

**PRESBYTERY OF RIVERSIDE  
STATED PREBYTERY MEETING**

**May 16, 2026**

**IN-PERSON (@ First Presbyterian Church, Redlands)**

**PROPOSED DOCKET**

***“Riverside Presbytery:  
connecting and supporting  
pastors, leaders, and congregations,  
in sharing Christ’s transforming love”***  
(Presbytery of Riverside Mission Statement)

**CONNECTING**  **CHRIST**  
(Presbytery of Riverside Why Statement)

- 9:30 am Registration/Check-In
- 10:00 am Call to Order
  - Opening Prayer
  - Welcome from Host Congregation – TE Cheryl Raine
  - Reading of Mission Statement and Why Statement
  - Community Building: Beach, Desert, or Mountain?
  - Welcome to 1<sup>st</sup> time Commissioners, Corresponding Members, Guests
  - Declaration of a Quorum
  - **(1)** Docket Approval
- 10:15 am Corporate Worship
  - Commissioning of the General Assembly Commissioners
- 10:55 am **(2)** Stated Clerk’s Report/Consent Agenda\*
- 11:00 am **(3)** Property, Finance, Investment, and Fund Development Committee\*
- 11:05 am Regional Consultant from the Board of Pensions
- 11:15 am Presbytery Commission
- 11:20 am **(4)** Committee on Preparation for Ministry
- 11:25 am Presbytery Leader
- 11:35 am **(5)** Committee on Ministry\*
- 12:25 pm 2-minute Announcement Time
- 12:35 pm Written Reports
  - **(6)** Presbyterian Women

Community Building:  
Adjournment and Closing Prayer  
Lunch is provided in the Fellowship Hall

**(#)** denotes report number; \* denotes motions/actions are included as part of this report

## Stated Clerk's Report to Presbytery Assembly – May 16, 2026

TE Paul Knopf, Stated Clerk

### For Information:

1. Stated Presbytery Meeting Schedule for 2026:  
 Saturday, August 15            10am            In-Person at Lake Arrowhead, Community  
 Saturday, November 21        10am            In-Person at TBD

*(note: is the weekend before Thanksgiving)*

2. The 2026 per capita apportionment is as follows:

\$29.89	Presbytery
\$11.26	General Assembly
<u>\$2.85</u>	Synod
\$44.00	2026 Total

3. The 2026 Presbytery Minimums are as follows:

COMPENSATION CATEGORY	INSTALLED	TEMPORARY <sup>1</sup>	COMMISSIONED <sup>2</sup>
Effective Salary (Salary/Housing)	\$ 70,304	\$ 59,758	\$ 59,758
Board of Pensions (27.5% of ES)	\$ 19,334 <sup>3</sup>	N/A	N/A
<b>OR</b> (47% of ES in Trans.Plan)	\$ 33,043		
Reimbursements	\$ 4,850	N/A	N/A
<i>(including auto/Travel, Professional/Business, and Study Leave)</i>			
Study Leave	2 weeks	N/A	N/A
Vacation	31 days	N/A	N/A
Paid Family Medical Leave	12 weeks	N/A	N/A

*1 - 85% of Installed Pastor Effective Salary Minimum (per COM Handbook)*

*2 - 85% of Installed Pastor Effective Salary Minimum (per COM/HPCC vote on March 2, 2023)*

*3 - Overall compensation for Installed pastors cannot be reduced below 2024 Terms of Call levels due to Health plan benefit changes by the board of pensions*

### For the Record:

1. Bylaw 7.04 is suspended until 2026 while some elected service positions extend beyond the six-year term limit (dates of service changing from July-June to January-December) (Action approved on June 15, 2024)
2. The Presbytery of Riverside has current insurance provided by the Insurance Board effective 1/1/2026 – 1/1/2027. Property & Inland Marine (Starr Surplus Lines Insurance Company G26SSLD1205RMUS), General Professional Liability and Crime (Lexington Insurance Company 11971558, 48409888. 11971557, 33085880, 84543361), Umbrellas and/or Excess Liability (Lead Excess Liability: National Fire & Marine Insurance Company 42XSF30654208; Excess Owned Automobile: Tokio Marine Specialty Insurance Co. PUB895269002, Great American Insurance Company EXC5879226; Excess Liability: Markel American Insurance Company MKLM6MM70001343, National Fire & Marine Insurance Co. 42XSF10012013, Westchester Surplus Lines Insurance Co: G47377833004; Excess Directors & Officers, including Excess Employment Practices Liability: Lexington Insurance Company An AIG Group Company 54177625; Excess Crime: Federal Insurance Company 81601916)
3. Ministers Failing to Engage in Validated Ministry (G-2.0508) include:  
 TE Ashley Childress  
 TE James Munyi  
 Per G-2.0508, these ministers shall not have voice or vote in meetings of the presbytery, except when the matter under consideration pertains to his or her relationship to the presbytery. This list has been reviewed by the Committee on Ministry and is being reported to the Presbytery per G-2.0508
4. D-3.0602b states, *"The stated clerk shall keep a current roster of those members of the permanent judicial commission whose terms have expired within the past six years. The names shall be arranged*

*alphabetically within classes beginning with the most recent class. The stated clerk shall report the roster annually to the council or councils.”*

2026	2025	2023	2021
TE Curtis Webster†	TE Noel Anderson	TE Alfred Graise	RE Anne Smith†
TE Neal Neuenschwander <sup>a</sup>	RE Della Condon	RE Izar Martinez	RE Carol Stanley
RE Amy Smith <sup>a</sup>	RE Melanie Nelson		

<sup>a</sup> completed term at end of 2025 in order to balance classes; † passed away

5. The Presbytery is in compliance with G-3.0106 having the following policies as part of the Manual of Administrative Operations:
  - a. Sexual Misconduct Policy (Approved by the Assembly on June 10, 2017)
  - b. Harassment Policy (Approved by the Assembly on November 4, 2023)
  - c. Child and Youth Protection Policy (Approved by the Assembly on June 17, 2023)  
-note: this policy includes vulnerable adults although not in the title
  - d. Antiracism Policy (Approved by the Assembly on November 4, 2023)

**For Action:**

The Stated Clerk brings the Consent Agenda for vote:

1. **Approve** the minutes of the February 21, 2026 stated meeting of Presbytery held at the Palm Springs Presbyterian Church
2. **Approve** the minutes of the April 15, 2026 special meeting of Presbytery held online via Zoom
3. By participating in this in-person meeting attendees are also **giving** the presbytery **permission** to audio record the meeting, for the benefit of the minutes
4. **Grant voice** without vote to presbyters in attendance who are members in good standing in other mid-level councils and who have registered for this meeting (corresponding members)
5. **Enter** upon the permanent record, at the close of the meeting, those information items provided to Presbytery but not otherwise acted upon
6. **Recognize** that action items approved at this meeting, taken together with all votes responding to request by groups of the Presbytery, as fulfilling the Presbytery’s responsibility to review the work of the committees and organizations, in accordance with principles of administrative review in G-3.0108a

The PFIFD Committee brings the following items for vote

7. **Receive** the following financial report:
  - a. Budget vs. Actuals as of March 31, 2026

	Dec Actual	YTD Actual	Full Year Budget
Revenue	\$ 10,554	\$ 141,316	\$ 258,501
Expense	<u>\$ 25,432</u>	<u>\$ 77,530</u>	<u>\$ 340,726</u>
Surplus/(Deficit)	(\$ 14,878)	\$ 63,786	(\$ 82,225)
8. **Approve** the lease (renewal) between Corona, First and Clarity Church and **Approve** the lease between Upland, First and Palabra Miel Ontario (G-4.0206b)

The Committee on Ministry brings the following items for vote

9. **Dissolve** the pastoral relationship between TE Joshua Hsieh and the Upland Taiwan Presbyterian Church effective March 31, 2024  
-this dissolution was not recorded when it occurred.
10. **Approve** the Revised COM Policy

-----End of Consent Agenda-----

-----End of Stated Clerk’s Report-----

**Property, Finance, Investment, and Fund Development Committee Report (PFIFD) to the  
Presbytery Assembly - May 16, 2026  
RE Paul R. Lambert, III, Committee Chair**

**Committee Members:** RE Paul Lambert, Moderator; RE John Millsap, RE Brent Nord, RE Cindy Stewart,  
**Ex-Officio Members:** TE Dr. Frances Lin

**Motions to Presbytery Assembly:**

- **PFIFD recommends that the Presbytery Assembly receive the following Financial Reports:  
DRAFT Budget vs Actuals as of March 31, 2026.**

	<b>Mar Actual</b>	<b>YTD Actual</b>	<b>Full Year Budget</b>
Revenue	\$ 10,554	\$141,316	\$258,501
Expense	<u>\$ 25,432</u>	<u>\$ 77,530</u>	<u>\$340,726</u>
Surplus/(Deficit)	(\$ 14,878)	\$ 63,786	(\$ 82,225)

- **PFIFD recommends to Presbytery Assembly, payment of \$20,199.06 to PILP for the past six months of payments for Mountain View Church in Wildomar so that the Presbytery can obtain a 6-month moratorium on payments to determine a long-term solution. These funds would come from unrestricted investment funds.**
- **PFIFD recommends to the Presbytery Assembly approval of two leases between the First Presbyterian Church of Corona and Clarity Church (renewal) and First Presbyterian Church of Upland and Palabra Miel Ontario.**

**Informational Items**

- **Per Capita Transmittal as of 3/31/26.**
- **General Mission Transmittal as of 3/31/26.**
- **General Mission Transmittal – 2025 Catch-Up as of 3/31/26.**

**Presbyterian Investment & Loan Program – 1st Quarter 2026 Report is below:**

**Investment and Loans Program**

	<b>Original Loan</b>	<b>Balance</b>	<b>Current</b>
Grace PC, Temecula	\$ 1,755,000.00	\$ 582,630.22	Yes
Northkirk UPC	\$ 450,000.00	\$ 173,423.20	Yes
FPC, Wildomar	\$ 481,000.00	\$ 196,645.92	No

**PCUSA Church Loan Program**

	<b>Original Loan</b>	<b>Balance</b>	<b>Current</b>
FPC, Upland	\$ 295,000.00	\$ 141,606.76	Yes
Upland Taiwan PC	\$ 450,000.00	\$ 180,531.68	Yes
Lake Arrowhead PC	\$ 200,000.00	\$ 84,894.40	Yes
FPC, Redlands	\$ 189,450.00	\$ 140,209.55	Yes
<b>Total of All Loans</b>		<b>\$ 1,499,941.73</b>	

**Church Mortgage Grants**

	<b>Original Grant</b>	<b>Balance</b>
Good Shepherd PC, SB	\$ 2,000.00	\$ 2,000.00
Good Shepherd PC, SB	\$ 3,000.00	\$ 2,730.00

\*Church Mortgage grants only require repayment if the church property is sold or if the church leaves the denomination. These two Church Mortgage Grants date back to 1949! If the Presbytery were to pay back these grants, the monies would be used for church loans in the future.

- **The Presbytery of Riverside currently has properties that require oversight by PFIFD**
  - Home of Neighborly Service (HNS)
  - El Buen Pastor
  
- **Notes Held by the Presbytery of Riverside for Properties Sold – 3/31/26 Balance**
  - Colton (Echoes of Love) – Loan Balance of \$135,671.60 (Loan is current.) YTD interest received \$1,445.49.
  - Fontana (Heroes Church) – Loan Balance of \$711,134.32 (Loan is current.) YTD interest received \$12,498.63.
  - Yucaipa (Cornerstone Praise) – Loan Balance of \$1,098,512.71 (Loan is current). YTD interest received \$13,772.72.
  
- **Loans Held by the Presbytery for Active Churches – 3/31/26 Loan Balances**
  - First Presbyterian Church, Corona Loan - \$86,897.12.
  
- **Other Business**
  - Extensively reviewed and modified a Memorandum of Agreement between the Church of Amazing Grace International and the Presbytery of Riverside. That agreement was approved in a special meeting of the Presbytery Assembly held April 15, 2026.
  - Reviewed and recommended approval of the lease between First Presbyterian Church of San Bernardino and the Church of Amazing Grace International. That agreement was approved in a special meeting of the Presbytery Assembly held April 15, 2026.
  - Moved to recommend that regarding the Home of Neighborly Service that all lease income from the property shall be transferred to the Presbytery of Riverside effective July 31<sup>st</sup>, 2026. This is due to the Home of Neighborly Service sub-leasing the property without knowledge or consent of the Presbytery of Riverside. That agreement was approved in a special meeting of the Presbytery Assembly held April 15, 2026.
  - Met several times with the Home of Neighborly Service to discuss the ending of the Presbytery funding on July 31<sup>st</sup>, 2026 (as approved at the last regular meeting of the Presbytery Assembly) and to discuss potential future changes due to the future presence of the Church of Amazing Grace International on the campus.
  - MOTION: Close Wells Fargo Bank Restricted Checking Account #8199859706. Remaining balance to be deposited into US Bank Restricted Checking Account #157535384810 with an approximate balance of \$17,684.41. MSP
  - MOTION: Close US Bank Non-Rewards Credit Cards (Central Account ending in 7999), for Frances Lin (ending in 5018), Paul Knopf (ending in 5028), James Strand (ending in 4343), and Paul Lambert (ending in 0004). Request Rewards Credit Cards be moved to month-end statement date.
  - MOTION: Amend Title of New Covenant Account # 1110301516 from Presbytery of Riverside to Presbytery of Riverside, Yucaipa Proceeds. MSP
  - Reviewed additional insured requirements for church leases and determined by consensus that this requirement should remain in place.
  - Determined by consensus that the Presbytery should back the Korean Fellowship of Palm Springs lease from Baxley Properties (formerly held by All Peoples Church.)
  - MOTION: To reject Calvary Chapel Bear Creek leasing offer (for Mountain View Church in Wildomar.)

**Respectfully Submitted,**

**Paul R. Lambert, III**

**Treasurer / Chair, Property, Finance, Investment and Fund Development Committee**

**Presbytery of Riverside**  
**Statement of Financial Position Prior Year Comparison- Accrual Basis**  
As of March 31, 2026

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>10000 Bank Accounts</b>		
10001 WF Checking - Operating	\$ 10,789.25	\$ 10,789.25
10002 WF Checking - Restricted	17,684.41	17,684.41
10007 US Bank - Operating	71,335.11	59,649.32
10008 US Bank - Restricted	63,943.12	66,864.54
<b>Total 10000 Bank Accounts</b>	<b>163,751.89</b>	<b>154,987.52</b>
<b>10020 Investment Accounts</b>		
<b>New Cov Bal Income Fd #0224</b>		
10021 Found Bal Income #0224 - O	1,116,950.42	1,142,913.60
10022 Found Bal Income #0224 - R	19,271.14	19,271.14
10023 Found Bal Income #0224 - S	431.35	431.35
<b>Total New Cov Bal Income Fd #0224</b>	<b>1,136,652.91</b>	<b>1,162,616.09</b>
<b>New Cov Bal Income Fd GDD #0269</b>		
10031 Found Bal Income GDD #0269 - R	878,697.51	898,527.24
<b>Total New Cov Bal Income Fd GDD #0269</b>	<b>878,697.51</b>	<b>898,527.24</b>
<b>PILP</b>		
10051 PILP #7124 and #7125 - O	100,431.69	100,431.69
10052 PILP #7113 - R	83,039.29	82,484.24
10053 PILP Yucaipa #9110	54,238.01	54,238.01
<b>Total PILP</b>	<b>237,708.99</b>	<b>237,153.94</b>
<b>San Bernardino HNS - Investment</b>		
10061 HNS Disbursement Fund #0349	74,863.94	78,828.58
10062 HNS Capital Fund #0350	585.51	594.77
<b>Total San Bernardino HNS - Investment</b>	<b>75,449.45</b>	<b>79,423.35</b>
<b>Total 10020 Investment Accounts</b>	<b>2,328,508.86</b>	<b>2,377,720.62</b>
10066 New Covenant Yucaipa Proceeds #1516	429,598.20	441,502.05
10080 Petty Cash	113.80	113.80
<b>Total Bank Accounts</b>	<b>2,921,972.75</b>	<b>2,974,323.99</b>
<b>Accounts Receivable</b>		
10100 Accounts Receivable	158,119.00	177,397.34

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Statement of Financial Position Prior Year Comparison- Accrual Basis**  
As of March 31, 2026

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)
Total Accounts Receivable	158,119.00	177,397.34
Other Current Assets		
10300 Allowance - Uncollectible Per Cap. & GM	(50,288.00)	(50,288.00)
10301 Allowance for Uncollectible Accounts	(87,497.12)	(87,497.12)
10801 Prepaid - Insurance	8,596.00	5,329.83
10802 Prepaid - Rent	100.00	100.00
Total Other Current Assets	<u>(129,089.12)</u>	<u>(132,355.29)</u>
Total Current Assets	<b>2,951,002.63</b>	<b>3,019,366.04</b>
Fixed Assets		
10500 Fixed Assets		
10501 HNS Land	75,397.00	75,397.00
10502 HNS Land Improvements	40,251.00	40,251.00
10503 HNS Building	184,603.00	184,603.00
10504 HNS Building Improvements (10504)	5,727.08	5,727.08
10505 Furniture & Fixtures	1,821.87	1,821.87
10506 Computer Equipment	8,985.81	8,985.81
Total 10500 Fixed Assets	<u>316,785.76</u>	<u>316,785.76</u>
10600 Accumulated Depreciation	(117,747.15)	(117,747.15)
Total Fixed Assets	<u>199,038.61</u>	<u>199,038.61</u>
Other Assets		
10700 Notes Receivable		
10701 First Corona - Note	86,897.12	87,097.12
10702 Colton - Note	135,671.60	140,120.41
10703 Fontana Heroes Church - Note	711,134.32	712,677.04
10705 N/R - Cornerstone Praise Center	1,098,512.71	1,100,169.67
10708 N/R - Wildomar	20,199.06	20,199.06
Total 10700 Notes Receivable	<u>2,052,414.81</u>	<u>2,060,263.30</u>
Total Other Assets	<u>2,052,414.81</u>	<u>2,060,263.30</u>
<b>TOTAL ASSETS</b>	<b>5,202,456.05</b>	<b>5,278,667.95</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Statement of Financial Position Prior Year Comparison- Accrual Basis**  
As of March 31, 2026

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)
20000 Accounts Payable	150.00	
<b>Total Accounts Payable</b>	<b>150.00</b>	-
<b>Credit Cards</b>		
20010 Credit Card Accounts		
US Bank CC - 8385		
US Bank CC- Frances (9402)	935.14	595.32
US Bank CC- Jim (3427)		77.75
US Bank CC- Paul Knopf (4410)	87.00	
<b>Total US Bank CC - 8385</b>	<b>1,022.14</b>	<b>673.07</b>
<b>Total 20010 Credit Card Accounts</b>	<b>1,022.14</b>	<b>673.07</b>
<b>Total Credit Cards</b>	<b>1,022.14</b>	<b>673.07</b>
<b>Other Current Liabilities</b>		
20100 Payroll Liabilities		
20110 Accrued Salaries	8,339.84	8,202.06
20111 Accrued Vacation	16,337.63	16,337.63
<b>Total 20100 Payroll Liabilities</b>	<b>24,677.47</b>	<b>24,539.69</b>
20200 Per Capita and General Mission		
2026 General Mission		
20221a Payable to GA (2026)	14,095.00	14,095.00
<b>Total 2026 General Mission</b>	<b>14,095.00</b>	<b>14,095.00</b>
2026 Per Capita		
20222a Payable to GA (2026)	24,017.58	24,017.58
20222b Payable to Synod (2026)	6,079.05	6,079.05
<b>Total 2026 Per Capita</b>	<b>30,096.63</b>	<b>30,096.63</b>
<b>Total 20200 Per Capita and General Mission</b>	<b>44,191.63</b>	<b>44,191.63</b>
20300 Special Offerings Payable		
20306 Christmas Joy		150.00
<b>Total 20300 Special Offerings Payable</b>	-	<b>150.00</b>
20500 Property & Finance		
20506 Emergency Church Payable - O	6,024.31	6,024.31
<b>Total 20500 Property &amp; Finance</b>	<b>6,024.31</b>	<b>6,024.31</b>
<b>Total Other Current Liabilities</b>	<b>74,893.41</b>	<b>74,905.63</b>
<b>Total Current Liabilities</b>	<b>76,065.55</b>	<b>75,578.70</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Statement of Financial Position Prior Year Comparison- Accrual Basis**  
As of March 31, 2026

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)
Total Liabilities	76,065.55	75,578.70
Equity		
32000 Retained Earnings		
33000 With Donor Restrictions		
Estates and Bequests		
20401 Mission / Evangelism Fund - R		
20401b Burgess Endowment	1,162.95	1,162.95
20401c Right Hand Endowment	7,939.42	7,939.42
Total 20401 Mission / Evangelism Fund - R	<b>9,102.37</b>	<b>9,102.37</b>
20403 Smith Estate - R	4,222.11	4,222.11
Total Estates and Bequests	<b>13,324.48</b>	<b>13,324.48</b>
HPCC		
20701 HPCC Directed Salary Sharing - R	5,225.37	5,225.37
Total HPCC	<b>5,225.37</b>	<b>5,225.37</b>
Partners In Ministry		
20603 Stewardship Training/Promo - S	4,753.45	4,753.45
20604 Hunger Grant - R	35.00	35.00
20607 Fourth Grade Program - R	38,135.76	38,135.76
20609 Peacemaking - R	8,082.33	8,082.33
30612 Immigrant Emergency	434.12	434.12
30614 Lofton Fox 809 (Yucaipa)	8,947.74	8,947.74
30615 Lofton Fox 674 (Yucaipa)	3,340.56	3,340.56
30617 PDA Immigrant Fund	15,140.63	16,915.63
Total Partners In Ministry	<b>78,869.59</b>	<b>80,644.59</b>
Preparation for Ministry Com.		
20901 Seminary Scholarship - R	10,244.40	10,244.40
20902 Preparation for Ministry - R	11,638.04	11,540.02
Total Preparation for Ministry Com.	<b>21,882.44</b>	<b>21,784.42</b>
Property & Finance		
20401a Maccartney Endowment	22,036.81	22,036.81
Total Property & Finance	<b>22,036.81</b>	<b>22,036.81</b>
Total 33000 With Donor Restrictions	<b>141,338.69</b>	<b>143,015.67</b>
34000 Without Donor Restrictions		

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Statement of Financial Position Prior Year Comparison- Accrual Basis**  
**As of March 31, 2026**

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)
<b>30290 Unrestricted Funds</b>	4,168,001.95	4,166,324.97
<b>34010 Designated Funds - AD/CD</b>		
<b>Estates and Bequests</b>		
<b>20402 Peyton Fund</b>	16,321.61	16,321.61
<b>Total Estates and Bequests</b>	<b>16,321.61</b>	<b>16,321.61</b>
<b>HPCC</b>		
<b>34020 Cornelia Riley 708 (Yucaipa)</b>	21,962.06	21,962.06
<b>Total HPCC</b>	<b>21,962.06</b>	<b>21,962.06</b>
<b>Partners in Ministry</b>		
<b>20605 New Church Development - R</b>	40,320.75	40,320.75
<b>20608 Youth Triennium - R</b>	88,079.79	88,079.79
<b>Total Partners in Ministry</b>	<b>128,400.54</b>	<b>128,400.54</b>
<b>Property &amp; Finance</b>		
<b>20590 Other</b>	1,380.00	1,380.00
<b>Total Property &amp; Finance</b>	<b>1,380.00</b>	<b>1,380.00</b>
<b>Total 34010 Designated Funds - AD/CD</b>	<b>168,064.21</b>	<b>168,064.21</b>
<b>Total 34000 Without Donor Restrictions</b>	<b>4,336,066.16</b>	<b>4,334,389.18</b>
<b>60000 Unrealized Gains/Losses</b>		
<b>60001 Unrealized Gains / Losses - O</b>	585,639.84	645,685.69
<b>60002 Unrealized Gains / Losses - R</b>	2,481.09	2,481.09
<b>Total 60000 Unrealized Gains/Losses</b>	<b>588,120.93</b>	<b>648,166.78</b>
<b>Net Income</b>	60,864.72	77,517.62
<b>Total Equity</b>	<b>5,126,390.50</b>	<b>5,203,089.25</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 5,202,456.05</b>	<b>\$ 5,278,667.95</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Budget vs. Actuals YTD- Accrual Basis**  
**March, 2026**

	Mar 2026				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
<b>40000 Income</b>								
40001 General Mission Apportionment		\$ 4,328.33	\$ (4,328.33)	0.00%	\$ 40,380.00	\$ 12,984.99	\$ 27,395.01	310.97%
40002 Per Capita Apportionment		3,916.67	(3,916.67)	0.00%	63,755.37	11,750.01	52,005.36	542.60%
40101 EP/SC Salary Support Income - O	166.67		166.67		500.01		500.01	
<b>Total 40000 Income</b>	<b>166.67</b>	<b>8,245.00</b>	<b>(8,078.33)</b>	<b>2.02%</b>	<b>104,635.38</b>	<b>24,735.00</b>	<b>79,900.38</b>	<b>423.03%</b>
<b>40010 Interest Income</b>								
40011 Interest - Colton Note	467.07	555.00	(87.93)	84.16%	1,445.49	1,665.00	(219.51)	86.82%
40013 Interest - Heroes Church	4,157.28	4,200.00	(42.72)	98.98%	12,498.63	12,600.00	(101.37)	99.20%
40013a Interest - Yucaipa	4,584.04	4,600.00	(15.96)	99.65%	13,772.72	13,800.00	(27.28)	99.80%
<b>40015 Investment Interest</b>								
40015a Investment Interest - O		241.67	(241.67)	0.00%	970.25	725.01	245.24	133.83%
40015b Investment Interest - R	555.05	158.33	396.72	350.57%	555.05	474.99	80.06	116.86%
40015c Investment Interest - S	0.28	0.08	0.20	350.00%	0.81	0.24	0.57	337.50%
<b>Total 40015 Investment Interest</b>	<b>555.33</b>	<b>400.08</b>	<b>155.25</b>	<b>138.80%</b>	<b>1,526.11</b>	<b>1,200.24</b>	<b>325.87</b>	<b>127.15%</b>
<b>Total 40010 Interest Income</b>	<b>9,763.72</b>	<b>9,755.08</b>	<b>8.64</b>	<b>100.09%</b>	<b>29,242.95</b>	<b>29,265.24</b>	<b>(22.29)</b>	<b>99.92%</b>
<b>40016 Investment Dividends</b>								
40016a Dividends - O	229.73	1,416.67	(1,186.94)	16.22%	229.73	4,250.01	(4,020.28)	5.41%
40016b Dividends - R	145.46	766.67	(621.21)	18.97%	145.46	2,300.01	(2,154.55)	6.32%
<b>Total 40016 Investment Dividends</b>	<b>375.19</b>	<b>2,183.34</b>	<b>(1,808.15)</b>	<b>17.18%</b>	<b>375.19</b>	<b>6,550.02</b>	<b>(6,174.83)</b>	<b>5.73%</b>
<b>40017 Endowment Income</b>								
40017a Endowment Income - O		250.00	(250.00)	0.00%	922.14	750.00	172.14	122.95%
40017b Endowment Income - R		1,083.33	(1,083.33)	0.00%	3,347.30	3,249.99	97.31	102.99%
<b>Total 40017 Endowment Income</b>	<b>-</b>	<b>1,333.33</b>	<b>(1,333.33)</b>	<b>0.00%</b>	<b>4,269.44</b>	<b>3,999.99</b>	<b>269.45</b>	<b>106.74%</b>
<b>41000 Contributions</b>								
41010 Contributions - O	150.00	25.00	125.00	600.00%	450.00	75.00	375.00	600.00%
41020 Contributions - R	98.02		98.02		2,205.14		2,205.14	
41050 Bequests					43.84		43.84	
<b>Total 41000 Contributions</b>	<b>248.02</b>	<b>25.00</b>	<b>223.02</b>	<b>992.08%</b>	<b>2,698.98</b>	<b>75.00</b>	<b>2,623.98</b>	<b>3598.64%</b>
41060 Peacemaking - R					94.50		94.50	
<b>Total Income</b>	<b>10,553.60</b>	<b>21,541.75</b>	<b>(10,988.15)</b>	<b>48.99%</b>	<b>141,316.44</b>	<b>64,625.25</b>	<b>76,691.19</b>	<b>218.67%</b>
<b>Gross Profit</b>	<b>10,553.60</b>	<b>21,541.75</b>	<b>(10,988.15)</b>	<b>48.99%</b>	<b>141,316.44</b>	<b>64,625.25</b>	<b>76,691.19</b>	<b>218.67%</b>
<b>Expenses</b>								
<b>50000 General Expenses</b>								
50120 Per Capita to GA and Synod		1,666.67	(1,666.67)	0.00%		5,000.01	(5,000.01)	0.00%
<b>Administrative Office Expenses</b>								
50004 Insurance	1,708.66	1,083.33	625.33	157.72%	2,562.99	3,249.99	(687.00)	78.86%
50004b El Buen					2,637.15		2,637.15	
<b>Total 50004 Insurance</b>	<b>1,708.66</b>	<b>1,083.33</b>	<b>625.33</b>	<b>157.72%</b>	<b>5,200.14</b>	<b>3,249.99</b>	<b>1,950.15</b>	<b>160.00%</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Budget vs. Actuals YTD- Accrual Basis**  
**March, 2026**

	Mar 2026				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
50005 Office Expenses	58.80	166.67	(107.87)	35.28%	254.15	500.01	(245.86)	50.83%
50006 Office Rent	100.00		100.00		300.00		300.00	
50007 Postage		41.67	(41.67)	0.00%		125.01	(125.01)	0.00%
50008 Utilities	28.43	41.67	(13.24)	68.23%	85.13	125.01	(39.88)	68.10%
50010 Computer Hardware/Software/Tech	20.00	166.67	(146.67)	12.00%	60.00	500.01	(440.01)	12.00%
50011 Equipment Maintenance / Repair		83.33	(83.33)	0.00%		249.99	(249.99)	0.00%
50012 Bank Fees		20.83	(20.83)	0.00%	104.00	62.49	41.51	166.43%
50014 Accounting Expense	2,200.00	2,200.00		100.00%	6,600.00	6,600.00		100.00%
<b>Total Administrative Office Expenses</b>	<b>4,115.89</b>	<b>3,804.17</b>	<b>311.72</b>	<b>108.19%</b>	<b>12,603.42</b>	<b>11,412.51</b>	<b>1,190.91</b>	<b>110.44%</b>
<b>Total 50000 General Expenses</b>	<b>4,115.89</b>	<b>5,470.84</b>	<b>(1,354.95)</b>	<b>75.23%</b>	<b>12,603.42</b>	<b>16,412.52</b>	<b>(3,809.10)</b>	<b>76.79%</b>
<b>50060 Payroll Expenses</b>								
50061 Payroll Tax Expense	215.42	291.67	(76.25)	73.86%	636.50	875.01	(238.51)	72.74%
50062 Workers Comp Insurance	151.17	116.67	34.50	129.57%	453.51	350.01	103.50	129.57%
50063 Payroll Service Expense	92.28	83.33	8.95	110.74%	215.65	249.99	(34.34)	86.26%
<b>Additional Personnel Wages</b>								
50076 VCI Coordinator								
<b>Total Additional Personnel Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Exec Presbytery/Stated Clerk</b>								
<b>50090 SECA</b>								
50090a Exec Presbytery	783.16		783.16		2,349.48		2,349.48	
50090b Stated Clerk	168.00		168.00		504.00		504.00	
<b>Total 50090 SECA</b>	<b>951.16</b>	<b>-</b>	<b>951.16</b>		<b>2,853.48</b>	<b>-</b>	<b>2,853.48</b>	
<b>50091 Salary</b>								
50091a Exec Presbytery	5,118.76	5,118.75	0.01	100.00%	15,356.28	15,356.25	0.03	100.00%
50091b Stated Clerk	1,092.00	1,092.00		100.00%	3,276.00	3,276.00		100.00%
<b>Total 50091 Salary</b>	<b>6,210.76</b>	<b>6,210.75</b>	<b>0.01</b>	<b>100.00%</b>	<b>18,632.28</b>	<b>18,632.25</b>	<b>0.03</b>	<b>100.00%</b>
<b>50092 Housing Allowance</b>								
50092a Exec Presbytery	5,118.76	5,118.75	0.01	100.00%	15,356.28	15,356.25	0.03	100.00%
50092b Stated Clerk	1,092.00	1,092.00		100.00%	3,276.00	3,276.00		100.00%
<b>Total 50092 Housing Allowance</b>	<b>6,210.76</b>	<b>6,210.75</b>	<b>0.01</b>	<b>100.00%</b>	<b>18,632.28</b>	<b>18,632.25</b>	<b>0.03</b>	<b>100.00%</b>
<b>50093 Pension - Medical</b>								
50093a Exec Presbytery	1,028.23	1,023.75	4.48	100.44%	3,084.69	3,071.25	13.44	100.44%
50093b Stated Clerk	1,013.78	939.12	74.66	107.95%	3,152.76	2,817.36	335.40	111.90%
<b>Total 50093 Pension - Medical</b>	<b>2,042.01</b>	<b>1,962.87</b>	<b>79.14</b>	<b>104.03%</b>	<b>6,237.45</b>	<b>5,888.61</b>	<b>348.84</b>	<b>105.92%</b>
<b>Total Exec Presbytery/Stated Clerk</b>	<b>15,414.69</b>	<b>14,384.37</b>	<b>1,030.32</b>	<b>107.16%</b>	<b>46,355.49</b>	<b>43,153.11</b>	<b>3,202.38</b>	<b>107.42%</b>
<b>Office Manager</b>								
50081 Salary	2,816.00	2,775.50	40.50	101.46%	8,320.00	8,326.50	(6.50)	99.92%
50082 Medical Expense	14.47	16.67	(2.20)	86.80%	43.41	50.01	(6.60)	86.80%
<b>Total Office Manager</b>	<b>2,830.47</b>	<b>2,792.17</b>	<b>38.30</b>	<b>101.37%</b>	<b>8,363.41</b>	<b>8,376.51</b>	<b>(13.10)</b>	<b>99.84%</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Budget vs. Actuals YTD- Accrual Basis**  
 March, 2026

	Mar 2026				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Total 50060 Payroll Expenses</b>	<b>18,704.03</b>	<b>17,668.21</b>	<b>1,035.82</b>	<b>105.86%</b>	<b>56,024.56</b>	<b>53,004.63</b>	<b>3,019.93</b>	<b>105.70%</b>
<b>50100 Personnel Expenses</b>								
<b>50101 Exec Presbytery/Stated Clerk Professional Exp</b>								
<b>50101a Exec Presbytery</b>	634.59	1,181.25	(546.66)	53.72%	1,337.43	3,543.75	(2,206.32)	37.74%
<b>50101b Stated Clerk</b>	87.00	406.88	(319.88)	21.38%	87.00	1,220.64	(1,133.64)	7.13%
<b>Total 50101 Exec Presbytery/Stated Clerk Professional Exp</b>	<b>721.59</b>	<b>1,588.13</b>	<b>(866.54)</b>	<b>45.44%</b>	<b>1,424.43</b>	<b>4,764.39</b>	<b>(3,339.96)</b>	<b>29.90%</b>
<b>50105 Mileage Reimbursement</b>	38.86	87.50	(48.64)	44.41%	152.26	262.50	(110.24)	58.00%
<b>Total 50100 Personnel Expenses</b>	<b>760.45</b>	<b>1,675.63</b>	<b>(915.18)</b>	<b>45.38%</b>	<b>1,576.69</b>	<b>5,026.89</b>	<b>(3,450.20)</b>	<b>31.37%</b>
<b>50200 Presbytery Missions - Committees, Commissions, Teams</b>								
<b>50201 Property / Finance</b>								
<b>50204 SBHNS Expense</b>								
<b>50206 SBHNS - Monthly Distribution</b>	2,000.00	2,000.00		100.00%	6,000.00	6,000.00		100.00%
<b>50208 Emergency Church Expense</b>	47.13	83.33	(36.20)	56.56%	141.39	249.99	(108.60)	56.56%
<b>Total 50201 Property / Finance</b>	<b>2,047.13</b>	<b>2,083.33</b>	<b>(36.20)</b>	<b>98.26%</b>	<b>6,141.39</b>	<b>6,249.99</b>	<b>(108.60)</b>	<b>98.26%</b>
<b>50210 HPCC</b>								
<b>50212 HPCC Expense</b>		25.00	(25.00)	0.00%		75.00	(75.00)	0.00%
<b>50216 Background Checks</b>		33.33	(33.33)	0.00%		99.99	(99.99)	0.00%
<b>Total 50210 HPCC</b>	<b>-</b>	<b>58.33</b>	<b>(58.33)</b>	<b>0.00%</b>	<b>-</b>	<b>174.99</b>	<b>(174.99)</b>	<b>0.00%</b>
<b>50230 Comm on Prep for Ministry</b>								
<b>50231 Dept. of Justice Screening</b>		20.83	(20.83)	0.00%		62.49	(62.49)	0.00%
<b>50232 Psychological Assessments</b>		83.33	(83.33)	0.00%		249.99	(249.99)	0.00%
<b>50233 Supplies / Update Members Book</b>								
<b>Total 50230 Comm on Prep for Ministry</b>	<b>-</b>	<b>104.16</b>	<b>(104.16)</b>	<b>0.00%</b>	<b>-</b>	<b>312.48</b>	<b>(312.48)</b>	<b>0.00%</b>
<b>50240 Partners in Ministry Expenses</b>								
<b>50241 Advocacy</b>		208.33	(208.33)	0.00%		624.99	(624.99)	0.00%
<b>50246 Scholarship - Conf/Trips</b>		166.67	(166.67)	0.00%		500.01	(500.01)	0.00%
<b>50247 Clergy Retreat</b>	(196.00)	208.33	(404.33)	-94.08%	1,183.96	624.99	558.97	189.44%
<b>50248 Congregational Resources</b>		83.33	(83.33)	0.00%		249.99	(249.99)	0.00%
<b>50249 Leadership Training</b>		83.33	(83.33)	0.00%		249.99	(249.99)	0.00%
<b>50251 Big Bear Camper Scholarship</b>		333.33	(333.33)	0.00%		999.99	(999.99)	0.00%
<b>50254 Youth Ministry - Other</b>		41.67	(41.67)	0.00%		125.01	(125.01)	0.00%
<b>Total 50240 Partners in Ministry Expenses</b>	<b>(196.00)</b>	<b>1,124.99</b>	<b>(1,320.99)</b>	<b>-17.42%</b>	<b>1,183.96</b>	<b>3,374.97</b>	<b>(2,191.01)</b>	<b>35.08%</b>
<b>50260 Presbytery Commission</b>								
<b>50002 Moderator Expenses</b>		208.33	(208.33)	0.00%		624.99	(624.99)	0.00%
<b>Total 50260 Presbytery Commission</b>	<b>-</b>	<b>208.33</b>	<b>(208.33)</b>	<b>0.00%</b>	<b>-</b>	<b>624.99</b>	<b>(624.99)</b>	<b>0.00%</b>
<b>Total 50200 Presbytery Missions - Committees, Commissions, Teams</b>	<b>1,851.13</b>	<b>3,579.14</b>	<b>(1,728.01)</b>	<b>51.72%</b>	<b>7,325.35</b>	<b>10,737.42</b>	<b>(3,412.07)</b>	<b>68.22%</b>
<b>Total Expenses</b>	<b>25,431.50</b>	<b>28,393.82</b>	<b>(2,962.32)</b>	<b>89.57%</b>	<b>77,530.02</b>	<b>85,181.46</b>	<b>(7,651.44)</b>	<b>91.02%</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

**Presbytery of Riverside**  
**Budget vs. Actuals YTD- Accrual Basis**  
 March, 2026

	Mar 2026				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Net Operating Income	(14,877.90)	(6,852.07)	(8,025.83)	217.13%	63,786.42	(20,556.21)	84,342.63	-310.30%
Other Expenses								
60240 Partners in Ministry Flow Through Expenses								
50257 Immigrant Emergency Fund	1,775.00		1,775.00		2,921.70		2,921.70	
Total 60240 Partners in Ministry Flow Through Expenses	1,775.00	-	1,775.00		2,921.70	-	2,921.70	
Total Other Expenses	1,775.00	-	1,775.00		2,921.70	-	2,921.70	
Net Other Income	(1,775.00)	-	(1,775.00)		(2,921.70)	-	(2,921.70)	
Net Income	\$ (16,652.90)	\$ (6,852.07)	\$ (9,800.83)	243.03%	\$ 60,864.72	\$ (20,556.21)	\$ 81,420.93	-296.09%

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

*The financial statements do not reflect depreciation expense or additions to accumulated depreciation.*

# PRESBYTERY OF RIVERSIDE

## CONGREGATIONAL FACILITIES USE AGREEMENT

1. The **parties** to this agreement are  
First Presbyterian Church of Corona (FPCC), a California non-profit corporation,  
located at 950 W. Ontario Avenue, Corona, CA 92882.

and

Clarity Church, a California non-profit corporation located at 950 W. Ontario  
Avenue, Corona, CA 92882.

2. The **facilities** to this agreement are on the premises of FPCC, 950 W. Ontario  
Avenue, Corona, CA 92882, and cover the following:

- A. Sanctuary, kitchen (labeled portions of cabinets, drawers, and refrigerator),  
classrooms #1, #2, and #3 and nursery for storage.
- B. Equipment: Common kitchen appliances
- C. Entire parking lot

*Note: be very specific in defining areas and equipment*

3. The times the facilities may be used by Clarity Church are as follows:

- A. Sanctuary, kitchen, nursery, and classrooms #1, #2, and #3 Sundays from 4:30  
p.m. to 9:30 p.m.
- B. Equipment listed in Section 2.B. Sundays from 4:30 p.m. to 9:30 p.m.
- C. Parking lot Sundays from 4:30 p.m. to 9:30 p.m., weekdays as needed for office  
use
- D. One of the classrooms listed in section 2.A. for weekday use as an office
- E. Clarity Church understands that FPCC may, with a 2-week notice, exercise its  
right to use the church on a Sunday in lieu of Clarity Church. It is further  
recognized that unique events may occasionally require adjustments to this  
schedule. On those occasions adjustments can be made by mutual agreement  
without violating or changing the terms of this lease.

4. The **terms** of this agreement are for **9 months, commencing on April 1, 2026, and  
expiring on December 31, 2026.**

*Note: All agreements of real property for worship purposes and agreements of more than five (5) years  
require the written approval of the Presbytery. Book of Order G-4.0206b.*

- A. Any holding over by Clarity Church after the expiration of the term of this  
agreement or any extension thereof shall be as use from month to month on the  
terms of this agreement except that the rent amount shall increase one hundred  
and fifty percent (150%) and shall not negate any provision or condition of this  
agreement unless Clarity Church has prior agreed in writing to a longer extension  
or a different provision or condition.
- B. At the expiration of the agreement or upon any sooner termination, Clarity  
Church will quit and deliver up the Facilities and all future erections or additions to  
or upon the FPCC, peaceably, quietly and in good order and condition, reasonable  
wear and use thereof excepted, as the same now exists or may be established by  
Clarity Church. All of Clarity Church's equipment not permanently attached to  
walls or to floors shall be retained by Clarity Church.
- C. During the term of this agreement either FPCC or Clarity Church may terminate  
or cancel the cancel without penalty with 30 days advance written notice.

*POR Congregational Lease Template, approved by PFIFD 2024\_09\_25*

5. Clarity Church agrees to pay FPCC, on or before the 1<sup>st</sup> day of each month:
  - a. \$1,000.00 for **rent**. If the rent is not paid within the first 10 days of the month, a 10% late fee shall be assessed.
  - b. \$250 as a flat fee for utilities
  - c. \$250 additional per month for **rent** at such time that midweek usage begins.

\_\_\_\_\_ Initial/Date and submit to Riverside Presbytery PFIFD  
 CC FPCC

6. If the rent shall be in **arrears** for ten (10) calendar days or if Clarity Church shall neglect or fail to do or perform and observe any of the covenants herein contained which on said Clarity Church part are to be performed within thirty (30) days of written notice from FPCC, then and in either of said events FPCC may, immediately or any time thereafter, and while said neglect or default continues, and without further notice or demand, expel Clarity Church and those claiming through Clarity Church and remove Clarity Church's effects without being taken or deemed guilty in any manner of trespass, and without prejudice of any of the remedies which might otherwise be used for arrearage of rent or breach of covenant.

7. See **Note**. "[organization name]" agrees to pay its pro-rata share of all **utilities** used in and for the Facilities during the term of the Agreement. "[organization name's]" pro-rata share shall be [written numerical pro-rata percent as a proportion of the Facility size and/or time usage] of the utilities costs for the entire building. Utilities are defined to include electricity, natural gas, water, and sewage and any other service identified by the "Church". "[organization name]" shall pay all costs incurred for its own phones and/or phone line services and internet services and/or equipment. "[organization name's]" pro-rata share of utilities as given above shall be in addition to the Rent amount stipulated in Section 5 and shall accompany each periodic Rent payment. In addition, Lessee's pro-rata share of utilities shall be governed by the Default conditions of Section 6.

**Note:** A church is better served by using the above process to account for utility cost. However, it may be easier to include the cost of utilities into the rent as part of Section 5 even though the actual costs may not be totally accurate. If this approach is taken and if the agreement is long and has no automatic escalation clause, add language to allow a review and revision of the rent at least every two (2) years to account for any significant utility costs changes. FPCC elects to include the cost of utilities as a flat fee, as described in Section 5.

8. Clarity Church agrees at all times during the term of this Agreement, at its own expense, to maintain, furnish and deliver to FPCC liability **insurance** policies in form and with an insurer reasonably satisfactory to the FPCC. Such policy shall insure both the FPCC and the Presbytery of Riverside (with FPCC's and the Presbytery's interest being that of an additional insured) and Clarity Church against all liability for claims or damages to person(s) or property in or about the Facilities during Clarity Church's use of the Facilities. The amount of said liability insurance shall not be less than \$1,000,000 per occurrence for bodily injury and property damage. FPCC shall be solely responsible for procuring insurance to cover its own activities on the facilities. By signing this agreement, the agent attests that Clarity Church carries Workers Compensation insurance as required by the state of California.

9. Clarity Church shall **hold harmless and indemnify** FPCC and the Presbytery of Riverside from and against any and all claims, actions, suits, damages, judgments, losses, costs, charges, and expenses of any nature whatsoever (including, without

*POR Congregational Lease Template, approved by PFIFD 2024\_09\_25*

limitation, attorneys' fees, costs and disbursements whether or not an action is brought, on appeal or otherwise) suffered or incurred by Clarity Church, Clarity Church's members or Clarity Church's guests stemming from its use of the Facilities, and including the infection of COVID-19, exposures of COVID-19 or any other illness or any other injury arising from Clarity Church's use of the Facilities, including but not limited to, liability and claims arising from the FPCC's negligent acts."

Clarity Church, FPCC, and the Presbytery of Riverside release each other and waive their respective rights to subrogation against each other for loss or damage covered by insurance.

10. Clarity Church shall not permit any **lien** of any kind, type or description or duration to be placed or imposed upon the Facilities or any part thereof or upon the real property upon which it stands.

11. **Clarity Church's Responsibilities** include and are not limited to:

(1) maintain the Facilities in a clean and safe manner.

(2) clean of the Facilities prior to use by FPCC. This is not intended to be a full janitorial service but is expected to include removing trash, vacuuming or mopping floors and/or cleaning the bathrooms in the event of unusual messes. If used, the kitchen must be completely cleaned and returned to the state in which it was found.

(3) not overload the floors in such a way as to cause any undue or serious stress or strain upon the Facilities.

(4) all furniture and equipment used is to be returned to its original position.

(5) not do or permit anything which would increase the hazard to the Facilities nor which would increase the insurance rates on the Facilities.

If FPCC's insurance rates are increased as a result of Clarity Church's use or misuse of the Facilities, Clarity Church agrees to reimburse the full amount of such increase in insurance expense to FPCC upon request, documentation, and itemization of the increase by the FPCC's insurer.

*note: If Clarity Church caused such an increase it should be responsible for it, so to continue the good and useful utility of the real property by all parties.*

(6) Clarity Church will provide all other consumables not listed in Section 12 (4).

(7) Clarity Church shall keep Clarity Church's personal property in the nursery and Classroom #2 when the Facilities are not being used by Clarity Church. Clarity Church shall be responsible for restoring Clarity Church's personal property from its storage. FPCC will not use any Clarity Church property and will endeavor to protect stored items; however, Clarity Church stores items at its own risk and FPCC is not responsible for damage which may occur while stored on the premises.

(8) check and lock all doors.

(9) turn off lights and AC/heating

(10) abide by all local, state and federal laws and regulations.

(11) not remove equipment, such as folding chairs, tables, utensils, dishes, and appliances, for any reason, including cleaning, repair or for use at Clarity Church's activities off the premises.

(12) personal mishap or any bodily injury that occurs on campus during Clarity Church's activities must be reported to FPCC within 24 hours.

(13) other expectations based on particular space and usage: Kitchen: Keep leftovers in designated spaces of refrigerator and freezer and monitor all items weekly for proper disposal; General: The facilities will be used for the religious and fellowship functions of Clarity Church and shall be used in a fashion that respects the sacred purposes of all who use the facilities.

(14) other prohibited activities: Use of any FPCC audio equipment; Smoking on the entire campus; The use of red punch or wine other than for the purpose of Holy Communion; Hanging of temporary signs off of the building or structures; Use of baptismal tub indoors.

**12. FPCC's Responsibilities** include and are not limited to:

(1) maintain the Facilities in good condition and repair and in a clean and safe manner, including one weekly janitorial service according to FPCC's schedule.

(2) provide and maintain adequate custodial supplies for its customary use of the Building.

(3) provide and maintain electric light bulbs and fire extinguishers for the entire Building.

(4) FPCC will provide and maintain adequate custodial supplies for Clarity Church's customary and pro-rata use of the Facilities including: restroom supplies, waste receptacles, toilet paper, soap, paper towels, and additional cleaning supplies as needed

*Note: If "the Church" provides this service, change "organization name" to "the Church" and think about what the costs may be and if it needs to be built into the rent and move text to Section 12.*

(5) reserves the right to make any structural or cosmetic changes to the Facilities at any time but will advise Clarity Church of any such changes.

Major alterations that impede the day-to-day use by Clarity Church, short of unforeseen emergencies, shall require thirty (30) days' written notice to Clarity Church. FPCC shall use its best efforts to cause such alterations, repairs or improvements to be performed in a quality, workmanlike manner that is designed to minimize interference with Clarity Church's use and operation in the Facilities.

13. Clarity Church shall not **sublet** or allow any third party to use any part of the Facilities. Clarity Church represents and warrants that it will require all officers, agents, employees, invitees and guests to adhere with all local, state and federal regulations. Clarity Church takes sole responsibility for remedying any actions in violation of such regulations, whether that responsibility is financial or otherwise.

14. Clarity Church and its members and guests may use the **Parking Lot(s)** during Clarity Church's time of use of the Facilities. Clarity Church shall assume full responsibility for safety on the Parking Lot(s) during Clarity Church's time of use. FPCC shall assume full responsibility for safety on the Parking Lot(s) at all other times.

15. Should **extraordinary unexpected, non-structural damage** occur to Facilities (e.g., floods, sewer-line breaks, water-line breaks, wind/hail damage), FPCC shall pay for such repair costs and charge to Clarity Church its pro rata share of expenses unless otherwise agreed to in a writing signed by both parties.

When appropriate, each party will pursue insurance claims and any such insurance coverage will go towards each party's pro rata share of repair expenses. In the event the

insurance coverage is insufficient to cover the cost of repair, each party will be responsible for the remainder of its pro rata share.

16. Each party to this agreement shall provide the name and phone number of a person who can be **contacted** in case a problem or emergency arises.

17. **Weddings** shall not be performed without prior approval of the FPCC and are subject to FPCC's wedding policies and fees.

18. Both parties to this agreement shall remain **open to requests, complaints, suggestions**, and other communications in an atmosphere of mutual cooperation.

19. None of the **rights or privileges** of FPCC are assigned to Clarity Church through the execution of this agreement.

20. Any dispute arising from this Agreement shall be submitted to binding **arbitration** through the written agreement of all parties.

21. If Clarity Church defaults hereunder and FPCC retains an attorney to secure possession of the Facilities or to collect delinquent Rent, Clarity Church agrees to pay FPCC's **attorneys' fees** and costs incurred by FPCC in respect thereto. Furthermore, in any dispute submitted to arbitration, the prevailing party (as determined by the arbitrator) shall be entitled to recover its reasonable attorneys' fees and costs incurred. The arbitrator shall determine such award.

22. FPCC and Clarity Church acknowledge and affirm (i) that both FPCC and Clarity Church are nonprofit entities, (ii) that both are exempt from taxation under IRS Code 501(c)(3), (iii) that the use of the property has been and will remain during the agreement term for nonprofit purposes only, and (iv) that the rent payable under the lease has been established to reflect the savings below market rent resulting from the exemption from taxation of both FPCC and Clarity Church.

The Parties have executed this Agreement as of the dates written below

**Accepted by  
Clarity Church:**

**Accepted by  
FPCC:**

**By:** Brian Drinkwine  
Agent for Clarity Church

**By:** Susan Bain  
Agent for FPCC

  
Signature

  
Signature

**Date:** 04/01/26

**Date:** 04/01/2026

## **COMMERCIAL SHARED LEASE AGREEMENT**

THIS LEASE AGREEMENT is made and entered into this 7th day of April, 2026, by and between PRESBYTERY OF RIVERSIDE AND FIRST PRESBYTERIAN CHURCH OF UPLAND, whose address is 869 N. Euclid Ave., Upland, CA 91786 (referred to as "Landlord"), and PALABRA MIEL ONTARIO, whose address 1456 N. Grove Ave., Ontario, CA 91762, (hereinafter referred to as "Tenant").

### **ARTICLE I - GRANT OF LEASE**

Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed and observed by the Tenant, does hereby lease to the Tenant on a shared basis and the Tenant does hereby lease and take from the Landlord the portion of the property known as the large fellowship hall, known as, "HART HALL" kitchen, and two classrooms described on the Floor Plan described in Exhibit "B" attached hereto and by reference made a part hereof (the "Leased Premises"), together with, as part of the parcel, all improvements located thereon.

### **ARTICLE II - LEASE TERM**

Section 1. Total Term of Lease. The term of this Lease shall be one year beginning on the 15th day of May, 2026, the commencement date and shall terminate on the 31st day of May, 2027.

### **ARTICLE III - EXTENSIONS**

Tenant shall give Landlord a minimum of thirty (30) days notice prior to the expiration of the lease period declaring their desire to extend the lease. Any extensions of this lease shall be at the sole decision of the Landlord, Successors in interest and/or assigns. The term and amount of lease payment during said extension(s), if approved by the Landlord, shall be negotiated at the time of receipt of notice requesting the extension from the Tenant.

### **ARTICLE IV - DETERMINATION OF RENT**

The Tenant agrees to pay the Landlord and the Landlord agrees to accept, during the term hereof, at such place as the Landlord shall from time to time direct by notice to the Tenant, rent at the following rates and times:

Section 1. Annual Rent. Annual base rent for the term of the Lease shall be Forty Eight Thousand and no/100th Dollars (\$48,000). See attached Exhibit "A" for accounting.

Section 2. Payment of Yearly Rent. The annual lease shall be payable in advance as follows: The rent from May 15, 2026 through May 15, 2027. Then reoccurring payments shall be the amount of Four Thousand and no/100ths dollars (\$4,000) due in advance on the fifteenth (15<sup>th</sup>) of each calendar month.

A late fee in the amount of One Hundred Dollars (\$100.00) shall be assessed if payment is not received or postmarked or received by Landlord on or before the fifth (5th) day of each month.

### **ARTICLE V - SECURITY DEPOSIT**

The Tenant shall deposit with the Landlord the sum of One Thousand Dollars (\$1,000.00) as security for to be used towards any damaged caused by Tenant or the full and faithful performance by the Tenant

of all the terms of this lease required to be performed by the Tenant. Such sum shall be returned to the Tenant after the expiration of this lease, provided the Tenant has fully and faithfully carried out all of its terms. In the event of a bona fide sale of the property of which the leased premises are a part, the Landlord shall have the right to transfer the security to the purchaser to be held under the terms of this lease, and the Landlord shall be released from all liability for the return of such security to the Tenant.

## **ARTICLE VI - TAXES**

Section 1. Personal Property Taxes. The Tenant shall be liable for all taxes levied against any leasehold interest of the Tenant or personal property and trade fixtures owned or placed by the Tenant in the Leased Premises.

Section 2. Real Estate Taxes. The Tenant is a non-profit organization, recognized by the State of California. Said status should help the landlord to continue to qualify for a religious exemption with the San Bernardino County Tax Collector. However, in the event the County Tax Collector should charge tax for said premises, the Tenant shall be responsible for their pro-rata share based upon the amount of space leased.

## **ARTICLE VII - CONDITION OF THE PREMISES**

Section 1. Improvements by TENANT. Tenant accepts the premises in as is condition and has no plans for construction of improvements or alterations.

Section 2. Utilities. Landlord shall pay for all of the water, trash, sewer, electricity, light, heat, gas and WIFI service, incident to Tenant's use of the Leased Premises.

## **ARTICLE VIII - OBLIGATIONS FOR REPAIRS**

Section 1. LANDLORD'S Repairs. Subject to any provisions herein to the contrary, and except for maintenance or replacement necessitated as the result of the act or omission of lessees, licensees or contractors, the Landlord shall be required to repair only defects, deficiencies, deviations or failures of materials or workmanship in the building. The Landlord shall keep the Leased Premises free of such defects, deficiencies, deviations or failures during the term hereof.

Section 2. TENANT'S Repairs. The Tenant shall repair and maintain the Leased Premises in good order and condition, except for reasonable wear and tear.

## **ARTICLE IX - TENANT'S COVENANTS**

Section 1. TENANT'S Covenants. Tenant covenants and agrees as follows:

a. To procure any licenses and permits required for any use made of the Leased Premises by Tenant, and upon the expiration or termination of this Lease, to remove its goods and effects and those of all persons claiming under it, and to yield up peaceably to Landlord the Leased Premises in good order, repair and condition in all respects; excepting only damage by fire and casualty covered by Tenant's insurance coverage, structural repairs (unless Tenant is obligated to make such repairs hereunder) and reasonable wear and tear;

b. To permit Landlord and its agents to examine the Leased Premises at reasonable times and to show the Leased Premises to prospective purchasers of the building, provided that Landlord shall not thereby

unreasonably interfere with the conduct of Tenant's business;

c. To permit Landlord to enter the Leased Premises to inspect such repairs, improvements, alterations or additions thereto as may be required under the provisions of this Lease.

d. Custodial Services. Landlord does NOT provide custodial services. Tenant shall be responsible to maintain the premises clean and free of litter at all times. Tenant shall be responsible to vacuum the carpet in the entry area and main Sanctuary, and classrooms. The kitchen area is to be cleaned and in acceptable condition after each use. SEE EXHIBIT "A" ADDITIONAL AGREEMENTS PARAGRAPH "B".

e. Keys. Landlord will provide keys for access to the main sanctuary, office, two classrooms and the storage room. Tenant is NOT to change any locks or hand the keys to unauthorized persons. The keys shall be returned to the Landlord upon the termination of the lease, or extensions thereof.

### **ARTICLE X - INDEMNITY BY TENANT**

Section 1. Indemnity and Public Liability. The Tenant shall save Landlord harmless and indemnify Landlord from all injury, loss, claims or damage to any person or property while on the Leased Premises, including stair way access, unless caused by the willful acts or omissions or gross negligence of Landlord, its employees, agents, licensees or contractors. Tenant shall maintain, with respect to the Leased Premises, public liability insurance with limits of not less than One Million Dollars for injury or death for each occurrence, and Two Million Dollars General Aggregate, naming PRESBYTERY OF RIVERSIDE AND FIRST PRESBYTERIAN CHURCH OF UPLAND, the Landlord, as additional insured. A copy of the policy or a certificate of insurance shall be delivered to Landlord on or before the commencement date and no such policy shall be cancelled without ten (10) days prior written notice to Landlord.

### **ARTICLE XI - USE OF PROPERTY BY TENANT**

Section 1. Use. The Leased Premises may be occupied and used by Tenant exclusively for worship, and Sunday school services during those days and times stipulated in Exhibit "A".

Nothing herein shall give Tenant the right to use the property for any other purpose or to sublease, assign, or license the use of the property to any sublessee, assignee, or licensee, which or who shall use the property for any other use.

Section 2. Hart Hall. Tenant may have the use of the room and kitchen located in the Hart Hall Building, on any other special occasions on an appointment basis. Tenant understands Hart Hall is used by other organizations on an appointment basis and the scheduling is on a first come, first serve basis. The fee for said use is based upon the days and hours of use. A fee schedule is located in the main office, and the use fee is subject to change from time to time at the discretion of the Landlord.

### **ARTICLE XII – SIGNAGE**

Section 1. Exterior Signs. Tenant shall have the right to use exterior portable signs for display on the days of meetings and worship only, and must be stored in doors during the balance of the week per city ordinance.

Section 2. Interior Signs. Tenant may place their church banner or signs inside Hart Hall building during their allotted hours, and must be removed them at the conclusion of their services.

## **ARTICLE XIII - INSURANCE**

Section 1. Insurance Proceeds. In the event of any damage to or destruction of the Leased Premises, Tenant shall adjust the loss and settle all claims with the insurance companies issuing such policies. The parties hereto do irrevocably assign the proceeds from such insurance policies for the purposes hereinafter stated to any institutional first mortgage or to Landlord, if no institutional first mortgagee then holds an interest in the Leased Premises. All proceeds of said insurance shall be paid into a trust fund under the control of any institutional first mortgagee, or of Landlord if no institutional first mortgagee then holds an interest in the Leased Premises, for repair, restoration, rebuilding or replacement, or any combination thereof, of the Leased Premises or of the improvements in the Leased Premises. In case of such damage or destruction, Landlord shall be entitled to make withdrawals from such trust fund, from time to time, upon presentation of: an invoice for the repairs or replacement of any damage.

Section 2. Subrogation. Landlord and Tenant hereby release each other, to the extent of the insurance coverage provided hereunder, from any and all liability or responsibility (to the other or anyone claiming through or under the other by way of subrogation or otherwise) for any loss to or damage of property covered by the fire and extended coverage insurance policies insuring the Leased Premises and any of Tenant's property, even if such loss or damage shall have been caused by the fault or negligence of the other party.

## **ARTICLE XIV - DAMAGE TO DEMISED PREMISES**

Section 1. Abatement or Adjustment of Rent. If the whole or any part of the Leased Premises shall be damaged or destroyed by fire or other casualty after the execution of this Lease and before the termination hereof, then in every case the rent reserved in Article IV herein and other charges, if any, shall be abated or adjusted, as the case may be, in proportion to that portion of the Leased Premises of which Tenant shall be deprived on account of such damage or destruction and the work of repair, restoration, rebuilding, or replacement or any combination thereof, of the improvements so damaged or destroyed, shall in no way be construed by any person to effect any reduction of sums or proceeds payable under any rent insurance policy.

Section 2. Repairs and Restoration. Landlord agrees that in the event of the damage or destruction of the Leased Premises, Landlord forthwith shall proceed to repair, restore, replace or rebuild the Leased Premises (excluding Tenant's leasehold improvements), to substantially the condition in which the same were immediately prior to such damage or destruction. The Landlord thereafter shall diligently prosecute said work to completion without delay or interruption except for events beyond the reasonable control of Landlord.

## **ARTICLE XV - CONDEMNATION**

Section 1. Total Taking. If, after the execution of this Lease and prior to the expiration of the term hereof, the whole of the Leased Premises shall be taken under power of eminent domain by any public or private authority, or conveyed by Landlord to said authority in lieu of such taking, then this Lease and the term hereof shall cease and terminate as of the date when possession of the Leased Premises shall be taken by the taking authority and any unearned rent or other charges, if any, paid in advance, shall be refunded to Tenant.

## **ARTICLE XVI - DEFAULT**

Section 1. LANDLORD'S Remedies. In the event that:

- a. Tenant shall be in default in the payment of rent or other charges herein required to be paid by Tenant, regardless of whether or not such default has occurred on consecutive or non-consecutive months; or
- b. Tenant has caused a lien to be filed against the Landlord's property and said lien is not removed within thirty (30) days of recordation thereof;

Landlord may seek any and all legal remedies available.

### **ARTICLE XVII - TITLE**

Section 1. Subordination. Tenant shall, upon the request of Landlord in writing, subordinate this Lease to the lien of any present or future institutional mortgage upon the Leased Premises irrespective of the time of execution or the time of recording of any such mortgage.

Section 2. Quiet Enjoyment. Landlord covenants and agrees that upon Tenant paying the rent and observing and performing all of the terms, covenants and conditions on Tenant's part to be observed and performed hereunder, that Tenant may peaceably and quietly have, hold, occupy and enjoy the Leased Premises in accordance with the terms of this Lease without hindrance from Landlord or any persons lawfully claiming through Landlord.

Section 3. Licenses. It shall be the Tenant's responsibility to obtain any and all necessary licenses and the Landlord shall bear no responsibility therefore.

### **ARTICLE XVIII - EXTENSIONS/WAIVERS/DISPUTES**

Section 1. Extension Period. Any extension hereof shall be subject to the provisions of Article III hereof.

Section 2. Holding Over. In the event that Tenant or anyone claiming under Tenant shall continue occupancy of the Leased Premises after the expiration of the term of this Lease or any renewal or extension thereof without any agreement in writing between Landlord and Tenant with respect thereto, such occupancy shall not be deemed to extend or renew the term of the Lease, but such occupancy shall continue as a tenancy at will, from month to month, upon the covenants, provisions and conditions herein contained. The rental shall be the rental in effect during the term of this Lease as extended or renewed, prorated and payable for the period of such occupancy.

Section 3. Waivers. Failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by said party of any of its rights hereunder. No waiver by either party at any time, express or implied, of any breach of any provision of this Lease shall be deemed a waiver of a breach of any other provision of this Lease or a consent to any subsequent breach of the same or any other provision. If any action by either party shall require the consent or approval of the other party, the other party's consent to or approval of such action on any one occasion shall not be deemed a consent to or approval of said action on any subsequent occasion or a consent to or approval of any other action on the same or any subsequent occasion. Any and all rights and remedies which either party may have under this Lease or by operation of law, either at law or in equity, upon any breach, shall be distinct, separate and cumulative and shall not be deemed inconsistent with each other, and no one of them, whether exercised by said party or not, shall be deemed to be an exclusion of any other; and any two or more or all of such rights and remedies may be exercised at the same time.

Section 4. Disputes. It is agreed that, if at any time a dispute shall arise as to the provisions hereof, the parties hereby agree to arbitration of the dispute.

Section 5. Notices. All notices and other communications authorized or required hereunder shall be in writing and shall be given by mailing the same by certified mail, return receipt requested, postage prepaid, and any such notice or other communication shall be deemed to have been given when received by the party to whom such notice or other communication shall be addressed. Mailing addresses are listed on the signature page of this Sub Lease.

## **ARTICLE XIX - PROPERTY DAMAGE**

Section 1. Loss and Damage. Notwithstanding any contrary provisions of this Lease, Landlord shall not be responsible for any loss of or damage to property of Tenant or of others located on the Leased Premises, except where caused by the willful act or omission or negligence of Landlord, or Landlord's agents, employees or contractors, provided, however, that if Tenant shall notify Landlord in writing of repairs which are the responsibility of Landlord under Article VIII hereof, and Landlord shall fail to commence and diligently prosecute to completion said repairs promptly after such notice, and if after the giving of such notice and the occurrence of such failure, loss of or damage to Tenant's property shall result from the condition as to which Landlord has been notified, Landlord shall indemnify and hold harmless Tenant from any loss, cost or expense arising there from.

Section 2. Force Majeure. In the event that Landlord or Tenant shall be delayed or hindered in or prevented from the performance of any act other than Tenant's obligation to make payments of rent, additional rent, and other charges required hereunder, by reason of strikes, lockouts, unavailability of materials, failure of power, restrictive governmental laws or regulations, riots, insurrections, the act, failure to act, or default of the other party, war or other reason beyond its control, then performance of such act shall be excused for the period of the delay and the period for the performance of such act shall be extended for a period equivalent to the period of such delay. Notwithstanding the foregoing, lack of funds shall not be deemed to be a cause beyond control of either party.

## **ARTICLE XX - MISCELLANEOUS**

Section 1. Assignment and Subletting. Under the terms and conditions hereunder, Tenant shall not have the right to transfer and assign this lease or to sublet all or any portion of the Leased Premises without the expressed permission from the Landlord in writing.

Section 2. Fixtures. All personal property, furnishings and equipment presently and all other trade fixtures installed in or hereafter by or at the expense of Tenant and all additions and/or improvements, exclusive of structural, mechanical, electrical, and plumbing, affixed to the Leased Premises and used in the operation of the Tenant's business made to, in or on the Leased Premises by and at the expense of Tenant and susceptible of being removed from the Leased Premises without damage, unless such damage be repaired by Tenant, shall remain the property of Tenant and Tenant may, but shall not be obligated to, remove the same or any part thereof at any time or times during the term hereof, provided that Tenant, at its sole cost and expense, shall make any repairs occasioned by such removal.

Section 3. Estoppel Certificates. At any time and from time to time, Landlord and Tenant each agree, upon request in writing from the other, to execute, acknowledge and deliver to the other or to any person designated by the other a statement in writing certifying that the Lease is unmodified and is in full force and effect, or if there have been modifications, that the same is in full force and effect as modified (stating

the modifications), that the other party is not in default in the performance of its covenants hereunder, or if there have been such defaults, specifying the same, and the dates to which the rent and other charges have been paid.

Section 4. **Invalidity of Particular Provision.** If any term or provision of this Lease or the application hereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Section 5. **Captions and Definitions of Parties.** The captions of the Sections of this Lease are for convenience only and are not a part of this Lease and do not in any way limit or amplify the terms and provisions of this Lease. The word "Landlord" and the pronouns referring thereto, shall mean, where the context so admits or requires, the persons, firm or corporation named herein as Landlord or the mortgagee in possession at any time, of the land and building comprising the Leased Premises. If there is more than one Landlord, the covenants of Landlord shall be the joint and several obligations of each of them, and if Landlord is a partnership, the covenants of Landlord shall be the joint and several obligations of each of the partners and the obligations of the firm. Any pronoun shall be read in the singular or plural and in such gender as the context may require. Except as in this Lease otherwise provided, the terms and provisions of this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership or of a joint venture between the parties hereto, it being understood and agreed that neither any provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Landlord and Tenant.

Section 6. **Entire Agreement.** This instrument contains the entire and only agreement between the parties, and no oral statements or representations or prior written matter not contained in this instrument shall have any force and effect. This Lease shall not be modified in any way except by a writing executed by both parties.

Section 7. **Governing Law.** All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of the State of California. The parties herein waive trial by jury and agree to submit to the personal jurisdiction and venue of a court of subject matter jurisdiction located in San Bernardino County, State of California. In the event that litigation results from or arises out of this Agreement or the performance thereof, the parties agree to reimburse the prevailing party's reasonable attorney's fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing party may be entitled. In such event, no action shall be entertained by said court or any court of competent jurisdiction if filed more than one year subsequent to the date the cause(s) of action actually accrued regardless of whether damages were otherwise as of said time calculable.

Section 8. **Waiver by Tenant.** Tenant hereby waives any and all right to assert affirmative defenses or counterclaims in any eviction action instituted by Landlord with the exception of an affirmative defense based upon payment of all amounts claimed by Landlord not to have been paid by Tenant. Any other matters may only be advanced by a separate suit instituted by Tenant.

Section 9. Contractual Procedures. Unless specifically disallowed by law, should litigation arise hereunder, service of process therefore may be obtained through certified mail, return receipt requested; the parties hereto waiving any and all rights they may have to object to the method by which service was perfected.

Section 10. Extraordinary remedies. To the extent cognizable at law, the parties hereto, in the event of breach and in addition to any and all other remedies available thereto, may obtain injunctive relief, regardless of whether the injured party can demonstrate that no adequate remedy exists at law.

Section 11. Reliance on Lease Application. Tenant shall furnish concurrently with the execution of this lease, a Lease Application, a copy of their 501c3 approval letter by the Internal Revenue Service, a copy of their Articles of Incorporation, and Insurance coverage. Tenant, both in corporate capacity, if applicable, and individually, hereby represents and warrants that all the information contained therein is complete, true, and correct. Tenant understands that Landlord is relying upon the accuracy of the information contained therein. Should there be found to exist any inaccuracy within the financial statement which adversely affects Tenant's financial standing, or should Tenant's financial circumstances materially change, Landlord may demand, as additional security, an amount equal to an additional two (2) months' rent, which additional security shall be subject to all terms and conditions herein, require a fully executed guaranty by a third party acceptable to Landlord, elect to terminate this Lease, or hold Tenant personally and individually liable hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written or have caused this Lease to be executed by their respective officers thereunto duly authorized.

Signed, sealed and delivered in the presence of:

**"LANDLORD"**

**FIRST PRESBYTERIAN CHURCH OF UPLAND**

---

Gary Custer, Trustee  
869 N. Euclid Ave., Upland, CA 91786

**"TENANT"**

**PALABRA MIEL ONTARIO**

---

Pastor Luis Villavicencio

**EXIHIBIT "A"**

**LEGAL DESCRIPTION  
AND  
DESCRIPTION OF THE SHARED USE OF THE PREMISES**

The following described real property, together with all improvements thereon:

THAT PORTION OF LOT 540, ONTARIO COLONY LANDS, IN THE CITY OF UPLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER PLAT RECORDED IN BOOK 11 OF MAPS, PAGE 6, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING ON THE EAST LINE OF SAID LOT 540, 276 FEET NORTH OF THE SOUTHEAST CORNER OF SAID LOT; THENCE WEST PARALLEL WITH THE SOUTH LINE OF SAID LOT, 150 FEET; THENCE SOUTH PARALLEL WITH THE EAST LINE OF SAID LOT, 88 FEET; THENCE EAST 150 FEET TO THE EAST LINE OF SAID LOT; THENCE NORTH ALONG THE EAST LINE OF SAID LOT 88 FEET TO THE POINT OF BEGINNING.

ALSO KNOWN AS ASSESSORS PARCEL NUMBER 1046-041-01-0-000

Shared use of the HART HALL, kitchen, and two classrooms, during the hours of 2pm to 7pm on Sundays; 7:30pm to 10:30pm on Mondays; and Fridays 6:30pm to 11pm, during the term of the Lease, except as noted in paragraph "A" below.

The monthly lease payments shall be as follows:

May 15, 2026 through May 31, 2026 \$2,000. June 1, 2026 through May 31, 2027 \$4,000 per month

**ADDITIONAL AGREEMENTS:**

A. Right Of First Refusal: Tenant acknowledges Landlord shall have the first right to use any room utilized by Tenant for emergencies or special planed use. In such cases Landlord shall give Tenant a minimum of two weeks written notice before doing so, and will either provide another room or time, or a credit for lost usage. Tenant understands Landlord has **approximately four annual functions** each year that requires the use of Hart Hall, which will require Tenant to make other arrangements for church services on those days.

B. Required Cleaning: Landlord requires all leased space to be left in a clean, neat and in orderly condition. The required minimum clean up after every meeting or service shall be: taking trash out, vacuuming, turning lights off and locking all doors

**PER CAPITA TRANSMITTAL - 2026**

Presbytery of Riverside (360-568)  
 PO Box 1561  
 San Jacinto, CA 92581  
 909-881-1595

Date: 01/01/26- 12/31/26

2026 PCA Rates		
GA	\$ 11.26	26%
Synod	\$ 2.85	6%
Presbytery	\$ 29.89	68%
<b>Total</b>	<b>\$ 44.00</b>	<b>100%</b>

PER CAPITA APPORTIONMENT						DATA ENTRY AREA												Pledged			
PIN	Church	Received	Presby Portion	Synod Portion	G.A. Portion	Payment JAN	Payment FEB	Payment MARCH	Payment APRIL	Payment MAY	Payment JUNE	Payment JULY	Payment AUG	Payment SEPT	Payment OCT	Payment NOV	Payment DEC	Total	Amt	Amt Due	
00697	Beaumont	-	-	-	-														-	7,216.00	7,216.00
11176	Big Bear	-	-	-	-														-	616.00	616.00
00698	Cathedral City	-	(0.01)	-	-														-	924.00	924.00
10725	Corona, First	285.99	197.01	18.52	70.46	95.33	95.33	95.33										285.99	1,144.00	858.01	
00701	Crestline, Community	-	-	-	-														-	-	-
00719	Fontana, First	-	-	-	-														-	-	-
00703	Hemet, First	-	-	-	-														-	3,696.00	3,696.00
10649	Indio, St. Andrew's	3,344.00	2,303.55	216.59	823.86		3,344.00											3,344.00	3,344.00	-	
00705	Lake Arrowhead, Community	2,743.00	1,889.54	177.66	675.79			2,743.00										2,743.00	8,228.00	5,485.00	
00706	Ontario, Westminster	-	(0.01)	-	-														-	1,496.00	1,496.00
10980	Palm Springs	-	-	-	-														-	2,992.00	2,992.00
00804	Rancho Cucamonga, Northkirk	-	-	-	-														-	4,092.00	4,092.00
08156	Redlands, Community	-	(0.01)	-	-														-	704.00	704.00
00708	Redlands, First	3,058.01	2,106.54	198.07	753.40	1,019.34	1,019.34	1,019.33										3,058.01	6,116.00	3,057.99	
04410	Rialto, Bethany	880.00	606.19	57.00	216.81	880.00												880.00	880.00	-	
00880	Ridgecrest	-	(0.01)	-	-														-	1,452.00	1,452.00
00710	Riverside, Calvary	4,026.00	2,773.35	260.76	991.89		2,013.00	2,013.00										4,026.00	8,052.00	4,026.00	
00711	Riverside, Magnolia	-	-	-	-														-	8,184.00	8,184.00
04469	Riverside, Victoria	-	(0.01)	-	-														-	792.00	792.00
00713	San Bernardino, First	7,040.00	4,849.57	455.98	1,734.44		4,693.32	2,346.68										7,040.00	7,040.00	-	
00714	San Bernardino, Good Shepherd	-	-	-	-														-	-	-
11653	Temecula, Grace	2,123.00	1,462.45	137.51	523.04			2,123.00										2,123.00	8,492.00	6,369.00	
12029	Temecula Valley Korean	-	-	-	-														-	-	-
00716	Twentynine Palms, Little Church	-	(0.01)	-	-														-	968.00	968.00
00717	Upland, First	-	-	-	-														-	10,516.00	10,516.00
11177	Upland, Taiwan	-	-	-	-														-	2,596.00	2,596.00
00702	Wildomar, First	-	-	-	-														-	1,628.00	1,628.00
07700	Yucca Valley, Desert Hills	-	-	-	-														-	2,684.00	2,684.00
****	Korean Presb Ch of Palm Springs	-	-	-	-														-	-	-
****	Spirit of the Desert (Fellowship)	-	-	-	-														-	-	-
<b>Total Per Capita Apportionment</b>		<b>\$ 23,500.00</b>	<b>\$ 16,188.14</b>	<b>\$ 1,522.09</b>	<b>\$ 5,789.69</b>	<b>1,994.67</b>	<b>11,164.99</b>	<b>10,340.34</b>	-	-	-	-	-	-	-	-	-	<b>23,500.00</b>	<b>93,852.00</b>	<b>70,352.00</b>	

\*\*\*\* Funds contributed towards Presbytery Riverside's portion of unpaid Church Per Capita due at year-end

**REVISED GENERAL MISSION TRANSMITTAL - 2026**

Presbytery of Riverside (360-568)  
 PO Box 1561  
 San Jacinto, CA 92581  
 909-881-1595

**Date: 01/01/26- 12/31/26**

GENERAL MISSION APPORTIONMENT					DATA ENTRY AREA													Pledged	Amount Due	
PIN	Church	Amount Received	Presby Portion	G.A. Portion	Payment JAN	Payment FEB	Payment MAR	Payment APRIL	Payment MAY	Payment JUNE	Payment JULY	Payment AUG	Payment SEPT	Payment OCT	Payment NOV	Payment DEC	Total			
00697	Beaumont	-	-	-														-	-	
11176	Big Bear	-	-	-														-	-	
00698	Cathedral City	-	-	-														-	-	
10725	Corona, First	75.00	60.00	15.00	25.00	25.00	25.00											75.00	300.00	225.00
00701	Crestline, Community	-	-	-														-	-	
00719	Fontana, First	-	-	-														-	-	
00703	Hemet, First	-	-	-														-	-	
10649	Indio, St. Andrew's	-	-	-														-	1,000.00	1,000.00
00705	Lake Arrowhead, Community	-	-	-														-	1,000.00	1,000.00
00706	Ontario, Westminster	-	-	-														-	3,000.00	3,000.00
10980	Palm Springs	-	-	-														-	-	
00804	Rancho Cucamonga, Northkirk	-	-	-														-	400.00	400.00
08156	Redlands, Community	-	-	-														-	1,000.00	1,000.00
00708	Redlands, First	1,751.00	1,400.80	350.20	584.00	584.00	583.00											1,751.00	3,500.00	1,749.00
04410	Rialto, Bethany	-	-	-														-	-	
00880	Ridgecrest	-	-	-														-	-	
00710	Riverside, Calvary	4,000.00	2,400.00	1,600.00				4,000.00										4,000.00	16,000.00	12,000.00
00711	Riverside, Magnolia	3,750.00	3,000.00	750.00	1,250.00	1,250.00	1,250.00											3,750.00	15,000.00	11,250.00
74469	Riverside, Victoria	-	-	-														-	100.00	-
00713	San Bernardino, First	3,000.00	2,400.00	600.00		2,000.00	1,000.00											3,000.00	12,000.00	9,000.00
00714	San Bernardino, Good Shepherd	-	-	-														-	-	
11653	Temecula, Grace	600.00	480.00	120.00	200.00	200.00	200.00											600.00	2,400.00	1,800.00
12029	Temecula Valley Korean	-	-	-														-	-	
00716	Twentynine Palms, Little Church	-	-	-														-	1,000.00	1,000.00
00717	Upland, First	-	-	-														-	-	
11177	Upland, Taiwan	-	-	-														-	-	
00702	Wildomar, First	-	-	-														-	-	
07700	Yucca Valley, Desert Hills	-	-	-														-	-	
<b>Total General Mission Apportionment</b>		<b>\$ 13,176.00</b>	<b>\$ 9,740.80</b>	<b>\$ 3,435.20</b>	<b>\$ 2,059.00</b>	<b>\$ 4,059.00</b>	<b>\$ 7,058.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,176.00</b>	<b>56,700.00</b>	<b>43,424.00</b>

**GENERAL MISSION TRANSMITTAL - 2025 CATCH-UP**

Presbytery of Riverside (360-568)  
 PO Box 1561  
 San Jacinto, CA 92581  
 909-881-1595

**Date: 01/01/26- 03/31/26**

GENERAL MISSION APPORTIONMENT					DATA ENTRY AREA												
PIN	Church	Amount Received	Presby Portion	G.A. Portion	Payment JAN	Payment FEB	Payment MAR	Payment APRIL	Payment MAY	Payment JUNE	Payment JULY	Payment AUG	Payment SEPT	Payment OCT	Payment NOV	Payment DEC	Total
00697	Beaumont	-	-	-													-
11176	Big Bear	-	-	-													-
00698	Cathedral City	-	-	-													-
10725	Corona, First	-	-	-													-
00701	Crestline, Community	-	-	-													-
00719	Fontana, First	-	-	-													-
00703	Hemet, First	-	-	-													-
10649	Indio, St. Andrew's	-	-	-													-
00705	Lake Arrowhead, Community	1,000.00	800.00	200.00			1,000.00										1,000.00
00706	Ontario, Westminster	-	-	-													-
10980	Palm Springs	-	-	-													-
00804	Rancho Cucamonga, Northkirk	-	-	-													-
08156	Redlands, Community	-	-	-													-
00708	Redlands, First	-	-	-													-
04410	Rialto, Bethany	-	-	-													-
00880	Ridgecrest	-	-	-													-
00710	Riverside, Calvary	-	-	-													-
00711	Riverside, Magnolia	-	-	-													-
?4469	Riverside, Victoria	-	-	-													-
00713	San Bernardino, First	-	-	-													-
00714	San Bernardino, Good Shepherd	-	-	-													-
11653	Temecula, Grace	-	-	-													-
12029	Temecula Valley Korean	-	-	-													-
00716	Twentynine Palms, Little Church	-	-	-													-
00717	Upland, First	-	-	-													-
11177	Upland, Taiwan	-	-	-													-
00702	Wildomar, First	-	-	-													-
07700	Yucca Valley, Desert Hills	-	-	-													-
<b>Total General Mission Apportionment</b>		<b>\$ 1,000.00</b>	<b>\$ 800.00</b>	<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>

**Committee on Preparation for Ministry (CPM) Report to Presbytery - May 16, 2026**  
**TE Tina Blair, Committee Chair**

**For information and celebration:**

1. RE Kunane Hillen, member of Desert Hills Presbyterian Church, Yucca Valley, has been admitted as a “seeker” to the process of becoming a Commissioned Pastor.
2. RE Eric Brandenberger, member of Magnolia Presbyterian Church, Candidate in the process to become a Minister of Word and Sacrament, will graduate with the M. Div. degree from Fuller Theological Seminary on June 13, 2026.

Rev. Dr. Tina Blair  
CPM Moderator

**Committee on Ministry (COM) Report to Presbytery – May 16, 2026**  
**TE Cheryl Raine, Committee Chair**

**For Information**

1. Appointed TE Frances Lin as the PNC Liaison for Hemet.
2. Appointed TE Frances Lin as the PNC Liaison for Upland, Taiwanese PC.
3. Appointed TE Frances Lin as the PNC Liaison for Yucca Valley.
4. Appointed TE Frances Lin to moderate the Hemet Session meeting on May 20, 2026.
5. Appointed TE Bill Roozeboom as the PNC Liaison for Northkirk.

**Decisions** (actions taken on behalf of the Presbytery Assembly, can be rescinded or modified by the Assembly)

1. COM ratified the unanimous email vote taken from March 3<sup>rd</sup> to March 5<sup>th</sup> by COM, which **approved** the revised Temporary/Supply Covenant (Non-Transitional) agreed upon by the Session of Westminster Presbyterian Church and Rev. Narcissis Tucker-Bishop valid from April 1, 2026, through December 31, 2026.
2. COM **approved** the temporary pastoral covenant between the Session of the Northkirk Presbyterian Church and the Reverend Claire Schlegel from July 1, 2026 through October 31, 2026.
3. **Approved** TE Alexander Aaron to labor within the bounds of the Presbytery of Riverside.
  - a. TE Aaron is the Staff Chaplain at San Antonio Regional Hospital in Upland, but he is currently a member of Nevada Presbytery.
4. **Approved** the transfer of Reverend Steve Shullanberger to North Central California Presbytery, effective 4/30/25.

**For Action by PA**

1. COM recommends that the Presbytery Assembly **dissolve** the relationship between Joshua Hsieh and Upland Taiwan effective 3/31/2024.
  - a. This dissolution was not recorded in 2024, when it occurred.
2. COM recommends that the Presbytery Assembly **receive** Amazing Grace International as a New Worshiping Community under the Presbytery of Riverside, pending the formation of an oversight committee approved by COM.
3. COM recommends to the Presbytery Assembly **approve** the Revised COM Policy.
  - a. The policy was updated to replace Healthy Pastors and Congregation Committee (HPCC) with the Book of Order designation of Committee on Ministry (COM).

## **Committee on Ministry Handbook for the Presbytery of Riverside**

### **CHAPTER 1 - GENERAL POLICY**

- I. The Committee on Ministry (COM), referred to previously in this presbytery as the Healthy Pastors and Congregations Committee (HPCC), is governed by the bylaws of the Presbytery of Riverside and functions in fulfillment of the presbytery's oversight responsibilities defined in G-3.0307.
  - A. Meetings of COM are to be attended only by the elected members of the COM, the Presbytery Leader and Stated Clerk of this Presbytery, both of whom are ex-officio members without vote.
  - B. Others may be invited by the Chair(s) to attend those portions of particular meetings in which they have a direct, personal involvement.
  - C. The Chair(s), in consultation with the Presbytery Leader, may appoint qualified persons to serve on subcommittees, regardless of COM membership, to assist in the committee's work.
- II. Meetings of the COM are confidential.
  - A. Minutes and agenda of the regular and special meetings of the COM shall be distributed only to the members of the COM and to the Stated Clerk and Presbytery Leader of this Presbytery.
  - B. The Stated Clerk shall maintain a permanent file of the minutes of the COM. All other recipients of these minutes are to retain copies of them only for the duration of their term of service.
  - C. Members of COM shall be excused from any portion of a meeting dealing with matters concerning the church to which the COM member is related, in compliance with the presbytery's Conflict of Interest policy.

## CHAPTER 2 - MEMBERSHIP

- I. The committee shall consist of nine to twelve (9-12) members divided into three classes. These will be divided equally as possible between elders and ministers.
- II. The committee shall have (a) chair(s), nominated by the Nominating Committee and elected by the Presbytery. In consultation with the Presbytery Leader, the Chair(s) shall have the authority to appoint:
  - A. Moderators for session meetings for congregations without pastors;
  - B. Congregational liaisons for congregations without pastors to fulfill the responsibilities described in Chapter 3 – Organization;
  - C. COM readers to review and approve congregational Mission Assessments and Mission Discernment Profiles (MDP);
  - D. COM members to interview and make recommendations regarding candidates for ordination and transfer into membership of the Presbytery of Riverside, and,
  - E. Officers of the committee (i.e., Vice-Chair, Clerk, etc.)

All appointments will be reported and recorded in the minutes of the next regular meeting of the COM.

- III. A quorum shall be a simple majority of the elected members.
- IV. The Chair(s) shall serve as the committee's clerk, or can appoint one, taking the minutes at meetings and conducting correspondence as related to calls or as requested.
- V. The Chair(s) shall serve on the Presbytery Commission.

## CHAPTER 3 – ORGANIZATION

### I. Structural Guidelines for COM

The Membership of COM is outlined in Chapter 2 of the COM Handbook. To fulfill its responsibilities, COM is organized as outlined below:

- A. Committee members will be recommended by the Nominating Committee and elected by the Presbytery. COM will be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity [G-3.0307].
- B. COM will operate as a committee of the whole, with committee members assigned specific responsibilities to fulfill specific COM responsibilities as needed. Committee member assignments and status will be tracked in COM minutes.
- C. Persons outside the elected COM may be used to support assignments where specific expertise is required.

All actions carried out by the COM as a result of delegated authority must be reported to the Presbytery at its next regular meeting [G-3.0307].

The specific functions performed by COM members are outlined in the following paragraphs

- A. Serve as Congregational Liaison.
- B. Provide pastoral care to Presbytery pastors.
- C. Manage Presbytery relationships.

### II. Serve as Congregational Liaison.

The Presbytery is open, at all times, to communication regarding the life and ministry of their congregations [G-3.0307]. COM congregational liaisons facilitate relations between the Presbytery and its congregations and sessions. COM liaisons are assigned to interact with congregations in times of regular operations, during times of crisis, as well as during times of transition (Refer to COM Liaison Job Description). Different COM members may serve as liaison for congregations in each of these situations.

- A. **Congregational Support in Regular Operations.** The Presbytery has a responsibility to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader community. COM will support congregations through the following activities:
  1. Establish and/or provide guidelines for ministers, including:
    - a. Pensions.
    - b. Requirements for Terms of Call.
    - c. Minimum compensation standards for pastoral calls within the Presbytery [G-3.0303].

- d. Affirmative Action and EEO requirements.
  - e. Mandatory reporting requirements for protection of adult and child abuse, neglect or sexual molestation [G-4.0302].
  - f. Ministerial conduct.
  - g. Relationships with non-denominational religious organizations [G-5.0102].
2. The COM chair(s) will help congregations coordinate temporary moderators of session and publish the pulpit supply list of people approved to preach in this presbytery.
- B. Congregational Support in Times of Crisis.** The COM works “to settle difficulties on behalf of the Presbytery where possible and expedient” [G-3.0307].
1. When a challenging situation in a congregation is reported to the Stated Clerk, Presbytery Leader, or the COM chair(s), the following actions will be taken:
    - a. The person reporting the difficulty will be provided guidance and support as to appropriate actions to be taken to resolve the difficulty [G- 3.0307].
    - b. Any comment, complaint, accusation, etc. that is received regarding church difficulties will be forwarded to the Stated Clerk, Presbytery Leader, and COM chair(s), Pastor, and Session and initial fact finding about the difficulty will be conducted and they will ensure that appropriate communication lines are opened between the concerned parties.
    - c. COM is informed of the situation and after discussion, advises the session as to appropriate actions to be taken to resolve the reported difficulties, “offering to help as a mediator, and, acting to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so, follow the procedural safeguards of the rules of discipline” [G-3.0303].
- C. Congregational Support in Times of Transition.** The COM will support congregations when a pastoral relationship is dissolved, when required and approved by Presbytery, at the request of a pastor [G-2.0902], at the request of a congregation [G-2.903] or by Presbytery action [G-2.0904]. A COM congregational liaison will be appointed by COM, together with the Presbytery Leader, to assist the pastor and congregation during this time of pastoral change by serving as counselor and advisor to Ministers of Word and Sacrament and congregations [G-3.0301, G- 3.0307].
1. The liaison assures that the congregational mission assessment and pastor nominating committees act in conformance with the Book of Order and this handbook of the Presbytery of Riverside

2. The liaison will work with the congregation in transition to provide the pulpit supply list and work with the Chair(s) to secure a moderator of session, as described in Chapter 4 of this manual.
3. An COM liaison will be assigned to a congregation in transition to counsel with sessions, mission assessment teams, interim pastor nominating committees (IPNCs), pastor nominating committees (PNCs), regarding processes applicable to the congregational need. Duties associated with managing relationships to churches with vacant pulpits are defined in Chapter 4 of this handbook.
4. COM will follow the constitutional commitment to inclusiveness and representation (F-1.0403, G-2.0104b, and G-3.0103).

III. **Pastors' Care and Liaison.** The Presbytery will maintain mechanisms and processes to shepherd those serving in the Presbytery. COM will:

- A. Provide an COM liaison for pastors serving their first year of a call in this presbytery.
- B. Provide an COM liaison for those serving in validated ministries, as temporary pastors, CPs, and members-at-large to provide regular connections (at least twice a year), check-ins via phone call, prayer, and fellowship.
- C. Provide for appropriate recognition of minister members of Presbytery at the time of their retirement.
- D. Maintain a relationship with all members of the Presbytery. Through these interactions with COM members, those with special needs will be identified.
- E. Conduct an exit interview when a pastor leaves a call and will provide counsel on ethics for departing pastors [G-2.0905].
- F. Provide professional development training for pastors and staff, as required or needed.

IV. **Manage Presbytery Relationships.**

- A. COM will make recommendations to the Presbytery regarding accepting ministers of other denominations to serve in the Presbytery. Ministers of other denominations may be considered for service by transfer of membership [G-2.0505], under orderly exchange [G-5.0202], or in a temporary pastoral relationship [G-2.0506]. This includes managing temporary membership in the Presbytery for a period of service [G-2.0506].
- B. Grant permission for pastors to labor within or outside the bounds of Presbytery and dismiss ministers to other presbyteries.
- C. Interview and recommend ministers transferring from other presbyteries to the Presbytery Assembly for approval.
- D. Receive a report confirming successful background checks.
- E. Ordinarily, only ministers with a call can request membership in the Presbytery of Riverside. All ministers who request membership in the Presbytery of Riverside shall be credentialed prior to being presented to Presbytery for approval. This applies also to ministers responding to validated ministry calls. Retired ministers

will also be credentialed in the event they may serve congregations in some capacity such as pulpit supply.

- F. Work with ministers seeking release from the exercise of ordained office [G-2.0506].
  - G. Release from Ministry as a Minister of Word and Sacrament [G-2.0507].
  - H. Manage the receipt and review of annual reports for teaching elders in validated ministries to ensure ministers who are active members are engaged in validated ministries [G-2.0508].
  - I. Receive report of renunciation of jurisdiction from the Stated Clerk [G-2.0509].
  - J. Promote Peace and Harmony in the Churches in the Presbytery.
- V. **Reporting to Presbytery.** COM will provide the following annual reports to Presbytery:
- A. Ensure an annual necrology report is made to the Presbytery.
  - B. Submit an annual report of the compensation received by ministers of Word and Sacrament and CPs of the Presbytery.
  - C. Reports from liaisons regarding regular visits with pastors, CPs, members-at-large, congregations, and sessions.
  - D. Validated ministry reports.

## CHAPTER 4 - RELATIONSHIPS TO CHURCHES WITH VACANT PULPITS

- I. Every church having a vacant pulpit shall have a moderator assigned in accordance with the Book of Order. (G-3.0301a)
- II. Whenever an installed pastor of a church shall resign, the COM in consultation with the session of that church and in keeping with the Book of Order, shall request that said church be served, during the transition period, by an Interim Pastor or Transitional Pastor, or by other arrangement authorized by the COM.
- III. Churches with a vacant pulpit shall be urged to move toward calling an installed pastor with all due haste. The COM liaison or a member specifically appointed by the Chair(s), together with Presbytery Leader will represent Presbytery with respect to the conduct of a Mission Assessment and the completion of the Ministry Discernment Profile (MDP). Both the Mission Assessment and the MDP shall be reviewed by readers whom the COM may authorize to approve – only by a unanimous vote -- on behalf of COM. The readers shall include at least the Congregational Liaison, and designated members of COM. In addition, a position description shall be filed with COM.
- IV. When any pastor nominating committee (PNC) proposes to bring a prospective candidate for an interview within the bounds of this Presbytery, the COM PNC Liaison shall notify the Presbytery Leader and COM Chair(s):
  - A. A successful Mid-Council Level Check should be completed (also known as EP-to-EP check) first.
  - B. Then the COM Chair(s) can arrange a credentialing interview with the potential candidate.
- V. Action on calls and invitations to Pastors shall be presented by the COM, through its Chair(s), to the Presbytery assembled in stated or special meetings.
- VI. Approximately one year following the installation of a pastor, that person shall meet with the COM Congregational Liaison to discuss their ministry in light of the expectations, etc., held out at the time of the call or invitation.
- VII. When the pastor of a church having multiple staff prepares to ask the congregation and the Presbytery to dissolve the pastoral relationship between pastor and congregation, the Chair(s) of the COM, together with the Presbytery Leader shall confer immediately with all pastors of that church and invite them to meet with the COM. The session, congregation, and pastors shall be reminded of the conditions of their respective relationships as defined by the Book of Order.

- VIII. PNC's and Congregations are expected to follow the provision in the Book of Order concerning diversity and inclusion in inviting and calling people to serve (F-1.0403, G-2.0104b, and G-3.0103).

## CHAPTER 5 - TRANSITIONAL PASTORS

- I. When a pastor has resigned or a pastoral position has otherwise become vacant, the COM will ordinarily recommend the appointment of a Transitional Pastor. The COM Chair(s), together with Presbytery Leader will assist the congregation in the appointment process.
- II. The Presbytery Leader will do the EP-EP check on the potential candidate for Transitional Pastor, if the candidate is not part of the Riverside Presbytery.
- III. A Transitional Pastor, as a rule, is not eligible to be considered for the permanent call. This should be made clear to the church and to the Transitional Pastor being appointed. Exceptions are possible. Language expressing this rule should appear in the Transitional Pastor Contract.

### **Pastoral Succession in the Book of Order**

With respect to changes in pastoral roles, the current Book of Order states:

- G-2.0504a Installed Pastoral Relationships ... "An associate pastor is ordinarily not eligible to be the next installed pastor of that congregation." [emphasis added]
- G-2.0504b Temporary Pastoral Relationships ... "A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor." [emphasis added]

The authority for granting exceptions to these provisions is found in the following:

- G-2.0504c Exceptions. "A Presbytery may determine that its mission strategy permits a teaching elder currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a teaching elder employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting."

### **Process for Requesting Exceptions to Ordinary Practices**

COM will prayerfully consider exceptions to ordinary practices relating to changes in pastoral role in extraordinary, unique situations, on a case-by-case basis. Given the unique nature of each congregation, it is difficult to anticipate the criteria for determining an extraordinary situation that warrants an exception. The Book of Order indicates that exceptions can be granted if the Presbytery determines that its mission strategy supports it. More specifically, it is likely that COM would prayerfully consider the wisdom of an exception in rare cases, such as when there is significant congregational trauma, when a congregation is particularly fragile, or when a pastor possesses the unique gifts needed to meet a congregation's unique pastoral needs.

Requests for exceptions must be made in writing to COM.

**References – see G-2.0504 Pastoral Relationships**

**Compensation for Transitional Pastors**

COM will set an annual minimum salary guideline for Transitional Pastors, not less than 85% of the Installed Pastor Minimum salary.

## CHAPTER 6 – DISSOLUTION OF RELATIONSHIP INITATED BY PASTOR

- I. When a pastor wishes to resign/retire:
  - A. The COM plays a vital role in the process of a pastoral resignation/retirement by assuring careful adherence to procedure. The COM (ordinarily through Presbytery Leader or its Congregational Liaison) will speak to the congregation about the connectional solidarity of our denomination and our abiding pastoral concern for the departing pastor and the individuals within the church community.
- II. Steps to take during resignation/retirement of a pastor:
  - A. The chair(s) of the COM will be advised of the pending resignation/retirement. This may be accomplished directly in a verbal manner or through the Presbytery Leader.
  - B. A COM member, ordinarily the COM Congregational Liaison and/or the Presbytery Leader, will be present at the Session meeting at which the pastor presents the resignation/retirement. When the Session concurs, it calls a congregational meeting. The COM representative is there to guide the Session on the appropriate procedural steps to be followed and to affirm Presbytery's assistance and guidance in the ensuing process.
    1. A congregational meeting is called to act upon the resignation/retirement by recommending to Presbytery that the pastoral relationship be dissolved. Ordinarily, a representative of COM will be present at the meeting.
    2. The moderator of this meeting is the pastor (see G-1.0505).
    3. The Clerk of Session certifies in writing to the COM that the congregational meeting was held, its details, and the action taken.
  - C. The resigning pastor will provide the COM with the terms of the new call or take steps to ensure that the calling Presbytery forwards the information to COM. If there is no call involved (i.e., retirement), a statement regarding the pastor's future plans will be provided.
  - D. COM takes action after the congregational meeting documentation is received.
  - E. The Presbytery receives the recommendation from COM.
    1. It is appropriate for the resigning pastor to speak briefly at Presbytery.
    2. It is also appropriate that the Session be represented at this meeting to certify that all necessary steps have been completed.
    3. One (or more) member(s) of the Session may wish to address the Presbytery in brief appreciation and farewell.

- F. The COM will work with the Session to ensure a smooth continuity of pastoral services following the resignation/retirement. The COM may provide the following possible courses of action:
1. Granting the Session permission to proceed with the prescribed steps to fill the pulpit.
  2. Working in conjunction with the Session to obtain a Transitional Pastor.
  3. Working in conjunction with the Session to recommend a Stated Supply pastor for appointment by Presbytery. (Appropriate only if congregation is not likely to be calling a Pastor).

## CHAPTER 7 - DISSOLUTION OF PASTORAL RELATIONSHIP INITATED BY A CONGREGATION

- I. When a congregation wishes to terminate (dissolve its relationship with) a Pastor.
  - A. The severing of a pastoral relationship is always difficult and even in the best of circumstances can involve pain. It is essential that the Pastor and their family, the congregation, and the Presbytery be made aware of the potential for difficulty and pain.
  - B. It is always desirable that pastorates end by mutual consent, a new call, or through retirement. However, when circumstances indicate otherwise COM will work within the parameters of the Book of Order, Section G-3.0301 a and c, and G-3.0307.
- II. Early COM involvement.
  - A. COM shall always hold as its preferred goal the resolution of differences and the reconciliation of the parties involved. Therefore, the committee must continually foster the goodwill and confidence of the Presbytery community in order to be invited (at an early date) into situations where differences exist.
  - B. The earlier COM is apprised of situations of dispute or potential situations of dispute, the higher the likelihood of satisfactory resolution for all concerned parties. The COM Congregational Liaison should be sensitive to potential difficulties and report them the Chair(s) of COM immediately.
- III. Proper presentation of grievances to COM.
  - A. Elders in active service on the Session contact COM. If an COM member is approached by such elders regarding these matters, the committee person should contact the Chair(s) of COM.
  - B. Before becoming formally involved in a church-pastor dispute the COM must ascertain the extent to which the parties concerned have attempted their own resolution. When satisfied that attempts at reconciliation have been taken as far as practicable the COM or its appointed sub-committee shall investigate.
- IV. Evaluation of the condition that exists.
  - A. In reviewing the situation that exists within the congregation COM must take into consideration questions such as the following:
    1. What is the issue that has created the dispute?
    2. How long has the present condition existed?
    3. How much effort has been extended by both sides in seeking a resolution?

4. What are the approximate numbers involved in both sides? What percentage of the congregation is involved?
  5. Has the issue of termination been expressed between the parties, and if so, what has been the response?
  6. What position is the Session taking in the dispute?
  7. What is the existing health of the church: financial, membership, growth, property, etc. Have there been any noticeable recent changes in trend in any of these categories?
  8. If a sub-committee was appointed to investigate, a summary of the investigation should be shared with the entire COM at a stated or special meeting of COM.
- V. Consultation with Presbytery Leader.
- A. The Presbytery Leader will become involved as appropriate.
- VI. In the case of termination (Dissolution).
- A. The COM will counsel with the Pastor and advise of the conclusions reached.
  - B. The COM will work with the Session of the church and the Pastor regarding a suitable date of dissolution.
  - C. The Session will call a congregational meeting for the purpose of requesting dissolution. COM will appoint a moderator for this meeting and notify the pastor.
  - D. COM will work with the Session to provide temporary pastoral services if the relationship is dissolved.
- VII. Termination (Dissolution) terms.
- A. It is the policy of Riverside Presbytery to require that churches obtaining involuntary termination of a Pastor provide three (3) months continuation of full salary and benefits unless the minister begins a full-time position within three (3) months. In that case, all salary and benefits terminate when the new position begins.
  - B. Depending on the facts of the situation determined by COM, more than three months continuation of salary and/or benefits may be recommended by COM to Presbytery.
  - C. Exceptions to this policy must be approved by the COM before they are presented to the congregation.

## CHAPTER 8 - PERSONNEL GUIDELINES FOR INSTALLED POSITIONS

(NOTE: The requirements with asterisk \* in Chapter 8 are mandatory.)

### I. Salary\*

#### A. Basic considerations.

1. When a Pastor is called to a church, the local church in the Call promises the Pastor adequate compensation so that the Pastor may "devote herself/himself full time to the ministry of the Word among us". The session further promises and obligates itself "to review with the pastor annually the adequacy of this compensation", (G-2.0804). This review shall be recorded in the session minutes.
2. The church will recognize that the typical Presbyterian pastor graduating from seminary has completed training equivalent in other professional fields to a Master's degree or a Doctor's Degree.
3. Sessions must stress the importance of adequate stewardship by all members of the church to sustain a fair salary for the Pastor. Sessions shall carry the burden of poor congregational stewardship, not the Pastor.
4. Sessions need to recognize that the cost of housing in this area is among the highest in the nation.
5. Pastors and churches must maintain a balance between the financial needs of a ministry context and what a congregation can support.

#### B. Guidelines for salary levels.

1. The Board of Pensions of the Presbyterian Church (U.S.A) publishes a Salary Survey every year: "Living by the Gospel", found at <https://www.pensions.org/our-role-and-purpose/the-connectional-church/living-by-the-gospel>
2. Each year the Presbytery establishes a minimum salary level for all full-time, installed Pastors. No salary can be below this level. For information on the current minimum, please call the Presbytery office.
3. Calls that are not full-time are prorated, corresponding to presbytery minimums.
4. The Presbytery publishes annually the salary level of pastors within the Presbytery. This is a helpful guide for comparisons.

5. Salary is commensurate to education and experience and attention is warranted when multiple pastors are on staff so that gross inequities or injustices do not occur.

## II. **Housing\***

### A. Important considerations.

1. The Session (or its designated committee) needs to think through carefully the question of what is equitable for a Pastor and family to live within the local community. There is great value in having the Pastor living within and identifying with the same community in which most members live.
2. The Session (or its designated committee) needs to recognize the high costs in Southern California for both rental and purchase.

### B. Basic guidelines. (Internal Revenue Code changes from time to time. Comments about Internal Revenue Code in this document are meant to be helpful but pastors and sessions should always consult the official Internal Revenue Code that is currently applicable.)

1. Under the Internal Revenue Code, ordained pastors may exclude any housing allowance from their income for tax purposes, if it is designated in advance and paid as part of their compensation when that allowance is used for:
  - a. Rent of a home.
  - b. Purchase of a home, including down payment, mortgage, legal fees, fees for searching the title, installment payments, interest, taxes, fire, and home liability insurance premiums, repairs, etc.
  - c. Running expenses of a home (other than for costs of food and domestic help) such as utilities, house furnishings, attached garage, sidewalks, front and back yards.
2. The Internal Revenue Service has ruled that ordained pastors may exclude from their gross income "only an amount equal to the fair rental value of the home, including furnishings and appurtenances such as garage, plus the cost of utilities", or can exclude "the amount of compensation used for: (1) furnishings, running expenses and real estate taxes to the extent they do not exceed the fair rental value and, (2) utilities".

3. On an annual basis, pastors shall complete and submit to their session a request for an appropriate housing allowance for the coming year. Based upon these data the session will approve the specific amounts to be designated for housing allowance for the upcoming year for each pastor, providing total for salary and housing does not change terms of call. Any change in terms of call must be approved by the congregation and the presbytery.
  4. If the total amount designated for housing allowance is not fully used for housing, it is the pastor's responsibility to include the balance as gross income in computing tax liability for the year in which it is received. The amount of any itemized deduction, for example for real estate taxes or mortgage interest payments, must be reduced to the extent the payment is allowable to the housing allowance.
- C. Housing assistance.
1. Pastors who are moving into the area may require assistance in the purchase of a home. Sessions may wish to consider entering into an agreement with the Pastor for either second mortgages and/or swing loans.
  2. Such loans shall be given to the Pastor upon approval of the Session and are permitted only to the extent that the funds are necessary to complete the down payment required on a home or to supplement the primary mortgage. It is expected that the Pastor will use all other means to provide financing before seeking such assistance. Since this constitutes an employment benefit, all such loans must be approved by presbytery upon recommendation of COM.
  3. Such loans are not transferable by the pastor and will be payable in full within 6 months, if the pastor sells the home prior to the scheduled repayment date of the loans, or when employment ends with the lending church. It is suggested that these loans may be interest bearing and/or repayment may include a portion of inflation value received from resale of the home.

### **III. Professional Expenses\***

- A. Pastors experience professional expenses other than car expenses and study leave expenses. Session may want to establish a separate "professional expense" category which will include such items as:
  1. Attendance at Presbytery, Synod, General Assembly sponsored conferences which enhance the Pastor and the local church's work.

2. Attendance at meetings of the General Assembly.
3. Books and professional journals which are used as essential tools for ministry.
4. Entertaining the staff, church boards, committees, etc., in the home of the Pastor.
5. Baby-sitting costs, especially where a pastor couple is involved.

#### **IV. Social Security**

- A. Pastors are considered by the Internal Revenue Service as "self-employed" for Social Security purposes, and therefore the pastor is responsible for the entire Social Security tax.
- B. Social Security tax is based on:
  1. Cash salary.
  2. Housing allowance.
  3. Utilities and other Internal Revenue Service allowable expenses if paid separately from housing
- C. Since the pastor is self-employed, the church cannot withhold social security and send it in quarterly for the pastor. However, many churches do reimburse the Pastor a certain percentage of Social Security self-employment tax on a quarterly basis as the Pastor's payments are made. This reimbursement (SECA offset) amount paid to the pastor must be added to the total salary upon which income and social security taxes are paid and included in terms of call.

Note: if the church pays more than 50% of the SECA (the 15.3% Social Security tax) that amount over 50% is to be included in the Effective Salary on which Board of Pension dues are figured.
- D. Some Pastors have filed with the Internal Revenue Service to be exempt from Social Security payments. It should be noted:
  1. Participation in Social Security is obligatory unless one objects to participation by reason of religious principle or conscience. Financial considerations are not a legal basis for waiving participation.
  2. A member of the Benefits Plan of the Board of Pensions who does not participate in Social Security and is not eligible for Medicare Part A and Part B

will not be eligible for the Board's Medicare Supplement coverage after retirement. A member who did not participate in Social Security may subscribe to Medicare Part A and Part B in order to be eligible for the Board's Medicare Supplement coverage.

3. The Assistance Program of the Board of Pensions is intended to supplement rather than replace funds that could be available from Social Security.

## **V. Pension & Major Medical\***

- A. The call of pastors requires that they be enrolled in the board of pension's pension and major medical plan of the Presbyterian Church (USA).
- B. The session shall remit to the Board of Pensions the required dues based upon the effective salary (which includes: cash salary, housing allowance, SECA above 50% of tax obligation)
- C. The percentage of dues paid on the pastor's effective salary is established by the Board of Pensions. The Presbytery office will have this information.
- D. Churches employing retired pastors may also be required to remit to the Board of Pensions a fixed percentage of dues for these pastors. Post Retirement Service Dues are 12% of the compensation given to a retired pastor for work over 20 hours a week. Under 20 hours a week include no Post Retirement Service dues. See Pensions.org for the form.
- E. The Board of Pension's website, pensions.org, has many publications, "The Benefits Plan of the Presbyterian Church USA" is the complete document. However, there are shorter, more helpful booklets on the different aspects of the Benefit Plan, i.e., medical, pension, death and disability, etc.
- F. Pensions and major medical questions may be answered by the following:
  1. The COM
  2. Regional Church Consultant from the Board of Pensions
  3. The Board of Pensions, 800-773-7752, or go to Pensions.org

## **VI. Medical Reserve**

- A. Because there is a deductible element to the Board of Pension's Major Medical Plan, churches may establish a minimum of 2% of the salary base as a reserve upon which the Pastor and pastoral family may draw each year. This amount does not carry over from year to year, however.

- B. Such a medical reserve is of great value and may be considered by each Session and is to be a reimbursable expense.

**VII. FAMILY LEAVE\***

- A. Pastor shall be afforded 12 weeks paid family medical leave.

**VIII. Sick Leave\***

Full-time Pastors will receive ten (10) working days of sick leave each calendar year cumulative up to 120 days to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to the length of employment. Total credited service will be included in computing entitlement of sick leave.

- A. At the time of termination of employment, a pastor shall have no claims for pay in lieu of unused sick leave.
- B. The certification of a medical doctor may be required for the payment of sick leave benefits.

**IX. Off-the-Job Disability\***

- A. A pastor is eligible for disability benefits as a participating member of the Benefits Plan of the Presbyterian Church (USA). Disability benefits commence after 90 days of disability. Disability benefits equal 60% of the pastor's effective salary on the date disability began.
- B. Churches are responsible for the pastor's compensation for the first 90 days of disability. This should include pay for unused sick leave.
- C. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the church.
- D. Upon completion of the pastor's disability leave, the pastor will be entitled to return to the position. The position will not be filled during the leave except on a temporary basis.
- E. Any salary increase action for which the pastor may become eligible in the course of the leave will be effective upon return to employment.
- F. These disability benefits are designed to meet the requirements of state governments which have legislated such benefits. For current information on disability benefits, contact the Board of Pensions area representative.

**X. Worker's Compensation**

Pastors in churches are already covered by worker's compensation insurance, if provided for and by in accordance with the laws of the state of California, to provide for benefits in case of an on-the-job accident.

**XI. Travel and Auto Costs\***

A. A pastor's work includes much travel for hospital and home visitations, as well as travel for governing body responsibilities. Terms of Call shall include reimbursement for travel costs, according to the IRS reimbursement rate.

B. If an Auto Allowance (which is taxable and part of the pastor's effective salary) is agreed to between Pastor and Congregation, it should be consistent with prevailing costs.

**XII. Professional Evaluation\***

A. Session shall ensure every pastor has an annual performance review.

B. The session is also required by the book of order (G-2.0804) to review the adequacy of the pastor(s) compensation. It is recommended this be done at a time separate from the performance review with several months between the two evaluations.

C. Such evaluations are to be seen as supportive and of an encouraging nature to help the effectiveness of the Pastor. People function better under proper encouragement.

D. Each church shall have a current job description for each pastor, against which the pastor may be evaluated for work completed and effectiveness of their ministry.

**XIII. Study Leave and Continuing Education\* - POLICY AND GUIDELINES**

**A. Policy**

1. Study Leave Requirement: Calls and invitations to all pastors, whether full time or part time, include the following provision: a minimum of two weeks of study leave in addition to an annual vacation, including reimbursement for related expenses that meet the minimum Terms of Call.

2. Accrual: Study leave time and expense reimbursement may be accumulated for a period of up to three-years of annual leave and up to three-years of annual reimbursement.

3. Reimbursement at Termination: In the event of termination of service (voluntary or involuntary), accumulated study leave time and expense reimbursement shall be forfeited unless other arrangements have been made through the Session.
4. Approval of Study Leave: Written requests for study leave shall be approved prior to the leave by the Session. Items that should be covered in each request should include: 1) projected dates of leave; 2) projected plans for leave. Sessions are urged to consult the Healthy Pastors and Congregations Committee if they have any questions.
5. Reporting: A written report of the pastor's reflections may be shared with the Session in a timely manner.

#### B. Guidelines

1. Purpose of Study Leave: Study leave shall be for the purpose of 1) enhancing professional qualifications and abilities, and 2) fostering greater spiritual depth and insight through study with the intention of ultimately benefiting both pastor and church. It is for self-development in the work of ministry and not for vacation, recreation, or leisure. The goal is equipment for the work of the whole church; hence, a study leave may have immediate and direct relevance broader than the current position.
2. Importance of Taking Study Leave: The Presbytery of Riverside considers the updating and maintenance of ministerial skills a necessity, not an option. Pastors are encouraged to make plans for study leave far in advance and then to follow through on those plans.
3. Nature of Study Leave: The nature of study leave shall normally involve classes, degree programs, scheduled conferences or training sessions. Independent study and travel shall be used as study leave only as they provide professional enrichment beyond such normal experience (See also, #4 immediately below). COM will offer counsel and suggestions as to the acceptability of study leave programs. One week of study leave may be applied to attendance at General Assembly. Expenses associated with Study Leave may include: travel, accommodations, materials/books, meals, etc.
4. Independent Study: Independent studies which entail sermon preparation or annual planning are not normally study leave projects. The expectation is that pastors will take "leave" from their usual routines and commit themselves to at least two days of "study" away from the office for intellectual and spiritual refreshment. Ordinarily, one-day conferences or single days of independent

study do not meet this expectation. Pastors should avoid, where possible, a study leave coupled with a vacation which might leave the congregation without necessary pastoral oversight for too long a period of time.

5. Sabbatical (See XIV, Extended sabbatical leave.)

#### **XIV. Sabbatical leave\***

- A. To enable Pastors to step away from the persistent obligations of daily ministry and engage in a period of renewal, reflection, and sabbath. Renewal periods are not vacations but times for intentional exploration and reflection, for drinking again from God's life-giving waters, for regaining enthusiasm and creativity for ministry. Sabbatical Leave shall include salary continuation within the following guidelines
  1. The Pastor must have completed seven (7) years of credited service in the same church. In the Sabbatical year, such leave shall be included in the approved Terms of Call.
  2. At least seven years must have elapsed since any previous extended sabbatical leave.
  3. A written plan with identified goals should be approved by the Session; the Presbytery COM is available for consultation. This must be done long enough in advance so that budget and staff needs will be met.
  4. Ordinarily, Sabbatical Leave is a minimum of three (3) months. However, it can be extended to four (4) months in conjunction with earned vacation within a particular year, but may not be combined with annual study leave.
  5. The timing of the Sabbatical Leave will be negotiated between the Pastor and Session based on the ongoing rhythm of church life.
  6. The local church need not be financially responsible for expenses related to the sabbatical leave beyond salary continuation and securing pastoral services.

The pastor shall not be called back for parish duties during this sabbatical period.

Attention should be given to other leave taken by the Pastor (i.e., Study Leave, Vacation, Paid Family Sick Leave, etc.) in the year that the Sabbatical Leave is taken. Note, Study Leave time can be accrued up to a total of three years of time.

## **XV. Vacation\***

- I. A vacation with pay is provided for all Pastors for the benefit of both the Pastor and the church. It is a necessary time of rest, refreshment, and relaxation for health and work performance.
- II. It is as much the responsibility of the Session (or it's designated committee) as it is of the Pastor to see that vacation time is used during the year in order to have an effective ministry.
- III. Vacation is vacation and is to be kept separate from study leave or attendance at conferences.
- IV. It is wise to encourage the Pastor to take vacation in a large enough block of time (at least one week at a time) so as to get completely free from parish responsibilities. Vacations taken a couple of days at a time do not allow for the refreshment which is necessary for effective renewal.
- V. Pastors in Riverside Presbytery shall have as part of their call one month of vacation. This is defined as thirty-one (31) days, including a maximum of five (5) Sundays.
- VI. The church shall be financially responsible for coverage of all pastoral functions including preaching.
- VII. The pastor shall not be called back for parish duties during this vacation period.
- VIII. Because of the heavy workloads of a Pastor, vacations may be taken during the work year, usually during the summer, not waiting until the anniversary date of the Pastor's commencing to work for the church.
- IX. Each Session should include as part of their personnel policy/employment handbook, a written policy defining whether Vacation Leave is accrued (with or without accrual cap), or paid out at the end of each year.

## **XVI. Weekly time off\***

- A. The pastor shall be expected to take at least one full, uninterrupted day off each week.
- B. Sound personnel practice would encourage a Pastor, when there has been an unusually heavy week, to take an extra day off during the next week to compensate, and not be counted as a vacation day. This should be a matter of encouragement from the Personnel Committee.

- C. For the purposes of minimum compensation guidelines, COM considers a full-time pastor work week to be forty (40) hours.

**XVII. Holidays\***

- A. The following holidays and practices are recommended for pastors of congregations.
- B. Holidays to be observed are:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Thanksgiving Day and the following Friday
President's Day	Christmas Eve Day (1/2 day)
Good Friday (1/2 day)	Christmas Day
Memorial Day	New Year's Eve Day (1/2 day)
Independence Day	Veterans Day
- C. When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively.
- D. When a holiday occurs on a Pastor's day off or a pastor works on a designated holiday, another day shall be recognized as a day off, to be scheduled within two weeks of the holiday.

**XVIII. Pulpit supply fee**

- A. The church shall establish an appropriate budget reserve to cover the costs of a substitute for the pastor when required during periods of vacation, study leave, and other unavoidable absences.
- B. A guest preacher shall be reimbursed for travel expenses and be paid an honorarium according to the number of services.

**XIX. Savings plans and annuities**

- A. The Benefits Plan of the Presbyterian Church (U.S.A.) provides a Retirement Savings Plan which qualifies under the provisions of 403(b) of the Internal Revenue Code.
- B. Tax code provisions of any such plan must be closely followed by the Session and the Pastor.

## CHAPTER 9 - MINISTERS AS CONTINUING MEMBERS OF PRESBYTERY

### I. Vocational standings

The continuing membership of a minister in Presbytery signifies vocational and professional status and is not a personal right or privilege.

### II. Retired

Retired Ministers ordinarily hold membership in their Presbytery of last ministerial labor (G-2.0503c). For Retired ministers desiring to transfer into Riverside Presbytery, the protocol from section 3.IV.E applies.

### III. Employment and membership.

Ministers, unless retired, are members of the Presbytery in which they have their principal ministerial employment (G-2.0503). Exceptions may be granted for short terms by concurrence of the Presbytery of membership and Presbytery of labor. Staff of councils above the session may maintain membership in a Presbytery other than the Presbytery of residence.

### IV. Ministerial employment. Presbytery may approve only the following ministerial employment. (G-2.0503)

- A. Within the Presbyterian Church (U.S.A.).
- B. In an international religious organization in which the Presbyterian Church (U.S.A.) has official participation
- C. In a nondenominational religious organization, which does not have official Presbyterian Church (U.S.A.) participation (renewable annually)
- D. In another denomination with which the General Assembly is in concurrence (renewable annually)
- E. Other employment under the direct oversight of the COM (renewable annually)

### V. Secular employment.

Secular employment is non-ministerial employment without judgment as to its merit, worth, or character. Such employment cannot qualify a minister for continuing membership in Presbytery.

VI. Ministers without a Call.

Ministers without Call, but desiring acceptable ministerial employment, may be retained on the active or inactive roll of Presbytery for two years. Such desire for ministerial employment will ordinarily be demonstrated by having a current, active Personal Discernment Profile (PDP, formerly PIF) on the Church Leadership Connection, and by requesting that COM place the minister's name on the list of those seeking employment as Transitional or Temporary Supply Pastors. Ministers are also welcome to submit their names/PDP/PIF/Resumes to the Presbytery Leader or Chair(s) of COM for consideration for open positions in the presbytery. The expectation is that ministers seeking a call are open to the movement of the Spirit, leading them to any call, unless they have communicated qualifying circumstances (e.g., geographic restrictions, health restrictions, etc.).

VII. Non-PC(U.S.A.) ministerial employment.

Any ministerial employment outside of a PC(U.S.A.) congregation or entity must be validated each year by the presbytery (G-2.0503a).

VIII. Pulpit Supply Preaching.

Pulpit Supply Preaching does not constitute the ministerial employment necessary for continuing membership in the Presbytery.

IX. Participation.

All continuing members of Presbytery are expected to participate responsibly in the deliberations and work of the Presbytery, and in the worship and service of Presbyterian Church (U.S.A.) congregations (G-2.0503).

X. Parish Associate.

A Parish Associate is a Minister of the Word and Sacrament who serves in some validated ministry other than the local congregation, is a member-at-large, or is retired, and who wishes to maintain a relationship with a particular church within the Presbytery.

- A. An installed pastor, with the concurrence of the session, may nominate a parish associate for approval by the COM.
- B. The parish associate shall be responsible to the pastor, as head of staff, on an "as needed/as available" basis.
- C. The parish associate relationship shall exist for no more than twelve months, and is renewable. Any form of compensation is to be set out in writing by the session at the commencement of the relationship, prior to seeking COM approval.

- D. The parish associate relationship shall cease with the dissolution of the church's relationship with the installed pastor. The parish associate relationship with the same congregation could be re-established with the new installed pastor.
- E. Although this position is no longer listed in the Book of Order, the Presbytery of Riverside affirms its ability to create additional positions/relationships (G-2.0504b)

XI. Validated Ministries.

- A. The Book of Order (G-2.0504) affirms pastoral calls other than as pastors of congregations. These ministries can comprise of service as educators, chaplains (military, campus and hospital), as well as social workers, partners in mission, evangelists, missionaries, administrators, and consultants.
- B. In deciding whether to affirm calls of ordained pastors to validated ministries, the Presbytery, through the COM shall determine that the pastors give evidence of... "a quality of life which helps to share the ministry of the good news. Pursuant to G-2.0503a, a validated ministry shall:
  - 1. demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order;
  - 2. serve and aid others, and enable the ministry of others;
  - 3. give evidence of theologically informed fidelity to God's Word;
  - 4. be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
  - 5. include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201)."
- C. When deciding whether a particular validated ministry may be used as a call for the purposes of ordaining a person as a minister of the Word and Sacraments COM will consider the following before making its recommendation to Presbytery:
  - 1. Does the call require activities similar to those required within the pastoral care of a congregation, including but not limited to:
    - a. Knowledge of the word of God as found in the Scriptures.
    - b. Administering the Sacraments.
    - c. Feed with spiritual food, those for whom the pastor is responsible
  - 2. Does the person appear, after careful evaluation, to be suited for the position.
  - 3. Could the position be filled just as well by a non-ordained person?

## CHAPTER 10 - GUIDELINES FOR MINISTERIAL CONDUCT

Minister Members are expected to abide by the “Standards of Ethical Conduct of the PC(USA)” (1998) document, in addition to the following:

- I. Ministers as persons.
  - A. Ministers, like all other Christians, live out their vocations in faith by the grace of God. Ministers' standards for conduct grow out of a vision of the Christian life, a sense of calling to a particular ministry with its special tasks, and grateful discipleship rather than out of legalistic codes. Ministers, like other Christians, make ethical decisions in the context of Christian freedom illumined by the gospel. They experience sin, grace, alienation and forgiveness. Along with other Christians, they are expected by the Christian community to witness to the renewal of humanity in Christ by demonstrating in their daily lives love, compassion, and respect for other persons, fidelity in marriage, responsibility in parenthood, joy in service, and integrity and trustworthiness in all their dealings with others. But they have a special responsibility to provide leadership in the development of ethical conduct.
  - B. When a minister is being investigated for possible misconduct, under judicial or administrative processes, the minister shall take an administrative leave from serving with the work of the presbytery or higher councils until the investigation is completed and no evidence of misconduct is found.
  - C. Ministers, like other Christians, need pastoral care. They are encouraged to take the initiative in establishing relationships with other ministers, with the Presbytery Leader, and with COM which can provide support in difficult times, caring concern, stimulus for Christian growth, sharing in success and in failure, so, ministers can be honest with themselves and hear God's word of forgiveness.
  - D. Presbytery has a special responsibility to encourage Sessions, the Presbytery Leader, and COM to find ways to exercise this pastoral care effectively.
- II. Ministers in relation to congregations.
  - A. Ministers' special task is to help each member of the congregation to grow in grace through teaching, preaching, pastoral care, sacramental and spiritual life, and participation in the Church's total ministry. Mindful of God's gifts to all the faithful, ministers share generously their own gifts in the congregation while seeking out and encouraging the ministries of others and the full use of others' gifts as well.

- B. Ministers of the Presbyterian Church (U.S.A.) are “mandated reporters” as that term is defined by the State of California. Nothing in this manual shall be construed as justification for avoiding or failing to comply by State requirements. In all other circumstances, ministers should respect the very long tradition of the "seal of the confessional", holding in the strictest of confidence any information revealed by a parishioner in the context of pastoral care unless the parishioner explicitly gives permission for the information to be divulged to a third person. Ministers should discipline themselves to handle with good judgement information about others which comes to their knowledge in any way. The church staff as a whole should be taught to exercise discretion in the use of private information about parishioners which may come to their attention.
- C. Ministers should ordinarily not charge fees in exchange for pastoral services for families of the congregation. Such services include performing baptisms, marriages, funerals, and counseling. Ministers should use their own best judgment regarding acceptance of personal gifts offered in other contexts.
- D. Trust in the minister as one concerned to protect the best interests of the parishioner lies at the heart of the pastoral relationship. Special vigilance needs to be exercised by ministers so that pastoral relationships are not exploited, however subtly, for the minister’s own benefit.
- E. Allowances/reimbursements included in the Call will be used in accordance with church policies, Presbytery policies, government regulations. If adjustments need to be made, it should be negotiated with the appropriate body (i.e., Personnel Committee or Council).
- F. All ministry should be outreaching into the community and world. But ministers and Session should come to agreement about the extent to which ministers should undertake outside responsibilities. There needs to be worked out a balance between outside commitments which benefit the Pastor primarily, and those which primarily serve the congregation's outreaching ministry. There should also be understanding for time spent outside of normal congregational responsibilities (i.e., for speaking, pastoral services for those not members of the congregation, teaching, or other activities). Such agreement presupposes common understanding between Pastor and Session concerning the limits of the congregation's claim on the Pastor's time.
- G. Ministers are expected as a part of their Call to participate in the work of the councils of the church, such as the Presbytery. This work is not "outside" work in the sense discussed here. Nevertheless, this expectation is not unlimited. The needs of the congregation should be taken into account in determining the extent of participation in the work of other councils of the church.

- III. Ministers in relation to congregations, staff, and colleagues.
- A. Ministers should strive to foster by their language and behavior a climate where all people of all ages, races, ethnicities, abilities, genders, and worldly conditions, feel comfortable and fully welcome in the church.
  - B. Ministers are also expected to refrain from actions or language which communicate lack of full respect for all persons serving in all levels of the church.
  - C. Ministers are subject to the standards and expectations enumerated in policies approved by Riverside Presbytery. They are to abstain and refrain from behavior that could be construed as Sexual Misconduct, Harassment, or Racism. To the best of their ability, they are to exercise their authority to prevent Sexual Misconduct, Harassment, or Racism from taking place in the workplace in which they minister.

Ministers are subject to the standards provided in the Manual of Administrative Operations; specifically, the Sexual Harassment and Misconduct Prevention policy, the Child, Youth, and Vulnerable Adult Protection Policy, the Anti-Harassment Policy, and the Anti-Racism Policy.

Minister members of Riverside Presbytery are required to certify completion of ongoing training and education regarding these policies every three years, and to provide evidence of completion of that certified training to the Committee on Ministry.

- D. Failure to abide by these standards are offenses for which discipline and censure will apply.
- IV. Ministers in relation to other ministers.

- A. Other Presbyterian ministers: Effort should be made to establish warm and collegial relationships with other ministers in the Presbytery, searching out the best in one's colleagues, opening oneself to giving and receiving pastoral care and friendship from one's siblings in ministry, avoiding petty criticism or public disparagement. Where there is mutual respect, differences in style of ministry can be welcomed.

However, should a minister have grave concerns about the conduct of a colleague which seems to betray the Presbytery's trust, it is appropriate to explore the matter privately with the colleague in an effort to understand the situation. If the concerns are not removed, the minister should take them in confidence to the Stated Clerk, Presbytery Leader, or the Chair(s) of COM without engaging in gossip.

- B. Ministers of other traditions: Presbyterians have a strong ecumenical concern, and Presbyterian ministers will try to cultivate collegial relationships with other ministers in the vicinity, working together where possible, respecting the distinctive religious commitment of others. Should members of another church request pastoral services, such as performing a wedding or funeral, ministers will endeavor to persuade those persons to seek the services of their own Pastors. If that effort fails, ministers should inform the minister of the other church of the request and explain the circumstances, endeavoring to work out some mutually satisfactory solution.
- C. The successor minister: The successor has a responsibility to be courteous to the predecessor. The years have built up in the congregation strong loyalties. There are times when it is both wise and appropriate to graciously invite a family's former minister to participate in a wedding or funeral, for example. It is also courteous to invite the former minister to write or call about concerns they may have. Such openness of communication may prove helpful if problems later arise.
- D. The departing minister: Ministers who depart from a pastoral relationship should make a clear-cut break with the congregation, doing all that is possible to give the successor full pastoral authority and freedom to move in new directions. They should explain clearly to the congregation the reason for the congregation's support of the new Pastor's role. Until the new Pastor is well established, the former minister will avoid frequent visits to the congregation. At no time will a former Pastor return to perform any pastoral service without the express invitation of the successor to assist in a particular function. Should a former parishioner request, for example, that the former Pastor return to perform a wedding, the former Pastor should indicate clearly that the request is inappropriate, but that they would consider an invitation from the present Pastor to assist the present Pastor in the marriage ceremony.
1. The minister who leaves a congregation without taking up a new pastoral Call, either through retirement or change of vocation, would do well to reside in a community other than the past parish. But if there are strong reasons to remain nearby, the former minister should become active in another congregation and should not attend worship or meetings at the former parish except for special occasions or upon special invitation, particularly during the first few years.
  2. It is not proper for a Pastor who has left a congregation to become retired to be considered a candidate for a Call to the same congregation.
  3. "Pastor Emeritus" status shall not be conferred upon a retired pastor until at least one year following the date of retirement. An exception (with

concurrence of COM) may occur if the retired pastor has taken up residence within the bounds of another Presbytery upon retirement.

- E. Transitional ministers and the successor: Transitional ministers have a special obligation to communicate to the congregation that their ministry is a temporary one. When long-term changes seem to be indicated, it is wise to consult with COM and/or Presbytery Leader. By focusing on the future and on a new Pastor to come, transitional ministers can give genuine pastoral care to the congregation without creating unnecessary dependence.
  1. Presbytery representatives (including the Presbytery Leader, Chair(s) of COM) should clarify to the congregation that transitional ministers and stated supplies cannot be considered as candidates for a Call as Pastor.
  2. The provisions of paragraph IV,C (The successor minister) also apply to transitional ministers.
  3. Under no circumstances should a transitional minister become involved in the work of the Pastor Nominating Committee. Presbytery representatives should make this policy very clear to the congregation at the time the congregation elects a PNC. In multiple staff situations, the staff members in place are not to be directly involved with the PNC; although the PNC should be sensitive to the new working relationships which will result from the new Call. However, it may be fruitful for the transitional minister to work with the COM representative to provide assistance to the Mission Assessment Team as it prepares the Mission Assessment Plan.
  
- V. The Session, Congregation, and Presbytery in relation to ministers.
  - A. Recognizing that ministers and their families' needs are often overlooked, it shall be the responsibility of the Presbytery to provide pastoral support and care to the ministers and their families. This may take the form of assistance to the Session and congregation to help them develop pastoral care for their minister and/or care may be given directly through the Presbytery Leader, the Stated Clerk, and/or the COM Chair(s).

## **APPENDIX: COM LIAISON JOB DESCRIPTION**

### **Congregational Support in Regular Operations**

The purpose of a Congregational Liaison is to develop a positive relationship between COM and the local congregation/session.

1. Notify the pastor of the church and the Clerk of Session that you have been assigned as the liaison to their congregation.
2. Meet with the pastor (offer to meet him/her for lunch or coffee).
3. Assure the pastor and Clerk of your support. Ask if it would be possible to:
  - A. Obtain a copy of their most recent annual report.
  - B. Receive their newsletter and email blasts.
  - C. Be copied on minutes of Session meetings and financial reports (you might want to wait until you have established a good relationship).
4. Ask if you may attend a Session meeting. If the pastor and session are amenable, attend Session meetings at least annually.
5. Keep notes – observations, conversations, insights – about the pastor, Session, congregation in a confidential notebook for continuity among COM liaisons.
6. Keep communication flowing between COM and the pastor/session on a monthly basis.
7. Show concern and interest in the activities of the congregation.

### **Congregational Support in Times of Transition**

The departure of a pastor is always traumatic for a congregation, no matter what the circumstances of the leaving. Obviously, some are more stressful than others. Under normal circumstances when a pastor is leaving to another call or retiring, a positive existing relationship with the COM liaison is invaluable. Every situation is different. Work with the Presbytery Leader and COM to determine how best to support the session at this point. Some possible tasks:

- Attend the session meeting along with the Presbytery Leader, if available, when the pastor announces their impending departure.
- If the Presbytery Leader is not available, talk about what comes next (even though the session members may be so shocked by the announcement of the pastor, they will not want to do so or may not remember what you say).
- Suggest the Session lead the congregation in celebrating the ministry they have shared with the departing pastor.
- Emphasize that the Presbytery through COM is there to help.

### **Working with the PNC**

The Presbytery Leader will provide an orientation for the PNC. COM will follow the constitutional commitment to inclusiveness and representation (F-1.0403, G-2.0104b, and G-3.0103).

The Congregational Liaison will walk with the PNC as they go forward, attending meetings, as able, to strengthen the relationship between the church and the Presbytery and to keep COM updated on the process and communicate on behalf of COM as needed.

Offer prayerful support, feedback, and guidance to keep the PNC on track.

## **Presbyterian Women in the Presbytery (PWP) Report to Presbytery - May 16, 2026 RE Susan Skoglund, PWP Moderator**

On April 25<sup>th</sup> the PWP were welcomed by Calvary Presbyterian Women for a business meeting, a program, fellowship and a delicious lunch. The Gathering featured keynote speaker Kelsey Law, Vice Moderator of Churchwide Presbyterian Women. She also led the PW delegation to the Commission on the Status of Women 70 at the United Nations in March. Kelsey is a member of First Pres. San Bernardino. Over the years she was active in their PWC and also in our PWP and SoCal PWS. She is employed at UC Irvine as a research and data scientist.

The Gathering had a total attendance of 42. Attendance included active PWC's from Calvary PC, San Bernardino FPC, Hemet PC and Redlands FPC. PW individuals from Beaumont PC also attended. The business meeting led by Co-Moderators, Dotti Garcia, San Bernardino First and Jerri Rodewald, Redlands First, included an election of leadership. The following were elected for a first two-year term: Moderator, Susan Skoglund, FPC San Bernardino; Vice Moderator, Debbie Keller, Calvary Presbyterian. Elected for second terms of two years were Nancy Richmond, Riverside Presbytery, Secretary; Nancy Horstmann, San Bernardino FPC. Patty Werley, Hemet First, year 1 of a three-year term as Search Committee member. Continuing are Sylvia Karcher, Riverside Presbytery, as Search Committee Chair in year three of first term; Karen Dwight, Redlands First, in year two of first term, Search Committee.

The business meeting was followed by a short presentation by Debbie Law, Redlands First, Susan Skoglund and Sylvia Karcher who shared aspects of their experiences as PW delegates to CSW70. This included a song written for the opening worship service, at UN Church Center chapel by a member of the Ecumenical Women Committee and a prayer written by a minister member of the Presbyterian Women delegation.

The highlight of the morning was Kelsey's keynote on her experiences as Vice Moderator as she approaches the final year of her three-year term. She entitled her remarks "For the Love of PW". She shared our PWP contributions to the annual mission fund, the thank and birthday offerings we contributed over the past several years.

Kelsey shared that Presbyterian Women Churchwide intersect with the PCUSA through the newly named unified agency, Presbyterian Life and Witness. A key component of the PW Purpose is to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom. She emphasized our role as bridge builders and the need for us to be an adapting PW for the future. In her closing remarks she said that PW can be an answer to the world that is crying out for connection. After answering questions, Kelsey then installed the new leadership with a ceremony she wrote.

She also provided informational brochures for women to take along with packets of materials for each active PWC, Calvary, Hemet, Redlands First and San Bernardino. She gave each PW who attended a card and prayer button she made in appreciation for their prayers and support for her during her PW journey.

Before adjourning for lunch, Co-Moderators Dotti Garcia and Jerri Rodewald, were presented white orchids from the PWP Coordinating Team in appreciation for their service during the past two years and for their longtime support for PW over many years and in many ways.

Calvary PWC Moderator Susan Levick and her group of PW were thanked for their gracious hospitality and the delicious lunch they served. We were grateful for the attendance and support of Presbytery Leader Frances Lin.