

Committee on Ministry
Report to the Presbytery of San José
April 1, 2017

Action

Recommend to approve request of Session of San Martín Presbyterian Church to declare an exception to the rule requiring a church to have three (3) equally balanced Session classes. (The church has been unable to elect more than two (2) elders to serve.

Information

COM sponsored a retreat for active and retired ministers in the presbytery at St. Francis Retreat in San Juan Bautista, held from afternoon Monday, March 27 to afternoon Tuesday, March 28. As of this writing, 21 ministers were signed up to attend. COM is grateful for the financial support of the presbytery, making the event so affordable.

The Stone Church of Willow Glen has elected a PNC, which is in the process of writing the Mission Information Form to submit as its next step in the pastor search process.

Sunnyvale Presbyterian Church has scheduled the last weekend in April for their chosen candidate to be examined for admission to membership in San José Presbytery, and to preach during worship, followed by a meeting of the congregation to vote on the call to Pastor/Head of Staff.

Due to a desire to increase efforts to establish and maintain healthy relationships between the COM/Presbytery and Congregations (Pastors and Sessions), the COM is requesting that the Nominating Committee seek three (3) additional members to serve on the committee, which currently is at 12 members. The request is made in the hope that nominees will be particularly skilled in and drawn to this type of service in the church.

The contract for service as Transitional Pastor between the Rev. Ted Esaki and El Estero Presbyterian Church in Monterey was approved for the year of 2017, with a minor change in terms to reflect a shift in the distribution percentage of housing allowance and salary.

The Meridian Way Property Task Force, a group of persons selected from affected and or/interested committees/task forces of the Presbytery in the matter of determining use of the property formerly occupied by Onnuri Church, has held one organizational meeting via phone conference. A meeting is called for March 30 in order to hear from groups which are interested in using the property for their purposes of ministry.

The Rev. Paula Kelso
Chair

Presbytery Council Meeting Minutes March 16, 2017

The meeting opened with devotion and prayer by Irene Pak Lee at 6:45.

Announcements:

- Zephyr Experience, June 25-30, 2017
- PW Literacy Forum, March 25, 2017
- Mission and Outreach Task Force presentation at the next presbytery meeting.
- "World Behind the Headlines" event at First Presbyterian Church, Mountain View, March 25, 2017. Sponsored by First, Mountain View and Peace and Justice Task Force.
- Safe Church Training at Gilroy on Saturday, March 18, 2017.
- John Kelso will be out of town most of the week of the week of March 20 at the semi-annual Stated Clerks' meeting.

Carol Holsinger, chair of the Polity & Government sub-committee detailed the work of the sub-committee in regard to the statistical reports and the reading of Session minutes.

David McCreath reported that the nominating committee has secured a sub-committee to act as the search committee for the Stated Clerk and the Presbytery Treasurer

The Committee discussed the Stated Clerk's job description and after several amendments voted to approve it for use by the Personnel Committee.

The Rev. Anne McAnelley presented the document "**Ministry Funding Request Criteria and Application Form,**" for Council approval. The Council voted to approve the document and to ask Financial Affairs to present it to the presbytery.

It was moved and voted to ask the Executive Presbyter and the the Stated clerk to develop a position paper for the presbytery on the issues of human rights the US Constitution and Christian duty facing our nation.

The meeting was adjourned with prayer at 9:05 PM

**Conclusions from the Report to the Presbytery from the Staffing Task Force
February 4, 2017, April 1, 2017**

- 1. If the Presbytery is to implement “The Vision of the Presbytery and Work Plan” approved at the August 2016 Council meeting, it requires a continuation of the current staff positions: a full-time Executive Presbyter, a half-time Stated Clerk, a part-time Treasurer, a full-time office administrator, and a part-time accountant.**

In the recent past, the Presbytery had both an Associate Presbytery Executive and a second office administrator; we have already made significant reductions in staffing. The Plan assumes initiatives in expanding connections, creating and sharing resources, and strengthening ministries that will require the leadership of the Executive Presbyter. The responsibilities of the Stated Clerk minimally defined in the Book of Order continue. The Presbytery’s financial health demands the skills of both a Treasurer and an Accountant. A full-time Office Administrator is essential to the functioning of the Presbytery office and its responsibilities and activities. Revised position descriptions identify the range of responsibilities assigned to the called/elected staff.

It is our understanding that Presbytery finances will be adequate to provide the necessary support for all the staff positions. We suggest that the current use of “advocates” provides a model for additional consultants who could be paid for specific short-term assignments from funds available from earnings from the Dismissal Monies.

- 2. We need better coordination of the staff’s activities, which requires the Executive Presbyter to be explicitly identified as head of all the staff, with the necessary exception of the ecclesiastic functions specified for the stated Clerk in the Book of Order.**

We are convinced that having the three called/elected staff reporting directly to the Personnel (or any other) Committee as autonomous officers simply does not work. The Presbytery needs to have someone on the scene who can assure that actions are coordinated, appropriate, and effective; that someone is obviously the Executive Presbyter. We do not think that the problems with coordination result simply from the particular people who currently fill the positions; we think there is a structural problem that would create difficulty whoever fills the positions. We believe concerns about particular responsibilities specified for the Stated Clerk are adequately taken care of by the exception stated. Thus we propose amendments to the Standing Rules that will clarify this role for the Executive Presbyter and the corresponding change in the reporting structure for the Stated Clerk and Treasurer. We have also included this structural change in the revised position descriptions.

- 3. We need greater clarity re: the specific responsibilities assigned to particular staff members and committees, which requires revision not only of position descriptions but also, in some instances, of the Standing Rules.**

Specifically, we propose a revision of the Standing Rules identifying the additional responsibilities of the Personnel Committee; we also recommend changes to the responsibilities of the Nominating Committee.

- 4. The Standing Rules currently stipulate that the Personnel Committee is to “provide oversight for and support of all staff employed by the Presbytery in accordance with the personnel policies of the Synod of the Pacific,” yet only the Executive Presbyter and the office**

administrator are currently part of the Synod’s personnel plan, and not all parts of the Synod’s plan seem applicable and pertinent for the remaining staff.

We have tasked a small committee either to propose a modification of the Synod’s plan or to propose a new personnel policy that will codify terms of employment for the Stated Clerk, Treasurer, and Accountant.

- 5. The Standing Rules now distinguish between procedures for the election of the Executive Presbyter for an indefinite term, which require the appointment of a search committee nominated by the Nominating Committee and elected by the Presbytery, and those for the election of the Stated Clerk and the Treasurer for 5-year terms, which are limited to the Nominating Committee’s publicizing “the impending election of Stated Clerk and Treasurer nine months previous to the election” and subsequently making nominations for those two positions. We believe that the second set of procedures needs further elaboration.**

The Synod’s Personnel Policy, 8.5.2.1, states that “Advertising of available positions for called/elected staff shall be, for a minimum period of sixty days for regular staff, and thirty days for interim staff, in appropriate journals and other publications and posted on web sites, including those of national and regional governing bodies and related organizations.” While both the non-full-time nature of these positions and the desire for familiarity with the Presbytery may make national advertisement unnecessary, we recommend that the Nominating Committee both engage in regional advertisement and consult with members of committees that work directly with those in the two positions. We see no need for the position vacancy to be announced nine months in advance of the end of the term, which is normally at the end of December with election at the November meeting. This, too, will require modification of the Standing Rules. The proposed personnel policy should also deal with search procedures in greater detail.

Members of the Task Force: Lela Noble and Lyle Schmidt (Personnel Committee); Evie Macway (Chair of Council); Marcia Ludwig (Polity and Government); Ruth McCreath (Finance); Lynn Viale (At Large)

The text of the complete report is available on the Presbytery website as a part of the docket for the February 4, 2017 Presbytery meeting.

FINANACIAL AFFAIRS
 REPORT TO PRESBYTERY
 April 1, 2017

Information Items:

1. Generosity Training Friday August 25 for pastors addressing Stewardship
 Saturday August 26 clergy and lay invited to explore vital stewardship ideas.
2. The Annual Treasurer’s Training in March was well attended and we even had a person come from Minnesota to participate.
3. New Online Data System at the Presbytery- Edd Breeden

Action Items:

1. Motion to approve a 5 year renewal lease between Covenant Presbyterian Church with Covenant Children’s Center.
2. Motion to approve contract agreements between Foothill Presbyterian Church and Solar City for the lease and purchase of solar panels.
3. Presbytery Financial Summary - Treasurer Edd Breeden
4. Financial Affairs recommends that the Peace and Justice motion for \$25,000 emergency grant funding not be approved.

The Peace and Justice Task Force moves that the Presbytery make an Emergency Grant to the Peace and Justice Task Force of \$25,000 in support of its Urgent Response Programs of education, theological reflection and strategic development.

Proposed Expenditures Categories

Experts and legal consultation on immigration and sanctuary	\$5,000
Seminary and University Faculty for forums and seminars for local congregations on racism, global and domestic inequality, mass incarceration, violence, and war	8,000
"Peace Church" education and consultation	2,000
Interfaith Relations	7,000
Production Costs for 3 performances of Mary/Maryam	
Total cost each: \$4750 x 3 = \$14,250	
Less 50% local contribution = \$7,125	
Bay Area-wide Chatauqua-style Faith and World Institute planning process	<u>3,000</u>
TOTAL	\$25,000



The Presbytery of San Jose's

Ministry Funding Request Criteria and Application Form

Presbytery Vision Statement

Helping PCUSA Pastors and Congregations in the greater San Jose area do the work of God's kingdom with connections, resources, ministries (assistance) and hope.

- Connecting congregations to the needs of people in our neighborhoods. Matt. 22:37-40
- Resourcing congregations for greater effectiveness. Isa. 43:19-21
- Mobilize (Assisting) relationships between Teaching and Ruling Elders within our bounds so they can work together for the greater good of the Kingdom of God. Rom. 12:9-19: Phil. 2:13
- Encouraging creative mission efforts amongst our congregations and leaders to explore new ways to bring the love of Jesus Christ to the world. Jer. 29:11-13

"Ministry Funding" Description:

Encourage efforts to explore new ways to bring the love of Jesus Christ to our community and world. The Presbytery has set aside monies to distribute each year for projects that encourage congregations and elders to connect with one another to serve our community, renew our churches and develop relationships that will serve the greater good of the Kingdom of God. These funds are available beginning in January of 2017 for all PCUSA elders and congregations within the bounds of the Presbytery of San Jose through an application process.

Ministry Funding Grant Guidelines:

Guidelines for both application requirements and approval criteria are as follows:

1. The funds will be available in two sweeping categories; Congregational Growth and Community Mission.
 - a. Congregational Growth would encompass any program or project that helps congregations within the Presbytery develop programs that assist in the revitalization of their church in some way.
 - b. Community Mission would encompass any program or project that helps further the service of our churches to meet the physical, spiritual, social, or emotional needs of our greater San Jose community.
2. Following the vision statement of the Presbytery the requesting group should be:
 - a. More than one congregation for a "Connection" type project.
 - b. A single congregation for a "Resource" type project.
 - c. An elder, either teaching or ruling, for a "Mobilize (assist)" project.
 - d. Note that the Vision Statement encourages creativity amongst our congregations and leaders to explore new ways to bring the love of Jesus Christ to the world.
3. Project funding in a given year will be limited to the allocated budgeted amounts for funding in the current year. A project can reapply in successive years but awarding is subject to current year requests and monies available. .
 - a. "Connection" projects, defined as projects which are being worked on by representatives of two or more PCUSA congregations within the Presbytery of San Jose will receive a maximum of \$6,000 in one year.
 - b. "Resource" projects, defined as projects which are being worked on by representatives of one PCUSA congregation within the Presbytery of San Jose will receive a maximum of \$2,500 in one year.

- c. "Mobilize (Assist)" projects, defined as projects which are being worked on by an individual elder, either Teaching or Ruling of a PCUSA congregation within the Presbytery of San Jose will receive a maximum of \$500 in one year.
- 4. The proposed or existing project should be shown to meet the following goals:
 - a. It helps to further the Kingdom of God.
 - b. It helps the San Jose Presbytery further some aspect of its vision statement.
 - c. It has the potential of becoming self-supporting or is a one-time effort.
 - d. It has the backing of at least one session, even if it is a "mobilize" project of an elder.

Grant Award Process:

1. Applicant Session should process their application, and submit it to the Presbytery Office: attention Accountant.
2. Application forms are reviewed by the Presbytery Accountant for completeness, and then forwarded to the appropriate Committee or Task Force for evaluation and determination if any funding award is to be made.
3. Notification to applicant will be delivered within a reasonable timeframe following the Deadline for applications, which will occur on April 15 and September 15 of each year. Each application will be reviewed in the order received. Projects approved and the amount of the awarded grant will be at the recommendation of the Committee or Task Force with the approval of the Council.
4. Presbytery staff Accountant will inform the applicant Session of the Council's approval and distribution of funding for approved applications.
5. All Sessions awarded a grant will send to the Council through the Presbytery Staff a written report of the use of the money, the results of the project, and some evaluation of the value and benefit of the project.

Instructions To Applicant:

The Applicant must complete and file this form with the Presbytery office:

The Presbytery of San Jose, Funding Request
888 N. First Street, Suite 320, San Jose, CA 95112

Please supply all requested information and any attachments you feel might help us in making this decision.

Project (working) name: _____

Project date: When did/will the project begin? _____ **What is the projected end?** _____

_____ **Congregational Growth project** _____ **Community Mission project**

Project type: _____ **"Connections" max \$ 6,000** _____ **"Resource" max \$ 2,500** _____ **"Mobilize" max \$ 500**

Project Summary: (please provide a maximum of ten-line project summary: including the identified need, the proposed actions to be taken, who you will be working with, and how you believe this project will further the vision of the Presbytery of San Jose. If this is a request for funding of an existing project, please include information on the effectiveness of the project in the past.)

Project Location: _____

Sponsoring Contact: _____

Sponsoring Address: _____

Sponsoring Phone Number: _____ **Email address:** _____

Amount Requested: \$ _____ **Total Annual Cost of the Project:** _____

Has this project ever received a Vision Grant or New Worshipping Communities grant? _____ **When?**

Please include a copy of your anticipated budget if applicable.

Approval and Endorsement Signature of the application:

I certify that this application has been reviewed and endorsed by the Session of this church and understands this funding request, that the information contained herein is true and correct and that the Applicant agrees to the terms and conditions of this Fund request. Further, Session of the Applicant certifies that all project funds shall be used for the purpose(s) described in this application and that any excess funds shall be returned to the Presbytery. Session will submit a report at the end of this grant period summarizing our experience.

Signature of Clerk of Session: _____ **Date:** _____

Title: Clerk of Session of _____ Presbyterian Church

Printed Name: _____

If Application is for a "Connection" project a second church must be involved and another clerk must sign:

Signature of Clerk of Session: _____ **Date:** _____

Title: Clerk of Session of _____ Presbyterian Church

Printed Name: _____

Presbytery Ministry Funding Request Criteria Presbytery of San Jose

1.0 Definition and Purpose

- 1.1. The Ministry Funding Request is a source of financial assistance for projects of elders and churches that seek to further the vision of the Presbytery of San Jose and the Kingdom of God.
 - 1.1.1. These funds come in the form of grants to Sessions who will oversee the use of these funds for the purpose distributed.
 - 1.1.2. Any funds distributed to the Session and not used for the purpose of the project applied for will be returned to the Presbytery.
 - 1.1.3. The amount of the grant will be determined by the type of the project, the available funds and the awarding decision by the Council.
 - 1.1.4. Any project will not receive more than one grant per year. No grants will be awarded for more than one year. However, a Session can apply in successive years.
- 1.2. The Ministry Funding is sourced from monies received by the Presbytery of San Jose from churches who have been dismissed to other denominations through the Gracious Dismissal Process.
 - 1.2.1. The Dismissal monies have been divided by Council into three equal portions to help fund the Presbytery of San Jose's Stability, Congregational Growth and Community Mission.
 - 1.2.1.1. The third of the monies invested for Stability will use up to 4% per year for additional "per capita" support of the Presbytery's operation.
 - 1.2.1.2. The third of the monies invested for Congregational Growth will use up to 4% per year for projects that help congregations within the Presbytery develop programs that will help in the revitalization of their church in some way.
 - 1.2.1.3. The third of the monies invested for Community Mission will use up to 4% per year for projects that help further the service of our churches to meet the physical, spiritual, social, or emotional needs of our greater San Jose community.
 - 1.2.2. The Council desires to have these monies for Congregational Growth and Community Mission distributed to our congregations primarily for new and innovative projects which explore new ways to bring the love of Jesus Christ to the world.
 - 1.2.3. Each year the Council will assess the value of the Dismissal Funds available and determine within the budgeting process how much money will be allocated to projects for the coming budget year.
 - 1.2.4. These special project funds may not be available in all years.
- 1.3. The types and amount of funding depend on the project and the group requesting funding.
 - 1.3.1. Either Congregational Growth and Renewal Projects and Community Mission Projects can be organized and funded in one of the following three ways:
 - 1.3.1.1. A group of two or more PCUSA congregations within the Presbytery of San Jose can join together to develop a project and receive up to \$6,000 to help them with their efforts.
 - 1.3.1.2. A single PCUSA congregation within the Presbytery of San Jose can apply for funding of a project and receive up to \$2,500 to help them with their efforts.
 - 1.3.1.3. An elder, either Teaching or Ruling, working under the efforts of a PCUSA congregation within the Presbytery of San Jose can apply for funding of a project and receive up to \$500 to help them with their efforts.
 - 1.3.2. All applications must be approved by a Session of a PCUSA congregation within the Presbytery of San Jose and signed by their Stated Clerk.

- 1.3.3. All grants are issued in the year approved, limited to funds available and awards already given in that year. . Any project may submit an application for funding in successive years but should know that past awards will be taken into consideration.

2.0 Eligibility for the Presbytery Ministry Funding

- 2.1 Applicant must be a member Church of the Presbytery of San Jose, and
- 2.2 Complete all portions of the required application form.
- 2.3 Council may determine that the Application is better directed to other sources of funding, either outside the Presbytery (Synod or GA), or inside the Presbytery (Scholarships, Vision Grants, emergency assistance, etc.)

3.2 Completing the Application for a Presbytery Ministry Funding Project

- 3.1 Applications should be filed with the Office of the Presbytery of San Jose: attention Accountant.
- 3.2 The application form will present:
 - 3.2.1 Administrative information for the requesting Session,
 - 3.2.2 A full description of the nature of the project,
 - 3.2.3 An estimate of the total costs of the project, both current costs and future costs, if known,
 - 3.2.4 The description of the need for the project and actions to be taken.
 - 3.2.5 A brief outline of alternative funding sources being considered, and
 - 3.2.6 Certification of the accuracy of information submitted within the application.
- 3.3 The application shall also designate a point of contact for the project, for coordination with Presbytery of San Jose.
 - 3.3.1 Contact information must include email address and day time telephone.

4.0 Processing

- 4.1 The requesting Session will send the completed application to the Presbytery office, attention (Accountant) "Presbytery Ministry Funding".
- 4.2 Applications will be due before April 15 or September 15 of each year and will be sent to the appropriate Committee or Task Force for processing.
- 4.3 The appropriate Committee or Task Force will review and make a recommendation to Council for funding. The decision of Council will be communicated to the Session in a timely manner.
- 4.4 The response to the requesting Session may range from approval, to a request for additional information, to disapproval of the request.

5.0 Presbytery Ministry Funding Planning and Administration

- 5.1 During the annual budgeting cycle of the Presbytery of San Jose, the Financial Affairs Committee shall determine the amount of funding available in the coming year.
 - 5.1.1 Amount will be determined based upon the value of the underlying funds.
- 5.2 Considerations shall include:
 - 5.2.1 The current year market fluctuations.
 - 5.2.2 The next calendar year's proposed Presbytery budget and needs.
 - 5.2.3 The status / health of investment funds within the current year plan, and projected results of investment income for the current and next calendar years.
- 5.3 Any funds remaining unallocated in the current operating year PMF pool, shall be rolled over to the following year's budget as additional money available for projects.
- 5.4 If at any time during the operating year, the financial health of Presbytery, or the market suggests strong indications of such deterioration of financial health, Financial Affairs Committee may recommend Council terminate PMF Grants availability for a time.
- 5.5 Notice to Churches within the Presbytery of San Jose, of the PMF Grant program, availability of funds and any changes to the program or funded amounts available, shall be made regularly as long as monies are available in any current year.

- 5.5.1 Notification documentation shall be distributed to individual churches by the same procedures as other routine notifications.
- 5.6 Council reserves the right to amend or revise this program as they determine necessary or beneficial to the overall working and vision of the Presbytery of San Jose.

Mission and Outreach Task Force
Presbytery of San Jose
Annual Report for 2016

Members for 2016: Rev. Margaret Boles, Chair, Hanafi Tanojo, Rev. Joe Sohn, Natalia Tanojo, Pat Plant, Greg Plant, Judi Johnson, Olga Enciso Smith, Ryan Althaus, Joey Lee, Ex-Officio

We began our work in 2015 with these goals:

1. Engage in sustaining relationships with local and international partners
2. Educate and resource congregations in the Presbytery of San Jose in understanding what it means to walk with our brothers and sisters in faith in communities that are vastly different from our own and to encourage multicultural presence and awareness within our presbytery.
3. Provide experiential/hands on opportunities to go and see what God is doing beyond our comfort zone, equipping God's Children to serve in local and global communities.

In 2016 we worked toward our goals in a variety of ways:

- Developed and conducted a survey for congregations in our presbytery, asking about existing partnerships and about hopes for mission and outreach opportunities and we received results from numerous congregations.
- Planned a presbytery mission trip to Indonesia
Seventeen participants from our presbytery traveled to Indonesia this past summer with several purposes:
 1. Learning about the mission and ministries of our Christian brothers and sisters in Christ in Indonesia
 2. Walking with PCUSA Mission Co Workers Don and Sook Choi
 3. Meeting with members of the Muslim community.
 4. Explore the possibility of establishing a long term relationship between the Presbytery of San Jose and an Indonesian Christian mission partner. GKI (Indonesian Christian Church) and The Communion of Churches in Indonesia (CCI).

The experience was rich and rewarding. New friendships were formed within our own group as well as with our new friends in Indonesia. We continue to connect through email and Facebook and suggest that we encourage and support a delegation from Indonesia to visit our presbytery sometime in the near future.

- Developed and maintained a web page on the presbytery website
- Sponsored a Round Table Luncheon and Discussion for interested congregations to share mission and outreach activities. This first luncheon was well attended with seven congregations participating. There was great energy around the table with interest expressed to join together in projects and several suggestions for our webpage.
- Gave formal reports at two presbytery meetings

EXPENSES FOR 2016

Mission Trip to Indonesia	\$544.15
Round Table Discussion and Luncheon	\$193.29

In 2017 we plan to continue developing our original goals and we will welcome Pam Siu as a new member of our team.

Respectfully Submitted, Margaret Boles

Action Item

1. Proposed changes to the Standing Rules of the Presbytery of San Jose were included in the 2017-02-04 docket and will be up for a vote at the 2017-04-01 meeting of the presbytery.

- Motion 1: 2.17
3.12, 3.13, 3.14.3, 3.14.3e
5.12
- Motion 2: 4.43 Nominating Committee
- Motion 3: 4.53 Personnel Committee
9.10 through 9.18 Presbytery Staff and Offices

Information Items

1. Committee membership includes Ruling Elders Carol Holsinger (chair), Marcia Ludwig, Alice Thorn, and Teaching Elders Bryan Franzen and Lindsay Woods Wong.
2. All churches participated in providing information for their Statistical Reports.
3. 22 churches participated in having their session records read. The Polity and Government Committee is following up with 8 churches.
4. Polity and Government is working to plan an undetermined number of seminars this year, focusing on items of interest to clerks and others. Possibilities include an introduction to Robert's Rules, an examination of the new Directory for Worship, a review of the Book of Order, tips and tricks from clerks of long standing, etc. If you have any feedback or suggestions for topics, please contact Carol Holsinger.

Standing Rules of the Presbytery of San Jose

A Report from the Polity and Government Committee

February 4, 2017

These proposed changes are being presented for a FIRST READ at the February meeting and will be voted on at the April meeting.

You may want to refer to the current Standing Rules which were adopted in September 2014. They can be found on the Presbytery of San Jose website under Policies. <http://www.sanjosepby.org/wp-content/uploads/2013/11/STANDING-RULES-ADOPTED-09-2014.pdf>

The Polity and Government Committee recommends the following changes to the Standing Rules:

CHAPTER II MEETINGS

2.17 At the November meeting, add *report from the Task Forces of the Presbytery to Council* so that the paragraph shall read:

NOVEMBER: This shall be the annual meeting of the corporation. An annual report from the Committee on Preparation for Ministry and Committee on Ministry on their activities. An annual written report from the Committee on Financial Affairs. Report of Committee on Nominations. *Report from the Task Forces of the Presbytery to Council*. Sacrament of the Lord's Supper. Election of Presbytery officers and committees. Installation of the Moderator for the ensuing year. Election of General Assembly Commissioners and Young Adult Advisory Delegates.

Rationale: Clarification

CHAPTER III OFFICERS

3.12 Delete the last sentence which is ~~The Nominating Committee shall publicize the impending election of Stated Clerk and Treasurer nine months previous to the election~~ so that the paragraph shall read:

The Moderator shall serve a term of one year, and shall not be eligible to succeed her/himself after serving one full term. The Moderator-elect shall serve a one-year term. The Stated Clerk and the Treasurer shall serve for five-year terms, and may be re-elected at Presbytery's discretion.

Rationale: Moved to Nominating Committee responsibilities at 4.43

3.13 Add *and vote* after voice so that the paragraph shall read:

All Ruling Elder officers of the Presbytery shall be members of the Presbytery with full privilege of voice and vote. All past Ruling Elder Moderators shall have privilege of voice *and vote*.

Rationale: Correcting an oversight

3.14.3 Insert the words *Rules of* before Discipline in the parentheses so that the material in the parentheses reads:

(Book of Order G-3.0104, G-3.0105b, G-3.0305, see also references in *Rules of* Discipline)

Rationale: Proper name

3.14.3e Add *Financial Affairs and Committee on Ministry* to responsibilities of Stated Clerk so that the paragraph shall read:

- e) Be a member ex-officio and without vote of all committees of the Presbytery; serve as secretary of the corporation, Presbytery Council; and be staff resource to *Financial Affairs and Committee on Ministry*, and the subcommittee of Polity and Government.

Rationale: Clarification

CHAPTER IV COMMITTEES

4.40 Committee on Nominations

Make a variety of changes as outlined below:

4.43 The committee shall:

- ~~a) select qualified nominees from a pool provided each year by churches of the presbytery. (SR 5.12)~~
- ~~b) a) nominate all members *and chairs* of Presbytery's committees except the Committee on Nominations; (SR 4.28.5 Council)~~
- ~~e) b) nominate the chairs of these committees, the chair and members of the Presbytery Council, the Moderator-elect, Stated Clerk and Treasurer of the Presbytery, members of the Permanent Judicial Commission, and Synod commissioners, nominate such Presbytery members as are needed to serve in other governing bodies or ecumenical groups with the exception of commissioners to General Assembly, who shall be chosen as described in Section 8 of these Standing Rules;~~
- c) in the fifth year of the term of either the Stated Clerk or Treasurer, publicize the impending election of the available position and nominate members for search committees for these positions at the April meeting of Presbytery. The search committee shall report back to the Nominating Committee who will present the report to Presbytery for the election at the November meeting. Searches for these positions and for that of the Executive Presbyter will be conducted in consultation with Personnel, Polity and Government, and Financial Affairs Committees.*

Rationale: Clarification of duties

4.50 Committee on Personnel

Make a variety of changes as outlined below:

4.53 This committee shall:

- a) in consultation with Presbytery Council develop position descriptions;*
- ~~a) b) provide oversight for and support of all staff employed by the Presbytery in accordance with the personnel policies of the Synod of the Pacific and/or the Presbytery of San Jose;~~
- ~~b) c) conduct annual reviews of the Executive Presbyter, the Stated Clerk, and the Treasurer. *The Executive's annual performance review shall be conducted jointly with the Synod Executive.*~~
- d) review annual evaluations of the administrative support personnel performed by the Executive Presbyter;*
- e) provide consultation with individual staff members when requested, concerning issues related to staff and executive relationships;*
- f) recommend appropriate compensation for all staff within limits set by the Financial Affairs Committee for submission to Presbytery;*
- g) submit their recommendation to Presbytery Council for appropriate action after all necessary disciplinary procedures for unsatisfactory job performance or misconduct have taken place, and the complete record of reasons for discharge has been submitted.*

Rational: Clarification of duties

CHAPTER V CHURCH SESSION

5.12 Remove entire paragraph

Rationale: This is the companion to 4.43a which we recommend deleting under the Nominating Committee responsibilities. This particular system we have found to be unworkable in practice, though removing it from the Standing Rules does not preclude sessions and the Nominating Committee from using this type of system in the future.

CHAPTER IX PRESBYTERY STAFF AND OFFICES

Various changes as outlined below:

- 9.10 The Presbytery of San Jose shall have the administrative staff services of an Executive Presbyter and of other staff as needed, in accordance with the Book of Order, G-3.0110.
- 9.11 The Executive Presbyter shall be the administrator for the Presbytery, working to implement decisions of the Presbytery on strategy, program and resources for the agencies and committees of the Presbytery. He/she shall be the head of staff responsible for coordination of the staff services of all *personnel, except for the ecclesiastical functions designated to the Stated Clerk by the Book of Order*, and shall be a member ex-officio of Presbytery committees as assigned by the Personnel Committee, *with voice but without vote. The Executive Presbyter is generally accountable to the Synod in accordance with the Synod Personnel Policy and accountable specifically to the Presbytery to carry out the Presbytery of San Jose's decisions and policies.* The Executive Presbyter may assume Synod-wide duties as negotiated between the Presbytery and the Synod Executive. ~~the Presbytery Personnel Committee serving ex-officio~~
- 9.12 The Executive Presbyter is accountable to the Presbytery through its Council, and to the Synod of the Pacific through the Synod Executive.
- 9.13 Oversight and personnel support of the Executive Presbyter shall be provided by the Presbytery through its Personnel Committee. ~~Full descriptions of all positions shall be on file in the Presbytery office and shall be reviewed yearly.~~
- 9.14 *Under the oversight of the Personnel Committee the Executive Presbyter shall have overall responsibility for implementing personnel policies and procedures, for hiring, supervising and if appropriate, recommending termination of the administrative support personnel, and for conducting their annual performance reviews in accordance with the Synod Personnel Policy if applicable. Full descriptions of all administrative support positions shall be on file in the Presbytery office and shall be reviewed yearly by no later than October 31.*
- ~~9.14~~ 9.15 In the event of a vacancy in the position of the Executive Presbyter, the Nominating Committee shall nominate and the Presbytery elect a search committee which, with two representatives from the Synod, and the Synod Executive, shall carry out a search process in accordance with Synod personnel procedures. The candidate chosen through this search process shall be approved by vote of the Presbytery.
- 9.15 ~~The Stated Clerk and the Treasurer, as staff to the Presbytery, shall be accountable to the Presbytery through the Presbytery Personnel Committee.~~
- 9.16 *The Stated Clerk shall be accountable to the Presbytery through the Executive Presbyter, except for those ecclesiastical functions designated to the Stated Clerk by the Book of Order. For ecclesiastical functions the Stated Clerk is accountable only through the Presbytery Personnel Committee. The Treasurer shall be accountable to the Presbytery through the Executive Presbyter and the Presbytery Personnel Committee.*

~~9.16~~ **9.17** All support staff shall be hired by the Presbytery Personnel Committee in consultation with the administrator having primary supervisory responsibility; support staff for the Stated Clerk shall be supervised by the Stated Clerk and support staff for the administrative office shall be supervised by the Executive Presbyter.

~~9.17~~ **9.18** The Presbytery shall maintain an office or offices as needed to support its mission.

Rational: Clarification of responsibilities and accountabilities.