

Presbytery of San Jose

Notice of Stated Meeting

Saturday JANUARY 28, 2012, 9:00 AM

Covenant Presbyterian Church

670 E. Meadow Drive

Palo Alto, CA 94306

650.494.1760

Map and Directions: <http://www.covenantpresbyterian.net/devteam/about-us/directions/>

Childcare by Appointment: Call Covenant Church by January 23 to arrange.

- 9:00: **Moderator:** Presbytery convenes with joyful worship.
- 9:45 **Stated Clerk** John Kelso: Welcome; general information; quorum call; seating of corresponding members; introduction of first time attendees; introduction of host pastor – special information for the day; Approval of the minutes of the November 19, 2011 stated meeting.
- 9:50 **Consent items from committee reports:** COM consent items 1, 2 & 3 (pg. 18)
Presbytery Council Consent item (pg. 20)
- 9:55 **Installation of the Rev. Stephanie Lutz Allen, 2012 Moderator of Presbytery**
- 10:10 **Safe Church:** Jane Odell
- 10:20 **Presbyterian Women** Claudia Hamm
- 10:25 **Nominating**
- 10:30 **Election of General Assembly Commissioners and Youth Advisory Delegate**
- 11:00 **Committee on Ministry** Nan Notor (pg. 18)
- 11:25 **Financial Affairs** (pg. 19)
- 11:35 **Presbytery Council** Charlotte Powers (pg. 20)
- 11:45 **Church Health & Growth** Lyle Schmidt
- 11:55 **Presbytery Advocates** **Peace & Justice:** Geoff Browning
Hunger: Pat Plant
Refugee: Elsa Amboy, Melissa Kreisa
- 12:05 **Stated Clerk** John Kelso (Acknowledgements and Adjournment)
- 12:07 **Lunch**
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Presbytery of San Jose

Minutes of Stated Meeting

November 19, 2011

Westminster PC

9 AM. Host pastor Jack Longley welcomed attendees of this meeting of the Presbytery of San Jose. The Celebration of Worship and Communion was led by the Rev. Longley, with the assistance of Claudia Hamm, the Reverends Judy Joy, Nancy Schell and Tom Coop. Organist Christian Elliott, Pianist Alishan Merjanian, and Guitarist James Robinson provided music.

At 10 AM Moderator Longley convened the meeting, Stated Clerk John Kelso declared that a quorum was present.

Ministers of the Word and Sacrament present

Bartow	Bracey	Harvey	Macway	Purkey	Swanson, E
Smith, K	Breeden	Henry	Masquelier	Rausch	Swanson, N
Spencer	Browning	Hogg	Matusiewicz, S	Rodriguez	Tirone
Steele, E	Bristol	Hyatt	McAnelly	Roberts	Woodsmall
Steele, S	Butziger	Inouye	McCreath	Rowlison	Williams
Swanson, E	Coop	Joy	McHattie	Rausch	
Swanson, N	Daniel	Kelso, j	Moiso	Rodriguez	
Tirone	Duncan	Kelso, P	Martin	Schell	
Woodsmall	Engelmann	Kim, YR	Palmer, B	Smith, K	
Williams	Gibson	Lee, E	Palmer, M	Spencer	
Boles	Gough	Lee, J	Peake, M	Steele, E	
Bowles	Grave	Lewis	Pennington	Steele, S	
	Hammond	Longley			

Ministers of the Word and Sacrament not present

Allen	Gardner	Ignacio	Minerva	Su
Bennett	Garner	Ketsophon	Momrow	Tsai
Boyer	Grover	Kim, D	Nelson Tan	Wilde
Choi, SJ	Hahn	Kim, H	Norman	Winterlin
Crocker		Kim, YH	Pak	Yoo
Doyal	Harrington, N	Kwon	Pak, I	Zuverink
Drescher	Harrington, S	Ladra	Person	
Edwards	Heimanowski	Langdon	Rosales	
Eschen-Pipes	Holmes	Lindstrom	Schmidt	
Granado	Hudson	Lyke	Snedeker	

Honorably Retired Ministers not present

Ahn	Hsieh	Venecia
Bland	Kim, KJ	Wilson
Carr	Kim, SH	
Choi, Y	Koopman	
Coleman	Newcomer	
Dosker	Post	
Erickson	Rawlings	
Hansen	Takarabe	

Elder Commissioners representing their congregations

St. Andrew Young	Morgan Hill Jimenez	Foothill Yarborough	Sters
Carmel	Mt. View	Immanuel	Westhope
Cupertino Prow	Mayflower, PG McCreary	Stone Thorne, A	Leitterman
Felton	Young	Santa Teresa Hills	Treitel
Gilroy Barrentinis	Palo Alto Covenant Bernstein	Elliot	Daesung
Gonzales Rutledge	Palo Alto First Jones	San Jose Trinity Briggs	Watsonville United Morrison
Gamble	Zlatnik	Kuhn	Rogers
Hollister Johnson, J.	Salinas First Bass	Westminster Notor	Westview Day
Los Altos Brown, T	Carlson	San Martin Reif	
Los Gatos Carelli	Lohbesome	Santa Clara Fitch	
Parks	Netzley	Taiwanese-American	
Milpitas Onstat	Lincoln Ave.	Bonny Doon	
Monterey First	Northminster	Santa Cruz First	
El Estero Tachibana	St. Philips Evergreen	Santa Cruz Trinity Stock	
	San Jose First Johnson	Saratoga Schlotzhauer	
	Powers		

Corresponding members: Kathy Runyeon, Presbytery of San Francisco; Rev. David Moore, Presbytery of Long Island

Others present: Jane Odell, Certified Christian Educator; Margie Bowles, Synod Commissioner

Elder Council members: Goertz, Hamm, McCreath, R., Bilstad, Butziger

Former Moderators: Ludwig

Commissioners attending Presbytery for the first time were introduced and welcomed.

The day's **Consent Docket** was approved with the following corrections

Minutes of September 24, 2011 Presbytery meeting: Swanson, E. and Swanson, N. were present. Macway and Peake were not present. Leatham was commissioner for Monterey First. Remove COM item 4 from consent docket to discussion docket.

Financial Affairs consent item (a) approved

a. Recommend that the Lease Agreement between Gonzales Community Church and the Monterey County Office of Education be approved on condition that Safe Church Requirements are added to the lease.

Committee on Ministry consent items approved:

1. Recommend that a position as Chaplain at Elmwood Correctional Center be validated for Jenni Bales, pending a call.
2. Recommend that the work of the Rev. Kent Smith at Soul Work Studio be validated as a ministry of the Presbytery.
3. Recommend that the Rev. Aimee Moiso be approved as a Parish Associate at Stone Church.
4. (Approved with clarification) Recommend that Associate Pastor positions be established at Stone Church, West Valley, and First Monterey.

5. Recommend approval for Ruling Elder Vernon Netzley, First Salinas, to serve Communion as a part of home visitation during 2012..

Presbyterian Women Claudia Hamm

All women are invited to an Epiphany Tea on January 8, 2012.
PW plans a Church-Wide Gathering for 2012.

Nominating David Rodriguez

Part 1. MSP As per the San Jose Presbytery Standing Rules, 10.20: *“These rules may be suspend by a two-thirds vote of those present except when the Form of Government makes other requirements.”*

The Nominating Committee moves that the following sections of the San Jose Presbytery Standing Rules be suspended for the November 19, 2011 meeting:

3.12 The Nominating Committee shall publicize the impending election of Stated Clerk and Treasurer nine months previous to the election.

4.13 After having served a total of 6 years on one committee a member shall be ineligible for reelection to that committee for a period of one year.

4.14 The chair of each committee shall be a minister or elder, shall be elected by the Presbytery for a term of one year, and may be elected for one additional year.

Part 2. Procedure for Nomination and Election of Stated Clerk

MSP 1. The Acting Stated Clerk invited the presbytery to elect Katherine Runyeon, Stated Clerk of San Francisco Presbytery, to be Stated Clerk pro tem and Parliamentarian for the portion of the docket devoted to the Stated Clerk’s election. Kathy Runyeon was seated.

MSP 2. The Nominating Committee nominated the Rev. Edd Breeden to fill the office of Stated Clerk for the class of 2016.

3. The Moderator called for nominations from the floor. MSP the nomination of the Rev. John Kelso.

4. The nominees each spoke to their qualifications to serve as Stated Clerk.

5. The Moderator posed five questions to each nominee.

6. A time of silent prayer and reflection followed.

7. Vote was taken by paper ballot.

109 ballots cast. John Kelso 59; Edd Breeden 50

The Rev. John Kelso was seated as Stated Clerk, with heartfelt thanks to Katherine Runyeon for her services as Clerk Pro Tem.

Part 3. MSP The Nominating Committee nominates the following people to fill the indicated vacancies:

Moderator-Elect Class of 2012

Elder Don Ho Choi

Council Chairperson Class of 2012

Elder Charlotte Powers

Council At-Large

Class of 2012

Rev. Ed Lee

Rev. Kent Smith

Elder Lela Noble

Class of 2013

Elder Charlotte Powers

Committee on Ministry

Class of 2014

Rev. Chris Williams
Rev. Amie Moiso
Elder Erik Khoobyarian
Elder Alice Thorn

Committee on Ministry Chairperson Class of 2012

Elder Nan Notor

Committee on Personnel

Class of 2014

Rev. John Burke

Committee on Personnel Chairperson Class of 2012

Elder Mel Goertz

Committee on Preparation For Ministry

Class of 2012

Rev. Brian Lyke

Class of 2014

Rev. Mark Peake

Rev. Ben Newcomer

Rev. Kim Engelmann

Elder Mimi Young

Committee on Preparation For Ministry Chairperson Class of 2012

(VACANT)

Committee on Financial Affairs

Class of 2012

Elder Ruth McCreath

Class of 2013

(VACANT)

Class of 2014

Rev. Ann McAnelly

Permanent Judicial Commission

Class of 2014

(VACANT)

Class of 2015

(VACANT)

Class of 2016

(VACANT)

Executive Presbyter Joey Lee

Joey presented a meditation on the word "trust" and the various definitions that the word embodies. One cannot manufacture trust; one can only be trustworthy. Trust is built on relationship; any existing gaps in trust must be bridged with respect for one another.

Synod Report Margie Bowles

MSP. PROPOSAL in response to request that Synod decrease the number of commissioners. The Task Force met, the Presbyteries were surveyed through their councils, and the following proposal, shows an overall reduction from 52 to 39 commissioners.

This shows a reduction in commissioners for each presbytery, as well as a shift to 3-year terms for all commissioners. This plan was given the approval of Gradye Parsons, GA Stated Clerk.

Reduction of Synod Commissioners Proposed Plan

10/10/2011

Total Spring 12 Total Spring 13 Total Spring '14 Total Class 12 Class 14

Oct. '11 elect/3yr Oct. '12 elect/3yr Oct. '13 elect/3yr
 Oct '15 Class '15 14+'15 Class '16 14'15'16 Class '17 15'16'17

Boise 2 2 4 1 3 1 4 1 3
 Cascades 3 3 6 2 5 1 5 2 5
 E. Oregon 2 2 4 1 3 1 4 1 3
 Kendall 2 2 4 1 3 1 4 1 3
 Nevada 2 2 4 1 3 1 4 1 3
 Redwoods 2 2 4 1 3 1 4 1 3
 Sacramento 3 3 6 1 4 1 5 2 4
 San Francisco 3 3 6 2 5 1 6 2 5
 San Joaquin 2 2 4 1 3 1 4 1 3
 San Jose 3 3 6 2 5 1 5 1 4
 Stockton 2 2 4 1 3 1 4 1 3
 TOTAL 26 26 52 14 40 11 49 14 39

In order for there to be a balance between teaching and ruling elders overall, as well as male/female balance, the Stated Clerk will ask each presbytery to elect commissioners to a particular category each year.

You will notice a bump UP in Oct. '13, but there is no help for that! Some years will have an increase.

If there are vacancies in a presbytery during this process, depending on which presbytery and where we are in the process, the Stated Clerk will determine whether or not it should be filled, and if so, in what category.

Task Force members: Ruth Hicks, Bob Henley, Jack Schut. Staff: Rob Brink, Linda Toth, Wendy Warner.

Preparation for Ministry Bob Butziger

The committee reports a total of 24 persons in the process of preparing for ministry. CPM recommends that Valerie Weirauch, who has adequately completed all requirements as an Inquirer, be received as a Candidate for Ministry. Following examination from the floor her candidacy for ministry was approved.

Financial Affairs Ruth McCreath

Ruth reports that Synod of the Pacific now has “green” loans available; go to the presbytery website for information.

The Insurance Board has announced a 6.9% increase in insurance rates for 2012 as it attempts to bring insurance valuations on church property closer to assessed values. In addition, 2% will be added to reflect general inflation.

Stone Church has renewed its loan with Synod of the Pacific.

Synod Loan Renewal Forms for Westhope Church were approved to be forwarded to the Synod for action.

1. MSP Recommend that Presbytery approve the building of a Columbarium at Westminster Church in San Jose and accept responsibility for the Columbarium in the event that Westminster Church closes, including the removal of the ashes to another location. Next of kin will be required to sign a release of all claims on the ashes. All permits have been secured by Westminster to build the Columbarium.

2. 2012 Mission Program Budget approved. ♦♦Insert missions budget♦♦

Committee on Ministry David McCreath

1. Cheri Holland was examined for ordination. Her call as Spiritual Care and Bereavement Counselor with the Central Coast Visiting Nurse Association-Hospice, Salinas, was approved. This is a validated ministry.

2. The Rev. David Moore, a candidate for pastor of Union Church, Los Altos, was examined and approved, pending action of the congregation, with the following terms of call: Salary and Housing \$74,400
 Pension and Medical 25,000 (est)
 Utilities Allowance 3,600
 Auto Expense 2,000
 Business Expense 4,000
 Continuing Education 2,000
 SECA Supplement 6,000
 Other Allowances 3,000
 Total \$ 120,000
 Vacation: 1 month (30 days) annually
 Continuing Education per Personnel Manual
 Delegate to COM the responsibility to set a date and appoint persons for the ordination of David Moore as pastor of Union Church, Los Altos. MSP
3. MSP that COM be granted authority to examine and receive the Rev. Bryan Franzen, as a candidate at Westminster Church, San Jose, and pending action of the congregation, the call will become effective January 1, 2012.
4. MSP that the Rev. Jay Bartow be granted the title of Pastor Emeritus, recognizing his ministry as pastor of First Church, Monterey. This action was followed by a liturgy of recognition of honorable retirement.
5. MSP Recommend approval of revised policy ML-1: Minister Members At Large.
6. MSP Recommend approval of revised policy ML-2: Validated Ministries.
7. MSP Recommend approval of revised policy PS-4: Part-Time Pastors.

ML-1 MINISTER MEMBERS-AT-LARGE

Policy Statement

A member-at-large is a teaching elder who has previously been admitted to the presbytery as an active member, and who now without intentional abandonment of the exercise of ministry, is no

longer engaged in a ministry that complies with all the criteria for a validated ministry.

A. The Presbytery of San Jose shall consider requests for “Member-at-Large” status upon recommendation from the Committee on Ministry (COM) and in compliance with the following provisions of the Book of Order.

Section G-11.401b of the Book of Order states that:

A member-at-large is a minister of the Word and Sacrament who has previously been admitted to the presbytery or another presbytery as an active member, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-11.0403. A minister may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry because of family responsibilities or other individual circumstances which presbytery recognizes as important. A member at large shall comply with as many of the criteria in G-11.0403 as possible and shall be encouraged to become a parish associate in a congregation. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of each member-at-large may be granted by the presbytery upon the minister’s application and shall be reviewed annually.

B. Ministers seeking a “Member-at-Large” designation shall submit their request to the Committee on Ministry (COM) for consideration. COM shall consider requests and shall make a recommendation to Presbytery based on the individual circumstances of the individual.

C. At a minimum COM shall consider the following when determining a member-at-large status:

1. Regular attendance at meetings of Presbytery
2. Participation in the work and word of a church congregation designated in the "Formula of Agreement".
3. Participation, when invited, as an active member of a Presbytery standing committee, ad-hoc committee, task force or specific Presbytery function as may be defined by the Presbytery.
4. Respond positively, where appropriate and when invited by the pastor, to serving as a Parish Associate with a particular church of the Presbytery of San Jose (G-14.0525).

Rationale

The designation of member-at-large entitles that individual to maintain active membership status and to take part in the meetings of the presbytery, to speak, vote, and hold office.

A. Those ministers wishing to retain active membership status within the Presbytery of San Jose shall comply with all pertinent portions of the Book of Order in determining active membership status as a member-at-large. (G-11.0401)

B. The Presbytery of San Jose recognizes that there are a variety of circumstances that may prohibit a Minister of the Word from participating in a validated ministry. Such circumstances include but are not limited to:

- Child birth and rearing
- Caregiving

C. The Presbytery, being guided by the Book of Order, takes seriously the specific paragraph G-11.0401(b), which states, "A member at large shall comply with as many of the criteria in G-11.0403 as possible and shall be encouraged to become a parish associate in a congregation." Therefore, the Presbytery of San Jose adopts this Policy for Members at Large.

Responsibilities

Committee on Ministry (COM) Responsibilities

1. COM shall review the status of member-at-large annually using the guidelines in the Book of Order and those in this policy. COM shall determine the dates and times for assessing when an annual review is called for.

a. COM recognizes there are a variety of circumstances that may prohibit a Minister of the Word from participating in a validated ministry, including family responsibilities or other individual circumstances.

b. Additional parameters may be required, and may include but are not limited to requirements for circulating a PIF, participation in counseling or other parameters as deemed appropriate by COM and the Presbytery.

c. Regular attendance at meetings of Presbytery

d. Participation in the work and word of a church congregation designated in the "Formula of Agreement".

e. Participation, when invited, as an active member of a Presbytery standing committee, ad-hoc committee, task force or specific Presbytery function as may be defined by the Presbytery.

f. Respond positively, where appropriate and when invited by the pastor, to serving as a Parish Associate with a particular church of the Presbytery of San Jose.

2. The COM shall report recommended changes in membership status to the Presbytery of San Jose for consideration and action.

3. COM shall provide appropriate counseling to any member-at-large who is unable to take a validated ministry for a three year period.

4. COM shall report to Presbytery the recommended actions for any individual completing their fourth year as a member-at-large.

1. COM shall consider and include in any recommendations to Presbytery the following in requests for a “Member-at-Large” designation:
2. Circumstances of the request
3. Additional parameters beyond those specified in Section I. B may be required. Additional parameters may include but are not limited to requirements for circulating a PIF, participation in counseling or other parameters as deemed appropriate by COM and the Presbytery.
4. COM shall review the status of “Member-at-Large” annually using the guidelines in the Book of Order and those stated above. *Note: COM shall determine the dates and times for assessing when an annual review is called for.*
5. The COM shall report recommended changes in membership status to the Presbytery of San Jose for consideration and action.
6. COM shall provide appropriate counseling to any “Member-at-Large” who is unable to take a validated ministry for a three year period.
7. COM shall report to Presbytery the recommended actions for any individual completing their fourth year as a “Member-at-Large”.

Minister Members at Large Responsibilities

Members at large are expected to:

1. **Regularly attend meetings of Presbytery.**
2. **Participate in the life of a PCUSA congregation.**
3. **Participate, when invited, as an active member of a Presbytery standing committee, ad-hoc committee, task force or specific Presbytery function as may be defined by the Presbytery.**
4. **Respond positively when invited by the pastor to serve as a Parish Associate with a particular church of the Presbytery of San José.**

1. “Members-at-Large” shall be active in the Presbytery as stated in Section I. C.
2. “Members-at-Large” shall be actively involved in the life of a congregation as specified in Section I. C. 2
3. “Members-at-Large” shall inform the Presbytery of their activities as specified in Section I. C. 3

ML-2 VALIDATED MINISTRIES

I. Policy Statement

A teaching elder who is an active member of presbytery may be engaged in a validated ministry within congregations of this presbytery, in a validated ministry in other service to this presbytery, or in a validated ministry in service beyond the jurisdiction of this presbytery. The presbytery shall determine whether a particular work may be helpful to the presbytery’s mission and is a call to a validated ministry of a teaching elder.

All ministers engaged in a “Validated Ministry” within the Presbytery of San Jose shall:

A. Comply with section G-11.403 (a-e) of the Book of Order as thus stated

1. *The ministry of continuing members shall be in demonstrable conformity with the mission of God’s people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church.*
2. *The ministry shall be one that serves others, aids others, and enables the ministries of others.*
3. *The ministry shall give evidence of theologically informed fidelity to God’s Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0402.*

4. *The ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.*
5. *The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.*

B. Conform to the following definitions:

G-11.0408 Validated Ministries

A minister of the Word and Sacrament who is an active member of presbytery may be engaged (1) in a validated ministry within congregations of this church, (2) in a validated ministry in other service of this church, (3) in a validated ministry in service beyond the jurisdiction of this church, or may be (4) honorably retired.

G-11.0409 Service in Congregations of This Church

An active member engaged in a validated ministry within congregations of this church shall serve a particular church or churches as pastor, co-pastor, associate pastor, designated pastor, designated co-pastor, designated associate pastor, stated supply, temporary supply, interim pastor, interim associate pastor, or organizing pastor as provided in G-6.0202, G-14.0501, and G-14.0513. (The Presbytery also recognizes, as appropriate, the services of counselors, consultants and educators.)

G-11.0410 In Other Service of This Church

An active member engaged in a validated ministry in other service of this church shall serve as a staff member of a presbytery, a synod, or the General Assembly of this church or of an organization related to one of these governing bodies; as a minister serving an organization sponsored by two or more denominations, one of which is this church, such as a federated church, a specialized ministry, an administrative office, or an interdenominational agency; as a partner in mission in connection with a church outside the United States of America. Before entering upon such service, the minister shall request and obtain the approval of the presbytery of membership. Changes in the terms of the call or dissolution of the relationship shall be reported to the presbytery.

G-11.4011 In Service Beyond the Jurisdiction of the Church

An active member engaged in a validated ministry in service beyond the jurisdiction of the church may be engaged in a ministerial calling consonant with the mission of the presbytery in an organization, agency, or institution in which this church has no official participation or may serve temporarily as pastor or in some other capacity in another denomination, and may, with the approval of presbytery, accept ministerial membership in that church for the period of such service without forfeiting his or her membership in the Presbyterian Church (U.S.A.) presbytery in which he or she holds membership. Before entering upon such service the minister shall request permission of the presbytery of membership. The committee on ministry of the presbytery shall make a thorough review of the proposed ministerial function and report its recommendations to the presbytery. The committee shall determine and report whether the service complies with all of the criteria enumerated in G-11.0403, without exception. If the presbytery grants the permission requested, such permission shall be subject to review and renewal annually.

1. For "Validated Ministries" falling under G-11.0411 the individual shall provide the Committee on Ministry the following documentation no later than 60 days after the annual review of said individual.

- a. A current Job Description
- b. A current Financial Remuneration Statement including all aspects of the remuneration (income, expense account, housing, pension, health care coverage, etc.).
- c. The individual's Annual Review from their manager/supervising body.

Note: The Presbytery realizes that there are situations where these items may not be available. In those circumstances the individual may request a waiver from the Presbytery (through COM)

of these documents. Granting of a waiver shall require the individual to include in their annual report or by separate document a report addressing items “a” and “b”.

Failure to comply with these requirements shall result in a review of the “Validated Ministry” by the Committee on Ministry (COM) and may result in a recommendation to Presbytery to move the individual to “Inactive Status” or removal from Presbytery membership.

C. Require submission by the individual of an annual report by the end of each February. Failure to submit an Annual Report shall result in a review of the “Validated Ministry” by the Committee on Ministry (COM) and may result in a recommendation to Presbytery to move the individual to “Inactive Status”.

II. Rationale

A presbytery determines the ministers of the Word and Sacrament who are its continuing members. In making this determination the presbytery shall be guided by written criteria for validation of ministries within its bounds.

Section G-11.0403 of the Book of Order states: *A presbytery shall determine the ministers of the Word and Sacrament who shall be its continuing members. In making this determination the presbytery shall be guided by written criteria developed by the presbytery for validation of ministries within its bounds. These criteria shall be based upon the description of the nature of ordained office found in G-6.0100 and G-6.0200...*

Sections G-11.0408 thru 11.0411 provides further guidance regarding what working conditions create a “Validated Ministry”. In addition to the requirement of written criteria, a clear process for loving support and oversight is healthy for the relationship between individuals in “Validated Ministries” and the Presbytery of San Jose. This is especially true for “Ministries” that fall into “Service Beyond the Jurisdiction of the Church” (Section G-11.4011).

It is with this understanding that the Presbytery of San Jose adopts this policy for “Validated Ministries”.

III. Responsibilities

A. Presbytery Responsibilities

1. Presbytery shall be responsible for approving individuals brought to the Presbytery by COM for a validated ministry.

2. The presbytery shall review annually the work of all teaching elders engaged in validated ministries outside the congregation

3. A teaching elder whom the presbytery determines no longer to be engaged in a validated ministry or to fulfill the criteria for membership-at-large, and who is not honorably retired, shall not have voice or vote in meetings of the presbytery, except when the matter under consideration pertains to his or her relationship to the presbytery. Names of such persons shall be reported annually to the presbytery by the stated clerk.

4. If after three years the teaching elder does not meet the criteria for validated ministry or membership-at-large, the presbytery may delete that person’s name from the roll of membership and, upon request of a session, dismiss that person to a congregation.

1. Presbytery shall be responsible for approving and removing individuals for a “Validated Ministry”.

2. Presbytery shall act on recommendations regarding a “Validated Ministry” brought to the Presbytery by COM.

B. Committee on Ministry (COM) Responsibilities

1. COM will review the status of Validated Ministries annually using the guidelines set forth in this policy. COM shall determine the dates and times for assessing within the guidelines of this policy.

2. The COM shall annually make recommendations to the presbytery regarding changes in membership status.

3. COM shall attempt to contact and counsel any individual who does not comply

with the requirements of this policy.

1. COM will review the status of “Validated Ministries” annually using the guidelines set forth in this policy and the Book of Order. Note: COM shall determine the dates and times for assessing within the guidelines of this policy.

The COM shall report recommended changes in membership status to the Presbytery of San Jose for consideration and action.

COM shall attempt to provide appropriate contact and counseling to any individual who does not comply with the requirements of this policy.

2. COM shall report to Presbytery the recommended actions, as specified in I.B.1 and or I.C for any individual not meeting the requirements of these Policy sections.

C. Responsibilities of Individuals with Validated Ministry Designation

1. The individual should demonstrate the following:

a. Regular attendance at meetings of Presbytery

b. Participation in the work and word of a church congregation designated in the “Formula of Agreement”.

c. Participation, when invited, as an active member of a Presbytery standing committee, ad-hoc committee, task force or specific Presbytery function as may be defined by the Presbytery.

d. Respond positively, where appropriate and when invited by the pastor, to serving as a Parish Associate with a particular church of the Presbytery of San Jose.

2. The individual shall submit an annual report to the COM.

3. Give evidence of a quality of life that models the Good News. They shall participate in a congregation, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils.

1. At a minimum COM shall consider the following when determining the status of a “Validated Ministry”.

a. Regular attendance at meetings of Presbytery.

b. Participation in the work and word of a church congregation designated in the “Formula of Agreement”.

c. Participation, when invited, as an active member of a Presbytery standing committee, ad-hoc committee, task force or specific Presbytery function as may be defined by the Presbytery.

d. Respond positively, where appropriate and when invited by the pastor, the serving as a Parish Associate with a particular church of the Presbytery of San Jose (G-14.0525).

2. A person with a “Validated Ministry” designation shall report to Presbytery through COM as specified in Section I.B.1 of this policy.

APPENDIX A- DEFINITIONS

A Validated Ministry within the Presbytery of San Jose shall:

demonstrate conformity with the mission of God’s people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;

serve and aid others, and enable the ministry of others; give evidence of theologically informed fidelity to God’s Word;

be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and

include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA).

Service in congregations of the Presbytery of San José

An active member engaged in a validated ministry within congregations of this presbytery shall serve a particular church or churches as pastor, co-pastor, associate

pastor, designated pastor, designated co-pastor, designated associate pastor, stated supply, temporary supply, interim pastor, interim associate pastor, or organizing pastor. The Presbytery also recognizes, as appropriate, the services of counselors, consultants and educators.

Service within the PC(USA)

An active member engaged in a validated ministry in other service of this church may serve

- as a staff member of a presbytery, a synod, or the General Assembly of this church or of an organization related to one of these governing bodies;*
- as a minister serving an organization sponsored by two or more denominations, one of which is this church, such as a federated church, a specialized ministry, an administrative office, or an interdenominational agency;*
- as a partner in mission in connection with a church outside the United States of America;*
- as a counselor, consultant or educator.*

Before entering upon such service, the minister shall request and obtain the approval of the presbytery of membership. Changes in the terms of the call or dissolution of the relationship shall be reported to the presbytery.

In service beyond the jurisdiction of PC (USA)

An active member in a validated ministry in service beyond the jurisdiction of PC (USA) may

- serve in a ministerial calling consistent with the mission of the presbytery in an organization, agency, or institution in which this church has no official participation, or*
- serve temporarily as pastor or in some other capacity in another denomination, and may, with the approval of presbytery, accept ministerial membership in that church for the period of such service without forfeiting his or her membership in the Presbytery of San José.*

Before entering upon such service the minister shall request permission of the presbytery of membership. The COM of the presbytery shall make a thorough review of the proposed ministerial function and report its recommendations to the presbytery. COM shall determine and report whether the service complies with all of the criteria for such service. If the presbytery grants the permission requested, such permission shall be subject to review and renewal annually.

PS-4 PART-TIME PASTORS

IV. Policy Statement

Employment conditions and benefits for part-time pastors or associate pastors should be consistent with those granted to their full-time counterparts. The only adjustments should be based on the total **working** hours required for the part-time position.

The Presbytery of San Jose requirement for all pastors, full- and part-time, is one month paid vacation, two weeks paid study leave and \$1000 in study leave money. There is no reduction in any part of this required minimum for pastors working part-time.

V. Rationale

A congregation may choose to employ a part-time pastor or associate pastor, and a pastor may desire to work part-time. In order to avoid frustration and disappointment for all parties, congregational and pastoral expectations need to be clearly defined, and congregations and pastors need to fully understand and agree upon the limitations of a part-time pastoral position. ***A combination of what the church can afford, the importance it places on the job, and the needs of the employee determine compensation level.***

VI. Responsibilities

A. Committee on Ministry (COM) Responsibilities

1. Helps PNC, APNC or session define job and **negotiate** hours. (based on 50-hours per week as a full-time position).
2. Provides information on compensation (See Presbytery of San Jose Terms of Call for Pastors, Policy #6 **PS-2**).
3. Approves terms of call for presentation to presbytery.

B. Part-Time Pastor Responsibilities

1. Understands congregation's expectation for position
2. Works with session personnel committee to put in writing a realistic job description with measurable goals.
3. Communicates to congregation as often as needed the time constraints imposed by part-time status.

C. Session Responsibilities

1. Determines terms of call, specifying vacation and study leave time and funds after reviewing Presbytery of San Jose Policy on Terms of Call for Pastors (#6) **PS-2**.
2. Clearly delineates lines of responsibility between members of staff.
3. Works with part-time pastor to create realistic job description with measurable goals.
4. Empowers church personnel committee to monitor adherence to job description/ hours.
5. Provides for an annual job performance review and evaluation of mutually determined goals.

D. Additional Responsibilities/Information

1. **[Content moved to Policy Statement]** The Presbytery of San Jose requirement for all pastors, full- and part-time, is 1 month paid vacation, 2 weeks paid study leave and \$500 in study leave money. There is no reduction in any part of this required minimum for pastors working part-time. A part-time pastor's salary remains the same for vacation and study leave as for "working" time.
2. **[Moved to Rationale]** A combination of what the church can afford, the importance it places on the job, and the needs of the employee determine compensation level. [Deleted] If a church is paying other staff at levels above presbytery minimum, a new part-time pastor may reasonably expect to be compensated at a similar level above the presbytery minimum, after accounting for experience and educational level.

COM ANNUAL REPORT 2011

Parish Associates

George Minerva, Gilroy Robin Winterlin, Christ Community, Milpitas
 Chris Williams, First, Monterey Ben Newcomer, First, Monterey
 Geoff Browning, First, Palo Alto Aimee Moiso, Stone, San Jose
 David McCreath, Stone, San Jose Nancy Harrington, Sunnyvale
 James Bennett, Sunnyvale Stephanie Lutz-Allen, Sunnyvale
 Kathleen Eschen-Pipes, Trinity, Santa Cruz Darrell Yeane, Trinity, Santa Cruz
 Nancy Schell, Westminster, San Jose Charles Lewis, First, Santa Cruz
 Dick Spencer, West Valley, Cupertino

At Large members

James Bennett, Geoff Browning, Douglas Crocker, Kent Drescher,
 Laura Harbert, James Edwards, Kathleen Eschen-Pipes, Thomas Gardner,
 Diana Gibson, Shari Grover, Duncan Hanson, Walter Hudson, Judy Joy,
 Andy Yoo, David Kim, Han Ho Kim, Peter Kim, Rebecca Kuiken, Keith Lindstrom, Brian Lyke,
 Bruce Menser, George Minerva, Aimee Moiso, Jim Nelson,

Karla Norton, Brian Person, Kent Smith, Ralph Su, Andrew Tsai, Chris Williams, Robin Winterlin, Sung Kim, Stella Matusiewicz

Validated Ministries

Richard Adams, James Bennett, James Edward, Mike Garner, Duncan Hanson, Laura Harbert, John Kelso, Paula Kelso, Han Ho Kim, Peter Kim, Rebecca Kuiken, Ralph Lewis, Bruce Menser, Aimee Moiso, Steve Norman, Karla Norton, Brian Person, Ralph Su, Andrew Tsai, Kent Smith, Chris Williams

Formula of Agreement Churches

Steve Norman, to Reformed Church in America
Don Hammond, Trinity, San Jose, from Reformed Church in America

Pastors Installed

Don Hammond, Trinity, San Jose; Anne McAnelly, St Andrew, Aptos;
Evie Macway, Trinity, Santa Cruz; Craig Roberts, El Estero, Monterey
Dan Hoffman, Westview, Watsonville; Mike Hogg, Hollister;
David Rodriguez, Mayflower, Pacific Grove

Transitional Pastors

Bob Bowles, Interim, Presbyterian Church of Los Gatos
Edd Breeden, Designated, San Martin
John Burke, Stated Supply, Bonny Doon
Jack Longley, Interim, Westminster, San Jose
Ron McHattie, Temporary Supply, Union, Los Altos
Bruce Rowlinson, Stated Supply, United, Watsonville
Nancy Harrington, Stated Supply, Evergreen, San Jose

Designated Pastors

Edd Breeden, San Martin; Sharon Hare, First, San Jose

Calls extended in 2011

Dan Hoffman, from Temporary Supply to Installed Pastor, Westview, Watsonville
Evie Macway, from Temporary Supply to Installed Pastor, Trinity, Santa Cruz
David Rodriguez, from Designated to Installed Pastor, Mayflower, Pacific Grove
Mike Hogg, Hollister; Anne McAnelly, St Andrew, Aptos
Craig Roberts, El Estero, Monterey; Hsien Chang Lai, Taiwanese-American, San Jose
David Moore, Union, Los Altos (pending)
Bryan Franzen, Westminster, San Jose (pending)

Pastors received in 2011

Hsien Chang Lai, from Presbyterian Church of Taiwan
Mike Hogg, from Presbytery of South Louisiana
Craig Roberts, from Presbytery of Cascades
Anne McAnelly, from Presbytery of Long Island
Don Hammond, from Reformed Church of America

Positions closed in 2011

Associate Pastor, First, Salinas

Positions established in 2011

Stone, San Jose, Associate Pastor
First, Monterey, Associate Pastor
West Valley, Cupertino, Associate Pastor

Pastors removed from the Rolls

Tim Carlson

Pastors dismissed in 2011

Daryl Bush, to Presbytery of New Harmony

Dissolved relationships

Daryl Bush, First, Salinas

Stella Matusiewicz, Westminster, San Jose

Commissioned Lay Pastors

Kittipong Ketsophon, Thai Fellowship, San Jose

Dan Kimball, Vintage Faith, Santa Cruz

Josh Fox, Vintage Faith, Santa Cruz

Pastors granted H.R. status in 2011

Jay Bartow

Congregations closed in 2011

Immanuel, San Jose

Vacancies at the end of 2011

United, Watsonville

Los Gatos

Union, Los Altos

Westminster, San Jose

Policies reviewed/created

Policy 6: Terms of Call

Policy 8: Members At Large

Policy 16: Part-time Pastors

Policy 27: Validated Ministries

Sponsored events

Luncheon for retired clergy and spouses

Sabbaticals approved in 2011

Rob Martin, First, Palo Alto

Honorably Retired Minister Members

Dong Sung Ahn Jay Bartow

Byron Bland Bob Bowles

Dale Bracey Bob Butziger

Thomas Carr Samuel Choi

Bruce Coleman Richard Dosker

George Erickson Bill Harvey

Stephen Hsieh Travis Hyatt

Lemuel Ignacio Stephen Jenks

Young Han Kim Peter Koopman

Young Bai Kwon Charles Lewis

Paul Masquelier David McCreath

Maurice Mitchell Edward Momrow

Ben Newcomer Marge Palmer

Bill Palmer Clifford Post

Charles Rawlings Bruce Rowlison

Elmer Roy Dick Solis

Dick Spencer Nan Swanson

Hei Takarabe Fred Venecia

George Wilson Darrell Yeane

Jack Longley David Zuerink

Nancy Schell Tiat Han Tan

Kyung Kim

Presbytery Council

Ed Lee

Information item: The Council elected David Rodriguez to serve as the Overture Advocate at the 2012 General Assembly for the overture proposed by Mayflower Church and adopted by the

Presbytery at the September 24, 2011 Presbytery Meeting. The Council further approved payment of expenses for his attendance at the General Assembly.

Action Items: Approved

1. The Council recommends suspension of the Standing Rules of the Presbytery to allow the election of Ruth McCreath to an additional term as a member of the Financial Affairs Committee.
2. The Council recommends the suspension of the Standing Rules of Presbytery to all the election of Mel Goetz as Chairman of the Personnel Committee.
3. The Council recommends the suspension of the Standing Rules to allow for the waiver of the nine month notice provision for election of a Stated Clerk of Presbytery.
4. The Council recommends the election of David Rodriguez to serve as chair of the Nominating Committee for 2012.
5. The Council recommends the adoption of the Proposed Policy on Gracious Dismissal which was presented for a first reading at the September 24 meeting of the Presbytery.

Moderator Jack Longley appreciates the year of serving as Moderator of the Presbytery of San Jose.

Stated Clerk John Kelso is honored to serve as Stated Clerk. Congratulations to Valerie Weirauch on being received as a Candidate for Ministry. It is with appreciation for his service that we congratulate Jay Bartow on being granted title of Pastor Emeritus. We welcome Cheri Holland and David Moore to the Presbytery of San Jose. We thank Westminster PC for graciously hosting the meeting and preparing the luncheon for the day. The meeting was adjourned with prayer by Moderator Longley at 1:03 PM.

Presbytery of San José
Committee on Ministry
January 28, 2012

Information Items:

1. Special thanks to those members leaving the Committee on Ministry at the end of 2011. Gene Burk, Gary Lee and Dennis Woodsmall have given valuable service to the Committee and to the Presbytery.
2. The Committee also welcomed new members Aimee Moiso and Chris Williams.
3. Watsonville United has formed a PNC.
4. The next meeting of the Committee on Ministry will be February 13th, beginning at 6:30pm, at the Presbyterian Church of Los Gatos.
5. The Committee examined Rev. Bryan Franzen and received him into the Presbytery on December 12th, 2011, in order that he accept a call to Westminster, San Jose effective January 1st, 2012.

Items for Consent Docket:

1. Recommend renewal of contract for Rev. Nancy Harrington as Stated Supply, Evergreen, for a period of one year.
2. Recommend approval of installation commission for Rev. David Moore at Los Altos Union on January 22nd at 6 PM. Teaching elders: Rev. Stephanie Lutz-Allen (Moderator of Commission), Rev. Judy Joy, Rev. Mike Garner, Rev. John Bristol, Rev. Shari Grover, Rev. Lyle Schmidt, Rev. Ellen Steele, Rev. Steve Steele. Ruling elders: Don Choi, Ted Brown, Gloria Wallen-Mendez.
3. Recommend approval of ordination and installation commission for Cheri Holland consisting of Rev. Stephanie Lutz-Allen (Moderator of Commission), Rev. Dan Hoffman, Rev. Ed Lee, Rev. Mark Peake, Rev. Laura Harbert, Rev. Chris Williams, Elder Diane Mio, Elder Wayne Hughes, Elder Bill Webb, and Elder Lynn Viale. The service of ordination and installation will be held February 12th, 2012 at First Presbyterian Church, Monterey.

Actions Items for Debate:

1. At the request of Christ Community Church Milpitas, recommend Committee on Ministry be granted permission on February 13th to exam and receive their candidate preaching for a call on February 12th, 2012.
2. Recommend concurring with the congregation of Christ Community Church Milpitas to approve the honorable retirement of Rev John Bristol after 37 years of service to that congregation, effective January 31st, 2012.

Presbytery of San Jose
Committee on Financial Affairs
January 27, 2012

Information Items:

The Kaleidoscope Stewardship Conference will be held March 12-14, 2012 in Charlotte, North Carolina. **Scholarships for the Registration** Fee of \$240 (which includes all meals at the conference) are being given to attend the conference. Recipients are responsible for their airfare and hotel costs. Pick up the **Registration Form at this Presbytery Meeting. Deadline is February 8, 2012.**

A lease between **San Jose, First Church** and **Northern California Presbyterian Homes** has been approved for three years to provide four (4) parking places for NCPHS staff when conducting business at Town Park Towers which is adjacent to San Jose, First Church.

A lease between **Daesung Presbyterian Church** and **Joyful Korean School** has been approved for two years to lease up to nine rooms to teach the Korean Language for school aged children and/or younger ones.

A lease between **San Martin Presbyterian Church** and **Pastor Sang Hee Yoon of the Korean Evangelical Church of San Jose** for one year, to provide office and library purposes in a modular building on the back of the property of San Martin Presbyterian Church.

Presbytery of San José

Presbytery Council

January 28, 2012

Information Items:

1. Council met at Westminster Church, San Jose on January 12, 2012
2. Council approved a stipend in gratitude to John Lococo for his faithful service which will appear as a line item in the program budget and be reviewed annually.
3. Council appointed a task group to discuss plans for continuing and expanding theologically inclusive discussions within the presbytery about the divisive issues in the PC(USA).
4. The Rev. Ed Lee was confirmed as a member of the Polity and Government Subcommittee

Items for Consent Docket:

1. Recommend that the Rev. Sarah Weisinger (nee Glass) be authorized to conduct a wedding within the bounds of San Jose Presbytery on February 29th 2012.

Actions Items for Debate:

None