

The 4th Stated Meeting of The Presbytery of the Highlands of NJ

Via ZOOM

7 PM, Tuesday, November 9th, 2021

*(to be approved at the 5th Stated Meeting of
The Presbytery of the Highlands of NJ)*

Intro to Hybrid Presbytery Meeting – Rev. Stephen Huston

Intro to Zoom Voting – Rev. David Young, Moderator

Call to Order and Opening Prayer

Quorum

<u>Congregation</u>	<u>Teaching Elder</u>		<u>Ruling Elder</u>	
Allamuchy, Panther Valley	Rev. Ninabeth Metcalf	A		A
Alpha	Rev. William “Tex” Culton (HR)	P		A
Andover	Vacant	V	Marcia Bruno	P
Basking Ridge (3)	Rev. Dennis Jones Rev. Dr. Maureen Paterson	P P		A A A
Belvidere	Rev. Dr. Pamela Szurek	P		A
Blairstown	Rev. David Harvey	P	Zach Burke	P
Boonton	Rev. Jennifer Van Zandt	P	John Crozier	P
Bound Brook (3)	Rev. Linda Owens	P	Douglas Boleyn Kathy Hobbs Marion Oliver	P P P
Branchville	Rev. Dr. Jefferson Hatch	P	Kathleen Katzenstein	P
Califon, Fairmount	Rev. Scott Foster	A		A
Califon, Lower Valley	Rev. Chad Rodgers	A	Lisamarie Boehm	P
Cedar Knolls, Hildale Park	Rev. Ross Lang	A		A
Chatham Township (3)	Rev. Dr. Ellen Clemot Rev. Thomas Brown	P P		A A A
Chatham, Ogden Memorial	Rev. Kathi Heath	P	Allan Paradise	P
Chester (2)	Rev. Christopher Scrivens	A	Jeanne Perry	P A

Clinton (2)	Rev. Tracey Henry	P		A A
Delaware	Vacant	V		A
Denville, Union Hill	Rev. Timothy Clarkson	P		A
Dover, First Memorial	Rev. Alan Schaefer (HR)	A		A
East Hanover	Vacant	V	Insoon Rim	P
East Hanover, Kitchell	Rev. Daniel Schroeder	A	Carol Williams	P
Flanders	Rev. Heather Morrison-Yaden	P	Suzan Preston Lois Steward	P P
Flemington (3)	Rev. Amy Lincoln	P	Andrew Black Ed Harris Albie Meglaughlin	P P P
Florham Park, Calvary	Rev. Ronald de Groot	A	Matt Allen	P
Franklin	Rev. Julie Raffety	P		A
Frenchtown (2)	Rev. William Myers	P		A A
Gillette, Meyersville	Rev. Barbara Aspinall	P		A
Hackettstown	Vacant	V		A
Hampton, Musconetcong Valley	Stephanie Farley, CRE	A		A
Hazen, Oxford 1st	Vacant	V		A
Lambertville	Rev. Dan Dorrow	A		A
Lambertville, 2nd English	Rev. H. Bradford Morgan	A		A
Lamington (2)	Rev. Caroline Jinkins	A		A A
Long Valley (2)	Rev. Ryan Irmer	A		A A
Long Valley, Highlands	Vacant	V	Ruth Babula	P
Madison	Rev. Jacquelyn Van Vliet	P	Becky Moody	P
Mendham (2)	Rev. Merideth Mueller-Bolton	P	Cliff Lee	P A
Milford	Rev. Linda Erkert-Bullock	A		A
Milford, Alexandria (2)	Rev. Nicholas Hatch	P		A A
Milford, Holland Bible	Rev. Geoff Stanley	A		A
Mine Hill	Rev. Carie Morgan	P	Randy Hooper	P
Morris Plains (2)	Rev. Donald Brown	A	Hildy Benjamin	P A
Morristown (3)	Rev. Leslie Dobbs-Allsopp	E A	Betty Darcy Lisa Fraebel	P P

	Rev. Sarah Green		Diane Grenz	P
New Vernon (2)	Rev. William Stone	A		A A
Newton	Rev. David Young	P	Cindy Fogg	P
Newton, Yellow Frame	Rev. Michael Nelms	P		A
Oak Ridge	Rev. Christopher Doyle	A	Dave MacDonald	P
Ogdensburg	Rev. Alden Johnson	A		A
Parsippany	Rev. Donald Bragg	P		A
Phillipsburg, Harmony	Rev. Scott Bohr	P		A
Phillipsburg, Pilgrim	Rev. Richard Gelson	P	Doris Haring	P
Phillipsburg, Westminster	Rev. Scott DeCaro	E		A
Pittstown, Bethlehem	Rev. Linda Gaden	P	Dorothy Youngs	P
Pluckemin (2)	Rev. Ian Rankine	A	Sue Quimby	P A
Port Murray, Rockport	Rev. Robert “Bronc” Radak	P		A
Ringoes, 1st Amwell	Rev. Courtney Cromie	A		A
Ringoes, Kirkpatrick	Vacant	V		A
Ringwood (2)	Rev. G. Benhardt Fraumann	A		A A
Rockaway	Rev. Dr. Nancy Young	P	Joe Martinoni	P
Somerset	Rev. Nancy Nalepa-Skibo	E	Barbara Nicol	P
Sparta (2)	Rev. Dr. Patrick Sileo	A		A A
Stanhope	Rev. Peter Magnan	P		A
Stewartsville	Rev. Stephen Choi	E		A
Stewartsville, Old Greenwich (2)	Rev. Mary Beth Mardis- Lecoy	A	Lisa Gray	P A
Stirling	Rev. Barbara Aspinall	P		A
Stockton	Rev. Jin Hee Han	A		A
Succasunna	Rev. Carie Morgan	P		A
Sussex	Rev. Katherine Scott- Kirschner	P	Penny Bates	P
Taiwanese/American	Rev. D. Paul LaMontagne Rev. Chia Chun (Annie Kakun Tsai)	A A		A
Titusville	Vacant	V	Kristine Schmidt	P
Wantage, Beemerville	Rev. Barry Young	P		A
Warren, Trinity United	Rev. Roberto Fois	E		A
Washington	Rev. James Scovell	A	Stuart Ours	P

West Milford	Rev. Justin Choi	P		A
Wharton	Rev. Joanne Miller	E		A
Wharton, Berkshire Valley	Rev. Christopher Doyle	A		A
Wharton, Hungarian	Rev. Csilla Lucskay	A		A
Whippany (2)	Rev. Sarah Cairatti	A		A
				A

Teaching Elders Engaged in a Validated Ministry

Rev. Robin Miller Curras <i>(serving church out of bounds)</i>	P
Rev. Christine Davies	P
Rev. Barbara Ewton	A
Rev. Jennifer Hrynyk	E
Rev. John C. Kile	A
Rev. Jeanne Radak <i>(Presbytery Leader – Highlands Presbytery)</i>	P
Rev. Amy Sandlin <i>(Chaplain)</i>	E
Rev. Beth Scibienski <i>(Serving RCA church)</i>	A
Rev. Salvatore Seirmarco <i>(Chaplain – United Methodist Communities)</i>	A
Rev. Christopher Small <i>(Chaplain – Hunterdon Healthcare Systems)</i>	A
Rev. Angella Son <i>(Professor – Drew University)</i>	E

Members at Large

Rev. Mike Atzert	A
Rev. M. Elizabeth Blythe	E
Rev. Donna McDaid	A
Rev. Hayley O'Connor	A
Rev. Gail Pendleton	A

Honorably Retired

Rev. Peter Amerman	E
Rev. Jeff Archer	E
Rev. Nancy Asbury	E
Rev. Charles Baier	E
Rev. Joicy Becker-Richards	P
Rev. Robert Beringer	E
Rev. Frederick Black	E
Rev. George Blank	E
Rev. Sally Campbell	E
Rev. Robert Colman	E
Rev. Courtney Cromie <i>(serving 1st Amwell)</i>	E
Rev. William "Tex" Culton <i>(serving Alpha)</i>	P
Rev. James D'Angelo	E
Rev. William Davis	E

Rev. Judith Dean	E
Rev. Richard Dole	E
Rev. Birda Ferguson	E
Rev. Guy Ferguson	E
Rev. Janet Fishburn	E
Rev. Mervin Fry	E
Rev. Deirdre Greenwood White	E
Rev. Dr. Elizabeth Hall	E
Rev. Dr. Edward Halldorson	E
Rev. David Hengerer	E
Rev. Kathryn Henry	E
Rev. Jean Holmes	P
Rev. Herbert Huffmon	E
Rev. Harold Johnson	E
Rev. Eugenia Johnston	E
Rev. Philip Jones	E
Rev. Steven Kengeter	E
Rev. Heup Young Kim	E
Rev. Dr. David Lawrence	E
Rev. Winter Lantz	E
Rev. Unzu Lee	E
Rev. William Lehr	E
Rev. Tony MacNaughton	P
Rev. James Morris	E
Rev. Elizabeth Morrison	E
Rev. Szabolcs Nagy	E
Rev. Chet Penza	E
Rev. Barbara Peters	E
Rev. John Potter	P
Rev. Donald Prytherch	P
Rev. Claire Pula	P
Rev. Bronc Radak <i>(serving Rockport)</i>	P
Rev. Jack Roan	E
Rev. Stephen Ross	E
Rev. Lorrie Rowland-Skinner	E
Rev. Diane Ruffle	E
Rev. Alan Schaefer <i>(serving Dover)</i>	E
Rev. Bruce Schundler	E
Rev. Donald Scott	E
Rev. Sherman Skinner	E
Rev. Sarah Taylor	E
Rev. Charles Thompson	E

Rev. Alfred Tisdale	E
Rev. John Verser	E

Ruling Elders by Virtue of Office

Elder Ken Nickel (First Presbyterian Church of Boonton), Past Moderator	P
Elder Paula Benson (Highlands Presbyterian Church, Long Valley), Past Moderator	P
Elder Wendy Doidge (Presbyterian Church in Morristown), Past Moderator	P
Elder Alan Ford (Bethlehem Presbyterian Church, Pittstown), Past Moderator	P

Others in Attendance

Sonja Gaertner, Office Manager & Attendance Clerk (<i>Highlands Presbytery</i>)	P
Rev. Stephen Huston, Transitional Support & Resourcing Coordinator (<i>Highlands Presbytery</i>)	P
Lizabeth Hutchinson, Financial Administrator (<i>Highlands Presbytery</i>)	P
Rev. Dr. Carl Wilton, Acting Stated Clerk (<i>Highlands Presbytery</i>)	P
Gary Sargent	P
Rev. David Wagner	P
Ania Wilton	P
Benjamin Wilton	P
Dave Wilton	P
James Wilton	P
Elder Lilly Kwong (Kitchell Memorial Presbyterian Church, East Hanover), Visitor	P
Elder Lois Steward (United Presbyterian Church, Flanders), Visitor	P
Elder Jamie Evans (Flemington Presbyterian Church), Visitor	P
Elder Jennifer Tooley (Presbyterian Church in Morristown), Visitor	P
Elder Tom Hauck (Somerset Presbyterian Church), Visitor	P

Total in Attendance – 99

~ Sonja Gaertner, Attendance Clerk – *The Presbytery of the Highlands of NJ*

Introduction of New Ruling Elder Commissioners

Enrollment of Corresponding Members

Terri Youn, NJMAC

David Wagner, Methodist

Adoption of the Agenda

The agenda was adopted as presented.

Worship

Worship

Small Group Gathering

Stated Clerk's Report

- Adoption of the Consent Agenda

SC-1

Approve the minutes of the Presbytery meeting held September 14, 2021.

SC-2

Approve excuses for the Presbytery meeting of November 9, 2021.

SC-3

Approve the Imbalance Correction effective January 1, 2022.

SC-4

Receive the report of the Committee on Ministry.

SC-5

Receive the report of the Administrative Coordinating Team.

SC-6

Receive the report of the Nominating Committee.

SC-7

Receive the report of the Committee on Preparation for Ministry.

SC-8

Receive the report of the Administrative Commission to Install Rev. Mary Beth Mardis-Lecroy to Old Greenwich Presbyterian Church, Stewartsville.

SC-9

Receive the report of the Administrative Commission to Install Rev. Ryan Irmer to Long Valley Presbyterian Church.

SC-10

Receive the interim report of the Administrative Commission for Christ Presbyterian Church, Martinsville.

Adopted as presented

Committee on Ministry Report

The retirements of Claire Pula and Joicy Becker-Richards were celebrated by the presbytery.

Administration and Coordinating Team

2022 Presbytery Budget

ACT-1

The approval of the Committee on Representation Position Description - See Attached.

Rationale: the COR is a mandated committee of the Book of Order. The ACT included the description from the Book of Order and included additional responsibilities that will assist the presbytery in building

community and creating a space that is more inclusive and welcomes all at the Presbytery Table.

MOTION APPROVED

ACT-2

The approval of the Resource and Stated Clerk Staff Position for a three-year term – See Attached.

Rationale: The present Resource Staff person covenant concludes on December 31. The Acting Stated Clerk is also a temporary position. The Personnel committee reviewed needs of the presbytery, the areas of focus and several options for filling those staffing needs. They are recommending a full-time position that incorporates both the resourcing and the stated clerk responsibilities of the presbytery.

MOTION APPROVED

ACT-3

The approval of The Presbytery of the Highlands of NJ Per Capita amount of \$40 per capita for the year 2022.

MOTION APPROVED

ACT-4

The approval The Presbytery of the Highlands of NJ 2022 budget. – See Attached.

MOTION APPROVED

NOMINATING COMMITTEE

NOMINATIONS for 2022

Nominating Committee NOMINATED by ACT

Class of 2022

- **Rev. Amy Lincoln (A) (Flemington/Presbyterian)**
- **Rev. Tex Culton (A) (HR)**

Class of 2023

- **Rev. Barbara Aspinall
(A)(Gillette/Meyersville/Stirling/First) (Moderator)**
- **Vacant**

Class of 2024

- **Rev. James Scovell (B) (Washington/First)**
- **Elder Lisa Gray (B) (Stewartsville/Old Greenwich)**

Administration and Coordinating Team

The Team is responsible for:

- Coordinating the work of the Presbytery

- Continuing to explore vision for the Presbytery's journey
- Serving as the interpreter for the ministry and mission of the Presbytery
- Organizing Presbytery meetings (planning, content and worship)
- Telling our story and communication
- Preparing the annual budget
- Overseeing the books, records and accounts of the Presbytery
- Encouraging the generosity of congregations
- Nominating the nominating committee
- Overseeing matters of personnel in relation to paid and volunteer staff
- Providing oversight of all continuing mission partnerships
- Relating to all other councils of the church

9 elected members for 3-year term, plus Current Moderator, Vice Moderator and immediate past Moderator. Staff resource: Presbytery Leader (PL) and Stated Clerk (SC)

Administration and Coordinating Team (ACT)

- Class of 2022
 - **Rev. Kathi Heath (B) (Chatham/Ogden Memorial)**
 - **Elder David "Pete" Peterson (A) (Califon/Fairmount)**
 - **Rev. Chad Rodgers (B) (Califon/Lower Valley)**
 - Rev. David Young (Newton/First) (Past Moderator)
 -
- Class of 2023
 - **Vacant**
 - **Elder Scott Riker (A) (Long Valley/Highlands)**
 - **Rev. David Harvey (A) (Blairstown/First) co-moderator**
 - **Rev. Tracey Henry (Clinton/Presbyterian) (Moderator 2022)**
- Class of 2024
 - Rev. Roberto Fois (A) (Warren/Trinity United)
 - **Elder John Hellriegel (B) (Chester/Community)**
 - **Rev. Tom Brown (Chatham/Presbyterian) – Vice Moderator**
 - **Rev. Brad Morgan (A) (Lambertville/Second English)**

Property and Insurance Team

The Property and Insurance are responsible for:

- matters that deal with real estate:
 - historic grants

- loans and loan guarantees
- emergency capital loans
- sale and rental of church property
- manse and church building inspections
- Presbytery property and offices
- management of the Presbytery's investments according to the Presbytery's Investment Policy
- insurance and risk management
- Legal issues pertaining to real property.
- Developing and maintaining the Property and Insurance team Manual of Operations

6 elected for 3-year term, plus members co-opted as necessary.

Property and Insurance Team

Class of 2022

- **Rev. Scott Bohr (B)– (Philipsburg/Harmony) (co-moderator)**
- **Rev. Jen Van Zandt (B) (Boonton/First)**

Class of 2023

- **Elder Doug Smith (A) (Gillette/Meyersville)**
- Elder Alan Ford (A) (Pittstown/Bethlehem)

Class of 2024

- Vacant
- **Rev. Julie Raffety (B) (Franklin/First) (co moderator)**

The Church Development Team

The Church Development Team

- Assists congregations and new worshiping communities in discerning their story.
 - Challenge and nurture congregations that are engaged in transformation and redevelopment.
 - Partner with COM when congregations are in transition by providing oversight and guidance of the mission/discernment study with the interim pastor, congregation, and COM liaison, and approve the final document.
 - Oversee the development of new worshiping communities
- Assists congregations and new worshiping communities in writing their story.
 - Resource congregations engaged in developing ministry strategies
 - Provide experiences of growth for congregational leaders
 - Develop Missional Practices in congregations

- Assists congregations in writing their final chapter
 - When a congregation has made a decision to dissolve, walk with them through the process of closing (in conjunction with the Trustees and COM).
 - Resource congregations as they discern their legacy

Church Development Team

Class of 2022

- **Rev. Ian Rankine (A) (Pluckemim/Presbyterian)**
- **Elder Colleen Duffy, (B) (Newton/First)**
- **Rev. Will Myers (A) (Frenchtown/Presbyterian)**

Class of 2023

- **Rev. Scott Foster (A) (Califon/Fairmount) (co-moderator)**
- **Rev. Chris Doyle, (A) (Berkshire Valley/First & Oak Ridge/Presbyterian)**
- **Rev. Meredith Mueller-Bolton (A) (Mendham/First)**

Class of 2024

- **Rev. Carie Morgan, (A) (Succasunna/First & Mine Hill/Presbyterian)**
- **Rev. Ninabeth Metcalf (A) (Allamuchy/Panther Valley) (co-moderator)**
- **Rev. Nicholas Hatch (A) (Milford/Alexandria First)**

Committee on Preparation

The Committee on Preparation for Ministry (CPM) Nurtures and encourages those who are discerning God's call to ministry as Teaching Elders or Commissioned Ruling Elders.

3 classes with 3 each to a class.

Committee on Preparation for Ministry (CPM)

Class of 2022

- **Rev. Stephen Choi (B) (Stewartsville/Presbyterian)**
- **Rev. Dr. Nancy Young (B) (Rockaway/First)**

Class of 2023

- **Rev. Robert Radak (B) (HR) co-moderator**
- **Elder Susan Vigilante (B) (Morris Plains/Presbyterian)**

Class of 2024

- **Elder Donna Rahman (A) (Califon/Fairmount) co-moderator**
- **Rev. Jin Han (A) (Stockton/Presbyterian)**

Permanent Judicial Commission

D-5.0101 The General Assembly, each synod or cooperating synods, and each presbytery shall elect a permanent judicial commission from the ministers of the Word and Sacrament and ruling elders subject to its jurisdiction. Each commission shall be composed of ministers of the Word and Sacrament and ruling elders in numbers as nearly equal as possible. 3 classes/6 year terms

Class of 2023

- Elder Ray Smickle (Belvidere/United)
- Rev. Scott Foster (Califon/Fairmount)
- Rev. Dennis Jones (Basking Ridge/Presbyterian)
- Rev. Jeff Hatch (Branchville/First)
- Elder Alec Jain (Morris Plains/Presbyterian)

Class of 2025

- Rev. Barbara Aspinall (Gillette/Meyersville)
- Elder Donna Keoppel (Boonton/First) (co-clerk)
- Elder Stuart Ours (First/Washington) (co-moderator)
- Elder Mel Prestamo (Long Valley/Presbyterian)

Class of 2027

- Elder Jamie Evans (Flemington/Presbyterian) (co-clerk)
- Elder Darren Ochs (Hillsborough/Taiwanese/American Fellowship)
- Rev. David Harvey (Blairstown/First) (co-moderator)
- Rev. Linda Gaden (Pittstown/Bethlehem)

Committee on Ministry

The Committee on Ministry (COM) nurtures and cares for all minister members of the presbytery (both active and retired), Certified Christian Educators and Commissioned Ruling Elders while they are serving in the presbytery's congregations; the congregations of the Presbytery and parish-pastoral relationships.

24 elected members (Teaching and Ruling Elders) for 3-year term
The COM meets on the First Tuesday of each month at 6:30 pm

Class of 2022

- Vacant
- Vacant
- **Rev. Michael Nelms (A) (Newton/Yellow Frame)**
- **Rev. Rich Gelson (A) (Phillipsburg/Pilgrim)**
- **Rev. Salvatore Seirmarco (B) (Chaplain)**
- **Elder Joe Martinoni (A) (Rockaway/First)**

- **Elder Kay Hurd (A) (Warren/Trinity United)**
- **Rev. Dr. Ellen Clark Clemot (A) (Chatham/Presbyterian)**

Class of 2023

- **Elder Jerry Chandler (A) (Newton/First)**
- **Elder Betty Darcy (A) (Morristown/Presbyterian)**
- **Elder Sherry Guthrie (B) (Morristown/Presbyterian)**
- **Rev. Ross Lang (B) (Cedar Knolls/Hilldale Park)**
- **Rev. Jacqui Van Vliet (A) (Madison/Presbyterian) (co moderator)**
- **Rev. Michael Atzert (A) (Chaplain)**
- **Elder Carol Skidmore (A) (Basking Ridge/Presbyterian)**
- **Rev. Dr. Maureen Paterson(A) (Basking Ridge/Presbyterian)**
- **Rev. Ben Fraumann (A) (Ringwood/Community Presbyterian)**

Class of 2024

- **Rev. David Young (A) (Newton/First)**
- **Rev. Sue Cail (A) (Ringwood/Presbyterian)**
- **Rev. Caroline Jinkins (A) (Bedminster/Lamington)**
- **Elder Jeanne Perry(B) (Chester/Community Presbyterian)**
- **Elder Jean Bowers (B) (Washington/First)**
- **Rev. Dr. Patrick Sileo (B) (Sparta/First)**
- **Elder John Crozier (B) (Boonton/First) (co-moderator)**
- **Rev. Linda Gaden (A) (Pittstown/Bethlehem)**

Presbytery Officers - 2022

Ecclesiastical Officers

- Moderator – Rev. Tracey Henry
- Vice Moderator – Rev. Tom Brown
- Stated Clerk – Rev. Carl Wilton (Acting Stated Clerk)

Corporation Officers

- Treasurer – Elder Becky Moody (2019 -2023)
- **President of Corporation – Rev. David Harvey***
Term: ACT Moderator
- Secretary of the Corporation – *Rev. Scott Bohr
(Philipsburg/Harmony) Term: Trustee Moderator

Blair Academy Consultation Team

- Class of 2022

- **Rev. David Young (B) (Newton/First)**
- **Elder Erika Wulster (B) (Blairstown/First)**
- Class of 2023
 - **Elder Owen Newson (A) (Stanhope/First)**
 - **Rev. Barry Young (B) (Wantage/Beemerville)**
- Class of 2024
 - **Elder Barbara Morgan (B) (Berkshire Valley/First)**
 - **Rev. Jim Scovell (B) (Washington/First)**

Committee on Representation

6 members/3 classes

G -3.0103 - Councils above the session shall establish by their own rule committees on representation to fulfill the following functions:

- To advise the council regarding the implementation of the principles of unity and diversity
- To advocate for diversity in leadership
- And to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F 0 1.0403.

The Highlands Committee on Representation shall be responsible for:

- Holding the Presbytery and its teams accountable to engaging in conversations and actions around diversity, inclusivity, unity, and racism.
- Fulfilling the Book of Order requirements as stated in G- 3.0103
- Setting the space for the Presbytery and teams to practice a new way of being church that welcomes, engages and values all voices at the table.

Book of Order

G-3.0103 The councils of the church shall give full expression to the rich diversity of the church's membership and shall provide for full participation and access to representation in decision-making and employment practices (f-1.0403). In fulfilling this commitment, councils shall give due consideration to both the gifts and requirements for ministry (G-2.0104) and the right of people in congregations and councils to elect their officers (F-3.0106)

Each council shall develop procedures and mechanisms for promoting and reviewing that body's implementation of the church's commitment to inclusiveness and representation. Councils above the session shall establish by their own rule committees on representation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403. A committee on

representation should not be merged with another committee or made a subcommittee or another committee

Synod of the Northeast Mission and Ministry Commission
Term

Class of 2024

- **Elder Lisa Gray (Stewartsville/Old Greenwich)**
- **Elder Joe Martinoni (Rockaway/First) - Alternate**

Young Leader Formation Team
6 members/ 3 classes

The Young Leader Formation Team will focus on the spiritual formation and leadership development of youth and young adult leaders in our congregations and Presbytery.

The team is comprised of six Presbytery elected members, each with three-year terms. At least one member of the team should be 16 to 24 years of age. An additional member is to be a representative of Camp Johnsonburg, who will be appointed by the Johnsonburg Staff. This may be a staff person or a member of the Transforming Leaders ministry. This position will be appointed annually.

Responsibilities:

- facilitating/organizing/promoting youth and young adult participation in Triennium and other mission and learning focused events that nurture spiritual leaders who will shape the church in the future
- Providing for local leadership development and spiritual formation opportunities for youth and young adults.
- nurturing and supporting connections and networks of paid and unpaid leaders whose focus is youth and young adult ministry within the Presbytery.

Class of 2022

- Patrick Allred (A) (Morristown/Presbyterian)
- Rev. Christopher Scrivens (A) (Chester/Community Presbyterian)

Class of 2023

- Laura Choi (A) (Stewartsville/Presbyterian)
- Rev. Katherine Scott-Kirshner (A) (Sussex/First)

Class of 2024

- Amy Clarkson (A) (Denville/Union Hill)
- **Joann Willans (A) (Whippany/First)**

Johnsonburg Leader - TBD

NOMINATIONS STILL TO BE COMPLETED

- Johnsonburg Board of Directors (elected in November to begin January)
- Synod Commissioners (2022)
- Blair Academy Board of Trustees

Installation of the Presbytery Moderator and Vice Moderator

Rev. Tracey Henry was installed as the Moderator of the Presbytery of the Highlands, NJ.

Rev. Tom Brown was installed as the Vice-Moderator of the Presbytery of the Highlands, NJ.

New Business

Adjournment and Closing Prayer

Meeting closed at 9

Attested: _____
Stated Clerk

Reports:

Committee on Ministry

Administrative Coordinating Team

Committee on Preparation for Ministry

Administrative Commission to Ordain Emily Verstandig Arnold

Administrative Commission for Christ Presbyterian Church, Martinsville

Attachments:

Committee on Representation Description

Resource & Stated Clerk Position Description

2022 Budget

Presbytery Gift Acceptance Policy

Presbytery Investment Policy

Committee on Ministry Report

September 14, 2021

Items to Report:

From the June 1, 2021 meeting:

COM -1

Approved Boundary Training Date of October 21, 2021.

COM -2

Appointed Rev. Stephen Choi as Moderator of First Presbyterian Church of Mendham.

COM -3

Approved \$2000 from the Committed Fund for Emergency/Pandemic Related issues for the Pastor's Retreat at Johnsonburg.

COM -4

Approved that all church sessions who are not meeting the gender/representation requirements that have had legacy exemptions can continue with exemptions through 2021 only. Starting in 2022 sessions will have to request new exemptions.

COM -5

Approved updated document on Clergy Care Fund.

COM -6

Approved Terms of Call for:

Rev. Scott Bohr and Harmony Presbyterian Church, Phillipsburg
Rev. Alden Johnson and First Presbyterian Church of Ogdensburg
Rev. Claire Pula and Highlands Presbyterian Church, Long Valley

COM -7

Received the Terms of Call for:

Rev. Linda Owens and Bound Brook Presbyterian Church
Rev. Jin Han and First Presbyterian Church of Stockton

COM -8

Reports an exit interview was completed with Rev. Any Sandlin.

COM -9

Reports that PCUSA Church Leadership Connection has included The Highlands Presbytery on their site. All Pastors and Congregations who have their PIF or MIF listed with their former church need to update it for The Highlands.

COM -10

Approved the request for a Special Presbytery Meeting to examine and approval for ordination of Emily Arnold from the Bound Brook Presbyterian Church.

From the July 20, 2021 meeting:

COM -11

Approved that Pastors who cannot attend the Boundary Training because of their bi-vocational status can be offered an alternative training. Each request will be on a case by case basis.

COM -12

Approved an updated Exit Interview process document.

COM -13

Approved the Terms of Call and Bridge Pastor position for Rev. Joanne Miller and Wharton United Community Church.

COM -14

Approved the 2022 Minimum Terms of Call. (See attached)

COM -15

Approved the Ministry Information Form for:

First Presbyterian Church of Rockaway

West Milford Presbyterian Church

COM -16

Approved the request to authorize the Congregational Care Team to approve the MIF for First Presbyterian Church of Hackettstown when completed in August.

Administration and Coordinating Team Report

September 14, 2021

Items for Consent Agenda:

ACT-1

The ACT recommends the approval of the Presbytery Gift Acceptance Policy.

ACT-2

The ACT recommends the approval of the Presbytery Investment Policy.

ACT-3

The ACT decided that because of the uptick in COVID cases and everyone still working on emerging from the pandemic, that holding off on the Discernment Process for The Presbytery of the Highlands of NJ would be appropriate. The work of the presbytery for the remainder of 2021 and into 2022 would be:

- to continue to resource congregations, church leaders and pastors;
- to focus on emerging from the pandemic;
- to continue to find ways to build the presbytery community;
- to establish the foundations of the structure; and
- to let the Holy Spirit lead

ACT-4

Reviewed the Budget and Finance Team's process of developing the 2022 budget.

ACT-5

Discussed the Agenda items for the September Presbytery Meeting.

ACT-6

Dismissed the ACT Technical Team with thanks and gratitude

ACT-7

Approved the Appointment of an Administrative Commission for the Dissolution of the Hillsborough Presbyterian Church.

From the August 24, 2021 meeting:

ACT-8

The ACT discussed possible themes for the November Presbytery meeting.

ACT-9

Approved the following dates for the 2022 Presbytery meetings:

- January 18, Tuesday, ZOOM meeting
- March 15, Tuesday, ZOOM meeting
- May 17, Tuesday, Hybrid or In Person Meeting
- September 20, Tuesday – TBD
- November 15, Tuesday – TBD

ACT-10

The ACT received an update on the 2022 Budget Process and of the status of the transfer of funds from legacy presbyteries.

ACT-11

Becky Moody presented an update of the Operating Fund/Annual Budget. As of 7/31/2021 the expenses are ahead of income. The General Assembly Per Capita has yet to be “billed” to the Highlands Presbytery.

ACT-12

The ACT approved a request to hold a “Town Hall” meeting of the Presbytery on Thursday, October 28 via ZOOM for informational presentation of the 2022 budget.

ACT-13

Approved the request for an Administrative Commission to work with the Session of the Oxford Second Presbyterian Church, to conclude the affairs of the church and at the appropriate time assume original jurisdiction and dissolve the congregation. Commission will include Rev. Leslie Dobbs-Allsopp (Morristown), moderator, Rev. Dr. Pamela Szurek (Belvidere) and Rev. Scott Bohr (Harmony). The ACT asked the Presbytery Moderator, Rev. David Young to appoint two additional members.

ACT-14

The Stated Clerk shared with the ACT that an accusation of professional misconduct, under the Rules of Discipline, has been received. The ACT appointed an Investigating Committee comprised of Rev. Chris Doyle (Berkshire Valley/Oak Ridge), moderator and Elder Jeanne Perry (Chester, Rev. Dr. Maureen Paterson (Basking Ridge), and Rev. Peter Magnan (Stanhope).

COMMITTEE ON PREPARATION FOR MINISTRY

CPM-1

May 17, 2021

- The committee met with Candidate Emily Arnold (Bound Brook) via Zoom to consider her request to be declared ready in all respects to receive a call. Emmie led a short time of worship and preached for the committee. Following the time of worship, the committee discussed with Emmie her sermon, exegetical paper, and statement of faith.
- *Motion:* That Emily Arnold be declared ready in all respects to receive a call. The motion was seconded and passed unanimously.

CPM-2

June 21, 2021

- The committee met with Inquirer Kristy Woodrow (Newton) via Zoom for her Annual Consultation. Kristy recently completed her third year at Princeton Theological Seminary, where she is enrolled in the dual degree (4-year) program. The committee reviewed her progress and talked with her about her emerging sense of call.
- *Motion:* To continue Kristina Woodrow in the care process as an Inquirer. The motion was seconded and passed unanimously.
- *Motion:* "That CPM grant Kristy Woodrow a waiver to its requirement that persons under care become candidate before being approved to take the senior ordination exams. As a dual-degree (M.Div./M.A.) student in her final (fourth) year of seminary, the committee recognizes her need for additional discernment before moving to candidacy and believes taking the ordination exams will aid her in that process." [Note: this motion was approved via e-vote following the meeting]

Report of the Administrative Commission to Ordain Emily Verstandig Arnold September 14, 2021

Moderator's report on the ordination of Emily Verstandig Arnold at the Bound Brook Presbyterian Church, Bound Brook, NJ, on July 25, 2021 at 4:00 p.m.

Members of the Administrative Commission:

The Rev. David Young, moderator, pastor of the First Presbyterian Church of Newton, NJ

The Rev. Linda Owens, pastor of the Bound Brook Presbyterian Church\
Ruling Elder Mel Prestamo, Long Valley Presbyterian Church
Ruling Elder Carol Hoekje, Stockton Presbyterian Reformed Church
Ruling Elder Kathy Hobbs, Bound Brook Presbyterian Church

The meeting of the AC was called to order with prayer by the Moderator at 3:40 p.m.

MSC to enroll corresponding members, the Rev. Andrew Scales and the Rev. Len Scales, both serving the Nassau Presbyterian Church in Princeton, NJ, and to include them as members of the AC.

MSC to approve the order of worship, which included the celebration of the Lord's Supper, co-celebrated by the Rev. Linda Owens and the soon-to-be Rev. Emily Arnold.

MSC to dissolve the AC upon the benediction of the service.

The service was held before an in-person congregation and was also available in a livestream format.

An offering was received for the support of the Presbytery of the Highlands of NJ's Committee on Preparation for Ministry.

The meeting of the AC was closed with prayer by the Moderator at 3:55 p.m.

Respectfully submitted,

David E. Young

The Rev. David E. Young, moderator

Committee on Representation (COR)

6 members/3 classes

G -3.0103 - Councils above the session shall establish by their own rule committees on representation to fulfill the following functions:

- To advise the council regarding the implementation of the principles of unity and diversity;
- To advocate for diversity in leadership;
- And to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F 0 1.0403.

The Highlands Committee on Representation shall be responsible for:

- Holding the Presbytery and its teams accountable to engaging in conversations and actions around diversity, inclusivity, unity, and racism.
- Fulfilling the Book of Order requirements as stated in G- 3.0103.
- Setting the space for the Presbytery and teams to practice a new way of being church that welcomes, engages and values all voices at the table.

Book of Order

G-3.0103 The councils of the church shall give full expression to the rich diversity of the church's membership and shall provide for full participation and access to representation in decision-making and employment practices (f-1.0403). In fulfilling this commitment, councils shall give due consideration to both the gifts and requirements for ministry (G-2.0104) and the right of people in congregations and councils to elect their officers (F-3.0106)

Each council shall develop procedures and mechanisms for promoting and reviewing that body's implementation of the church's commitment to inclusiveness and representation. Councils above the session shall establish by their own rule committees on representation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403. A committee on representation should not be merged with another committee or made a subcommittee or another committee.

Resourcing & Support and Stated Clerk

Full Time - 40 hours

- Stated Clerk - 10 to 15 hours
- Resourcing Staff - 25 to 30 hours

Resourcing & Support Staff Responsibilities:

- Resourcing & Support staff person will be responsible for the following areas within the life of the Presbytery and is accountable to the head of staff as delineated in the Personnel Policy.
 - Resource the church Development Team
 - Discernment Process for congregations
 - Churches in transition
 - Churches looking at future
 - Digital Church
 - Post Pandemic World
- Resource the Committee on Preparation for Ministry
- Resource Young Leader Formation Team
 - Triennium
 - Faith Formation
 - Youth Leader Training
- Provide Resourcing and support to teams, pastors and congregations as requested for the following areas
 - Stewardship/financial
 - COVID/Pandemic
 - Faith Formation
 - Congregational development
 - Missional Practices
 - Communication/Media
 - Other areas as needed
- Pastor/Leadership Development
 - Work with Presbytery Leader to provide opportunities for Leadership development of Pastors and other Church leaders.
- Communication/storytelling
 - Coordinate with Presbytery staff to collect, curate, edit and publish congregation/ministry stories
- Staff and resource a Presbyterian Disaster Assistance team
- Assist the Presbytery Leader with the work of the presbytery as requested.

Stated Clerk Responsibilities:

- Provide Oversight to Presbytery Staff
 - in filing of statistical reports

- Maintaining records on clergy
- Other denominational recording keeping
- Presbytery minutes
- Assist with processing calls, covenants, dissolutions and transfers
- Oversee annual session records review
- Provide training for Administrative Commissions
- Provide for oversight of the Rules of Discipline functions including implementation of Investigating Committee when needed
- Resource Presbytery Coordinating Team
- Resource COM upon request
- Work with Executive Team on Planning Presbytery Meetings/Presbytery Agenda
- Serve as Parliamentarian
- Resource Property and Insurance Team as requested
- Resource for Book of Order/General Assembly interpretation

Accountability: The Resourcing/Stated Clerk Staff person is supervised by the Presbytery Leader and is annually reviewed by the Personnel Committee of the Administration and Coordinating Team in accordance with the Presbytery of The Highlands Personnel Policy and Practices manual. In accordance with the Book of Order (G-3.0104) the Stated Clerk will be elected annually.

The ACT will appoint a search team made up of Personnel committee team members, ACT members and members at large along with the Presbytery Leader as ex officio.

Presbytery of the Highlands, NJ
 2022 Operating Budget Building Worksheet
 2022 Membership (YE 2020) 12944
 Total Per Capita \$ 40.00

Revenues

Per Capita

PRESBYTERY Per Capita

140110 PRESBY Per Capita Apportionment	340,726	348,452
140113 Uncollected Per Capita	(85,182)	(87,113)

Total PRESBYTERY Per Capita

255,545 261,339

GA/Synod Per Capita

140111 SYNOD Per Capita Apportionment	51,894	53,070
140112 GA Per Capita Apportionment	113,660	116,237
140114 Uncollected Synod Per Capita	(12,973)	(13,268)
140115 Uncollected GA Per Capita	(28,415)	(29,059)

Total GA/Synod Per Capita

124,165 126,981

Total Per Capita

379,710 388,320

Missional Giving

PRESBYTERY Missional Giving

140132 Undesig Presbytery Missional Giving	47,305	47,305
Total PRESBYTERY Missional Giving	47,305	47,305

GA/Synod Missional Giving

140120 Designated GA Missional Giving	-	-
140121 Designated Synod Missional Giving	-	-
140131 Shared Synod Missional Giving	2,359	2,359
Total GA/Synod Missional Giving	2,359	2,359

Total Missional Giving

49,664 49,664

Interest Revenue

140510 Interest	268	268
Total Interest Revenue	268	268

Other Revenue

140997 Endowment Income	8,847	8,000
140999 Presby Operating Reserve	36,061	36,800
POTENTIAL TRANSITIONAL ASSET INCOME		30,000

149999 PPP Miscellaneous Income

57,625 -

Total Other Revenue

102,532 74,800

Total Revenues

532,175 513,052

Expenses

Expenses

Administration

Admin

150022 Fees- NCT Investment Account	876	876
150111 Master Liability Insurance	1,250	1,250
150112 Umbrella Insurance Policy	1,500	1,500
150113 Worker Comp Insurance Policy	1,472	1,472
150114 Cyber Liability Insurance	210	210
150220 Fees	500	500
150230 Presbytery Fin Review Fees	6,250	6,250
Total Admin	12,058	12,058
Facilities		
150120 Supplies	1,500	1,500
150130 Postage	500	500
150140 Communication	4,500	4,500
150150 Equipment	4,500	4,500
150160 Utilities	4,800	4,800
150170 Condo Association Dues	16,600	16,600
150190 Software & Technology	4,500	4,500
150210 Cleaning Services	2,000	2,000
150240 Facilities Repairs & Improvements	1,000	1,000
Total Facilities	39,900	39,900
Compensation		
Stated Clerk		
151110 SC Salary	-	-
151111 Contracted SC	-	-
151130 SC Pension & Medical	1,885	-
151150 SC Travel	1,000	-
151160 SC Housing	15,712	-
151190 SC Conferences	1,000	-
Total Stated Clerk	19,597	-
Presbytery Leader/EP		
151300 PL Salary	55,892	57,569
151301 PL Housing	38,152	39,297

151310 PL Professional Expense	5,000	5,000
151330 PL Pension/Medical	34,796	35,840
151340 PL Continuing Education	2,000	2,000
151350 PL Travel	6,000	6,000
151380 PL SECA	7,194	7,410
Total Presbytery Leader/EP	149,035	153,116
Financial Administrator		
151410 FA Salary	59,298	61,077
151411 FA 403b	10,674	10,994
151420 FA Social Security/MED	4,536	4,672
151430 FA Group Term Life	120	120
151440 FA Continuing Education	300	300
151450 FA Travel	300	500
Total Financial Administrator	75,228	77,663
Office Manager		
151510 OM Salary	54,242	41,902
151511 OM 403b	9,763	7,542
151520 OM Social Security/MED	4,149	3,205
151530 OM Group Term Life	120	120
151540 OM Continuing Education	300	300
151550 OM Travel	300	300
Total Office Manager	68,874	53,369
Resourcing & Stated Clerk		
151710 TS Wages/Salary	21,801	70,000
Housing		
Pension Medical		25,900
151711 TS 403B	3,924	-
151720 TS Social Security/MED	1,668	-
151740 TS Continuing Ed	300	1,000
151750 TS Travel	300	1,000
SECA		5,355
Total Resourcing & Stated Clerk	27,994	103,255
Total Compensation	340,727	387,403
Total Administration	392,685	439,361
Presbytery Teams		
Presbytery Coordinating Team		

150201 ACT - Committee Expense	3,000	3,000
152021 ACT- Vice-Moderator Training	400	400
DISCERNMENT		7,000
PRESBYTERY MEETINGS		4,000
154110 Worship Committee Expense	1,500	1,500
Total Presbytery Coordinating Team	4,900	15,900
Committee on Ministry		
150221 COM Committee Expenses	-	1,500
152240 COM Conferences & Retreats	1,000	1,500
COM CONFLICT MEDIATION		2,000
Total Committee on Ministry	1,000	5,000
Committee on Prep for Ministry		
152360 COPM Career Counseling	1,000	1,000
Total Committee on Prep for Ministry	1,000	1,000
CHURCH DEVELOPMENT		
WORKSHOPS		6,000
EXPLORING ONLINE COMMUNITY		6,000
TOTAL CHURCH DEVELOPMENT	-	12,000
YOUTH DEVELOPMENT		
TRIENNIUM		8,000
TOTAL YOUTH DEVELOPMENT	-	8,000
Total Presbytery Teams	6,900	41,900
Per Capita Apportionment		
153010 Per Capita Paid TO GA	113,660	116,237
153020 Per Capita Paid TO SYNOD	51,894	53,070
Total Per Capita Apportionment	165,554	169,308
MISSIONAL PARTNERS		
153111 Direct Missional Support-GA	-	-
153120 Shared Missional Support - SYNOD	2,359	2,359
153121 Direct Missional Support-SYNOD	-	-
152310 Johnsonburg Camp & Conference Ctr	29,000	29,000
Total Missional Support	31,359	31,359
Total Expenses	596,498	681,927
Net Total	(64,323)	(168,875)

Presbytery of The Highlands Gift Acceptance Policy

Purpose

The purpose of this Policy is to set forth the guidelines for accepting donations/gifts to the Presbytery of the Highlands

Definition of Donations/gifts to the Presbytery of The Highlands

Special donations/gifts are gifts by individuals or congregations of money, personal property, stocks/bonds, life insurance or real estate given to the Presbytery for a fund or project of the presbytery.

Donation/Gifts for Particular Funds or Projects of the Presbytery.

Donations/Gifts maybe given to the Presbytery for particular funds or projects. Donors are encouraged to review the purpose and restrictions of funds or projects before making a gift.

Undesignated Gifts

Undesignated Gifts/donations from Individuals, congregations, groups or Estates will be reviewed by the *Finance Team* in order to recommend designation to the Presbytery Coordinating Team (PCT)

Types of Gifts accepted

- Cash/credit cards
- Planned gifts
- Marketable securities
- Mutual funds or Bonds
- Life insurance beneficiary designation

Gifts of property, tangible items or restricted gifts

Gifts of real estate/property, tangible items or restricted gifts will be reviewed by the *Trustees*. The Presbytery reserves the right to decline real estate and other gifts because of exposure to undue financial risk, is contrary to presbytery mission, values, vision or priorities, or violates federal or state tax codes.

Other

Donors are encouraged to recognize that many years may pass after the gift is made, and the needs, policies, mission and circumstances of the Presbytery may change in unforeseen ways. The Presbytery will make use of gifts in the best interests of the Presbytery under the then current conditions and in the spirit of the donor's intent.

All donations/gifts are deemed final unless otherwise agreed by the Presbytery

Donations/Gifts received through Estates/Bequest from dissolved congregations will be reviewed by the Administrative Commission for the particular congregation or the Finance team and recommendations made to PCT. Restrictions, designations, requirements and administration of the estates/bequest will be honored to the best of the ability of the Presbytery.

All gifts will be classified as unrestricted unless made in response to an announced campaign or if the donor has expressly specified one or more restrictions on the use of the gift. Any such restriction on the use of the gift will be reviewed by finance team and recommendations made to PCT on whether to accept or not.

Confidentiality

All donor information will be kept in confidence. No announcement of a donation will be made without permission from the donor, or a representative of the donor's family if the donor is deceased. Because stories of faithful Christian generosity serve to encourage members' donations, permission will normally be sought to report those donations to the congregation.

Presbytery of the Highlands Investment Policy

Purpose

The Presbytery of The Highlands of New Jersey has funds to be used by the Presbytery for the mission of God's work in the world. We aim to invest these funds to maximize the resources for use in our ministries at the same time we will try to carefully manage the risk to the funds.

Investment philosophy and objectives

The funds of the Presbytery designated by the Finance Committee (FC) to be invested will be managed for investment purposes as a pool. Therefore, all funds effectively have the same portfolio of investments. The Financial Administrator of the Presbytery maintains separate accounts for each of the funds and separately identifies all deposits and withdrawals for each. Any new funds will be designated to each account but managed in the portfolio as the pool is managed.

The Investment Committee (IC) and Finance Committee (FC) will coordinate at least annually on the liquidity requirements anticipated for each portfolio. Based on these needs an appropriate percentage of the assets to be made available for liquidity purposes will be assigned each portfolio and invested for a maximum of 3 years in maturity; the remainder will become available for investment in a timeframe of 3 – 8 years ("Longer Term Assets"). See below.

The liquidity portion will be managed with the objective of achieving competitive returns but at a low level of risk. Investment parameters will be established by the Investment Committee with respect to maturity, credit quality and the permissible investment types, i.e. CD's, commercial paper, bank and other deposits, money market funds, etc.

With respect to the longer-term assets the strategic equity target allocation is 60% in a range of 54% - 66% with fixed income securities targeted at 40%, in a range of 36% - 44% Cash equivalents may be used at any time in order to perform as a reserve for purchases of either asset class or to be employed tactically to reduce volatility. There is no assigned target or minimum/maximum range for the cash equivalents position.

The long-term portfolio is to be invested in either, or both, passive and active investment vehicles selected by the Investment Committee. Standards of performance and quality constraints will be established by the Investment Committee. It is understood that the market value of these assets will be affected by the volatility of the markets in which they are invested.

Investment guidelines

The manager/s will be selected by the IC from time to time. The committee will select managers who have proven track records and meet or out perform

benchmarks indices. The fixed income portion of the funds will be invested in instruments or corporate rated single A or better.

Socially responsible and Fossil Fuel Free investments

It is recognized that the Presbytery may feel so strongly about an issue it may instruct the IC to change its investments realizing that this may diminish the return. The presbytery requests that all investments be, as much as possible, fossil fuel free.

The Use of the Funds

The spend rates of the funds will be established at least annually by each of the Presbytery Committees or Administrative entities that have authority from the Presbytery to use the funds. These spend rates will be reviewed regularly by the Presbytery Committees and the Investment Committee.

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The Investment Committee

The IC's responsibility is to invest seeking an efficient return at an acceptable level of risk. The IC will consist of persons appointed by the Finance Committee for the purpose of managing the funds. The committee may include, but is not limited to, the Chair of the Finance Committee, the Treasurer of the Presbytery, the Finance Administrator and the Presbytery Leader/Executive. The IC will report to Presbytery Council through the Finance Committee. The Chair of the IC is appointed by the Finance Committee.