

May 20, 2021  
Moderator -Sue Coller

Electronic Meeting-Zoom

### **CALL TO ORDER**

The stated meeting was called to order by the moderator, Sue Coller, at 10:00 a.m., on May 20, 2021. The moderator was in the chair and the stated clerk was present. The meeting was opened with prayer by Sue Coller. A quorum was present, and the agenda was approved as presented in the meeting packet.

### **ROLL CALL**

Roll call was taken and showed the following members present or excused with cause:  
(Attendance Key: A, Absent; P, Present; E, Excused; R, Retired; M, Military Service; VM, Validated Ministry)

### **MINISTERS OF WORD AND SACRAMENT (TEACHING ELDERS)**

P - Jon Ashley	A - Douglas Hileman	A - Jock Tut Paleak
R/P - Sue Babovec	E - Kristine Hileman	E - Chris Peters
P - Teresa Bartlett	A - Michael Hill	P - Lauren Peters
A - Darin Bentzinger	A - Kara Hillhouse	P - Steve Piper
R/E - Steve Breazier	A - Jane Holtzclaw	P - Charity Potter
P - Alan Brehm	P - Jeff Hopson	R/E - Harold Rainey
R/E - Stephen J. Brownlee	M/E - Dennis E. Hysom	P - Laura Rasmussen
R/E - Ronald L. Bump	R/E - Robert W. Jeamy	R/E - Jimmy Shelbourn
R/E - Robert Burdett	P - Brian Johnson	R/E - Robert Snell
P - Sue Coller	P - Melodie Jones Pointon	R/E - Jim Splitt
R/E - Gail Cross	R/E - Burton A. Knudsen	R/E - Kathleen Splitt
R/E - Ellen Davis	P - Joungnam Lee	R/E - Roxie Sullivan
R/E - Lynn Davis	A - Sungjae Lee	R/E - Gary A. Thomson
R/E - Noel DeKalb	E - Leanne Masters	R/E - Richard Tiggelaar
R/P - John Duling	R/E - Timothy McClain	R/E - Nanette Tomlinson -
P - Thomas Dummermuth	R/E-Nancy McCurley	Knoell
P - Stephen Earl	P - James K. McNeal	R/E - Earl Underwood Jr.
E - Michael Eickhoff	R/P - Raymond Meester	A - Jeff Warrick
R/E - Lonnie Eschliman	P - Karen Moritz	R/P - Duane Westing
R/P - Carl Eskridge	R/E - Juventino Naranjo	R/E - Arlys Wilbur
R/E - Joel Gajardo	R/E - Gail M. Neal	P - Zac Wolfe
P - Sarah Gengler	R/E - Jon Noble	R/E - Richard Wyatt
R/E - James Goble	R/P- Tom Osborne	P- Seung Edward Yang

### **Temporary Members**

P - Martha Atkins (ELCA)	A - Mary Avidano (UCC)	A - Owen Derrick (Church
A - Greg Gahan (Evangelical Free)	P - Heidi Wallace (ELCA)	of Scotland)

### **Commissioned Pastors**

E - Lana Likens	A - John Nellessen	A - Carla Patterson	P - Steve Pointon
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**Certified Christian Educator**

P - Kris Brammer, Lincoln, First

**OFFICERS, COUNCIL, AND STAFF**

Moderator	P - Sue Collier (Continuing Member)
Vice Moderator	A - Michael Hill (Continuing Member)
Council Moderator	P - Wendy Wait
Stated Clerk	P - Raymond Meester (Continuing Member)
Interim Executive Presbyter	P - Stephen Earl (Continuing Member)
Treasurer	Vacant
Moderator, Commission on Ministry	P – Sue Babovec (Continuing Member)
Moderator, Nominating Committee	P – Teresa Bartlett (Continuing Members)
Committee on Preparation for Ministry	P - Brian Johnson (Continuing Member)
Moderator, Business and Finance	Vacant
Moderator, Program and Grants	P - James McNeal (Continuing Member)
Moderator, Personnel	P - Carl Eskridge (Continuing Member)
Moderator, Presbyterian Women	P - Terri Sherman
Moderator, Committee on New Worshiping Communities, Church Development, and Church Redevelopment	P - Zac Wolfe (Continuing Member)
Moderator, Disaster Response and Beyond	P - Sarah Gengler (Continuing Member)
Member at Large of Council	Vacant
Member at Large of Council	P - Steve Pointon
Member at Large of Council	P - Julie Hopp

The following ruling elders commissioners were enrolled for this meeting:

<b>Churches</b>	<b>Elders</b>	<b>Churches</b>	<b>Elders</b>
Akron	No Commissioner	Lincoln, First (2)	Nancy Field
Alexander	No Commissioner	Lincoln, Fourth	Ginni Metcalf
Auburn	No Commissioner	Lincoln, Good Shepherd	No Commissioner
Bancroft, First	No Commissioner	Lincoln, Heritage	Jay Weyers
Beatrice, First	Suzanne Byler	Lincoln, Korean	No Commissioner
Belden, Union	No Commissioner	Lincoln, S. Heights	Mary Bell
Cedar Bluffs, First	No Commissioner	Lincoln, Westminster	Margaret Sprude
Clarkson, New Zion	Patricia Dusatko	Lincoln, Westminster (2)	Joyce Douglas
Columbus, Federated	No Commissioner	Lincoln, Westminster (3)	Glenna Haller
Craig, First	No Commissioner	Lyons, First	No Commissioner
Dunbar	No Commissioner	Nebraska City, First	Mark Hopp
Fairbury, First	Deb Holes	Niobrara-Verdel	Mark Simpson
Fairbury, First (2)	Debra Hellbusch	Norfolk, First	Kathy Naranjo
Falls City, First	No Commissioner	North Bend, United	No Commissioner
Fremont	No Commissioner	Palmyra	No Commissioner
Fremont (2)	No Commissioner	Panama	No Commissioner
Fremont (3)	No Commissioner	Pawnee City	No Commissioner

Gresham	Monte Romohr	Pender	No Commissioner
Hebron, First	No Commissioner	Schuyler, First	No Commissioner
Hickman	Jack Scott	Steele City	No Commissioner
Hickman (2)	No Commissioner	Tekamah, First	No Commissioner
Humboldt	No Commissioner	Thurston, John Huss	No Commissioner
Laurel, United	No Commissioner	Wahoo, Czech	No Commissioner
Liberty, Mission	Mary Lou Morrison	Wahoo, First	Grace Ketner
Lincoln, Eastridge	Robin Hadfield	Wakefield	No Commissioner
Lincoln, Eastridge (2)	No Commissioner	Wayne	John Fuelberth
Lincoln, Eastridge (3)	No Commissioner	Wymore, United	No Commissioner
Lincoln, First	Joan Berglund	York	No Commissioner

Kyle Nolan, a regional representative of the Presbyterian Foundation and member of Lake Michigan Presbytery, was seated as a corresponding member.

First-time commissioners were introduced and welcomed.

Wendy Wait and Stephen Earl led the presbytery in worship, and Stephen Earl officiated at the Lord's Supper. The offering was designated for the Pentecost Offering of the Presbyterian Church (U.S.A.).

Cindy Halvorson, with LeaderWise, in New Brighton, Minnesota, presented an orientation on the services they provide to facilitate healthy leaders and healthy churches.

### **OFFICERS AND STAFF**

The stated clerk, Raymond Meester, reported.

- The minutes of the February 20, 2021, stated meeting of Homestead Presbytery were approved by the Council on April 10, 2021, with corrections.
- The 2020 Statistical Report for Homestead Presbytery is attached as Attachment A.
- Akron Presbyterian and Laurel United Presbyterian did not submit their 2020 statistical reports.

Presbytery granted approval, by unanimous consent, for Pastoral Leadership Revitalization, a program of the Omaha Presbyterian Seminary Foundation, to celebrate the Sacrament of the Lord's Supper during their retreat June 21-23, 2021, in Lincoln Nebraska. Sara Tonje, a Minister of Word and Sacrament member of the Presbytery of Missouri River valley, will be the officiant.

The interim Presbytery Executive reported.

Audrey Richert, Executive Director of the Nebraska Presbyterian Foundation, reported on the grants that were given during their last grant cycle. Homestead Presbytery did receive a grant of \$15,000 to help churches utilizing the services of LeaderWise.

Kyle Nolan, the Ministry Relations Officer for the Upper Midwest of the Presbyterian Foundation, shared various resources of the Foundation.

### COUNCIL

Wendy Wait reported for the Council.

Council presented the second reading of a bylaw's amendment. Upon the Council's recommendation, presbytery approved, by unanimous consent, the bylaws amendment. It is attached as Attachment B.

The report was received and placed on file.

### COMMISSION ON MINISTRY

Sue Babovec reported.

Upon the recommendation of the Commission on Ministry, presbytery approved, by unanimous consent, the terms of call as reported in Attachment C.

The report was received and placed on file.

### NOMINATING

Teresa Bartlett reported.

The Nominating Committee nominated the following people:

#### Calvin Crest Board

Class of 2022: Pam Thege-Eggleston, Elder, First Presbyterian Church, Schuyler

Class of 2023: Heidi Wallace, ELCA clergy, First Presbyterian, Lyons

#### Administration and Finance

Class of 2022: Connie Rucker, Elder, Lincoln, Southern Heights

Class of 2021: Leanne Masters, Minister of Word and Sacrament, Lincoln, Southern Heights

#### Synod Commissioner

Maggie Horak, Elder, Lincoln, Good Shepherd (Term begins January 2022)

#### Synod Youth Advisory Delegate

Marshall Severson, Panama (Term begins January 2022)

#### 225<sup>th</sup> General Assembly Commissioner

Wendy Wait, Elder, Gresham

#### Program – Grants

Class of 2023: Lauren Peters, Minister of Word and Sacrament, At Large

#### Council At Large Member

Class of 2023: Joan Berglund, Elder, Lincoln, First

An opportunity for Nominations from the floor was offered. Hearing none, all were duly elected by unanimous consent.

The report was received, and placed on file.

### BUSINESS AND FINANCE

Joyce Douglas reported for the Business and Finance Committee.

Presbytery approved, by unanimous consent, granting permission for First Presbyterian Church, Lyons, Nebraska to sell their manse for \$58,000. The legal description of the property is Lot 13 - 14, Block 30, Second Addition, Lyons, Nebraska. The congregation approved the sale of the manse on April 25, 2021. The net proceeds will be invested in a safe investment (i.e. Certificate of Deposit), as they have no immediate needs to use the funds and instead prefer to save for an emergency, etc.

The report was received and placed on file.

### **PERSONNEL COMMITTEE**

Carl Eskridge reported.

Upon the recommendation of the Personnel Committee, the presbytery approved a new job description for the stated clerk, as amended, by unanimous consent. See Attachment D.

The Presbytery approved increasing the compensation of the Stated Clerk by a total of \$3,000 for the remaining part of 2021, beginning June 1, 2021, and that the salary be considered for 2022.

Presbytery postponed, to the August 21, 2021, presbytery meeting, the motion to extend the contract of the Interim Executive Presbyter Stephen Earl from December 31, 2021, to December 31, 2022.

Presbytery approved the Interim Treasurer job description by unanimous consent. See Attachment E.

Presbytery elected Ed McClymont as Interim Treasurer, whose term will expire December 31, 2022. The floor was opened for nominations.

The report was received, and placed on file.

### **PROGRAM – GRANT**

It was reported that the committee is providing grants for persons in our presbytery to participate in the Lombard Mennonite Peace Center's conflict management skills training.

### **COMMITTEE ON NEW WORSHIPING COMMUNITIES AND CHURCH VITALITY**

Zach Wolfe reported. The report was received, and placed on file.

### **PRESBYTERIAN WOMEN**

Terri Sherman reported on their recent meeting and information about some future events.

### **AUDIT OVERSIGHT TASK FORCE**

Stephen Earl reported that HBE Accounting firm is reviewing the 2018 and 2019 finances. Based on the findings of those two years, a decision will be made whether there will be a full audit of 2020.

### **STRATEGY TASK FORCE.**

Terri Sherman reported that they are continuing their work and hope to report at the August meeting.

**ANNOUNCEMENTS AND CELEBRATIONS**

A decision has not yet been made by the Council concerning the August 21, 2021, Presbytery meeting, whether it will be a Zoom meeting or in-person. It will not be a joint with the Presbytery of Missouri River Valley. Council will decide at the July Council meeting.

Ed McClymont, the newly elected interim treasurer, introduced himself.

Twenty-one ruling elder commissioners, 25 ministers of word and sacrament, 2 temporary members, 1 commissioned pastor, 1 Certified Christian Educator, and 13 members of Council were in attendance. There was a total of 53 members and commissioners in attendance. (The total of the groups will be greater than the total in attendance as some have more than one role.) Seventeen of 48 churches sent ruling elder commissioners.

The meeting was adjourned at 12:19 p.m. with prayer by Sue Coller.

**NEXT STATED MEETING OF  
HOMESTEAD PRESBYTERY**

**August 21, 2021, 10:00 AM**  
**Location to be announced.**

Raymond Meester, Stated Clerk

Date Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

## Homestead Presbytery 2020 Statistical Report

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### Membership

Prior Active Members	<b>5416</b>	Adjusted membership	<b>5448</b>
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### Gains

Certificate	<b>31</b>
Youth Professions	<b>67</b>
Professions & Reaffirmations	<b>29</b>

<b>Total Gains</b>	<b>127</b>
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<b>Total Ending Active Members</b>	<b>5178</b>
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### Losses

Certificate	<b>20</b>
Deaths	<b>146</b>
Deleted for any Other Reason	<b>231</b>

<b>Total Losses</b>	<b>397</b>
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### Baptisms

Presented by Others	<b>27</b>
At Confirmation	<b>6</b>
All Other	<b>2</b>

Average Weekly Worship Attendance	<b>1979</b>
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Female Members	<b>2872</b>
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Friends of the Congregation	<b>507</b>
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Ruling Elders on Session	<b>362</b>
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Do you have Deacons? Yes / No	<b>29 / 15</b>
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### Age Distribution of Active Members

25 & Under	<b>597</b>
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26 - 40	<b>645</b>
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41 - 55	<b>797</b>
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56 - 70	<b>1263</b>
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Over 70	<b>1501</b>
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<b>Total Age Distribution</b>	<b>4803</b>
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### People with Disabilities

Hearing impairment	<b>307</b>
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Sight impairment	<b>80</b>
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Mobility impairment	<b>320</b>
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Other impairment	<b>192</b>
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### Christian Education

Birth - 3	<b>62</b>	Grade 7	<b>62</b>
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Age 4	<b>59</b>	Grade 8	<b>53</b>
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Kindergarten	<b>55</b>	Grade 9	<b>69</b>
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Grade 1	<b>56</b>	Grade 10	<b>31</b>
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Grade 2	<b>46</b>	Grade 11	<b>38</b>
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Grade 3	<b>57</b>	Grade 12	<b>34</b>
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Grade 4	<b>65</b>	Young Adults	<b>51</b>
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Grade 5	<b>82</b>	Over 25	<b>496</b>
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Grade 6	<b>62</b>	Teachers/Officers	<b>175</b>
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<b>Total Christian Education</b>	<b>1553</b>
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### Racial Ethnic

Asian/Pacific Islander/South Asian	<b>42</b>	Native American/Alaska Native/Indigenous	<b>3</b>
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Black/African American/African	<b>43</b>	White	<b>4876</b>
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Middle Eastern/North African	<b>37</b>	Multiracial	<b>33</b>
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Hispanic/Latino-a	<b>22</b>		
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<b>Total Racial Ethnic</b>	<b>5056</b>
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### Financial Data

Annual Income	<b>7,476,522</b>	Mission Expenses	<b>339,362</b>
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Annual Expenses	<b>6,559,344</b>	Personnel Expenses	<b>3,779,962</b>
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		Facilities Expenses	<b>1,644,927</b>
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ATTACHMENT B

BYLAWS AMENDMENT

Delete Article V, Sections 7 and 8 shown below

**Section 7. Business and Finance**

- A. Membership: six people, one of whom shall be the moderator, elected by the Presbytery upon recommendation of the Nominating Committee.
- B. Responsibilities:
  - 1. Prepare the annual budget for Presbytery
  - 2. Recommend to Presbytery the per capita rate for the following year.
  - 3. Provide an accounting of all Presbytery financials, and review them quarterly.
  - 4. Cause an annual audit or review of Presbytery books to be made.
  - 5. Manage Presbytery funds and banking relationships.
  - 6. Oversee and maintain Presbytery assets and properties.
  - 7. Prepare and file corporate papers for Presbytery.
  - 8. Review and determine master insurance policy for Presbytery and monitor individual church policies.
  - 9. Review and approve requests of congregations concerning property.
  - 10. Review and approve contracts of Homestead Presbytery.
  - 11. Review grant requests made on behalf of Homestead Presbytery.

**Section 8. Personnel**

- A. Membership: four people, one of whom shall be the moderator, elected by the Presbytery upon recommendation of the Nominating Committee.
- B. Responsibilities

Replace with Section 7 below

**Section 7. Committee on Administration & Finance**

- A. Membership: The committee shall consist of nine persons serving in three classes of three each.
- B. The Committee shall have three work groups:
  - 1. Finance & Investments
    - i. Prepare an annual budget for Presbytery in consultation with all units and program staff.
    - ii. Manage the finances of Presbytery through supervision of the Treasurer, regular reports to Presbytery, and an annual financial review/audit.
    - iii. Oversee and manage Presbytery investments.
  - 2. Personnel & Administration
    - i. Oversee office administration and business practices.
    - ii. Provide for all Presbytery office operations and equipment.
    - iii. Provide support to all staff of Presbytery.
    - iv. Carry out performance evaluations and recommend changes in terms of call for program staff and assist in the evaluation of support staff.
    - v. Maintain descriptions of and terms of call for all staff positions.
    - vi. Employ ministry specialists in consultation with the Executive Presbyter and the units of Presbytery.
  - 3. Stewardship & Communications

1. Review and administer personnel policies of Presbytery.
2. Develop and review position descriptions for staff of Presbytery.
3. Conduct performance reviews of executive presbyter annually.
4. Implement a plan for equal opportunity employment consistent with the principles of inclusiveness of the PC (USA).
5. Administer a process of job classification and compensation. Salaries for executive, administrative and program staff positions will be determined on the basis of relative responsibilities required.
6. Administer a process for the reimbursement of employee related expenses.
7. Administer a process of continuing education consistent with the needs of Presbytery, and the career goals of the employee.
8. Provide employee benefits consistent with the goals and financial capacity of Presbytery.
9. Administer a procedure for resolving job related problems.
10. Make available to employees a copy of Presbytery personnel policies and procedures.

- i. Request sessions to covenant with Presbytery for financial support of the mission of the Presbyterian Church (U.S.A.).
  - ii. Provide education and resources to sessions for the development of financial stewardship.
  - iii. Oversee Presbytery communications and social media platforms to best interpret the mission and ministry of the Presbytery to its constituents.
  - iv. Provide editorial guidelines for Presbytery publications.
- A. The Committee shall have three resource persons:
1. Treasurer
  2. Executive Presbyter
  3. Administrative Assistant

Sections 9 – 12 will be renumbered accordingly.

The above changes require the following change to Article V, Section 1, Paragraph I.

Delete the following

- I. These are the standing units of Homestead Presbytery:
- 1) Presbytery Council
  - 2) Commission on Ministry
  - 3) Committee on Preparation for Ministry
  - 4) Nominating Committee
  - 5) Permanent Judicial Commission
  - 6) Business and Finance Committee
  - 7) Personnel Committee
  - 8) Program – Grant
  - 9) Committee on New Worshipping Communities and Church Vitality
  - 10) The Disaster Preparation Response Team and Beyond
  - 11) Bills and Overtures Committee

Replace with the following

- I. These are the standing units of Homestead Presbytery:
- 1) Presbytery Council
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## ATTACHMENT C

<b>Name</b>	<b>Church Served</b>	<b>Cash Salary</b>	<b>Fair Rental Value of Manse</b>	<b>Housing Allow- ance</b>
Ashley, Jon	Presbyterian Church of Fremont	\$41,657		42,878
Bartlett, Teresa	Wayne First	\$31,355		14,550
Bentzinger, Darin	Panama	42,800	14,400	
Brehm, Alan	Hickman	49,696.87		12,000
Coller, Sue	Lincoln First	24,141		35,000
Dummermuth, Thomas	Lincoln Eastridge	31,593		23,092
Eickoff, Mike	York First	38,000		28,670
Gengler, Sarah	Schuyler First	38,472	13,465	
Hill, Michael	North Bend United	41,677	13,274	
Johnson, Brian J.	Norfolk First	38,292		20,000
Jones Pointon, Melodie	Lincoln Eastridge	44,630		39,500
Masters, Leanne	Lincoln Southern Heights Wymore/Mission Creek/Steele City			
McNeal, Jim		32,460		11,000
Peters, Christopher	Lincoln Westminster	44,000		44,000
Piper, Steven	Palmyra (3/4 time) Unity Parish (Wakefield & Thurston) 1/2 Time	31,380	9,414	
Potter, Charity		3,025		18,850
Warrick, Jeff	Lincoln Good Shepherd	43,000		18,500
Wolfe, Zac	Beatrice First	18,400		27,052
Yang, Edward	Columbus Federated	30,350.84		21,600

<b>Name</b>	<b>Utility Allowance</b>	<b>Deferred Compensation</b>	<b>Other Allowance</b>	<b>Total Effective Salary</b>	<b>Auto- mobile expense</b>
Ashley, Jon			7,700	92,235	1,250
Bartlett, Teresa		3,000	3,030	51,930	1,000
Bentzinger, Darin	2,400			58,800	
Brehm, Alan				61,696.87	2,500
Coller, Sue		26,000		85,141	
Dummermuth, Thomas				54,685S	
Eickoff, Mike				66,670	1,500
Gengler, Sarah	3,000			57,937	2,000
Hill, Michael				54,951	1,500
Johnson, Brian J.			1,500	59,792	750
Jones Pointon, Melodie				84,130	current fed. Rate
Masters, Leanne					
McNeal, Jim	2,800			46,260	6,000
Peters, Christopher		1,200	650	89,850	2,500
Piper, Steven				40,794	500
Potter, Charity					3,600
Warrick, Jeff			1,448.16	62,948.16	
Wolfe, Zac		1,200	2,000 (med)	48,652	incl. with business expenses 1,000
Yang, Edward	600 (cell)		12,000	64,550.84	(.56/mile)

<b>Name</b>	<b>Busi- ness /Prof. Expense</b>	<b>SECA Supplement (up to 50%)</b>	<b>Con. Ed.</b>	<b>Clergy renewal Leave?</b>	<b>Other Allow- ances</b>
Ashley, Jon	1,000	6,467	1,000	Yes	600
Bartlett, Teresa	750	3,973	2,000	N/A	
Bentzinger, Darin			500	No	
Brehm, Alan	750	4,785.55	1,000	No	
Coller, Sue	2,000		2,250	Yes	
Dummermuth, Thomas				Yes, 6 week sabbatical after 5 yrs of service	
Eickoff, Mike			1,100	No	
Gengler, Sarah	1,000	3,800	1,750	Yes	1200 cell phone
Hill, Michael	850	4,070	1,725		1,813
Johnson, Brian J.	200		3,000		
Jones Pointon, Melodie	2,400		2,400	Yes, 6 week sabbatical after 5 yrs of service	
Masters, Leanne					
McNeal, Jim	1,000		1,000		
Peters, Christopher	1,500	3,500	2,500	Yes	
Piper, Steven	500		500	No (not requested and does not feel the need for)	400
Potter, Charity	200	1663	500		
Warrick, Jeff		4,815.53		No	
Wolfe, Zac	4,500	3,247	2,000		
Yang, Edward	1,500	3,896.31	750	No	

<b>Name</b>	<b>Total Reimbursable Expenses</b>	<b>Paid Vacation</b>	<b>Paid Con Ed</b>	
			2 weeks/yr cumulative for	
Ashley, Jon	10,317	4 weeks/ yr cumulative	3 years max	
Bartlett, Teresa	7,723	4 weeks/yr	2 weeks/yr	
Bentzinger, Darin	500	4 weeks/yr	2 weeks/yr	
Brehm, Alan	9,035.55	4 weeks/yr	2 weeks/yr	
Coller, Sue	4,250	22 working days	2 weeks/yr	
Dummermuth, Thomas		4 weeks + 4 days includ	2 weeks including 2 Sundays	
Eickoff, Mike	2,600	5 Sundays (Full Pension	2 weeks incl.	640
Gengler, Sarah	9,750	4 weeks incl. Sundays	Sundays	
Hill, Michael	9,958		20,961	
Johnson, Brian J.	3,950			
Jones Pointon, Melodie			2 weeks + 4 days	
Masters, Leanne	4,800	4 weeks + 4 days incl.	incl. 2 Sundays	
McNeal, Jim	8,000			
Peters, Christopher	10,000	4 weeks/yr	2 weeks/ yr cummulative up to 4 weeks over 3 years	
Piper, Steven	1,900	8 weeks/yr	4 weeks/yr	
Potter, Charity	5,963	5 weeks/yr	2 weeks/yr	
Warrick, Jeff	4,815.53	5 weeks/yr		500
Wolfe, Zac		22 working days incl. 4 Sundays	14 days incl. Sundays	
Yang, Edward	7,146.31	4 weeks(20 days)	2 weeks (10 days)	

## TITLE: STATED CLERK

### PURPOSE:

To fulfill the functions of stated clerk as set forth in the *Book of Order* of the Presbyterian Church (USA) and other specific responsibilities as assigned by Homestead Presbytery. The stated clerk “shall record the transactions of the presbytery, keep its rolls of membership and attendance including the rolls of all Certified Christian Educators and Certified Associate Christian Educators and all Ruling Elders commissioned to particular pastoral service, preserve its records, and furnish extracts from them when required by another council of the church.” (G-3.0104) This is an exempt part-time, 15 hour per week position. The clerk is elected for a three-year term.

### ACCOUNTABILITY:

To the presbytery in relationship with the executive presbyter as head of staff.

### PERSONAL QUALIFICATIONS AND CHARACTERISTICS:

The person who is called to the position of stated clerk should hold an abiding commitment to God, to our Lord and Savior Jesus Christ, and to the PC(USA). This person should possess demonstrable knowledge of the PC(USA)’s polity and its constitution (*Book of Confessions* and *Book of Order*). In practice, this person should be an administrator who possesses people skills.

His or her character should reflect the highest standards to which officers of the church are held; among these is the call to be a colleague in ministry, particularly as it relates to those who seek out the stated clerk for input regarding the *Book of Order’s* interpretation and understanding PC(USA) polity.

The stated clerk must be approachable as well as knowledgeable. He or she must have a working knowledge of computers sufficient to complete the tasks of the stated clerk’s office. The stated clerk must be an elder or minister within the bounds of Homestead Presbytery.

### RESPONSIBILITIES:

1. Serve as an officer and corporate secretary of the presbytery in accordance with all duties stated in the *Book of Order* and in accordance with those duties outlined in presbytery’s *Manual of Operations*.
2. Be able to accept directions from an executive presbyter as head of staff.
3. Be a member, ex officio, of the council and serve as its clerk.
4. Maintain the rolls and registers required by the *Book of Order* (G-3.0305) and the Synod.
5. Accurately record, produce and preserve minutes of the presbytery and of council. The stated clerk may appoint such volunteer assistants as the clerk deems necessary.
6. Prepare and transmit all reports to the synod and General Assembly.
7. Prepare and present an annual necrology report to presbytery in the context of a worship service conducted during a stated meeting of the presbytery.
8. Preserve records of the presbytery and its congregations that are of historical value and interest pertaining to the PC(USA) and forward the same to the Department of History of the PC(USA) when they are of no further regular use in the presbytery for appropriate filing and storage.

9. Act as a resource to the clerks of session, particularly with minutes, the annual statistical reports, and maintain a “Handbook for the Clerk’s of Session.”
10. Train the Session Records Review Team and be a resource for their work, coordinating with the Commission on Ministry.
11. Serve as a resource to those involved in the judicial disciplinary process of the presbytery in accordance with the Rules of Discipline.
12. Handle all official correspondence on behalf of the presbytery.
13. Make available by means of the website electronic copies of the docket and minutes of stated and special meetings of the presbytery and agendas and minutes of the council meetings.
14. Register members, commissioners, and guests for each presbytery meeting. During the process of registration, receive all requests for leaves of absence and submit them to presbytery for approval, and report unexcused absences to presbytery.
15. Annually, as soon as possible after Sessions have submitted their membership reports, the Stated Clerk shall ascertain the parity of minister and ruling elder members and commissioners.
16. Provide resource and support to Administrative Commissions formed to close (dissolve) congregations.
17. Provide resource to the Commission on Ministry in regard to polity and constitutional issues.
18. Record and maintain records of Healthy Boundaries training required by presbytery policy
19. Be an advisor to presbytery and the moderator on parliamentary procedure. Offer Constitutional opinions and/or rulings related to the presbytery.
20. Provide counsel and support to committees, commissions, task forces, congregations and sessions of the presbytery relative to proper procedures when appropriate or as requested.
21. Fulfill the responsibilities of the corporate office as stated in the bylaws of the presbytery.
22. Maintain a permanent and current record of all governing documents of the presbytery, including articles of incorporation, amendments to the articles of incorporation, bylaws, rules of order, special rules of order, standing rules, and *Manual of Operations* and advise as to compliance with the stipulations/mandates as set forth therein.
23. Serve as secretary of the trustees of the Homestead Presbytery corporation.

EVALUATION:

A comprehensive review shall be performed during the final year of the term.

TERMINATION:

A person shall be terminated from this office by:

1. Completion of one full or partial term without recommendation for re-election;
2. Resignation to the presbytery;
3. For cause, upon recommendation by the personnel committee of presbytery.

## ATTACHMENT E

### **Interim Treasurer Position Description Part time, volunteer position Estimated hours 30-40 per month.**

#### **Role and Responsibilities**

The Treasurer oversees the corporate and financial responsibilities of the Presbytery and interprets the finances to the Presbytery, the Administrative Committee, and Presbytery staff.

The person in this position is required to follow the governing documents of the Presbytery (including the bylaws, manual of operations, and Book of Order) and to demonstrate the core values of the Presbytery, all as amended from time to time. The treasurer shall maintain confidentiality at all times.

The Treasurer is an ecclesiastical officer of the Presbytery and serves the Council and Administrative Committee *ex-officio* and with vote. The Treasurer also serves as Corporate Treasurer and, therefore by virtue of office, serves as a member of the Presbytery Trustees, but with vote.

This position reports to the Presbytery through the Administrative Committee. The position interacts closely with the Presbytery Executive, the Office Manager, Stated Clerk, and the Synod of Lakes and Prairies. The position is evaluated annually.

Specific responsibilities are to:

- 1) Provide for the oversight of funds, securities, and other like assets of the Presbytery.
- 2) Maintain complete records of all funds.
- 3) Oversee and present the Presbytery's financial condition in a manner consistent with generally accepted accounting practices for non-profit organizations.
- 4) Sign checks and other obligations in support of the ministry of the Presbytery as are properly authorized by Presbytery staff, moderators and chairpersons of commissions, task forces, and work groups.
- 5) Oversight of the Synod of Lakes and Prairies bookkeeping for Homestead with the Office Manager in receiving checks, paying bills, and recording transactions.
- 6) Ensure accuracy of and regularly approve payroll for Presbytery staff, including coordination with the Board of Pensions for other benefits.
- 7) Provide monthly reports of receipts and expenditures to the Stated Clerk, Administrative Committee, the Presbytery Executive, and such other moderators and chairpersons as may be requested.
- 8) Provide instruction to Presbytery staff on proper recording of information and create report queries that can be run as needed by Presbytery staff.
- 9) Advise the Administrative Committee on appropriate financial controls.
- 10) Assist the Administrative Committee to direct and support an annual review or audit of the Presbytery's finances, showing the condition of the various accounts and funds of the Presbytery.
- 11) Assist the Administrative Committee in the development of annual budgets.

- 12) Assist the Administrative Committee to create financial statements for quarterly Presbytery meetings.
- 13) This is not an exhaustive list of all responsibilities and duties associated with the job. While this description is intended to be an accurate reflection of the job Presbytery leadership reserves the right to revise the job or require other or different tasks be performed when circumstances change due to emergencies, workload or technological developments.
- 14) Individual will comply with all Homestead polices regarding workplace conditions, workplace violence, any type of harassment including but not limited to sexual harassment.
- 15) It is anticipated that position will require 30-40 hours per month. More hours may be required in the months of Presbytery meetings in preparation of reports for a Presbytery meeting. Presence at all Presbytery meetings is required. Approval from the Administrative Committee and/or Executive Presbyter are required for absence from a meeting.

### **Qualifications**

- Is ordained as a ruling elder or teaching elder in the Presbyterian Church (USA);
- Proficient in non-profit accounting;
- Capable of using QuickBooks, Excel, payroll software should be open to learning new technology;
- Able to work independently;
- Shows strong organizational skills;
- Demonstrates strong verbal and written communication skills and an ability to make financial matters understandable;
- Works accurately with few to no errors;
- Has a professional demeanor and exercises good discretion and sound judgment.

### **Benefits**

- Continuing Education Expenses
- A Significant Contribution to the Mission & Ministry of Homestead Presbytery
- Great Work Team Environment