the cross, and in grace, we find salvation through the love of God.

The sacramental actions of our lives remind us of the importance of seeing God in all things. Through baptism, parents acknowledge their desire for their child/children to be present with God and for God to be with them. Baptism is an intentional act of letting go and trusting completely in God. When we celebrate communion and the breaking of bread and sharing in table fellowship, we are reminded of the importance of the interconnectedness between God and creation. We are blessed by the act of Communion to see the beauty of all of God's creation and the deep intersectionality of the Divine and the world. It is in this moment, at the table, that we can experience a profound connection with Jesus. We learn the importance of being a servant of the good news.

## Appendix I

### Administration Team Report for the November 2023 Assembly

- a. **On the July Admin meeting we approved the April 2023 Assembly Minutes**
- b. **Final approval of Springfield's Loan was given.**
- c. **An update was presented to the committee concerning our 2023 budget.**
- d. **Admin is asking all churches in our presbytery to please nominate candidates for our Nominating Committee.**
- e. **Dates for Admin meeting in 2024:**
  - a. **To be decided at the October meeting**
- f. **At the Assembly Julio Garcia will be presenting a short presentation concerning achievements (during the last 6 years) and future recommendations of the Admin committee.**

**Any questions please feel free to contact Julio Garcia @ [julieman6@yahoo.com](mailto:julieman6@yahoo.com) or 309-235-3999**

## Appendix J

### Presbytery of Great Rivers Committee on Preparation for Ministry Report November 11, 2023

#### Motion:

1. The Committee on Preparation for Ministry moves that the Assembly elect the following as the Presbytery of Great Rivers Ordination Exam Readers for 2024:
  - TE Reader – Richard Tindall
  - TE alternate reader– Cheyanna Losey
  - RE Reader – Vicky Carlson
  - RE alternate reader – Sue Sawers

#### Background/Rationale:

The Presbytery of Great Rivers is requested by the Office of the General Assembly to provide a Teaching Elder and a Ruling Elder as readers for the February reading of ordination exams. We have nominated both readers and alternates. Alternates would serve if the reader finds they are not available for the dates we are assigned – February 5–9, 2024.

#### The Committee has set the following meeting dates for 2024:

- Wednesday, January 17<sup>th</sup> @ 9:30 a.m.
- Wednesday, April 17<sup>th</sup> @ 9:30 a.m.
- Wednesday, June 19<sup>th</sup> @ 9:30 a.m.
- Wednesday, August 7<sup>th</sup> (if needed) @ 9:30 a.m.
- Wednesday, October 16, 2023 @ 9:30 a.m.

#### Committee Updates:

- ❖ **Mackenzie Jager** – Ordained and Installed at the First Presbyterian Church of Muskegon, Michigan on 10/08/2023 with eight persons from Great Rivers Presbytery in attendance. It was a joyous celebration!
- ❖ **Lorna Blackford** – passed all four exams taken 9/21-9/23 [Bible Exegesis, Church Polity, Theology, and Worship & Sacraments]; She is on track to be examined for readiness to receive a call; graduation expected in the spring of 2024
- ❖ **Julio Garcia** – at our October 18<sup>th</sup> meeting the Committee on Preparation for Ministry has voted to admit Julio Garcia into the Ministry Formation Program of Great Rivers Presbytery. He has received the endorsement of his session and has been admitted into the Commissioned Pastor Training Program of Wabash Valley Presbytery.
- ❖ **Other Individuals** – The committee is currently in conversation with others who are discerning their call to ministry.

**PGR Nominating Committee Report, November 11, 2023**

The full Nominating Committee (NC) met via Zoom on these dates since our last assembly meeting: August, 25, September 15, September 29, October 13, and October 27, 2023. The committee and co-chairs also communicated regularly via email, phone, and text as we completed the work before us.

Thank you to all the committee chairs who helped provide recommendations and information about your committee's work. Thank you to all the presbytery staff for their help in locating information, and sharing the news of our committee. Thank you to everyone who replied to our messages, returned our calls, and offered prayers for us.

It is the NC's practice to make sure all chairs are current members of the committee for the purpose of continuity, however this year that was not possible for each committee. We continue to encourage each committee to choose from their membership a vice chair, and when the current chair's term ends the vice chair is the first approached to serve as the incoming chair. If the vice chair is unable to serve, the current chair makes recommendations of other members to invite. It is the NC's hope to have balance in gender and ruling/teaching elder among each committee, however there are years when this is not possible. We want to assure the Assembly we have been working diligently in the area of representation in the presbytery's leadership and will continue to do so.

Thank you to all those who have volunteered to serve.

**Admin**

1. 2026 RE Matt Losey, Woodhull, 2<sup>nd</sup> term
2. 2026 TE Nicole Wegele, Bloomington Second
3. 2026 TE Jonathan Warren, Jacksonville First, chair for one year

**COM**

1. 2025 RE Randy Sigler, 2<sup>nd</sup> term
2. 2026 RE Mary Watts, Yates City
3. 2026 TE Marla Bauler, Elmwood & Yates City

**CPM**

1. 2024 TE Cheyanna Losey, Dixon, 2<sup>nd</sup> term
2. 2026 RE Brittney Cosby, Lincoln
3. 2026 RE Ann Lamkey, Normal First

**Personnel**

1. 2025 TE Bryan Burris,
2. 2026 RE Scott Sheer, Milan
3. 2026 TE Joyce Chamberlin, honorably retired, 2<sup>nd</sup> term, chair

**PJC**

1. 2029 TE Bryan Burris
2. 2029 TE Scott Carnes, Galesburg First
3. 2029 TE Cheyanna Losey, Dixon

**Synod**

1. 2026 TE Jonathan Warren, Jacksonville First
2. 2026 TE Lonna Lee, member-at-large

**RE Moderator-elect**

RE Carol Sleeth, Peoria First-Federated

**Treasurer**

2024 Bill Strawbridge, Washington

**Visioning**

1. 2025 TE Chip Roland, member-at-large, chair
2. 2026 TE Jessica Hawkinson, member-at-large, 2<sup>nd</sup> term
3. 2026 TE Katie Styrt, Milan, 2<sup>nd</sup> term
4. 2026 TE Matt Wilcox, Normal First

**Leadership Team Information**

The Leadership Team is made up of the chairs of committees and the presbytery leadership.

If all are elected as nominated (as applicable), the following individuals will make up the Leadership Team in 2024:

- Moderator: TE Frosty Krummel, honorably-retired
- Moderator-elect: RE Carol Sleeth, Peoria First-Federated
- Past Moderator: TE Katie Styrt
- Stated Clerk: TE Elissa Bailey
- Treasurer: RE Bill Strawbridge
- Lead Presbyter: TE Ann Schwartz
- Commissioned Ruling Elder Coordinator: TE Cheyanna Losey
- Admin Chair: TE Jonathan Warren
- COM Chair: TE Laura Reason
- CPM Chair: TE Maura McGrath Nagle
- Nominating Chair: RE Gary Terpstra & TE Cheyanna Losey
- Personnel Chair: TE Joyce Chamberlin
- Visioning Chair: TE Chip Roland

Thank you to all those who have served on the committees for however long your term has been. We greatly appreciate your work. The following individuals are completing their terms this December:

- Admin – Julio Garcia, Bill Harfst
- Bills & Overtures – Chuck Goodman, LeCleta Hall, Tim Haworth, Diane Ludington, Brandi Spann
- COM – Christian Choi, Frosty Krummel, Paul Stroop, Brandon Ouellette
- CPM – Sue Sawers, Becky Sherwood, Roy Werhle
- Past Moderator serving on Leadership Team – TE Chuck Goodman
- Personnel – Mike Orr
- PJC – Joyce Chamberlain, Charles Minert, Lonna Lee
- Synod Commissioner – Laura Reason
- Visioning – Cheryl Lunday, Carol Sleeth

***Due to a mix-up with the due dates for GA Commissioners, we are still working on the 222th GA Commissioners. GA Commissioners will be included in our supplemental report sent November 10<sup>th</sup>.***

*Moderator: TE Frosty Krummel, honorably-retired*

*Moderator-elect: RE Carol Sleeth, Peoria First-Federated*

*TE:*

*RE:*

*YAAD:*

*Alternates:*

*TE*

*RE*

*YAAD*

In Christ's Service,

The Nominating Committee

Co-Chair RE Gary Terpstra [g.terpstra@comcast.net](mailto:g.terpstra@comcast.net)

Co-Chair TE Cheyanna Losey [cheyannalosey@gmail.com](mailto:cheyannalosey@gmail.com)

RE Gary Davis

RE Julio Garcia

## Appendix L

**Supplemental PGR Nominating Committee Report, November 11, 2023**

Thank you to all who submitted applications for General Assembly. The Nominating Committee was confirmed once again in the depth of experience, dedication, and love of the members of our presbytery. We present this slate for our commissioners.

We are still working on nominating YAADs. At the last GA we were unable to find members to serve in this role, we are awaiting responses from those who have been recommended by their congregations to serve. We are discovering summer employment and scholarship requirements are conflicting with General Assembly. If we are able to confirm the recommendations, we will present them at the November 18, 2023 assembly meeting.

The NC moves that this slate of commissioners be elected to service

**222th General Assembly Commissioners.**

Moderator: TE Frosty Krummel, honorably-retired

Moderator-elect: RE Carol Sleeth, Peoria First-Federated

TE Lonna Lee, member-at-large

RE Fiona Nagle, Rock Island, Grace

YAAD: TBD

Alternates:

TE Kay Daniel, Chatham Presbyterian

RE Mary Ray, Springfield Westminster

YAAD: TBD

Again, thank you to all who have applied and all the prayers as we have completed this work.

In Christ's Service,

The Nominating Committee

Co-Chair RE Gary Terpstra [g.terpstra@comcast.net](mailto:g.terpstra@comcast.net)

Co-Chair TE Cheyanna Losey [cheyannalosey@gmail.com](mailto:cheyannalosey@gmail.com)

RE Gary Davis

RE Julio Garcia

## Appendix M

1. Personnel Committee makes the motion that Elissa Bailey, Stated Clerk be given a 3% increase in Salary to begin Jan. 1, 2024.

Rationale: With the increase in minimum pastor salaries mandated by COM, Elissa's salary also needs to be increased to meet that expectation.

Current salary of \$20,929  
 + Board of Pensions dues of \$ 8,162    = \$29,091

Proposed 2024 Salary \$21,557  
 + Board of Pensions dues \$ 8,459    = \$30,016    **Increase of \$925**

East Iowa salary will also go up by 3%. Their portion will be \$21,188 with \$8,314 Board of Pensions.

**Elissa's total salary from both Presbyteries \$42,745**

2. Personnel Committee makes the motion that 2024 Effective Salary for Elissa Bailey, Stated Clerk be calculated as follows.

Salary \$12,745  
 Housing Allowance 30,000.  
 Total Effective Salary \$42,745

3. Personnel Committee presents the Personnel Manual of Operations as a first reading.

Appendix N

**PRESBYTERY OF GREAT RIVERS  
 PERSONNEL POLICIES AND GUIDELINES FOR ITS SESSIONS**

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## PERSONNEL POLICIES

### 1.00 PURPOSE, SCOPE AND APPLICATION OF THESE PERSONNEL POLICIES

The following guidelines are established as personnel policies of the Presbytery with regard to all staff which it employs for service. These policies are designed to be consistent with all applicable provisions of the Form of Government of the Presbyterian Church (U.S.A.).

The Presbytery is free to amend, modify, and change these policies at any time and will keep staff members informed of such amendments, modifications, and changes.

### 200 PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

The following principles will guide the development and administration of all personnel policies and processes:

#### 201 Equal Employment Opportunity

To establish and administer a process that develops and implements employment practices which are administered without discrimination. We are an Equal Employment Opportunity/Affirmative Action employer according to federal, state and local laws (except where religious affiliation is determined to be a bona fide occupational qualification).

#### 202 Compensation

To establish and administer a process of compensation wherein the staff member's ~~compensation~~ **salary and benefits are** is determined on the basis of a ~~system~~ of job evaluation and classification, equitable salary scales, and increments determined in light of economic factors. ~~and an annual performance review and evaluation.~~ **An annual review in participation with the staff member will happen annually to discuss performance and salary considerations..** ~~Such a process will include interpretation of the salary program to staff members, and participation of staff members in describing their responsibilities.~~

#### 203 Reimbursement of Expenses

To establish and administer a process wherein authorized expenses incurred by staff members, in the performance of their work assignments, are reimbursed through an adequate, uniform, voucher-based accountability plan.

#### 204 Career Development

To establish and administer a process of career development which will afford staff members the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge, consistent with the need of the Presbytery and ~~with~~ **in consideration of** personal career goals and objectives. Staff members may, at the recommendation of the Lead Presbytery ~~for Transformation (LPFT)~~ with approval of the Personnel Committee, receive assistance through financial grants and needed time away from the job to participate in employer-conducted or approved training programs. The process of staff development will be an integral part of their annual performance review and evaluation.

#### 205 Benefits

To assist in meeting the needs of the staff members for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc., consistent with the goals and financial capacity of the Presbytery.

### 3.00 DETERMINATION OF PERSONNEL POLICIES

Personnel policies are determined by the Presbytery Assembly ~~upon recommendation of the Administration Team~~ after review by the Lead Presbytery ~~for Transformation (LPFT)~~ and the Personnel Committee.

**400 EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES**401 Employer

The legal corporate employer of all Presbytery staff is the Presbytery of Great Rivers, a not-for-profit corporation in the State of Illinois.

402 Non-exempt

Those persons employed in non-exempt positions shall not work in excess of 40 hours without prior approval. Those persons are expected to manage their schedule to provide them two days off each week.

403 Ministers of the Word and Sacrament

In accordance with federal and state statutes and Church policy, all Ministers of the Word and Sacrament employed by the Presbytery in exempt or executive functions are considered self-employed persons, engaged in the exercise of their ministry, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.

404 Employment of Support Staff

Support staff shall be employed by the designated Lead Presbytery for Transformation- (LPFT) in consultation with the Personnel committee. All support staff are non-exempt.

Alternatively, Support staff could be obtained through contractual means of Virtual service providing agencies. This will be done with the input and review from the Lead Presbyter (LP), Stated Clerk, Leadership Team, Administration Team and Personnel Team.

405 Adjunct Staff

From time to time the presbytery may contract with adjunct staff for specific time periods and specific assignments. In these instances, such staff shall be considered self-employed persons, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.

406 Position Descriptions

A position description shall be required for each position. The position description shall be in accordance with guidelines established in the Personnel Section by the Personnel Committee and subject to periodic review.

407 Approval of Positions

All positions shall be approved by the Presbytery Assembly upon review and recommendation by the Personnel Committee and with approval of allocation of funds by the Administration Team.

**500 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**501 Equal Employment Opportunity

It is the policy of the Presbyterian Church (U.S.A.) and the Presbytery not to discriminate in employment policy and practices and to promote equality of opportunity in all aspects of employment. The Presbytery will be guided by the mandate of the Form of Government, the various policies of the General Assembly, and related federal, state and local laws.

All employment policies and practices will be consistent with Equal Employment Opportunity/Affirmative Action laws of the State of Illinois (except where religious affiliation is determined to be a bona fide occupational qualification).

**600 FILLING VACANCIES (AND ELIGIBILITY) FOR EXEMPT AND NON-EXEMPT STAFF**601 Church wide Advertising for Positions

All positions shall be advertised by the Personnel Committee as they deem appropriate.

**700**     **CALL**

- 701     Call for the Lead Presbytery for Transformation (LPFT)  
If the Lead Presbytery for Transformation (LPFT) is a Minister of Word and Sacrament, They shall be provided with a written ~~call~~ **document** stating the terms of the call/**terms of contract**. Such a ~~call~~ **document** is to be prepared by the Search Committee established by the Presbytery Assembly and issued by the Presbytery.

**800**     **OTHER EMPLOYMENT PRACTICES**

- 801     Probationary Employment  
The first three (3) months of employment of support staff are considered a probationary or a trial period giving the employee and the supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions.
- 802     Performance Review for Probationary Employees  
Prior to regular employment, a performance appraisal is prepared and discussed with the staff member by her/his supervisor. When all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period.
- 803     Conflict of Interest  
No staff member shall accept any gift, gratuity, grant, service, or any special favor from any person(s) or business which provides or receives goods and services or which seeks to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.
- 804     Sexual Harassment  
See Presbytery Policies and Guidelines on Ethical Conduct.
- 805     Privacy  
The Presbytery shall guarantee the confidentiality of medical and employment records in accordance with privacy laws.
- 806     Honoraria  
Presbytery personnel will not retain honoraria for any services rendered as a part of their normal job function. **The giver of such honoraria will be encouraged to make the donation to Presbytery so there is no tax burden for the staff member.** Executive staff may receive remuneration for services outside the scope of their position descriptions. Any exception to this policy will need the approval of the Personnel Committee Chair.
- 807     Governmental Investigations  
In the event of an inquiry by the police, F.B.I., or other governmental investigating agency or official concerning the work of the Presbytery, its activities, records, or personnel; or in the event a staff member of the Presbytery is sought to be queried by such governmental agency, the following shall be the policy in this area:
- a. all such inquiries shall be referred to the Lead Presbytery for Transformation (LPFT).
  - b. no information or documents of any kind will be released until the Lead Presbytery for Transformation (LPFT) has consulted with and attained the clearance of the Stated Clerk in matters regarding governmental investigating agency.
  - c. the Lead Presbytery for Transformation (LPFT) may release information or documents following the consultation and agreement described above or may request the Stated Clerk to release the information or documents.
  - d. staff members shall be informed if there is an inquiry regarding their personnel records.

**808** Policy on Corrective Action of PGR Employees

It is the policy of Great Rivers Presbytery to maintain standards of employee performance, attendance, and conduct which will allow the employer to fulfill its mission. The goal of corrective action is to assist an employee to achieve an acceptable level of performance, attendance, or conduct.

The determination of appropriate corrective action is within the discretion of the supervisor (GLP/Head of Staff); however, to ensure consistent and fair treatment of all employees and to protect the Presbytery and the supervisor from liability, the supervisor should consult with the Personnel Committee, appropriate legal counsel, or other appropriate resources to determine the history of corrective action for specific actions or performance problems and to assist in determining the appropriate action for individual circumstances.

To ensure fair and equitable treatment of all employees the following elements should be part of any corrective action:

- a. The employee should be informed of the unacceptable performance or conduct and advised of the consequences of continued unacceptable actions/performance;
- b. If appropriate, an action plan should be developed with the employee to resolve the problem;
- c. The supervisor or Personnel Committee chair should prepare a report in writing of any corrective action; this report will be retained in the employee's personnel file;
- d. The employee may respond in writing and have the response placed in the employee's personnel file.

**900** SALARY ADMINISTRATION**901** Philosophy and Principles

The Presbytery is committed to salary administration which will provide: fair pay for the work performed; incentive for personal achievement and growth; and flexibility to meet changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner which results in their being consistent internally, responsive to changes in economic indices, and in keeping with the Church's philosophy and objectives.

**902** Salary Review and Increments

Presbytery staff salaries will be annually reviewed by the Personnel Committee or if there are changes in duties or responsibilities.

Any changes in terms for exempt staff will be approved by the Presbytery Assembly upon review and recommendation of the Personnel Committee ~~and with concurrence of the Administration Team.~~, through the Administration Team.

Changes in terms for non-exempt staff are determined by the ~~designated~~ Lead Presbytery ~~for Transformation (LPFT) with~~ and Personnel Committee and ~~adjusted~~ within the approved budget.

**903** Staff Salaries, Ministers of the Word and Sacrament

In accordance with Form of Government, changes in terms of the call of a staff member who is a Minister of the Word and Sacrament must be approved by the presbytery.

**904** Housing Allowances

In accordance with the Internal Revenue Code, an ordained minister may exclude from their gross income, any housing allowance paid as part of her/his compensation if it is designated in advance, **and meets IRS regulations.**

**905** Reimbursement of Expenses

Staff will be reimbursed for expenses on a vouchered basis according to the presbytery's accountable reimbursement policy.

**1000 CAREER OPPORTUNITIES****1001 Staff Development Programs**

Staff members are encouraged to participate in programs for development of skills and knowledge with the advanced approval of the Lead Presbytery ~~for Transformation~~ (LPFT).

The content of such a program will be based upon the agreed work and career goals of the staff members as they relate to the needs of the Presbytery.

Presbytery staff members with at least six months' credited service are eligible for inclusion in the staff development program.

If staff members are requested by the Lead Presbytery ~~for Transformation~~ (LPFT) to attend training, they will be paid for actual travel time and time attending the training. If the training will require the employee to work more than 8 hours/day or 40/hours per week, the employee will either reduce their work hours for that week or be paid overtime as applicable. The Presbytery will pay the expense of the training.

If staff members request to attend training for personal development, **with** the Lead Presbyter's ~~sy~~ ~~for Transformation~~ (LPFT)'s approval, they may attend during normal work hours and be paid for their time. They will not be paid any more than their normal salary and will not be given comp time for training that takes place outside of the employee's normal work hours. The Presbytery may pay for the training upon approval by the Lead Presbytery ~~for Transformation~~ (LPFT).

**1002 Study Leave for Exempt Staff**

Study leave for staff will be administered under the following conditions.

- a. The purpose of the study leave is to improve the skills and potential usefulness of the staff member for the ~~church~~ **presbytery**. The study leave is not a reward for past services and is not an additional vacation, though it may be taken in conjunction with a vacation.
- b. The written application for a study leave shall include (a) the purpose of the study leave; (b) a comprehensive proposal indicating how the purpose is to be achieved; (c) a suggested date when the study leave may be taken.
- c. When a study leave has been approved, the Lead Presbytery ~~for Transformation~~ (LPFT) will determine with the applicant the most convenient time for the study leave to occur so that the work of the Presbytery ~~office~~ will not be disrupted unduly.
- d. Upon completion of the study leave, a report will be submitted to the Lead Presbytery ~~for Transformation~~ (LPFT), indicating the benefits derived and the extent the general purpose of the leave was achieved.
- e. Study leave expenses must be vouchered to receive reimbursement.
- f. A study leave will not be granted as part of the severance conditions when a staff member leaves the employ of the Presbytery.

**1003 Study Leave for Non-Exempt Support Staff**

It is anticipated that most study needs of support staff can be met through means other than extended study leave. Under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as well as for the staff member, study leave for support staff may be approved in line with annual provisions for executive staff. The Lead Presbytery ~~for Transformation~~ (LPFT) will have the authority to make the determination.

**1004 Extended Study Leave/Sabbatical for Executive Staff**

To enable employees to do a concentrated study for subjects which will contribute to the work of the Presbytery, to explore their own sense of Christian call, or to enable a period of sabbatical rest and revitalization, an extended study or Sabbatical leave, with pay, may be granted within the following guidelines:

- a. The staff member must have completed five years of service.
- b. At least five years must have elapsed since any previous extended study leave or Sabbatical.
- c. The Staff member makes a commitment to remain in his or her current position with the Presbytery for a minimum of one year when they return. If the staff member terminates employment before this year has elapsed, she/he will agree to reimburse the Presbytery for the salary received during the study leave/Sabbatical time away.
- d. The request must be made to the Personnel Chair, nine months prior to the leave for recommendation to the Personnel Committee and Administration Team so that budgeting and staffing needs can be worked out.
- e. A detailed written plan for the time away with goals (i.e. topic to be studied, how time will be spent, what the Staff member hopes to gain, etc.), will be submitted as part of the planning for this Sabbatical or Extended Study Time.
- f. The maximum length of Sabbatical or Extended Study Leave shall be 3 months and may be extended by another month by taking it in conjunction with annual study leave or vacation time.
- g. The on-going work of the staff member and the particular needs of the Presbytery will be primary factors in granting this time away.

## 1100 PERFORMANCE REVIEWS

### 11.01 Annual Performance Review

An annual performance review and evaluation will be conducted for each staff member. ~~Evaluations~~ **Reviews** will be done honestly and fairly, and ~~will be~~ documented in writing. The annual review will include:

- a. the staff member's skills and knowledge in light of her/his current assignment;
- b. evaluation and **modification of** long and short-range work objectives and career plans with the Presbytery or elsewhere.
- c. specific skills and knowledge required to reach those goals and objectives.

## 1200 SEPARATION PRACTICES

The term "separation" shall refer to any and all terminations of the relationship between a staff member, exempt or non-exempt, and the Presbytery.

### 1201 Voluntary Resignation

A voluntary choice of separation freely made by the staff member may take place after one month's written notice for Executive staff members, or two weeks written notice for support staff. Clergy are subject also to action by the Committee on Ministry and the Presbytery of Great Rivers.

### 1202 Dismissed Without Prejudice

A staff member's employment may be terminated by the Presbytery for reasons other than those enumerated under Dismissal for Cause in paragraph 13.03 below. Termination without prejudice will be upon the recommendation of the supervisor and the written approval of the ~~designated~~ Lead Presbytery for Transformation (LPFT).

Staff members dismissed without prejudice will be entitled to notice, severance allowances, and out placement assistance as outlined and limited in paragraph 12.041 and paragraph 12.042 below.

### 1203 Dismissal for Cause

Dismissal for cause may take place by written notice from the Lead Presbytery for Transformation (LPFT), in accordance with this personnel procedure, giving specific reasons for termination. Notice will be given or **payment of one month's current salary**, in lieu of notice, for exempt staff members or two weeks for non- exempt support staff members. No severance allowance will be paid, but staff members who are dismissed will receive the cash equivalent of the unused earned vacation.

The reasons for dismissal for cause shall include but not be limited to:

- a. unsatisfactory performance;
- b. insubordination in the line of assigned duties;
- c. neglect in the care and use of Presbytery property and funds;
- d. repeated, unexcused absence and/or repeated absences or tardiness;
- e. illegal, dishonest, or unethical conduct;
- f. repeated failure or refusal to observe Presbytery policies.

Discharge of a staff member is always considered to be an action of last resort taken after remedial measures have proven ineffective or when the staff member's conduct is such as to preclude further employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered to be necessary for the safety of persons or property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines. All dismissals of employees of the Presbytery will be reviewed by the Personnel Committee for concurrence.

#### 1204 Reduction in Force

##### 42.41 12.041 Reduction in the Number of Regular Staff

If the Presbytery makes a fundamental change in long-range objectives, reorganization changes, or experiences a serious change in financial outlook, a reduction in the work force may be necessary. The decisions and procedures by which staff members will be released will be fairly and consistently applied to all staff of the Presbytery. Written notice will be issued by the Lead Presbytery for Transformation (LPFT) and/or Personnel Committee to all staff announcing the reduction and reasons for it.

The policies and procedures outlined below apply to an action involving reductions in staff of the Presbytery. Reduction of force will be accomplished in a manner that preserves overall organizational effectiveness. The steps in the termination process will be as follow:

- a. a moratorium on the hiring of new staff in the Presbytery;
- b. ~~affirmative action~~ **Equal employment opportunity** and age discrimination analysis;
- c. staff member performance and qualification analysis;
- d. formal notice of termination from the Lead Presbytery for Transformation (LPFT);
- e. completion of termination procedures and work force reduction severance and benefits allowance.

If a position or similar position calling for similar qualifications is reinstated within a period of two (2) years, the individual who was previously employed in the position will be given first opportunity for employment in that position.

##### 42.42 12.042 Schedule of Allowance and Assistance (Reduction in Force or Termination Without Prejudice)

Three months' notice will be given to exempt employees and one months' notice will be given to non-exempt employees.

If during the notice period, the employee secures employment elsewhere, the obligations of the employer with regard to the remainder of the notice period and severance are forfeited.

In addition to the period of notice, a severance allowance will be given in relation to the length of continuous service with the Presbytery as follows:

Non-exempt employees with more than one year of service will receive a minimum of one-week ~~month~~ **month** severance pay, and will receive an additional week of severance pay, pro-rated, for each additional year of service, up to 5 years of service. Additional severance may be given at the discretion of the Personnel Committee and at the recommendation of the Lead Presbytery for Transformation (LPFT).

Exempt employees will receive one month's continuance of all salary and benefits for each year of service. This severance begins at the end of the three months' notice and as subject to the provisions above.

#### 12.043 Payment of severance allowance

Severance allowance will be paid in one of the following two ways as determined by the ~~Presbytery~~ **Lead Presbyter and Personnel Chair** after consultation with the staff member:

- a. A lump sum payment - the total amount of the salary due as severance will be paid in not more than two (2) payments. The payment or payments shall be completed within six (6) months of the staff member's last day of work.
- b. Continued salary - the staff's salary will be continued on the regular schedule through the severance period.

The Presbytery's share of the staff person's pension and other benefits payments will continue to be paid by the Presbytery during the severance period.

No additional vacation entitlement will accrue during the severance period. ~~No severance allowance shall exceed the limits listed here.~~

#### 1205 Dismissal of Presbytery Staff who are Ministers of the Word and Sacrament

All conditions for separation shall be compatible with the provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (U.S.A.).

#### 1206 Exit Interviews

The Presbytery wants all employees to have an opportunity to share their impressions of the employment experience and welcomes input about possible improvements for the future. All terminated staff members will have an exit interview. ~~For non-exempt support staff, The interview will be conducted by the Lead Presbytery for Transformation (LPFT) and Personnel Chair. For exempt support staff and executive staff, the interview will be conducted by the Personnel Committee Chair and/or the Lead Presbytery for Transformation (LPFT).~~

#### 1207 Death in Service

In the event of the death of either an exempt or non-exempt staff person, the salary of that person will be continued to the spouse or dependent for four (4) weeks from the date on which the death occurs

Death benefits are also provided through the pension and benefits plan of the Presbyterian Church (U.S.A.), for those participating in the plan.

#### **1300 VACANCY PROCESS**

The vacancy process will include the following steps:

- a. exit interview results shared with Personnel Committee;
- b. review Staffing Rationale and evaluate need for the position;
- c. determine need to fill vacant position on an interim basis;
- d. implement appropriate search process.

**1400 BENEFITS****1401 Social Security**

Personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The only exception will be a minister who has chosen not to participate because of conscience. The staff member's share of the tax is withheld from the wages of staff who are not Ministers of the Word and Sacrament. Staff who are Ministers of the Word and Sacrament are considered self-employed, and Social Security taxes are not withheld, nor paid for them.

**1402 Minister of Word and Sacraments**

All Ministers of Word and Sacrament staff that work 20 or more hours per week will be included in the Presbyterian Church (USA) Board of Pensions Pastor Participation Plan. Health Insurance, Defined Pension Plan and Death/Disability are included at no cost to the employee in the Pastor Participation Plan.

**1403 Office Staff**

Office staff working 20 hours or more per week are eligible for medical, retirement and Death/Disability benefits. **The inclusion of such benefits shall be factored into salary considerations and negotiations upon hiring. Such benefits are not mandatory.**

~~Medical Insurance — Medical Insurance through the Board of Pensions menu plan are available. The Presbytery will pay 95% of the premium for eligible employee coverage. Spouse/family coverage is available with the Presbytery paying 85% of the premium. Employees who decline the health benefit will receive the equivalent of 95% of the single coverage dues in employer contributions to the Board of Pensions' Retirement Savings Plan.~~

~~Retirement Plan — Eligible employees that are participants of the Board of Pensions' Defined Benefit Pension Plan as of 12/31/16 are eligible to remain in the plan with the Presbytery paying the 11% dues. All other eligible employees will receive an 11% employer contribution to the Board of Pensions Retirement Savings Plan.~~

~~Death and Disability — Eligible employees will be covered under the Board of Pensions Death and Disability Plan at no cost to the employee. That rate is 1% for employees in the defined benefit pension plan 3.5% and for those that are not in the pension plan. BOP does not allow employee payment, if offered employer pays.~~

**1404 Retirement Savings Plan**

All permanent **Full-Time** Presbytery staff are eligible to participate in Retirement Savings Plan of the Board of Pensions of the Presbyterian Church (USA) with Fidelity.

**1405 Holidays**

The same number of holidays will be given to staff at all levels. The holidays (a total of 12 days) for staff of the Presbytery include:

- New Year's Day
- Good Friday
- Easter Monday
- Martin Luther King's Birthday
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Thanksgiving and the day following
- Christmas Eve
- ~~Christmas Day and the following day (providing two consecutive days off other than Saturday and Sunday)~~
- In addition; ~~the office~~ **Presbytery staff will be off** closed between Christmas and New Year's, ~~The office will be closed the week between Christmas and New Year with all employees receiving full pay that week.~~
- ~~Two floating holidays (to be determined in consultation with the Lead Presbyter.y for~~

~~Transformation (LPFT))~~

- When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively.

14.06 Sick Leave

~~Permanent full-time~~ Employees will receive ten (10) working days of sick leave each calendar year. Unused days may accumulate up to 120 days, to be used in case of injury/illness of the employee. Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of one day for each two months of employment. The ten (10) days of additional sick leave will be credited on January 1 of each successive year of employment. Total credited service will be included in computing of sick leave.

Part Time Employees

For part-time employees, ~~staff will not receive~~ sick time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week, will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight-hour day or 5 hours per sick day. In this example, the employee would earn 50 hours (5 hours X 10 days) of sick time per year. Sick time will accumulate for part time employees up to 120 days.

At the time of termination of employment (either voluntary or involuntary), staff will not receive pay in lieu of unused sick leave.

14.07 Worker's Compensation Insurance

All staff members shall be covered by Worker's Compensation Insurance, provided by and in accordance with Illinois law.

14.08 Off-The-Job Disability Benefits Insurance

~~Staff of the Presbytery~~ who are enrolled in the Board of Pensions Plan are eligible for the disability benefits (for total disability) that are provided by the Presbyterian Church (U.S.A.) Pension Plan. ~~All Ministers of Word and Sacrament shall be covered by this plan.~~

The Presbytery may cover an interim disability.

14.09 Unemployment Insurance

The Presbytery, as a not-for-profit corporation, is not liable for State Unemployment Insurance.

14.10 Vacation

Vacation with pay is provided for all employees. Vacations must be used within the calendar year, except when special provision has been made by the ~~Head of Staff~~ Lead Presbyter (LP). Vacation time unused by 12/31 each year may be carried over for one quarter with the prior approval of the ~~Head of Staff~~ Lead Presbyter (LP). Vacation time that has been carried over will be forfeited **without reimbursement** if not used by 3/31.

a. Eligibility

Vacation time is available to all regular full-time and part-time employees. ~~who work 18 hours or more a week.~~

b. Actual

On January 1 of each year, exempt employees are eligible for accrual vacation time according to the following service schedule.

Up to one year through 5 years .....	22 days
6 years through 10 years .....	25 days
11 years through 25 years .....	27 days
Twenty-six years and over .....	30 days

On January 1 of each year, non-exempt employees are eligible for annual vacation time according to the following service schedule.

Jan. 1 Year 1.....	10 days
Jan. 1 Year 2.....	11 days
Jan. 1 Year 3.....	12 days
Jan. 1 Year 4.....	13 days
Jan. 1 Year 5.....	14 days
Jan. 1 Year 6.....	15 days
Jan. 1 Year 7.....	16 days
Jan. 1 Year 8.....	17 days
Jan. 1 Year 9.....	18 days
Jan. 1 Year 10.....	19 days
Jan. 1 Year 11.....	20 days
Jan. 1 Year 26.....	25 days

During the first year of employment, vacation time will accumulate at the rate of .83 days per month, beginning with the first day of employment.

For part-time employees, vacation time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight- hour day or 5 hours per vacation day. So if the employee would receive 12 days based on the schedule above, they would receive 60 (5 hours X 12 days) hours of vacation per year.

c. Determination of Service

Determination of the amount of vacation to which the employee is entitled is based on the employee’s total credited service. The accrual rate for paid time will change after the completion of the appropriate year of service. For example, the accrual rate for a non- exempt employee will change from 20 days to 25 days on the January 1 after the end of the 25th year of service.

d. Usage and Approval

Employees who are newly hired are not eligible to take vacation time during their probation period unless arranged prior to employment. Such time will be without pay. Every reasonable effort to grant vacation requests will be made. If conflicting vacation requests cannot be resolved, preference shall be given to the employee with the longest period of service. Employees must exhaust vacation time before moving into any unpaid leave status (except military).

e. Payment at Separation

In the year of termination, any unused vacation time will be paid out to the employee if 2 weeks of termination notice is given. Vacation pay is forfeited if notice is not given.

14.11 Leaves of Absence, With Pay

Leaves of absence, with pay, are provided under the following circumstances:

- a. For regular training period in the U.S. Armed Forces (up to two weeks annually);
- b. For jury duty (up to two weeks annually; in exceptional cases, the ~~designated~~ Lead Presbytery for Transformation (LPFT) may grant additional leave of absence with pay for jury duty);
- c. ~~For marriage of a staff member who has one or more years of credited service with the Presbytery (up to three days);~~
- d. ~~For serious illness/injury of an employee's spouse or child (up to three days) annually. This time is to be arranged in consultation with Lead Presbytery for Transformation (LPFT);~~
- e. ~~In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the staff member will receive full pay for absence on the day of death up to and including day after burial. This leave should not exceed four (4) working days. Additional days without pay may be negotiated with the Lead Presbytery for Transformation (LPFT) or the Personnel Chair;~~
- f. Adequate time off for voting where election hours and work schedules would cause a hardship on staff members.

14.12 ~~Parental Leave~~

~~In addition to other benefits, an employee is entitled to parental leave in the period immediately preceding and following the arrival (birth or adoption) of a child as follows:~~

- a. ~~a staff member must serve six (6) months of employment with the Presbytery before parental leave may be granted;~~
  - b. ~~the leave can be for up to six (6) months. The leave may include a period in advance of the expected arrival of the child and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons;~~
  - c. ~~six (6) weeks of the maternity leave may **shall** be with pay and benefits;~~
  - d. ~~two (2) weeks paternity leave with salary and benefits may **shall** be taken **offered** following the arrival **birth or adoption** of a new child. Additional time without pay may be negotiated with the Lead Presbytery for Transformation (LPFT) or the Personnel Chair.~~
- ~~Ann will review Family Leave Policy passed by GA.~~

14.12 Paid Family Leave

Family leave with full salary and benefits will be offered to all staff members for up to 12 weeks. Family leave may be used to accommodate the birth, foster placement, or adoption of a child, to provide care to an ill or disabled family member or to heal following a loss or tragic event. Additional time without pay may be negotiated with the Lead Presbyter and in consultation with the Personnel Chair.

14.13 Leaves of Absence, Without Pay

Leaves of absence without pay for up to six (6) months are provided under conditions such as the following, with the approval of the Lead Presbytery for Transformation (LPFT), in consultation with the Personnel Committee. ~~of the Administration Team.~~

- a. for study toward the fulfillment of a degree requirement or the completion of a study project;
- b. for personal reasons related to health, **family issues** or career assessment.

~~Minimum~~ Pension dues may **shall** be paid by the employee during the leave.

14.14 Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is a tax-favored program offered by PGR that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses **up to \$2,500** with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you ~~would otherwise paid~~ on that money. Employees are eligible for enrollment 90 days after employment begins. Enrollment must take place prior to the month end of the 90th day of employment.

~~The Administration Team approved an amendment to the Health Flexible Spending Plan that lowers the annual limit to the IRS limit of \$2,500 effective 1/1/13.~~

## 1500 INTERIM STAFF PERSONS

### 1501 General Provisions

To provide continuity of administrative and/or program services in the Presbytery, interim staff may be hired to fill a vacancy, to serve until the position is filled (or abolished).

This policy is applicable to all positions, whether filled by full-time, part-time, ordained, or non-ordained personnel.

### 1502 Position Description

~~A position description will be prepared by the Personnel Committee and approved by the Administration Team and then~~ A position description will be prepared by the Personnel Committee and approved by the Presbytery Assembly. A description will clearly identify the kinds of accomplishments and administrative/programmatic leadership desired during the interim period. The accountability of the position will be clearly defined and be consistent with the accountability provisions of the Form of Government.

### 1503 Selection

The selection and hiring of an interim will be in accordance with the provisions of the Form of Government and/or the Manual of the Presbytery.

### 1504 Compensation

Compensation will be based on the position description, **hours of employment** and salary range of the previous staff person.

### 1505 Benefits

#### 15.51 Housing

Housing or a housing allowance ~~will~~ shall be provided if the appointment requires relocation.

#### 15.52 Pension

Where the person is covered by the Presbyterian Church (U.S.A.) Pension Plan, pension benefits will be according to the plan's formula.

#### 15.53 Continuing Education

Continuing education benefits may be granted in accordance with existing provisions for regular staff members at the interim work location.

### 1506 AA/EEO

~~The Affirmative Action/Equal Employment Opportunity Program, established by the Presbyterian Church (U.S.A.) and its agencies and governing bodies, shall be followed in the employment of personnel for interim positions.~~

### 1507 Review of Work

The Presbytery should provide for a review of the interim staff person's work on a scheduled basis. The review may be conducted on the basis of regular accountability reports to the Lead Presbytery ~~for Transformation~~ (LPFT) and/or Personnel Committee.

### 1508 Dismissal

Dismissal for cause shall be as provided for in the Presbytery's Personnel Policies.

**15.09 Special Provisions**

Interims presently retired under provisions of the Presbyterian Church (U.S.A.) Pension Plan and Social Security and desiring to continue to receive their pension benefits, should consult with the Board of Pensions regarding the applicable post-retirement service rules as they affect compensation and other benefits.

Because of the temporary nature of interim service, special consideration will be given in the case of interims who must be separated from their immediate family who are unable to relocate. Arrangements for travel or other expenses for a reasonable number of visits with the family will be part of the agreement.

Reasonable and clearly defined moving expenses for personal effects will be provided for in any agreement with an interim, but without providing for moving all domestic goods for the relatively short period of time an interim is employed.

**16.00 PART-TIME STAFF MEMBERS**

~~Part-time staff members are those who are employed to work less than the full weekly schedule. If they are employed at least eighteen (18) hours a week, they are eligible for the following:~~

- ~~a. holiday pay, if the holiday falls on one of the regular scheduled working days for that part-time staff member;~~
- ~~b. jury duty pay;~~
- ~~c. merit increases in salary;~~
- ~~d. regular pay up to 40 hours; compensatory time for any hours worked beyond their normal hours;~~
- ~~e. vacation and sick pay in proportion to hours worked each week;~~
- ~~f. Worker's Compensation;~~
- ~~g. Social Security participation;~~
- ~~h. severance allowance in proportion to hours worked each week;~~

~~If a part-time staff member is later placed on a full-time basis, prorated credit will be given from the first day of her/his part-time employment for purpose of sick leave, vacation, and other benefits.~~

## STAFF POSITION DESCRIPTIONS

Presbytery of Great Rivers Stated Clerk Position Description **Replace this job description with current job description as per below.**

### I. Purpose/Function

~~The Stated Clerk is one of two elected Constitutional officers of the Presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (U.S.A.), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Teams; including, but not limited to, those duties pertaining to documents and records, communication to other governing bodies, and facilitating meetings of Presbytery.~~

~~The Stated Clerk "shall record the transactions of the Teams Presbytery, keep its Presbytery rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another Team of the church." See G-3.0104 *The Stated Clerk shall also maintain rolls of Presbytery Teams.*~~

### II. Duties

The duties of the Stated Clerk include:

- ~~1. Supporting and interpreting the church's *Constitution* and the *Manual of Operations* and policies of the Presbytery in light of the Presbyterian Constitution;~~
- ~~2. With cooperation of the Presbytery Office Staff: publish the minutes and policies of Presbytery;~~
- ~~3. Participate in organizing and managing **Assembly** meetings of the Presbytery;~~
- ~~4. Collecting annual membership statistics; reviewing the minutes of sessions annually;~~
- ~~5. Assisting the Lead Presbytery for Transformation (LPFT), Moderator, Vice-Moderator of Presbytery;~~
- ~~6. Supporting the administrative commissions of Presbytery;~~
- ~~7. Preserving the archives of minutes and records;~~
- ~~8. Providing support and training to clerks of sessions;~~
- ~~9. **Ensureing** fair and effective representation on Presbytery committees and agencies.~~

### III. Expectations and Relationships

The Stated Clerk will:

- ~~1. Work with the Presbytery's Administrative Assistant in consultation with the Lead Presbytery for Transformation (LPFT).~~
- ~~2. Work as a member of the Presbytery staff team and will report to, and meet regularly with, the General **Lead** Presbyter/Head of Staff.~~
- ~~3. Facilitate communication to and among the teams, networks and various constituencies of the Presbytery.~~
- ~~4. Be accountable to the Presbytery of Great Rivers through the Administration Team (through the Personnel Committee) and the Lead Presbytery for Transformation (LPFT)/Head of Staff.~~

### IV. Responsibilities

- ~~1. Secretary to the Presbytery's Admin Committee,~~
- ~~2. Resource person to all committees of Presbytery, as needed,~~
- ~~3. Resource person most often to the Committee on Ministry and the Committee on Preparation for Ministry~~
- ~~4. **Assist in forming** Form the Presbytery docket in conjunction with the Lead Presbytery for Transformation (LPFT), **Leadership Team.**~~
- ~~5. **Serve as** Parliamentarian of Presbytery,~~
- ~~6. Coordinate the constitutional process in judicial and disciplinary cases,~~
- ~~7. Serve as clerk in trials before Permanent Judicial Committee (PJC),~~
- ~~8. Serve as constitutional resource person for PJC,~~
- ~~9. Assist the Lead Presbytery for Transformation (LPFT) whenever needed,~~
- ~~10. Insure that proper records of the business of the Presbytery are maintained and coordinated with the Synod and General Assembly,~~
- ~~11. Attend annual General Assembly meetings and Stated Clerks meetings.~~

**V. Specific Duties**

The Stated Clerk shall:

1. ~~Notify each member of the Presbytery, and the clerk of each session, at least 10 days in advance, of the time and place of each meeting. In consultation with the moderator, the Stated Clerk will adjust the time and place of a meeting as an emergency warrants.~~
2. ~~Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, and candidates, together with their addresses.~~
3. ~~Notify all commissioners and committee personnel of their appointment, and other appointees of their assignment to specific duties; prepare and forward to the General Assembly, or Synod, the statistical reports required by them.~~
4. ~~Make an annual report at the second stated meeting and report at such other times as the Presbytery may direct.~~
5. ~~Be a member ex-officio and without vote of all committees of the Presbytery (attend committee meetings as needed or desired), and serve as secretary and officer of the corporation.~~

**VI. Additional Duties:**

*The search term might elect to delete this following section as some of these duties are done by the Administrative Assistant but are none the less a part of the needed function within the Presbytery that is often overseen by the Stated Clerk.*

The stated clerk shall also have the following duties:

1. ~~Keep a permanent record of all the actions of Presbytery.~~
2. ~~Keep a roll of the committees of Presbytery, minister members, the churches of Presbytery, session-clerks, active elders of each church, candidates for the ministry, and certified Christian educators.~~
3. ~~Conduct the official correspondence of Presbytery.~~
4. ~~Report to Presbytery all actions of the General Assembly that shall require action by the Presbytery.~~
5. ~~Compile and transmit to the General Assembly and synod all required statistical reports.~~
6. ~~Notify all persons of their elections or appointments to specific duties.~~
7. ~~Keep chronological lists of minister members, officers, committees, commissioners to General Assembly and synod, and churches from which elder commissioners to General Assembly and synod have been elected.~~
8. ~~Receive and record papers, material, and overtures addressed to Presbytery and transmit the same to the proper commissioners, committees, or persons.~~
9. ~~Bring to each stated meeting of the Presbytery Assembly the current statistics of the General Assembly, the Book of Order, and a copy of the current Robert's Rules of Order, Newly Revised.~~
10. ~~Serve as secretary of the Presbytery.~~
11. ~~Include with the call for each regular meeting a copy of the docket for that meeting, and a handbook of needed documents and materials.~~
12. ~~Edit the minutes within the intent of Presbytery's actions.~~
13. ~~Print the minutes of the Assembly meetings to mail to the commissioners of Presbytery within fourteen days after the meeting.~~
14. ~~Publish minutes annually of the February, May, and October meetings and mail copies to all sessions, synod, candidates, Historical Foundation, selected libraries, and other institutions supported by the Presbytery. regular assembly meetings and distribute as needed.~~
15. ~~Report to the moderator of Presbytery any vacancies to be filled.~~
16. ~~Secure a place for the meeting of Presbytery provided no invitation has been given at the previous meeting of Presbytery.~~
17. ~~Notify the Committee on Examination, or the Committee on Ministry, when a minister or candidate is to be received into the Presbytery.~~

**VII. Review**

1. ~~The Stated Clerk shall meet regularly with the Lead Presbytery for Transformation (LPFT)/Head of Staff.~~
2. ~~He/she shall provide quarterly reports to the Administrative Team.~~

~~3. An annual evaluation will be compiled by the Personnel Committee.~~

#### ~~VIII. Physical Demands~~

~~It is helpful for the Stated Clerk to hold a valid Illinois Driver's license and be able to travel to churches and governing body meetings. The Stated Clerk must be able to attend denominational events/workshops when appropriate. The position requires the ability to stand, stoop, climb stairs, walk, crouch, sit, and regularly lift objects weighing less than 10 pounds. The position also requires the ability to use the phone and computer, with or without reasonable accommodation. The position requires physical and cognitive endurance; candidate must be able to coherently and accurately perform the duties of the position.~~

#### ~~XI. Term~~

~~The Presbytery Assembly elects the Stated Clerk for a term of two years.~~

#### ~~X. Qualifications for the position~~

- ~~• Strong communication skills, writing, public speaking, electronic mail, listening.~~
- ~~• Working knowledge of Robert's Rules.~~
- ~~• Proficiency in Presbyterian polity; research skills.~~
- ~~• Knowledge in the field of records management.~~
- ~~• Strong in establishing and maintaining interpersonal relationship.~~
- ~~• Familiarity with the constitution of the PC (USA).~~
- ~~• Strong planning and organizational skills.~~
- ~~• Demonstrated leadership ability.~~
- ~~• Skilled in work management and control.~~
- ~~• Available for some travel.~~

## I. Purpose/Function

The Stated Clerk is one of two elected Constitutional officers of the presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (USA), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery; including, but not limited to, those duties pertaining to documents and records, communication to other governing bodies, and assistance with meetings of presbytery.

The Stated Clerk "shall record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records and furnish extracts from them when required by another council of the church." --See G-3.0104

## II. Duties

The duties of the Stated Clerk include:

1. Supporting and interpreting the church's Constitution, the Manual of Operations and policies of the Presbytery in light of the Presbyterian Constitution.
2. With cooperation of other staff, publish the minutes of Assembly and policies of presbytery.
3. Participate in organizing and managing meetings of the Presbytery.
4. Collecting annual membership statistics and reviewing the minutes of sessions biannually.
5. **Maintain all Minister Member Files.**
6. Assisting the Lead Presbyter, Moderator, Vice-Moderator of presbytery.
7. Supporting the administrative commissions of presbytery.
8. Preserving the archives of minutes and records.
9. Providing support and training to clerks of Session.
10. Doing the background **or reference** checks ~~and check references~~ for incoming pastors as requested by COM and/or Lead Presbyter, **or making sure they are done by other authorized individuals of the Presbytery.**
11. **Work with Administrative Assistant to maintain and publish Presbytery Directory.**

### III. Expectations and Relationships

The Stated Clerk will:

1. Work with the presbytery's Administrative Assistant in consultation with the Lead Presbyter.
2. Work as a member of the presbytery staff and will meet regularly with the Lead Presbyter/Head of Staff.
3. Be accountable to the Presbytery of Great Rivers through the Personnel Team and the Lead Presbyter/ Head of Staff.

### IV. Responsibilities

1. Act as resource person to all committees of presbytery as needed—especially to Committee on Ministry.
2. Parliamentarian of presbytery, bringing the current Book of Order, Roberts Rules of Order to each presbytery assembly meeting.
3. Coordinate the constitutional process of judicial and disciplinary cases.
4. Serve as constitutional resource person for Permanent Judicial Commission.
5. Assist the Lead Presbyter whenever needed.
6. Insure that proper records of the business of the Presbytery are maintained and coordinated with Synod and General Assembly.
7. Attend annual General Assembly meetings and Stated Clerk's meetings.

### V. Specific Duties

The Stated Clerk shall:

1. Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, candidates, and certified Christian Educators, together with their addresses. Direct the Administrative Assistant to assist in this task.
2. Keep chronological lists of minister members, officers, committees, commissioners to General Assembly and Synod, and churches from which elder commissioners to General Assembly and Synod have been elected.
3. Hold workshops for Sessions, Clerks and others on record keeping, Book of Order requirements and other clerical matters that will further the work of congregations and our presbytery.
4. Notify all commissioners and committee personnel of their appointment, and other appointees of the assignment to specific duties; prepare and forward to the General Assembly, or Synod the required statistical reports.
5. Make reports at meetings of presbytery.
6. Be a member ex-officio and without vote of all committees of the presbytery, attending as necessary.
7. Serve as the secretary and officer of presbytery and of the corporation.
8. Conduct the official correspondence of presbytery.
9. Report to presbytery all actions of the General Assembly that shall require action by the presbytery.
10. Receive and record papers, material and overtures addressed to presbytery and transmit the same to the proper commissioners, committees, or persons.
11. Compile, edit and publish the minutes of Assembly meetings on the web site in a timely Manner, and direct the Administrative Assistant to assist in this task.
12. Perform background checks and references for incoming pastors as requested by COM or Lead Presbyter.
13. Notify the Committee on Ministry when a minister or candidate is to be received into the presbytery.

## **VI. Review**

1. The Stated Clerk shall meet on a regular basis with the Lead Presbyter/ Head of Staff and the Personnel Chair for review.
2. An annual evaluation will be compiled by the Personnel Team.

## **VIII. Term**

The presbytery assembly elects the Stated Clerk for a term of two years.

## **IX. Qualifications for the position**

- Strong communication skills: writing, public speaking, electronic mail, listening.
- Working knowledge of Robert's Rules.
- Proficiency in Presbyterian polity; research skills.
- Knowledge in the field of records management.
- Strong skills in establishing and maintaining interpersonal relationships.
- Familiarity with the constitution of the PCUSA.
- Strong planning and organizational skills.
- Demonstrated leadership ability.
- Skilled in time management and work organization.
- Available for some travel.

Presbytery of Great Rivers Accountant Position Description **Replace with job description for Bookkeeper below**

**I. Purpose**

To enhance the ministry and mission of the Presbytery of Great Rivers.

**II. Accountability**

This person is employed by the Presbytery and is accountable to the Presbytery through the Personnel Work Group of the Administration Team and under the supervision of the Lead Presbytery for Transformation (LPFT).

**III. Responsibilities**

Areas of responsibility: To manage the financial affairs of the Presbytery, with the counsel of the Trustees, Treasurer, and the Lead Presbytery for Transformation (LPFT).

**A. General Ledger**

1. Oversee the preparation of bank deposits and entry into the financial software.
2. Recording of receipts and disbursements.
3. Preparation of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures.
4. Preparation of bi-weekly employee payroll checks, monthly payroll tax liability deposits; quarterly payroll tax returns; annual forms W-2s and W-3s; annual forms 1099 and 1096, and related reports
5. Maintain bank deposit authorization forms.
6. Maintain financial files and subsidiary records.
7. Analysis of investments, interest allocation and fund balances.
8. Reconcile monthly financial accounts with bank statement.
9. Prepare quarterly financial statements for the Administration Team
10. Prepare Financial Statements for Assembly papers.
11. Prepare flexible spending reimbursement checks and maintain accounting of individual employees' flexible spending accounts.
12. Maintain fixed asset inventory listing; maintain depreciation schedule.
13. Transmit General Assembly & Synod mission funds on a monthly basis.

**B. Mission**

1. Review of mission remittances for consistency with the church's pledge or its history of giving.

**C. Budget**

1. Work with the treasurer in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.

**D. Resources**

1. Annually compute and prepare a statement of per capita due for the succeeding year for the Senior Administrative Assistant to mail to each church.
2. Provide financial advice to the Administration Team and to member churches.
3. Maintain a record of per capita delinquencies for follow up by the Administration Team and correspond with churches concerning per capita status upon direction of Trustees.

**E. Audit**

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit providing data as requested.

~~G. Maintain Corporation Records~~

- ~~1. File the Annual Report of the General Not for Profit Corporation Act with appropriate signatures and statements from the Trustees.~~
- ~~2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Administration Team.~~

~~H. Other Responsibilities~~

- ~~1. Serve as resource to various Presbytery units upon request.~~
- ~~2. Serve as resource for trustees regarding issues of closing churches.~~
- ~~3. Act as consultant to church financial officers.~~
- ~~4. Annual financial training with church treasurers and other training as requested by churches~~

~~IV. Evaluation~~

~~The Lead Presbytery for Transformation (LPFT) and a representative from the Personnel Work Group of the Administration Team shall make a complete review and evaluation of this person's work annually.~~

## Bookkeeper Position Description

- I. Purpose  
To enhance the ministry and mission of the Presbytery of Great Rivers.
- II. Accountability  
This person is employed by the presbytery and is accountable to the presbytery through the Personnel Committee. ~~of the Administration Team~~ and under the supervision of the Lead Presbyter (LT). ~~for Transformation.(LPFT)~~
- III. Responsibilities
  - A. General ledger
    1. Verify bank deposits and enter into the financial software.
    2. Record all receipts and disbursements.
    3. Preparation, in a timely manner, of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures. Usually issued every other week.
    4. **Manage payroll for Presbytery staff.**
    5. Maintain bank deposit authorization forms.
    6. Maintain financial files and subsidiary records.
    7. Reconcile monthly financial accounts with bank statement.
    8. Prepare quarterly financial statements for the Administration Team.
    9. Prepare financial statements for assembly papers.
    10. Assist the Treasurer in maintaining fixed asset inventory list and depreciation schedule.
    11. Transmit General Assembly & Synod mission funds on a monthly basis.
  - B. Mission  
Review of mission remittances for consistency with the church's pledge or its history of giving.
  - C. Budget  
Work with the treasurer in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.
  - D. Resources
    1. Annually compute and prepare a statement of per capita due for the succeeding year and mail to each church.
    2. Maintain a record of per capita receipts/delinquencies for follow up by the Administration Team and correspond with churches concerning per capita status upon direction of ~~Trustees.~~ **Administration Team.**
  - E. Audit
    1. Preparation of schedules for auditors prior to their arrival.
    2. Work with auditors during the audit, providing data as requested.

- F. Maintain Corporation Records (assist the Stated Clerk in the following)
1. File the Annual Report of the General Not for Profit Corporation Act with appropriate signatures and statements from the ~~Trustees~~ **Administration Team**.
  2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Administration Team.

IV. Evaluation

The Lead Presbyter ~~for Transformation~~ and a representative from the Personnel Committee ~~of the Administration Team~~ shall make a complete review and evaluation of this person.

Presbytery of Great Rivers  
Executive Administrative Assistant Position Description

**A. IT TECH SUPPORT**

Able to work on own initiative.  
Demonstrate practical knowledge and problem-solving strategies.  
Manage Dropbox files.

Software

Install new software as needed.  
Liaise with the Stellar Systems Inc. to maintain computer & software inventory.  
Assist with Stellar in the deployment of computer hardware and software.  
"Go To" person when technical problems arise, track technical issues, work with Stellar Liaison,  
when necessary to correct problem.

**B. ASSIST STATED CLERK**

Quarterly Fineline Report.  
Manage Session Record Review reports.  
Prepare Stated Clerk report for assembly papers.  
Prepare Permanent Minutes.  
Take committee minutes and disburse accordingly

**C. WEBSITE & DATABASE**

Created and maintain website.  
Maintain and update all data changes for the People and Organization modules of AGS.

**D. COMMITTEE DUTIES (*Under direction of Lead Presbytery for Transformation (LPFT) and Stated Clerk*)**COM Committee

Maintain communication with COM members.  
Collect various COM correspondence/documents.  
Assist in preparing Agenda.  
Send out reminder along with all documents necessary.  
Maintain spreadsheets for various COM functions.  
Take COM meeting minutes.  
Process all documents—transfers, status changes, etc.  
Maintain a process of memos and reports for all Installation/Ordination and Administrative  
Commissions.  
Prepare COM report for Assembly Papers.

GPM Committee

Maintain communication with CPM members.  
Maintain communication with CPM inquirers and candidates.  
Collect various CPM correspondence/documents.  
Preparing Agenda.  
Send out meeting reminder along with all documents necessary.  
Maintain spreadsheet for candidates & inquirers.  
Take CPM meeting minutes.  
Prepare CPM report for Assembly Papers.

Nominating Committee

Maintain committee members database.  
Notify members of meetings.

Administration Team and Visioning Team

- Maintain committee members database.
- Notify members of meetings.

**E. ANNUAL REPORTS**

- Coordinate, prepare, and mail the churches annual report packet including the Changes in Terms of Call, directory change sheet, necrology report, trustees annual report, GA clerk's annual questionnaire and booklet. Collect and process all returned information.
- Yearly Per Capita mailing.
- Yearly Shared Mission Pledge.
- Yearly Specialized and Member-at-Large mailing. Track reports received and report to COM.

**F. SR. ADMINISTRATIVE ASSISTANT DUTIES**

- Create & edit video for website.
- Create and edit CDs & DVDs.
- Maintain all Minister Member files.
- Background checks for pastors entering our Presbytery.
- Maintain and publish Presbytery Directory.
- Maintain forms for the Presbytery office, the Presbytery and on the web.
- Maintain the PGR Manual for office and website with any additions or corrections.
- Learn new software as need arises.
- Misc. routine mailings.
- Make travel arrangements as necessary.
- Serve as resource for instructions/questions.
- Maintain and update office and website calendar.
- Read and respond to e-mails.
- Provide other routine clerical/secretarial duties as required.
- Answer the telephone and route calls, make copies. Use of fax machine, postage machine, paper folding machine and computer.
- Sort and distribute incoming mail.
- Receive and welcome visitors, with attention to their comfort and staff schedules.
- Run errands as needed, pick up office supplies, etc.
- File all papers into church files.
- Misc. routine mailings — Assembly postcards, Mission Initiative Grant display letters, Session Records Review letters, retired minister's group invitations, Elder Training letters, thank you notes, etc.
- Send items to Presbytery Historic Society.

**G. PGR OFFICE PURCHASING AGENT**

- Oversee the purchase of office supplies.
- Supervise the maintenance and disposal of office equipment.
- Obtain bids and make recommendations for purchase of office equipment.

**H. MISCELLANEOUS**Ethical Conduct Classes

- Prepare mailing.
- Track attendance in ACS & spreadsheet.
- Create certificates for attendees.
- Upload training video to website and send out notification.

Assembly Meetings

- Prepare all documents to be uploaded to website.
- Assist in set-up for meeting.
- Create ordination anniversary certificates.

- I. ~~FINANCIAL RESPONSIBILITIES (Under direction of the Accountant)~~  
~~Log in checks daily into Dropbox~~  
~~Prepare the deposit.~~
- J. ~~EVENT PLANNING RESPONSIBILITIES~~  
~~Coordinate reservations, menus, mailings and RSVPs for social events.~~  
~~Order catering as needed for meetings.~~  
~~Run errands as needed, purchase drinks, cookies, chips for meetings and go to SAMS to buy food for Assembly Meeting lunches.~~  
~~Coordinate logistics and registration for presbytery assembly meetings, events and conferences, working along with Lead Presbytery for Transformation (LPFT) and Presbytery committees as needed.~~  
~~YOUTH TRIENNIAL.~~
- K. ~~COMMUNICATION RESPONSIBILITIES~~  
~~Prepare the weekly presbytery e-newsletter through Constant Contact.~~

Administrative Assistance or Office assistance will be secured as needed with input and review from the Lead Presbyter (LP), Stated Clerk, Leadership Team, Administration Team and Personnel Team. I have incorporated this under 4.04

## CP COORDINATOR JOB DESCRIPTION

### Commissioned Pastor Coordinator

- I. Purpose  
To provide support, connection and maintain lines of communication between Commissioned Pastors and the Presbytery at large.
- II. Accountability  
This person is an independent contractor who will be accountable to the Lead Presbyter/ Head of Staff of Great Rivers Presbytery and the Personnel Committee.
- III. Responsibilities
1. Maintain open lines of communication with all CPs and work in direct relationship with CPs and candidates for that position.
  2. Develop and maintain a list of the CPs serving in Great Rivers Presbytery.
  3. Work cooperatively as a peer with the chairs of Committee on Ministry and the Committee on Preparation for Ministry.
  4. Serve as a resource person for individuals who have interest or questions about becoming a CP.
  5. Work with the CPs to discover what level of connection and support they want with one another and with the CP Coordinator and help to implement that support.
  6. Plan events to foster connection, learning and renewal for the CPs.
  7. Function as a supervisor to CPs in a mentoring role in accordance with Book of Order G..21004.
  8. Attend PGR Staff meetings and report to Lead Presbyter.
  9. Participate in Leadership Team as time permits or when the Coordinator's expertise or insights are requested.
  10. Participate in Presbytery Assembly meetings with written or verbal reports as needed.
  11. Help develop a new handbook for Commissioned Pastors.
  12. Explore resources and ways to partner with other presbyteries to better serve our CPs.
- IV. Evaluation  
The Lead Presbyter and a representative from the Personnel Committee of Great Rivers

shall make a complete review and evaluation of this person's work annually.

Great Rivers Job Description: **Replace with job description below. Ann will determine if more specific delineation of tasks is appropriate.**

### Lead Presbyter

~~Presbytery of Great Rivers is a cluster of 95 churches in West Central Illinois. Our Lead Presbyter for Transformation will facilitate and assist us as we discern how God is leading us to function in the world today. This leader will listen to our concerns, help us to envision new ways of relating to one another, seek out pathways to create leaders for tomorrow and live his or her faithful call in Christ. They will serve as head of staff for the Presbytery and as spokesperson of the PCUSA within the geographic bounds of our Presbytery and to the greater denomination.~~

### Qualifications Required

- ~~1. Must be an ordained minister or ruling elder within the Presbyterian Church, USA.~~
- ~~2. Possesses a lively, Christ-centered faith and spirituality with the capacity to help form faith leaders in our Presbytery.~~
- ~~3. Experience in middle body governance is preferred.~~
- ~~4. Ability to bring vision and imagination for faithful innovation.~~
- ~~5. Capacity to juggle multiple demands and administrative needs in a complex system.~~
- ~~6. Has the heart of a pastor to listen, communicate, and help us to be a united people of Christ.~~
- ~~7. Ability to work with us, providing pastoral care and leadership to our small, rural churches, as well as larger, urban congregations and their leaders. This will require good self-differentiation and professional boundaries.~~

### Duties

~~Our Lead Presbyter for Transformation will be responsible to work in these four areas:~~

#### ~~**Faith Leadership and Pastoral Presence. They will...**~~

- ~~• Visit, support, and counsel congregations and clergy in our Presbytery, providing an approachable presence that invites collaboration.~~
- ~~• Model faith leadership that inspires us to become disciples and help us continue to grow into the Body of Christ.~~
- ~~• Help us foster healthy and collegial relationships throughout the Presbytery.~~
- ~~• Attend and participate in Presbytery Assemblies.~~

#### ~~**System and Process Orientation. They will...**~~

- ~~• Help us evaluate and modify our structures to become more responsive to the needs of our churches and our communities.~~
- ~~• Help us build communication systems in the Presbytery that allow our members to grasp our shared vision and to connect with our leaders through electronic means, as well as personal contact.~~

#### ~~**Leadership Development. They will...**~~

- ~~• Help us identify and equip Presbytery leaders for our future.~~
- ~~• Serve and counsel (without vote) on our teams and committees: Committee on Ministry, Leadership Team, Administrative Team, Committee on Preparation for Ministry, Visioning Team, Personnel Committee and Nominating Committee.~~

#### ~~**Administrative Tasks. They will...**~~

- ~~• Serve as chief administrative officer of the Presbytery.~~
- ~~• Represent the Presbytery to other governing bodies of the denomination and serve as a Synod Colleague.~~
- ~~• Represent the Presbytery in matters of civil litigation and, together with the Stated Clerk, advise in ecclesiastical and disciplinary matters.~~
- ~~• Represent the Presbytery, as appropriate, in ecumenical, inter-religious, and community affairs.~~
- ~~• Act as head of staff to supervise Presbytery employees and adjunct staff.~~
- ~~• Work with the Personnel Committee to oversee the development and maintenance of job descriptions for each member of the staff, the annual performance review process, programs for staff development, and make recommendations on matters such as pay and benefits.~~

**Standard Elements for All Exempt, Supervisory Positions**

~~The Lead Presbyter for Transformation must be able to attend denominational events/workshops when appropriate. Job descriptions are intended to be guidelines for position responsibilities. As such, each employee of the Presbytery of Great Rivers may be asked to perform tasks outside of the duties outlined in this document. The Lead Presbyter for Transformation may be assigned to tasks and projects as necessary in order to support the vision and mission directions of the organization.~~

**Evaluation and Review**

~~This position will be reviewed and evaluated annually by the Personnel Committee in accordance with the Personnel policies of the Presbytery.~~

**Structure of this Position**

~~This is a three-year position that has been created to help us to become more vital and to attain greater energy and connections. We seek to grow in our confidence to do the ministry of Jesus Christ in our communities. Therefore, the following plan is being implemented;~~

- ~~• After two years there will be a conversation in which we evaluate the work that has been done to determine if goals have been met (or are in line to be met within the next year.)~~
- ~~• If more time is needed, and both parties are in agreement, the contract can be extended beyond three years.~~
- ~~• If the goals are mostly accomplished (or in line to be) the Presbytery will create the next goals for our Presbytery and do one of two things.
 
  - ~~— Invite this Lead Presbyter for Transformation if he or she feels called to walk with us along this next part of our journey. If so, we will write a new contract. If not, we will engage in a search for our next Presbytery leader.~~
  - ~~— Thank our Lead Presbyter for Transformation, and without impunity or negation of his or her skills, sever our relationship after year 3 is concluded. We will use the remaining year to complete our transformational work and to search for a new candidate to meet the new goals of the Presbytery. Our Lead Presbyter for Transformation would also use the remaining year to complete the scheduled tasks with us while also searching for the next position to which God is calling.~~~~

~~This Presbytery is an equal opportunity employer.~~

**In Conclusion**

~~We pray God's presence and grace upon Great Rivers Presbytery and on our Lead Presbyter for Transformation. Through our joint efforts and growing faith, may God's will be done.~~

~~This Presbytery is an equal opportunity employer and this position is an equal employment opportunity.~~

~~The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Holy Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for the discrimination against any person. The Presbytery Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)~~

**POSITION PURPOSE**

Great Rivers Lead Presbyter's role is to provide visionary leadership, practical support and connectional, team-building assistance to the presbytery and its members. In collaboration with the Stated Clerk and Leadership Team, this person will facilitate the transition to a new presbytery structure, building upon the work of the Finance & Staffing Task Force report, 2020 Mission Statement and our Matthew 25 Initiative.

**MAJOR RESPONSIBILITIES****➤ PRIMARY TASKS**

- Lead the presbytery in refining and implementing a new structure that will awaken, enliven and enhance our worshipping communities, building upon the work of the Finance &

### Staffing Task Force Report, 2020 Mission Statement and the Matthew 25 Initiative.

- Participate in the life of the churches of the presbytery, through a regular schedule of visitation, worship participation and faith-filled leadership.
- Work with Leadership Team to assist congregations and members to connect and support one another in our common ministry goals and fellowship needs.
- Provide pastoral support and coaching to our minister members.
- Provide ongoing assessment of the ministry and mission of the Presbytery of Great Rivers, developing and facilitating plans to address challenges, cultivate accountability and build upon our strengths.
- Encourage and foster new forms of ministry and new visions of worship and service in alignment with the intent of our 2020 Mission Statement.
- Coach and encourage the development and training of lay leadership, and encourage participation in the work of presbytery by all of our churches.

### ➤ **SECONDARY TASKS**

- Be a staff resource to presbytery committees--in particular working closely with the Leadership Team, Committee on Ministry and the Committee on Preparation for Ministry.
- Oversee **or perform** critical tasks such as background checks.
- Serve as head of staff for presbytery personnel.
- Speak for the presbytery on issues which call for public comment.
- Relate to local seminaries, presbyterian colleges, the Synod of Lincoln Trails, and the General Assembly to discover and share resources for our shared mission.

### **PERSONAL CHARACTERISTICS**

The Lead Presbyter will demonstrate:

- A deep, contagious, and abiding faith in Jesus Christ as Lord and Savior with a willingness to live this faith in daily life and work.
- A visionary, forward looking leadership style.
- An ability to listen respectfully and fairly to all voices, to facilitate healing and create a safe atmosphere for discussion of our work together.
- Sensitivity to the needs of a diverse community and the challenges presented by rural, city and suburban churches and ministries.

- Solid experience as a middle governing body church leader.
- Integrity of character, maturity in faith and action.
- Respect for the Presbyterian Church (USA) and our Reformed theology, its history, its heritage, its polity, its processes and its mission in the world.

## PROFESSIONAL QUALIFICATIONS

A Teaching Elder or a Ruling Elder in the PCUSA with demonstrated experience and skills in the following:

- Visionary Leadership: One who can assist in formulating, initiating and implementing creative models and practices of ministry.
- Pastoral Leadership: One who has the sensitivity and ability to confidentially care for others.
- Organizational Leadership: One who can help put feet to a vision and work towards practical implementation of clear goals.
- Equipping Leadership: A team player who will share ministry with Presbytery staff and presbyters. One who encourages participation and assists in leadership development as mentor and coach.
- Reformed Leadership: Experience and knowledge of Presbyterian polity, history and process.

## STATUS

- Full-time, exempt
- Head of Staff
- Designated contract for a 3 year time period--with possibility for renewal
- Annual Review
- Board of Pensions benefits

## Appendix O



**STATED MEETING of the Presbytery of Great Rivers**  
**COMPLETE DOCKET**  
**November 11th, 2023**

The Mission of the Presbytery:  
*"We are called to share Christ's love  
 by partnering in service, uniting in worship, and risking in ministry"*

*Please pre-register at <http://www.greatriverspby.org/assembly.html>*

**ASSEMBLE IN GOD'S NAME**

9:30	Sign-in to Zoom/Meeting site opens	
10:00	Call to Order with Prayer	Moderator MWS Katie Styr
10:05	Welcome from Host Church	MWS Brandon Oullette
10:10	Acknowledging Native American Heritage of Gathering Sites	MWS Elissa Bailey
10:15	Welcome and Instructions	Moderator MWS Katie Styr
10:20	Adoption of the Docket	

**PARTNERING IN MISSION, RISKING IN MINISTRY**

10:25	Omnibus Motion:	
	<ul style="list-style-type: none"> <li>Enter Visioning, Financial, CRE/CLP Coordinator, and all other written reports into the permanent minutes</li> </ul>	
10:30	Stated Clerk	MWS Elissa Bailey
10:35	Lead Presbyter	MWS Ann Schwartz
10:45	Committee On Ministry	MWS Laura Reason
	<ul style="list-style-type: none"> <li>See COM report for motions</li> </ul>	

11:15 am **UNITING IN WORSHIP**

12:15	Meal Instructions & Lunch	MWS Brandon Oullette
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- 1:00 Returning Prayer Moderator MWS Katie Styr
- 1:05 Administration RE Julio Garcia
- Motion to approve slate of nominees for service on Nominating Committee
- 1:20 Committee on Preparation for Ministry (CPM) MWS Maura McGrath Nagle
- Motion to approve slate of ordination exam readers.
- 1:25 Nominating MWS Cheyanna Losey & RE Gary Terpstra
- Motion to approve slate of nominees
- 1:40 Spirit Sightings MWS Matt Wilcox
- 2:10 Personnel
- Motion that Elissa Bailey, Stated Clerk be given a 3% increase in Salary to begin Jan. 1, 2024.
  - Motion that 2024 Effective Salary for Elissa Bailey, Stated Clerk be calculated as follows:  
Salary \$12,745 and Housing Allowance 30,000 for Total Effective Salary \$42,7453.
  - First Reading of Personnel Manual of Operations

#### SHARING IN CHRIST'S LOVE

2:30 **NEW BUSINESS** - This is not a time for announcements, but for introducing other business not previously docketed before the assembly.

2:35 Sharing Good News

2:40 Announcements

2:45 Adjournment and Closing Prayer

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- The next Assembly is 9am-10am on November 18th, 2023 on Zoom: register at <http://www.greatriverspby.org/assembly.html>
  - The very tentative dates for 2024 assemblies are:
    - Tuesday, Feb. 20th, 6pm - online-only
    - Saturday, April 27th - hybrid
    - Saturday, August 17th - hybrid
    - Saturday, November 16th - hybrid