The Presbytery of Philadelphia held its stated meeting at the Church on the Mall Presbyterian Church, Plymouth Meeting, Pennsylvania on July 29, 2017 at 10:04 A.M.

**MINISTERS PRESENT**

Barge, Randy L.  
Bass, Jade King  
Bonwell, Raymond  
Bowman, HR; Martha E.  
Dixon, Troy Janel  
Dooner, Timothy  
Dwyer, Judith  
Ebersberger, Sue  
Ehman, John W.  
Ezunkpe, Komlan  
Foote, Jerry Kay  
Garner, Jesse B.  
Gillette, Bruce Philip  
Gillette, Carolyn Winfrey  
Heffernan, Deborah Downs  
Hudson, Samantha  
Irizarry, Jose  
Jaymes, HR; Linda  
Kirkpatrick, Rebecca  
Klimovitz, Gregory  
Larkin, David  
Lawrence, HR; Keith D.  
Leek, Robert  
Martin, Peter  
McShane, Pamela J.  
Park, Tae Moon  
Pedersen, Rachel  
Porter, Kevin  
Pottorff, Franklyn  
Quick, Hannah  
Reid, HR; Daniel W.  
Roberts, Keith  
Ross, Kenneth J.  
Santana-Grace, Ruth Faith  
Scholdelemeyer, Kristopher  
Steele, HR; Joseph I.  
Steinnagel, Schaulen  
Sweet, John D.  
Taylor, Ethelyn  
Timothy, Nancy  
Ward, Michele  
Weed, Stephen N.  
Wilson, Henry S.

**MINISTERS EXCUSED**

Bell, Anita Miller  
Betz-Bogoly, Cynthia  
Biederman, Robert N.  
Brackett, Judith  
Bruce, Christine A.  
Evans, Samantha  
Ferguson, Laura  
Ferris, Jason R.  
Fitch, Diane Jamison  
Gill, Joshua  
Golderer, William  
Gomez-Saravia, Gadiel  
Griffith, Clyde E.  
Hecht, Kathy  
Hoglund, Douglas C.  
Holland, Christopher  
Hyska, Shawn  
Jarvis, Cynthia  
Larkin, David  
LeClyuse, Megan  
McClain, Keith  
McPeereters, Doug  
Miller, Leah  
Muth, Nancy  
Mitchell, Danny  
Nofleet, Agnes  
Poland, David  
Poteet, Michael  
Rhodes, Rachel  
Rossi, Ashley  
Shelley, Austin  
Steege, Mary  
Thompson, Brenton  
Thornton, James  
Weicher, John  
Willingham, John  
Wonderland, Susan Faye  
Zambrana, Mary Kruse

Also excused were all H.R.s who were not in attendance in accordance with Presbytery of Philadelphia Bylaws Section 1.3(B).

**MINISTERS ABSENT**

Aikins, Kathryn  
Ames III, G. Clayton  
Auxter, Mark S.  
Ballantine, Bruce  
Balsan, Ryan Edward  
Blake, Rebecca  
Brech, George T.  
Brooks-Lytle, Aisha  
Brozyna, Marcie  
Cannon, Katie  
Carpenter, J. William  
Choi, Woonjae  
Clark-Duncan, Anne  
Colwill, Sarah  
Craver, Thomas L.  
Davis, Gerard  
Day, Katie  
Dietrich, Stephen  
Dorville, Eric  
Dryden Jr., Foster C.  
Duran, Nicole Wilkinson  
Durfee, Gary R.  
Earely, Barry J.  
Ebersberger, Sue  
Edwards, Christopher O.  
Evans, Michael J.  
Eyre, Robert  
Fall, Susan  
Farrell, Lisa  
Farrell, Paul  
Fettig, Jonathan  
Fong, Joanne Shum  
Ford, Stephen T.  
Ford, Wanda Larman  
Friend, Elizabeth B. Ford  
Garcia, Raymond  
Grant, Anna L.  
Greylng, Jacobus P.  
Grunseich, Michelle  
Gutridge, Stephen P.  
Hankel, Heidi  
Hausser, Sherri  
Hecht, Kathy  
Heckman, Bailey  
Hessel, Beth  
Hill, Faith  
Hill, Kirby Lawrence  
Hoagland, Donald Clark  
Hodsden, James M.  
Hodsden, Sara  
Holmes, Julie  
Holt, Charles  
Housworth, Paul E.  
Hull, Sanford D.  
Ireland, Kevin  
Jacob, Robert A.  
Janney, Scott  
Jones, James Alexander  
Khan, Shahbaz  
Kibben, Margaret G.
Kim, Byung Il
Kim, Ho Joong
King, John
Kosinski, Lori Zang
Krajian, Joyce
Kroupa III, George
Lacroix, François L
Lawrence-Caldwell, Melanie
Lawson, Scott
Lee, Ki Nam
Lee, Sung Dae
Lester, Jr., W. Carter
Lyndaker-Studer, Mark
MacCullough, Bruce W.
Mairena, Adan
Markel, John S.
Martin, Joan
Massengill, Samuel E.
McClellan, Kari Turner
McDaid, Donna
McKinney Jr., William P.
Mingle, Edward G.
Morgan, Marianne
Morganti, Steve
Morse, Daniel
Myers, Jeffrey T.
Nelson, Karen R.
Norse, David L.
Nuesch, Osvaldo
Ofosu-Donkoh, Kobina
Palmer, Langdon B.
Park, Anne
Passante, Nikki Perrine
Pearce, Patricia
Penza, Gregory Tyler
Peterson, Matthew
Pidcock-Lester, Karen
Pleim, Kurt
Pretz, S. Timothy
Price, Donald
Pynch, Cheryl
Quick, Hannah
Rappaport, Lydia
Rhone, Rhonda
Robinson, Graham
Rodgers, Andrea
Roberts, Robert J.
Ross, Robert
Rusert, Abigail Visco
Scales, Lenore
Searight, Sarah Cooper
Searight, William
Sexton, Pauline
Shaker, Sameh
Sharif, Kurshid
Sheetz-Willard, Julia J.
Sheetz-Willard, Woodrow W.
Shendge, Manisha
Shimada, Peter
Shin, Joyce
Sime, Peter C. S.
Smith, Kellen A.
Smith, Michael
Smyrl, Peter
Snyder, John A.
Son, Suk Bae
Speck, Jonathan
Spencer, Stuart
Stavrakos, P. Todd
Stiffler, Flo Guynn
Stratton, Ruth Ellen
Stroup, Maria A.
Summers, Thomas
Teague, William
Telford, Taylor
Thomas, Jeanne
Thompson, Lewis Casey
Tung, Arthur C.
Wallace, Mark I.
Warren, Bernice
Washburn, Mary E.
Weicher, Laurie Taylor
Weisiger, Sarah
Williams, Faith
Wonderland, Kenneth B.
Wood, H. Stanley
Wright, David
Yi, Gloria
Yu, In Kon
Zink-Sawyer, Beverly A.

CHURCHES REPRESENTED BY ELDERS

Aston: Donna Gawne
Bryn Mawr: Courtenay Willcox, Anita Iyendgar, John Vaughn
Calvin: Lorraine McKenzie
Carmel: Nancy O’Brien
Christ’s Community: Claire Jones
Deep Run: Deb Walters
Doylestown: Kathy Maclin
First African: Marcia Singleton
Germantown Community: Maureen Prillerman
Germantown, First: Robert Seed, Joe Leube
Good Shepherd: Jim Taggart
Grace, Jenkintown: Carol Young
Holy Trinity-Bethlehem: Julie Stephenson
Lombard Central: Judith Peters
Media: Beth Kalemkarian, Martha Harris
Narberth: Meg McKinley
Oak Lane: Joan Clerk
Olivet-Covenant: Bill Rodebaugh
Onley, First: Ken McKeown
Overbrook: Sara Davis, Rachel Carnahan
Oxford: Harvina Hebbons, Lloyd Higgins
Philadelphia, First: Susan Christenson, Michael Smith
Roslyn: Margaret White
Swarthmore: Patrice Smith, Grant Grissom
Tabernacle United: Michael Ehling
Trinity-Kensington: Chuck Glenn
Tully Memorial: Paula Dixon
Wayne: Susan Aggarwal, Vijay Aggarwal
Yeadon: Marva Scotland
CHURCHES NOT REPRESENTED BY ELDERS

Abington  Gladwyne  Old Pine
Ambler, First  Glenolden, First  Olivet
Anchor  Gwynedd Square  Church of Pakistan
Arch Street  Holmes  Penn Wynne
Ardmore, First  Ivyland  Pottstown, First
Beacon  Japanese Christian  Port Kennedy, First
Bensalem  Jeffersonville  Rhawnhurst
Berean  Kensington, First  Ridley Park
Bethel  Langhorne  Roxborough
Bethesda  Lansdowne, First  Southwestern
Beverly Hills  Lawndale Holy Grace  Springfield-Flourtown
Bridesburg  Lenape Valley  Springfield, First
Calvary-Wyncote  Leverington  Suh Kwang
Cedar Park  Levittown, First  Summit
Central, Norristown  Llanerch  Supplee Memorial
Chambers Memorial  Lower Providence  Temple
Chestown Hill  Macalester-Torresdale  Thompson Memorial
Christ’s Riverview  Marple  Tree of Life
Church on the Mall  Mayfair  Trinity-Clifton Heights
Collenbrook United  Memorial  United Ghanaian Community
Concord Liberty  Middletown  Valley Forge
Crossroads  Morrisville  Wallingford
Darby, First  Mount Airy  Warminster, First
Disston Memorial  Neshaminy-Warwick  Westminster Mayfair
Eddington  New Spirit Community  Wissahickon
Elkins Park  Newtown  Wissinoming
Falls of Schuylkill, First  Newtown Square  Woodland
Forest Grove  Norristown, First  Woodsdale
Fox Chase Memorial  Norriton  Wynnewfield
Frankford  Northampton
Glading Memorial  Northminster

ELDER OFFICERS OF THE PRESBYTERY AND CERTIFIED CHRISTIAN EDUCATORS

Officers: Julia Hill (Yeadon) - Temporary Clerk
Vice-Moderator: Linda Rutkosky (Doylestown)
Staff: Larry Davis (Ambler, First)
Committee Moderators: Lois Haymen-El (Frist African, SDoP)
Permanent Judicial Commission: Paul Bunting (Grace, Jenkintown)
Corresponding Members: Alison Seed (Heartland Presbytery), Violet Little (Lutheran Welcome Church)
Commissioned Lay Pastors: Roland Reeves (Trinity- Kensington)

The Presbytery was called to order at 10:04 A.M. and convened with prayer and the lighting of the Christ candle by the Moderator, Minister of Word and Sacrament Dr. T. Janel Dixon (Cedar Park), who then
called upon Elder Pete Scattergood (Church on the Mall) who welcomed the Presbytery to the Church on the Mall and shared with the body both the arrangements and thanked the Presbytery for its continued support.

Elder Aaron Bass (Germantown, First), a Candidate under care of the Presbytery, shared with a trumpet solo.

Moderator Dixon called on the Stated Clerk, Minister of Word and Sacrament Kevin Porter for his report.

From the **Stated Clerk**

Reverend Kevin Porter submitted the following:

- Approval of the Docket: The **docket was approved by the body**

  **Consent Agenda** (Attachment A) with one addition from Financial Management. The addition, as presented is: **The Trustees are presenting for approval by Consent a set of resolutions authorizing the sale of the Northampton Church manse property. This sale itself has already been approved, but it was recently discovered that the property is technically deeded to the Trustees of the Presbytery, and as a formality we need to record the approval accordingly. Sale proceeds would still be held in the name of the Northampton Presbyterian Church. The Presbytery approved the amended Consent Agenda.**

- 2 Corresponding Members were introduced. Upon motion and second, **the Presbytery voted to seat both Corresponding Member.** The members were: Reverend Alison Seed (Heartland Presbytery) and Reverend Violet Little (Welcome Church).

- Inclusion of the 2015 Audit (Attachment S-1). The audit was mistakenly omitted from 2016 Presbytery records.

- Encouraged all Clerks of Session to respond to the request to serve as placard carriers at the 300th Anniversary worship service.

- The Nominating Committee continues to seek nominees for Commissioners to the 223rd General Assembly.

At the conclusion of Reverend Porter’s report, the Moderator called upon all new Elder Commissioners and new Minister Members to stand and introduce themselves to the body who welcomed them.

**Vice-Moderator, Elder Linda Rutkosky (Doylestown), assuming the chair, called upon Executive Presbyter, Minister of Word and Sacrament Ruth Faith Santana-Grace and Stated Clerk, Reverend Kevin Porter, who led the Presbytery in a devotional using a passage from Acts, Chapter 3. Members of the Presbytery read sentences from the passage and the body, in small groups, discussed what they had heard and their thoughts on the passage.**

Mr. Peter Ahn (Germantown, First), also a candidate under care of the Presbytery, shared a musical presentation with the Presbytery.

**Vice-Moderator, Elder Rutkosky, then called upon Reverend Dr. T. Janel Dixon who presented the report of the Leadership Collegium.**

From the **Leadership Collegium** (Attachment L):
Reverend Dr. Dixon presented the Collegium report highlighting the following:

- 300th Anniversary worship service on October 7, 2017
- With recommendations from the Personnel Committee, approved the Business Administrator Position Description and the Search Committee members

Following the report, Moderator Dixon, having resumed the chair, called upon Minster of Word and Sacrament Samantha Hudson (Glading) to bring the report of the Commission on Ministry.

**From the Commission on Ministry**

Reverend Samantha Hudson introduced Elder Ruby Davis (First African), who will serve as a Commissioned Lay Pastor for the Holy Trinity-Bethlehem Presbyterian Church. Moderator Dixon asked the questions of Installation and Reverend Hudson asked the questions of the body. Following the affirmative answer to all questions, Elder Davis was installed as the Commissioned Lay Pastor for Holy Trinity-Bethlehem with the body laying on of hands and prayer.

**Visions and Dreams**

The Moderator called upon Elder Lois Hayman-El and Associate Presbyter, Minister of Word and Sacrament, Greg Klimovitz to share with the Presbytery activities of the Self-Development of People. Reverend Klimovitz (for Commission on Resources and Communications chair Reverend William Caraher) also shared with the body the Covenant Fund grant awardees for 2017/18 (Attachment R-1).

**Celebration of Roslyn Presbyterian Church**

The Moderator called upon Reverends Ruth Faith Santana-Grace and Kevin Porter once more. Together they placed before the Presbytery a motion to accept the recommendation of the Administrative Commission to conclude the mission and ministry of the Roslyn church. The motion read:

> That the Presbytery of Philadelphia concur with the request of the congregation of Roslyn Presbyterian Church to be dissolved effective September 3, 2017 – and that the Administrative Commission be dismissed with thanks as of that same date.

The Presbytery of Philadelphia joined with the congregation of the Roslyn church and voted the affirmative to dissolve the church. At the conclusion of the motion, members of the Roslyn church were joined by the Presbytery in gratitude to the faithful witness of the Roslyn congregation as they stood and sang *Amazing Grace*.

**300th Anniversary Update**

Moderator Dixon called upon Elders Susan and Vijay Aggarwal (Wayne) who provided an update on the activities associated with the anniversary and a video clip entitled “Call to Worship”.

With no further business to properly come before the Presbytery, the meeting was adjourned at 12:05 P.M. until the next Stated Meeting on November 14, 2017 at Ambler, First.
Attendance Report:

Elder Officers, Former Moderators, Commission/Committee Moderators: 4, Certified Lay Pastors: 1, Certified Christian Educators: 0; 2016 General Assembly Commissioners: 0, Elders Representing Churches: 38; **TOTAL ELDERS 43**; Ministers of this Presbytery: 43, Ministers Laboring within our Bounds: 0, Corresponding Members: 2; **TOTAL MINISTERS 45, VISITORS: 24** for a **TOTAL: 112**.

$966 was received in the offering that will go towards 300th Anniversary Mission campaign

NEXT MEETINGS

**The next Stated Meeting of Presbytery will be**
November 14, 2017
Ambler, First, time to be determined

**The next Regional Meetings will be as follows:**
Northeast: September 19, 2017, 12 Noon, location to be determined
Northwest: To Be Determined
Southeast: To Be Determined
Southwest: October 21, 2017, Location and Time to be determined
CONSENT AGENDA (A)

FROM THE STATED CLERK

1. With gratitude for their faithful witness to the Gospel of Jesus Christ, that the death of the following Ministers of Word and Sacrament and Elders be recorded in the minutes of this stated meeting:

Ministers of Word and Sacrament:

- Reverend William Thompson – Tuesday, May 16, 2017

"For I know that my Redeemer lives, And He shall stand at last on the earth; And after my skin is destroyed, this I know, That in my flesh I shall see God," Job 19:25-26

Informational Items

1. The Installation of the Rev. Bruce and Carolyn Gillette took place on Sunday, May 28, 2017 at 4:00 pm at the Overbrook Presbyterian Church, with the Rev. Dr. Charles D. Myers, Jr. (Carlisle Presbytery) preaching. All questions were answered in the affirmative.

2. The Installation of the Rev. Kristopher Schondelmeyer took place on Saturday, June 3, 2017 at 2:00 pm at the Deep Run Presbyterian Church, with the Rev. Dr. Janel Dixon (Cedar Park) preaching. All questions were answered in the affirmative.

3. The Installation of the Rev. Kirby Lawrence Hill took place on Sunday, June 4, 2017 at 4:00 pm at Abington Presbyterian Church with the Rev. Agnes Norfleet (Bryn Mawr) preaching. All questions were answered in the affirmative.

4. The Installation of the Rev. Heidi Hankel took place on Sunday, June 11, 2017 at 4:00 pm at Bethesda Presbyterian Church with the Rev. Sarah Weisiger (Ivyland) preaching. All questions were answered in the affirmative.

5. The Ordination of the Hannah Nielsen Quick took place on Sunday, July 9, 2017 at 5:00 pm at Beacon Church with the Rev. Rebecca Blake (Beacon) preaching. All questions were answered in the affirmative.

6. The 2016 Minutes of the Presbytery of Philadelphia were read, and approved with the following exceptions: Missing proof of 2015 audit letter (copy provideded in this packet).
COMMISSION ON MINISTRY

Informational Items

The following actions have been taken by the Commission on Ministry at their May 4, 2017, June 1, 2017 and July 6, 2017 Meetings.

Supply Contracts

1. Approved the renewal of the supply contract between the Rev. Laura Ferguson and the Session of the Newtown Presbyterian Church for a period of twelve months effective January 1, 2017 with the following terms: this is up to a 50 hours per week position; $34,333 cash compensation; $22,899 housing allowance; $57,232 effective salary; $4,377 SECA; $20,866 pensions; $2,500 professional expenses; $1,000 study leave; two weeks study leave; thirty (30) days vacation; $85,975 Total Package. (5/4/17)

2. Approved the renewal of the supply contract between the Elder William Schuler and the Session of the First Presbyterian Church of Darby for a period of twelve months effective February 27, 2017 with the following terms: this is a 15-19 hours per week position; $14,172.75 cash compensation; $14,172.75 effective salary; one month (four Sundays) vacation; $14,172.75 Total Package. (5/4/17)

3. Approved the Supply contract between the Rev. Gregory Penza and the session of Parkland Presbyterian Church effective July 1, 2017 with the following terms: this is a full time (40-45 hours per week) position, $36,530 cash compensation; $15,309 housing allowance; $1,500 medical, other than plan; $53,339 effective salary; $3,589 SECA; $19,469 pension; $1,500 professional expenses; $1,000 study leave; $4,000 403B fidelity fund; two weeks’ study leave; one month (four Sundays) vacation; $82,897 Total Package (pro-rated for six months). (6/1/17)

4. Approved the renewal of the supply contract between the Commissioned Lay Pastor Roland Reeves and the session of Trinity Presbyterian Church (Kensington) for a period of twelve months effective June 2, 2017 with the following terms: this is a 19 hours a week position; $21,600 cash compensation; two weeks study leave; two weeks vacation; $21,600 total package. (7/13/17)
1. Approved the Administrative Commission for the Installation of the Rev. Heidi Hankel at the Bethesda Presbyterian Church for June 11, 2017 at 4pm with the following commission: Ministers of Word and Sacrament Dr. Janel Dixon (Cedar Park) and Sarah Weisiger (Ivyland), and Elders Howard Freeman (Bethesda), Michael Smith (Philadelphia, First) and Carol Young (Grace, Jenkintown). (5/4/17)

2. Approved the Administrative Commission for the Installation of the Rev. Kristopher Schondelmeyer at the Presbyterian Church of Deep Run for June 3, 2017 at 2pm with the following commission: Ministers of Word and Sacrament Dr. Janel Dixon (Cedar Park) and Sarah Weisiger (Ivyland), and Elders Linda Rutkosky (Doylestown), Pat Edwards (Deep Run) and Frank Orzechoski (Warminster, First). (5/4/17)

3. Approved the Rev. Dr. Greg Stovel (Donegal Presbytery) to preach at the installation of the Rev. Kristopher Schondelmeyer at the Presbyterian Church of Deep Run. (5/4/17)

4. Approved the Administrative Commission for the Installation of the Rev. Timothy Dooner at the Valley Forge Presbyterian Church for May 7, 2017 at 10am with the following commission: Ministers of Word and Sacrament Ruth Santana-Grace (Presbytery of Philadelphia) and Joshua Gill (Doylestown), and Elders Linda Rutkosky (Doylestown), Elisabeth Moise (Jeffersonville), Michael Henry (Valley Forge), Vijay Aggarwal (Wayne) and Florence Sangster (Valley Forge). (5/4/17)

5. Approved the Elder Michael Dooner (Covenant, Donegal Presbytery) to preach at the installation of the Rev. Timothy Dooner at the Valley Forge Presbyterian Church. (5/4/17)

6. Approved the Administrative Commission for the Installation of the Rev. Kirby Lawrence Hill at the Abington Presbyterian Church for June 4, 2017 at 4pm with the following commission: Ministers of Word and Sacrament Dr. Janel Dixon (Cedar Park) and Agnes Norfleet (Bryn Mawr), Jesse Garner (Philadelphia, First), Adan Mairena (West Kensington) and Elders John Dean (Abington), Julie Stephenson (Holy Trinity-Bethlehem) and Joan Clerk (Oak Lane). (6/1/17)

7. Approved the Administrative Commission for the Installation of the Revs. Bruce Philip Gillette and Carolyn Winfrey Gillette at the Overbrook Presbyterian Church for May 28, 2017 at 4pm with the following commission: Ministers of Word and Sacrament Dr. Janel Dixon (Cedar Park) and Dr. Lisa Farrell (Penn Wynne), Dr. Charles Myers, Jr. (Carlisle Presbytery), Thomas Speers (New Castle Presbytery) and Elders
Olga Hoggard (Overbrook), Jim Ballengee (Arch Street) and Dr. Katherine Hiebert (Llanerch). (6/1/17)

8. Approved the Rev. Dr. Charles D. Myers, Jr. (Carlisle Presbytery) to preach at the Installation of the Revs. Bruce Philip Gillette and Carolyn Winfrey Gillette. (6/1/17)

9. Approved the ordination plans for Hannah Neilsen Quick to the validated ministry through 1001 new worshipping communities on Sunday, July 9, 2017 at 5:00pm at Beacon Church with the following administrative commission: Ministers of Word and Sacrament Dr. Janel Dixon (Cedar Park), and Raymond Bonwell (Validated Ministry) and Elders June Higgins (Oxford), Megan Acedo (Beacon) and Michael Smith (Philadelphia, First). (7/13/17)

### Honorable Retirements

1. Granted the status of Honorary Retired to the Rev. Joyce Krajian effective June 1, 2017. (6/1/17)

### Appointments of Moderators of Sessions

1. Appointed Rev. Raymond Bonwell as Moderator of Session of the Wissahickon Presbyterian Church. (5/4/17)

2. Approve the Rev. Keith Lawrence as Moderator of Session of the First Presbyterian Church in Warminster, until a transitional leader is in place. (6/1/17)


### Exit Interviews & Covenants of Closure

1. Approved exit interviews for the Rev. Kellen Smith and Bryn Mawr Presbyterian Church. (6/1/17)
Transfers

1. Transferred, at the request of the Stated Clerk of the Presbytery of New Hope, the Rev. Patrice Nelson and Rev. Marybeth Asher-Lawson to the Presbytery of New Hope. (7/13/17)

Approval of Ministry Information Forms and Pastoral Position Descriptions

1. Approved the Ministry Information Form of the Broad Street Ministry. (5/4/17)

2. Approved the job description for a minimum 2 year designated pastor position at the Mt. Airy Presbyterian Church. (5/4/17)

3. Approved the Ministry Information Form of the Ridley Park Presbyterian Church. (7/13/17)

4. Approved the request of the Session of Woodside Presbyterian Church to close the position of Associate Pastor effective June 30, 2017. (7/13/17)

Miscellaneous

1. Approved a $500 grant from the care of ministers fund. (5/4/17)

2. Approved, if the way be clear, pending approval by the Presbytery Trustees and the Congregation, the loan amount of $65,000 to the Rev. Jonathan Fettig from the Media Presbyterian Church. (5/4/17)

3. Approved a $3000 grant from the Care of Ministers Fund. (7/13/17)
The Commission on Ministry is pleased to present Elder Ruby Davis for her commissioning as a Commissioned Lay Pastor (CLP) to Holy Trinity-Bethlehem Presbyterian Church, in the Logan section of Philadelphia.

She has met the requirements for this commission as outlined in the *Book of Order* G-2.1001. She has successfully completed the Commission Lay Pastor training offered by the Presbytery of Philadelphia in 2004-2005. Her commission will be reviewed every twelve months by the Commission on Ministry. As part of her assessment Elder Davis met with a team consisting of representation of the COM, the Executive Presbyter and Stated Clerk.

In this commission, approved by COM February 2, 2017, Elder Davis is authorized to officiate the sacraments of baptism and the Lord’s Supper, as well as funerals and weddings. (Rev. Randy Barge will continue to moderate the Session.)

**Personal Statement**

Wherever God has placed me, I have felt called to be a “repairer of the breach,” as described in Isaiah 58:9-12. I am a member of First African Presbyterian Church, and was a longtime member of Reeve Memorial Presbyterian Church prior to its closing. I love teaching the Word of God and seeing the changes God manifests in the lives of God’s people, especially through the various outreach ministries such as the feeding and noonday service ministries I’ve been involved in. In my time at Holy Trinity - Bethlehem, it has been a blessing to be a part of a season of ministry that has reconnected church members with each other, their community, and with God.
The following items were approved by the Trustees at the July 6, 2017 FMC meeting:

1. **Landlord:** Marple Presbyterian Church  
   **Tenant:** Korean Open Door Church  
   **Premises:** Sanctuary and Fellowship Hall  
   Sunday, 1:30 PM to 4:30 PM;  
   Tuesday, Wednesday and Thursday  
   6:00 AM to 7:00 AM; and Friday, 8:00 PM  
   To 10:00 PM  
   **Term:** One year: 12/01/16-11/31/17  
   **Rent:** None.  
   **Comment:** Lease approved by FMC at meeting 12/15/16.  
   This is an Amendment to Lease to provide tenant  
   with additional times beyond 1:30 PM to 4:30 PM  
   on Sunday.

2. That the May 31, 2016 financial reports be approved as presented.

3. That the 2016 audited financial statements be approved.

4. That the Arch Street PILP loan in the amount of $90,000 be guaranteed by the Presbytery.

5. That East Falls can draw $50,000 from the accumulated interest from their manse fund  
   to pay for necessary church building renovation.

6. That the Anchor Church be granted a capital grant of $35,000 from the Capital Grants to  
   Churches to assist in paying for a roof repair.

8. That Good Shepherd’s uncovered demolition loss amounts be paid to the contractor out  
   of the Capital Fund, and that these funds be withdrawn from the Good Shepherd  
   account at Glenmede to replenish the Capital Fund.

9. That in the event lead contamination testing has not been conducted by the Church or  
   other credible organization, the Presbytery engage a contractor to conduct these tests.
### ASSETS:

**Cash:**
- PNC Bank-Presbytery: 152,116.89
- PNC Bank-Kirkwood: 0.00
- Payroll Checking: 4,683.61
- P.N.C. Cash Flow: 328,307.55
- PNC Business Card: 1,000.00
- Petty Cash: 150.00
- **Total Cash:** 486,258.05

**Commingled Investments:**
- Glenmede: 8,037,351.41
- Europacific Fund: 541,064.45
- **Total Commingled Investments:** 8,578,415.86

**Other Investments:**
- Community Investments: 203,751.10
- Covenant Fund: 1,778,568.03
- Good Shepherd Fund: 4,560,868.04
- **Total Other Investments:** 6,543,187.17

**Accounts Receivable:**
- Cash Flow Advances: 10,635.91
- Loans Receivable: 150,455.43
- Grant Mortgages: 13,840.92
- Due from other Funds: 20,000.00
- **Total Accounts Receivable:** 194,932.26

**Land Lease:**
- Land Lease: 0.00
- **Total Land Lease:** 0.00

**Real Estate and Equipment:**
- Office Equipment: 129,200.09
- Vehicles: 737,781.76
- Buildings and Land: 6,806,359.43
- **Total Real Estate and Equipment:** 6,908,950.63

**Accumulated Depreciation:**
- Accumulated Depreciation: 0.00
- **Total Accumulated Depreciation:** 0.00

**Total ASSETS:** 15,802,793.34

### LIABILITIES & FUND BALANCES:

**Accounts Payable:**
- Payroll Liabilities: 2,910.43
- Funds Held for Others: 157,757.94
- Deferred Revenue: 0.00
- **Total Accounts Payable:** 160,668.37

**Funds Balances:**
- Operating Equity: 467,514.85
- Loans Equity: 250,000.00
- Fixed Assets Equity: 0.00
- General Endowment Equity: 3,815,611.92
- Endow Purpose Restr Eqty: 2,130,803.42
- Endow Purpose Restr Inc.: 502,303.13
- Restricted Expendables: 2,710,286.46
- Trust Funds: 5,540,102.38
- Trust Fund Income: 225,502.81
- **Total Funds Balances:** 15,642,124.97

**Total LIABILITIES & FUND BALANCES:** 15,802,793.34
### Comparative Mission Budget Report
From 1/1/2017 Through 5/31/2017

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>YTD Actual</th>
<th>Prior Year Actual</th>
<th>Current Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>9001</td>
<td>Apportionment</td>
<td>220,011.11</td>
<td>220,109.30</td>
<td>(98.19)</td>
</tr>
<tr>
<td>9010</td>
<td>Congregational Giving</td>
<td>141,734.44</td>
<td>178,396.18</td>
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<tr>
<td>9062</td>
<td>Individuals/Org.: Unified</td>
<td>0.00</td>
<td>500.00</td>
<td>(500.00)</td>
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<tr>
<td>9070</td>
<td>Investment Income</td>
<td>191,798.26</td>
<td>199,778.40</td>
<td>(7,980.14)</td>
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<tr>
<td>9096</td>
<td>Non-recurring: Restricted</td>
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<td>10,416.65</td>
<td>(10,416.65)</td>
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<td>Report</td>
<td></td>
<td>553,543.81</td>
<td>609,200.53</td>
<td>(55,656.72)</td>
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### EXPENDITURES

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>YTD Actual</th>
<th>Prior Year Actual</th>
<th>Current Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300</td>
<td>Regional Commissions</td>
<td>393.05</td>
<td>775.33</td>
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<tr>
<td>1400</td>
<td>Resources &amp; Communication</td>
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<td>1,613.35</td>
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<tr>
<td>1600</td>
<td>Commission on Ministry</td>
<td>2,346.49</td>
<td>542.65</td>
<td>1,803.84</td>
</tr>
<tr>
<td>4000</td>
<td>Financial Administration</td>
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<td>41,933.56</td>
<td>12,186.55</td>
</tr>
<tr>
<td>4010</td>
<td>Kirkwood Camp</td>
<td>20,000.00</td>
<td>42,500.00</td>
<td>(22,500.00)</td>
</tr>
<tr>
<td>4500</td>
<td>Community Ministries</td>
<td>52,551.36</td>
<td>46,236.75</td>
<td>6,314.61</td>
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<tr>
<td>5090</td>
<td>Leadership Collegium</td>
<td>45.70</td>
<td>321.32</td>
<td>(275.62)</td>
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<tr>
<td>5100</td>
<td>Personnel</td>
<td>341,621.30</td>
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<tr>
<td>5310</td>
<td>Ecclesiastical Administration</td>
<td>6,935.97</td>
<td>9,951.02</td>
<td>(3,015.05)</td>
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<tr>
<td>Report</td>
<td></td>
<td>478,444.77</td>
<td>505,198.49</td>
<td>(26,753.72)</td>
</tr>
</tbody>
</table>

**Total Revenue Over (Under) Expenditures**

75,099.04  104,002.04  (28,903.00)
### Mission Summary Budget Report
From 5/1/2017 Through 5/31/2017

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Current Prd Budget</th>
<th>Current Prd Actual</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Budget Variance - Revised</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>9001</td>
<td>Apportionment</td>
<td>35,750.00</td>
<td>48,465.63</td>
<td>178,750.00</td>
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<td>41,261.11</td>
<td>429,000.00</td>
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<tr>
<td>9010</td>
<td>Congregational Giving</td>
<td>34,312.50</td>
<td>27,977.66</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>9070</td>
<td>Investment Income</td>
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<td>139,583.35</td>
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Report Total: 99,666.67 233,458.09 498,333.35 553,543.81 55,210.46 1,196,000.00

### EXPENDITURES

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Current Prd Budget</th>
<th>Current Prd Actual</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Budget Variance - Revised</th>
<th>Total Budget</th>
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<tbody>
<tr>
<td>1300</td>
<td>Regional Commissions</td>
<td>83.32</td>
<td>0.00</td>
<td>416.60</td>
<td>393.05</td>
<td>23.55</td>
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<tr>
<td>1400</td>
<td>Resources &amp; Communication</td>
<td>541.66</td>
<td>178.82</td>
<td>2,708.30</td>
<td>430.79</td>
<td>2,277.51</td>
<td>6,500.00</td>
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<tr>
<td>1600</td>
<td>Commission on Ministry</td>
<td>416.67</td>
<td>2,168.24</td>
<td>2,083.35</td>
<td>2,346.49</td>
<td>(263.14)</td>
<td>5,000.00</td>
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<tr>
<td>4000</td>
<td>Financial Administration</td>
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<td>19,713.56</td>
<td>58,749.90</td>
<td>54,120.11</td>
<td>4,629.79</td>
<td>141,000.00</td>
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<tr>
<td>4010</td>
<td>Kirkwood Camp</td>
<td>3,333.33</td>
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<td>20,000.00</td>
<td>(3,333.35)</td>
<td>40,000.00</td>
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<tr>
<td>4500</td>
<td>Community Ministries</td>
<td>11,416.65</td>
<td>8,030.30</td>
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<td>52,551.36</td>
<td>4,531.89</td>
<td>137,000.00</td>
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<td>45.70</td>
<td>3,287.60</td>
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<td>Personnel</td>
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<td>840,000.00</td>
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<tr>
<td>5310</td>
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<td>1,736.92</td>
<td>7,291.65</td>
<td>6,935.97</td>
<td>355.68</td>
<td>17,500.00</td>
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</table>

Report Total: 99,666.60 111,697.70 498,333.00 478,444.77 19,888.23 1,196,000.00

Total Revenue Over (Under) Expenditures: 121,760.39 75,099.04
### Presbytery of Philadelphia
### Comparative Budget Report: Kirkwood
### From 1/1/2017 Through 5/31/2017

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Prior Year Actual</th>
<th>Current Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
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<tr>
<td><strong>REVENUE:</strong></td>
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<tr>
<td>Congregational Giving</td>
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<td>Presbytery Support</td>
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<td>Individuals/Organiz.: Unified</td>
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<td>Registrations</td>
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<td>Rentals</td>
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<tr>
<td><strong>Total REVENUE:</strong></td>
<td><strong>74,636.32</strong></td>
<td><strong>72,372.96</strong></td>
<td><strong>2,263.36</strong></td>
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<tr>
<td></td>
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</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Equipment</td>
<td>3,709.19</td>
<td>1,699.45</td>
<td>2,009.74</td>
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<td>Building Maintenance</td>
<td>8,244.65</td>
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<td>8,244.65</td>
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<td>Dues/Memberships</td>
<td>82.00</td>
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<td>Insurance</td>
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<td>Miscellaneous</td>
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<td>15.00</td>
<td>12.30</td>
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<td>Salaries and Benefits</td>
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<td>Postage</td>
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<td>Professional Fees</td>
<td>1,092.25</td>
<td>2,103.00</td>
<td>(1,010.75)</td>
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<td>Program Related</td>
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<td>7,108.14</td>
<td>(2,201.07)</td>
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<td>Publicity/Promotion</td>
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<td>1,708.54</td>
<td>1,373.63</td>
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<td>Development</td>
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<td>225.00</td>
<td>1,038.57</td>
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<td>697.17</td>
<td>202.48</td>
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<td>Telephone</td>
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<td>1,002.98</td>
<td>130.64</td>
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<tr>
<td>Travel</td>
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<td>341.35</td>
<td>(281.35)</td>
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<td>Vehicles</td>
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<td>(887.52)</td>
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<tr>
<td><strong>Total EXPENDITURES:</strong></td>
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<td><strong>91,241.18</strong></td>
<td><strong>755.01</strong></td>
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<tr>
<td><strong>Total Revenue Over (Under) Expenditures</strong></td>
<td><strong>(17,359.87)</strong></td>
<td><strong>(18,868.22)</strong></td>
<td><strong>1,508.35</strong></td>
</tr>
</tbody>
</table>
The following actions were taken by the Leadership Collegium at their May 9, 2017 and July 18, 2017 meetings.

1. Approved the minutes of the March 28, 2017 Leadership Collegium Meeting. (5/9/17)
2. Approved the minutes of the May 16, 2017 Presbytery Meeting. (7/18/17)
3. Approved the May 9, 2017 Leadership Collegium Meeting Minutes. (7/18/17)
4. Approved the calling of a Presbytery Meeting on July 29, 2017 in the morning. (5/9/17)
5. Approved the process for both the election of Commissioners as well as the approval of the timeline and procedures for overtures and overture concerns for the 223rd General Assembly. (5/9/17)
6. Approved Elder Marilyn Lobley (Ambler, First) Class of 2018 as well as one Elder for the Class of 2017 serve on the Committee on Nominations. (5/9/17)
7. The Collegium, via email vote approved the calling of a Stated Meeting of the Southeast Region on May 16, 2017 at 2:00 pm by the Stated Clerk, Executive Presbyter and Moderator of the Presbytery. (5/9/17)
8. Reviewed and approved the docket for the July 29, 2017 Presbytery Meeting which will be at the Church on the Mall Presbyterian Church. (7/18/17)
9. Upon the recommendation of the Personnel Committee, approved the Business Administrator Position description. (7/17/18)
10. Upon the recommendation of the Personnel Committee, approved the following names to serve on the Business Administrator Search Committee: Revs. John Willingham (Chair, Personnel), Bill Caraher (Collegium), and Janel Dixon (Collegium); and Elders Mike Henry (Trustees), June Higgins (Personnel), Sharon Harvey (Trustees). Rev. Ryan Balsan (Chair of the Committee on Personnel) and Rev. Ruth Faith Santana-Grace (Executive Presbyter) to serve as ex-officio (with voice, no vote) by virtue of their roles. (7/17/18)
11. Following a conversation with members of the budget and personnel committees, approved to recommend a 3% salary increase for presbytery staff for 2018. This recommendation along with the 2018 budget will be brought to the November 14, 2017 Presbytery meeting. (7/17/18)
12. Concurred with the approval the following leases, upon the recommendation of the trustees of the Presbytery (please see Commission on Financial Management Report for more information). (7/17/18)
   1. Doylestown Presbyterian Church and Jazzercise.
   2. Doylestown Presbyterian Church and Building Blocks Learning Center.

13. Concurred with the approval of the sale of the Northampton Presbyterian Church manse, upon the recommendation of the trustees of the Presbytery, for a sum of $365,000.00. (please see Commission on Financial Management Report for more information) (7/17/18)

14. Approved the following actions regarding Administrative Commissions:

   a. **Good Shepherd Presbyterian Church** formed to walk alongside the congregation as it discerns its future ministry possibilities: Revs. Randy Barge (Olney, First (Moderator)), Todd Stavrakos (Gladwyne), Nicole Duran (Member at Large), and one more to be named; and Elders Claire Jones (Christ’s Community), Loretta Coleman (Wynnewood) and Diana Taylor (Germantown Community). Rev. Robert Eyre (Validated Ministry) and Elder Jim Ballangee (Arch Street) have been appointed ex-officio (with voice, no vote) by virtue of their roles as consultant and COM liaison, respectively. (5/9/17)

   b. **Bridesburg Presbyterian Church** formed in response to the written request from the Session of the Bridesburg Presbytery Church that the congregation be dissolved: Revs. Raymond Bonwell (Validated Ministry), Sam Massengill (Newtown), and Judith Brackett (Oak Lane), and Elders Frank Orzechoski (Warminster, First), Audrey Hopkins (Glading), and Deborah Merritt (Summit). (7/18/17)

   c. Regarding **Narberth Presbyterian Church** Administrative Commission:
      1. Approved the Rev. Jimmy Lee Stratton (Honorably Retired) to fill a vacancy, due to resignation. (7/18/17)
      2. Authorized the Stated Clerk to appoint a minister member to fill a vacancy, due to resignation. (7/18/17)
Title: Business Administrator
Reports To: Executive Presbyter

Job Summary:
This position is established to fulfill presbytery finance and administration requirements as expressed in the Book of Order G-4.0101 and G-4.0102 (to “receive, hold, encumber, manage, transfer property, real or personal, for and at direction of the council” – or in our case, the Presbytery Leadership Collegium). This position is staffed in accordance with the personnel policies of the presbytery by means of a selection process of the Personnel Committee with the approval of the Presbytery Leadership Collegium. The business administrator is the primary staff resource for the work of the Trustees of the Presbytery of Philadelphia. In conjunction with the Trustees, this person is responsible for oversight of the management and preservation of all assets and properties of the presbytery.

As a member of the Presbytery Executive Team, the business administrator will contribute to the overall vision and strategic direction of the Presbytery.

The business administrator is responsible for assuring that the following areas of responsibility are addressed and implemented by the appropriate committees and task forces, providing the necessary leadership, support and resources for their completion.

Duties and Responsibilities:

Financial Management and Oversight
• Oversee and manage fund accounting and payroll and benefits administration for the presbytery and its affiliated ministries.
• Serve as primary staff resource for the Commission on Financial Management (Trustees).
• Serve as treasurer for corporate entities established by and within the presbytery.
• Oversee management of the presbytery's assets, investment portfolios, insurance coverage and annual audit.
• Develop annual budget in partnership with the Commission on Financial Management, Executive Presbyter, the Presbytery Leadership Collegium and other appropriate committees.
• Develop and implement the presbytery's stewardship and interpretation efforts – in collaboration with Executive Team and Presbytery Leadership Collegium.
• Consult with sessions and trustees of congregations in the areas of property and finance upon their request.
• Serve as a resource for clergy and lay leaders in church-related finance, accounting, tax and property issues.

Office Operations
• Supervise the work of the accounting manager, property/IT manager, and office manager.
• Provide administrative supervision of presbytery support staff in partnership with Executive Presbyter
and other members of Executive Team.

- Oversee maintenance and improvement of the presbytery building, equipment and furnishings.
- Oversee purchasing of equipment and supplies.

**Property Management**

- Oversee management of presbytery-owned property – in partnership with Trustees and the property manager.
- Manage relationships with independent contractors providing engineering and construction services as related to presbytery properties.
- Provide for the maintenance of and ownership transition of property involved in the dissolution of congregations.

**Technology/Computer Systems**

- Provide for the maintenance and improvement of the presbytery's computer systems.

**Required Knowledge and Skills:**

- Comprehensive knowledge of the Presbyterian Church (USA), its polity and theology
- Sensitivity to diversity in ethnicity, culture, race, gender and theology
- Experience in financial and property management, including accounting, investment and insurance matters and risk management
- Understanding of stewardship and funds development with regards to mission interpretation.
- Demonstrated skills in working in collaborative leadership
- Demonstrated skills in staff supervision.
- Demonstrated interpersonal skills and problem solving ability
- Demonstrated skills in planning and organizing work, establishing priorities, and accomplishing objectives through other people
- Effective communication and presentation skills
- Proficiency in use of up-to-date office management software

**Education**

Masters of Business Administration or Bachelor of Arts/Science with equivalent experience.

**Evaluation:**

Evaluation is an on-going process. The Business Administrator will have an annual performance review conducted by the Executive Presbyter in partnership with the Committee on Personnel.

*Approved by Leadership Collegium July 18, 2017*
COMMISSION ON PREPARATION FOR MINISTRY AND MEMBERSHIP

The following actions have been taken by the Commission on Preparation for Ministry and Membership at their May 11, 2017 and July 13, 2017 Meetings.

Information Items

Moved to Candidacy

1. Approved Alexander Abdalla (Wayne) to be enrolled as a candidate. (7/13/17)
2. Approved Brian Ballard (Wayne) to be enrolled as a candidate. (7/13/17)

Admission Enrolled as Inquirers

1. Approved Isaac Baah (United Ghanaian) to be enrolled as an inquirer. (7/13/17)
2. Approved Courtenay Willcox (Bryn Mawr) to be enrolled as an inquirer. (7/13/17)

Additional Information

1. Elected four Elders and five Ministers of Word and Sacrament to serve as ordination exam readers. (5/11/17)
Under the Care of the Presbytery of Philadelphia  
Commission on Preparation for Ministry and Membership

<table>
<thead>
<tr>
<th>Inquirers</th>
<th>Candidates</th>
<th>Certified Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baah, Isaac (United Ghanaian)</td>
<td>Abdalla, Alexander (Wayne)</td>
<td>Ahn, Peter</td>
</tr>
<tr>
<td>Blore, Christen (Doylestown)</td>
<td>Ackley, Liesel (Narberth)</td>
<td>Bachman, Karen</td>
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<tr>
<td>Cavicchia, Cara (Media)</td>
<td>Ballard, Brian (Wayne)</td>
<td>Bass, Aaron</td>
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<tr>
<td>Dean, Mary Kathryn (Philadelphia, First)</td>
<td>Briggs, William (Doylestown)</td>
<td>Cornish, Theodore</td>
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<tr>
<td>Hensel, Russel (Supplee)</td>
<td>Chaffee, John (Media)</td>
<td>Hodges, Glenda</td>
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<tr>
<td>Heyer-Rivera, Christian (Chestnut Hill)</td>
<td>Russo, Brian (Germantown, First)</td>
<td>Lindtner, Jamie</td>
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<tr>
<td>Hostetter, Andrew (Wayne)</td>
<td>Somerville, Margaret (Philadelphia, First)</td>
<td>McKenzie, Kathleen</td>
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<tr>
<td>Hostetter, Sarah (Wayne)</td>
<td>Terry, Gregory (Oxford)</td>
<td>Nambiar, Virginia</td>
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<tr>
<td>Kohler, Carrie (Chestnut Hill)</td>
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<td>Park, Jieun</td>
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<tr>
<td>Mucklow, Wayne (Old Pine)</td>
<td>Watson, Deborah (Narberth)</td>
<td>Rich, Patricia</td>
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<td>Paulk, Cassandra (Carmel)</td>
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<tr>
<td>Poteet, Margaret (Chestnut Hill)</td>
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P-2
The Commission on Resources and Communications (CRC)

The Commission on Resources and Communications (CRC) continues to serve as a primary vehicle of support and empowerment as our congregations and related ministries discern creative expressions of the gospel.

Since our last Stated Meeting, the Covenant Fund Review Cohort gathered and acted on behalf of the CRC, distributing 14 awards to new ministry initiatives totaling $100,000. We continue to give thanks for the opportunity to partner with the faithful in and around our Presbytery. The CRC trusts that these initiatives will continue to encourage our congregations to explore the ways they can engage their communities with new ministry possibilities.

2017 Covenant Fund Recipients:

- **First Fridays, Church on the Mall**: Hosting a free, monthly meal and hospitable space alongside local neighbors and visitors
- **Rhawnhurst Turning Point**: Providing a safe after school environment for 6-12th grade youth and young adults
- **The Philadelphia Project Preschool**: Hosting a high-quality, local preschool for low-income families in their neighborhood
- **The Table, Roxborough Presbyterian Church**: Providing assistance to local neighbors experiencing food insecurity
- **The Well, Welcome Church**: Providing shelter and community for women experiencing homelessness
- **They L.E.A.D, Cedar Park Presbyterian Church**: Leadership development, education, apprenticeship, and discipleship resources for African American youth
- **House Church Network, Valley Forge Presbyterian Church**: Engaging the unchurched in new models of community formation
- **Community Connection Hub, Beacon Church**: Re-imagining their space to serve their community and local ministry partners
- **Prison to Workforce Collaborative, Broad Street Ministry**: Supporting returning citizens from release through employment
- **Mentoring Program, West Kensington Ministry**: Bringing at-risk youth together with mentors
- **First Places, Ardmore Presbyterian Church**: Providing transitional housing for legal refugees when they first come into the Philadelphia area
- **Freedom House, Aston & Thomas M. Thomas Presbyterian Churches**: Equipping young black men with construction skills, work experience, team building, and mentoring through a Christian construction program
- **Youth Volunteer Initiative, The Common Place, New Spirit Community Presbyterian Church**: Providing youth groups with urban mission opportunities as they gaining a deeper relationship with Christ
- **Our Community Cup Coffee, Tree of Life Church (formerly Princeton)**: Continuing to build significant connections with members of the disability community and their families and caregivers.

The Covenant Fund Grant Program, which launches annually each spring, uses dollars from restricted funds to spark new initiatives and collaborative ministries that benefit the communities surrounding our churches. Recipients of these grants have birthed new worshipping communities, launched social enterprises, hosted leadership development opportunities, constructed art studios for children, sustained hunger programs, and developed ESL ministries in diverse neighborhoods.
June 29, 2016

Mr. Lawrence S. Davis, Business Administrator
The Trustees of the Presbytery of Philadelphia
915 East Gowan Avenue
Philadelphia, PA 19150

Dear Mr. Davis:

We enclose herewith twenty-five copies of the financial statements for

THE TRUSTEES OF THE PRESBYTERY OF PHILADELPHIA

for the year ended December 31, 2015. Also enclosed is one copy each of the Governance Communication and Internal Control/Management Communication.

If you have any questions, please do not hesitate to contact us.

Very truly yours,

David M. Jacobson, CPA
Principal

DMJ/sls
Overture Timeline and Deadlines for the 223rd General Assembly

**GENERAL ASSEMBLY DEADLINES FOR OVERTURES**

- February 16, 2018: Interpretation to Book of Order overtures to GA
- April 17, 2018: Financial implication overtures to GA
- May 2, 2018: All other overtures, statements to GA
- June 16-23, 2018: General Assembly Convene

**PRESBYTERY OF PHILADELPHIA MEETING DATES AND DEADLINES**

- May 16, 2017: Approval of process for overtures
- November 14, 2017: First Reading of Overtures
- January 30, 2018: Vote on Overtures (ideally all)
- April 10, 2018: POSSIBLE Called Meeting of Presbytery to vote on concurrences and late overtures if needed

**COMMITTEE ON BILLS AND OVERTURES DEADLINES**

- Fall 2017: Regionals discuss any overtures coming from sessions
- October 1, 2017: All session overtures due to Bills and Overtures in final form
- March 16, 2018: Deadline for all other overtures and concurrences to Presbytery of Philadelphia
How to Submit an Overture/Concurrence

A. Overview:

The guidelines for presenting overtures are found in the Manual of the General Assembly, Standing Rule A.3. The key provisions are:

- Overtures must be approved by a presbytery or a synod and shall request the General Assembly to take a particular action or approve or endorse a particular statement or resolution.
- Overtures must be timely submitted to the Office of the General Assembly (see G. below).
- The originating presbytery or synod may appoint an overture advocate (see section E. below).

B. Researching the Overture:

Standing Rule A.3.b. and A.3.c.(5) require that the stated clerk of a presbytery or synod considering an overture to the General Assembly shall:

- Examine the most recently published Minutes of the General Assembly to determine if a similar overture has already been passed;
- Consult with the Office of the General Assembly to determine whether the desired action has been voted on by any previous General Assembly;
- Consult with the Office of the General Assembly to determine whether a similar overture has already been proposed for the current year. If so, the presbytery or synod will be encouraged to concur with that overture.
- Presbyteries or synods submitting overtures with a recommendation(s) that affects the work or budget of a General Assembly entity(ies) shall submit evidence that the affected entity(ies) has (have) been consulted. If such evidence is not submitted, the Stated Clerk shall recommend that the overture be received and referred to a future session of the General Assembly so that consultation may take place.

These procedures are designed to ensure better communication in conceiving and writing recommendations considered at the assembly. The consultation may take place by fax, phone, mail, or personal conversation.

C. Format of the Overture:

Recommendation Section:

“The Presbytery [or Synod] of _________________ overtures the 222nd General Assembly (2016) to . . . .”

The recommendation section should be worded with specific, concise directives so that the General Assembly can make a clear, informed decision, and so that financial implications, if any, can be accurately assessed.

Rationale Section:

The rationale section should be as concise as possible, and provide insight into the reasons for the recommendation. Material included in the rationale is for information only and is not a part of the action of the assembly. Tell the reader, in short paragraphs, what is the problem, what is the harm, why the current rule or program is not adequate, what is needed.
D. Submitting the Overture:

The overture may be submitted electronically, preferably in Word, to kay.moore@pcusa.org. Please do not submit PDFs as OGA staff must edit and format the overture. Submitting the overture electronically eliminates the necessity of OGA staff rekeying the overture. If electronic submission is not feasible, a fax copy is acceptable. Please fax to 502-569-8642.

Remember that the receipt of all overtures in OGA will be acknowledged by letter. If an acknowledging letter is not received within a few weeks after submission, please check with Kay Moore at kay.moore@pcusa.org or 888-728-7228, extension 5418, to ensure that the overture has been received.

E. Overture Advocate:

Each presbytery or synod submitting an overture may name one overture advocate. The overture advocate must be able to be available at the General Assembly to provide information on the background and intent of the overture to the assembly committee to which the overture is referred (Standing Rule A.3.e.; see also Standing Rule E.2.e. “Privilege of the Floor”). Be aware that naming a commissioner as an overture advocate will most certainly require that the commissioner will be taken away from their assigned assembly committee business to go to another assembly committee to advocate for the overture.

In the letter acknowledging receipt of the overture, the OGA will request overture advocate information. Please provide the name of an overture advocate as soon as possible. Several weeks before the convening of the General Assembly, the OGA will correspond with all overture advocates. The overture advocates receive information identifying the item number and title of the overture they will be advocating, the assembly committee to which the overture is referred and the location of the meeting room in the convention center, and the names of the leadership of the assembly committee. The OGA provides orientation for overture advocates at the General Assembly before the assembly committees meet.

F. Concurrences

The 220th General Assembly (2012) approved a recommendation from the Committee to Review Biennial Committees (Minutes, 2012, 72, 241) that requested amendment to the Book of Order (G-3.0302). The amendment required that overtures referred to the General Assembly have a concurrence from at least one other presbytery. Overtures not receiving a timely concurrence will not be referred to the General Assembly.

G. FAQs on Overtures/Concurrences

What do the Standing Rules say about concurrences?

Section A.3.c.(6) of the Standing Rules defines a concurring overture as one “similar to one already proposed (excluding rationale)”, and gives instructions for how the Stated Clerk is to respond. This section also makes it clear that concurrences must meet the same deadlines for submission (120 days before the assembly for constitutional matters, 45 days before the assembly for all other business) that all overtures must meet.
What has changed about concurrences?
The 220th General Assembly (2012) added a requirement that all overtures from Presbyteries will require at least one concurrence in order to be considered. The following language was added to the responsibilities of presbyteries in the Book of Order “… proposing to General Assembly overtures that have received a concurrence from at least one other presbytery …” (G-3.0302d).

Must a concurrence have exactly the same words?
For constitutional amendments it is expected that the effected constitutional language be exactly the same. For other business it is encouraged that the language be the same or analogous enough to be judged “similar” by the Stated Clerk.

Do the rationales have to be the same?
The rationale does not need to be the same, and many presbyteries use a concurrence to offer additional rationale for an item of business. The rationales for all concurrences are included with the overture when presented to the assembly.

Who is responsible for ensuring that an overture has concurrences?
The Office of the General Assembly will not solicit concurrences. Presbyteries are encouraged to contact other presbyteries to consider concurring with their overtures. Also upon receipt of the regular update of overtures from the Office of the General Assembly, presbyteries may identify overtures for possible concurrence.

Why don’t overtures from synods need a concurrence?
The rationale for the original action requiring concurrences explained that an overture from a synod contains, by definition, the support of several presbyteries whose commissioners to the synod adopted the overture.

Who brings an overture to a presbytery for concurrence?
Every presbytery has a different process for bringing business before the council. Concurrences would be treated as a normal item of business.

May a presbytery simply vote “to concur” with a particular overture, or must they vote on the overture itself?
A vote to concur is an acceptable way for a presbytery to offer a concurrence and is reported to the Stated Clerk as “At its (date of meeting) the Presbytery of (blank) voted to concur with overture (number and name of overture)”. Any additional rationale may be attached.

If our presbytery concurs with another presbytery’s overture, do we name an overture advocate?
A presbytery or synod that concurs with an overture from another presbytery or synod may send one overture advocate to assist in presenting the matter to the assembly committee.
H. Deadlines for General Assemblies are as follows:

180-day deadline: Names of commissioners and young adult advisory delegates from presbyteries.

120-day deadline: Overtures requesting amendment to or interpretation of the *Book of Order*. These overtures are then automatically referred to the Advisory Committee on the Constitution for advice to the General Assembly (see G-6.04).

60-day deadline: Overtures having financial implications for current or future budgets. 45-day deadline: All other overtures.

Overtures not timely received will be returned to the originating council.

**223rd GA (2018): June 16-23, 2018 (St. Louis, MO):**

- 180-day Deadline: December 17, 2017 (commissioners/YAADs)
- 120-day Deadline: February 16, 2018 (amendment to/interpretation of *Book of Order*)
- 60-day Deadline: April 17, 2018 (financial implications)
- 45-day Deadline: May 2, 2018 (all other overtures, comments)

**224th GA (2020): June 20-27, 2020 (Baltimore, MD):**

- 180-day Deadline: December 23, 2019 (commissioners/YAADs)
- 120-day Deadline: February 21, 2020 (amendment to/interpretation of *Book of Order*)
- 60-day Deadline: April 21, 2020 (financial implications)
- 45-day Deadline: May 6, 2020 (all other overtures, comments)
The General Assembly (GA) is the largest expression of interconnectedness as Presbyterians. In addition to multiple opportunities to experience worship reflecting the diversity of who we are, GA is the embodiment of the value most distinct to our identity, as commissioners from all of our presbyteries discern and decide the sense of the Holy Spirit for the faithful witness of the Presbyterian Church (U.S.A.) in matters of common concern to the Church.

Our 4 elder commissioners, 4 minister commissioners, and 1 Young Adult Advisory Delegate (YAAD) will each be assigned to one of the committees of the Assembly to make recommendations for the plenary on everything from the denomination’s structure and day-to-day governance to controversial issues in Church and culture throughout the world.

Then, as part of the plenary, they will vote on the recommendations of all the committees, and return to Philadelphia as the primary interpreters of the decisions made for our presbyters as we vote on those items requiring ratification. They also serve as our presbytery’s Committee on Bills and Overtures, shepherding overtures from our sessions through the process to be considered at the next GA in 2020.

**GENERAL ASSEMBLY COMMISSIONERS FROM PHILADELPHIA:**

*Our commissioners will be available for interpretation for two years following the Assembly, as well as serve as members of our Presbytery Committee on Bills and Overtures.*

The Presbytery of Philadelphia will send a delegation made up of the following:

- 4 Elder Commissioners*
- 4 Minister of Word and Sacrament Commissioners*
- 1 Young Adult Advisory Delegate (YAAD) - must be 17-23 years of age

**DEADLINE FOR NOMINATIONS IS SEPTEMBER 1, 2017**

- **Election of Commissioners:** November 14, 2017 Presbytery Meeting
- **Commissioning of Commissioners:** May 15, 2018 Presbytery Meeting

Please submit your nomination(s) to:

Rev. Jesse Garner, c/o Cassie Paulk
Presbytery of Philadelphia
915 East Gowen Avenue
Philadelphia, PA 19150

Church on the Mall, Plymouth Meeting, PA

**Nomination Form**

Name:________________________________________

☐ Elder  ☐ Minister of Word and Sacrament  ☐ Youth Delegate

Mailing Address:________________________________________________________

________________________________________________________

Phone: __________________ Email:  _________________________________________

Congregation:________________________________________________________

Service to the Presbytery:________________________________________________

Service to the local Church:______________________________________________

Service in the local community:__________________________________________

In one brief paragraph, please share what gifts this person will bring to the overall conversation at General Assembly (if self-referral, please share what you will bring to the conversation at GA):

☐ Self Referral  OR  ☐ Referred by: ________________________________ Phone: __________________________

Email:________________________________________