

**Proposal to Commission COM to Examine Teaching Elders and Candidates for
Membership in the Presbytery of San Jose**

**Second Reading:
for information on April 2, 2016
for action on June 4, 2016**

The Presbytery of San Jose Committee on Ministry

The Committee on Ministry recommends that the Presbytery of San Jose commission the Committee on Ministry to examine and receive teaching elders and candidates seeking membership in the presbytery.

Rationale:

1. The Book of Order of the Presbyterian Church (USA) states that “The presbytery shall examine each teaching elder or candidate who seeks membership in it on his or her Christian faith and views in theology, the Sacraments, and the government of this church.” (G-3.0306)
2. The Presbytery may commission the COM to examine and receive into membership teaching elders and candidates seeking admission to presbytery, approval of terms of call and commissions for ordination and installation. (G-3.0109b.2&3)
3. A survey conducted by Executive Presbyter Joey Lee at the request of the COM found that approximately 60% of responding presbyteries commission a committee to exercise the authority set out in paragraph 2, above.
4. The COM's close interaction with congregations during pastoral transitions gives it unparalleled knowledge of the needs and desires of congregations seeking pastors, and therefore is a uniquely qualified venue for examination of applicants for membership in the presbytery.
5. The COM believes it is able to do consistent and substantive interviews in a more timely manner.
6. Furthermore, the interviews of candidates and teaching elders which the committee can conduct make the examination process welcoming.
7. The COM will publish a list of standard questions to facilitate consistent examinations.
8. Following examinations which are sustained, the COM will provide short biographies and statements of faith of new members to the presbytery. As part of its regular report to the presbytery the committee will present each new member to be welcomed by the presbytery.

**Financial Affairs
June Presbytery Meeting
Westminster Presbyterian Church
June 4, 2016**

Action Items:

The Financial Affairs recommends the presbytery approve the lease between Santa Teresa Hills Presbyterian Church and 3D Preschool.

This is a five year lease that requires presbytery approval. This is a renewal of an existing lease and was approved by Financial Affairs prior to taking effect.

Information Items:

- Westhope and Saratoga French Cultural Preschool - renewal of a 1 year lease.
- Amendment to the Lease- New form for renewing leases that only have minor changes.
On the Website- review and see if that simplifies your process of lease renewal.
- Forms to File with the County (Soon to be on the Presbytery Website by county)
571L
Church or Religious Exemption
Welfare Exemption

Official forms required of most Non-profits including churches.

These forms are documents of the Board of Equalization of the State of California and are to be filed with the office of the assessor of your county. (Santa Clara, Monterey and Santa Cruz) These forms can be found on line by going to the website of your county and searching for the form by name. You can also look on the Presbytery of San Jose website for more information and links.

571L Business Property Statement, in this statement the business (including churches) details the costs of “all supplies, machinery, equipment, leasehold improvements, fixtures and land owned at each location within County.” You will be required to list purchases by year and you will be given the opportunity to list items you have discarded or sold during a given year.

Religious Exemption, Churches usually only have to file this form once and then annually file a form that confirms that you are still using the property for religious purposes.

“**The Religious Exemption** may be claimed on property owned by a religious organization and used exclusively for religious purposes. This includes religious worship and school purposes, including preschools, nursery schools, kindergartens, schools of less than collegiate grade, or schools of collegiate grade and less than collegiate grade.

The exemption is also available if another church uses the property part time for religious worship and operates a school, provided that the owner church continues to conduct worship services on the property. Property used for school purposes only, where there are no church services, does not qualify for the Religious Exemption but may qualify for the **Welfare Exemption**”

Welfare Exemption, this form might be required of churches that lease their property to people or organizations for compensation. (Note: it does not matter what you call the payment it is compensation; reimbursement for utilities, rent, donation, or otherwise.) If the lessee does not file their own **Welfare Exemption** form you may be liable for taxes. The Standard Lease of the Presbytery (available on the Presbytery Website) includes in the lease that they lessee is responsible for any increase in taxes assessed to the church because of the lease to lessee.

Also, the Statement of Information, is a form that every non-profit corporation needs to file annually with the office of the Secretary of State listing the current officers and the agent of record with contact address and phone number.

If your church does not have and would like to have Tax Exempt Letter, stating the 501c(3) status of your church you can obtain such a letter by contacting the Presbytery Mission Agency, General Council’s office, in Louisville. Contact Kathie Lyvers, Email Kathie.Lyvers@pcusa.org or phone 502-569-5020. She will need your church name and contact info.

For further information, feel free to contact Edd Breeden at edd@breeden.us or 831-239-6817

Official forms required of most Non-profits including churches.

Santa Clara County

571L filing tips

<https://www.sccassessor.org/index.php/property-information/business-owner/e-filing>

Exemption filing tips

<https://www.sccassessor.org/index.php/property-information/non-profit/churches/item/129-more-information-for-church-exemption>

Santa Cruz County

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<http://www.co.santa-cruz.ca.us/portals/0/County/asr/forms/taxform38.pdf>

Exemptions

<http://www.co.santa-cruz.ca.us/tax/relpam.htm>

Monterey County

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<https://www.co.monterey.ca.us/assessor/bizprop.htm>

Exemptions

County Assessor's Office indicated that they are still mailing out forms to churches