

November 11, 2021
Moderator -Sue Coller

Zoom

CALL TO ORDER

The stated meeting of Homestead Presbytery was called to order by the moderator, Sue Coller, at 10:00 a.m., on November 11, 2021, by Zoom, due to the pandemic. 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 distributed.

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)

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

Temporary Members

A - Martha Atkins (ELCA)

E - Heidi Wallace (ELCA)

P - Owen Derrick (Church of Scotland)

P - Greg Gahan (Evangelical Free)

Commissioned Pastors

E - Lana Likens

P - John Nellessen

A - Carla Patterson

P - Steve Pointon

Certified Christian Educator

A - Kris Brammer, Lincoln, First

Elders**Churches**

Akron

Alexander

Auburn

Bancroft, First

Beatrice, First

Belden, Union

Cedar Bluffs, First

Clarkson, New Zion

Columbus, Federated

Craig, First

Dunbar

Fairbury, First

Fairbury, First (2)

Falls City, First

Fremont

Fremont (2)

Fremont (3)

Gresham

Hebron, First

Hickman

Hickman (2)

Humboldt

Laurel, United

Liberty, Mission

Lincoln, Eastridge

Lincoln, Eastridge (2)

Lincoln, Eastridge (3)

Lincoln, First

Elders

No Commissioner

No Commissioner

No Commissioner

No Commissioner

Suzanne Byler

No Commissioner

No Commissioner

Barbara Kudera

No Commissioner

No Commissioner

No Commissioner

Marsha Baumfalk

Debbie Hellbusch

John Martin

No Commissioner

No Commissioner

No Commissioner

Wendy Wait

No Commissioner

John Miller

No Commissioner

No Commissioner

No Commissioner

No Commissioner

Bill Wehrbein

No Commissioner

No Commissioner

Joan Berglund

Churches

Lincoln, First (2)

Lincoln, Fourth

Lincoln, Good Shepherd

Lincoln, Heritage

Lincoln, Korean

Lincoln, S. Heights

Lincoln, Westminster

Lincoln, Westminster (2)

Lincoln, Westminster (3)

Lyons, First

Nebraska City, First

Niobrara-Verdel

Norfolk, First

North Bend, United

Palmyra

Panama

Pawnee City

Pender

Schuyler, First

Steele City

Tekamah, First

Thurston, John Huss

Wahoo, Czech

Wahoo, First

Wakefield

Wayne

Wymore, United

York

Elders

Nancy Field

Ginni Metcalf

No Commissioner

No Commissioner

No Commissioner

Mary Bell

Margaret Sprude

No Commissioner

No Commissioner

No Commissioner

Mark Hopp

No Commissioner

Teri Wendel

No Commissioner

No Commissioner

No Commissioner

Karen Richardson

No Commissioner

Marilyn Blazek

No Commissioner

No Commissioner

No Commissioner

No Commissioner

Grace Ketner

No Commissioner

John Fuelberth

No Commissioner

No Commissioner

OFFICERS, COUNCIL, AND STAFF

Moderator	P - Sue Coller (Continuing Member)
Vice Moderator	Vacant
Council Moderator	P - Wendy Wait
Stated Clerk	P - Raymond Meester (Continuing Member)
Interim Executive Presbyter	P - Stephen Earl (Continuing Member)
Treasurer	P – Ed McClymont
Moderator, Commission on Ministry	P – Sue Babovec (Continuing Member)
Moderator, Nominating Committee	P – Teresa Bartlett (Continuing Member)
Committee on Preparation for Ministry	P - Brian Johnson (Continuing Member)
Moderator, Administration and Finance	P – Leanne Masters (Continuing Member)
Moderator, Program and Grants	E - James McNeal (Continuing Member)
Moderator, Presbyterian Women	P - Terri Sherman
Moderator, Committee on New Worshiping Communities, Church Development, and Church Redevelopment	Vacant
Moderator, Disaster Response and Beyond	Vacant
Member at Large of Council	P – Joan Berglund
Member at Large of Council	P - Steve Pointon
Member at Large of Council	P - Julie Hopp

First-time commissioners and new ministers of Word and sacrament were introduced and welcomed.

Terri Sherman led a time of devotion.

OFFICERS AND STAFF

Sue Coller reported as moderator of the presbytery.

Treasurer, Ed McClymont reported. The report showed total assets of \$917,745 as of September 30, 2021. The Statement of Financial Activities indicated total revenue of \$258,861 and expenses of \$242,072 as of September 30, 2021.

The stated clerk, Raymond Meester, reported. The minutes of the August 21, 2021, stated meeting of Homestead Presbytery, were approved as printed by the Council at its October 12, 2021, meeting.

The report of the presbytery's review of the 2020 records of session is as follows:

The following congregations' minutes were approved with no exceptions:

Gresham, Gresham
Lincoln, Fourth
Wayne, First

The following congregations' minutes were approved with exceptions:

Alexandria, Alexandria	Craig, First
Belden, Belden, Union	Fairbury, First
Cedar Bluffs	Falls City, First
Clarkson, New Zion	Fremont, Presbyterian Church of
Columbus, Federated	Fremont

Hebron, Hebron
Hickman, Hickman
Lincoln, Eastridge
Lincoln, Good Shepherd
Lincoln, Westminster
Niobrara, Niobrara-Verdel
Norfolk, First
North Bend, United
Palmyra, Palmyra
Panama, Panama

Pawnee City, United
Schuyler, First
Tekamah, First
Thurston, John Huss
Wahoo, First
Wahoo, Wahoo, Czech
Wakefield, Wakefield
York, First

The following churches have not submitted their records for review:

Albion, Akron
Bancroft, First
Beatrice, First
Dunbar
Humboldt, First
Laurel, United
Liberty, Mission Creek
Lincoln, First

Lincoln, Heritage
Lincoln, Southern Heights
Lyons, First
Nebraska City, First
Pender, United
Primrose, First
Steele City
Wymore, United

We are working with the Lincoln, Korean Church in writing minutes.

The interim Presbytery Executive, Stephen G. Earl, reported. He celebrated communion at the Homestead Presbytery Mental Health Retreat on Wednesday, October 27, 2021, at the Saint Benedict Retreat Center, Schuyler, Nebraska.

The reports were received and placed on file.

COUNCIL

Wendy Wait reported for the Council. Raymond Meester, the stated clerk, will end his service on December 3, 2021. Council expanded the search team for a stated clerk to five people and extended the deadline to December 10, 2021.

Council placed before the presbytery the following nominations for the Nominating Committee:

Moderator: Teresa Bartlett
Class of 2024:
Julie Hopp
Joan Berglund

Following an opportunity for nominations from the floor, the above were duly elected.

The report was received and placed on file.

COMMISSION ON MINISTRY

Sue Babovec reported.

She reminded members of boundary training that is to be completed by the end of the year.

The following actions of the Commission were reported:

1. The following moderator appointments were made:
 - Rev. John Duling as moderator of Hebron Presbyterian Church.
 - Rev. Sue Babovec as moderator of Pawnee City Presbyterian Church.
 - Rev. Brian Johnson as moderator of Akron Presbyterian Church.
 - Rev. Ed Yang and Rev. Sarah Gengler as co-moderators of North Bend, Presbyterian Church.
 - Rev. Karen Moritz as moderator of the Lincoln Korean Church.
2. Rev. Jounghnam Lee was moved to member-at-large.
3. Rev. Jane Holtzclaw was appointed to officiate at an elder ordination/installation at North Bend, on October 31, 2021.
4. Rev. Tom Osbourne was appointed to officiate at baptism and to moderate the congregational meeting on September 24, 2021, at Fairbury.
5. Rev. Kathleen Split was appointed moderator for the November 14, 2021 congregational meeting at North Bend.
6. Rev. Laura Rasmussen was moved to member-at-large.
7. Rev. Kara Hillhouse was moved to member-at-large.

Upon the recommendation of the Commission, presbytery adopted by unanimous consent a new manse policy that will replace the current manse policy of the presbytery. (See Attachment A.)

Owen Derrick, has been serving the Tekamah church as temporary supply, and is a member of the Church of Scotland. He has been a minister of another Reformed church and has been ordained for five or more years. (See *Book of Order*, G-2.0505a(2).) Presbytery adopted the motion that he be granted an exemption for all of the examinations required of candidates for ordination. The motion passed by the required two-thirds vote of the presbytery. (39 “Yes,” 0 “No”)

Presbytery adopted the motion to enroll Owen Derrick as a minister of Word and sacrament in the Presbyterian Church (U.S.A.).

Presbytery adopted the motion to move Owen Derrick from temporary stated supply to installed minister at Tekamah Presbyterian Church. The motion passed by the required three-fourths vote. (41 “Yes,” 0 “No”)

The terms of call were previously approved by the Commission and are as follows:

Salary	\$40,766
Fair rental value of manse	\$2,233
Mileage	\$3,000
Professional Expenses	\$1,000
SECA	\$3,120
Continuing Education	\$2,000
Other	\$1,200
Four weeks’ vacation + four days (including four Sundays)	
Two weeks continuing education (including two Sundays)	

Presbytery approved by unanimous consent a wording change in the Commission on Ministry’s Manual of Operations on page 60 number 11 to read: “Participate in presbytery boundary training required as established by COM.”

Prayer was offered by Sue Collier for Owen Derrick and the Tekamah Church.

The Commission reported they met with Richard Wyatt by Zoom. Mr. Wyatt is currently under temporarily exclusion from office. It was reported that Mr. Wyatt has not made any progress on the terms of the Alternate Form of Resolution.

Their report was received and placed on file.

COMMITTEE ON PREPARATION FOR MINISTRY

Brian Johnson reported that the committee met with Richard Martin and Moses Bilew on October 21, 2021, and the committee recommend that they both continue with their educational programs in seeking to be commissioned pastors.

NOMINATING COMMITTEE

Teresa Bartlett reported. They presented the following nominations:

Presbytery Moderator for 2022: Terri Sherman

Vice Moderator of Council and Presbytery for 2022: Steven Piper

Disaster Response Team Moderator for 2022: Chris Peters

Disaster Response Team, Class of 2024

Nancy Field

Jim Splitt

Gary Haller

Suzanne Byler

Permanent Judicial Commission, Class of 2027:

Kristrine Hileman

Lana Likens

Alan Brehm

Commission on Ministry, Class of 2024:

Sara Gengler

Margaret Sprude

Jeff Warrick

Programs -Grants, Class of 2024:

Teri Wendel

Owen Derrick

Committee on Preparation for Ministry Moderator: Jane Holtzclaw

Committee on Preparation for Ministry, Class of 2024:

Greg Gahan

Thomas Dummermuth

Erica Nelson

Calvin Crest Board, Class of 2024:

Emily Buddenberg

Synod Minister of Word and Sacrament Commissioner, Class of 2022, to fill the unexpired term of Michael Hill.

Duane Westing

The floor was open for nominations. With one nomination from the floor, (Nancy Field for Disaster Response Team), they were all duly elected.

The report was received and placed on file.

COMMITTEE ON ADMINISTRATION AND BUSINESS

Leanne Masters reported. The motion was carried by unanimous consent to adopt the 2022 Budget for Homestead Presbytery. (See Attachment B.)

The motion was adopted, by unanimous consent, to designate the salary allocation for Stephen Earl for 2022 as follows:

Salary	\$40,000
Housing	\$30,000

The motion to approve a new job description for the stated clerk was adopted by unanimous consent. (See Attachment C.)

Their report was received and placed on file.

PRESBYTERIAN WOMEN

The report by Terri Sherman was received and placed on file.

STRATEGY COMMITTEE

Terri Sherman reported on the progress of the committee. The report was received and placed on file.

ANNOUNCEMENTS AND CELEBRATIONS

Audrey Richert, Executive Director, Nebraska Presbyterian Foundation, reported that letters of intent for grant proposals will be accepted December 1 through 31, 2021.

Jane Holtzclaw reported on the Mental Health Pastors Retreat held the previous week.

Stephen Earl reported anniversaries of church founding and pastor ordinations.

Ed McClymont reported on the per capita giving for 2021. Letters will soon be sent to the congregations of the presbytery concerning per capita payable in 2022.

Raymond Meester, stated clerk of Homestead Presbytery, was thanked for his ten-and-a-half years of service, as he will be ending his service on December 31, 2021.

Terri Sherman was installed as moderator, and Steven Piper vice-moderator, of Homestead Presbytery for 2022.

Eighteen ruling elder commissioners, twenty-four ministers of word and sacrament, two temporary members of presbytery, two commissioned lay pastors, and thirteen members of Council were in attendance. Eighteen of our forty-eight churches had ruling elder commissioners enrolled. There was a total of forty-nine ruling elder commissioners and minister members in attendance. (The total of the groups will be greater than the total in attendance as some have more than one role.)

The meeting was adjourned at 11:27 p.m. with prayer by Terri Sherman.

**NEXT STATED MEETING
HOMESTEAD PRESBYTERY,
FEBRUARY 19, 2022
10:00 AM**

Raymond Meester, Stated Clerk

Date Approved: _____

Signed: _____

DRAFT

ATTACHMENT A

Appendix 7A:
Manse Use Policy
Homestead Presbytery
(revised 10/11/2021)

Any congregation providing a church owned home for their clergy shall have a Manse Use Policy that includes at least the following minimum guidelines:

1. Manse Use is a benefit/condition of employment for clergy and not a rental agreement and shall reflect such an understanding. Clergy must be allowed to negotiate the policy with the other terms of call.
2. Manse Use Policy shall be approved annually by COM AFTER the local session and clergy have reviewed the policy – amended/changed and/or adapted it for the coming year. This policy shall be due annually by January 31st – in the Presbytery Office.
3. Manse Use Policies must NOT be overly restrictive on the clergy and/or their families, however, the clergy are expected to exercise responsible stewardship of the property and are expected to leave the property in the same condition in which it was received (except for expected wear and tear.)
4. The manse is the clergy's home and they are free to hang pictures on the walls. Any painting, wallpapering, permanent floor covering or remodeling MUST be approved by the session.
5. The clergy shall provide adequate Renter's Insurance on personal property – and shall provide a copy of such coverage to the session annually.
6. It is the responsibility of the church to maintain the manse in a good, safe condition (including smoke alarms and all provided appliances), provide reasonable modern conveniences, address repairs in a timely manner, assuring that all safety features comply with state and local regulations on rental properties.
7. The church shall have the heating and cooling systems professionally inspected each year – and have them serviced as needed – at the church's cost.

8. This policy shall stipulate which utilities will be paid by the church and which are the clergy person's responsibility:
- Electricity _____
- Gas _____
- Water & garbage _____
- Landline (if applicable) _____
- Internet _____
- Cable _____
9. Snow removal _____
- Lawn mowing _____
10. Walk through of the manse shall happen every September and shall be to address general repair and any needed improvements. Judgements of cleanliness are not warranted – unless a true health hazard is present.

Potential Other Terms of The Manse Policy could include:

(please note these in detail on another page if any are applicable...)

- a. Pets (indoor/outdoor)? Size limits?
- b. Who lives in the manse (the usual expectation is that the manse is for the exclusive use of the pastor and her/his immediate family, but there may be circumstances which warrant including other people)
- c. Will the water mitigation system be professionally inspected annually – and serviced as needed?
- d. Radon removal/alert system? Included or not?
- e. How are repairs to be reported when needed – to whom – in what method?

Signatures: _____ clergy
 _____ Clerk of Session
 _____ Building/Grounds

Date _____

PLEASE FORWARD THIS ANNUALLY TO THE HOMESTEAD PRESBYTERY OFFICE. THANK YOU. You will be notified when it has been approved by COM.

ATTACHMENT B

Homestead Presbytery 2022 Budget

	2020 <u>Budget</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	6/30/2021 <u>Actual</u>	2022 <u>Proposed</u>
Per Capita Computation					
Membership Date	12/31/2018		12/31/2019		12/31/2020
Membership	5973		5416		5178
Per Capita by Entity					
GA - per member	\$8.95		\$8.95		\$8.95
GA - total	\$53,458		\$48,473		\$46,343
Synod - per member	\$5.50		\$5.50		\$5.50
Synod - total	\$32,852		\$29,788		\$28,479
Presbytery -per member	\$30.65		\$30.65		\$30.65
Presbytery - total	<u>\$183,072</u>		<u>\$166,000</u>		<u>\$158,706</u>
Total - per member	\$45.10		\$45.10		\$45.10
Total	\$269,382		\$244,262		\$233,528
Income					
Per Capita	269,382	239,694	244,262	105,278	233,528
Synod Grant	13,285	10,000	11,957	5,000	9,000
Interest Income	9,000	1,609	1,200	42	200
Other Income	0	1,339	0	47,206	0
Unified Mission Receipts	<u>111,000</u>	<u>74,968</u>	<u>75,000</u>	<u>45,786</u>	<u>75,000</u>
Total Income	402,667	327,610	332,419	203,312	317,728
Expense - Personnel					
EP - Salary	45,000	45,000	45,000	22,500	45,000
EP - Housing Allowance	25,000	25,000	25,000	12,500	25,000
EP - Continuing Educ	3,000	3,458	3,000	1,193	3,000
EP - Expense & Travel	9,000	7,424	7,000	4,957	9,000
EP - Medical & Pension	27,881	27,880	27,881	13,941	27,881
EP - 403(b) Retirement	2,400	2,400	2,400	1,200	2,400
EP - SECA	<u>5,355</u>	<u>5,355</u>	<u>5,355</u>	<u>2,678</u>	<u>5,355</u>
Total EP	<u>117,636</u>	<u>116,517</u>	<u>115,636</u>	<u>58,969</u>	<u>117,636</u>
SC - Salary	16,000	16,000	16,000	8,000	19,000
SC - Continuing Educ	2,000	536	2,000	53	2,000
SC - GA Allowance	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total SC	<u>19,000</u>	<u>16,536</u>	<u>18,000</u>	<u>8,053</u>	<u>21,000</u>
AA - Salary	32,142	32,742	32,624	16,312	33,602
AA - SocSec & Medicare	3,071	3,071	2,496	1,248	2,571
AA - Medical	5,598	5,776	5,800	2,888	5,800
AA - Continuing Educ	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>
Total AA	<u>40,811</u>	<u>41,589</u>	<u>40,920</u>	<u>20,448</u>	<u>43,473</u>

Treasurer - Salary	8,000	8,000	0	0	0
Treasurer - Continuing Educ	<u>2,000</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
Total Treasurer	<u>10,000</u>	<u>8,025</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
Total Expense Personnel	187,447	182,667	174,556	87,470	184,109
Expense - General Assembly & Synod					
Per Capita - GA	53,458	45,484	48,473	0	46,343
Per Capita - Synod	<u>32,851</u>	<u>27,951</u>	<u>29,788</u>	<u>14,894</u>	<u>28,479</u>
Total Expense - GA & Synod	<u>86,309</u>	<u>73,435</u>	<u>78,261</u>	<u>14,894</u>	<u>74,822</u>
Expense - Committees					
Child Care	500	140	500	0	200
Presbytery Council	2,000	66	1,000	0	1,000
Council & Committee Mileage	500	39	0	0	0
Presbytery - Meals	500	560	500	0	500
Strategic Planning	1,000	0	1,000	0	1,000
GA Commissioner Expense	150	0	0	0	0
Moderator Expense	1,500	22	1,500	0	500
Commission on Ministry	2,500	200	750	0	750
Preparation for Ministry	7,000	1,303	3,500	1,000	5,000
Permanent Judicial Committee	1,000	959	500	0	500
Finance & Administration	7,700	1,076	5,700	1,491	6,200
Program & Grants Pool	16,000	17,868	10,000	1,528	10,000
Church Vitality Committee	10,000	3,703	10,000	0	10,000
Mission - GA (3% of receipts)	4,440	1,092	2,250	377	2,250
Mission - Synod (3% of receipts)	4,440	3,112	2,250	784	2,250
Calvin Crest	59,000	59,700	55,000	13,750	55,000
Triennium Expense	6,000	6,000	6,000	0	6,000
Disaster Response Teams	<u>1,500</u>	<u>145</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>
Total Expense - Committees	125,730	95,985	101,450	18,930	102,150
Expense - Operations					
Bookkeeping	0	0	6,000	0	6,000
Office Equipment & Supplies	2,100	3,850	2,100	1,049	2,500
Resources for Churches	200	0	200	0	0
Communication	4,600	5,267	4,600	2,875	5,500
Telephone	2,800	2,470	2,800	1,576	2,800
Postage	200	210	200	53	200
Printed Material	200	76	0	0	0
Pastoral Care	300	0	0	0	0
Administrative Fees	<u>500</u>	<u>514</u>	<u>500</u>	<u>198</u>	<u>500</u>
Total Expense - Operations	10,900	12,387	16,400	5,751	17,500
Total Expense	410,386	364,474	370,667	127,045	378,581
Net Surplus (Deficit)	-7,719	-36,864	-38,248	76,267	-60,853

ATTACHMENT C

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 through the Personnel Committee for constitutional responsibilities. To the presbytery through the Executive Presbyter for administrative and programmatic responsibilities.

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 work collaboratively with the 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. Maintain the records of boundary training that are required by presbytery’s rules.

12. Serve as a resource to those involved in the administrative and judicial disciplinary process of the presbytery in accordance with the Rules of Discipline.
13. Handle all official correspondence on behalf of the presbytery.
14. 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.
15. 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.
16. Be an adviser to presbytery and the moderator on parliamentary procedure. Offer Constitutional opinions and/or rulings related to the presbytery.
17. Provide counsel and support to committees, commissions, task forces, congregations and sessions of the presbytery relative to proper procedures when appropriate or as requested.
18. Fulfill the responsibilities of the corporate office as stated in the bylaws of the presbytery.
19. Maintain a permanent and current record of all governing documents of the presbytery, such as articles of incorporation, amendments to the articles of incorporation, the 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.
20. Serve as secretary of the trustees of the Homestead Presbytery corporation.

EVALUATION: The personnel committee is responsible on behalf of the presbytery, to review and evaluate the stated clerk's work, in consultation with the executive presbyter. A comprehensive review shall be performed during the final year of the term. Reviews shall be in conformance with the **ACCOUNTABILITY** provision of this job description.

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. The stated clerk may be removed from office prior to completion of his or her term of service through the use of the process outlined in G-3.0110 of the Book of Order.

REVISED 10/26/2021