

PRESBYTERY OF THE PEAKS

ONE HUNDRED EIGHTEENTH STATED MEETING

November 29, 2018

FIRST PRESBYTERIAN CHURCH DANVILLE, VIRGINIA



PRESBYTERY OF THE PEAKS SYNOD OF THE MID-ATLANTIC PRESBYTERIAN CHURCH (USA)

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Presbytery of the Peaks
One Hundred
Eighteenth Stated Meeting
First Presbyterian Church, Danville, VA
November 29, 2018

The MISSION of the Presbytery of the Peaks (approved by POP 11/06)
is to: enhance and empower congregations and leaders
to become bold servants of transformation for the glory of the Triune God

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John Wiederholt
Stated Clerk

Dick Boswell
Moderator

ATTENDANCE 11-29-18 PRESBYTERY MEETING

Active Ministers of the Word and Sacrament Present

Matthew Aldas	Russell Lee	John Salley
Kyle Allen	Elizabeth Link	Rachel Shepherd
George Anderson	Chad McCain	Betsy Soto
Matt Bowman	John McDonald	Ed Soto
Dale Brown	Bob McLavey	Peter Thompson
Stewart Childress	Brian Miles	Rachel Thompson
Janet Chisom	Kristi Miles	Carl Utley
Tupper Garden	Bea Miller	Andrew Whaley
Annette Goard	Christy Mitchell	Morgan Whitfield
Skip Hastings	Mikel Pugh	John Wiederholt
Mark Hinchcliff	Kristin Reinhold	Steve Willis
Paul Johnson	Tom Robinson	
Keith Leach	Will Robinson	

Active Ministers of the Word and Sacrament Excused

Ellen Anderson	Jason Grimes	Lisa Marshall
Philip Bouknight	Herndon Jeffreys	Melissa McNair-King
Kathy Carpenter	Kim Jeffreys	Russ Merritt
Linda Dickerson	Don Makin	Loren Mitchell
Janice Fraser	Gary Marshall	Robin Williamson

Active Ministers of the Word and Sacrament Absent

Amanda Bowman	Geoff Hubbard	Jamie Smith
Paul Brokaw	Jacob Kave	Catherine Taylor
Ken Chorle	Sarah Martin	Allison Unroe
Steve Darr	Amy Merrill Willis	Brent Williams
Robert Hall	Monte Mitchell	Rodney Wilson
Michael Hickman	Dave Roberts	

Ministers At Large Absent

Todd Hester	Charles Willoughby	Steve Earl
Susan Verbrugge	Ellen Woodworth	

Ministers At Large Excused

David Etheridge

Andy King

Kim Steinhorst

Honorably Retired Ministers of the Word and Sacrament Attending:

Nancy Dawson

Dusty Fiedler

Joe McCutchen

Bob Fiedler

Shirley Larson

George Wilson

Commissioned Pastors Attending

Margie Anderson

Terri Cornwell

Naomi Hodge-Muse

Dick Boswell

Rich Henderson

Tony Ward

Commissioned Pastors Excused

Gary Pillow

Commissioned Pastors Absent

Todd Atkins

Jennifer Makin

Bill Rountree

Phil Berry

Bill Meneeley

Al Jacobs

Kelvin Perry

Barbara Jacobs

Mike Price

Cabinet and Committee Chairs Attending

Shelda Wills

Smith Chaney

Helen Dean

Pam Claterbaugh

Ed McElmurray

Sue Bentley

Wanda McDowell

John Erb

John Fedison

Voting Elders for Churches

Altavista

Carolyn Lees

Amherst

Pam Althouse

Bedford

Russell Stevens

Berry Hill

Judy Edwards

Blacksburg

Elva Miller

Bluemont

Elmo McAlexander

Chatham

Harold Yates

Christiansburg

Julie Neal

Clarksville

Jean Pagerie

College

Lucie Zehner

Collinsville, First

Kym Wiederholt

Colonial

June Blackstock

Covenant

Marcia Seymour

Covington, First	Denise Pillow
Danville, First	Joyce Perez
Diamond Hill	Kay Guthrie
Drakes Branch	Willie Pettus
Farmville	John Arehart
Floyd	Joyce Blevins
Forest	Alice Smith
Forest Hills	Nancy Dameron
Holbrook St.	Wanda McDowell
Lynchburg, First	Erik Koroneous
Lynchburg, First	Noel Thomas
Martinsville, First	Nancy Moore
Memorial	J.E. Saunders
Mercy Seat	Mark Gosney
Mizpah	Sylvia Kent-Goodman
Mizpah	Gail McCullough
Oak Level	Carolyn Young
Pearisburg	Judy Stafford
Quaker Memorial	Nikki Kariuki
Saint Andrew	Sandy Tall
Salem	Marge Sielinski
Second	Richard Harvey
Second	Anna McLean
South Boston, First	Donald Cherry
Trinity Ecumenical Parish	Connie Canova
Unity	Sherri Tuck
West End	John Shoemaker
Westminster	Robert Roberts
Williamson Memorial	Frank Levers

Visiting Ruling Elders

Jerry Arthur, Williamson Memorial	Roberta Miller, First, Lynchburg
Richard Claterbaugh, Green Ridge	Michael Nevergold, Pearisburg
Betty Compton, Berry Hill	Lynn Pritchett, First, Martinsville
Dave Hayes, Blacksburg	Dale van Osten, Mercy Seat
Wanda Hylton, Floyd	Ginny Fedison Covenant
Howard Jennings, Quaker Memorial	Mary Dunn, Mercy Seat
John Kilby, Fincastle	Elease Wilson, Holbrook St.
Eunafaye McAlexander, Bluemont	Sheila Sabik, Colonial

Churches not represented by a Voting Elder

Appomattox CH	Gethsemane	New Store
Appomattox PE	Glasgow	Northminster
Arvon	Glen Wilton	Northside
Beale Memorial	Grace	Oak View
Belmont	Green Ridge	Old Brick
Belspring	Harmony	Old Concord
Bethlehem	Hat Creek	Peace
Briery	Hermon	Peaks
Brookneal	High Bridge	Phenix
Browns	Holmes Memorial	Pisgah
Buffalo	Jamestown	Providence
Campbell Memorial	Kayser Memorial	Pulaski, First
Clifton Forge	Kentuck	Radford
Concord	Low Moor	Raleigh Court
Cool Spring	Madisonville	Roanoke
Coolwell	Mallow	Roanoke Valley
Cumberland	Mary Horner Walker	Rocky Mount
Danube	Massies Mill	Rough Creek
Davis Memorial	Mayberry	Raleigh Court
Douglas	Maysville	Rustburg
Fairlawn	McAllister Memorial	Sinking Spring
Falling Spring RC	Meherrin	Trinity, Arvon
Fellowship	Montvale	Trinity Ridgeway
Fifth Avenue	Narrows, First	Village
Fincastle	New Concord	Villamont
Fork Union	New Dublin	Virginia

Visiting Ministers

Shea Berbaum
Jim Johns
Nancy Morris

Other Visitors Present

Elaine Boswell, First, Lynchburg	Zac Carter, Presbyterian Children's Home
Gael Chaney, Trinity Ecumenical Parish	Theodosia Briggs, Holbrook St.
Charles Miller, First, Lynchburg	Richard Menconeri, Trinity Ecumenical Parish
Ellen Pettus, Drakes Branch	Patricia Allen, Holbrook St.
Logan Young, Oak Level	Joann McElmurray, Covenant

Staff Not Counted Elsewhere

Julie Dyke
Robin Padgett

WE GATHER IN GOD'S NAME

*** THIS MEETING WAS RESCHEDULED FROM ITS ORIGINAL DATE OF NOVEMBER 15, 2018 DUE TO INCLEMENT WEATHER.**

Registration began at 11:30 a.m. with an Orientation offered at 12:00 p.m. for Elders and Ministers of the Word and Sacrament new to the Presbytery or attending a meeting of the Presbytery of the Peaks for the first time.

WELCOME, CALL TO ORDER, DECLARATION OF A QUORUM

The One Hundred Eighteenth Meeting of the Presbytery of the Peaks was called to order by Moderator Dick Boswell at 12:30 p.m., on November 29, 2018 in the sanctuary of First Presbyterian Church, Danville, VA declaring with the affirmation of the Stated Clerk the presence of a quorum, and offering words of welcome and leading in prayer.

Interim Pastor of the host church, John McDonald, offered a warm welcome to all. The Moderator welcomed and recognized all first time commissioners, YAADS, and guests.

MODERATOR APPOINTMENTS

The moderator appointed the following:

Tellers: Roberta Miller, First, Lynchburg
Charles Miller, First, Lynchburg

Resolution of Appreciation: Rachel Shepherd, Transitional Associate Presbyter for Discipleship

ADOPTION OF THE DOCKET AND CONSENT AGENDA

Motion for Approval presented by Stated Clerk, John Wiederholt. Sue Bentley, Committee on Ministry, made a motion that Item #2 in the Consent Agenda for Committee on Ministry be removed because the date was incorrect. The docket was amended to add the Committee on Representation Report to the docket following the Nominations Committee Report. The motion and amended docket were **Approved.**

WE GATHER TO WORSHIP

***Call to Worship**

Joyce Perez, Liturgist

What shall we return to the Lord
for all the good things God has done for us?

**We will lift up the cup of salvation
and call on the name of the Lord.**

The grace of the Lord Jesus Christ be with you all.

And also with you.

Let us worship God.

***Hymn of Praise – No. 554 Let All Things Now Living**

***Confession and Pardon**

Joyce Perez, Liturgist

Remember that our Lord Jesus can sympathize with us in our weakness, since in every respect he was tempted as we are, yet without sin. Let us then with boldness approach the throne of grace, that we may receive mercy and find grace to help in time of need.

Let us confess our sins against God and our neighbor.

Almighty God, you love us, but we have not loved you. You call, but we have not listened. We walk away from neighbors in need, wrapped up in our own concerns. We condone evil, prejudice, warfare, and greed. God of grace, help us to admit our sin, so that as you come to us in mercy, we may repent, turn to you, and receive forgiveness; through Jesus Christ our Redeemer. Amen.

Anyone who is in Christ is a new creation. The old life has gone; a new life has begun. Know that you are forgiven and be at peace.

Thanks be to God.

Prayer for Illumination

Dick Boswell

Pour out your Holy Spirit, O God, and prepare our hearts to accept your word. Silence in us any voice but your own, that, hearing, we may also obey your will; through Jesus Christ our Lord.

Amen.

Scripture

Exodus 34:29-30

John 4:1-26

Sermon: "Meeting Jesus"

Dick Boswell, Moderator and Missional CP

***Affirmation of Faith – from A Brief Statement of Faith**

Joyce Perez, Liturgist

In life and in death we belong to God. Through the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit, we trust in the one triune God, the Holy One of Israel, whom alone we worship and serve.

We trust in Jesus Christ, fully human, fully God. Jesus proclaimed the reign of God: preaching good news to the poor and release to the captives, teaching by word and deed and blessing the children, healing the sick and binding up the broken-hearted, eating with outcasts, forgiving sinners, and calling all to repent and believe the gospel. Unjustly condemned for blasphemy and sedition, Jesus was crucified, suffering the depths of human pain and giving his life for the sins of the world. God raised this Jesus from the dead, vindicating his sinless life, breaking the power of sin and evil, delivering us from death to life eternal.

With believers in every time and place, we rejoice that nothing in life or in death can separate us from the love of God in Christ Jesus our Lord. Glory to the Father, and to the Son, and to the Holy Spirit. Amen.

Offering – Two Cents a Meal

Denise Pillow

Offertory

Prayer of Thanksgiving, Intercession and the Lord's Prayer

Rev. John McDonald

Lord's Prayer

As our Savior Christ has taught us, we are bold to pray:

Our Father in heaven, hallowed be your name, your kingdom come, your will be done, on earth as in heaven. Give us today our daily bread. Forgive us our sins as we forgive those who sin against us. Save us from the time of trial and deliver us from evil. For the kingdom, the power, and the glory are yours now and forever. Amen.

***Hymn – No. 555 Now Thank We All Our God**

***Blessing and Charge**

Rev. John McDonald

The grace of the Lord Jesus Christ, the love of God, and the communion of the Holy Spirit be with you all.

Alleluia!

Go out into the world in peace; have courage; hold onto what is good; return no one evil for evil; support the weak; help the suffering; honor all people; love and serve the Lord, rejoicing in the power of the Holy Spirit.

Amen.

WE GATHER TO LEARN

FINAL REPORT OF THE ADMINISTRATIVE COMMISSION FOR SHELTON MEMORIAL PRESBYTERIAN CHURCH

The AC report presented by Ed Soto, chair of the Administrative Commission, was received and its three recommendations were **Approved.**

Defining Dissolution, Assimilation, and Merger

The Presbytery has a responsibility to oversee a smooth transition when a church deems its mission and ministry as no longer viable. When a Session concludes a proper call to stewardship is to close their doors, the Presbytery has a duty to enumerate the options that lay ahead. While many churches heretofore have closed under one of the following three systems, no definitions have been in place at the Presbytery level. Therefore, a church that wishes to close may dissolve, assimilate, or merge.

The dissolution of a congregation occurs when a church ceases operation and no longer exists as a worshipping community. The name and employer identification number are considered no longer active. The assets of said church are liquidated and first used to resolve any outstanding debts, then the remainder of the assets are transferred to the Presbytery to be disposed as necessary. The minutes of this congregation are transferred to the Presbytery for keeping and the membership is shepherded under other congregations.

The assimilation of a congregation occurs when a church ceases operation as an independent entity and is assimilated into another congregation. The name and employer identification number are considered no longer active. The assets of said church are either liquidated and used to resolve any debts and transferred to the adopting church, or all assets and liabilities are transferred to the ownership of the adopting church, as is, to be utilized or disposed of in accordance with the mission of the congregation and to the glory of God. The minutes of the assimilated congregation are transferred to the Presbytery for keeping and the membership is transferred to the adopting congregation.

A merger occurs when independent congregations unite into a newly minted church. The two or more merging churches combine operations into one worshipping community. The name and employer identification numbers of the merging churches are erased and a new name and EIN are created. Any outstanding debts from any of the merging churches need be paid and all remaining assets and liabilities are transferred to the new congregation to be disposed of as necessary. The minutes of the merging congregations are kept at the new church and the membership is adopted into the new church.

The process for all of these begins the same way, with a Session announcing to the Presbytery its desire to dissolve, assimilate, or merge. An Administrative Commission is established as needed and shepherds the Session(s) through the process as traditionally done.

Considerations

Whereas Shelton Memorial Presbyterian Church, Danville, founded in 1889 and having served faithfully in ministry for 128 years;

Whereas the members, elders, pastors, and other leaders of the congregation have used their gifts to proclaim the Gospel;

Whereas the congregation has over a number of years experienced a decreasing and aging membership;

Whereas the Session at a stated meeting on January 14, 2018 and the membership at a congregational meeting on February 11, 2018 voted to request that Shelton Memorial Presbyterian Church, 738 North Main Street, Danville, VA 24543, enter into a period of discernment with the Presbytery, through an Administrative Commission, to determine the future of the congregation;

Whereas, in response, the Presbytery of the Peaks, at the One Hundred Sixteenth stated meeting, approved an Administrative Commission “to guide and oversee matters pertaining to the merger or alternative future of Shelton Memorial Presbyterian Church with a sister congregation in the city limits of Danville, making a recommendation to the full Presbytery at a subsequent meeting of the presbytery, consistent with the mission strategy of the Presbytery in Danville”;

Whereas the Session of Shelton Memorial Presbyterian Church deemed it of highest importance to complete this process before winter 2018;

Whereas the Shelton Memorial Presbyterian Church was approached in the past to merge with other Presbyterian Churches north of the Dan River, but declined the invitation at that time;

Whereas Unity Presbyterian Church, a merger of Burton Memorial PC, Northview PC, and Bethany PC, has again extended an invitation to Shelton Memorial Presbyterian Church;

Therefore, the Administrative Commission offers the following recommendations.

Recommendations

Pursuant to the definitions cited above, the Administrative Commission recommends:

(1) the Presbytery approve the assimilation of Shelton Memorial Presbyterian Church into Unity Presbyterian Church effective November 18, 2018, with a service of celebration of this new transition at 3:00 PM that same day; **Approved**

(2) The Presbytery approve the transfer of all membership rolls, financial assets, appurtenances, furnishings, and real property of Shelton Memorial Presbyterian Church to Unity Presbyterian Church, held in trust for the mission of the PC(USA), and used in accordance to the ministry of Unity Presbyterian Church and ultimately to the glory of God; **Approved**

(3) The Presbytery approve the transfer of all Session minutes to the Presbytery office.

Approved

COMMITTEE ON ADMINISTRATION REPORT

The Committee on Administration Chair, Ed McElmurray, presented the report. Three recommendations were presented with the first two recommendations being **Approved** and the third recommendation being **Denied Approval**.

INFORMATION:

The Committee on Administration met on October 3, 2018 in the Presbytery office.

ACTIONS REPORTED:

1. Received the 2017 independent audit report from Foti, Flynn and Lowen.
2. Reviewed the August 31, 2018 financial statements.
3. Approved a 2% increase in the 2019 Covenant of Intent request to our churches.
4. Approved check signers for the Presbytery accounts-Bob Berkley, Dick Boswell, Jerry Foltz, John Scholer, Carl Utley and Rachel Shepherd.
5. Approved the closing of the Presbytery office for the Christmas Holidays from December 24, 2018 through January 1, 2019.
6. Approved a retirement gift for Joann McElmurray, Day Camp Director.
7. Approved increase in weekly hours for Julie Dyke, Presbytery Support from 36 to 38 hours.
8. Approved increase in weekly hours for Robin Padgett, Accountant & Office Manager from 32 to 34 hours.

RECOMMENDATIONS:

1. Recommend for first reading the 2019 proposed budget of \$812,167. **Approved**
2. Recommend for first reading the revised Presbytery Staff Job Descriptions to be included in the Operations Manual of the Presbytery. (Descriptions reflect the distribution of the Ministry Associate Presbyter to the remaining staff. These additions are highlighted). **Approved**
3. Recommend the Presbytery eliminate the Associate Presbyter for Ministry position effective November 16, 2018 as there are no plans to fill the vacancy. **Denied**

POSITION DESCRIPTION

Title: Transitional General Presbyter

Responsibilities:

Transitional Presbyter Duties:

- Guide the Presbytery theologically as it pursues its life & mission through interpretation, reflection, planning and implementation
- Serve as Head of Presbytery Staff
- Serve as Presbytery staff liaison on for its Cabinet and Committees

Represents Presbytery to Congregations

- Interprets the Mission of Presbytery
- Preaches in member congregations at special events and whenever possible the Sunday after the departure of a pastor
- Participates in Ordinations and Installations of Teaching Elders
- Provides Stewardship interpretation and education to congregations
- Provides staff support to Committee on Administration
 - Functions as Head of Staff
 - Δ Supervises and evaluates staff except Stated Clerk
 - Δ Coordinates the work of staff in a manner which enables them to function as a team, providing support as needed
 - Provides staff support to Stewardship and Personnel Work Groups
- Provides staff support to Cabinet
 - Planning and implementing Presbytery meetings
 - Coordinating the work of Cabinet
 - Enhance communications and coordination among divisions, committees and clusters
- Church development – empowers the Division of Church Development to identify, support and challenge congregations and sessions to enhance their evangelism and vitality
- Lay leadership development
- Provides staff support to Trustees and Nominating Committee
- **Committee on Ministry Staff Support:**
 - ***Work with COM liaisons in areas of TE transitions and pastoral vacancies; support and guidance to TE/CRE and sessions during time of crisis and conflict, celebrations and significant events.***
 - ***Work with Commissioned Ruling Elders for Particular Service Work Group***
 - Seeks executive references for prospective Teaching Elders
 - Provides references for exiting Teaching Elders
 - Support efforts for New Pastor Orientation and ongoing Continuing Education for Teachings Elders and CRE's.
- Participates in Synod and General Assembly activities that relate to the mission of the Presbytery of the Peaks
- Plans, supports and participates in ecumenical ministries when possible
- Works closely with Associate Presbyters and Stated Clerk in matters of administrative and judicial commissions

Qualifications: Ordained teaching or ruling elder in the Presbyterian Church (U.S.A.)

Relationships: Functions as Head of Staff, supervising and coordinating the work of Associate Presbyter for Ministry; Associate Presbyter for Youth and Young Adult Ministry; Hunger Action Enabler/Mission Interpreter; and Office Manager/Accountant so that the staff functions as a team; providing support when needed, thus empowering them to better fulfill their responsibilities. Serves as colleague to Stated Clerk. Relates to Presbytery as a member. Represents Presbytery to congregations.

Time Required: Professional, Full time, Exempt

Evaluation: Performance reviews will be conducted annually with a five year comprehensive review by the Personnel Work Group of the COA and reported to Presbytery. COA will annually review adequacy of compensation.

Effective: October 3, 2018

POSITION DESCRIPTION

TITLE: Transitional Associate Presbyter for Discipleship

RESPONSIBILITIES:

- A. Provide staff support to the Discipleship Committee
- B. Provide staff support to congregations regionally, teaching congregations how to provide effective youth and young adult ministry
- C. Provide staff support for Youth Cabinet
 - a. Assist with retreats for youth
 - b. Promote and encourage participation in Youth Cabinet; Provide leadership training for Youth Cabinet
- D. Provide staff support to outdoor ministry work group
 - a. Supervise staff of all outdoor programs
 - b. Support workgroup in providing Travel Day Camps
 - c. Support workgroup in providing overnight/residential camps
 - d. Support workgroup in providing adventure/specialty camps
 - e. Support workgroup in their exploration and planning of additional Outdoor opportunities
 - f. Be a resource to congregations regarding outdoor ministry opportunities
- E. Provide staff support in the area of the Resource Center
- F. Encourage and support congregations in ministry to college students and in their communities and to young adults in the Presbytery
- G. Provide staff support to the Committee on Preparation for Ministry in their oversight and support of Inquirers and Candidates.**
- H. Provide staff support to the Examinations Committee; work with TE transferring into the Presbytery and Candidates called to particular congregations to plan and implement Ordination and Installation Services.**

RELATIONSHIPS:

The Transitional Associate Presbyter is accountable to the Transitional General Presbyter (Head of Staff) and to Presbytery through Committee on Administration (COA). You shall relate to Presbytery Staff as colleague, shall be a member of the presbytery, and supervise outdoor ministry staff.

EVALUATION Performance reviews will be conducted annually by the Transitional General Presbyter, reviewed by Personnel Work Group and reported to COA. COA will annually review adequacy of compensation

Effective: October 3, 2018

POSITION DESCRIPTION

TITLE: *STATED CLERK OF THE PRESBYTERY OF THE PEAKS*

PURPOSE:

To serve as an ecclesiastical officer of the governing body as set forth in the Book of Order, Articles of Agreement and Manual of Operations of the Presbytery

ACCOUNTABILITY:

Accountable to the Presbytery as an elected officer for a four year term

RESPONSIBILITIES:

- A. Fulfill the responsibilities set forth in the Book of Order (G-9.0203, G-11-0407, D-11.0601, D-11.0700)
- B. Serve as an advisory member of the Presbytery Cabinet, with particular responsibilities as a resource person and advisor interpreting communications from the Synod and General Assembly that impact the mission and ministry of the Presbytery of the Peaks.
- C. Send communications which Presbytery desires to convey to Stated Clerks of Presbyteries, to the Stated Clerk of the Synod of Mid-Atlantic and other Synods, and to the Office of the General Assembly of the Presbyterian Church (U.S.A.), on behalf of the Presbytery of the Peaks
- D. Refer any proposed changes to the constitution submitted by the General Assembly to the Bills and Overtures Committee.
- E. Oversee the recording and editing of minutes of all meetings of the Presbytery of the Peaks, with distribution to all ministers, commissioners and other appropriate persons to be carried out by Presbytery's office.
- F. Offer opinions in the interpretation of the Book of Order and Robert's Rules of Order when called upon to do so by individuals and bodies of the Presbytery
- G. Present the agenda for each stated and called meeting of the Presbytery of the Peaks as prepared by the Presbytery Cabinet
- H. Recommend recording clerks to serve as needed during the meetings of Presbytery
- I. Be regular in attendance at all meetings of Presbytery Cabinet, Presbytery and Synod, and Cabinet Retreats.
- J. Provide Staff Support to the Sexual Misconduct Committee.***
- K. Provide Staff Support to the Session Records WG of COM.***

RELATIONSHIPS:

Related to the professional staff of the Presbytery as colleagues. Related to the Moderator of Presbytery and Chair of Presbytery Cabinet as advisor and consultant.

TIME REQUIRED:

Up to ten hours per week is expected. This will be included in the covenant between the person and the congregation, if a pastor.

EVALUATION:

There will be an annual performance review and evaluation of the person and the office by the Personnel Workgroup of the Committee on Administration in the same manner and frequency for professional staff positions in the Presbytery of the Peaks. Adequacy of compensation will be annually reviewed by the Committee on Administration. At the first meeting of Presbytery in the final year of the term of office for the Stated Clerk, the Moderator of Presbytery will nominate to the Presbytery a five (5) person Stated Clerk Nominating Committee for election. This committee will conduct an extensive review of the office and Position Description of Stated Clerk and at the last meeting of that year of the Presbytery, propose a Position Description and a nominee for the office of Stated Clerk for Presbytery action.

Effective: October 3, 2018

POSITION DESCRIPTION

Title: *Hunger Action Advocate*

Purpose:

Serves as educator, motivator, and facilitator of the hunger action program in the Presbytery

Accountability:

Accountable to the Committee on Administration through the Personnel Work Group with supervision and oversight by the General Presbyter.

Responsibilities:

- A. Educate and inform Presbytery (churches and members) of hunger needs and opportunities for volunteering
- B. Promote and provide resources concerning 2-Cents-A-Meal
- C. Honor churches for their contributions to 2-Cents-A-Meal
- D. Report disbursements from 2-Cents-A-Meal in a bulletin format
- E. Document contacts
- F. Enlist and train local church members to advocate for 2-Cents-A-Meal
- G. Review grant applications for 2-Cents-A-Meal
- H. Attend the quarterly presbytery meetings to promote 2-Cents-A-Meal and receive mealtime offerings
- I. Participate in monthly presbytery staff meetings as often as possible
- J. Provide own transportation and office space with computer and internet service

Relationships:

Reports to the General Presbyter

Relates to the Division of Cooperative Missions

Relates to Pastors and members in local congregations

Networks with other Hunger Action Enablers in Synod and GA

Qualifications:

Member of a church in Peaks' Presbytery

Knowledge of hunger-related issues and PC (USA)'s efforts to impact these issues

Good communication skills including the ability to speak in public

PC computer skills that include use of email, Internet, and production of promotional materials

Ability to self-direct

Job Status:

15-hour flexible work week

Evaluation:

Annual review of performance by the Personnel Work Group of the Committee on Administration, with annual review of adequacy of compensation by the Committee on Administration.

Effective: October 3, 2018

POSITION DESCRIPTION

TITLE: *MISSION INTERPRETER*

PURPOSE:

Interpret, promote and facilitate mission programs for the Presbytery, as well as the Partnership and Mutual Mission relationships in Central America and Haiti.

ACCOUNTABILITY:

Accountable to the Committee on Administration through the Personnel Work with supervision and oversight by the General Presbyter

RESPONSIBILITIES:

- A. Facilitate the Mutual Mission relationship with the Episcopal Diocese of Haiti and CEDEPCA partnership
- B. Resource individuals and congregations for mission work/trips
- C. Encourage and coordinate Presbytery-wide responses to disaster
- D. Respond to requests to lead worship for interpretation and proclamation
- E. Provide program staff support to the Mission Committee
- F. Provide interpretation of presbytery, synod and PCUSA mission efforts

RELATIONSHIPS:

Relate to the General Presbyter as supervisor, to chairs of work groups and of the Mission Committee as a resource, to Presbytery staff as colleague, and to local congregations through the Pastor, Moderator and or Lay Leadership as interpreter. .

TIME REQUIRED:

Part-time, Non-exempt based on 4 hours per week with flexible and comp time hours for meetings of Presbytery

Cabinet, presbytery meetings and visits to congregations.

EVALUATION:

Annual performance review by Office and Personnel Work Group of the Committee on Administration with annual review of adequacy of compensation by the Committee on Administration

EFFECTIVE : October 3, 2018

POSITION DESCRIPTION

TITLE: *ACCOUNTANT*

PURPOSE: Responsible for the financial book keeping and accounting of the Presbytery of the Peaks

ACCOUNTABILITY:

To the Presbytery through the Personnel Work Group of the Committee on Administration, with direction and oversight by the General Presbyter, in consultation with the Treasurer.

RESPONSIBILITIES:

- A. Receive and distribute all monies in a timely fashion as determined by a line item budget and/or procedures established by the Committee on Administration
- B. Keep appropriate financial records of all transactions and provide records for an annual audit
- C. Produce monthly, quarterly and other appropriate financial reports for the Presbytery, Synod and General Assembly, Presbytery Committees and the churches.
- D. Produce appropriate reports required by the state, federal and insurance agencies regarding the Presbytery payroll and maintain the requisite payroll records for each employee
- E. Provide for the review of the Presbytery Treasurer monthly and annual reports of accounts and assets
- F. Provide support to the Committee on Administration, Investment Committee and Trustees as needed
- G. *Provide staff support for Pensions & Benefits WG of Committee on Ministry (COM). Review Terms of Call as received from churches and COM.*
- H. *Assist with the preparation of Annual Terms of Call documentation.*
- I. *Provide staff support to churches requesting information regarding Terms of Call and Annual Statistical Report.*
- J. *Resource for churches needing assistance with financial, tax and legal issues.*
- K. *Provide assistance with Church Leadership Connection call system through PCUSA.*

RELATIONSHIPS:

Related to the General Presbyter as head of staff and supervisor. Related to other professional and support staff as advisor and colleague. Related to the Treasurer for review, advice and counsel on the financial affairs of the Presbytery. Related as advisor to churches, divisions and committees in financial matters of the Presbytery, as needed and in consultation with the Treasurer

TIME REQUIRED: Exempt based on 25 hours flexible time on a five day week basis

EVALUATION:

Annual review of performance will be conducted by the Personnel Work Group of the Committee on Administration. Adequacy of compensation will be reviewed annually by the Committee on Administration.

EFFECTIVE : October 3, 2018

POSITION DESCRIPTION

TITLE: *OFFICE MANAGER*

PURPOSE: Responsible for the management oversight of the support system of the presbytery office staff, facilities and computer network.

ACCOUNTABILITY:

To the Presbytery through the Committee on Administration, with direction and oversight by the General Presbyter

RESPONSIBILITIES:

- A. Provide office management oversight for office budget, machine leasing strategy and purchase, computer system, and office procedures in consultation with the General Presbyter.
- B. Coordinate and resource the workflow in the front office with the support staff.
- C. Provide appropriate reports and staff support to the Trustees and the Investment Committee.
- D. Provide computer maintenance/repair as needed.
- E. Undertake other responsibilities consistent with this position's purpose as needed in consultation with the General Presbyter
- F. Provide staff support for Committee on Administration.
- G. *Provide office management of facilities.***
- H. *Manage the design and contribute to the content of the Presbytery of the Peaks website; contribute to the content of Peaks Postings.***

RELATIONSHIPS:

Related to the General Presbyter as head of staff and supervisor. Related to other staff as colleague. Supervise support staff.

TIME REQUIRED: Exempt, based on 9 hours flexible time on a five day week basis

EVALUATION:

Annual review of performance will be conducted by the Office and Personnel Work Group of the Committee on Administration. Adequacy of compensation will be reviewed annually by the Committee on Administration.

EFFECTIVE: October 3, 2018

POSITION DESCRIPTION

Title: Presbytery Support Staff

Purpose: Provide administrative support to Presbytery Cabinet, Committees and Workgroups

Accountability: Accountable to Office Manager as supervisor; Stated Clerk, General Presbyter and Associate Presbyters regarding assignments to be performed.

Responsibilities:

Communication

1. Direct telephone and e-mail communications to program support staff.
2. Edit and publish weekly e-newsletter.
3. Maintain the Presbytery calendar of events.
4. Update the Presbytery website.
5. Update and keep current the Presbytery database. Assist with Directory preparation.

Presbytery Meetings

1. Coordinate Presbytery meeting details with the host church.
2. Attend Presbytery meetings, helping with registration as needed.
3. Coordinate Presbytery meeting minute preparation and distribution.

General Office

1. Provide administrative support to Cabinet, Committees and Workgroups as needed.
2. Provide staff support for Block Grant and Two Cents a Meal Grant Information/Mailings.
3. Oversee Annual Statistical Report preparation with member churches.

Committee on Ministry

1. Maintain confidential files on congregations, pastors, inquirers and candidates in the presbytery.
2. Maintain permanent record of participants and their progress in the CRE program.
3. **Maintain Neighborhood Reporting Tables for monthly review.**
4. Provide assistance to Examinations Committee for candidates and transferring pastors.
5. Collect reports and documents submitted and distribute monthly packet for meetings.
6. **Maintain Church Leadership Connection system.**
7. **Prepare Installation and Ordination Bulletins.**
8. **Update PNC Tracking table on monthly basis.**
9. Prepare correspondence regarding actions taken at Presbytery and COM meetings.
10. Prepare and distribute the following :
 - a. Bi-annual report forms to Temporary Supply Pastors, Moderators of Session without pastors, CRE's and CRE supervisors.
 - b. Annual report letters and related forms to Ministers at Large Validated Ministers.
 - c. Burke Fund information to potential recipients.

Other

1. **2019 Triennium Registrar**
2. Other duties as assigned.

Relationships: Reports to the Office Manager as supervisor and General Presbyter (Head of Staff). Relates to Presbytery Staff as colleague. Relates to Presbytery of the Peaks as staff support.

Time Required: Full time (38 hours a week) Non-Exempt

Evaluation: Performance reviews will be conducted annually by Office Manager, reviewed by the General Presbyter (Head of Staff), Personnel Work Group and reported to Committee on Administration (COA). COA will annually review adequacy of compensation.

Effective: October 3, 2018

CAMP PEAKS RECOGNITION OF JOANN MCELMURRAY

Rachel Shepherd, Transitional Associate Presbyter of Discipleship, recognized Joann McElmurray for her years of dedication to the Camp Peaks program.

The Presbytery offers gratitude and thanks to Joann for her many years of organizing and running of Camp Peaks. Her leadership has made a lasting impression on many of our youth. We are forever grateful for her.

MINISTRY MADE POSSIBLE

Tony Ward, chair of the Commissioned Pastor Workgroup, along with members Dusty Fiedler and Terri Cornwell, spoke about the Commissioned Pastor program in the Presbytery of the Peaks.

OPEN MIC - This was a time for (1) Announcements from Churches; (2) Announcements from Presbytery Divisions and Committees, and (3) Announcements from Organizations and Agencies.

The Two Cents a Meal Offering collected today was \$ 751.83.

THANK YOU FIRST DANVILLE FOR THE COFFEE AND SNACKS.

ORDER OF THE DAY

EXAMINATIONS COMMITTEE REPORT

Bob McLavey, Chair of the Examinations Committee presented two candidates to the Presbytery.

Jim Johns, Interim Pastor at Saint Andrew Presbyterian Church

Nancy Morris, Honorably Retired Pastor

The Examinations Committee Report was received and its two recommendations were **Approved**.

RECOMMENDATIONS:

1. The examination of Rev. Dr. James Johns (MWS), member of Grace Presbytery, be sustained; pending his signing of the Book of Obligations; and that he be received as a member in good standing for membership in the Presbytery of the Peaks. **Approved**

2. The examination of Rev. Nancy Morris, HR, member of Foothills Presbytery be sustained; pending her signing of the Book of Obligations; and that she be received as a member in good standing for membership in the Presbytery of the Peaks. **Approved**

Biographical Sketch Reverend Dr. Jim Johns

I was born a cradle Presbyterian in the town of Front Royal, Virginia, a small town in the Shenandoah Valley about an hour and a half west of Washington DC. My family attended a small Presbyterian Church where my father was clerk of session and my mother taught Sunday School. In addition to attending church, I took part in youth fellowship activities, attended church camp, and played on the church softball team.

Upon graduating from high school, I attended Madison College, now James Madison University, where I attained my Bachelor Degree in Business Administration. Following my graduation from college, I entered retail management and managed a chain drug store for thirteen years in various locations in Virginia and West Virginia. I was also privileged to work in the construction and marketing industries. It was while I was managing the drug store that I became reacquainted with one of my high school classmates whom I married. Terry Johns remains the love of my life. We have three children, all grown and married. We are also blessed to have four grandchildren.

For many years I resisted God's call to ministry but at the age of 45, with the blessings of my wife, we sold our home and marched off to Richmond, Virginia, and Union Theological Seminary where I received my Master of Divinity Degree. In July 1998 I was ordained in the Coastal Carolina Presbytery and served my first church, Montpelier Presbyterian Church, in Wagram, North Carolina. In March 2001 I accepted the position of solo pastor at Indian Trail Presbyterian Church located in the Charlotte North Carolina area.

In 2008, I began work on my Doctor of Ministry degree and was awarded the Doctor of Ministry degree in 2011 from Union Presbyterian Seminary. Because I eventually wanted to work as an interim minister, I took the Interim Ministry Training course offered by Union Presbyterian Seminary in November 2013.

On January 1, 2015, after almost 14 years as the installed pastor of Indian Trail Presbyterian Church, I left this position to begin my career as an interim minister at Carolina Beach Presbyterian Church in North Carolina where I served for 18 months. While serving at Carolina Beach Presbyterian Church I completed the Transitional Ministry Training (Part II) at Montreat Conference Center in Montreat, North Carolina.

On June 1, 2016, I became the interim minister of Faith United Presbyterian Church in Farmers Branch, Texas where I am currently serving until October 15, 2018. The Lord has blessed me in my ministry and I am thankful for the confidence the session of Saint Andrew Presbyterian Church has placed in me as their interim minister. I am thankful that God has called me to this church and look forward in assisting Saint Andrew as they search for their new installed minister.

Statement of Faith

Reverend Dr. Jim Johns

I believe in one God the Father Almighty who is omnipotent, omnipresent, creator of heaven and earth. God created all things out of nothing. The created world is good and life is good because God is good. God alone is sovereign and rules with perfect justice and righteousness and grace. For God's good pleasure God created humankind in God's image giving humans the capacity to love, forgive, and have compassion and empathy for one another.

I believe in Jesus Christ, God's only Son who is the visible image of the Father. He is the reflection of God's glory and the exact imprint of God's very being. Jesus collaborated with the Father at the beginning of creation and took on human form in order to come to earth to bring good news to the poor, proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, and to proclaim the year of the Lord's favor. At the right time, according to the will of the Father, while the rest of the human race was sinning, Jesus took the sins of the world upon himself and became the atoning sacrifice for the sins of the world.

I believe in the Holy Spirit who works in and through human beings to bring us to faith, to empower us to serve God and to cleanse us from sin. The Holy Spirit is the presence of the living God working in the world and in the church and in our individual lives. The Spirit is our teacher, counselor, comforter, and our advocate who argues on our behalf before God. The Spirit renews and restores life and brings all who trust in Jesus resurrected life in this world and in the world to come.

Though we were made in the image of God that image has been distorted by sin. Sin is not only disobedience to God but our inclination to trust in ourselves more than we trust in God. It is our inclination to be centered on ourselves that keeps us from loving God and loving our neighbor.

By God's grace, according to divine providence, God sent his only Son Jesus Christ to deliver us from sin and death. In so doing, God reconciled humanity to God's self, restoring the relationship that was broken by sin. By God's grace through faith in Jesus Christ, God's adopts us as God's children making us joint heirs with Jesus granting us our inheritance of everlasting life.

I believe that there are two sacraments instituted by Christ, the Lord's Supper and Baptism. Through the Lord's Supper, we remember the suffering death of Jesus who died on the cross for the forgiveness of our sins. It is also a celebration of God's grace in creation, covenant, the gift of the church, and the coming kingdom that Jesus promised to all who trust in him and live according to his word. Through Baptism, God claims us as God's children. In response we turn from sin and turn to the ways of Jesus Christ. Baptism is a sign of the believer being grafted into Jesus, having their sins washed away, and being incorporated into the body of Christ which is the church.

Finally, I believe that scripture is God's word to humanity and our guide to living a blessed life in accordance with God's will.

Biographical Sketch

Rev. Nancy Morris

I love church! I have for as long as I can remember. In my family, I was the one who always wanted to be there whenever the doors were open. The congregation which first nurtured that love was Madison Baptist Church in Madison, NJ. It was a Southern Baptist congregation in the Jersey suburbs. My father's career took his southern family to Manhattan in the 1950s. My mother was the Baptist; my dad was a Presbyterian. As it usually happens, her church preference prevailed. When they discovered a newly forming SBC congregation in the area, my mother was immediately drawn to it. Most of those in the congregation were transplants just like her. They became quick friends.

The warmth and fellowship of this small congregation nurtured my faith as a child and as a youth. I made a profession of faith in Christ at the age of seven and was baptized. I was absolutely confident of God's presence and love in my life because of the faith of those around me. This congregation's Southern Baptist traditions gave me a firm foundation while its location opened my eyes to a world that was larger than just Baptists, a balance that has guided my entire life. Because we were one of very few families who actually lived in Madison, we were at the church building often. I remember visiting with my dad while it was under construction. My call to ministry came in that building about ten years later when I found myself in the sanctuary very early one Easter morning. It was the waning hours of a youth lock-in. As youth are prone to do, we were roaming the church. And as youth are prone to do, we were imitating the grown-ups. In a fleeting moment, while standing behind the pulpit, actually a bit in jest, a voice sounded somewhere inside my head. "This is where I want you to be," it said. It took decades for me to even remember the moment; even longer to believe it; and longer still to claim it as a call to pastoral ministry.

Yet even then I did sense a call to church work. With no experience of a woman in the pulpit or even in leadership positions, that call had to be deepened – as it was during college years and seminary. The first half of my ministerial career was spent among the moderate branch of what became the Sundered Southern Baptist Convention. Remaining a faithful Baptist, I attended the Divinity School of Duke University. I wanted a more academic and ecumenical education than what was being offered even at the excellent Southern Baptist seminaries of the 1970s. That education led me to seek pastoral ordination as a Southern Baptist female in 1977 – my first "laying on of hands."

Throughout my years in ministry, I've managed to obtain two theological degrees from Methodist seminaries and serve among American Baptists, Southern Baptists, Cooperative Baptist Fellowship Baptists, and Presbyterians. It has been a rich life! My longest tenure (12 years) among Baptists was as minister for children and family life at St. John's Baptist Church in Charlotte, NC. It was and still is an outstanding congregation known for its leadership role among moderate Baptists.

In 1995 I was invited to become an editor for children's curriculum with Smyth & Helwys Publishing in Macon, GA. I went to Macon as a Baptist and left a Presbyterian. Smyth & Helwys is an independent publisher born of the Baptist battles. While serving there we chose Northminster Presbyterian as our family's congregation. After three grueling years as an editor, Northminster called me as their educator. While serving as a Baptist among Presbyterians, in yet another sanctuary, I heard a call to become a Presbyterian Minister of Word and Sacrament. That call took me through ordination exams, my second "laying on of hands," and to Second Presbyterian in Roanoke where I served as Associate Pastor for Christian Education for nine years.

As you well know, Second is a wonderful congregation with a significant love of learning. Yet while at Second that Easter morning call heard so many years ago persisted and deepened, leading me to seek the opportunity to serve a congregation as its pastor. That opportunity came in 2010 with the saints of Seneca Presbyterian Church in Seneca, SC. For almost eight years, I was privileged to serve a congregation of predominately retirees. Attracted by the beauty and lakes of upstate South Carolina, they came from across the country with a variety of professional backgrounds. I grew to know them

well. We struggled with what it meant to be a retiree congregation while still longing for children and young families. We spoke openly of issues related to sexuality and other faiths. I walked with them through too many journeys of illness and death. I came to cherish the gift those journeys brought despite the pain and loss that went with them.

These active and engaged retirees worked at the food bank, delivered meals on wheels, drove strangers to doctor's appointments, and staffed a crisis assistance ministry. They were willing to open their church's doors to house an outreach program aimed at transforming the lives of families dependent on government assistance. They planned, built, planted, and harvested a community garden as a teaching tool for the children of those families. As someone who has spent 40 years serving inside the walls of the church, their example inspires me to find ways to serve the kingdom of God "outside the walls" during my own retirement years.

Statement of Faith **Rev. Nancy Morris**

My life is claimed by God, Creator of all that is. In love, majesty, and power God spoke and our world came into being, a world of beauty and wonder beyond our comprehension. Though absolute in power, God did not desire to live in aloneness, but rather created humanity to live in joyful relationship with God and to care for God's creation. In love, God granted men and women the freedom to choose, and sin quickly entered into our world. But God did not give up on us. Constantly seeking to reestablish relationship, God called a people to be God's own. In covenantal love, God reached out to us through patriarchs and matriarchs and prophets. In the fullness of God's time, God took on human form in Jesus of Nazareth, Son of God and Redeemer of humankind.

In Christ, we see what God is like. He welcomed the least, healed the sick, forgave sins, broke the chains of injustice and inhumanity, proclaimed the Kingdom of God, and called all persons to follow him in costly, life-giving discipleship. Undeterred by the forces of sin and fear, Jesus endured death by human hands. God then raised Jesus again to life, forever defeating the powers of death and separation. In his death and resurrection the power of redeeming love overcame the power of sin, of my sin, and reconciled humanity, myself included, to God. In the gift of his life, I find my own life: healed, whole, and abundant. This is God's gift of salvation uniquely offered through Christ for the entire world.

Through the power of the Holy Spirit, God's sustaining presence is made real in the world and in my life. The Spirit inspires faith and enables us to worship God. The Spirit opens our eyes to new callings and understandings. The Spirit comforts us in times of doubt, despair, and bewilderment. On the day of Pentecost, the Spirit restored life to a defeated community of disciples who were empowered to become the Church. As Christians today, we are heirs of that birth and recipients of that power. The Church exists to proclaim the reconciling and redeeming love of God, to nurture faithful, committed discipleship, and to heal broken lives and a broken world.

The Church finds its identity and strength in the faithful work of worship, especially as it proclaims the Word of God and celebrates the sacraments. In the waters of baptism, we are claimed and reborn as God's children. Such is possible only by the faithfulness and grace of God and depends nothing on our ability to respond. Through baptism, we are cleansed from sin and received into the covenant community of the Church, God's family. As God's children, we spend our lives living into our baptism, reclaiming its life giving power in joyful thanksgiving and faithfulness.

In the bread and cup of Communion, we come face to face with the reality of Christ's love for us. It is a moment of presence, of mercy, and of celebration. In sharing the bread and cup, we receive life-renewing grace. Even as his gift of love sought to restore hope and faith among the first disciples, his bread and cup bind all Christians together in unity until we shall all feast together at God's great banquet table.

The Church proclaims the Word, Christ risen and living among us, as it claims and teaches Scripture, the written Word, the unique and authoritative record of God's on-going revelation. As Christians, we have no other source for discovering who we are in God's eyes, how we are to live our lives as God's children, and what God has done and is doing in our world. We proclaim its marvelous stories and truths because we need constant reminding that God's Word has always been and shall always be the final word no matter what our world might say.

Christ's Church, though divided on earth, embraces all who claim him as Savior and Lord. When we are faithful to our confession, the Holy Spirit governs the Church, empowering it for faithful mission and service. The government of the Church binds us together as brothers and sisters in Christ no matter our individual gifts and callings. The gifts of Church order in the tradition known as Presbyterian provide for the strength of unity amidst the power of diversity. We are bound together by Spirit and tradition and cannot break that bond without breaking the heart of God.

COMMITTEE ON MINISTRY REPORT

The Committee on Ministry Report, as follows, presented by Sue Bentley, was received and its eight recommendations were **Approved**.

ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY:

1. Granted permission to Margie Anderson, CP, to serve Communion at Danube Presbyterian Church on Sunday, October 7, 2018 for World Communion Sunday.
2. Amended Naomi Hodge Muse's commission to include all functions that CPs are eligible to perform: administer the Sacraments, perform marriages, and moderate the session for Grace Presbyterian Church. The motion was amended by the Committee on Ministry to include being able to vote.
3. Approved the request of Buchanan Presbyterian Church to form a PNC.
4. Approved the Commissioned Pastor contract between Massies Mill and Bill Meneeley effective September 1, 2018 to August 31, 2021.
5. Approved the request of Unity Presbyterian Church to form a PNC.
7. Approved the Installation Commission to Ordain and Install Annette Goard at Clarksville Presbyterian Church on September 23, 2018.

Teaching Elders:

Carl Utley, Transitional General Presbyter, Moderator
Rachel Thompson, Associate Pastor, Second, Roanoke, Charge to Pastor
Betsy Soto, Pastor, Berry Hill

Ruling Elders:

William Smith, Clarksville, Charge to the Congregation
Carrie Ashe, Holbrook Street

Sit With the Commission:

Rev. Dr. Kerri Mock Hefner, New Hope Presbyterian Church, Chapel Hill, NC, To Preach the Sermon
Camille Lambe, Cary Presbyterian Church, Cary, NC

8. Approved to reimburse Small Church Residency Program mentors for their mileage at the IRS rate for Small Church Residency Program activities such as monthly gatherings and meetings with resident.
9. Approved to assign Kim Jeffreys as mentor to Annette Goard, Clarksville Presbyterian Church.
10. Approved the request of Clarksville Presbyterian Church to grant permission to Rich Henderson to officiate Communion on Sunday, Nov. 25, 2018.
11. Approved the request of Oak Level Presbyterian Church to terminate the Interim Pastor Contract with Rev. Jeff Kisner effective Sept. 16, 2018.
12. Approved the Small Church Residency Program guidelines.
13. Approved the Interim Pastor contract between Quaker Memorial Presbyterian Church and Rev. Nancy Dawson effective November 1, 2018 to October 31, 2019.
14. Approved the request of Holbrook St. to file a waiver for vacancy dues.
15. Approved the request of Holbrook St. to allow Kelvin Perry and Naomi Hodge Muse, CP's from Grace, to serve the sacraments at Holbrook as needed.
16. Approved the request to repurpose \$500 Interim Training Scholarship funds for Kim Steinhorst to attend the Lombard Mennonite Center for training as a Presbytery Conflict response team member.

RECOMMENDATIONS FOR CONSENT AGENDA:

1. **FOR CONSENT AGENDA:** Recommend to dissolve the pastoral relationship between Shelton Memorial Presbyterian Church and Rev. Paul Johnson effective December 31, 2018.
2. **FOR CONSENT AGENDA:** Recommend to dissolve the pastoral relationship between Blacksburg Presbyterian Church and Rev. Catherine Taylor effective March 8, 2019.

RECOMMENDATIONS:

1. Approval of the following terms of call for Brian Miles to serve as Pastor for Amherst Presbyterian Church effective October 28, 2018.

CASH PAYMENTS:

Annual Cash Salary	\$ 32,500.00
Housing Allowance	12,000.00
SUBTOTAL/EFFECTIVE SALARY	44,500.00
SECA (.0765% of Effective Salary)	3,404.25
TOTAL CASH PAYMENT	\$ 47,904.25

BOARD OF PENSION BASIC BENEFITS - % of EFFECTIVE SALARY

Health (25%)	11,125.00
Pension/Disability/Death Insurance (12%)	5,340.00
TOTAL PENSION	16,465.00

OTHER BENEFITS

Continuing Education	1,200.00
Car Allowance	1,500.00
Paid Vacation	4 Weeks

Paid Study Leave	2 Weeks
Sick Leave	2 Weeks
Family Leave	2 Weeks
Sabbatical	After 7 Years Service, 3 months paid leave
TOTAL BENEFITS	2,700.00
TOTAL COST TO CHURCH	\$ 67,069.25

Approved

2. Allow COM to assign an Installation Commission to install Brian Miles at Amherst Presbyterian Church. **Approved**
3. Approve the call for Validated Ministry between UKirk, Virginia Tech and Kathy Carpenter.

- Annual cash salary \$27,040.00
- Board of Pension Dues \$3,244.80
- Reimbursement for travel expenses, professional expenses, and continuing education expenses in the performance of professional duties at the current rate used by the Presbytery.
- Four (4) weeks of paid vacation and two (2) weeks of paid study leave.

Approved

4. Approve the Policy of Use of Commissioned Pastors for a first read at the November Presbytery Meeting. (see below) **Approved**
5. Approve the 2019 Terms of Call for a second read at the November Presbytery Meeting. **Approved**
6. Approve the request of Trinity Ecumenical Parish to revise the call of Pastor Bea Miller from Associate Pastor to Co-Pastor. This vote required a 3/4 majority vote which was met. **Approved**
7. Grant Rev. Stewart Childress Honorably Retired Status in the Presbytery of the Peaks effective January 1, 2019. **Approved**
8. Grant Rev. Catherine Taylor Honorably Retired Status in the Presbytery of the Peaks effective March 8, 2019. **Approved**

Presbytery of the Peaks
Policy on the Use of Commissioned Pastors
(formerly Commissioned Ruling Elder or Commissioned Lay Pastor)

Background

We are fortunate that in a series of decisions since 1985, the General Assemblies of the PCUSA has opened up the way for ruling elders to preach, administer the sacraments of communion and baptism, moderate sessions, and perform weddings where congregations are unable for financial or geographical reasons to call a Minister of Word and Sacrament. When trained and authorized by the presbytery, ruling elders were first commissioned to serve particular congregations, but then were also permitted to serve in non-congregational validated ministries.

The Presbytery of the Peaks has also evolved in its use of ruling elders as commissioned pastors. Within the last five years Barbara and Al Jacobs were approved to serve communion, not at just one church, but in the Piedmont Neighborhood, where there are so many congregations that depend upon a commissioned pastor for the Lord's Supper. More recently, the Presbytery commissioned two ruling elders as "missional commissioned pastors," giving them authority to preach, administer the sacraments, moderate sessions, and perform weddings anywhere within the bounds of the presbytery.

When our most recent development was presented to Laurie Griffith, the Office of the General Assembly's advisor on constitutional interpretation, she indicated that we had "overreached" in our commissioning of Missional Commissioned Pastors. She explained that the General Assembly approved a narrower scope and authority, emphasizing that ruling elders are commissioned to *limited pastoral service that is required for the missional strategy of the presbytery*. The attached Constitutional Musings: Note 28 is a thorough explanation of what is permitted by the Book of Order.

So that the presbytery can be clear about the focus and limits of commissioned pastor ministries, the following is offered for consideration and adoption as a binding policy for ruling elders commissioned to limited pastoral services within the presbytery.

Fulfilling the The Presbytery's Mission

The Book of Order is abundantly clear that the mission of the four councils of the church, i.e., session, presbytery, synod and general assembly. They exist "to help congregations and the church as a whole to be more faithful participants in the mission of Christ. They do so as they *Provide that the Word of God may be truly preached and heard, Provide that the Sacraments may be rightly administered and received, and Nurture a covenant community of disciples of Christ*. (G-3.0101).

To the end that every congregation within our presbytery has access to faithful preaching, the sacraments of baptism and the Lord's Supper, and appropriate pastoral leadership for the covenant community, we are committed to calling, training, and commissioning ruling elders to serve in congregations whose ministries may depend upon such ruling elders.

To fulfill this end, we find it helpful and necessary to commission two types of ruling elders for such service. The first and primary model of commissioned pastors is when a ruling elder, after appropriate discernment, training, and examination, is commissioned to serve a particular congregation or several congregations who may feel called to a shared ministry. In this model, the commissioned pastor preaches on most Sundays, administers the sacraments according to the practice of the congregation(s), performs weddings authorized by the session(s), and moderates the session(s). In some cases the presbytery's mission is best served when a congregation is served by a commissioned pastors in a shared ministry or partnership with a Minister of Word and Sacrament.

Because there are occasions when the presbytery's mission is served by commissioned pastors who are not tied to one particular congregation but to one of its six neighborhoods, serving multiple congregations in a specific region of the presbytery, we provide for a second type of commissioned pastor, namely, a "missional commissioned pastor," who is commissioned to a presbytery neighborhood, where he or she is authorized to preach, administer the sacraments of baptism and the Lord's Supper, and perform weddings under the following guidelines.

- 1) Preaching: any ruling elder is authorized and encouraged by the PCUSA to include preaching as a part of his or her practice of ministry as an ordained ruling elder. There are no restrictions for preaching as a missional commissioned elder other than seeking the Committee on Ministry's approval to be placed on the Supply Preaching list that it maintains.
- 2) Sacraments of Baptism and the Lord's Supper: a missional commissioned pastor may administer the sacraments within his or her presbytery neighborhood when commissioned by the presbytery, or the presbytery may authorize the ruling elder to administer the sacraments to specified congregations within a neighborhood (or in multiple neighborhoods if circumstances indicate the need.)
- 3) Perform weddings in any congregation within his or her presbytery neighborhood when invited to do so by a session for a member of that session's congregation. Exemptions to perform weddings in other congregations within the presbytery may be approved by the COM.
- 4) The Committee on Ministry may invite a missional commissioned pastor to serve as the Moderator of a particular session within the bounds of the ruling elder's designated neighborhood.

The Book of Order mandates that all commissioned pastor serve under the guidance and oversight of a Minister of Word and Sacrament.

The Book of Order limits the term of commissioned service to three years, but it may be renewed. It also requires that the service of a commissioned pastor must be reviewed annually.

Both ruling elders commissioned to serve a congregation and missional commissioned pastors shall have voice and vote at all meetings of the Presbytery. Ruling elders who are not commissioned in either capacity and not sent by their session do not have the privilege of voice and vote.

REPORT OF COMMITTEE ON PREPARATION FOR MINISTRY

Matt Bowman, member of the Committee on Preparation for Ministry, introduced Karen Watson to the Presbytery, recommending that she be accepted as a candidate in her ordination process. This recommendation was **Approved**.

INFORMATION:

- Next meeting is Wednesday, January 10, 2019, 10:00 AM at Bedford Presbyterian Church.
- Met with Christina Cosby for an Annual Consultation.

ACTIONS REPORTED:

- We voted on disbursement of scholarship funds to those under our care who are attending seminary.

RECOMMENDATIONS:

We recommend that Karen Watson be accepted as a candidate in her ordination process. Her faith statement is attached. **Approved**

Statement of Faith Karen L. Watson

Because I am a Christian, I believe that Christ gave his life as a ransom for my sins. I know this because I was taught in Sunday school and church.

Because I am a Christian, I believe that through Christ's resurrection I am saved. I know that just because I am saved that I can't just run wild. I am bound by a higher purpose to a higher being. I am not perfect, I fall short, but I know that Christ loves and forgives me and through that forgiveness I am saved.

Because I am a Christian, I believe that through Christ's resurrection I am redeemed I know that when I am redeemed, I become a different person. Just as God redeemed Israel from slavery in Egypt, to make a new nation and gave them a new land. As a Christian I have a new identity in Christ.

Because I am a Christian, I believe that I am no longer a captive to sin and death. I am a citizen of God's kingdom and I now live in anticipation of our eternal home with our heavenly Father.

Because I am a Christian, I believe that when we eat of the bread at Communion and drink from the cup we are remembering the Lord's sacrifice of his body and his blood. I believe that when we do this we proclaim the Lord's death until he comes back again.

Because I am a Christian, I believe that God has called me into his service to serve for the betterment of His kingdom and to serve His children, and that I have gladly answered this call to her service.

REPORT OF THE TRUSTEES

John Fedison, Chair of the Trustees, presented the report. The one recommendation was **Approved**.

INFORMATION:

The Trustees of the Presbytery of the Peaks met on August 28, 2018 by conference call, September 4, 2018 by email, and on October 17, 2018 at the Presbytery office.

ACTIONS REPORTED:

1. Approved the sale of the Matthews Manse in Chatham. Sales price was \$62,500.
2. Approved \$1,000 repair of the air conditioning at the Presbytery office temporary location on Melinda Drive.
3. Authorized the appraisal of the Presbytery office temporary location on Melinda Drive.
4. Appointed a Work group to review necessary repairs required for the Melinda Drive property.
5. Approved the 2017 independent audit report of the Presbytery of the Peaks by Foti, Flynn, Lowen and Co.
6. Denied request to rent a portion of the Presbytery office to outside organizations and non-presbytery related church groups pending the Presbytery decision regarding the permanent location of the Presbytery office.

RECOMMENDATIONS:

1. The Trustees recommend the Presbytery authorize the sale of 1.381 acres of the property at 108 Melinda Drive, which is zoned for commercial use. **Approved**

Background:

This 1.381 parcel is zoned commercial, the remaining 5 acres has a mixed zoning of multi-family and single family residential. The selling of this parcel will not devalue the remaining property and has the potential to increase the overall value of the remaining 5 acres. The sale of this property now will take advantage of the current strong commercial real estate sales market in the area.

NOMINATING COMMITTEE REPORT

The Nominating Committee Report was presented by John Erb, chair of the committee. The recommendation was for those listed to be approved for Presbytery positions. **Approved**

CABINET

Chair 2019 Melissa McNair-King

COMMITTEE ON MINISTRY

Naomi Hodge-Muse	RE	2021	Grace
John Lewis	RE	2021	New Concord
Russ Merritt	TE	2021	Northminster

COMMITTEE ON EXAMINATIONS

Steve Willis	TE	2021	New Dublin
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MISSIONS COMMITTEE

Melanie Smith	RE	2019	Blacksburg
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COMMITTEE ON LEADERSHIP

Gail McCullough	RE	2019	Mizpah
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TRUSTEES OF THE PRESBYTERY OF THE PEAKS

Duke Ferrell	RE	2021	First Martinsville
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REPORT OF THE COMMITTEE ON REPRESENTATION

Joe McCutchen, Chair of the Committee on Representation, presented the report to the Presbytery. No actions were required.

The Committee on Representation met on October 8, 2018, first jointly with the Nominating Committee and then by itself. The committee approved the annual report to the Synod Committee on Representation, which was based on statistics provided by the Stated Clerk.

INFORMATION:

In the 2017 document we reported that the Peaks had 122 churches with a total membership of 13,281. Of this number, 1.7% were minority members. However, 6.6% of the Presbytery leaders were minority members.

In 2018 we reported that the Peaks has 120 churches with membership down to 12,602. In large part because of the membership decrease, minority members have increased to 2.4%. Minority member leadership in the Presbytery has increased even more, to 12.2%.

The Committee on Representation appreciates the efforts of the Nominating Committee that have led to this increase in minority leadership. Our committees have agreed together that we hope to have one minority member on each committee of Presbytery.

We have noted that some of our minority members are serving on more than one committee, increasing that present percentage. As one example, the Rev.'s Jane and Ron Johnson have moved out of the Presbytery, vacating three committee positions between them. We also note that the limited number of African-American churches and members means that there is a smaller pool from which to draw talent.

Presbytery should be aware that there is presently no minority member on the Presbytery staff. Positively, two of our five commissioners to the General Assembly in 2018 were minority members.

While we have not checked the numbers, both the Nominating Committee and the Committee on Representation strongly suspect that members of small churches are under-represented in Presbytery leadership positions. This is probable because small churches are less likely to have installed pastors who can encourage them to serve on Presbytery committees and who can give their names to the Nominating Committee. We encourage pastors and others to submit names of committed individuals for Presbytery service.

RECOMMENDATIONS:

None.

REPORT OF THE COMMITTEE ON LEADERSHIP

INFORMATION:

- The group reflected on the Sept 12 Prayer Gathering at Peaks of Otter.
 - Great discussion was had regarding the one-to-one prayer, and considering other ways that we might explain that type of prayer in order to encourage others to participate.

- Music was a highlight of the event.
- The various prayer stations spoke to different learning styles and interests.
- There was a blurb in the bulletin explaining each station. Each station was clearly marked. Perhaps it may help to have a mini-flyer or handout at future events describing each station in more detail.
- Prayer Gathering on October 10th at Trinity Ecumenical Parish, 1pm – 3:30pm
 - Changing time for prayer for presbytery to 5 minutes from 30 minutes in length.
 - If the Prayer Gathering continues into more regional locations, the committee will work to get a list of pastors and elders for that particular region to be prayed for by name.
- Forrest Truitt's asked the committee to address his new non-profit "Communities of Hope" which offers church consulting and leadership development (see <https://communitieshope.org>). His hope is that the Presbytery of the Peaks might find his program a good resource. The PoP Trent Colloquy plans to reach out to Forrest and invite him to an upcoming event.
- The next PoP Trent Colloquy will be on Nov 5, topic will be on Christian education.

REPORT OF THE PRESBYTERIAN WOMEN

INFORMATION:

- Annual Gathering was held at Westminster Presbyterian Church on Saturday, September 29
- We celebrated 30 years and gave a birthday bag to each of the participants.
- 60 Ladies were in attendance.
- Nancy Long – Former Synod of Mid Atlantic Representative to Churchwide Coordinating Team gave devotions and installed the new leaders
- Ms. Barbara Allen, Synod of Mid-Atlantic Representative on 2017 Global Exchange to Indonesia was the keynote speaker
- The Honorable Mary Jane Dolan, Vice Mayor for Lynchburg did the welcome to the city
- The Offering went to Churches for Urban Ministry in Lynchburg and totaled \$645.25.
- The Coordinating Team prepared a birthday basket of items for a child's birthday party and this was donated to YWCA in Lynchburg
- The attendees donated items to the YWCA's Sadler House in support of domestic violence – Lynchburg, VA.
- Rev. George Goodman was the Communion Celebrant for this meeting
- Special thanks to the women at Westminster Presbyterian Church for their organization, support and involvement to make this meeting a success.

ACTIONS REPORTED:

1. We have a full Coordinating Team, and all were installed at the September Meeting
2. Retreat was held on October 13 with a training session for the new leaders
3. Working to ensure that all churches are aware of PW and the support that we provide.

RECOMMENDATIONS:

None.

REPORT OF THE MISSIONS COMMITTEE

INFORMATION:

1. We are in the process of creating a vision for the use of the Settlement Monies that will come from the Churches that have left the Presbytery. This process is lengthy as we are considering how to spend the money. We believe that this money should be used for programs with a strong PCUSA denominational connection. We will let the churches know as soon as this is finished.
2. We discussed using some of the money to promote programs and ministries that will combat racism. These would be funds for education, advocacy, awareness, systemic racism, development, challenges. It would address the issues of black churches in a white denomination. Our main goal in this is to adhere to what PoP voted on at “the” meeting.
3. We also are developing a scholarship application form that could be used by members of the Presbytery. This money would be for Presbyterian related and supported trips or conferences.
4. We are in conversation with Sandra Whitt to learn more about the Presbyterian South Sudan Network and ways in which we as a Presbytery might be more involved.

ACTIONS REPORTED:

1. Committee approved: \$1200 from 2 cents per meal program and \$6895.14 from money allocated for Joining Hands (Haiti) from previous years. Total: \$8,095.14 to be routed through Haiti Education Fund. This is a program that Raleigh Court Presbyterian Supports and with whom Jordan Hertz is in direct contact.

RECOMMENDATIONS:

None.

REPORT OF THE SESSION RECORDS WORK GROUP

INFORMATION:

- The Session Records Work Group continues to receive and review both past and current session minutes. Please see the Addendum for the quarterly report showing the running record of minutes submitted for review.
- **Churches are reminded to pick up minutes that have been reviewed by the Session Records Work Group at the end of each Presbytery meeting.** Picking up the minutes will save the Presbytery mailing costs.
- Past or current sets of minutes may be submitted for review at any time. However, 2017 session minutes are due for review during the year 2018, and the Work Group reviews session minutes alphabetically by church name at each Presbytery meeting. The remaining schedule for the **review of 2017 session minutes** is as follows:
 - Churches whose name begins with P-W (November 15)
- The Work Group will conduct another **Session Records Workshop/Training Event** to assist Clerks of Session in **January 2019**. Specific information will be sent to all Clerks of Session in

late November. Any questions concerning minutes can be asked of Dave Hayes at the addresses below, at any time. Please feel free to ask!

- Churches that do not bring their 2017 Session Minutes to a Presbytery meeting are asked to mail copies (no binders or outer covers please), along with a completed “Session Records Review Form,” to Dave Hayes, Chair of the Session Records Work Group, Blacksburg Presbyterian Church, 701 Church Street, S.E., Blacksburg, VA 24060. Any questions concerning Session Minutes should be directed to Dave at 540-818-1847 or davidlavhayes@gmail.com. **Churches should NOT send Minutes to the Presbytery Office!**
- Materials to assist Clerks of Session in their duties are available on-line through the Presbytery website at www.peakspresbytery.org. Click on “Resources”; next click on Forms & Documents”; and finally click on “Session Records” to view these materials.

REPORT OF THE STATED CLERK

REPORTS OF COMMISSIONS:

An Installation Commission to Install Rev. Chad McCain as Associate Pastor of First Presbyterian Church, Lynchburg, VA, met at First Presbyterian Church on August 19, 2018 at 4:00 p.m.

Members of the Commission:

Ministers of Word and Sacrament:

Carl Utley, Transitional General Presbyter, Moderator, Call to Order

Loren Tate Mitchell, Associate Pastor, Covenant

Peter Thompson, Pastor, First Presbyterian Church, Lynchburg, Preached the Sermon

Ruling Elders:

Beth Williams, First, Lynchburg, Presentation of the Minister of Word and Sacrament, Questions to the Congregation

Bob Berkley, First, Lynchburg, Charge to the Minister of Word and Sacrament

Beth Groover, St. Andrew, Charge to the Congregation

Dick Boswell, First, Lynchburg, Moderator of the Presbytery of the Peaks

To Sit with the Commission:

Leigh Anne Ring, Ruling Elder, River Road Presbyterian Church, Presbytery of the James

An Installation Commission to Ordain and Install Annette Goard as Pastor of Clarksville Presbyterian Church, Clarksville, VA, met at Clarksville Presbyterian Church on September 23, 2018 at 4:00 p.m.

Members of the Commission:

Ministers of Word and Sacrament:

Carl Utley, Transitional General Presbyter, Moderator

Rachel Thompson, Associate Pastor, Second, Charge to the Minister of Word and Sacrament
Betsy Soto, Pastor, Berry Hill

Ruling Elders:

William Smith, Constitutional Questions to the Congregation, Charge to the Congregation
Carrie Ashe, Holbrook Street

To Sit with the Commission:

Dr. Kerri Mock Hefner, Pastor, New Hope Presbyterian Church, Chapel Hill, NC, Preached the Sermon
Camille Lambe, Ruling Elder, Cary (NC) Presbyterian Church

RECOMMENDATIONS

1. **FOR CONSENT AGENDA:** That the minutes of the one hundred seventeenth Stated Meeting of the Presbytery of the Peaks (August 18, 2018) as reviewed by those persons designated by the Standing Rules, be approved.
2. **FOR CONSENT AGENDA:** That motions be reduced to writing and sent to the clerks' table before discussion.
3. **FOR CONSENT AGENDA:** That all committee reports be received.
4. **FOR CONSENT AGENDA:** That the Commission to Ordain and Install Annette Goard be dismissed with heartfelt thanks.
5. **FOR CONSENT AGENDA:** That the Commission to Install Chad McCain be dismissed with heartfelt thanks.

Presbytery of the Peaks Mission Study

This year, our Presbytery has been engaged in a complete study of our congregations, the communities we serve, the priorities among our presbytery, and most of all – the ways that God is calling us to witness for Christ together. The Mission Study Team began meeting at the start of 2018 and works as a sub-group of the Cabinet.

Here is what we have heard and learned so far:

- We are a presbytery of “small” congregations. Membership sizes range from 4 to 1205, and 50% of our congregations have fewer than 50 members.
- We have 12,998 members, and the population within the bounds of the presbytery is 1,107,802. The population size in our presbytery is projected to grow by 2.3% over the next five years.
- Some communities within our presbytery should anticipate significant population growth within the next five years:
 - Downtown Roanoke
 - Richland Hills (Lynchburg)
 - Blacksburg
 - Forest
- Participants in the life of the presbytery (both Ruling Elders and Ministers of Word & Sacrament) have expressed a desire for:
 - Relationships and Building Community within PoP

- Help for small and/or struggling congregations
- Facilitating of connections between congregations
- Ministry to young adults
- Better use of communication and technology tools
- A Restructuring of the Presbytery staff set-up

These responses were gathered during small groups at the first two Presbytery meetings of 2018.

Focus groups have expressed the following concerns and desires:

- A need for representation (by people of color, women, and people of all ages) in all areas of the presbytery – staff, committee work, GA commissioners, etc.
- To live into our connectional nature – have better colleague relationships, be a support for one another.
- A need for changes to presbytery meetings: opportunities for high-quality education/workshops, better use of the consent agenda, a more streamlined way to receive already-ordained members into PoP.

These responses were gathered from meetings with: Presbyterian Women, Black Caucus, Clergy Under 40, Presbytery Staff, and some Neighborhood Clergy Meetings.

What's Next? We will continue to gather ideas at Presbytery meetings and in small groups throughout the presbytery. The Cabinet will propose a new Mission Statement and set of clear priorities for PoP by the February meeting. After that, we will engage in a study of the presbytery's budget, committee structure, staff arrangements, and programs to ensure that all aspects of the presbytery are in line with our Mission. Please pray for this process, and please feel free to be in touch with your input or questions. The Mission Study Team members are: Smith Chaney, Helen Dean, Melissa McNair-King (chair), Will Robinson, and Gary Scheidt.

CLOSING BUSINESS

Report on Attendance and Absences.....	John Wiederholt, Stated Clerk
Resolution of Appreciation.....	Rachel Shepherd
Closing Prayer.....	Dick Boswell

ATTENDANCE AND ABSENCES PRESBYTERY OF THE PEAKS NOVEMBER 29, 2018

Teaching Elder Members of the Presbytery	43
Commissioned Ruling Elders Present and Entitled to Vote	6
Ruling Elder Commissioners/Cabinet/Committee Chairs	50
SUB-TOTAL <u>VOTING</u>:	99
Other Teaching Elders Serving in Peaks.....	0
Visiting Ministers	3
Certified Christian Educators	0
Youth Advisory Delegates.....	0

Visiting Ruling Elders	16
Other Visitors	9
Presbytery Staff Not Included Above	2
SUB-TOTAL <u>NON-VOTING</u>	30

TOTAL ATTENDANCE	129
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Total Teaching Elders Excused	18
Teaching Elders Absent	19
Churches Not Represented by Ruling Elder Commissioners	80

Next Meeting:

Feb. 21, 2019

First Presbyterian Church, Martinsville

9:00 – 4:00

Snow make-up date: March 7, 2019

The Presbytery of the Peaks
Financial Position
9/30/2017 & 9/30/2018

	<u>2017</u>	<u>2018</u>
Beginning Balance	\$ 11,842.23	\$ 29,668.40
<i>Add Receipts:</i>		
YTD Mission Receipts for GA, Synod, & Presbytery		
Covenants of Intents (Includes Unified & Per Capita)	361,528.62	340,040.02
Selected Giving, GA, Synod causes	75,328.76	69,151.39
Other Selected Gifts (excludes 2Cts, C A Partnership)	17,598.54	6,147.09
Camp Income	9,563.00	10,473.72
Income from Presbytery Designated Funds	130,000.00	262,700.00
Interest Income	15.67	19.49
Current Assets less Liabilities	(712.29)	20.18
Miscellaneous Income	988.55	0.00
Unrealized gain/loss on operating reserve		
Transfer Accounts	19,448.32	16,477.24
<i>Total Receipts</i>	613,759.17	705,029.13
<i>Less Disbursements:</i>		
Mission Funds to General Assembly	139,329.12	134,247.39
Mission Funds to Synod	10,583.64	9,903.00
Other In/Out Mission Funds Forwarded	10,765.21	7,355.20
Presbytery	463,973.77	557,664.20
<i>Total Disbursements</i>	624,651.74	709,169.79
Cash Balance 9/30/2017 & 9/30/2018	<u>\$ 949.66</u>	<u>\$ 25,527.74</u>

**Presbytery of the Peaks
Income & Expense
9/30/2018**

	<u>Current Month</u>	<u>YTD</u>	<u>Budget</u>
Income			
Covenants of Intent	46,106.78	340,040.02	510,243
Mission Payments-Dismissed Churches			28,500
Camp Income	961.00	10,473.72	17,556
Designated Account Funding Transfers	50,000.00	262,700.00	350,000
Miscellaneous	3.72	19.49	
Total Income	97,071.50	613,233.23	906,299
Cabinet			
Cabinet Expense		352.44	5,500
Moderator Expenses			1,400
Communications Expense	225.00	3,588.61	3,000
Presbytery Meeting Expense	145.85	1,610.05	3,000
Nominating Committee		9.87	300
Black Caucus	78.48	831.88	1,000
Workgroup Expense	15.55	577.58	2,500
PRT Expenses		4,528.01	
Presbytery Legal Expense			
Committee on Representation			50
Total Cabinet Expense	464.88	11,498.44	16,750
Committee on Administration			
COA Expenses	1,168.60	4,998.32	500
Office Expenses	5,019.06	45,828.53	47,592
Presby Office Equipment	464.57	5,028.04	3,000
Audit Expense	10,200.00	10,200.00	9,800
GP Expense			
Transitional Presbyter	10,502.63	99,996.32	127,525
Associate for Ministry	6,829.68	68,196.70	91,156
Stated Clerk Expenses	940.22	8,429.06	15,305
Mission Resource Expenses	205.61	2,461.47	3,102
Administrative Support Staff	5,646.26	50,892.84	65,221
Accountant	5,734.62	47,079.71	61,307
Associate for Youth and Young Adults	6,147.48	38,184.11	87,769
Search Committee Expenses		5,410.70	15,000
Office Staff Expenses		3,052.22	550
Total Committee on Administration	52,858.73	389,758.02	527,827
Committee on Ministry			
Committee Expenses	302.61	2,186.13	3,750
Calls & Pensions Workgroup			290
Congregations in Transition	188.19	594.36	2,000
Leadership WG			1,000

	<u>Month</u>	<u>YTD</u>	<u>Budget</u>
Counseling & Crisis Support		3,419.49	4,545
Commissioned Ruling Elder WG	1.89	250.49	500
Sexual Misconduct Committee		111.07	800
Session Records Workgroup	(150.00)	(0.10)	200
Total Committee on Ministry	342.69	6,561.44	13,085
Committee on Preparation for Ministry			
Committee Expenses	0.87	189.25	1,000
Scholarships/Testing		1,133.33	8,400
Total Committee on Preparation for Ministry	0.87	1,322.58	9,400
Committee on Church Development			
Committee Expenses		272.93	550
Small Church Residency	529.46	12,210.10	20,000
Challenge Grants-New Ministry with Existing Ch		1,500.00	3,200
New Worshipping Community WG			5,750
Partnership w/Congregations		750.00	500
Total Committee on Church Development	529.46	14,733.03	30,000
Missions Committee			
Mission Committee Expenses		188.63	200
Education and Training			500
Community Outreach Grants	10,875.00	32,625.00	43,500
Mission Trip Scholarships			4,915
CEDEPCA	15,000.00	14,900.00	28,500
Total Missions Committee	25,875.00	47,713.63	77,615
Committee on Discipleship			
Discipleship Committee Expenses		170.83	200
Christian Ed & Res Ctr Wrkgrp		1,346.38	3,295
Youth & Young Adult Wrkgrp	634.53	3,084.92	10,478
Outdoor Education Wrkgrp	(925.51)	37,439.77	34,665
Higher Education Expenses	13,350.00	40,050.00	54,600
Scholarships		3,142.00	3,000
Total Committee on Discipleship	13,059.02	85,233.90	106,238
Committee on Leadership			
Leadership Development WG	72.21	734.38	2,650
GA Orientation		108.78	150
Minister Orientation			250
Session Training			150
Total Committee on Leadership	72.21	843.16	3,200
Synod Unified & Per Capita	870.00	6,853.00	10,443
GA Unified & Per Capita Giving	8,270.00	69,192.00	111,741
Total Presbytery Expenses	<u>102,342.86</u>	<u>633,709.20</u>	<u>906,299</u>
Total Net Income/(Expense)	<u>(\$5,271.36)</u>	<u>(\$20,475.97)</u>	

The Presbytery of the Peaks
Cash Flow Analysis

<u>Year</u>	<u>Prior Yr</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Year to Date</u>	<u>Budget</u>
	<i>Contributions</i>	101,350.00	113,940.83	61,249.42	23,368.76	47,071.50	346,980.51	62.37%
	<i>Expenses</i>	176,086.03	224,877.92	70,420.12	59,462.63	102,342.86	633,189.56	69.87%
	<i>Variance</i>	<u>(74,736.03)</u>	<u>(110,937.09)</u>	<u>(9,170.70)</u>	<u>(36,093.87)</u>	<u>(55,271.36)</u>	<u>(286,209.05)</u>	
2017								
	<i>Contributions</i>	98,527.74	129,536.72	53,935.54	36,041.44	50,565.77	368,607.21	66.06%
	<i>Expenses</i>	169,280.22	193,123.22	60,142.74	47,278.98	69,037.55	538,862.71	61.44%
	<i>Variance</i>	<u>(70,752.48)</u>	<u>(63,586.50)</u>	<u>(6,207.20)</u>	<u>(11,237.54)</u>	<u>(18,471.78)</u>	<u>(170,255.50)</u>	
2016								
	<i>Contributions</i>	106,429.93	124,053.65	62,460.78	32,799.25	31,591.64	357,335.25	63.05%
	<i>Expenses</i>	174,001.37	198,308.23	72,505.21	69,387.45	77,870.64	592,072.90	67.10%
	<i>Variance</i>	<u>(67,571.44)</u>	<u>(74,254.58)</u>	<u>(10,044.43)</u>	<u>(36,588.20)</u>	<u>(46,279.00)</u>	<u>(234,737.65)</u>	
2015								
	<i>Contributions</i>	92,833.56	132,130.74	72,838.76	33,627.09	40,597.13	372,027.28	62.59%
	<i>Expenses</i>	154,559.43	210,498.83	72,840.23	57,481.92	85,475.18	580,855.59	65.54%
	<i>Variance</i>	<u>(61,725.87)</u>	<u>(78,368.09)</u>	<u>(1.47)</u>	<u>(23,854.83)</u>	<u>(44,878.05)</u>	<u>(208,828.31)</u>	

The Presbytery of the Peaks
Summary of Designated Accounts
9/30/2018

	Book Value 1/1/2018	Market Value 1/1/2018	Revenues	Expenses	Unrealized Gain/(Loss)	Market Value 9/30/2018	Book Value 9/30/2018
Leadership Funds	521,597.08	714,182.88	2.16	-	-	714,185.04	521,599.24
Church Development Funds							
<i>New Church Ministries</i>	1,069,296.71	1,351,088.96	-	200,000.00	-	1,151,088.96	869,296.71
<i>Church Development</i>	842,393.20	1,102,751.39	-	-	-	1,102,751.39	842,393.20
Youth and Young Adult Ministries Funds	1,946,955.12	2,361,215.75	24,154.98	150,000.00	5,251.66	2,240,622.39	1,821,110.10
Committee on Ministry Funds							
Peaks Crisis Fund	1,019.05	1,103.83				1,103.83	1,019.05
Burke Memorial Fund	50,344.06	47,027.49	1,361.99	2,975.00		45,414.48	48,731.05
COPM Funds	47,612.21	61,007.49	1,839.08	1,999.92	-	60,846.65	47,451.37
Morris Charitable Trust	26.57	26.57	5,000.14			5,026.71	5,026.71
Presbytery Funds	213,896.39	259,476.61	200,750.41	100,000.00	-	360,227.02	314,646.80
Cooperative Missions Funds							
Peacemaking (Presbytery Share)	4697.44	4,697.44	1.60	1,500.00		3,199.04	3,199.04
Travel/Study Scholarship	1,267.41	1,267.41	239.20			1,506.61	1,506.61
2 Cents A Meal	80,274.32	80,274.32	57,096.97	60,836.20		76,535.09	76,535.09
Mission Fund	38,675.22	38,675.22	115,128.22			153,803.44	153,803.44
Presbytery Property Dismissal Fund	587,067.62	592,889.32	296,763.69	365,575.00		529,899.71	518,256.31
Dismissal Fund Receipts	518,064.24	564,141.18	66,501.39	345,375.00		291,089.27	239,190.63
Small Church Residency	36,253.16	36,253.16	115,136.30	12,700.00		138,689.46	138,689.46
New Worshipping Community	32,750.22	32,750.22	115,126.00	7,500.00		140,376.22	140,376.22
Transfer Accounts	70,482.11	70,482.11		33,020.26		37,461.85	37,461.85
Total Designated Accounts	5,475,604.51	6,093,277.47	405,574.75	915,906.38	5,251.66	5,953,772.50	5,262,036.57
H. Trustees	861,296.55	1,247,411.51	61,224.37	23,774.80	32,194.61	1,317,055.69	898,746.12
Cash Balance	6,336,901.06	7,425,260.49	466,799.12	939,681.18	37,446.27	6,989,824.70	6,160,782.69

**Presbytery of the Peaks
2019 Proposed Budget**

	A	B	C	D	E	F	G	H	I
1							Jan-Oct	2018	2019
2							2018	Budget	Budget
3	Income								
4		Designated Acct Budget Funding					262,700.00	350,000.00	250,000.00
5		Dismissal Fund Usage					0.00		26,000.00
6		Outdoor Education Income					10,525.00	17,556.00	12,667.00
7		Synod Accounts					7,826.00	10,443.00	10,673.00
8		GA Unified & Per Capita					79,935.00	111,741.00	112,982.00
9		Presbytery Unified Giving					297,866.00	388,059.00	376,345.00
10		Mission Payments-Dismissed Ch.					0.00	28,500.00	23,500.00
11	Total Income						658,852.00	906,299.00	812,167.00
12	Expense								
13		Cabinet							
14		Cabinet Expense					352.44	5,500.00	3,500.00
15		Moderator Expenses					0.00	1,400.00	1,400.00
16		Communications Expense					3,854.00	3,000.00	3,000.00
17		Presbytery Meeting Expense					1,636.00	3,000.00	2,200.00
18		Nominating Committee					10.00	300.00	300.00
19		Black Caucus					1,024.00	1,000.00	1,000.00
20		Workgroup Expense					619.00	2,500.00	1,000.00
21		PRT Team Expenses					4,528.01		
22		Committee on Representation					0.00	50.00	50.00
23	Total Cabinet						12,023.45	16,750.00	12,450.00
24	Committee on Administration								
25		Division Expenses					5,712.00	500.00	500.00
26		Office Expenses					49,723.00	47,592.00	37,210.00
27		Presby Office Equipment					5,078.00	3,000.00	3,100.00
28		Audit Expense					10,200.00	9,800.00	10,200.00
29		Transitional GP Expense					107,388.00	127,525.00	133,851.00
30		AP Expense					73,287.00	91,156.00	
31		Stated Clerk Expenses					9,350.00	15,305.00	14,276.00
32		Mission Resource					2,652.00	3,102.00	3,152.00
33		Administrative Support Staff					54,378.00	65,221.00	73,576.00
34		Accountant					50,361.00	61,307.00	66,366.00
35		SCRIP Program Staff							3,000.00
36		Temporary Help							13,276.00
37		Office Staff Expenses					3,052.22	550.00	550.00
38		Youth & Young Adult Associate					43,389.00	87,769.00	84,195.00
39		AP Search Committee Expenses					769.54	10,000.00	
40		Moving Expense					4,641.16	5,000.00	
41		Site Director-Day Camp					5,500.00	4,900.00	6,459.00
42		Summer Staff Expenses					7,536.00	6,800.00	11,303.00
43	Committee on Administration						433,016.92	539,527.00	461,014.00
52	Committee on Ministry						6,950.00	12,085.00	9,785.00
53	Examinations Committee						80.00	200.00	200.00
54	Sexual Misconduct Committee						111.00	800.00	800.00
55	COPM						8,823.00	9,400.00	9,400.00
56	Church Development								
57		Small Church Residency Program					12,644.00	20,000.00	17,000.00
58		Committee Expenses					273.00	550.00	350.00

Presbytery of the Peaks
2019 Proposed Budget

	A	B	C	D	E	F	G	H	I
59			Challenge Grants				0.00	3,200.00	0.00
60			New Worshipping Community WG				0.00	5,750.00	4,000.00
61			Church Program Support				1,500.00		
62			Training & Support						2,000.00
63			Partnership Grants				1,750.00	500.00	3,500.00
64			Total Church Development				16,167.00	30,000.00	26,850.00
65			Committee on Mission						
66			Mission Comm Exp				189.00	200.00	100.00
67			Education and Training				0.00	500.00	200.00
68			Community Outreach Grants				32,625.00	43,500.00	41,325.00
69			Mission Trip Scholarships				0.00	4,915.00	4,000.00
70			CEDEPCA				19,968.00	28,500.00	27,075.00
71			Total Committee on Mission				52,782.00	77,615.00	72,700.00
72			Discipleship Committee						
73			Discipleship Committee Expenses				171.00	200.00	200.00
74			Christian Ed & Res Ctr Wrkgrp				1,405.00	3,095.00	3,095.00
75			Youth & Young Adult Wrkgrp				3,249.00	10,678.00	10,678.00
76			Outdoor Education				23,904.00	22,965.00	19,540.00
77			Scholarships Granted				3,142.00	3,000.00	4,000.00
78			Higher Education Grants				40,050.00	54,600.00	55,400.00
79			Total Discipleship Committee				71,921.00	94,538.00	92,913.00
86			Leadership Committee				1,008.78	3,200.00	2,400.00
87			Synod Unified & Per Capita				6,853.00	10,443.00	10,673.00
88			GA Unified & Per Capita Giving				69,192.00	111,741.00	112,982.00
89			Total Expense				678,928.15	906,299.00	812,167.00

2019 MINIMUM FINANCIAL TERMS OF CALL

Including Terms of Call Calculations and Reporting

For PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS
and
CERTIFIED CHRISTIAN EDUCATORS

The Presbytery of the Peaks
of The Synod of the Mid-Atlantic
of The Presbyterian Church (USA)

Approved at the November 29, 2018 Meeting

Notes:

1. Changes in the minimum terms for 2019 include an increase in minimum cash salary (excluding housing allowance and manse rental value) from \$33,751 to \$34,426. This is applicable to pastors living in a manse or living in a non-church owned residence.
2. For 2019 the Board of Pensions (BOP) will continue to offer one medical coverage rate billed at 25% of effective salary. This provides full medical coverage for spouses and all family members. The minimum basis for effective salary for medical coverage remains at \$44,000 for 2019. Total 2019 BOP dues for medical, pension, and death/ disability insurance will remain at 37%.
3. Churches must use Benefits Connect – the BOP internet on-line system - to establish terms of call information for new pastors or change information for existing pastors.
4. Minister mileage reimbursement rate will be the IRS business mileage rate as of 1/1/19.

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2019 Minimum Terms of Call Overview

The following terms of call information has been prepared by the Committee on Ministry (COM) to assist pastors, church sessions, treasurers, and particularly Pastor Nominating Committees in the proper calculation and application of call terms principally for new pastors called to installed positions in Peaks Presbytery. These minimum terms should also be considered for non-installed pastor calls where possible including temporary pastoral calls and validated ministries.

The Committee strongly recommends that all calls should be prayerfully considered as a covenant between the pastor and church rather than a contract consisting mainly of financial standards. Please refer to the next page regarding the importance of a covenantal relationship between a pastor and their church.

In order to understand how terms of call are calculated including Board of Pension dues a complete review of the information included here is needed. Information regarding terms of call components are found in the pages 5-9 and in the examples and worksheets on pages 10-17.

Changes in the minimum terms for 2019 include an increase in minimum cash salary (excluding housing allowance and manse rental value) from \$33,751 to \$34,426. This increase of \$675 was recommended by the COM noting that, over the past twelve years minimum terms have not kept pace with inflation and also continue to be below terms offered by several comparable Presbyteries near Peaks Presbytery. The increase represents an increase of slightly less than 1% in overall costs to a church calling a pastor whose terms include pastor provided housing and slightly more than 1% in overall costs to a church calling a pastor where the church provides a manse.

For 2019 the Board of Pensions will continue to offer one medical coverage rate billed at 25% of effective salary. This provides full medical coverage for spouses and all family members. The minimum basis for effective salary for medical coverage remains at \$44,000 for 2019. For 2019 the BOP effective salary rates for pension (11%) and disability (1%) are unchanged bringing the total BOP dues to 37% of effective salary for Basic benefit coverage.

COM continues to review and approve all calls to pastors for both installed and uninstalled positions for accuracy and adequacy. This includes all new calls which are to be reviewed by COM and by the annual report of pastors in existing called positions (required in the PC USA book of order) via an annual call review with the congregation and report to the Presbytery found on pages 19-21.

Annual changes may be proposed in minimum terms by COM, however, COM suggests terms of call changes for pastors should not be dependent on these annual recommendations, regardless if an increase in the minimum terms is recommended or not. Terms of call changes for pastors are suggested based on the aforementioned covenant relationship and should reflect the growth of a pastor in serving the Lord and their congregation.

Part-time call terms provided by churches are available in calling pastors to installed calls as well as temporary, or validated ministries. Information has been provided on Part-time calls on pages 13. COM requires that all part-time calls be reviewed with COM before these terms are offered to a pastor.

THE BASIS OF TERMS OF CALL: THE COVENANTAL RELATIONSHIP

Why do we have Minimum Terms of Call, and why do congregations vote on Terms of Call but not on other parts of the budget? The fundamental idea behind the answer to this question is the covenantal relationship between the congregation and the pastor.

A covenant is different from a contract in that the well-being of each party is a primary concern of the other party. We call marriage a covenant because the welfare of the wife is as important to the husband as his own welfare and vice versa. Parties in a covenant are motivated by a genuine desire for the best for the other person(s) and for their relationship.

By contrast, contracts are essentially arrangements between parties for the sake of mutual self-interest. A buyer and seller contract for the delivery of a product, and the welfare of the seller is not a fundamental concern of the buyer. The other party in a contract is a means to an end; in a covenant, each party views the welfare of the other as an end in itself.

Pastors and congregations thrive when their relationship is understood as a covenant, not a contract. In their covenant, the pastor strives for the well-being of the congregation, and the congregation strives the well-being of the pastor. Each serves and provides for the other. Pastors appreciate being well-compensated, but they do not seek to get as much as they possibly can from the church. Churches need to be good stewards of finances, but they do not seek to pay the pastor as little as possible. And each side appreciates the mutual commitment to their relationship. Thus, many non-installed pastors and congregations using a formal contract nevertheless develop their financial relationship covenantally.

These Minimum Terms of Call have been developed in order to promote the covenantal relationship between pastors and congregations. They serve to identify the best interests of both parties so that pastors and congregations can have the clarity and guidance needed for healthy, long-term pastorates. Pastors are like everyone else in the church – they have bills to pay and personal and familial responsibilities. They accept the fact that pastoral ministry is likely to pay them a lot less than many other professions. And pastors understand their church budgets, and they understand that every dollar spent on their compensation package could go to another part of the life of the church. A pastor who feels well cared for by a congregation is much more likely to serve more diligently and gratefully, and they are likely to serve that congregation for a longer period of time. A congregation caring for its pastor is likely to feel grateful for the pastor – and thus their covenant is grounded in gratitude for each other, not in resentment about the amount of money changing hands.

Although these Minimum Terms of Call speak of dollars and complicated requirements, the Committee on Ministry hopes that congregations and pastors will view them as guidelines for giving thanks to God for an important, life-giving relationship.

BACKGROUND FOR MINIMUM TERMS OF CALL

1) The Presbytery of the Peaks Minimum Terms of Call procedures have been prepared to explain, in some detail, most of the information required to establish threshold levels of compensation and benefits for pastors and certified Christian Educators employed by churches within the Presbytery and also by the Presbytery itself. The basic use of computer and internet resources is increasingly important to have timely access to updates involving the terms of call, particularly the Board of Pensions medical plan, and other changes that have been implemented or proposed. Sessions, treasurers, and ministers are urged to use the Board of Pensions website (www.pensions.org) for detailed information and assistance regarding effective salary calculations and pension dues calculations. The Peaks Presbytery website also serves as a resource: <http://www.peaks-presbytery.org/>. The 2019 minimum terms of call and other information can be found on the presbytery website along with additional information and updates regarding terms of call.

2) The Calls and Pensions Workgroup of the Presbytery Committee on Ministry reviews the Minimum Terms of Call compensation and benefits levels each year. This Workgroup researches and reviews several indicators to make an annual recommendation for changes in terms of call components. This includes the following: 1. Consumer Price Index (CPI) information over the most current one year period. 2. Median salary data for PCUSA ministers as calculated by the Board of Pensions. 3. Average

annual salary of ministers in comparable Presbyteries. 4. Annual analysis of terms of call compensation and benefits provided by comparable Presbyteries. 5. Other changes in terms of call including medical plan benefits provided by the Board of Pensions (BOP). 6. Review of the history of increases to the minimum terms of call and consideration of the frequency of increases (at least every two to three years) to keep pace with inflation and also with improvements made by other presbyteries.

3) Ministers' minimum cash compensation was revised in 2013 from \$30,620 (as it was from 2009 through 2012) to \$32,000. In 2014 the minimum terms were not revised. In 2015 the minimum cash terms were again increased from \$32,000 to \$32,675. In 2016 minimum cash terms were not revised. In 2017 the minimum cash terms were increased from \$32,675 to \$33,213. In 2018 the minimum cash terms were increased from \$33,213 to \$33,751. **Including SECA allowance but excluding housing allowance the 2019 minimum financial terms are proposed increased by \$675 from \$33,751 to \$34,426 for churches providing a manse or for churches without a manse where pastors provide their housing.** These minimum terms of call also include housing, benefits and other expenses paid for by the church. Certified Christian Educator's minimum compensation is to remain at \$38,500 again for 2019. This is expected to be commensurate with that of similarly educated professional teachers and ministers residing in the vicinity of the calling church.

It is important to have ministers and educators with skills, training and dedication to ministry serving the churches within the presbytery. As one part of the process to ensure this availability and in line with the Book of Order (G-2.0804 and G3.0303c), the Presbytery of the Peaks annually establishes minimum financial terms of call between churches and ministers and between churches and Certified Christian Educators. With increased experience, more effective ministry and/or greater responsibility, it is appropriate for compensation to exceed the minimum.

The minimum is the same for each ordained and installed minister or associate minister. The minimum for a Certified Christian Educator necessarily reflects the lay status of the educator both in respect of church law and civil law. The Certified Christian Educator minimum is intended to approximate the minimum for ordained clergy. Please refer to the Board of Pension's booklet *Understanding Effective Salary* and the Board's website www.pensions.org for information and help regarding calculations of BOP dues.

REVIEW PROCEDURE

The Book of Order (G-2.0804; G-3.0303c) states that the terms of call shall meet or exceed any minimum requirement of the Presbytery. It specifies the call of a pastor, an associate pastor, or certified Christian educator shall be approved by the presbytery. The church (by action of the congregation), the pastor, and the associate pastor may later request approval of changes in the terms of call. Likewise, in the case of a certified Christian educator the church (by action of the session) or the certified Christian educator may request changes in the terms of call. In both cases presbytery action is necessary before changes are finalized. All changes to pastors terms of call that result in changes to the Board of Pensions (BOP) effective salary must be submitted to BOP via the Benefits Connect website. The standard effective date to report changes to the BOP is January 1 of each year. January 1 is also the date that Board of Pensions implements any annual changes to the medical and pension dues. **Important Note: Pastors called to a new church must have their terms of call submitted to the BOP within the first 30 days of employment.**

All calls from churches to pastors or associate pastors in the Presbytery of the Peaks shall include the requirement that the financial terms of call be reviewed annually by the congregation. Terms of call for Certified Christian Educators should be reviewed annually by the session. The minimum financial terms of call are for full-time Ministers of the Word and Sacrament or Certified Christian Educators. Part-Time calls may be considered and are discussed in more detail in a following section on page 8. Also refer to the Board of Pension's *Understanding Effective Salary* for part-time ministers working 20 or more hours a week, but fewer than 35 hours a week. (35 hours per week is considered full time by the BOP.) Within 30 days after the congregation (in the case of a minister) or the session (in the case of a certified Christian educator), acts on the terms of call the clerk of session and the minister must submit a copy of form (2019 Annual Review of Financial Terms of Call) shown on page 17-19 to the Committee on Ministry for review. (This may be accomplished through a fillable reporting form available on the Peaks Presbytery website

via e-mail or through a hard-copy of the form via the postal service. Refer to the last paragraph on this page for instructions.) In turn, the Committee on Ministry shall review the terms and forward its recommendation to Presbytery for action. When requested terms fall below the minimum, the Committee on Ministry will consult with the church and the minister or educator. In the event that consultation does not result in conformity to the minimum, the terms of call, noting the reasons for exception, will be reported to Presbytery for approval or other action.

The Presbytery of the Peaks elects to approve terms for all existing calls at its Spring meeting in May and has instructed the Committee on Ministry to report the details of all calls in effect at that time. Changes following this approval by Presbytery of the Peaks require special action by the presbytery.

In addition within 30 days after the congregation, (or session in the case of a certified Christian educator), has approved the change in call must be submitted to the Board of Pensions via the on-line Benefits Connect website. The Benefits Connect website may be accessed through the Board of Pensions webpage at www.pensions.org. Churches are required to access Benefits Connect and establish an on-line account. Instructions are provided on the website, however, the Board of Pensions offers personal telephone assistance via the toll free number 800 (773-7752). BoardLink is an additional, optional website offered by the Board of Pensions which accepts on-line billing payments. Terms of Call Changes are also to be reported to presbytery's Committee on Ministry via the 3-page Terms of Call report included on pages 17-19 of this 2019 Minimum Terms of Call document. This report may be accessed on the Presbytery Website (www.peakspresbytery.org) and submitted via e-mail to the Presbytery of the Peaks office to Julie Dyke, office secretary at julie.dyke@peakspresbytery.org. The report may alternatively be submitted and mailed via the postal service to the Peaks Presbytery office addressed to:

PRESBYTERY OF THE PEAKS
Attention: Committee on Ministry
108 MELINDA DRIVE
LYNCHBURG, VA 24502

PRESBYTERY OF THE PEAKS POLICY ON FINANCIAL TERMS OF CALL

The Board of Pensions (BOP) utilizes the term **effective salary** to provide a basis to calculate the dues which churches are required to pay to provide medical coverage and for pension and disability benefits for pastors in the Presbyterian Church (USA). Please refer to the Board of Pensions pamphlet *Understanding Effective Salary* available on the BOP website (www.pensions.org) and on Benefits Connect website for more detailed information explaining types of compensation included or not included in BOP effective salary. Benefits Connect also includes the ELearning Module – *Effective Salary: Why it is so important to Get it Right*. **The following four basic components of terms of call items are included in calculations of effective salary for Board of Pension purposes.**

- 1) **Annual Base Cash Salary** - considerations should include experience, skills, responsibilities, effectiveness, cost of living (as measured by the Consumer Price Index), and the presbytery minimums.
- 2) **Housing (Manse Rental Value + Utilities Allowance or Housing + Utilities Allowance)** - Adequate housing is defined as a church owned manse or a housing allowance for the pastor to provide housing - in either case providing a home to the minister equivalent to the average home in the church community. **Manse Rental Value** is utilized in the Terms of Call Calculation to represent the cash benefit to the pastor living in a church manse or other church owned property. For minimum terms it is calculated at a minimum of 30% of base cash salary. For terms that include other items of effective salary, such as dental insurance, deferred compensation, etc., these items are to be included in the Manse Rental Value Calculations. If the church pays directly utilities costs and repairs to utility companies and contractors (not as an allowance), such utilities costs may not be included in Effective Salary. A **Housing Allowance** and optional additional Utilities Allowance are provided for pastors who are solely responsible for their housing. Minimum housing allowance consideration should include the cost of a lease; or the cost of mortgage principal and interest, taxes, insurance and house maintenance; as well as utilities and furnishings allowances. It is not intended for the minimum allowance to result in home ownership at no cost to the minister.

An explanation of IRS rules regarding housing allowances follows:

All pastor housing allowances should be designated in advance. It is suggested that the housing allowance be approved by the session and documented in the session minutes in December of each year prior to the mandatory presentation of all call terms at a congregational meeting.

IRS rules, updated in 2002, govern clergy housing allowances. Briefly a housing allowance only applies to the primary residence of the pastor and it should be set high enough to cover all costs of providing the primary residence within the limits of IRS housing allowance rules.

IRS General Rule (2002) states that the Housing Allowance limit is the lesser of:

1. Fair Rental Value, furnished, plus appurtenances, including actual cost of utilities
2. Employer confirmation of pastor designated amount in advance of payment, or
3. Amount that is actually spent to provide the primary residence

Note: It is important that the Session document the pastor's elected housing allowance for 2019 by December 31, 2018 to comply with IRS regulations and avoid potential problems if an audit is conducted by the IRS. This documentation needs to be completed each year and included in the Session Meeting minutes by the Clerk of Session for all installed pastors and Certified Ruling Elders claiming a housing allowance in their terms of call.

- 3) **Deferred Compensation** - Deferred Compensation includes amounts paid by the church on behalf of the minister into a 403(b)9 Retirement Savings Account with the Board of Pensions under a Salary Reduction Agreement or similar program. If used to provide for equity escrow funding it must be included in Effective Salary. See the Presbytery Equity Escrow Plan on page 10 for an alternative that is to be utilized for all pastors living in church manses. Deferred Compensation under a Salary Reduction Agreement is reported on year-end W-2 forms. But it is not included as wages on the W-2 form.

- 4) **Expenses** - All non-formal group insurance premiums paid by the church on behalf of the minister are considered part of Effective Salary and are subject to Board of Pensions required dues. That includes dental, life, and long-term care insurance. Salary reductions for Flexible Spending Accounts are likewise subject to Board of Pensions required dues. The only exception is the cost of the insurance provided a minister under a formal group plan the church maintains for all employees.

Tax favored Plans should be considered for Out-of-Pocket Expenses for Pastors

Two basic plan types can be established: Both require formal plan documents. Examples may be found on the Board of Pensions website. Legal advice is recommended to set-up either plan.

- i. Flexible Spending Accounts (FSA) may be utilized for medical expenses, dependent care expenses, etc.
- ii. Healthcare Reimbursement Accounts (HRA) may also be established. These are normally employer funded.

These plans are included in effective salary for BOP benefit calculations but are not subject to self-employment (SECA) or federal income taxes. As a result, significant tax savings can be realized for the pastor in SECA and federal income taxes and also the church will pay a smaller SECA allowance.

The Board of Pensions website includes slide presentations and several information pieces which may be downloaded that provide detailed information on setting up these plans. These may be found on the website home page under the Available Resources tab – Tax Advantaged Plans.

The following items must be addressed but are not included in calculations of BOP Effective Salary for Board of Pension (BOP) purposes.

1. **Self-Employment Contributions Act Reimbursement** - The Board of Pensions allows exclusion from the Effective Salary up to 50% of the minister's total self-employment tax expense (**SECA@50%**) for the year. Ministers serving full-time who receive less than the median effective salary in the denomination (\$58,000 for the year 2019) will receive pension credits as though they were earning the median effective salary. Hence it is clearly in the best interest of both the church and the minister who receives less than the median effective salary that a 50% SECA reimbursement be specified in the terms of call.

Important Notes + Exceptions: **Note 1. SECA@50% is not reported to the Board of Pensions** and it is not included to report pastors terms of call to the Board of Pensions online through **Benefits Connect**. (NOTE -SECA is shown on the reporting form with a Question Mark ? - clicking on the ? reveals that this SECA is for reporting SECA paid in excess of 50% SECA>50%) **Note 2. Any amount in excess of the 50% exclusion must be reported as compensation included in Effective Salary.** All amounts specified as a SECA reimbursement are to be included with the Annual Cash Salary when preparing the year-end W-2 forms. Please refer to IRS publications 517 Social Security and other information for Clergy and IRS publication 1828 Tax Guide for Churches and Religious Organizations. **Note 3:** Most pastors elect to participate in the federal SECA program, however, it is acceptable for pastors to **opt-out of SECA**. The PC(USA) encourages and endorses participation in the SECA program but pastors are not required to participate. Pastors opting out of SECA do not include it in their terms of call.

Self-employment (SECA) allowance calculations - SECA basis: Sample SECA calculations are shown with the Notes Regarding Sample Calculations on page 12. All cash salary received and housing are included in the basis for SECA calculations. SECA basis does not include reimbursed professional expenses, retirement savings (403(b)), flexible spending accounts, and other accounted, reimbursed expenses. Dental insurance and other supplemental insurance paid for the pastor by the church are included in the SECA basis and BOP effective salary. Note: SECA calculations for these 2019 terms of call are based on a straightforward calculation of 1/2 of 15.3 % (7.65%) of the SECA basis. This is the normal calculation procedure utilized by the great majority of Presbyteries and by accountants, financial advisors and other tax professionals. (This "normal" calculation of SECA takes into account the SECA offset allowance calculation applied to a pastor's income of 92.35%. For more information consult your pastor or their accountant or tax professional.) An alternative calculation of SECA which uses a tax on tax approach was advocated in the 2014 terms of call. This method may also be utilized for SECA calculations, however, it tends to overstate the SECA taxes due. Either method is acceptable by the

Presbytery and the Board of Pensions and SECA @ 50% is not included in Board of Pensions Effective Salary in any case.

2. **BOP Basic Benefits Plan** – The minimum premium for basic benefits in the Traditional Plan is established by the Board of Pensions and covers the minister's pension, death and disability insurance, and healthcare benefits for the minister, spouse and children. **For 2019 this will continue to be 11% for pension, and 1% for death & disability insurance applied to the BOP effective salary. For 2019 the rate for basic medical premiums providing pastor and spouse / family coverage remains at 25%. The Total Basic Benefits Plan Premium that churches are required to pay is therefore now 37% of annual BOP effective salary for 2019** (subject to the minimum BOP effective basis for medical coverage and pension, death/disability insurance).

Basic Benefits coverage provided through the Board of Pensions continues to be mandatory for all churches to pay for all installed pastors regardless if their call is for a full-time or part-time position.

The minimum basis for participation in healthcare coverage remains at \$44,000 in annual effective salary for 2019. (However, healthcare coverage remains available through the BOP for ministers and other church employees receiving less than \$44,000.) The minimum salary participation basis for pension and death & disability coverages is \$14,500 for 2019.

3. **Allowances** – Sufficient funds must be made available in the church budget to reimburse the minister for church-related costs he/she may incur in fulfillment of their call.
4. **POP Equity Escrow** – The Presbytery of the Peaks (POP) has authorized the establishment by a particular church of an escrow equity account independent of the plan offered by the BOP. This provides a means to compensate a minister living in a manse for the implied equity lost by living in a manse versus his/her owned home. For 2019 the minimum equity escrow required by Peaks Presbytery is to remain at \$1,200 annually. See the Presbytery of Peaks (POP) Equity Escrow Plan on page 9.
- Note: 1.** Again it is emphasized that due to the unique characteristics of the POP Equity Plan it is **not included** in effective salary calculations or in calculation of the manse rental value for a minister's terms of call.
- Note: 2.** Other optional (Non- POP) equity plan payments for ministers are included in annual effective salary and would also be included in calculations of manse rental value.
5. **Moving Expense** - This only applies to a minister newly moving to the field. (not included in Eff. Salary)
6. **Sabbatical Leave** is negotiable under guidelines provided by Peaks Presbytery (refer to page 25) or other appropriate terms. Suggested to be utilized after six years of pastoral service,
7. **Automobile Costs** - The Minister is considered to be on call to members of the congregation at all times except when on vacation or engaged in personal business. The operation of an automobile is considered necessary to carry out ministry. The cost of ownership, maintenance and operation shall be defrayed by the church during the periods the minister is engaged in ministry with the church. As a minimum, one of the following methods of defraying costs shall be selected by the congregation:

AU1 - Church ownership or lease of the vehicle and church defrayment of actual costs of maintenance and operation.

AU2 - Minister ownership or lease of vehicle and the annual Internal Revenue Service approved reimbursement – effective January 1, 2019 subject to increase/decrease at any time by the federal government.

AU3 - Any other plan agreed upon by the church and the minister requires approval by the Committee on Ministry. This includes capping of accountable reimbursements at less than 12,000 miles per year.

8. **Continuing Education Costs** - Continuing education of the professional leadership using data and inspiration obtained from books, periodicals, and training events is necessary to maintain competence and to develop and grow in skills for the current ministry. Books and periodicals purchased under this plan are the property of the minister or educator. When funds are required for a continuing education event, the minister or educator shall ask the session or agency to approve the course of study or training, which approval should be recorded in the minutes of the session. Expenses appropriate for the event are tuition, books, and materials. Travel, lodging and meals for the person attending the event may also be included. Work toward a degree is not required. Work ordinarily is done at an accredited school, seminary or church training event or conference. Work can be in a multiple student or independent course. Work is suggested under the supervision of a recognized educator. It is appropriate for any unused funds to accumulate up to three years.

As a minimum, one of the following methods of defraying expenses shall be selected by the congregation (in the case of a minister) or the session (in the case of a certified Christian educator):

CE1 - Reimbursing expenses as agreed upon by the session. This must meet a minimum of at least \$1,200.

CE2 - Other plans proposed by the church and approved by the Committee on Ministry for a specific ministry.

9. **Study Leave** – Two weeks paid study leave is required by Peaks Presbytery. This is provided in conjunction with the above continuing education requirement. Study leave is ordinarily intended for attendance at an accredited school, seminary, or church training event or conference. It is not provided as an extension of a regular vacation.

The pastor is expected to share the results of the study leave with the congregation, and the pastor is expected to report the program(s) of study to the Committee on Ministry as part of the annual Terms of Call report.

10. **Vacation** – Four weeks of paid vacation is required by Peaks Presbytery.

11. **Sick Leave** - During periods of Sunday absence because of sickness, it is suggested the church continue to provide normal compensation. Time lost because of illness should not be taken from time for vacation or study leave. When it is determined an illness will be prolonged (more than 6 weeks), the Committee on Ministry, the session, and the minister (if able) should consult as to what additional measures should be undertaken.

12. **Family Leave** – Family leave is negotiable under guidelines provided by Peaks Presbytery (refer to page 23) or other appropriate terms.

CERTIFIED CHRISTIAN EDUCATORS

The minimum cash salary recommended by Peaks Presbytery for a certified Christian educator is \$38,500. This is equivalent to that of a newly ordained minister or other teaching professionals with a masters degree in the area covered by the presbytery. In general certified Christian educators should receive benefits similar to that of a minister. (Note: The \$38,500 minimum is somewhat higher than the 2019 minimum cash salary for an installed pastor of \$33,751 for churches providing a manse or without a manse. since, in addition to this, 1. pastors receive a housing allowance (suggested at \$12,000 or more) if they do not live in a church manse or 2. pastors living in a church supplied manse receive the additional benefit of a manse rental value of \$9,394 or more.

The website <http://www.presbyterianmission.org/ministries/ministers/just-compensation/> contains more information about how to determine an appropriate salary for a Christian educator. This website contains, at the bottom of the page, a very comprehensive and helpful four page document that is available to download: Suggested Compensation for Establishing an Educator's Salary.

The Presbytery of the Peaks (POP) EQUITY ESCROW PLAN

Note: For 2019 the minimum equity escrow required by Peaks Presbytery remains at \$1,200 annually. Funds accumulated and disbursed in strict accordance with The POP Equity Escrow Plan have been determined not to be subject to Board of Pensions' dues and are **not included in effective salary calculations** or included in manse rental value calculations.

Purpose

The purpose of the Equity Escrow Plan is to provide a means to accumulate money which a local church, who provides a church-owned manse for housing its minister or associate minister, can give to that minister or associate minister when the minister must later provide his or her own housing. The plan is designed to avoid tax consequences to the minister until the funds are disbursed. **Please note: under this plan the minister does not have a legally enforceable right to the deferred sums at any time in the future.**

Source of Funds

The Equity Escrow Plan (hereinafter called "The Plan") of a particular church shall be funded by regular monthly or quarterly deposits during the time that the church provides a church-owned manse for housing its minister or associate minister and has a minister or associate minister in residence. The funds shall be invested regularly in separate income-producing accounts identified as equity escrow for the current minister and each former minister.

Administration

The Plan of a particular church shall be administered by whomever the church selects, i.e., the Session, the Diaconate, the Trustees, or other agency.

Funds shall be disbursed by the vote of the administering agency when a current or previous minister or associate minister, who was in residence in the church-owned manse during the funding of The Plan, is required to provide housing for himself or herself. Amounts disbursed from The Plan shall equal the funds invested during the time of residence of the minister or associate minister at the particular church, together with the income accumulated during and following the period of residence on that portion of the funds to be disbursed.

NOTE: Funds accumulated and disbursed in strict accordance with The Plan have been determined not to be subject to Board of Pensions' dues.

In the event that the minister or associate minister shall be released from the exercise of ordained ministry or removed from office in the Presbyterian Church (USA), the funds in The Plan together with income generated by the funds associated with the minister's or associate minister's residence, shall remain the property of the particular church.

In the event of death of the minister or associate minister, the funds in The Plan together with income generated by the funds associated with that minister's or associate minister's residence, shall remain the property of the particular church. It is suggested that, in such case, if there is a surviving spouse who was married to the minister at the time of residence, the particular church give the escrow account to the spouse.

SAMPLE CALCULATION Presbytery of the Peaks

2019 Minimum Terms of Call Summary

For Full-time installed Pastors, Co-Pastors, and Associate Pastors

	With Manse	Without Manse
Base Cash Salary	\$31,312	\$31,127
SECA @50% (Self Employment Allowance) (7.65% of Base Salary + housing/manse value + other compensation if provided) (not used to determine Effective Salary for Board of Pensions)	\$ 3,114	\$ 3,299
Subtotal - Minimum Cash Salary (Salary reported to IRS)	\$34,426*	\$34,426*
Manse Rental Value* (At least 30% of Base Cash Salary + other compensation if provided)	\$ 9,394*	XXXXXXX
Housing Allowance (Adequate for area. e.g. \$12,000 per year or \$1,000 per month including utilities)	XXXXXXX	\$12,000
Utilities & Furnishings Allowance	-0-	-0-
<i>Minimum Effective Salary</i> (Base Salary + Manse Rental Value or Housing Allowance + other compensation, if provided)	\$40,706	\$43,127
Board of Pensions – Basic Benefits* including Medical, Pension, Death + Disability Insurance		
Basic Medical Coverage (\$44,000 min. basis)	\$11,000	\$11,000
Pension / Death + Disability Insurance	\$ 4,885	\$ 5,175
Subtotal – BOP Basic Benefits	\$15,885	\$16,175
POP - Equity Escrow (if manse is provided)	\$ 1,200*	XXXXXXX
Continuing Education	\$ 1,200*	\$ 1,200*
Travel Expenses* (Reimbursed at IRS rate – currently 54.5 cents per mile)*		
Paid Study Leave	2 weeks annually*	
Paid Vacation	4 weeks annually*	
Moving Expenses	Paid	
Sabbatical Leave	Negotiable	
Family Leave	Negotiable	

***Required amounts/terms by Presbytery of the Peaks**

Churches are encouraged to provide optional benefits not shown here including a separate utility allowance, dental, life and long-term care insurance, deferred compensation, flexible spending accounts, etc. Each of these optional forms of compensation is included in Board of Pensions effective salary.

Note: SECA is shown for ministers electing to participate in Social Security. SECA is calculated at one-half of the self-employment rate of 15.3%. This is 7.65% of Minimum Cash Salary plus Manse rental value or Housing Allowance plus other types of compensation, if provided. The above Sample Calculation shows SECA as a portion of the Minimum Cash Salary. It is encouraged for SECA to be calculated and *paid in addition to the respective Minimum Cash Salaries of \$34,426 for churches providing a manse or \$34,426 without a manse.*

SAMPLE CALCULATION
Presbytery of the Peaks
2019 Minimum Terms of Call Summary
For Certified Christian Educators

Minimum Cash Salary	\$38, 500*
(This is also the Effective Salary for BOP calculations)	
Federal Employment Taxes (FICA + Medicare)	\$ 2,945
(7.65% of Base Salary – paid by church)	
Subtotal	\$40,731
Board of Pensions Basic Benefits	
Medical Coverage for Educator*	\$11,000
Pension / Death + Disability Insurance	\$ 4,620
Subtotal – BOP Benefits	\$15,620
Continuing Education	\$ 1,200*
Travel Expenses*	
(Reimbursed at IRS business mileage rate)	
Paid Study Leave	2 weeks annually*
Paid Vacation	4 weeks annually*
Moving Expenses	Paid
Sabbatical Leave	Negotiable
Family Leave	Negotiable

***Required minimum amounts by Presbytery of the Peaks**

(Churches are encouraged to provide other expenses not shown here including a separate utility allowance, dental, life and long-term care insurance, deferred compensation. etc.)

Notes Regarding Sample Calculations
Presbytery of the Peaks -2019 Minimum Terms of Call

For Pastors, Co-Pastors and Associate Pastors:

Self-Employment Tax mandated by the Federal Government to participate in the Social Security Program continues to be 15.3% of Minimum Cash salary plus Manse rental value or Housing Allowance. SECA@50% which the majority of churches should pay is calculated at one-half of this or 7.65%. *Exception: Churches with Pastors who have elected to Opt out of the Social Security Program do not pay SECA.* Notes: Board of Pensions - Pension/Disability Insurance and Major Medical dues require a minimum participation based on effective salary. For 2019 these are \$14,500 for Pension and death/disability coverage and \$44,000 for basic medical coverage. For 2019 BOP basic medical coverage continues to include the pastor, spouse and family. Pastor only basic medical coverage option was discontinued in 2017.

Formulas used to Calculate SECA and BOP church dues for Pastors providing their housing

$$\text{SECA} = .0765 \times (\text{Base Cash Salary} + \text{Housing Allowance}) = .0765 \times (\$31,127 + \$12,000) \\ = .0765 \times \$42,500 = \mathbf{\$3,299}$$

Note: The Board of Pensions allows SECA to be removed from compensation to determine the annual effective salary.

$$\text{Annual BOP Effective Salary} = \text{Base Salary} + \text{Housing Allowance} = \$31,127 + \$12,000 = \mathbf{\$43,127}$$

Since this is below the 2019 minimum basis of \$44,000 for basic medical coverage:

$$\text{Church dues for BOP medical coverage} = \$44,000 \times 25\% = \$11,000$$

The annual BOP effective salary is then used as to calculate:

$$\text{Church dues for BOP pension} + \text{death \& disability insurance} = \$43,127 \times 12\% = \$5,175$$

$$\text{Total church dues for BOP Basic benefits coverage} = \mathbf{\$16,100}$$

Formulas used to Calculate SECA and BOP payments for Pastors with a Manse

The Board of Pensions requires that Manse Rental Value must be calculated at a minimum of 30% of the Base Cash Salary (including other types of additional cash compensation, if provided.) (Important Note: According to the BOP, other benefits are also included in this calculation including dental insurance, optional equity plan payments, etc. The Presbytery of Peaks (manse) equity plan is **not** included.)

Note ; The following example calculation is for 2019 minimum terms and other similar call terms only

$$\text{Manse Rental Value (MRV)} = \text{Base Cash Salary} \times .3 = \$31,312 \times .3 = \$9,394$$

$$\text{SECA} = .0765 \times (\text{Base Cash Salary} + \text{Manse Rental Value (MRV)}) = .0765 \times (\$31,312 + \$9,394) \\ = .0765 \times \$39,907 = \mathbf{\$3,114}$$

$$\text{Annual BOP Effective Salary} = \text{Base Salary} + \text{Manse Rental Value} = \$30,608 + \$9,209 = \mathbf{\$40,706}$$

Since this is below the 2019 minimum basis of \$44,000 for basic medical coverage

$$\text{Church dues for BOP medical coverage} = \$44,000 \times 25\% = \$11,000$$

The annual BOP effective salary is then used as to calculate:

$$\text{Church dues for BOP pension} + \text{death \& disability insurance} = \$40,706 \times 12\% = \$4,885$$

$$\text{Total church dues for BOP basic benefits coverage} = \mathbf{\$15,885}$$

For Certified Christian Educators:

Note: Federal Employment Taxes apply at employer rate of 7.65 % for FICA and medicare and the employee withholding rate for these is also 7.65% for 2019.

$$\text{BOP payments on effective salary of } \mathbf{\$38,5000} \text{ are: Medical coverage @ } \$44,000 \times 25\% = \$11,000 \\ \text{For pension} + \text{death \& disability} = \$38,500 \times 12\% = \$4,620 \\ \text{Total} = \mathbf{\$15,620}$$

PART-TIME CALL CONSIDERATIONS

Part-time positions will be calculated on a ratio of hours worked versus 35 hours which is considered full time by the Board of Pensions. Also 20 hours per week are required as a minimum to qualify for BOP benefits. The Committee on Ministry should be consulted regarding all part-time calls for installed pastors for approval before these are offered. Part-time calls of less than 20 hours are not recommended. Note: Changes to existing full-time terms of call to a part-time call are not recommended by the Presbytery. The Committee on Ministry is to be consulted prior to any of these type changes which must also be approved by the Presbytery.

Pension/Disability and Major Medical dues require a minimum participation based on effective salary. For 2019 these are \$14,500 for Pension and death/disability coverage and \$44,000 for basic medical coverage.

Requirements for Part-time (installed) Pastors:

1. Medical and Pension/Disability dues are required.
2. Vacation of 4 weeks paid and Study Leave of 2 weeks paid are required
3. Travel and Professional Expenses to be included
4. Part-time calls must be for 20 hours or more as Medical and Pension dues require a minimum 20-hour work week.

Requirements for Part-time (non-installed) Covenants:

1. BOP Medical and Pension dues are optional, not required.
2. BOP Medical and Pension dues, if provided, require a minimum 20-hour work week.

35 hours per week is considered full-time by the Board of Pensions.

The minimum salary requirement is pro-rated for employees working fewer than 35 hours a week.

**Medical Plan and Pension/Disability + Death Insurance dues for members scheduled to work fewer than 35 hours a week are based on the full-time equivalent salary. (How to calculate this figure is shown below)

Calculating full time equivalent salary for medical plan dues: for persons working less than full-time (35 hours per week)

Divide the current year's BOP effective salary basis by actual hours a week worked

Multiply the result by 35 hours

Part-time - ¾ or 75% call terms based on 2019 Peaks Presbytery minimum for a pastor living in a non-church owned residence.

Refer to example #4 included in this 2019 Minimum Financial Terms of Call document

Effective salary for ¾ Call = \$43,127 X .75 = \$32,345 Work hours = 35 X .75 = 26.25 hours per week

\$32,345/26.25 hours per week = \$1,232.19

Full-time equivalent effective salary = \$1,232.19 X 35 hours per week = \$43,127

In this example the calculated full-time equivalent salary of \$43,127 falls below the 2019 medical minimum basis of \$44,000, therefore basic medical plan dues would be based on \$44,000.

For BOP pastor and family medical coverage (required for installed positions) this is \$44,000 X 25% = \$11,000

However, **Pension/Disability + Death Insurance dues** (minimum basis for 2019 is \$14,500) would be based on the effective salary for ¾ call of \$32,345 which is \$32,345 x 12% = \$3,881.

Total BOP basic benefits plan dues paid by the church is therefore \$11,000 + \$3,881 = \$14,881

The Benefits Administrative Handbook, published by the Board of Pensions (BOP) of the Presbyterian Church (U.S.A.), provides detailed information on BOP Effective Salary and other related topics. It may be downloaded from the website or ordered from the Board of Pensions of the Presbyterian Church (U.S.A.) at 1-800-773-7752. The Board of Pensions website at www.pensions.org also includes a basic medical plan + pension/disability dues calculator which can be utilized to make part-time call calculations. Please call the Presbytery Office and request consultation with a representative of the Committee on Ministry if you have any questions.

2019 WORKSHEET - #1 - FOR CALCULATING FINANCIAL TERMS OF CALL
PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS
For Churches providing a manse or other living quarters

The following items* are included in effective salary according to Board of Pension requirements.
The superscripts¹⁻¹⁶ refer to Presbtery of the Peaks Policy on Financial Terms of Call explanations found on pages 5-8 of the 2019 Minimum Financial Terms of Call document

Cash & Deferred Payments

Annual Base Cash Salary*¹ _____
50% of SECA reimbursement(Not included in effective salary)⁴ _____
>50% of SECA reimbursement(included in effective salary)*⁴ _____
Deferred Compensation*³ _____
Sub-Total - Cash Salary (must equal or exceed \$33,751 minimum) _____

Other BOP Effective Salary⁵

Utilities / Furnishings Allowance (paid to minister)*² _____
Expense allowances paid for by church*⁷ _____
Insurance paid for by church (BOP dental, etc.)* _____
Section 125 Flexible Spending Account* _____
Other* _____
(Refer to BOP effective salary manual)
Sub-Total – Other Effective Salary _____

Subtotal – Above BOP Effective Salary Components* – Less Manse Rental Value _____

Manse Rental Value*²

(Calculated at a minimum of 30% of above effective salary components) _____

BOP Effective Salary (Cash + Manse rental value + Other eff. Salary)⁶ _____

Board of Pension Basic Benefits⁶ (Note: The minimum annual effective salary basis for 2019 for medical coverages is \$44,000 and for pension / death + disability insurance coverages is \$14,500)

Church dues for BOP medical coverage⁶ (25% of Effec. Salary) _____
BOP Pension/ Death + Disability Insurance (12% of Effec. Salary) _____
Subtotal – BOP Benefits _____

Other Benefits

POP Equity Escrow Plan⁸ (Minimum \$ 1,200) _____
Vacation¹⁴ (Minimum 4 weeks) _____
Study Leave¹⁵ (Minimum 2 weeks) _____
Moving expense⁹ _____
Family Leave¹⁶ (6-8 weeks suggested) _____
Sabbatical¹⁰ _____
Utilities expenses for manse paid by church (not to minister) _____
Other _____
Subtotal Other Benefits _____

Professional Reimbursements

Auto expense¹¹ _____
Continuing Education expense – minimum \$1,200¹² _____
Other _____ Cell Phone, etc. (Optional) _____

Total Cost to Church _____

2019 WORKSHEET # 2 - FOR CALCULATING FINANCIAL TERMS OF CALL
PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS
For Pastor provided housing

The following items* are included in effective salary according to Board of Pension requirements.
The superscripts¹⁻¹⁶ refer to Presbytery of the Peaks Policy on Financial Terms of Call explanations found on
pages 5-8 of the 2019 Minimum Financial Terms of Call document

Cash & Deferred Payments

Annual Base Cash Salary* ¹	_____	
SECA @50% reimbursement (Not included in effective salary) ⁴	_____	
>50% SECA reimbursement (Included in effective salary)* ⁴	_____	
Deferred Compensation* ³	_____	
Sub-Total (must equal or exceed \$34,426)	_____	_____

Housing Allowance (Must be adequate*)²

<u>Utilities & Furnishings Allowance</u> * ²	_____	
Sub-Total Housing (\$12,000 is suggested minimum)	_____	_____

Other Disbursements⁵

Expense allowances paid for by church* ⁷	_____	
Insurance paid for by church (BOP dental ins., etc.)*	_____	
Section 125 Flexible Spending Account*	_____	
Other * _____	_____	
Sub-Total	_____	_____

Total Annual BOP Effective Salary (Cash + Housing + Other)⁶

Board of Pension Basic Benefits⁶ (Note: The minimum effective salary basis for 2019 for medical coverages is \$44,000 and for pension / death + disability insurance coverages is \$14,500)

Church dues for BOP medical coverage (25% of Effec. Salary) ⁶	_____	
Pension / Death and Disability Insurance (12% of Effec. Salary) ⁶	_____	
Subtotal – BOP Basic Benefits	_____	

Other Benefits

Vacation ¹⁴	(Minimum 4 weeks)	_____	
Study Leave ¹³	(Minimum 2 weeks)	_____	
Moving expense ⁹		_____	
Family Leave ¹⁶	(6-8 weeks suggested)	_____	
Sabbatical ¹⁰		_____	
Other		_____	
Total		_____	_____

Professional Reimbursements

Auto expense ¹¹	_____	
Continuing Education expense ¹²	_____	
Other – Cell Phone, etc.	(Optional)	_____
Other _____	(Optional)	_____

Total Cost to Church _____

REPORTS TO PRESBYTERY AND BOARD OF PENSIONS

All calls from churches to pastors or associate pastors in the Presbytery of the Peaks shall include the requirement that the financial terms of call be reviewed annually by the congregation.

This review is to be done annually regardless if any change has been made in the pastors terms. A properly called congregational meeting must be held each year to review an installed pastor or associate pastors terms of call. This is to be done regardless if any changes are made in the terms of call. (Terms of call for Certified Christian Educators should be reviewed annually by the session.)

Within 30 days after the congregation, (or session in the case of a certified Christian educator), has approved a change in call terms, terms of call changes are submitted to the Board of Pensions via the on-line Benefits Connect website. The Benefits Connect website may be accessed through the Board of Pensions webpage at www.pensions.org. Churches are required to access Benefits Connect and establish an on-line account. Instructions are provided on the website, however, the Board of Pensions offers personal telephone assistance via the toll free number 800 (773-7752). BoardLink is an additional, optional website offered by the Board of Pensions which accepts on-line billing payments. Terms of Call Changes are also to be reported to presbytery's Committee on Ministry via the 3-page Terms of Call report included on pages 17-19 of this 2019 Minimum Terms of Call document. This report may be accessed on the Presbytery Website (www.peakspresbytery.org) and submitted via e-mail to the Presbytery of the Peaks office to Julie Dyke, administrative support at julie.dyke@peakspresbytery.org. The report may alternatively be mailed via the postal service to the Peaks Presbytery office addressed to: Presbytery of the Peaks, Committee on Ministry, 108 Melinda Drive; Lynchburg, VA 24502

Amounts reported to the Board of Pensions should be consistent with those reported to the Presbytery of the Peaks. Also the importance of accurate reporting of terms of call informaton to the Board of Pensions cannot be over-emphasized. Under reporting of total effective salary will result in significant effects on pastors pension benefits. Over reporting of total effective salary will result in overstatement of board of pension payments for basic benefits coverage which causes the church to significantly overpay for these BOP benefits.

Terms of Call Reports submitted to the Presbytery are reviewed for accuracy by representatives of the Committee on Ministry. The Board of Pensions does not assume responsibility for such review and may accept incorrect information. It should also be understood that the Board of Pensions will not provide information on individual terms of call for pastors to the Presbytery. The only manner for the call terms to be reviewed are through submission of an annual report to the Presbytery.

Confirmation of the BOP effective salary and BOP dues actually being paid needs to be done by the church minister, clerk, treasurer or administrator when the Presbytery reporting form is prepared. The Presbytery also can not make corrections to a pastor's terms of call, this must be done by the pastor and church involved by contacting and advising the Board of Pensions. The Board of Pensions will make corrections for errors in call terms for only the previous calendar year. It does not make any corrections for errors that have preceded this.

As previously noted, these reports should be submitted within 30 days of approval by the congregation (or the session in the case of certified Christian educators). All Terms of Call changes should be submitted to the Board of Pensions via the Benefits Connect website as soon as possible but no later than February 1, 2019. The annual terms of call report for the Committee on Ministry should be submitted no later than February 15, 2019. The COM will review all church submitted reports and compile a summary report and recommendations to the Presbytery of the Peaks in May 2019.

THE PRESBYTERY OF THE PEAKS –ANNUAL REVIEW AND (Page 1 of 3)

ANNUAL REPORT OF FINANCIAL TERMS OF PASTORS' CALLS FOR 2019

The Presbytery Committee on Ministry requests the use of this reporting form for all installed pastors terms of call for 2019. This includes all new calls to pastors. Annual Reports are requested by COM regardless of changes to existing call terms. All call terms changes that result in changes to Board of Pension (BOP) effective salary and therefore dues for BOP Basic Benefits must be submitted to the BOP via the Benefits Connect website. Please complete all three pages of this report including all requested information and submit to the Presbytery of the Peaks via the fillable form posted on the Presbytery website (www.peakspresbytery.org) to the email address on page 3 or mail via the postal service to Presbytery of the Peaks office address shown on page 3.

The Session of _____ Presbyterian Church of Town/City _____ has made an annual review of the Minister's Cash Payments, Deferred Compensation, Benefits, and Professional Expenses, and the congregation has voted to request the Presbytery of the Peaks to approve the following terms of call for _____. Terms include a minimum of 4 weeks paid vacation and 2 weeks paid study leave.
(Minister's Name)

These terms of call were reviewed at a Congregational Meeting on _____.

MINISTER _____ CLERK OF SESSION _____
(signature) (signature)
Date _____ Date _____

Pastor/ Teaching Elder Call Type

Solo pastor _____ Head of church staff _____ Associate Pastor _____ Presbytery Employee _____

Campus Ministry _____ Yoked with Church _____ Other _____

Full Time Call _____ # of hours per week _____ (35 hours is considered full-time by the Board of Pensions)

Part-time Call _____ # of hours per week _____ (20 hours minimum required to qualify for BOP basic benefits)

Contact Information: Requested to expedite resolution of questions about the following call terms

Church Office phone # _____ Pastor phone # _____ E-Mail _____

Other Contact Names _____ Phone # _____ E-Mail _____
(Office Manager, Treasurer, etc -Optional)

2019 TERMS OF CALL REPORT

Based on the 2018 Effective Salary the 2019 Effective Salary represents:

Unchanged (No increase or decrease) _____ Increase \$ _____ % _____ Decrease \$ _____ % _____

BALANCE AS OF DECEMBER 31, 2018, OF THE CHURCH'S POP ESCROW EQUITY PLAN FOR THIS MINISTER: (This applies only to ministers living in church-owned property.) \$ _____

IF THIS IS A PART-TIME CALL, PLEASE INDICATE THE PERCENT OF TIME INVOLVED: _____%

BUDGETED HOURS INVOLVED: _____ (Note: 35 hrs. / week is full time according to the Board of Pensions)

Pastor _____ Church _____

Select One Column:

CASH PAYMENTS

	<u>With Manse</u>	<u>W/O Manse</u>
*Annual Cash Salary	\$ _____	\$ _____
Self-Employment Tax Reimbursement (SECA)	\$ _____	\$ _____
Calculated at 7.65% of total cash payments		
(Not included in effective salary for BOP)		
*Additional SECA payments above 7.65% of cash	\$ _____	\$ _____
(Greater than 50% of total SECA)		
(This is included in effective salary for BOP)		
*Housing Allowance	XXXXXXXXXXXX	\$ _____
*Utilities Allowance	\$ _____	\$ _____
*Furnishings Allowance	\$ _____	\$ _____
TOTAL CASH PAYMENTS:	\$ _____	\$ _____

OPTIONAL ADDITIONAL DEFERRED COMPENSATION:

*Board of Pensions 403(b) Retirement Savings	\$ _____	\$ _____
*Other: _____	\$ _____	\$ _____
TOTAL DEFERRED COMPENSATION:	\$ _____	\$ _____

BOARD OF PENSIONS BASIC BENEFITS: (Note: For 2019 the minimum effective salary basis for medical coverages is \$44,000 and for Pension / Death + Disability Insurance coverages is \$14,500)

Medical Coverage for Pastor and Family	\$ _____	\$ _____ (25% of Eff. Sal.)
Pension / Death + Disability Insurance	\$ _____	\$ _____ (12% of Eff. Sal.)
TOTAL BOP BASIC BENEFITS:	\$ _____	\$ _____

OTHER BENEFITS

Formal Group Insurance for All Employees	\$ _____	\$ _____
Peaks Presbytery Equity Escrow for Manse Housing	\$ _____	XXXXXXXXXX
Utilities Expenses paid directly – (not to Pastor)	\$ _____	XXXXXXXXXX
*Optional Life Insurance / Death Benefits	\$ _____	\$ _____
*Optional Dental, If Paid by Church	\$ _____	\$ _____
*Long-Term Care Insurance, If Paid by Church	\$ _____	\$ _____
*Section 125 Flexible Spending Account	\$ _____	\$ _____
*Other _____	\$ _____	\$ _____
TOTAL OTHER BENEFITS:	\$ _____	\$ _____

IMPUTED VALUE OF MANSE HOUSING –Equals 30% of the sum of all other items marked with an asterisk (*).

*INCLUDE in Effective Salary.	\$ _____	XXXXXXXXXX
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BOP EFFECTIVE SALARY* = \$ _____ (This is not the total cost to the church)

*** All items and only those items marked with an asterisk are to be included in BOP Effective Salary. This is the figure on which dues are paid to the Board of Pensions. Please check the monthly BOP billing to confirm the total amount shown for Basic medical / pension / death and disability equals 37% of BOP Effective Salary.** Basic medical coverage includes pastor and family for 2019. Pastor only medical coverage and optional family coverage was discontinued by the BOP in 2017.

Please confirm the churches *monthly* Board of Pensions Payments based on the above effective salary: Utilizing the BOP Benefits Connect website and the optional (if elected) BOP BoardLink website.

Basic Medical plan dues for pastor and family (25% of effective salary/12)	\$ _____
Pension/Disability + Death Insurance plan dues (12 % of effective salary/12)	\$ _____
BOP – Dental Plan payments	\$ _____
Other BOP payments _____	\$ _____
Total monthly BOP payments	\$ _____

Pastor Name _____ Church _____

PROFESSIONAL EXPENSES

Auto Expense:

Circle the method used for defraying expenses. See page 6 – Automobile Costs - of the 2019 Terms of Call document for descriptions of each method. AU 1 AU 2 *AU 3

NOTE: *AU 3 requires prior approval of the Committee on Ministry and, if not accountable, will become part of Effective Salary, hence incurring additional dues to the Board of Pensions. If you are using *AU 3, please describe the plan, including the amount of any allowance for which the minister is not accountable. If accountable reimbursements are capped at less than 12,000 miles, please indicate the amount of the cap and the reason for the cap.

Continuing Education Expense:

Circle the method used for defraying expenses. See page 7 – Continuing Education – of the 2019 Terms of Call document for descriptions of each method. CE 1 *CE 2

NOTE: *CE 2 should have been approved at the time of the initial call, but if not accountable, will become part of Effective Salary, hence incurring additional dues to the Board of Pensions. If you are using *CE 2, please describe the plan, including the amount of any allowance for which the minister is not accountable:

Continuing Education Reporting: (Requested for Use by the Committee on Ministry)

Please share with the Committee on Ministry how Continuing Education time was used during the year prior to this “Annual Report of Financial Terms of Call”. This information will help us in leadership development for pastors and Certified Christian Educators in the Presbytery.

PLEASE READ CAREFULLY THE ENTIRE 2019 MINIMUM FINANCIAL TERMS OF CALL DOCUMENT. THIS DOCUMENT SHOULD ANSWER MOST OF YOUR QUESTIONS AS TO WHAT IS INCLUDED IN “BOP EFFECTIVE SALARY” AS WELL AS MANY OTHER TERMS OF CALL QUESTIONS.

Please Submit to the Presbytery Office within 30 days of the Congregational Meeting

This report may be accessed on the Presbytery Website (www.peakspresbytery.org) and submitted via e-mail to the Presbytery of the Peaks office to Julie Dyke, administrative support, at julie.dyke@peakspresbytery.org. The report may alternatively be mailed via the postal service to the Peaks Presbytery office addressed to: Presbytery of the Peaks, Committee on Ministry, 108 Melinda Drive; Lynchburg, VA 24502

THE PRESBYTERY OF THE PEAKS
2019 ANNUAL REVIEW OF FINANCIAL TERMS OF CALL
FOR CERTIFIED CHRISTIAN EDUCATORS

The Session of _____ Presbyterian Church has made an annual review of the Certified Christian Educator's Cash Salary, Deferred Compensation, Benefits, and Professional Expenses, and has voted to request Presbytery to approve the following terms of call for _____. Terms include 4 weeks paid vacation and 2 weeks paid study leave. (Educator's Name)

CERTIFIED CHRISTIAN EDUCATOR _____
(Signature)

CLERK OF SESSION _____ Date _____
(Signature)

IF THIS IS A PART-TIME CALL, PLEASE INDICATE THE PERCENT OF TIME INVOLVED: _____%
Note: 35 hrs is considered full time by BOP
BUDGETED HOURS INVOLVED: _____%

ANNUAL CASH SALARY \$ _____

DEFERRED COMPENSATION

*Board of Pensions 403(b) Retirement Savings \$ _____
*Other: _____ \$ _____

TOTAL CASH & DEFERRED COMPENSATION \$ _____

BENEFITS

Board of Pensions -Pension / Disability / Medical	\$ _____	(BOP affiliated plan)
Other Annuity / Disability	\$ _____	
Other Medical	\$ _____	
Group Term Life Insurance	\$ _____	
Moving Expense to the Field	\$ _____	
Long-Term Care Insurance	\$ _____	
Section 125 Flexible Spending Account	\$ _____	
Other: _____	\$ _____	

TOTAL BENEFITS: \$ _____

PROFESSIONAL EXPENSES

Are automobile expenses reimbursed according to an accountable reimbursement plan at the IRS approved rate?
Please circle: YES NO

Are continuing education expenses reimbursed upon session approval in an accountable fashion?
Please circle: YES NO

Contact Name _____ Phone # _____

Please provide a Contact Name and Phone # above for the church for COM, if there are questions about this call.

Please Return to the Presbytery Office within 30 days of Session Approval

COMMITTEE ON MINISTRY
PRESBYTERY OF THE PEAKS
108 MELINDA DRIVE
LYNCHBURG, VA 24502

Terms of Call - Required Reporting and Suggested Record Keeping

Reporting method

Responsible Parties / Distribution

Presbytery – Annual Review
of Financial Terms of Call

Prepared by: Minister & Clerk of Session and/or
Church Treasurer or Administrator

Original: Committee on Ministry,
Presbytery of the Peaks
Send fillable form on Presbytery website
Via e-mail to the attention of
JulieDyke@peakspresbytery.org
Or mail via postal service

Copies: Session minutes
Church's permanent files
Minister's personal file

Board of Pensions - Benefits Connect
Service/Salary Change

Prepared by: Minister or authorized church
representative

Submitted to: Board of Pensions (PCUSA)
Via Benefits Connect – on-line reporting system

Copies Authorized church representative's file
Minister's personal file

Note: The above forms must be submitted within 30 days of approval by the congregation (or session in the case of educators).

All new calls and call changes for pastors are to reported to the BOP via the **Benefits Connect** website

**Presbytery of the Peaks
Family Leave Guidelines**

GUIDELINES:

The following guidelines are recommended to the Presbytery of the Peaks by the Committee on Ministry to aid in negotiation between sessions and pastors and church professionals when a leave is necessary. Family leave is suggested in times of death in the immediate family of the pastor, of serious illness of the pastor, or of a child, spouse, parent or parent-in-law of the pastor, or in the event of the birth or adoption of a child or foster child. The negotiated leave should be incorporated into the terms of the call.

TIME AND DURATION OF FAMILY LEAVE:

1. The duration and time of the family leave should be mutually agreed upon between the pastor and the session.
2. Suggested duration:
 - Death leave to be agreed upon between the pastor and session
 - Birth or adoption of a child--6-8 weeks
 - Serious illness--8-12 weeks
 - Sick leave—12-14 days paid sick leave per year, cumulative 2-3 years
 - (If a pastor needs more or less time, the session is encouraged to be flexible.)

COMPENSATION DURING LEAVE:

1. Sessions are urged to grant full salary and benefits for the entire leave. If a leave extends beyond 12 weeks, then other salary options can be negotiated as well (e.g. 50%, 60% or 75% for 90-180 days, dissolution of the pastoral relationship if pastoral illness or disability goes beyond 180 days).
2. The pastor should be relieved of all pastoral duties during the duration of the leave.
3. If a leave extends beyond the recommended time frame due to medical complications, application can be made to the Board of Pensions for disability income. Churches are encouraged to be supportive in every way when such a situation arises.
4. The Committee on Ministry shall be informed when the family leave option is exercised by a pastor.

**Sabbatical Leaves
Committee on Ministry**

The Committee on Ministry recommends to churches and other ministries that Ministers of the Word and Sacraments and full-time Christian Educators be granted a compensated Sabbatical Leave of no less than two months after the completion of six continuous years in one ministry within the Presbytery of the Peaks.

Sabbatical Leave is an extension of the Biblical concept of renewal through the Sabbath day and Sabbath year. In the Sabbath year, the land was allowed to lie fallow to replenish itself. Scripture also abounds with illustrations of God's leaders (Moses, Elijah, John the Baptist, Paul, and Jesus) spending significant time in rest, solitude, and reflection for continuation of ministry. Jesus spent 40 days in preparation for his ministry and other times away in prayer and rest. Ministers bear the burdens, the anguish, the pain and hurt of their parishioners on a 24 hour basis. As a result, many, if not all, experience symptoms of emotional distress, stress related illnesses, and burnout adversely affecting the minister's personal, family, and parish life, and greatly diminishing effectiveness and personal well-being. Sabbatical Leave is time for the minister to refresh, nourish, and replenish body, mind and soul for ministry. It is a time of rest, travel, study, & re-creation, a time away from the responsibilities of pastoral ministry. A renewed and refreshed pastor would be expected to bring new energy and insight to the life of the congregation.

Sabbatical Leave is also for the congregation. It is an opportunity for the congregation to reflect on the whole nature and meaning of ministry and the place of the congregation in that ministry; to renew and strengthen congregational lay leadership; and to continue to grow in faith.

A minister or educator on sabbatical leave would receive compensation, including salary and benefits. While it is not vacation, vacation time and study leave may be attached to the sabbatical, as agreed. It is not a time for a minister or staff person to seek a new call. The minister or staff person would be expected to stay in the present position for at least a year after the sabbatical. The Session or other governing body and the minister or educator would work together to plan for the leave time, including purposes of the leave, interim arrangements, in consultation with the Committee on Ministry, division of responsibilities during the leave, and planning for re-entry, which may include sharing of learnings and benefits to future ministry together. Congregations are encouraged to set aside funds each year so that resources are available during the time of Sabbatical Leave.

Presbytery strongly encourages that a Sabbatical Leave be part of the initial Terms of Call for a minister or full-time educator beginning a new ministry within the Presbytery of the Peaks, in consultation with the Committee on Ministry. In the event the Sabbatical Leave was not part of the initial terms of call, the minister or full-time educator and Session are urged to work with the Committee on Ministry of presbytery on a proposal for Sabbatical Leave, which would be a part of the subsequent Terms of Call to be approved by the congregation. The congregation should have at least six months notice prior to the beginning of a Sabbatical Leave.

1212 The following two Committee on Ministry recommendations are included in the 2019 minimum
1213 financial terms of call for information purposes.

1214

1215 **Remuneration of Pastors and Certified Ruling Elders for Pulpit Supply**

1216

1217 The Committee on Ministry recommends that pulpit supply remuneration for pastors
1218 or Certified Ruling Elders be \$150 and additionally that travel mileage to and from the church
1219 be reimbursed at the present IRS rate of 54.5 cents per mile (effective January 1, 2018, but
1220 subject to change by the IRS for 2019)

1221

1222

1223 **Remuneration of Pastors serving as Session Moderators**

1224

1225 The Committee on Ministry assigns moderators to churches without installed pastoral
1226 leadership. In many cases active pastors serve other churches as session moderators as well
1227 as honorably retired pastors. The Committee on Ministry arranges and approves all moderator
1228 assignments to pastors in good standing with the Presbyterian Church (USA). Certified Ruling
1229 elders presently may moderate a church session only if they are installed to serve that church.
1230 The Committee on Ministry recommends that active or retired pastors serving as session
1231 moderator of a church where they are not installed be remunerated at a suggested level of \$50
1232 per session meeting and additionally that travel mileage to and from the church be reimbursed
1233 at the present IRS rate (Currently 54.5 cents per mile as of January 2018. The IRS may revise
1234 this rate in January 2019.).

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1236

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SESSION RECORDS REVIEWED AS OF November 8, 2018																
CHURCH	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
Altavista	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Amherst	1	1	1	1	1	1	1	1	1	1	1	1	1			
Appomattox CH	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Appomattox PE	1		1	1			1					1				
Arvon (Yoked in Christ)	1	1	1	1	1	1						1				
Beale Memorial	1				1	1	1	1	1	1	1					
Bedford	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Belmont	1	1	1	1	1	1	1	1	1	1	1	1	1			
Belspring	1	1	1	1	1	1	1	1	1	1	1	1	1			
Berry Hill	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Bethel (dismissed)			1								X					
Bethlehem	1	1	1	1		1										
Blacksburg	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Bluemont	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Bouldin Memorial (dismissed)	1	1	1	1	1	1	1	1	1		X					
Briery	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Brookneal	1	1	1	1	1	1	1	1	1	1		1	1			
Browns	1	1	1	1	1	1	1	1	1	1	1					
Buchanan	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Buffalo	1	1	1	1	1	1	1	1	1	1	1	1				
Campbell Memorial	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Chatham	1	1	1	1	1	1	1	1	1	1		1	1			
Christiansburg	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Clarksville	1	1	1	1	1		1	1	1							
Clifton Forge	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
College	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Collinsville, First	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Colonial	1	1	1	1		1		1	1	1	1	1	1			
Concord																
Cool Spring	1	1	1	1	1	1										
Coolwell	1	1	1	1	1		1	1	1	1						
Covenant, Lynchburg	1	1	1	1	1	1	1	1	1	1	1	1	1			
Covenant, Roanoke	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Covington, First	1	1	1	1	1	1	1	1	1	1	1		1	1		
Cumberland	1	1	1	1	1	1	1			1	1	1	1	1		

CHURCH	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Danube					1	1	1	1	1		1	1			
Danville, First	1	1	1	1	1	1	1	1	1	1	1		1		
Davis Memorial	1	1													
Diamond Hill	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Douglas	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Drakes Branch	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Dublin	1	1	1	1	1	1	1	1	1						
Elon (Dismissed 2015)	1	1	1	1	1	1	1	1	1	1	1	1	X		
Fairlawn	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Falling Spring, Glasgow (RC)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Falling Spring, Hot Spr. (AC)(Dismissed)	1	1	1	1	1	1						1	X		
Farmville	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Fellowship	1		1	1				1		1					
Fifth Avenue	1	1	1	1	1			1	1	1	1	1	1		
Fincastle	1	1	1	1							1	1			
Floyd	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Forest	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Forest Hills	1	1	1	1	1			1	1	1	1	1	1	1	
Fork Union (Yoked in Christ)	1	1	1	1	1	1						1			
Galatia (dismissed)	1	1	1	1	1	1	1	1	1	1	X				
Gethsemane	1	1	1	1	1	1									
Glasgow	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Glen Wilton				1											
Grace	1	1	1	1	1	1	1	1	1	1	1	1			
Green Ridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Harmony	1	1	1	1	1										
Hat Creek	1	1	1	1	1	1	1	1	1						
Hermon		1	1	1	1	1	1	1	1	1	1	1	1	1	
High Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Holbrook Street	1	1	1	1	1	1	1	1	1	1			1		
Holmes Memorial															
Jamestown	1	1	1	1	1	1	1	1	1	1					
Kayser Memorial	1	1	1	1	1	1	1		1	1	1				
Kentuck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Low Moor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Lynchburg, First	1	1	1	1	1	1	1	1	1	1	1	1	1	1	

CHURCH	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Madisonville	1	1	1	1	1	1	1	1	1	1	1				
Mallow	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Martinsville, First	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mary Horner Walker			1	1	1	1	1	1	1	1	1	1	1	1	
Massies Mill	1	1	1	1	1	1							1		
Matthews Memorial (dissolved)	1		1		1									X	
Mayberry	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Maysville	1	1	1	1	1	1	1		1	1	1	1	1	1	
McAllister Memorial	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Meherrin				1	1	1	1	1	1	1	1	1	1	1	
Memorial	1	1	1	1	1	1	1	1	1	1		1	1		
Mercy Seat	1	1	1	1	1	1	1								
Mizpah	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Montvale	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mount Carmel	1	1	1	1	1	1	1	1	1	1	1	1	1		
Narrows, First	1	1	1	1	1	1	1	1	1						
New Concord	1	1	1	1	1	1	1	1	1	1	1	1	1		
New Dublin	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
New Hope (dismissed)	1		1	1	1	1	1		1		X				
New Store	1	1	1	1	1	1	1	1	1	1	1	1			
Northminster, MH (dismissed)	1	1	1	1	1	1	1	1	1	1	1	X			
Northminster, Roanoke	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Northside	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Oak Level	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Oak View											1	1	1	1	
Old Brick	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Old Concord	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Peace	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Peaks		1	1	1	1	1	1	1	1	1	1	1	1	1	
Pearisburg	1	1	1	1	1	1	1	1	1	1	1	1	1		
Phenix				1											
Piedmont (dismissed)			1	1	1	1	1	1			X				
Pisgah	1	1	1	1	1	1	1	1							
Providence	1	1	1	1		1	1								
Pulaski, First	1	1	1	1	1	1	1	1			1	1	1		
Quaker Memorial	1	1	1	1	1	1	1	1	1	1	1	1	1	1	

CHURCH	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Radford	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Raleigh Court	1	1	1	1	1	1	1	1	1	1	1	1	1		
Roanoke	1	1	1	1	1	1	1	1	1	1		1	1		
Roanoke, First (dismissed)	1	1	1	1	1	1	1	1	1		X				
Roanoke, Second	1	1	1	1	1		1	1	1	1	1	1	1		
Roanoke Valley			1	1	1	1	1	1	1	1	1	1	1	1	
Rocky Mount	1	1	1	1				1			1	1	1	1	
Rough Creek			1		1	1	1	1	1	1	1	1	1	1	
Rustburg	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Saint Andrew	1	1	1	1	1	1	1	1	1	1	1	1	1		
Salem	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Shelton Memorial	1	1	1	1	1	1	1								
Sinking Spring	1	1	1	1	1	1	1								
Slate Mountain (dismissed)	1										X				
South Boston, First	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Trinity, New Canton (Y in Ch	1	1	1	1	1	1						1			
Trinity, Ridgeway								1	1						
Trinity Ecumenical Parish	1	1	1	1	1	1	1	1	1	1	1	1	1		
Unity	1	1	1	1	1	1	1	1	1	1	1				
Village	1	1	1	1	1	1	1	1	1	1		1	1	1	
Villamont	1	1	1	1	1	1	1	1	1		1	1			
Virginia	1	1	1	1	1	1	1	1	1	1	1	1	1		
Walker's (dismissed)			1	1	1	1					X				
West End	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Westminster	1	1	1	1	1	1	1	1	1	1	1	1			
Williamson Memorial	1	1	1	1	1	1	1	1	1	1	1	1	1		
TOTAL	117	113	122	122	117	113	107	104	102	94	90	92	83	60	
									Total 2002-2017			1668			
Note: the Total includes 115 from 2002 year and 117 from 2003 year not shown on this table															
(Y)= Arvon, Fork Union, and Trinity, New Canton are yoked in Christ Presbyterian Parish and turned in one set of minutes, we credited each. (2015)										Further historical info.					
Steve Earl reports that the above is incorrect and yoked churches need to submit minutes for each church															
has been received which suggests one set of minutes may be adequate. TBD (Oct. 2016).															