Minutes of the meeting of the Presbytery of Riverside  
February 22, 2014  
1:15 p.m.  
Calvary Presbyterian Church  
Riverside, California

PRESBYTERY CONVENED
The stated meeting of the Presbytery of Riverside was called to order by the Moderator Tom Rennard at 1:15pm on Saturday February 22nd, 2014, at Calvary Presbyterian Church of Riverside. Presbytery was opened with a time of Worship led by Candidates and Inquirers under care of the Presbytery; Inquirer Alex Aaron, and Candidate Nancy Richmond, Rory Dyer and Rhonda Dyer.

ENROLLMENT
The roll was taken by registration as follows:
78 Persons were in attendance. Bold represents present.

<table>
<thead>
<tr>
<th>CONGREGATION</th>
<th>MINISTERS</th>
<th>ECCLESIASTICAL DESIGNATION</th>
<th>ELDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Beaumont</td>
<td>Scott Mason</td>
<td>101</td>
<td>Warren Simmons</td>
</tr>
<tr>
<td>2 Big Bear</td>
<td>Roger Beukelman</td>
<td>151</td>
<td>Donna Misterly</td>
</tr>
<tr>
<td>3 Cathedral City</td>
<td>Lee Ireland</td>
<td>101</td>
<td>Bob Barrett</td>
</tr>
<tr>
<td></td>
<td>Esther Shin</td>
<td>103</td>
<td></td>
</tr>
<tr>
<td>4 Corona</td>
<td>Bill MacDonald</td>
<td>101</td>
<td>Barbara Beardsley</td>
</tr>
<tr>
<td>5 Crestline</td>
<td>Pulpit Supply</td>
<td></td>
<td>Bob Holding</td>
</tr>
<tr>
<td>6 Fontana</td>
<td>Bruce Myers</td>
<td>101</td>
<td>Dave Baird</td>
</tr>
<tr>
<td>7 Hemet</td>
<td>Larry Thorson</td>
<td>101</td>
<td>Evalyn Demeaux</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pat Shelter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pat Friend</td>
</tr>
<tr>
<td>8 Idyllwild</td>
<td>Dick Olson</td>
<td>101</td>
<td>Judy Olson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Moffitt</td>
</tr>
<tr>
<td>9 Indio</td>
<td>Will Eisenhower</td>
<td>101</td>
<td>Diane Carter</td>
</tr>
<tr>
<td>10 Lake Arrowhead</td>
<td>Bill Stanley</td>
<td>101</td>
<td>Gary Thompkins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cathleen Coombs</td>
</tr>
<tr>
<td>11 Ontario</td>
<td>Pulpit Supply</td>
<td></td>
<td>Ginny Mansfield</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ellen Law</td>
</tr>
<tr>
<td>12 Palm Desert</td>
<td>Doug Garrard</td>
<td>101</td>
<td>Floyd Rhodes</td>
</tr>
<tr>
<td></td>
<td>Denn Denning</td>
<td>103</td>
<td>Carol Benford</td>
</tr>
<tr>
<td></td>
<td>Julie Hodges</td>
<td>103</td>
<td></td>
</tr>
<tr>
<td>13 Palm Springs</td>
<td>Christine Dickerson</td>
<td>101</td>
<td>Kathryn Smith</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Virgina Boss</td>
</tr>
<tr>
<td>14 Rancho Cucamonga</td>
<td>Tina Blair</td>
<td>105</td>
<td>Margaret Merhoff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evelyn Beauvais</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Baird</td>
</tr>
<tr>
<td>15 Redlands Community</td>
<td>CLP Jan Opdyke</td>
<td>107</td>
<td>Connie Brennan</td>
</tr>
</tbody>
</table>
16 | Redlands First | Tom Rennard  
| Hart Tan CRE | 105  
| 107 | Jean Vieten  
| Wilson Kayange  
17 | Rialto | Andrew Parnell  
| 108 | Marion Pure  
| Peggy Hill  
18 | Ridgecrest | Ralph Mueller  
| 101 | Josephine Mueller  
| Kim Van Nevel  
19 | Riverside, Calvary | Harry Cole  
| Erin Thomas | 105  
| 103 | Robert Spitzer  
| Jane Rousser  
| Howard Born  
20 | Riverside, Magnolia | Brad Copeland  
| Claire Schlegel | 101  
| 103 | Sharon Lewis  
| Laura Medrano  
| Brenda Wyngin  
21 | Riverside, Victoria | Jonathan Hughes  
| 101 | James Anderson  
| Brian Aleman  
22 | San Bernardino First | Sandy Tice  
| 101 | Roger Lyons  
| Melodee Kistner  
| Mario Bolanos  
| Amy Smith  
23 | San Bernardino, Good Shepherd |  
|  
24 | Temecula, Grace | Lynn Stone  
| 101 | Nancy Richmond  
| Julie Stouse  
| Dave Norman  
25 | Temecula Valley Korean | Peter Kwon  
| 101 | David Lee  
| Kyungyun Hwang  
26 | Twentynine Palms | Les Bishop  
| 108 | Mike Fisher  
| Cynthia Lasala  
27 | Upland First | Noel Anderson  
| 101 | Jim Smirl  
| Dan Mannion  
| Jim Richardson  
28 | Upland Taiwanese | Joshua Hsieh  
| 101 | Sue Chen  
29 | Wildomar | Joe Mazzela  
| 101 | Jerry Baynard  
| Paul Crawford  
30 | Yucaipa |  
|  
31 | Yucca Valley | Wayne Morrow  
| 105 | Mitzi Shamble  

Other Teaching Elders

Azeem Alam | 797 | Julius Jackson  
| 644 | Narcissis Tucker  
| 797  
Dan Allen | 797 | William Johnson  
| 299 | Chai Seng Wang  
| 299  
Dennis Barger | 797 | James Karcher  
| 299 | Jan Willette  
| 299  
Hameed Barkat | 797 | Sylvia Karcher  
| 299 | Don Williamson  
| 299  
Joseph Beltran | 701 | Lynne Kennedy  
| 797 | Diana Wright  
| 299  
Sue Berry | 299 | Thelma King  
| 797 | Caleb Wu  
| 301  
Charlie Brown | 299 | Dean Kokjer  
| 299 | Paul Wu  
| 703  
Musiko Budi | 797 | Albin Kovar  
| 299 | Thomas Wu  
| 701  
J Campbell Nelson | 501 | Karen Lloyd  
| 795  
Mickie Choi | 404 | David Loleng  
| 403  
Jennifer Cibelli | 797 | William McGuigan  
| 299  
Wilbur Christy | 299 | Michael Moreland  
| 299  
Galdino DonJuan | 299 | James Munyi  
| 701  
Ronald Duvall | 797 | William Nelson  
| 299  
Kenneth Gammons | 299
WELCOME
Rev. Harry Cole of Calvary Presbyterian, Riverside gave the welcome.

QUORUM AND DOCKET APPROVAL: Stated Clerk Diane Frasher, reported.
The Docket was amended to remove the Personnel Committee Report, and to include additional items: COM Report and 1st Read of Illness & Disability Policy, Nancy Richmond’s Statement of Faith, General Assembly YAAD nominations, and a budget handout from Property and Finance. Presbytery VOTED to APPROVE.

CONSENT AGENDA: Diane Frasher, reported.

STATED CLERK – The Stated Clerk moves that the Presbytery:
1. Approve the minutes of the November 16, 2013, stated meeting of Presbytery.
2. Express the Presbytery’s thanks and appreciation to the session, staff, and volunteers of Calvary Presbyterian Church, Riverside, for their warm hospitality and assistance in hosting this meeting of Presbytery, as well as the LEaD Event. Thanks for providing refreshments, accommodations and welcome to all.
3. Receive the written report of the Stated Clerk. The report follows.
4. Receive the written report of the Property and Finance Committee. The report follows.
5. Receive the written report of EMAT. The report follows.
6. Receive the written report of the Personnel Committee. The report follows.

7. Correct the November 2013 report from the Stated Clerk regarding members of the
Permanent Judicial Commission whose terms have expired within the past six years as
required by the Book of Order. Joyce Emory reported to the clerk that she had never
actually been elected to the class of 2015, therefore never resigned either. The name of
Joyce Emory needs to be removed from the report.

8. Move the date of the next Presbytery Meeting from June 14, 2014 to June 7, 2014. The
former date conflicts with the General Assembly for 2014.

Presbytery VOTED to APPROVE.

STATED CLERK’S REPORT

Information items:

1. All correspondence has been referred to the appropriate Presbytery person or entity.

2. The June Stated Presbytery Meeting will be held at Victoria Presbyterian Church, Riverside,
beginning 10:00 am and ending in the afternoon. The November Presbytery Meeting will be held
at St. Andrew, Indio, day & time to be decided.

3. The minutes of Presbytery committees and teams for the year July 1, 2012 – June 30, 2013 have
been read by Izar Martinez, chairperson of the Polity and Records committee.

PROPERTY AND FINANCE: Margaret Merhoff reported.

Information:

1. 2013 Year End Financials: The December 2013 financial report is posted on the
Treasurer’s page of the Presbytery website and copies will be posted & available at the
Presbytery meeting.

2. Tax Exempt Status: The Presbytery’s tax exempt status was officially restored by the
Franchise Tax Board in December 2013.

3. Yucaipa Valley Presbyterian Church Property:
   a. The Manse was sold for $125,000 with a net income of $117,174.81. These funds are in
      the Yucaipa Valley Presbyterian Church checking account. The Administrative Commission will
      use these funds – as required – to perform needed maintenance on the property.
   b. The VCT has authorized retaining the church property. A small group has been authorized
      to meet with The Ark Christian Pre-School (The Ark) that is currently operating the Yucaipa Valley
      Christian Pre-School to see if a long-term lease agreement can be negotiated. If successful, an
      “Agreement in Concept” will outline all of the requirements that The Ark would be required to
      meet before executing a formal lease. This would include requiring The Ark to obtain all needed
      permits and licenses required to operate the Pre-School. The Presbytery will retain several
      offices that could be used in the future. The use of the Sanctuary will be reserved for future
      worship fellowships, other worship concepts and/or public uses.

4. Property Insurance: Property Insurance coverage including liability insurance was
   placed with United Church of Christ Insurance Board (UCCIB) in December 2013. The policy
term is January 1, 2014 – December 31 2014. The premium cost is $2,451.

5. 2013 Financial Review: The VCT approved authorizing Larry White to conduct the 2013
Financial Record review.
6. **Investment Review Committee:** Property & Finance is looking for three people who have backgrounds in investments to assist the Treasurer in reviewing our investments in The Foundation. The committee will meet at least quarterly to perform the review.

**EVENGELISM, MISSION, AND ADVOCACY TEAM:** Bruce Myers reported.

**Information:**

**El Salvador Mission Trip 2014**

EMAT has been working with PCUSA Mission Co-Worker Kristi Van Nostran to plan a one week trip to El Salvador to experience the work of Joining Hands El Salvador and to further the connection between Joining El Salvador and the Presbytery of Riverside. The probable dates for this trip are July 23-30, 2014. We are currently awaiting the projected cost for the trip and will communicate information as we get it.

**Building the Presbytery’s Joining Hands Network**

EMAT will be working during 2014 to establish a working Joining Hands Network to strengthen our Presbytery’s relationship with Joining Hands El Salvador. The 2014 Mission Trip to El Salvador will introduce those traveling to the work of Joining Hands, and their partners in El Salvador, and encourage a growing partnership.

**EMAT Liaison Assignments 2014**

The Evangelism, Mission, and Advocacy Team (EMAT) provides each church in the Presbytery with a liaison to help connect each church to our Presbytery and to encourage the sharing of stories that demonstrate practices, experimentation, programs, upcoming events, and anything else related to evangelism, mission, and advocacy. Each liaison is encouraged to contact their assigned church through pastors, clerks, of session, and ministry leaders. It is our goal during 2014 to make contact with each church, fellowship, and worshiping community and facilitate connections between churches to advance the mission of the Presbytery. The following is the current list of EMAT team members and their assigned churches.

**Andy Ramirez**  
First Presbyterian Beaumont  
First Presbyterian Hemet  
Community Presbyterian Idyllwild

**Cathleen Combs**  
Community Presbyterian Crestline  
Big Bear Presbyterian Church

**Julie Hodges**  
Community Presbyterian Cathedral City  
St. Andrew Presbyterian Indio  
Spirit of the Desert Fellowship

**Claire Schlegel**  
Grace Presbyterian Temecula  
Mountain View Community Wildomar  
Temecula Valley Korean Presbyterian Wildomar

**Peggy Hill**  
New Beginnings Church Fontana
WESTMINSTER UNITED PRESBYTERIAN ONTARIO

Mario Bolanos
Lake Arrowhead Community Presbyterian
El Buen Pastor San Bernardino

Lee Ireland
Community Presbyterian Palm Desert
Palm Springs Presbyterian Church
Little Church of the Desert Twentynine Palms
Desert Hills Yucca Valley

Jim Smirl
Northkirk Presbyterian Rancho Cucamonga
First Presbyterian San Bernardino

Wilson Kayange
Community Presbyterian Redlands
Calvary Presbyterian Riverside

Emaline Dhaliwal
Magnolia Presbyterian Riverside
First Presbyterian Redlands

Bruce Myers
Victoria Presbyterian Riverside
Bethany Presbyterian Rialto
Transformation Multi-Cultural Fellowship Apple Valley
Presbyterian Church Ridgecrest

Jonathan Hughes
First Presbyterian Upland
Taiwan Presbyterian Upland
First Presbyterian Corona

EMAT Project Funding

The team will be looking at grant funds available for assistance that help churches engage in evangelism, mission, and advocacy for 2014. We will be reviewing criteria for grant funding soon and publicizing that information throughout the Presbytery.

PERSONNEL COMMITTEE: Larry Bledsoe reported.

Information items:
- In the past two years the PPC in support of P&FC efforts to reduce personnel cost has:
  - Eliminated the Resource Center Director's position
  - Transitioned the Treasurer's position from paid to a volunteer position
  - Replaced the Bookkeeper's position with a bookkeeping service
  - Replaced the full time Off Mgr with a part-time Administrative Assistant.
We are now in the process of filling the Administrative Assistant’s position. Attached is the position Description.

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt or Non-Exempt, Hours:</td>
<td>Part Time Non-Exempt, 24 hours per week</td>
</tr>
<tr>
<td></td>
<td>(9:00 a.m. – 3:00, 4 days a week)</td>
</tr>
<tr>
<td>Vacation/Personal Time:</td>
<td>Vacation: None</td>
</tr>
<tr>
<td></td>
<td>Personal Time: 6 Days</td>
</tr>
<tr>
<td>Term</td>
<td>Not Limited</td>
</tr>
</tbody>
</table>

PURPOSE OF THIS POSITION

To provide administrative and secretarial support to the Presbytery Executive and Stated Clerk.

RELATIONSHIPS

1. Works in a cooperative and collegial manner with staff under the supervision of the Presbytery Executive.
2. Relates to the Presbytery Vision Coordinating Team (VCT), Stated Clerk, Committees and Teams

ACCOUNTABILITY

1. Accountable on a day to day basis to the Executive Presbyter.
2. Accountable to the Presbytery through the Personnel Committee.

EVALUATION

1. Annual performance review by the Personnel Committee in consultation with the Executive Presbyter and VCT.
2. Annual compensation review by the Personnel Committee in consultation with the Executive Presbytery. Recommendations are forwarded by Personnel to Property and Finance for inclusion in the budget.

QUALIFICATIONS

1. A person committed to faith in Jesus Christ and who will work to facilitate healthy communication within the Presbytery Office and Presbytery.
2. A person who will maintain confidentialities within the office environment and among colleagues in the Presbytery and who fosters a positive and caring attitude.
3. Computer skills that include word processing, publication, and other basic computer applications.
4. Ability to edit written materials.

DESI RABLE

1. Office experience
2. College education

RESPONSIBILITIES

Primary

1. Receive office visitors; answer the phone; respond to emails and distributing correspondence.
2. Management of office including physical organization, maintenance of equipment, procurement of supplies, and copier operation.
3. Recruits and supervises office volunteers.
4. Assist the Executive Presbyter with tasks as assigned.
5. Maintain a Presbytery master calendar.
6. Follows established financial accounting procedures.
7. Provides for computer maintenance and IT work for office operations, including contacting IT and scheduling IT consultants as directed by supervisor.
8. Help develop and maintain a Presbytery data base.
9. Keep the Presbytery website current, attractive and usable.
10. Maintain files related to office operation that include but are not limited to church files, and Committees.
11. Maintain the Presbytery directory including committee roster, clergy and congregational contact information.
12. Edit and publish the presbytery newsletter Update.
13. Help develop and maintain communications within the Presbytery including but not limited to the Presbytery website, the Update newsletter and other media in consultation with the Presbytery Executive.
14. Prepare materials for each Presbytery meeting including timely posts of information to the Presbytery website.
15. Annually produce the final copy of Presbytery minutes for review by the Synod.
16. Collects and submits annual reports from congregations in collaboration with the Stated Clerk.
17. Assist the Stated Clerk in Maintaining records, folders and registers.

VISION AND COORDINATING TEAM: Jim Shepard reported.

For Action:

1. The Vision Coordinating Team presents and recommends the 2014 Riverside Presbytery Budget. Highlights of the Budget are shown in Attachment A.

   Background: Treasurer Warren Simmons and Property & Finance Chair Margaret Merhoff prepared a budget worksheet for a Budget Task Force who met and developed it into a Budget draft. Members of the Budget Task Force included Tom Rennard, Anita Hendrix, Warren
Simmons, Larry Bledsoe, Susan Skoglund, Ralph Mueller, and Jim Shepard. After discussion and minor revisions, the VCT voted to present the finished Budget you see attached for Presbytery approval. **Presbytery VOTED to APPROVE.**

2. The Vision Coordinating Team recommends to the Presbytery the formation of an Administrative Commission for New Worshiping Communities as described in the “Administrative Commission for New Worshiping Communities” Description. **Presbytery VOTED to APPROVE.** The Description is attached as Attachment B.

For Information:

1. The VCT approved a “Spend Plan and Reserves Policy” for the funds received from the Church of the Valley Dismissal Agreement. Key points are:
   a) $114,723 of the funds received through the Dismissal Agreement (which is the per capita and mission consideration part of the Dismissal Agreement) was placed with the Presbytery’s other unrestricted funds in the Unrestricted Operating Checking. Based on the draft 2014 Budget and assuming no major additive change in unrestricted spending, these funds and other unrestricted operating funds should have adequate funds to support the Presbytery through mid-2017.
   b) The remaining $223,372 is to be established as “unrestricted reserves” which are not needed in the near term but will be invested for the future of the Presbytery. Property and Finance will recommend any proposed use of the funds.
   c) Property and Finance is responsible for investing Presbytery funds. As such, the following guideline is being used for investments.
      • Presbytery investments are to be reviewed at least annually and “rebalanced” as is deemed appropriate.
      • It is recommended that with the exception of income received for the 4th Grade Fund, all investments gains, dividends, or interest income be added to the reserves account. Investment losses would also go through the reserves account.

2. The VCT authorized reserving the Yucaipa Valley property for Presbytery use during 2014. Margaret Merhoff and Warren Simmons are authorized to negotiate an “Agreement in Concept” with the Ark Christian Preschool to execute a long-term lease to operate a preschool at the location.

3. The VCT authorized creation of a task force of up to 8 members to develop the potential missional use of the Yucaipa Valley property.

4. The VCT authorized Larry White to perform the required review of the 2013 financial records.

The VCT sponsored a visioning retreat for committee chairs and representatives to discuss financing and staffing rationale for the Presbytery. Rev. Eric Law led the retreat. Those present thought it was an informative and valuable experience. We plan to follow up with regular visioning discussions and more retreats. Thanks to Anita Hendrix, Tom Rennard, and Bruce Myers for their planning and coordination of the event.

**COMMITTEE ON NOMINATIONS:** Jeri Rodewald reported.

**Action items:**
The Committee on Nominations places the following in nomination:
The Moderator asked for nominations from the floor. There were none.
Committee on Ministry:
Ruling Elder Monica Frederick, Class of 2014
    First Presbyterian Church, Redlands
**Presbytery VOTED to APPROVE**

Presbytery Permanent Judicial Commission:
    Rev. Samuel Roberts, Class of 2017
    Ruling Elder Brian Aleman, Class of 2019
    Victoria Presbyterian Church, Riverside
**Presbytery VOTED to APPROVE**

Presbytery Vice Moderator:    Rev. Dr. Christina Blair
**Presbytery VOTED to APPROVE**

To be nominated for Commissioners to the 221st General Assembly (2014):
    Ruling Elder Melodee Kistner, First Presbyterian Church, San Bernardino. **Presbytery VOTED to APPROVE.**
    Teaching Elder, Christine Dickerson, Palm Springs Presbyterian Church. **Presbytery VOTED to APPROVE.**
    Ruling Elder Barbara Beardsly, Corona Presbyterian Church was nominated from the floor. **Presbytery VOTED to APPROVE as an Alternate.**

Motion:
The Vision Coordinating Team moves John Black from Lake Arrowhead and Jasmine Moran from 1st, Hemet as Young Adult Advisory Delegate (YAAD) to attend General Assembly in Detroit, June 14-21. **Presbytery VOTED to APPROVE John Black as YAAD, and Jasmine Moran as an Alternate.**

As this report is posted, there are no nominees for Alternate Teaching Elder Commissioner for General Assembly. It was moved that, if the way be clear, the committee will be empowered to designate an Alternate. **Presbytery VOTED to APPROVE.**

COMMITTEE ON PREPARATION FOR MINISTRY: Kristina Hine reported.

**For Action:**

1. The Committee met with Nancy Richmond, candidate under care of Grace Presbyterian Church, Temecula, to make a final assessment of the candidate’s readiness to be examined for ordination. Being satisfied that Nancy has satisfactorily completed all the requirements of the preparation for ministry process (G-2.0607), a motion to certify her ready, pending a call, to be examined for ordination was passed unanimously. The Committee expressed its gladness at this joyful accomplishment. **Presbytery VOTED to APPROVE.**

2. The Committee is requesting approval from Presbytery for an exception for the remaining Ordination Examinations to be taken orally for Inquirer, William Lee. (G 2.0607d) This will need a ¾ vote.
   a. Explanation: William Lee is a tri-lingual person. He is of Korean background, raised in South America where he learned Spanish as a young child, and has now been in the US for a number of years as an English speaker. Because of the uniqueness of his situation, taking the Ordination Exams has been difficult in that he runs out of time to process, plan, and write out his answers within the allotted time given for the exam. The committee is requesting to give Oral Exams so that a longer length of time can be given for William to complete his exams.
Presbytery VOTED to APPROVE.

G-2.0610 Exceptions

By a three-fourths vote, a presbytery may waive any of the requirements for ordination in G-2.06, except for those of G-2.0607d. If a presbytery judges that there are good and sufficient reasons why a candidate should not be required to satisfy the requirements of G-2.0607d, it shall approve by three-quarters vote some alternate means by which to ascertain the readiness of the candidate for ministry in the areas covered by the standard ordination examinations. A full account of the reasons for exception shall be included in the minutes of the presbytery and communicated to the presbytery to which an inquirer or candidate may be transferred.

EXECUTIVE PRESBYTER'S REPORT:
Our Presbytery is filled with Good News! Yes, we have many churches in transition, but God is up to something in our midst. Desert Hills Church is full! Grace Temecula wants to initiate a building expansion. The church in Upland is serving internationally through mission work in Kenya. It was discussed in a recent VCT meeting that we don't often get the opportunity to share the wonderful things that are happening in our congregations. We would like to make a greater effort in this. Please send the office your Good News stories!

COMMITTEE ON MINISTRY: Jan Opdyke reported.

Action Items:
1. Receive the proposed policy for ILLNESS, TEMPORARY AND PERMANENT DISABILITY, AND DEATH IN SERVICE OF MINISTER MEMBERS OF THE PRESBYTERY SERVING CONGREGATIONS, AND OTHER LEAVE OF ABSENCE SITUATIONS for a first reading. Presbytery VOTED to APPROVE.

2. Recommend that The Rev. Dr. Dennis Denning be honorably retired effective April 30, 2014. Presbytery VOTED to APPROVE.

3. Recommend that the Associate Pastor position (currently held by Dr. Denning) be abolished effective May 1, 2014. Presbytery VOTED to APPROVE.

4. Recommend that the following be elected to serve on the Sexual Misconduct Prevention Team:
   Class of 2014: Sue Berry, Don Williamson
   Class of 2016: Sylvia Karcher, Nancy Richmond, Susan Skoglund
   Presbytery VOTED to APPROVE.

5. Approved if the way be clear a modification of the revised Covenant Agreement between Bruce Meyers and New Beginnings for half-time. Administrative Commission to prepare documentation. Presbytery VOTED to APPROVE.

Informational Items:
Approved a request by Community Presbyterian Church, Cathedral City, for $5,000 from Salary Sharing to assist with Rev. Esther Shin's salary in 2014.
Acknowledge the Parish Associate relationship between Pat Stout and St. Andrew’s Community Presbyterian Church, Indio.

COM will be reviewing Triennial Visit procedures, will define the process and will make resources should be available on the Presbytery website.

On receipt of a formal letter from The Presbytery of Giddings-Lovejoy, COM will take action to approve the release of Kim Nelson.

Approved sending a recommendation to the VCT that a Presbytery Administrative Commission be established to oversee new immigrant fellowships.

Approved request from Northkirk Presbyterian Church, Rancho Cucamonga, to hold a congregational meeting on March 2, 2014, to discuss calling a pastor.

Approved the dissolution of the pastoral relationship between Tom Rennard and the Community Presbyterian Church, Crestline.

Approved continuation of the pastoral interim covenant between NorthKirk Presbyterian Church, Rancho Cucamonga, and the Rev, Christina Eaton Blair through December 31, 2014. Terms remain the same.

Approved continuation of the interim pastoral covenant between Calvary Presbyterian Church, Riverside, and Rev. Dr. Harry A. Cole on a month-to-month basis. Terms remain the same.

Received the Triennial Report for Little Church of the Desert, 29 Palms.

Approved continuation of the Temporary Pastoral relationship between Roger Beukelman and Big Bear Presbyterian Church.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$ 18,000</td>
</tr>
<tr>
<td>Housing</td>
<td>$ 27,000</td>
</tr>
<tr>
<td>Auto Expense (56 cents)</td>
<td>$ 1,700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 46,700</strong></td>
</tr>
</tbody>
</table>

Vacation: 7 days per quarter including 1 Sunday; Max 31 days & 5 Sundays per year
Continuing Education: 7 Days per year & $300 every 6 months; Max 14 days & $600

Acknowledged the parish associate relationship between Kristina Hine and Ron Duvall with First Presbyterian Church, Redlands. Sylvia Karcher, Pastor Emeritus at Redlands Community Presbyterian Church, will continue to assist.

Approved a 3 month extension (2/15/2014 to 5/15/2014) of the covenant agreement between Bethany Presbyterian, Rialto and Andrew Parnell. Terms remain the same for half-time.

Upon approval of the MAP by EMAT for Calvary, Riverside, on February 27, 2013, approve of the request by Calvary to form a Pastor Nominating Committee.

Approved new “Terms of Call” form effective March 1, 2014, in order to be in compliance with BOP requirements. Form will be available on the Presbytery web site. Stated Clerk will send to all Clerks of Sessions along with BOP Booklet.
Facilitated the establishment of a mentoring relationship between The Rev. Rafik Ibrahim, Synod of the Nile, and The Rev. Dr. Brad Copeland.

**NURTURE, DISCIPLESHIP, AND STEWARDSHIP TEAM:** Bill Stanley reported.

*Information:*

May 16th – 17th “Engaging the Gospel that Engages Us” – the Presbytery’s Spring retreat will feature the Rev. David Loleng, the Associate for Evangelism in the Presbyterian Mission Agency.

March Madness is planned at the Presbyterian Conference Center in Big Bear.

**POLITY AND RECORDS:** Izar Martinez reported.

*Information:*

Please have your church’s Session minute books and registers ready to be reviewed by the committee on March 8th, 2014 at 10:00 a.m at the presbytery office.

**PILP:** Mickie Choi reported

*Information:*

The Presbyterian Investment and Loan Program Incentive program returned funds in the form of rebate checks to three churches: Grace Temecula - $6000, St. Andrews, Indio - $4000, and Northkirk funds have been invested in the Wildomar Church.

Closing Prayer and Benediction were offered by Moderator, Tom Rennard at 2:30pm.
## Proposed 2014 Operating Budget

### 2014 OPERATING BUDGET

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Account Description</th>
<th>2014 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40101</td>
<td>General Mission Receipts</td>
<td>$ 81,000</td>
</tr>
<tr>
<td>40102</td>
<td>In/Out Account</td>
<td>$ -</td>
</tr>
<tr>
<td>40103</td>
<td>Interest Income</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>40103a</td>
<td>Interest Income - Colton</td>
<td>$ 19,700</td>
</tr>
<tr>
<td>40104</td>
<td>Misc. Income - Foundation &amp; COV and Yucaipa Endowments</td>
<td>$ 8,700</td>
</tr>
<tr>
<td>40105</td>
<td>Per Capita Apportionment</td>
<td>$ 106,596</td>
</tr>
<tr>
<td>40110</td>
<td>Per Capita - Ministers</td>
<td>$ 500</td>
</tr>
<tr>
<td>40113</td>
<td>Fontana Transformation</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL INCOME</strong></td>
<td>$ 218,996</td>
</tr>
<tr>
<td><strong>EXPENSE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000</td>
<td>Office Expenses</td>
<td></td>
</tr>
<tr>
<td>50100</td>
<td>Administrative Expenses</td>
<td></td>
</tr>
<tr>
<td>50101</td>
<td>Alarm Service</td>
<td>$ 560</td>
</tr>
<tr>
<td>50102</td>
<td>Computer Hardware/Software</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>50103</td>
<td>Equipment/Maintenance</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>50104</td>
<td>Insurance (Workers Comp/Bldg Ins.)</td>
<td>$ 4,500</td>
</tr>
<tr>
<td>50105</td>
<td>Janitorial Supplies</td>
<td>$ 1,800</td>
</tr>
<tr>
<td>50106</td>
<td>Office Expenses</td>
<td>$ 100</td>
</tr>
<tr>
<td>50107</td>
<td>Office Rent</td>
<td>$ 12,000</td>
</tr>
<tr>
<td>50108</td>
<td>Office Supplies</td>
<td>$ 3,500</td>
</tr>
<tr>
<td>50109</td>
<td>Postage</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>50110</td>
<td>Telephone</td>
<td>$ 5,600</td>
</tr>
<tr>
<td>50111</td>
<td>Utilities</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>50113</td>
<td>Miscellaneous</td>
<td>$ -</td>
</tr>
<tr>
<td>50114</td>
<td>Auditing</td>
<td>$ -</td>
</tr>
<tr>
<td>50115</td>
<td>Property Tax</td>
<td>$ 500</td>
</tr>
<tr>
<td>50116</td>
<td>Legal Services</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>50117</td>
<td>Bank Fees</td>
<td>$ 50</td>
</tr>
<tr>
<td></td>
<td><strong>Total Administrative Expenses</strong></td>
<td>$ 42,810</td>
</tr>
<tr>
<td></td>
<td><strong>General Assembly &amp; Synod Expense</strong></td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Per Capita for Synod</td>
<td>$ 12,766</td>
</tr>
<tr>
<td>New</td>
<td>Per Capita for General Assembly</td>
<td>$ 34,468</td>
</tr>
<tr>
<td>New</td>
<td>Mission Pledge to Synod</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>New</td>
<td>General Mission Share to General Assembly</td>
<td>$ 16,019</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Assembly &amp; Synod Expense</strong></td>
<td>$ 64,253</td>
</tr>
<tr>
<td>50130</td>
<td>Operating Expenses</td>
<td></td>
</tr>
<tr>
<td>50131</td>
<td>Moderator Contingency</td>
<td>$ 150</td>
</tr>
<tr>
<td>50131a</td>
<td>Mileage Special Services</td>
<td>$ -</td>
</tr>
<tr>
<td>50131b</td>
<td>Book Occasional Services</td>
<td>$ -</td>
</tr>
<tr>
<td>50132</td>
<td>PJC Expense</td>
<td>$ -</td>
</tr>
<tr>
<td>50133</td>
<td>Presbytery Council Expenses</td>
<td>$ -</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>Amount</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>50135</td>
<td>Presbytery Meetings</td>
<td>$800</td>
</tr>
<tr>
<td>50137</td>
<td>Moderator Expenses - Conferences/Training</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$1,950</strong></td>
</tr>
<tr>
<td>50140</td>
<td><strong>Additional Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>50141</td>
<td>Recording Clerk</td>
<td>$808</td>
</tr>
<tr>
<td>50142</td>
<td>Bookkeeper / Bookkeeping Service</td>
<td>$5,000</td>
</tr>
<tr>
<td>50143</td>
<td>Payroll Taxes - (Final amount to be Determined)</td>
<td>$2,800</td>
</tr>
<tr>
<td>50145</td>
<td>Treasurer Mileage</td>
<td>$3,400</td>
</tr>
<tr>
<td>50144</td>
<td>Treasurer - Professional Expense</td>
<td>$1,000</td>
</tr>
<tr>
<td>50146</td>
<td>Temporary Help - Vacations</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Additional Personnel</strong></td>
<td><strong>$13,008</strong></td>
</tr>
<tr>
<td>50150</td>
<td><strong>Office Manager/Administrative Assistant</strong></td>
<td></td>
</tr>
<tr>
<td>50151</td>
<td>Pension/Health Insurance</td>
<td>-</td>
</tr>
<tr>
<td>50152</td>
<td>Professional Growth</td>
<td>-</td>
</tr>
<tr>
<td>50153</td>
<td>Salary</td>
<td>$18,000</td>
</tr>
<tr>
<td>50154</td>
<td>Travel Expenses</td>
<td></td>
</tr>
<tr>
<td>50156</td>
<td>I.R.A. - 403b</td>
<td>$11,198</td>
</tr>
<tr>
<td></td>
<td><strong>Total Office Manager</strong></td>
<td><strong>$29,198</strong></td>
</tr>
<tr>
<td>50160</td>
<td>Executive Presbyter</td>
<td></td>
</tr>
<tr>
<td>50161</td>
<td>Housing</td>
<td>$25,755</td>
</tr>
<tr>
<td>50162</td>
<td>Pension/Health Insurance</td>
<td>$25,136</td>
</tr>
<tr>
<td>50163</td>
<td>Professional Expenses</td>
<td>$13,500</td>
</tr>
<tr>
<td>50164</td>
<td>Salary</td>
<td>$48,935</td>
</tr>
<tr>
<td></td>
<td><strong>Total Executive Presbyter</strong></td>
<td><strong>$113,325</strong></td>
</tr>
<tr>
<td>50180</td>
<td>Stated Clerk</td>
<td></td>
</tr>
<tr>
<td>50181</td>
<td>Salary/Stipend</td>
<td>-</td>
</tr>
<tr>
<td>50182</td>
<td>Pension</td>
<td>-</td>
</tr>
<tr>
<td>50183</td>
<td>Professional Expenses</td>
<td>$2,700</td>
</tr>
<tr>
<td>50184</td>
<td>Housing</td>
<td>$16,160</td>
</tr>
<tr>
<td></td>
<td><strong>Total Stated Clerk</strong></td>
<td><strong>$18,860</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL PERSONNEL EXPENSES</strong></td>
<td><strong>$174,391</strong></td>
</tr>
<tr>
<td>50190</td>
<td><strong>Property &amp; Finance Committee</strong></td>
<td></td>
</tr>
<tr>
<td>50191</td>
<td>Travel Expenses</td>
<td>$500</td>
</tr>
<tr>
<td>50193</td>
<td>Financial Network Meeting</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Property &amp; Finance (P&amp;F)</strong></td>
<td><strong>$500</strong></td>
</tr>
<tr>
<td>50300</td>
<td><strong>Committee on Ministry</strong></td>
<td></td>
</tr>
<tr>
<td>50301</td>
<td>Ministry Support</td>
<td>$500</td>
</tr>
<tr>
<td>50302</td>
<td>Committee on Ministry Expenses</td>
<td>$350</td>
</tr>
<tr>
<td>50304a</td>
<td>Committee Training</td>
<td>-</td>
</tr>
<tr>
<td>50304b</td>
<td>Mileage Reimbursement</td>
<td>$200</td>
</tr>
<tr>
<td>50306</td>
<td>Sexual Misconduct Training</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Total Committee on Ministry (COM)</strong></td>
<td><strong>$1,550</strong></td>
</tr>
<tr>
<td>50310</td>
<td><strong>Committee on Preparation for Ministry</strong></td>
<td></td>
</tr>
<tr>
<td>50311</td>
<td>Dept. of Justice Screening</td>
<td>$100</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>50312</td>
<td>Psychological Assessments</td>
<td>$700</td>
</tr>
<tr>
<td>50313</td>
<td>Supplies/Update Members Book</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td><strong>Total Committee on Prep for Ministry (CPM)</strong></td>
<td><strong>$900</strong></td>
</tr>
<tr>
<td>50321</td>
<td>Evangelism, Mission, &amp; Advocacy Team</td>
<td></td>
</tr>
<tr>
<td>50326a</td>
<td>In-Site Annual Subscription</td>
<td>$-</td>
</tr>
<tr>
<td>50336</td>
<td>Transformation Grants - Fontana</td>
<td>$7,335</td>
</tr>
<tr>
<td>50601</td>
<td>Casa Blanca HNS</td>
<td>$-</td>
</tr>
<tr>
<td>50606</td>
<td>Scholarship (conferences, trips)</td>
<td>$-</td>
</tr>
<tr>
<td>50609</td>
<td>New Initiative - Mission</td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Evangelism, Mission &amp; Advocacy (EMAT)</strong></td>
<td><strong>$7,335</strong></td>
</tr>
<tr>
<td>50140</td>
<td>Fontana Transformation Project (Mission)</td>
<td></td>
</tr>
<tr>
<td>50140a</td>
<td>Fontana Transformation Grant - Other</td>
<td>$-</td>
</tr>
<tr>
<td>50141a</td>
<td>Fontana Pastor Salary</td>
<td>-</td>
</tr>
<tr>
<td>50142a</td>
<td>Fontana Pastor Housing</td>
<td></td>
</tr>
<tr>
<td>50143a</td>
<td>Fontana Pension &amp; Medical</td>
<td></td>
</tr>
<tr>
<td>50144a</td>
<td>Fontana Auto &amp; Professional</td>
<td></td>
</tr>
<tr>
<td>50145a</td>
<td>Fontana Dental Allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 50140a - Fontana Transformation Grant</strong></td>
<td><strong>$-</strong></td>
</tr>
<tr>
<td>50500</td>
<td>Nurture, Discipleship &amp; Stewardship</td>
<td></td>
</tr>
<tr>
<td>50332</td>
<td>Spring Big Bear Retreat</td>
<td>$3,000</td>
</tr>
<tr>
<td>50329</td>
<td>Congregational Resources</td>
<td>$1,000</td>
</tr>
<tr>
<td>50501</td>
<td>Leadership Training</td>
<td>$500</td>
</tr>
<tr>
<td>50504</td>
<td>Resource Center</td>
<td>$250</td>
</tr>
<tr>
<td>50506</td>
<td>Big Bear Camper Scholarships</td>
<td>$3,500</td>
</tr>
<tr>
<td>50507</td>
<td>Scholarships to Conferences &amp; Training</td>
<td>$2,000</td>
</tr>
<tr>
<td>50508</td>
<td>Youth Triennium</td>
<td>$3,000</td>
</tr>
<tr>
<td>50509</td>
<td>Youth Ministry - Other</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Total Nurture, Discipleship &amp; Stewardship (NDST)</strong></td>
<td><strong>$13,750</strong></td>
</tr>
<tr>
<td>50700</td>
<td>Committee on Representation</td>
<td></td>
</tr>
<tr>
<td>50701</td>
<td>Conference &amp; Training</td>
<td>$800</td>
</tr>
<tr>
<td></td>
<td><strong>Total Committee on Representation</strong></td>
<td><strong>$800</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Income</strong></td>
<td><strong>$218,996</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Expense</strong></td>
<td><strong>$308,239</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Net Income/Loss</strong></td>
<td><strong>$ (89,243)</strong></td>
</tr>
</tbody>
</table>

Note: The budget will be balanced using operating reserves. These reserves include the mortgage principal received for the Colton mortgage, Corona loan repayment and funds received from the Dismissal Agreement.
2014 PROPOSED BUDGET HIGHLIGHTS

In September, the Presbytery was given a “draft” budget. Since that time, finances have changed and things were discovered in the September draft that required correction. The final Budget was compiled and approved by the VCT for submission to the Presbytery for vote at the February meeting. The following are the highlights of the Budget that is being presented.

1. The estimated deficit projected in September was $128,946. The presented budget will have a projected deficit of $89,243.

2. Per Capita for 2014 is $33.40 per member. Number of members for 2014 will be 4,910. (This is a reduction of 463 members, the membership for Church of the Valley for 2012. This reduction has been authorized by Office of the General Assembly.)

3. Based on prior history, we expect to collect roughly 70% of the Per Capita amount due. Per Presbytery policy and various rulings of the Permanent Judicial Commission, the Presbytery pays the difference to the General Assembly and Synod. The Per Capita amount due to General Assembly and Synod are now shown “in the budget” to enable us to show the total expenses and payments. The remaining 30% Per Capita is considered “uncollectable.”

4. For General Mission, the Budget shows 100% of the amount pledged for 2012. Pledges are still being received but we expect the amount to be approximately the same. Also, the Presbytery has a policy to remit 20% of the estimated General Mission receipts to the General Assembly. This expense is being shown along with a pledge of $1,000 to the Synod.

5. Other Account Changes:
   1. Account 50104 – Insurance amount was “overstated.” Reduced to estimated amount for 2014.
   2. Account 50114 - Auditing reduced from $2,500 to $0. With VCT approval, the 2013 financial review will be done by Larry White
   3. Account 50116 - Legal Services – reduction from $2,000 to $1,000
   4. Staffing Changes:
      Bookkeeper – This has been changed to Bookkeeping Service – reduced from $8,345 to estimated $5,000.
      Account 50150 – Office Manager – This position has been changed to Office Assistant which is an hourly position.
ADMINISTRATIVE COMMISSION DESCRIPTION
Administrative Commission for New Worshiping Communities
February 22, 2014

New Worshiping Communities:
- New
  - Take on varied forms of church for our changing culture
  - Seek to make and form new disciples of Jesus Christ
- Worshipping
  - Gather by the Spirit to meet Jesus Christ in Word and Sacrament
  - Are sent by the Spirit to join God’s mission for the transformation of the world
- Community
  - Practice mutual care and accountability
  - Develop sustainability in leadership and finances

Purpose:
The commission is created for the purpose of identifying and encouraging new worshiping communities within the bounds of Riverside Presbytery, including:
- Praying for and with new missional communities
- Connecting new worshiping communities with the life of the Presbytery
- Networking new worshiping communities within the Presbytery for support and sharing of ideas, resources, and best practices.

Authority
The Committee on Ministry recommended to the Vision Coordinating Team at their meeting on January 28, 2014 that a new Administrative Commission be created to assist in the development of new ministry ventures within the Presbytery of Riverside. This recommendation is to include the development of the missional capacity use of the Yucaipa Valley property. The Vision Coordinating Team voted in favor of this commission and asked the Executive Presbyter and the Stated Clerk to develop a commission description.

The specific function of an administrative commission stated in the Book of Order that relates to this commission is in the 2013-2015 Book of Order G-3.0109: A presbytery is permitted to designate “commissions as they deem necessary and helpful for the accomplishment of the mission of the church.” Our polity says explicitly that an Administrative Commission may be designated for “developing immigrant fellowships, organizing new congregations…” (G-3.0109b4)

A commission is empowered to consider and conclude matters referred to it by a council (governing body). The designating council shall state specifically the scope of the commission’s powers and any restrictions on those powers (G-3.0109).

Technically, the Administrative Commission has the full authority of the Presbytery for the limited purpose for which it is created (G-3.0109).

Powers:
The following powers are granted to this commission:
- Reviewing credentials, arranging clearance interviews in consultation with the Committee on Ministry, and recommending membership in the Presbytery for pastors leading new worshiping communities
- Assisting in negotiating “nesting” relationships and rental agreements
• Approving grant applications to Synod, General Assembly and other potential funding sources
• Approving observance of Sacraments
• Approving Marriage Services
• Approving Memorial and Funeral Services

Accountability:
The Administrative Commission will make periodic reports to the Presbytery on the communities being nurtured, and what is being learned from the process. It will report on any grants or funding received. During the third year, the Administrative Commission will evaluate its effectiveness and bring a recommendation to the Presbytery regarding its continuation. The reports should be transmitted in writing to the Stated Clerk.

Relationship with the Committee on Ministry:
The Committee on Ministry has identified the need for an administrative commission for New Worshiping Communities. The COM will receive quarterly reports from the Administrative Commission. Clear communication with the COM will assure collaboration.

Structure of the Commission:
  • Eight teaching and ruling elders in as nearly equal numbers as possible (G-3.0109b) nominated by the Vision Coordinating Team for a period of three years, and representative of the racial, cultural and ethnic diversity of Riverside & San Bernardino counties.
  • Executive Presbyter and Stated Clerk, ex officio.

The VCT will name a chairperson. The Commission will elect a secretary. Minutes shall be carefully recorded and sent to the Stated Clerk. Such minutes will become part of the official record of the Presbytery. “A quorum of any commission shall be established by the designating council but in no case shall be less than a majority of its members…” G-3.0109b. A quorum for work in this presbytery is generally considered ½ +1 of the members.
The Commission may communicate via e-mail, but may NOT have meetings via e-mail. Presbyterian polity requires discussion before vote (F-3.0205). There is authoritative interpretation stating that this should be “simultaneous discussion.” Conference calls and Skype meet the simultaneous discussion criteria.

Role of Presbytery Staff
Past and present leadership of the Presbytery have factual and perceptive information relevant to this commission, and the commission is encouraged to consult appropriately.
The Stated Clerk and the Executive Presbyter will provide staff services to the AC, which will report to the Presbytery through the Stated Clerk.
The Vision Coordinating Team may request an initial report to the Presbytery at its discretion.
I. INTRODUCTION

Every session and pastor faces the potential of having to deal with questions concerning appropriate lengths of absence and the continuance of compensation in the event of illness, short or long-term disability. Also, many sessions and pastoral families face the potential of having to deal with questions relative to continued occupation of the manse by the spouse and dependents if the pastor should die "in service," or require extended leave for illness or be called to active military duty.

The benefit package afforded to every pastor through the Board of Pensions of the Presbyterian Church USA includes Disability Benefits. The Disability Plan is a self-funded church plan administered by the Board of Pensions. It is designed to provide pastors with a source of income should they become totally disabled. Generally, disability benefits are based on 60% of the greater of either the pastor’s effective salary (excluding the portion of salary above $90,000) or the appropriate church-wide median salary in effect when the pastor becomes disabled. The initial disability benefit never exceeds 100% of the pre-disability effective salary. When approved for disability status, benefit payments begin after a 90-day waiting period under this disability income program. Healthcare, death, pension, supplemental death benefits, and optional supplemental disability benefits coverage in effect at the time of disability continue during disability without further dues payments by the pastor or the church.

The Presbytery of Riverside provides this policy statement as a fair and structured basis for addressing the issues and concerns associated with pastoral illness/injury, short and long term disability, and matters of family leave. It is the intent of the Presbytery that this policy establishes MINIMUM STANDARDS. Exceptions based on unique circumstances should be determined by means of cooperative review and action of the session, Committee on Ministry, and the pastor or pastor’s spouse.

II. IMPLEMENTATION

Upon adoption this policy will become effective and binding immediately for all pastoral positions in effect as of that date and for all future pastoral positions until the policy is either amended or rescinded. In all cases this "Policy Statement" is intended to be in harmony with Article XI [Disability] of the Benefits Plan of the Presbyterian Church (U.S.A.) in effect at the time of this adoption.

III. DEFINITIONS

A. **Illness/injury**: any condition, physical or emotional, which requires, or makes it prudent, that the teaching elder avoid the fulfillment of normal responsibilities.

B. **Short-term disability**: any condition, physical or emotional, which requires, or makes it prudent, for the teaching elder to avoid the fulfillment of normal responsibilities for a period of thirty to ninety days.

C. **Long-term disability**: any condition, physical or emotional, which requires, or makes it prudent that the teaching elder avoid fulfillment of normal responsibilities for a period longer than ninety days. The following definition of disability in the Benefits Plan shall apply:

   The inability of a Member due to sickness or bodily injury to perform substantially all the material duties of his or her regular work or any other type of work that would afford a reasonably comparable level of income, and after a period of twenty-four (24) months of such disability, the inability of a Member due to sickness or bodily injury to perform any type of work for which he or she is fitted by
education, training or experience, all of which conditions must be certified by the Board’s medical counsel. (Benefits Plan, Article II, Sec. 2.1h)

D. *Intermittent disability*: any condition, physical or emotional, which requires, or makes it prudent that the teaching elder to alternate between periods of being able to perform all or most regular responsibilities and periods of disability.

E. *Death in Service*: the death of a teaching elder while called, contracted or appointed to serve a particular congregation or congregations.

F. *Professional reimbursements*: Includes all categories of reimbursable expenses incurred in the course of performing professional (church related) activities. These include, but are not limited to: travel, materials and equipment, organizational dues, and other professional expenses.

### IV. PASTORAL ILLNESS/INJURY

A. The Session shall continue full compensation as approved in Terms of Call or Pastor Covenant, during leave for illness or injury lasting one to thirty days.

B. At the Pastor’s discretion, up to five days per year may be taken as leave from an illness, injury or personal reason. The pastor shall report a period of such leave to the Clerk of Session. Concerns about abuse of this leave provision shall be referred to the Committee on Ministry.

C. Periods of leave for longer than five consecutive days shall be substantiated by a statement from the pastor's attending physician advising the avoidance of normal responsibilities. The statement shall be provided by the pastor to the Clerk of Session and the Committee on Ministry.

D. A teaching elder may not take study leave during leave for illness/injury, unless approved by session.

E. When a period of leave for an illness/injury extends or would be expected to extend for more than seven days the pastor or the Clerk of Session is to inform the Executive Presbyter and/or the Chairperson of the Committee on Ministry as soon as practical but no later than the ninth day of leave.

F. The Committee on Ministry shall:

   1. Consult with the Session to review the leave policy, determine session plans for covering pastoral needs during the leave, and respond to other concerns that session may have.
   2. Consult with the pastor to address needs or concerns of the pastor and his/her family and discuss plans for the resumption of normal responsibilities. This may include recommending that the pastor immediately submit an application for disability benefits to the Board of Pensions.

G. When a period of leave for illness/injury extends beyond fourteen days the pastor shall provide, prior to resumption of responsibilities, to the Clerk of Session, the Executive Presbyter, and/or the Chair of the Committee on Ministry a statement from the pastor’s physician certifying clearance to resume normal responsibilities. The physician will have been provided with the pastor’s position description for review before certifying clearance.

### V. PASTORAL SHORT TERM DISABILITY

The following provisions apply to any illness/injury that has an expected duration of up to ninety days:

A. The Session shall continue full compensation as approved in Terms of Call or Pastor Contract, during leave for illness or injury lasting thirty-one to sixty days.
B. Income received by the pastor from sources other than salary, including but not limited to the Benefits Plan, Workers’ Compensation or disability insurance, shall be signed over to the church or churches being served during the time the church(s) is continuing full compensation. In no case shall the total income from sources provided by the church, the presbytery, and/or the Benefits Plan exceed 100% of the compensation stipulated in the pastor’s terms of call or contract.

C. The pastor shall provide his/her attending physician with a release of information form which will designate the Executive Presbyter and the Chairperson of the Committee on Ministry as persons to receive information concerning the pastor’s condition and the prognosis for resuming normal responsibilities.

D. If the disability period extends beyond sixty (60) calendar days, the session shall continue full compensation for the period of the 61st day through the 90th day. Leave during this time will be accounted as the pastor’s vacation period. If the leave time exceeds available vacation time for that calendar year, session may continue compensation through the 90th day or may, in consultation with Committee on Ministry, designate the time in excess of vacation time as unpaid leave; however, session will continue to provide use of the manse (including utilities), or housing allowance and pension/medical dues.

E. A teaching elder may not take study leave during short term disability leave unless approved by session.

F. The Committee on Ministry shall:

1. Regularly consult with the session during the period of leave regarding worship and pastoral care issues, session plans for covering pastoral needs during the leave, and respond to other concerns that session may have.
2. Regularly consult with the pastor regarding needs or concerns of the pastor and his/her family, the pastor's condition, and the probability of the pastor resuming normal responsibilities.

G. At least two weeks prior to the 90th day of disability the pastor or her/his designee, the session and the Committee on Ministry shall consult regarding the advisability of the pastor continuing in the called/contractual relationship with the church.

1. If the consultation results in the concurrence that the pastoral relationship shall continue beyond the 90th day of disability:
   a. The session shall provide for the continued free use of the manse (including full utilities) and/or housing allowances at a value of up to 40% of effective salary as provided by the Benefits Plan;
   b. The Committee on Ministry shall establish a schedule of regular consultations with the session and the pastor or her/his designee to re-evaluate the continuance of the pastoral relationship.

2. If the consultation results in the concurrence that the pastoral relationship should be dissolved:
   a. The pastor or his/her designee shall request the session to call a congregational meeting to vote on concurring with a request that Presbytery dissolve the pastoral relationship.
   b. The pastor and family shall be permitted up to 30 additional days free use of the manse (including full utilities) or housing allowances from the date of the Congregation's action to concur with the request to dissolve the pastoral relationship.
   c. The pastor and family shall be allowed to continue to reside in the manse, paying rent and utilities, for a period of up to 90 days from the date of Presbytery action to dissolve the pastoral relationship or 120 days from the date of the congregation's action to concur with the request to dissolve the pastoral relationship, whichever is longer.
VI. PASTORAL LONG TERM DISABILITY

As noted in the Introduction, the Board of Pensions provides disability benefits. When approved for disability status; benefit payments begin after a 90-day waiting period under this disability income program. Healthcare, death, pension, supplemental death benefits, and optional supplemental disability benefits coverage in effect at the time of disability continue during disability without further dues payments by the pastor or the church.

During the 90-day waiting period required by the Board of Pensions, a pastor may not perform any work. Because the 90-day waiting period can be considered as the Short Term Disability period defined in Section V, above, a session may wish to purchase Short Term Disability coverage to cover the full compensation including pension dues that it is required to provide during this period. Should the church offer this benefit, it is recommended that the pastor’s contract include a provision that the church is not required to make any compensation payments including pension dues in the event of an illness, injury or disability that prohibits the pastor from working for the 90-day period. The pastor is expected to file for and receive that compensation from the Short Term Disability Insurance policy.

If the disability continues beyond 180 days, the Committee on Ministry shall, in consultation with session, normally recommend to the Presbytery that the pastoral relationship be dissolved.

VII. PASTORAL INTERMITTENT DISABILITY

In cases of intermittent disability, the Committee on Ministry, upon the request of either the pastor or the session, shall consult jointly with pastor and session for the purpose of reaching a mutually acceptable resolution.

VIII. PASTORAL DEATH IN SERVICE

In the event of the death of the pastor while serving a congregation(s) under call, appointment or contract, the following provisions shall apply:

A. The pastor’s spouse and dependents, if residing with the pastor in the manse prior to the pastor’s death, shall have free use of the manse, utilities included, or the continuance of any housing/utility allowances for a period of 60 days from the death of the pastor.

B. From the 61st through no more that 180th day following the death of the pastor, the spouse and dependents may, with permission of session, continue to occupy the manse paying rent and utilities.

C. The manse shall be vacated no later than the 181st day following the death of the pastor or sooner upon a 30-day notice from session indicating the manse is needed (between the 61st and 180th day) to house a succeeding pastor.

D. The Committee on Ministry shall assist the pastor’s family in applying for all benefits available to that pastor under the provisions of the Benefits Plan of the Presbyterian Church (U.S.A.). In addition, the Committee on Ministry and the Presbytery shall provide support to the session and congregation during this period.

IX. PASTORAL MILITARY LEAVE

A. When a pastor has military obligations, the pastor and the congregation need to be clear on the details of those obligations and the requirements of both the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and the Board of Pensions Administrative Rule on Military Leave (Section 1, Rule#122). The following sections offer a summary of some of the issues that pastor/chaplains and congregations should consider. For further guidance, contact the Board of Pensions (1-800-773-7752 or www.pensions.org) and the Presbyterian Council for Chaplains and Military Personnel (202-244-4177 or www.pccmp.org).
B. PNC Considerations. USSERA prohibits discrimination based on military service or application for military service. The decision to call or not to call a particular pastor should not be influenced by his or her military status. Once the decision to call has been made, any Terms of Call should include any time needed for training exercises; provisions for notifying the congregation and Presbytery when mobilization is possible; provisions regarding salary, housing, and the continued care of the pastor’s family during the period of mobilization; and procedures for the return of the pastor post-mobilization, including what would happen in the event of the death or disability of the pastor.

C. Financial Considerations
   1. If the congregation provides a manse, the pastor’s family will normally remain in it during the period of mobilization. If a housing allowance is provided, the pastor’s family will receive that allowance until the military begins to cover living costs (no longer than 60 days). If there is a deficit between the military and congregational allowance, the congregation will provide the difference to the pastor’s family.
   2. When a pastor returns to the congregation after mobilization, the terms of call should be calculated to reflect the experience of years served if he or she had remained in continuous service to the congregation.
   3. If the pastor returns to the church after mobilization, then last employing organization before mobilization (the church) is responsible for paying 11% pension dues for the period of the leave. The Board of Pensions will work with the congregation to establish a payment plan if a lump sum is not possible.

D. Pastoral Leadership During and After Mobilization—USSERA guarantees that a person who is absent from employment due to military service and who is honorably discharged from service is entitled to job restoration. Therefore, the congregation should expect the return of the mobilized pastor and look for temporary pastoral leadership during the period of mobilization.

E. Role of the Presbytery
   1. During the period of mobilization, the mobilized pastor will remain a continuing member of the presbytery with permission to labor outside its bounds.
   2. The presbytery, through the Committee on Ministry, will work with the congregation in finding someone to provide temporary pastoral leadership during the period of mobilization.
   3. The presbytery, through the Committee on Ministry, will arrange pastoral care for the mobilized pastor’s family and for the pastor once the mobilization has ended.

X. PASTORAL FAMILY LEAVE

Although the Family and Medical Leave Act of 1992 does not ordinarily apply to pastors and congregations, it shall serve as a model for Family Leave for the Presbytery, the Congregations and Ministers. While used as models, the Family and Medical Leave Act of 1992 and the American Disabilities Act are not binding upon the Presbytery, sessions, and Ministers, except as specifically stated in the Acts.

A. Examples of Family Leave:
   1. Serious illness of member of pastor’s immediate family
   2. Pregnancy of minister or spouse
   3. Child rearing emergency
   4. Adoption or foster care of child
   5. Bereavement

B. Family leave may be granted by the Session, in consultation with the Committee on Ministry, for a maximum of twelve (12) weeks of unpaid leave. The Session shall continue payment of Pension/Major Medical dues during the time granted for family leave.
C. Family leave may not be used to lengthen vacation time or study leave.

D. Study leave may not be taken during time approved by the Session as Family Leave.

E. Pregnancy leave. A female minister shall be granted pregnancy leave during the appropriate time of pregnancy and following delivery.
   1. The pastor shall submit a written request for pregnancy leave to the session and a copy to the Executive Presbyter and/or the Chairperson of the Committee on Ministry, ordinarily 30 days prior to the projected start date of the leave. The leave request shall include the pastor’s anticipated date of return to normal pastoral duties after release by the attending physician following delivery.
   2. Pregnancy leave normally should consist of a minimum of eight weeks of leave.
   3. Any earned vacation time and compensation, for that calendar year, may be added to the eight weeks of pregnancy leave, with the concurrence of the Session.
   4. If the pastor intends to resume normal responsibilities but is unable to do so by the end of the agreed upon leave period, the pastor, session and Committee on Ministry shall consult about application of the short-term disability policy.
   5. A written authorization by the pastor's attending physician of the pastor's readiness to resume normal responsibilities shall be required and submitted to the Clerk of Session with a copy sent to the Executive Presbyter and/or the Chair of the Committee on Ministry prior to the resumption of pastoral duties.

G. Child rearing leave: Child rearing leave (time for the caring for a new born, a newly adopted or recently placed foster child) shall be offered equally to male and female pastors. Child rearing leave may be granted by the Session for a maximum of four weeks.

H. Bereavement leave of up to fourteen days may be granted by the Session in the case of the death in the immediate family (spouse, child, step-child, parent, parent-in-law, sibling) of the pastor. Additional unpaid bereavement leave may be requested by the pastor and granted by session. Approval beyond a total of fourteen days, shall by communicated to the Committee on Ministry by the Clerk of Session.

XI. PRESBYTERY ASSISTANCE

A. Presbytery, through its Committee on Ministry shall offer assistance in the scheduling of pulpit supply or temporary pastoral services during leave for illness/injury, short and long term disability, pregnancy, bereavement and military mobilization.

B. If necessary due to length and timing of pastoral leave, Committee on Ministry shall appoint a moderator for session.

XII. EXCEPTIONS AND EXTENSIONS

A. The session in consultation with the Committee on Ministry may extend the time frame for either/both leave and compensation by a three-fourths vote of the session, except where such extensions would change the Terms of Call. If changes in the Terms of Call are needed, the session may recommend such changes to the congregation for approval with final approval by Presbytery.

B. The session and pastor in consultation with the Committee on Ministry may develop and propose “limited duty” and/or “accommodations” if an illness or injury would allow a partial return to service. Any such proposals which would be deemed a change in Terms of Call must be approved by the congregation and the Presbytery.

Approved by the Committee on Ministry: January 16, 2014
RULING ELDER NOMINATION FORM FOR GENERAL ASSEMBLY COMMISSIONERS

NAME: Melodee Kistner HOME PHONE: 909-864-5980

ADDRESS: 3875 28th Street

CITY Highland ZIP CODE: 92346

CHURCH OF MEMBERSHIP: First Presbyterian, San Bernardino DATE OF ORDINATION: January 1975

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

Indicate areas of involvements and responsibilities in the local church.

I have been a Deacon and served on Session 3-4 times. I have been on 3 PNC's and was the Chair of the PNC that called our present pastor. I am active in PW and have attended several National Gatherings and many Synod PW retreats. I have sung in the choir for 40 years, taught church school for children and adults and am now Chair of the Adult Education Committee. I have in the past been Chair of the Nurture Committee (Christian Ed) and Personnel Committee. I attend a Friday morning Bible study at our church and have for nearly 20 years. I have attended this church since I was 2 years old; it is my family.

Indicate involvements and responsibilities at Presbytery/Synod/General Assembly.

I have been a delegate to Presbytery from my church for about 5 years and have served on SMRT for about 3 years.

I have attended portions (1-2 days) of two General Assemblies, at my own expense, as an observer.

Describe two accomplishments in your life, which have particular meaning for you.

My experiences serving on the three PNC's have been particularly meaningful and Spirit-filled. Thirty years ago on the night our committee made the decision to call the pastor who served our congregation for many years was one of the times in my life when I truly felt that the Holy Spirit was in the room with us and in our hearts.

Another meaningful accomplishment in my life has been my experiences at Ghost Ranch learning to write poetry. This is a gift that I did not explore until recently in my life but I have used it to express my faith in ways that have been used in worship and devotional materials published by our congregation. I am grateful to God for showing me this path for expressing my faith.

What do you see as the biggest challenge facing our church today?

I feel that the biggest challenge facing our church and all mainline denominations is trying to love one another and show the love of Jesus to the world by the way we live our lives. If we do not figure out how to love and respect all human beings as children of God we will not be able to convince the world that Jesus came to give us a new commandment, "Love one another as I have loved you."

Have you served as a commissioner to the General Assembly before? No

SIGNATURE OF NOMINEE: Melodee Kistner

(Signature indicates nominee's willingness to serve if elected)

RETURN COMPLETED FORMS TO: Committee on Nominations
By January 1, 2014
Presbytery of Riverside
1875 North D Street
San Bernardino, CA 92405
NAME: Christine Dickerson  PHONE: 206.714.7511
ADDRESS: 815 South Camino Real
CITY__Palm Springs,___________________________ZIP CODE: __92263___
ALTERNATE PHONE: (760) 320-2769 EMAIL ADDRESS: leschi@dc.rr.com / cdickerson@pspreby.org
DATE OF ORDINATION: February 1, 1997

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

Indicate involvement and responsibilities at Presbytery/Synod/General Assembly.

I presently serve on Committee on Ministry, where I am liaison for three Presbytery congregations, serve on behalf of Presbytery with the Palm Desert Community Presbyterian Church Discernment Team (per our ‘Gracious Dismissal Policy’), and am a member of the SMRT (Sexual Misconduct Response Team).

Describe two accomplishments in your life, which have particular meaning for you.

Serving as Pastor for Madrona Presbyterian Church in Seattle, an African-American congregation which had suffered years of misunderstanding by the Presbytery and was facing closure; walking alongside as we began the healing process through conversation and eventual partnership with another congregation that had been started with funds from sale of the original church, funding building restoration and repairs, increasing neighborhood outreach and laying the foundation for a vibrant, renewed ministry. An incredibly meaningful journey with extraordinary people. A journey of hope. This relationship also resulted in my being a member of the Racial Ethnic Team for Presbytery, and a member of the team that formed the Commissioned Lay Pastor program for the Presbytery.

As a second ‘accomplishment,’ from many joys of my life, this time I will mention that I am glad to have survived thus far; that the learning process never ends; that working my way through undergraduate school and Seminary demonstrated the focus and strength we are given in life; that maintaining friendships and learning from ALL perspectives can lead to an openness of the heart and mind achieved through both blessing and struggle. Living, then, can feel like an accomplishment!

What do you see as the biggest challenge facing our church today?

Remaining One in Christ while engaging the Living Word. As a Presbyterian, I believe in the revelation of the Word for all generations, and God’s love for all people. Because of recent decisions by our Denomination, and possible pending changes, many congregations are struggling with what this means for them, and some are choosing to leave our Denomination. This period of change does not need to be seen as ‘catastrophic,’ but, difficult as it is, as another step in our discernment in how to offer God’s love in Christ today. A challenge does not have to be negative; it does mean that we are called as Christians to be God’s people in the world and respond with integrity, no matter how difficult it may seem initially. Challenges create renewal through action. We are told that being followers of Christ won’t be easy. Perhaps our biggest challenge is not what is ‘happening,’ but how we respond to it and move forward as Christ’s light in the world.
In the past, have you served as a commissioner to General Assembly? NO List dates:

I have never had the opportunity to serve as a commissioner to GA.

SIGNATURE OF NOMINEE: ___

REV. CHRISTINE DICKERSON

(signature indicates nominee’s willingness to serve if elected)

RETURN COMPLETED FORMS TO: Stated Clerk
By January 1, 2014
Presbytery of Riverside
1875 North D Street
San Bernardino, CA 92405
riversidepresbytery.info@verizon.net

9-13