

## Presbytery of San Jose: Notice of Stated Meeting

Saturday June 3, 2017 9:00 AM

Foothill Presbyterian Church 5301 McKee Road San Jose, CA, 95127

Directions:

[https://search.yahoo.com/search?p=foothill+presbyterian+church&fr=dss\\_yset\\_chr](https://search.yahoo.com/search?p=foothill+presbyterian+church&fr=dss_yset_chr)

Please call the church (408) 258-8133 by May 30 to arrange child care.

9:00 **Opening Prayer** Moderator, Elder Chris Hasegawa

**Welcome by Host Congregation**

9:05 **Presbytery Worship**

9:50 *Transition*

9:55 **Stated Clerk:** The Rev. John Kelso

Quorum call; Corresponding Members; First time attendees; Approval of the minutes of the April 1, 2017, stated meeting.

New Business (must be referred)

**Consent Docket: 1.**

*Consent Docket items may be removed to an appropriate committee report.*

10:00 **Announcements** (open mic.)

10:10 **Presbyterian Women** Elder Rosaleen Zisch

10:15 **Mission & Outreach** Elder Judi Johnson

10:20 **Safe Church**

10:35 **Nominating Committee** The Rev. David McCreath

10:45 **Break** Presbytery

11:00 **Committee on Ministry** The Rev. Paula Kelso

11:15 **Polity & Government** Elder Carol Holsinger

11:30 **Financial Affairs** The Rev. Anne McAnelly

**Treasurer** The Rev. Edd Breeden

11:45 **Joys and Concerns** (open mic)

11:50 **Stated Clerk** The Rev. John Kelso

11:55 **Adjournment with Prayer** Moderator Hasegawa

**PRESBYTERY OF SAN JOSE**  
**Minutes of Stated Meeting**  
**Saturday, April 1, 2017**  
**First Presbyterian Church, Santa Clara, CA**

**WELCOME FROM HOST CONGREGATION**

The Rev. Dennis Woodsmall welcomed the Presbytery at 9:10 a.m., then gave a prayer.

**WORSHIP**

Led by the Rev. Dennis Woodsmall and musicians, and with a powerful sermon by Elder Chris Hasegawa, who used stories from his family's experiences in World War II.

**STATED MEETING**

Following worship the Stated meeting of the Presbytery of San Jose was called to order at 10:15 a.m. by the Moderator, Elder Chris Hasegawa. Opening prayer was offered by Mr. Hasegawa.

**STATED CLERK**

- 1) The Stated Clerk, the Rev. John Kelso, welcomed attendees and confirmed the presence of a quorum.
- 2) Corresponding member the Rev. Mark Frey, Presbytery of the Cascades, was seated.
- 3) First time attendees were introduced.
- 4) Minutes of Stated Meeting, February 4, 2017, were approved with corrections received.
- 5) Approval of Docket was voted with minor changes.

**Committee Chairs/Council Members Present**

Lela Noble, Personnel Chair	Ruth Fong, Synod Commissioner
Chris Hasegawa, Moderator	Bruce Raby, Council at large
Marcia Ludwig, Council Moderator	Barbara Rogers, Council at large
Jane Odell, Safe Church Coordinator	Carol Holsinger, Council at large
Julia Cline, Council at large	Rosaleen Zisch, Presbyterian Women
Judi Johnson, Former Moderator	Claudia Hamm, Past Moderator

**Teaching Elders, Present**

Althaus, Ryan	Choi, Don	Hahn, Tae Jinn
Bennett, James	Coop, Tom	Harrington, Nancy
Boatwright, Libby	Day, Katie	Kelso, John
Boles, Margaret	Esaki, Ted	Kelso, Paula
Boyer, Tim	Eschen-Pipes, Kathleen	Lee, Irene Pak
Browning, Geoff	Franzen, Bryan	Lee, Joey

Macway, Evie  
McAnelly, Anne  
Martin, Rob  
Norman, Steve  
Peake, Mark

Rader, Erica  
Rausch, Andy  
Sohn, Joseph  
Tsai, Andrew  
Watermulder, David

Wong, Andy  
Wong, Lindsay Woods  
Woodsmall, Dennis

**Teaching Elders, Honorably Retired, Present**

Bartow, Jay  
Bracey, Dale  
Breedon, Edd  
Joy, Judy  
Knowles, Steve

Kwon, Young Bai  
McCreath, David  
Rawlings, Chuck  
Rowlison, Bruce

Swanson, Nan  
Yeane, Darrell

**Teaching Elders Not Present**

Allen Stephanie Lutz  
Arishvara, Vincent  
Baker, Debra  
Bales, Jennifer  
Barraca, Jason  
Brekke, Laura  
Burke, John  
Crocker, Douglas  
Day, Kevin  
Drescher, Kent  
Garner, Mike  
Gibson, Diana  
Granado, Sim

Hansen, Chris  
Hanson, Duncan  
Hare, Sharon  
Hejmanowski, Karin  
Hoffman, Dan  
Kim, Young Rhyon  
Lai, Hsien-Chang  
Matusiewicz, Stella  
Minerva, George  
Norton, Karla  
Olson, Robby  
Pearson, Marjorie  
Person, Brian

Peterson-Iyer, Karen  
Purkey, Lee  
Roberts, Craig  
Schmidt, Lyle  
Su, Ralph  
Swanson, Erik  
Tirone, Jim  
Van Laar, Trevor  
Whaley, Debra  
Williams, Chris

**Teaching Elders, Honorably Retired, Not Present**

Ahn, Dong Sung  
Bender, Jim  
Bland, Byron  
Bowles, Bob  
Bristol, John  
Carr, Tom  
Choi, Samuel  
Dosker, Richard  
Doyal, George  
Erickson, George  
Gardner, Thomas  
Hansen, David  
Harvey, Bill  
Hsieh, Stephen

Ignacio, Lemuel  
Kim, David Kwang  
Kim, Kyung Jae  
Kim, Young Han  
Koopman, Peter  
Kwon, Young K  
Lewis, Charles  
Longley, Jack  
Lyke, Brian  
Menser, Bruce  
Momrow, Ed  
Nelson, Jim  
Newcomer, Ben  
Palmer, Bill

Palmer, Marge  
Schell, Nancy  
Smith, Kent  
Solis, Dick  
Spencer, Dick  
Takarabe, Hei  
Tan, Tiat Han  
Tyler, Lee  
Venecia, Fred  
Wilson, George  
Zuverink, Dave

**Ruling Elder Commissioners Present**

**Aptos, St. Andrew**

Mihm, Eileen

Burk, Gene

**Gilroy**

Marrazzo, Char

Johnson, John

**Gonzales**

Rutledge, Kay

**Los Altos, Cornerstone**

None

**Los Gatos**

Wills, Martha

Rosen, Carolyn

Meadows, Bill

Hattman, Colleen

Schlotzhauer, Ruth

Joiner, Steve

Caselty, Steve

**Monterey, El Estero**

None

**Monterey, First**

Yamahichi, Alice

Barrett, Jeff

Wortham, Tom

Laney, Francyne

**Mountain View, First**

None

**Palo Alto, Covenant**

Diane Jones

Dara, Frank

**Palo Alto, First**

Jones, Paul

Wong, Evelyn

**Salinas, Lincoln Ave.**

None

**Salinas, Northminster**

Loder, Lisa

Gash, Jackie

**Salinas, St. Philips**

None

**San Jose, Evergreen**

None

**San Jose, First**

None

**San Jose, Foothill**

Moore, Woody

Cline, Julia

Ristrim, Darlene

**San Jose, Onnuri**

None

**San Jose, Santa Teresa**

**Hills**

Buckley, Linda

**San Jose, Stone**

Thorn, Alice

Thorn, Rod

McCreath, Ruth

Nelson, Steve

Goertz, Mel

**San Jose, Taiwanese**

**American**

Wu, Steve

**San Jose, Trinity**

None

**San Jose, Westminster**

Barrons, Ross

Burgess, David

DeWhitt, Pat

**San Martin**

None

**Santa Clara, First**

Fitch, Robert

**Santa Cruz, Bonny Doon**

None

**Santa Cruz, Trinity**

None

**Saratoga, Westhope**

McIntyre, Patty

**Sunnyvale**

Van Sickle, Michelle

McCaffrey, Gail

**Sunnyvale, Daesung**

Lee, James, K.

Jung, Taehyung

Min, Eric

**Watsonville, United**

Stillicorn, John

Bilstad, Jolly

**Watsonville, Westview**

None

### Visitors

**Covenant, Palo Alto:** Hanafi Tanojo, Natalia Tanojo, Asefa Wakjira

**First, Palo Alto:** Annanda Barclay

**Stone, San Jose:** Julia Roberts, Ida Raby

**First, Santa Clara:** Vicki Rivera, Molly L. Welter, Dan Salas

**Sunnyvale:** Judy Black

**DaeSung, Sunnyvale:** Sook Choi

**Board of Pensions:** The Rev. Mark Frey

### **ANNOUNCEMENTS**

A number of announcements were given.

### **BOARD OF PENSIONS**

The Rev. Mark Frey spoke on wholeness as a goal of the work of the Board. Some details: A two percent experience apportionment has been granted; The Rev. Frey gave information on the retirement savings plan, and spoke about a new portal for benefits, a flexible plan. He asked, "What does it mean theologically to care for the people your church employs." His closing was a plea to keep reports up to date.

### **PEACE & JUSTICE TASK FORCE**

The Rev. Tim Boyer noted a flyer/form about an event on peacemaking just held; the Task Force invites other churches to be in touch with the Task Force on current issues and activities (i.e., immigration, racism).

### **PRESBYTERIAN WOMEN**

Elder Rosaleen Zisch showed Mother's Day cards for the *Healthy Women, Healthy Families* program (started years ago to provide mosquito nets for malaria prevention, and since expanded). This is the last year for the specifically Mother's Day cards. PW's next event is May 13 at Los Gatos Presbyterian Church.

### **MISSION & OUTREACH**

Mr. Asefa Melka, Intern, Covenant Palo Alto was introduced by the Rev. Margaret Boles. Mr. Melka's father is an evangelist in Ethiopia, which is second in population size in Africa. Mr. Melka was born and raised in Ethiopia and described the country and his life there. The gospel, he said, is not only about salvation, but it is about education.

### **SAFE CHURCH**

Elder Jane Odell noted the 40 plus people who attended a disaster prevention event at Gilroy which was valuable and gave practical information. The Rev. David McCreath then spoke about Stone Church, San Jose and how the congregation is expanding the

concept of Safe Church: 15 people are part of a Safety committee which has met several times. Issues included how to evacuate frail elderly (particularly those using walkers) and the nursery quickly in case of an emergency; how to train the congregation to evacuate; and a survey of the facility itself, i.e., ADA compliance and signage.

### **NOMINATING COMMITTEE**

The Rev. David McCreath announced the committee to nominate candidates for Treasurer and Stated Clerk: Elder Barbara Rogers, (Watsonville); the Rev. Mark Peake, (First, Monterey); Elders Lynn Viale,(Gilroy) and Alice Thorn (Stone, San Jose); and the Rev. Jason Barraca (Lincoln Ave., Salinas). Interested individuals may submit resumes for the two positions.

### **IMMANUEL HOUSE UPDATE**

Elder Martha Wills introduced other board members, acknowledging their service. A proposed national reduction in numbers of immigrants will affect Immanuel House, but perhaps not so much as other agencies. Its financial situation is strong, with thanks to the Presbytery for the property. There is a need for housing and jobs for refugees. Given the current political climate, staff are protective of individual identities and of publicity about the location of the house.

### **COMMITTEE ON MINISTRY**

The Rev. Paula Kelso, Chair, asked for approval of the following motion: That the Presbytery approve the request of the Session of San Martin Presbyterian Church to declare an exception to the rule requiring a church to have three (3) equally balanced Session classes.

The reason for this request is that San Martin has been unable to elect more than two (2) elders to serve. The Presbytery VOTED approval.

### **PRESBYTERY COUNCIL**

Elder Marcia Ludwig introduced the Rev. Evie Macway to remind the Presbytery of visioning work done several months ago. The Rev. Macway referred the Presbytery to excerpts from the Presbytery Vision Statement, including scriptures from which each derived, as a reminder of the context for work on funding of Presbytery Ministries.

### **POLITY & GOVERNMENT**

Elder Carol Holsinger reported successful submission by every church of statistics to the Office of the General Assembly, and noted that reading of Session minutes is in process.

Elder Holsinger then submitted the following motions to amend Presbytery's Standing Rules. Elder Lela Noble, Chair of Personnel, clarified the reasoning behind changes to staff relationships and to responsibilities of the Personnel committee, noting that these changes derive from the Staffing Task Force report.

All motions were VOTED Approved.

## 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.

## 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.

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*.

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*)

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.

## CHAPTER IV COMMITTEES

4.40 Committee on Nominations

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.*

4.50 Committee on Personnel

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.*

CHAPTER V CHURCH SESSION

5.12 Remove entire paragraph

CHAPTER IX PRESBYTERY STAFF AND OFFICES

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.

## FINANCIAL AFFAIRS

The Rev. Anne McAnelly introduced the Rev. Edd Breeden, Presbytery Treasurer, who described the new directory on the Presbytery web site, telling Presbyters to use the link for "Presbytery Directory." Password is Calvinwasright (case sensitive). This directory grew out of a financial network conference attended by individuals from this Presbytery.

The Rev. McAnelly then proposed a motion to approve a 5 year lease renewal between Covenant Presbyterian Church and Covenant Children's Center. Presbytery VOTED approval.

A second motion asked approval of contract agreements between Foothill Presbyterian Church and Solar City for the lease and purchase of solar panels. Presbytery VOTED approval.

The Rev. Breeden then presented, for information, a *Ministry Funding Request Criteria and Application Form*, developed by the Financial Affairs Committee and approved by the Presbytery Council. The Presbytery will make money received from churches under Gracious Dismissal agreements available for programs or projects proposed by congregations in the areas of Congregational Growth and Community Mission. Each area will have \$24,000 for use in 2017. The form presents the way to put the money to use, and is built on past actions of the Presbytery. The normal deadline of April 15 is moved to June 15 this year only.

Comments from the floor of Presbytery disagreed with the process; among other things there is no avenue for a validated ministry to apply for funds. One speaker asked whether Presbytery as a whole cannot overrule the Council. The Moderator advised the challengers to go back to the Council. The Moderator ruled that since this item was presented for information, the floor discussion was out of order. Presbytery then VOTED to uphold the Moderator's ruling.

The Rev. Breeden presented a 2016 yearend Financial Balance Sheet (showing that the Presbytery has total assets and liabilities of \$10,379,629.00), as well as a 2016 Year End Financial Profit and Loss report, for both the Mission and Ecclesiastical programs.

The Rev. McAnelly presented a final motion, recommending that the Presbytery not approve a request from the Peace & Justice Task Force for a grant of \$25,000. After discussion from the floor about how money can be accessed and spent, the Presbytery VOTED agreement with the Financial Affairs recommendation.

## **JOYS AND CONCERNS**

Don Choi and his wife Sook announced that they have returned from Indonesia.

### **PRESBYTERY EXECUTIVE**

The Rev. Joey Lee presented Ryan Althaus, whose ministry was validated by the Presbytery. The Ordination of Ryan Althaus then took place on the floor of Presbytery. Moderator Chris Hasegawa read the questions, answered in the affirmative by Mr. Althaus. There was a laying on of hands and prayer by Elder Hasegawa. An unusual Charge was given by Mr. Althaus himself, with the help of Chewbaca, a tiny dog. Sometimes, said Mr. Ryan, it is good to unclip the leash.

### **STATED CLERK**

The Rev. John Kelso

### **ADJOURNMENT WITH PRAYER**

Moderator Chris Hasegawa gave the closing prayer.

Presbytery of San Jose  
 2017 Records Review Report (2 pages)  
 2017-05

<b>Church</b>	<b>Exceptions</b>	<b>Follow up by</b>
Aptos - St. Andrew	None	
Gilroy	No Record of Baptisms No Insurance Review No Approval of Congregational Minutes No Maintenance of Rolls and Registers	
Gonzales - Community	No Safe Church Policy	
Los Altos - Cornerstone	None	
Los Gatos	None	
Monterey - El Estero	None	
Monterey - First	None	
Mountain View - First	No Financial Review No Congregational Meeting Minutes No Election of Elders Notes in Congregational Minutes (though mentioned in session minutes) No Election of Nominating Committee No Session Approval of Budget No Review of Pastor's Compensation	
Palo Alto - Covenant	None	
Palo Alto - First	No Congregational Meeting Minutes so no election of officers or approval of pastor's compensation No Insurance Review No Safe Church Policy No Statistical Report Registers not current	
Salinas - Lincoln Avenue	No Clerk of Session No Report of Lord's Supper Baptism Not Reported Communion Not Authorized	
Salinas - Northminster	None	
Salinas - St. Philip's	No Record of Session Composition	
San Jose - Evergreen	None	
San Jose - First	No Safe Church Policy No Insurance Review No Approval of Pastor's Call in Cong Minutes No Session Approval of Cong Minutes	
San Jose - Foothill	None	
San Jose - Santa Teresa Hills	None	
San Jose - Stone Church of Willow Glen	None	
San Jose - Taiwanese American	None	
San Jose - Trinity	None	

San Jose - Westminster	None
San Martin	None
Santa Clara - First	Alice Thorn
Santa Cruz - Bonny Doon	No Safe Church Policy No Financial Review No Signature on Minutes
Santa Cruz - Trinity	None
Saratoga - Westhope	Note: Could not Confirm Church Register
Sunnyvale	No Financial Review No Insurance Review
Sunnyvale - Daesung	No Insurance Review No Record of Election of Officers in Cong Minutes Note: Could not Confirm Church Register
Watsonville - United	No Safe Church Policy
Watsonville - Westview	None

[Note: This position description also requires the approval of the Synod's Personnel Committee.]

**Title:** Executive Presbyter

**Position:** A minister of word and sacrament or elder elected by Presbytery for an indefinite term in consultation with the Synod

**Type:** Called/elected employee

**Status:** Full-time/exempt

**Purpose:** The Executive Presbyter is responsible for providing leadership to both the organizational and spiritual life of the Presbytery and is the Presbytery's executive officer and head of staff. The Executive Presbyter ensures that concerns of the Presbytery are represented to the Synod and the General Assembly, and that concerns of other governing bodies are represented in the Presbytery. The staff person may assume Synod-wide duties as negotiated between the Synod Executive and the Presbytery Personnel Committee.

**General Goal of the Position:**

To help identify, define, and achieve Presbytery goals and coordinate, manage, and interpret the administrative affairs and mission of the Presbytery.

**Position Responsibilities**

I. **Function:** Assist the Presbytery in providing for the Mission and Government of the Church throughout its geographic boundaries, in accordance with the Book of Order and the Presbytery's Vision Statement.

1.Exercise a ministry of pastoral care for the Presbytery and its committees, pastors, and congregations.

2.Provide churches with resources and information in such areas as mission, personnel, inclusiveness, leadership development, and new church development.

3.During a period of pastoral placement in a congregation, work with the Presbytery's Committee on Ministry to enable the ministry to continue with a minimum of disruption and to assist the pastor nominating process.

4.Assist with resolving congregational and/or pastor crises and conflict within the Presbytery.

5.Provide or recommend resources for counseling and supportive care for pastors.

6.Periodically preach to congregations and at Presbytery as requested.

7.Assist with training events, session retreats, and officer training.

8.Perform other tasks as assigned.

**II. Function:** Serve as Consultant and Resource Person to the Presbytery Council, Presbytery Committees, and Ministers.

1. Attend Presbytery meetings and, as needed, Presbytery committee meetings.
2. Assist in the implementation of committee decisions and actions.
3. Monitor the work of committees and ministries to ensure they are consistent with the intent of the Presbytery Vision Statement.
4. Facilitate networking and cooperation between pastors and congregations.
5. Perform other tasks as assigned.

**III. Function:** As Executive Presbyter, manage and supervise the paid and volunteer Presbytery Staff, with the exception of those ecclesiastic tasks assigned to the Stated Clerk by the Book of Order.

1. Supervise Presbytery staff to ensure that necessary tasks are identified, assigned, and accomplished accurately and with sensitivity to priorities and deadlines.
2. In conjunction with the Personnel Committee, conduct the recruitment and annual evaluation of office staff.
3. Determine staff training needs and office equipment and space requirements and make recommendations to the appropriate Presbytery committee.
4. Recommend to the Council the appointment of advocates and, if appointed, monitor their performance.
5. Perform other tasks as assigned

**IV. Function:** Model understanding and appreciation of our Presbyterian denomination and heritage in the context of the ecumenical church.

1. Encourage congregations and individuals to be actively involved in the life and mission of governing bodies of our connectional church.
2. Attend Synod and General Assembly meetings and participate in denominational training and informational meetings when appropriate.
3. Attend Synod Executive Forum meetings.
4. Promote a spirit of openness in consultation and cooperation with ecumenical and interfaith organizations.

## **Relationships, Accountability, and Evaluation**

**Reports To:** The Executive reports to the Synod Executive and the Presbytery Personnel Committee and is accountable to the Presbytery through its Personnel Committee.

**Coordination:** With the Stated Clerk and Treasurer, Moderator, and Presbytery Council

**Evaluation:** Annually by the Presbytery Personnel Committee and Synod Executive

### **Skills, Knowledge, Attitudes, and Commitments**

- I. Skills in administrative management, effective time management, oral and written communications, computer operation, pastoral care, problem solving, collaboration and team-building, and crisis intervention and conflict management.
- II. Knowledge, Attitudes, and Commitments
  1. Readily thinks theologically, understands and appreciates the spectrum of theological viewpoints expressed by members of the Presbytery in their diverse ministries, and is personally committed to the Reformed Tradition.
  2. Is capable of providing visionary leadership and accountability at the mid-council level of the PC (USA), and has the knowledge, expertise, and resourcefulness necessary for converting vision into reality.
  3. Is an organized facilitator.
  4. Demonstrates a collaborative working style with staff, colleagues, and elected leadership.
  5. Listens with an objective outlook and respects confidentiality; is willing to share power by enabling others to use it positively; and is an approachable person whom presbyters can trust and relate to comfortably.
  6. Models Christian faith and love in the performance of all duties.



**Title:** Stated Clerk

**Position:** A minister of word and sacrament (also called teaching elder) or ruling elder elected by Presbytery for a term of five years.

**Type:** Called/elected employee

**Status:** This position is half-time exempt.

**\*The Book of Order assigns to the Clerk responsibilities for maintaining rolls, records, and registers; presiding over all disciplinary processes; and receiving and reporting various actions of the Presbytery or others. In the functions listed below these ecclesiastical responsibilities have been marked with an asterisk. Other responsibilities assigned deal with preparatory or supplementary actions necessary to implement those responsibilities or with other requirements related to organizing, scheduling, or coordinating meetings, programs, or staff.**

**Purpose:** The Stated Clerk shall endeavor to conduct his or her duties in a manner which protects the property and assets of the Presbytery; perform all ecclesiastical duties as are prescribed in the *Constitution of the Presbyterian Church (USA)* (Book of Order G-2.0508, G-2.0509, G-2.06, G-2.0704, G-2.1101, G-3.0104, G-3.0105b, G3.0108, G-3.0109b, G-30302, G-3.0301a, c, G-3.0403, G-3.0305, G-6.04e and The Rules of Discipline D-12.0104g, D-12.0104g), the Standing Rules of San Jose Presbytery (SR) and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Council. SR 3.14.3

### **Position Responsibilities:**

- I. Function:** In cooperation with the Moderator and the Planning Meeting Subcommittee facilitate the meetings of the Presbytery of San Jose and its Presbytery Council. SR 2.11.
  - A. Presbytery
    - 1) Schedule meeting places for the year ahead in November. Communicate at least one month ahead of time detailed meeting instructions to each church holding the Presbytery meeting. SR 2.18, 4.29.1
    - 2) At least ten days in advance notify each member of the Presbytery and the clerk of each session about the time, place and proposed docket of each meeting. SR 3.14.3 a
    - 3) Provide forms for the registration of all members at each Presbytery meeting,
    - 4) \*Prepare and maintain proper minutes and records for the Presbytery as may be required by constitutional standards G3.0107 or administrative regulations. SR 3.14.3 b
    - 5) \*Furnish verified extracts of records or minutes when required by another council.

- 6) \*Provide appropriate notification of the actions of Presbytery and Presbytery Council.
- 7) Alert committee chair at least one month in advance to prepare its annual report as referenced in SR 2.17.
- 8) \*At the January Presbytery meeting docket the correct balance between teaching elders and ruling elders. G-3.0301

**B. Council**

- 1) As Council secretary, prepare proposed dockets in consultation with members of Council one month in advance of the Presbytery meeting. SR 4.24
- 2) \*Take minutes at Council meetings; distribute to Council Chair in a timely manner. SR 4.24
- 3) \*Preserve the Council's records.

**II. Function:** Perform other tasks required of the office of Stated Clerk

1. \*Maintain knowledge of appropriate application of procedures and policies of the *Constitution of the PC(USA)*, *Roberts Rules of Order*, and the Bylaws/Standing Rules/Manual of Operations of the Presbytery of San Jose;
2. \*Oversee judicial process as described in The Rules of Discipline.
3. \*Provide advice and counsel as needed on procedural and constitutional requirements
4. \*Train and provide resources for the Permanent Judicial Commission of the Presbytery, investigating committees, and general judicial process. SR 7.10
5. \*Receive, report and record the decisions of the judicial commissions for the Presbytery of San Jose according to the constitution of the PC (USA).
6. Staff and attend meetings of Polity and Government, Committee on Ministry, Financial Affairs, Council and any other committees which are assigned by Executive Presbyter or the Personnel Committee. SR 3.1.4.3 e
7. \*Maintain and preserve all records of the Presbytery including minutes, roll of teaching elders, churches, certified Christian Educators, Ruling Elders commissioned to a particular service, Inquirers and Candidates. SR 3.14.3 b).
8. Participate in meetings of the Presbytery staff, and maintain regular office hours at the Presbytery office.
9. Participate in the bi-annual orientation of commissioners to the General Assembly.

10. Serving as secretary to the corporation, provide staff resources and counsel on various church property issues. SR 1.41
11. In conjunction with the Financial Affairs Committee prepare and monitor the annual Presbytery ecclesiastical budget for the September meeting of Presbytery. SR 6.16
12. As resource person for Polity and Government Committee oversee the following: SR 4.29.2 a-e:
  - a) \*Schedule the annual review of session records, congregational rolls and verifications of annual financial review. Report the committee's findings at the June Meeting of the Presbytery. G-3.0107, SR 2.17
  - b) \*Provide guidance and process management regarding overtures and proposed constitutional amendments. G-6.04e
  - c) Train clerks of session at least bi-annually with Polity and Government's assistance.
  - d) Propose revisions to the Standing Rules of the Presbytery when necessary.
  - e) \*Train an Investigation Committee Pool in all matters necessary to accomplish an inquiry into an allegation of offense. (D-10.0103), SR 7.11.

**III. Function:** Provide official communications on behalf of the Presbytery of San Jose to and from other governing bodies of the PC (USA), other denominations and secular governmental agencies.

1. \*Process all inter-presbytery and intra-presbytery ministerial membership transfers and transitions.
2. \*The year before General Assembly is to meet; notify the clerk of session of each church in September that nominations will be taken at the November meeting of the Presbytery for Commissioners to next year's General Assembly. Report result of the election to General Assembly. SR 8.11
3. \*At the January meeting of the Presbytery, bring recommendations from the Polity and Government Committee for voting on proposed amendments to the Book of Order. SR 4.29.2 b)
4. \*Coordinate the Presbytery's churches annual statistical report to GA by notifying the clerk of session of each church in December to prepare the Annual Clerk's Report and Statistical Report to be submitted electronically to the General Assembly by February. Present the completed report at the June Presbytery meeting. SR 2.17
5. \*Provide certifications of ecclesiastical standing.
6. \*Produce and distribute ministerial identifications cards on an annual basis.

7. \*Maintain all appropriate rolls and records regarding minister-members of the Presbytery. SR 2.12
8. \*Present the minutes and records of the presbytery to the Synod for an annual review.
9. Attend General Assembly, Stated Clerk meetings and other related conferences.
10. Maintain an up-to-date list of all Clerks of Session on a yearly basis.

**IV. Function:** In cooperation with the Executive Presbyter coordinate the work of administrative support personnel.

1. Determine tasks to be performed and make administrative support personnel assignments to accomplish those tasks.
2. Communicate to any assigned administrative support personnel those areas of responsibility, priorities, deadlines, concerns, and training requirements relating to their position.

**Relationships, Accountability, and Evaluation:**

**Reports to:** the Executive Presbyter, except for ecclesiastical functions designated by the Book of Order.

**Coordinates:** With the Executive Presbyter, Moderator, and Presbytery Council

**Evaluation:** At least annually by the Presbytery Personnel Committee

**Skills, Knowledge, and Abilities Needed:**

- I. The person should demonstrate effective skills in the following areas:  
Effective time management, oral and written communications, computer operation, problem solving and crisis intervention and conflict management.
- II. The person should demonstrate the following attitudes and commitments:
  1. Readily thinks theologically, understands and appreciates the spectrum of theological viewpoints expressed by members of the Presbytery in their diverse ministries, and is personally committed to the Reformed Tradition.
  2. Is an organized facilitator.
  3. Demonstrates a collaborative working style with staff, colleagues, and elected leadership and shares their vision of the Presbytery's role.
  4. Listens with an objective outlook and respects confidentiality.
  5. Quickly learns the complexities and diversity of the Presbytery of San Jose.
  6. Is an approachable person whom presbyters can trust and relate to comfortably.
  7. Models Christian faith and love in the performance of all duties.

## **Financial Affairs report to Presbytery**

June 3, 2017

### Information Items:

1. The Generosity Training will be cancelled due to the presenter's health concerns.
2. Renewed a two-year Lease between San Jose Presbytery and Immanuel House dated January 1, 2017 through December 31, 2018 at a cost of \$1 per year.
3. Financial Affairs reviewed the Dismissal Grant process and decided to leave it as it is written for one year and then review it. Funding is to go to congregations. Congregations can partner with other groups for joint projects.

### Action Items:

1. Motion to approve the lease between Westhope Church and Forerunner Christian Church for one year, including the use of the sanctuary.

Annanda Barclay  
A Brief Statement of Faith

I am convinced that God is sovereign and the Hebrew Bible and New Testaments are the Holy Scriptures given to us throughout the ages of humankind's encounters with The Divine. The scriptures are a living document that invites us into deeper relationship with God and all God's creation. The scriptures reveal the mysteries of God, in particular through Jesus Christ.

I believe in God the Creator, Redeemer and Sustainer of us all. I believe Jesus is the Christ who was and is promised to us in Holy Scripture. God's humanity teaches us a way of being in the world. Christ constantly guides us from ways in which we turn away from God, and break covenant with God's creation, and our most authentic self. I believe in the Holy Spirit, who guides us through courage, discernment, compassion, love, and bliss as we live out our faith in Christ and in community.

The sacraments of baptism and communion remind us of our covenant relationship with God, creation, and our self. They are sacred, holy, and crucial to the life of the church. Baptism is a reminder of God's grace and the eschatological promise of Christ. Being at table reminds us of God's faithfulness, and serves to remind, strengthen, and hold us accountable to our end of the covenant we made with God, and one another in our baptism. I believe in the confessions of the Presbyterian Church (USA) as they continue to testify to the witness of God in our lives as a faithful Christian people. In Christ we are constantly made a new creation, therefore reformed and always reforming is a beautiful statement in our tradition.

Transformation is always already occurring and possible for all creation. A key part of devotion is taking time to develop the spiritual discipline and community to be aware of the resurrection within our self. The divine spark of constant resurrection is within us all. Since the only person we have complete control over is our self we must learn who we are, and how we thrive, so that we can have the ability to love our neighbors as ourselves. Our multiplicities of identities in our person, our unique experiences, which makes us distinctly individual, paradoxically inextricably tie us to one another. It is in our intersections of identities and experiences that we are able to authentically connect. It is through accepting and loving our whole self, as close as humanly possible to the way God loves us, that we are able to embrace and accept not only our divine image, but the divine image in others whom we encounter, and the divine mark on all God's creation. When we see the divine mark, we cannot help but desire to be in relationship with it. Such is the basis for building a spiritually mature community and world. Such is the work and the necessity of the Church from the parish, to the General Assembly, to the Church universal.

My faith calls me to be compassionate with one another in my best and worst of times, to agree and disagree respectfully, taking responsibility for our actions and inactions. In our devotion, we are always being made new for and towards what it means to be truly human. What it means to be truly human is deeply imbedded in the glory of God. This process of becoming our best selves as God hopes and intends for us to be is a participation in the life of Christ. Reformation and transformation echo resurrection and new life. I feel that this constant invitation to transformation is the greatest gift of the reformed Christian faith.

Annanda Barclay  
A Brief Personal Biography

Annanda Barclay, is certified ready to receive a call under the care of Mission Presbytery. She obtained her M.Div. at Austin Presbyterian Theological Seminary in Austin, Texas. A third generation Presbyterian, as a child Annanda's first church family was Pine Avenue United Presbyterian Church in Chicago, Illinois. In that congregation where her father and aunt were also baptized, she found church to be an enriching community in her life. As a youth she attended what is now named Johns Creek Presbyterian Church, in Johns Creek, GA. There she was active in the youth group and thought perhaps she might be called to ministry. While attending Illinois College, Annanda, heard her call to ministry while studying for her LSAT exams for law school. Ever since testing her discernment and answering the call her life, wellness, and sense of spiritual and interpersonal self has been transformed.

In seminary Annanda, became a Forum for Theological Exploration Ministry Fellow. She was one of the inaugural organizers and fundraisers who launched the annual HESED lectures at Austin Presbyterian Theological Seminary. Annanda, also served as the student liaison to Texans United For Families, an organization that worked on keeping families with non-United States documentation together with dignity, so they would not be broken apart through deportation. After seminary, Annanda, did a summer intensive and yearlong extended unit of clinical pastoral education at the University of Illinois At Chicago Medical Center. She considers that time to be one of the most transformative periods of growth in her ministry to date. During her time in Chicago, Annanda, served Fourth Presbyterian Church, as their Youth Ministry Assistant during their transition year from one youth pastor to another. There she discovered the importance of Christian education and the need and desire for youth and adults alike to ask hard questions, think critically about their faith, learn to sit in the unknown, and the importance of laughter in ministry.

She is currently the 2016-2017 Pastoral Intern at First Presbyterian Church in Palo Alto, California. Where she leads worship and serves the community as if she were an associate pastor. Her services to the Church and the denomination include, co-authoring the chapter on Black Lives Matter in the anthology *Faithful Resistance*, by Rick Ufford-Chase, serving on the Steering Committee for the Janie Spahr Reconciliation Initiative at the Center of Innovation and Ministry at San Francisco Theological Seminary, and being Co-Moderator of the National Board of More Light Presbyterians. Annanda, enjoys pilgriming about life, nerding out on eco-housing, sustainable living, hiking and kayaking. Aside from being granola, she loves her family, friends, her beloved dog Wes, and seeing The Divine in the eyes of everyone she meets.