



## Presbytery of Des Moines

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REV. PHILIP W. BARRETT, GENERAL PRESBYTER & STATED CLERK  
EMAIL: PBARRETT@DMPRESBYTERY.ORG

July 31, 2015

**TO:** Commissioners to the Special Meeting (July 18, 2015)

**FROM:** Philip W. Barrett, Stated Clerk

**SUBJECT:** Minutes

You will find the Minutes of the Special Meeting of the Presbytery of Des Moines held on July 18, 2015, at the Covenant Presbyterian Church of West Des Moines following this letter. Most members are receiving these Minutes by going online to download them from the Presbytery website:

(<http://dmpresbytery.org/resources/stated-meetings>).

Please read through these Minutes to remind you of what occurred and to check them for accuracy. Please send any corrections to me, preferably in writing. Sending me an email is the best way to do this. ([pbarrett@dmpresbytery.org](mailto:pbarrett@dmpresbytery.org))

This was a meeting that was focused on conversations regarding the financials of the presbytery, a potential model for staffing the presbytery, and some plans for transitioning into that future. Worship, presentations, and table conversations made up the bulk of the day. You will be reminded about some of these as you read through the Minutes.

If you are going to be a Commissioner to the August 15, 2015 Stated Meeting of the Presbytery, please bring these Minutes with you. If not, please be sure that the person who will be attending from your congregation knows to go to the website to look at these Minutes because they will be submitted for approval at the August Meeting. (<http://dmpresbytery.org/resources/stated-meetings>)

Please feel free to contact me if you have any questions.

Thank you for your participation in this important time of reflection and conversation.

**REMEMBER** - The Call to the August 15, 2015 Stated Presbytery Meeting will be posted on the Presbytery's website ([www.dmpresbytery.org](http://www.dmpresbytery.org)) about 10 days prior to the meeting.

The Presbytery of Des Moines of the Presbyterian Church (U.S.A.) held a Special Meeting on July 18, 2015 at the Covenant Presbyterian Church in West Des Moines, Iowa.

### FORMATION OF THE ROLL

The following commissioners and members were registered for this meeting (Present, Absent, Excused):

CHURCH	MINISTER	P/A/E	COMMISSIONER
Adair, First	Bob Zirkelbach	P	A
Allerton, United	Ross Blount	E	Bill Homann
Ankeny	Erick Pasanchin	P	Lola Peters
Atlantic, First United	Holly Smith	E	A
Audubon, First	Roger Claxton	P	A
Bedford, United	VACANT	-	A
Brooklyn, First	John Reynolds, Jr.	P	A
Carlisle, Scotch Ridge	Christopher (Kip) Harris	P	Mitch Lacquement
Centerville, First	VACANT	-	A
Chariton, First	Sarah Keyser, CRE	E	A
Clive, Heartland	John Cole	A	Jude Conway
Corning, First	Ken Rummer	P	Gary Badgett
Creston, First	James Woodworth	A	A
Creston, Platte Center	Dolores Doench	P	Chuck Erickson
Dallas Center, First	Adam Smith	P	Ryan Coon
Deep River, United	Michelle Williamson	A	A
Des Moines, Central (2)	Judy Winkelpleck	P	Louise Gately
Des Moines, Central	-	-	Ginny Hancock
Des Moines, Douglas Avenue	Richard Harbart	P	A
Des Moines, First	Ken Stuber	E	Mary Lou Aspengren
Des Moines, Fort Des Moines	Greg Smith (HR)	P	Linda Francisco
Des Moines, Highland Park	Robert D. Cook	A	A
Des Moines, Park Avenue	Claude J. Jones (HR)	P	Jeanne Burnett
Des Moines, Union Park	John W. Gilmore	E	Joyce Rash
Des Moines, Westminster (3)	Scott Paczkowski	E	Polk Davison
Des Moines, Westminster	Ken Arentson	A	Jan Davison
Des Moines, Westminster (PA)	Dick Kiefer (HR)	E	Ted Coppock
Des Moines, Westminster (PA)	Bill Ekhardt	A	-
Dexter, First	David Kincaide	P	A
Diagonal, United	Ed Shields	A	A
Earlham, First	Robert Waldron, CRE	E	A
Gibson, First	Hans Cornelder	P	A
Gibson, White Oak	Hans Cornelder	P	A
Greenfield, First	David Kincaide	P	A
Grimes, First	Jessica Wietzke	A	Curt Klyn
Grinnell, First	Kirsten Klepfer	P	Marta Miller
Guthrie Center, First	Denis R. James, Sr.	P	A
Hartford, Community United	Nathan Lamb	P	Charles Casson
Indianola, Trinity United	David Endriss	P	Mark Koskamp
Johnston, St. Paul	Bill O'Connell	P	Lois Kiester

<b>CHURCH</b>	<b>MINISTER</b>	<b>P/A/E</b>	<b>COMMISSIONER</b>
Knoxville, First	Ramona Wink, CRE	P	Sue Wilhite
Lenox, United	Tim Maxa	E	A
Leon, First	VACANT	-	A
LeRoy, First	Dale O'Connell (HR)	E	A
Lucas, First	VACANT	-	A
Malcom, First United	John Reynolds, Jr.	P	A
Monroe	Ann Johnson	P	A
Mount Ayr, United	Mike Maddy	A	A
New Sharon, First	VACANT	-	A
Newton, First	Meghan Davis	P	Mickey Van Baale
Newton, United	Donald Freeman	P	Verle Summers
Oskaloosa, First	Robert Elgin	P	Sharon Falck
Ottumwa, East End	Jane Martinez	P	A
Ottumwa, First	David Klanderma	E	A
Ottumwa, Westminster	Jane Martinez	P	A
Perry, First	Joan White	A	A
Sharpsburg	Tim Maxa	E	A
Sigourney, First	VACANT	-	A
West Des Moines, Covenant	Jan Scott	P	Warren Pitcher
Windsor Heights, Windsor	Shamaine Chambers King	P	Ron Grohe
Winterset, First United	Jim Howland	P	Lori Ryner

### **OTHER MEMBERS OF PRESBYTERY (MINISTERS)**

**Present:** Philip Barrett (General Presbyter/Stated Clerk); Robert Burnett (HR); Marcy Campbell; Goanar Chol; Tom Conrey (HR); Donald Elly (HR); Elizabeth Knott (HR); Aaron Koskamp (HR); David Madsen (HR); Mary Beth Mardis-LeCroy; Jeffrey Means; Craig Palmer; Kristin Pike; Sarai Schnucker Rice; Barbara Tooker Todd (HR); Roger Todd (HR); Russell Tomlinson (HR); Sue Tomlinson; and Lynn Williams (HR).

**Excused:** Kim Alten (HR); Jay Basler (HR); John Beran (HR); David Braak; Robert C. Cook (HR); Carl Cooper (HR); Jack DePond (HR); Ane Fitzgerald; Suzanne Gorhau; Nancy Gorsuch (HR); Bob Houser (HR); Calvin Hsu (HR); Michelle Leaverton; Bill LeMosy (HR); Dawn Linder; John McElroy; Dennis Morey (HR); Linda O'Connell (HR); Sara Speer Palmer (HR); Katherine Pater; Marvin Potter (HR); Elizabeth Sandy (HR); Kay E. Steddom (HR); Patricia Summers (HR); Ron Van Heukelom (HR); Erasmo Vélez (HR); and Francis Younkin (HR).

**Absent:** Pete Brantner; Bruce Giese; and Barbara Nish.

### **LAY MEMBERS OF COUNCIL**

**Present:** Jonathan Kimple (Dallas Center, First); Mary Lou Briles (Des Moines, Park Avenue); Maurice Dyer (Indianola, Trinity United); and Roberta Victor (CROSS Ministries).

### **VISITORS**

Sandy Wagener (Ankeny); Connie Claxton (Audubon, First); Marilyn Finney and Robert Finney (Clive, Heartland); Connie DePond (Des Moines, Central); Jennifer Hines (Cottage Grove Presbyterian Mission Center); Lisa Whitmarsh Peterson (Des Moines, Park Avenue); Joanna Page (Des Moines, Union Park); Barbara Koskamp (Indianola, Trinity United); Stephanie Cornelder (Oskaloosa, First); Sue Buehler, Ann McGowan, Marcella Phillips, Betty Ratekin, John Spole, and Peri L. Van Tassel (West Des Moines, Covenant); Cindy Ray, Dwight Tomes and Dick Woods (Windsor Heights, Windsor); Pam Deichmann

and Sheryl Puderbaugh (Winterset, First United); Betty Dyer, Presbytery staff (Indianola, Trinity United).

### **MINISTERS (98 on roll)**

Present: 47  
Excused: 38  
Absent: 13

### **ELDER COMMISSIONERS AND OTHERS**

Present: 53  
Excused: 0  
Absent: 32

### **CALL TO ORDER AND OPENING WORSHIP**

Presbytery Moderator TE Shamaine Chambers King called the meeting to order.

The Presbytery entered into a time of Morning Prayer. Leaders for worship were TE Mary Beth Mardis-LeCroy (At Large), RE Cindy Ray (Windsor Heights, Windsor), and TE Kip Harris (Carlisle, Scotch Ridge).

### **QUORUM STATEMENT**

A quorum was present and declared so by the Moderator.

### **ADOPTION OF DOCKET**

The Presbytery VOTED to amend the Proposed Docket so that the Future Staffing Report and the State of the Presbytery Report exchange places.

### **READING AN DEXPLANATION OF CALL**

Stated Clerk Phil Barrett read the Call to this meeting and explained its purpose.

### **INTRODUCTIONS**

New pastors TE Eric Pasanchin (Ankeny) and TE Bob Zirkelbach (Adair, First), and new Member-at-Large and former Minister Member of the Presbytery Craig Palmer, were introduced.

### **HOST CHURCH WELCOME**

TE Jan Scott, pastor of the Covenant Church, welcomed the Presbytery and gave directions to various parts of the facility.

### **OPENING COMMENTS**

TE Jim Howland, Moderator of the Leadership Council, offered opening comments, introducing the purpose and plans for the meeting. He explained how the meeting was planned focusing on discussion and conversation. Notes from previous Presbytery conversation in February of 2014 had been distributed to those present.

### **STATE OF PRESBYTERY FINANCES REPORT**

TE Kirsten Klepfer, Moderator of the Budget and Finance Committee, walked the Presbytery through the report that had been distributed with the Call to this meeting. (This Report appears as *Appendix A* at the end of these Minutes.) Questions and comments from the group were shared, then those present entered into a time of conversation related to the report and conversations around tables. Sharing of highlights from the table conversations followed. (The 2<sup>nd</sup> Quarter Financial Reports are *Appendix B* at the end of these Minutes.)

### **COTTAGE GROVE PRESBYTERIAN MISSION CENTER REPORT**

RE Ginny Hancock, Moderator of the Covenant Council of the Cottage Grove Presbyterian Mission Center (CGPMC) presented an update on the progress at the Mission Center and renovation plans. The initial estimate for renovations is \$2.6 million, significantly higher than anticipated. The Covenant

Council will revisit proposed plans as well as income and expenses. There is a potential gap of \$25,000-\$50,000 between income and expenses. More specific information and recommendations will be brought to the August 15 Stated Meeting of the Presbytery.

### **LUNCH AND DISCUSSIONS**

As the Presbytery moved into a time for lunch, for which Moderator Chambers King offered a blessing, the Presbytery continued in discussion about mission, the CGPMC and other items discussed during the morning.

### **FUTURE STAFFING REPORT**

TE Jim Howland presented a rough draft of a Stated Clerk Job Description. He shared plans for an Assistant Stated Clerk to be a bridge to the future design of the presbytery. This person would work with the current Stated Clerk through 2015 and into the future. (The Stated Clerk Job Description appears as *Appendix C* at the end of these Minutes.)

Moderator Chambers King shared comments, reminding the Presbytery that the design is focused on positions, not people who may currently be in them.

Using the biblical model of Jethro giving advice to Moses to find help with his leadership work, TE Ann Johnson shared that the Council looked at the comments from the Stated Meeting of the Presbytery in February 2014, especially the direction that was desired for the Presbytery to go, and came up with the proposed model. Ann explained the rationale for the proposed positions. The Council is attempting to deal with the changes that are before the Presbytery. (The Proposed Staffing Plan appears as *Appendix D* at the end of these Minutes.)

Ann also shared the reasons for the Leadership Council choosing not to be in conversation with the Presbytery of North Central Iowa regarding merger. She noted that the only two positions that would have persons in place to carry over into 2016 are the Office Manager and the Stated Clerk. Time will be taken in the future to wrestle with what to do and how to do it in our staffing. The Presbytery then entered into table conversations regarding staffing and the proposed model.

### **CLOSING COMMENTS**

TE Jim Howland reminded the Presbytery that we are in a time of transition and shared what we are doing during this time. He noted that the Leadership Council has been doing lots of extra work recently. There are persons watching to make sure nothing falls through the cracks. He also reminded the Presbytery that we are people of grace.

Moderator Chambers King expressed her gratitude for persons attending the meeting and giving the time to be present. She also requested any feedback people would be willing to share.

Vice Moderator RE Maurice Dyer shared the experience he has had in the mission of the Presbytery. He expressed gratitude for persons present this day being willing to deal with some uncomfortable items, and for their participation in the process.

### **ADJOURNMENT AND BENEDICTION**

The Presbytery VOTED to adjourn and did so by singing *The Doxology*.

Respectfully Submitted,  
Philip W. Barrett  
Stated Clerk

## **D – BUDGET AND FINANCE COMMITTEE REPORT**

**July 18, 2015**

### **Basic Facts:**

- Most of our income comes from Per Capita assessments and General Mission giving by congregations.
- Mission giving has been decreasing steadily for a number of years. In the last couple of years there has been a significant drop because of two larger churches reducing their giving dramatically.
- About four years ago Per Capita (PC) & General Mission (GM) giving combined made up approximately 75% of Presbytery income
- Today PC & GM combined make up approximately 66% of Presbytery income
- That leaves a 33% gap that we have to find from some other source of income

### **Other sources of income**

- One time funds
- Grants
  1. Synod salary support
  2. Hunger Action Enabler grant
- Monthly Payments
  1. Contract – First Baptist purchasing Knox Church
  2. Lease – Color My World Day Care
- Sale of churches that close

### **Other money/assets we have**

- Restricted funds
- Buildings/Property

### **Where we sit as we look ahead**

- The major grant is from the Synod, and that has gone down significantly (\$17,000 in a few years), and may disappear in the not-too-distant future.
- We have exhausted all but one of our non-restricted, one-time funds at this point.

### **Income possibilities going forward (to make up the 33% gap)**

- We have one **unrestricted one time fund** – Easter Lake Money Market: \$62k

- We have two **income streams** that are consistent and will continue for the foreseeable future.
  1. Leftover over each month from Color My World lease payments after the Presbytery pays all of the bills (utilities, property taxes, maintenance, etc.)
  2. Contract payments from First Baptist to the Presbytery purchasing the Knox property. That comes to about \$56,650 a year (this includes the payments for the cellular tower on the church).
- We have \$415,820 in **restricted funds**. \$258,545 of that is Knox Knolls camping funds.
- Finally, there are a couple of **churches that are closing** or will probably soon close. They are small and not likely to bring much money but will bring a little (balanced against the loss of mission money)

## 2016

We are going to be fine in 2016.

If we use the one time Easter Lake fund, and the \$56,650 from Knox and neither our expenses nor income changes at all, we will have a \$20k surplus.

However, our income and expenses will likely not stay the same.

## Income

- **Mission giving** will go down if trends hold. Maybe 2 or 3k.
- We may have “**carry over**” from 2015 (meaning we may not use all of the accumulated Knox funds and so have some to use for 2016 (we could also go over budget and use more than we anticipated, but that has not been our trend)
- **Synod salary support** may decrease more than I’m projecting

## Expenses

- Staffing is up in the air – and staffing constitutes our largest expense as a Presbytery
- We need to factor in the Cottage Grove Presbyterian Mission Center (CGPMC) ongoing expenses, including employees.

## 2017 – 2022 (or so)

If we use up the one time Easter Lake fund of \$62k, then we will start to fall behind again and have deficits (again, assuming expenses and income continue roughly as they have been in the past few years). In the past, we have covered deficits with other one-time funds. We don’t have any of those at this time. We would have to turn to other options.

### **Variables in the future**

- Personnel decisions will make the most difference. We calculated that if we could cut our expenses by 50k things might be sustainable for a while. Some, if not most, of that will likely come from personnel.
- CGPMC: Depending on how long it is before the building is at capacity, this will be an expense we haven't had in the past.

### **Summary**

- Our finances, if little changes, are not sustainable long term. GM giving, and eventually PC, will likely continue to go down. The more we have to depend on money other than mission giving and per capita, the less sustainable we are.
- Budget and Finance believes if we can cut 50K from our expenses, and if our income and expenses do not change dramatically, we can sustain ourselves for a while (10 years or so).
- Until we have a fairly clear plan for personnel, it's very difficult to do accurate projections. Our financial picture depends a great deal on personnel expenses.

Respectfully Submitted,  
Kirsten Klepfer, moderator



**D – BUDGET AND FINANCE COMMITTEE REPORT continued...****APPENDIX B**

**Presbytery of Des Moines**  
**2015 Income Report**  
**2<sup>nd</sup> Quarter - as of June 30, 2015**

	2015 Budget	2015 Actual
<b>Income</b>		
Total Per Capita (@ \$40.00)	\$273,360.00	\$196,969.15
Past Year's Per Capita	\$0.00	\$0.00
Presbytery General Mission	\$84,345.73	\$44,949.13
Synod Support Staff Salaries	\$23,000.00	\$11,250.00
Hunger Action Enabler Income	\$3,000.00	\$3,000.00
Montezuma Funds	\$23,223.95	\$23,223.95
Knox United Funds – Contract Income	\$125,071.48	\$0.00
Camping Interest Available	\$10,000.00	\$0.00
Interest Income	\$150.00	\$128.14
Miscellaneous Income	\$1,000.00	\$362.44
<b>Total Income</b>	<b>\$543,151.16</b>	<b>\$279,882.81</b>
<b>2015 Expenses</b>		
	<b>\$543,151.16</b>	<b>\$290,897.90</b>
<b>Surplus(Deficit)</b>	<b>\$0.00</b>	<b>(\$11,015.09)</b>

**D – BUDGET AND FINANCE COMMITTEE REPORT continued...****Presbytery of Des Moines****2015 Expense Report  
2<sup>nd</sup> Quarter - as of June 30, 2015**

	2015 Budget	2015 Actual
<b>Governance Expense</b>		
Committee on Preparation for Ministry	\$500.00	\$0.00
Stewardship & Mission Interpretation Committee	\$500.00	\$91.25
Permanent Judicial Commission	\$500.00	\$0.00
Committee of Representation	\$50.00	\$0.00
Budget & Finance Committee	\$0.00	\$0.00
Nominating Committee	\$100.00	\$0.00
Personnel Committee	\$100.00	\$0.00
Sexual Misconduct Response Team	\$50.00	\$0.00
General Assembly Per Capita	\$52,735.13	\$52,735.13
Synod Per Capita	\$38,786.80	\$38,786.80
<b>Subtotal</b>	<b>\$93,321.93</b>	<b>\$91,613.18</b>
<b>Administrative Expense</b>		
Moderator Expense/Task Groups	\$150.00	\$0.00
Administrative Commissions	\$300.00	\$0.00
Presbytery Meetings	\$300.00	\$0.00
Commissioner Orientation	\$0.00	\$0.00
Stated Clerk Expense	\$50.00	\$0.00
Insurance	\$6,000.00	\$1,403.32
Legal fees	\$500.00	\$0.00
<b>Subtotal</b>	<b>\$7,300.00</b>	<b>\$1,403.12</b>
<b>Extension of Ministries</b>		
Compassion Peace & Justice Task Force	\$5,000.00	\$2,025.00
Hunger Action Enabler Travel & Con Ed	\$1,500.00	\$500.00
Broken Bread & Postage	\$500.00	\$141.41
Cross Ministries	\$50,000.00	\$25,000.20
Older Adult Ministries Task Force	\$1,500.00	\$0.00
Camping	\$4,200.00	\$0.00
Youth	\$800.00	\$195.76
Resources	\$500.00	\$663.15
<b>Subtotal</b>	<b>\$64,000.00</b>	<b>\$28,525.52</b>
<b>Extension of Ministries - Cottage Grove Presbyterian Mission Center</b>		
<b>Operating Expense</b>		
Telephone	\$1,200.00	\$619.15
Office	\$1,500.00	\$1,206.58
Utilities	\$12,000.00	\$8,584.70
Snow Removal	\$1,000.00	\$379.00
Insurance	\$8,400.00	(\$2,450.53)
Maintenance	\$2,400.00	\$1,598.37
Cleaning Supplies	\$2,400.00	\$1,396.27
Repairs (major/immediate)	\$25,000.00	\$9,054.23
<b>Personnel Expense</b>		
Secretary Reimburse		\$4,089.59
Custodian	\$7,800.00	\$4,153.80
FICA	\$596.70	\$317.77
Other		\$640.00
<b>Subtotal</b>	<b>\$62,296.70</b>	<b>\$29,588.93</b>

	2015 Budget	2015 Actual
<b>Support of Local Ministries</b>		
Moderators Task Force	\$500.00	\$0.00
Church Professional Task Force	\$1,750.00	\$950.43
Congregational Health Task Force	\$1,000.00	\$480.91
Congregational Transition Task Force	\$750.00	\$455.96
Congregational Reconciliation Task Force	\$1,000.00	\$345.50
Presbytery Pastors	\$300.00	\$42.27
<b>Regional Partnerships</b>		
Southwest	\$3,000.00	\$2,000.00
South Central	\$0.00	\$0.00
DM Two Rivers	\$4,700.00	\$864.16
Leadership Council	\$700.00	\$518.64
Worship Task Group	\$100.00	\$0.00
Bills & Overtures	\$50.00	\$0.00
Emergency Contingency	\$500.00	\$0.00
<b>Subtotal</b>	<b>\$14,350.00</b>	<b>\$5,657.87</b>
<b>Office Expense</b>		
Condo dues	\$2,700.00	\$1,125.00
Rent-copier lease	\$5,000.00	\$4,205.09
Office supplies	\$4,000.00	\$2,340.41
Postage	\$2,000.00	\$650.18
Telephone & Internet	\$6,000.00	\$1,688.28
Utilities	\$2,000.00	\$733.49
Janitorial Services	\$4,000.00	\$1,614.78
New Equipment	\$3,000.00	\$3,200.00
Equipment Maintenance/Tech Services	\$3,000.00	\$2,800.00
Books & Subscriptions	\$250.00	\$167.85
Office Travel	\$1,000.00	\$40.94
Audit	\$7,600.00	\$7,522.31
Church & Staff Appreciation	\$300.00	\$0.00
<b>Subtotal</b>	<b>\$40,850.00</b>	<b>\$26,088.33</b>
<b>Personnel</b>		
General Presbyter Salary	\$76,941.66	\$32,058.80
General Presbyter Benefits	\$27,919.32	\$11,701.45
General Presbyter Prof Expense	\$600.00	\$0.00
General Presbyter Con Ed	\$1,500.00	\$0.00
General Presbyter Travel	\$10,000.00	\$5,825.96
Office Manager Salary	\$40,039.08	\$16,683.00
Office Manager Benefits	\$15,584.64	\$6,493.60
Office Manager ConEd	\$750.00	\$0.00
Office Manager FICA	\$3,062.99	\$1,235.86
Hunger Action Enabler Salary	\$7,650.00	\$3,187.50
Hunger Action Enabler Benefits	\$10,258.44	\$3,215.00
Hunger Action Enabler FICA	\$585.23	\$243.85
Sudanese Ministry RP Salary	\$24,003.66	\$10,001.30
Sudanese Ministry RP Benefits	\$13,660.32	\$5,691.80
Sudanese Ministry RP Con Ed	\$1,500.00	\$1,500.00
Sudanese Ministry RP Expenses	\$3,000.00	\$1,161.36
Mission Co-Worker Benefits	\$15,412.56	\$5,086.65
Communications Coordinator Salary	\$7,956.00	\$3,655.00
Communications FICA	\$608.63	\$279.62
<b>Subtotal</b>	<b>\$261,032.53</b>	<b>\$108,020.75</b>
<b>Total Expenses</b>	<b>\$543,151.16</b>	<b>\$290,897.90</b>

**D – BUDGET AND FINANCE COMMITTEE REPORT continued...****Presbytery of Des Moines****Consolidated Statement of Financial Position  
2<sup>nd</sup> Quarter - as of June 30, 2015**

<b>ASSETS</b>		<b>LIABILITIES AND NET ASSETS</b>		
Current Assets		Current Liabilities		
	Cash in Bank	2342.02	Presbytery Designated	\$2,554.49
1112.01	Savings Account	2411.01	Pastor Emergency Fund	\$4,851.13
1113.01	Montezuma MM	2512.03	Special In & Out	(\$400.00)
1114.08	Colfax MM	2525.02	Sudanese Ministry Resources	\$1,146.73
1115.06	Easter Lake MM	2530.02	Sudanese Undesignated	\$7,876.41
1117.02	Walther Fund	2535.02	Sudanese Water Project	\$942.50
1118.06	Easter Lake Mortgage MM	2540.02	Sudanese Designated	\$3,000.00
1120.06	Easter Lake DayCare Acct	2700.03	Hunger-Cents-Ability	\$576.14
1122.01	McCahon Fund	2701.03	Peacemaking	\$1,178.38
1122.02	Knox Knolls Fund	2702.03	Rural Partnership Offering	\$2,799.23
1123.01	Albia Fund	2703.03	Joining Hands Task Force	\$3,073.37
1126.02	Life Inc Char Int-Restricted	2705.03	El Sal-Water Filter Project	\$6,256.50
1130.06	Cottage Grove MM	2706.03	El Salvador-Undesignated Funds	\$10,442.52
1132.05	Swan Fund	2707.03	El Salvador Designated Funds	\$1,450.00
1133.07	Pastors Seminar Fund	2708.03	Compañeros	\$1,181.10
1134.08	Colfax Fund	2709.03	Coffee	(\$1,084.27)
1212.06	Knox Contract Principal	2712.03	El Salvador Scholarship Fund	\$1,000.00
		2713.03	Two Riv. Synod S. Scholarship	\$550.00
		4872.06	Easter Lake Daycare Deposit	\$4.96
	<b>Total Current Assets</b>		<b>Total Current Liabilities</b>	<b>\$47,399.19</b>
	<b>\$1,530,672.29</b>			
Property and Equipment		Long-Term Liabilities		
1511.01	Office Equipment	2114.06	Real Estate Note Payable	\$190,503.70
1512.01	Accumulated Depreciation			
1512.06	Accumulated Depreciation		<b>Total Long-Term Liabilities</b>	<b>\$190,503.70</b>
1611.01	Real Estate - Presby Office			
1611.06	Real Estate - Easter Lake		<b>Total Liabilities</b>	<b>\$237,902.89</b>
1612.06	Real Estate - Land			
	<b>Total Property and Equipment</b>		<b>Net Assets</b>	
	<b>\$283,253.97</b>	3910.01	Net Assets	(67,226.87)
		3910.02	Net Assets-Program Fund	512,102.63
		3910.03	Net Assets - In & Out Fund	5,350.70
		3910.05	Net Assets - Swan Fund	25,861.05
		3910.06	Net Assets - Commissions	1,014,595.46
		3910.07	Fund Balance - Endowment Fund	17,809.87
		3910.08	Net Assets-Colfax Fund	27,704.85
			Surplus/(Deficit)	39,825.68
<b>Other Assets</b>	<b>0.00</b>		<b>Total Net Assets</b>	<b>\$1,576,023.37</b>
	<b>Total Other Assets</b>		<b>Total Liabilities &amp; Net Assets</b>	<b>\$1,813,926.26</b>
	<b>\$0.00</b>			
	<b>Total Assets</b>			
	<b>\$1,813,926.26</b>			

**D – BUDGET AND FINANCE COMMITTEE REPORT continued...****Presbytery of Des Moines****Restricted Funds  
2<sup>nd</sup> Quarter - as of June 30, 2015****New Covenant Funds**

McCahon Fund	<i>Annual Income to be used for grants for small churches (under 150) for one-time needs. Unused income to be reinvested each year in the trust.</i>	\$50,057.29
Swan Fund	<i>Interest earnings to be used for seminary students' assistance.</i>	\$28,293.69
Albia/Pitzer Fund	<i>To be used for the assistance of small churches in the Presbytery.</i>	\$22,269.71
Knox Knolls-Camping Fund	<i>3/4 of interest to be used for camping program. 1/4 of interest to be used for Presbytery causes.</i>	\$257,661.03
Walther Fund	<i>To be used for scholarship aid for physically or mentally-challenged youth and/or children in need.</i>	\$25,703.95
Colfax Fund	<i>To be used for church development with interest to be placed in Colfax Fund Money Market.</i>	\$22,356.88
<b>Total of Funds</b>		<b>\$406,342.55</b>

**First American Bank**

Pastor Emergency Fund	<i>Funds to be used for short-term loans for pastors.</i>	\$4,851.19
Colfax Fund Money Market	<i>Funds to be used for church development.</i>	\$3,188.22
Easter Lake Money Market	<i>Income from Color My World Childcare Center &amp; Expense to maintain the property &amp; building.</i>	\$62,037.40
Easter Lake Mortgage Money Market	<i>Funds from which monthly mortgage is paid.</i>	\$41,592.86
Easter Lake/Color My World Money Market	<i>Deposit paid when CMW began relationship with church.</i>	\$6,668.20
Montezuma Money Market	<i>Funds from settlement with church.</i>	\$23,232.43
Cottage Grove Mission Center Money Market	<i>Funds for Cottage Grove Presbyterian Center - above and beyond the approved budget</i>	\$100,029.18
<b>Total of Accounts</b>		<b>\$241,599.48</b>

**H – PERSONNEL COMMITTEE REPORT****July 18, 2015****TITLE**

Presbytery Stated Clerk

**PURPOSE**

The Stated Clerk is an ecclesiastical officer of the Presbytery of Des Moines and shall provide all services as required by the *Manual of Operations* of the Presbytery and the *Book of Order*, and as may be assigned by the Presbytery.

**ACCOUNTABILITY**

The Stated Clerk is accountable to the Presbytery of Des Moines through the Personnel Committee of the Presbytery. There shall be an annual performance and comprehensive review of the Stated Clerk carried out by the Personnel Committee of the Presbytery. The results of the performance evaluation shall be reported to the Presbytery, and recommendations concerning compensation shall be reported to the Budget and Finance Committee for inclusion in the development of the annual budget.

**FUNCTIONS, TASKS AND EXPECTED RESULTS****I. Function: Stated Clerk of the Presbytery****Records/Minutes****A. Tasks:**

1. Record transactions of the Presbytery.
2. Keep a full and accurate record of its proceedings, including Presbytery meetings and Leadership Council Minutes.
3. Work with Presbytery Moderator and Administrator to ensure that Presbytery action items are completed.
4. Keep rolls and attendance.
5. Preserve presbytery records and furnish extracts from them when required by another council of the church or legal civil entity, keeping all original materials onsite.
6. Receive all overtures and other ecclesiastical correspondence addressed to the Presbytery, make a record of same and deliver to the appropriate entity.
7. Ensure distribution of Minutes and report the outcome of the Synod Review of presbytery minutes at the next meeting of the Presbytery.
8. Maintain ecclesiastical directories.
9. Ensure that the *Manual of Operations* contains all currently adopted policies.

**Official Communications****A. Tasks:**

1. Maintain communications with all corresponding entities, stated clerks of councils and other church entities
2. Communicate actions of the Presbytery to councils, other groups and persons as appropriate.
3. Notify elected and appointed members of Presbytery committees and task forces of their terms of office.
4. Serve as contact on General Assembly ecclesiastical matters.
5. Receive and refer judicial matters to an appropriate entity.

**Presbytery Meetings****A. Tasks:**

1. Ensure that meeting accommodations are set for future Presbytery meetings.
2. With the Moderator and Vice Moderator of the Presbytery and the Moderator of the Leadership Council, collaborate on the docket and format for Presbytery meetings.
3. Ensure that a call is issued for regular and special meetings of the Presbytery.

**II. Function: Judicial and Constitutional****Presbytery Permanent Judicial Commission (PJC)****A. Tasks:**

1. Convene the PJC and preside until a moderator has been elected.
2. Notify the Administrator and work with the Administrator when an administrative or judicial action has been filed to appoint members of an Investigating Committee; ensure that all pertinent information is communicated to the Investigating Committee. Should the Investigating Committee determine that charges should be filed, ensure that all pertinent papers and materials are transmitted to the entire Permanent Judicial Commission in a timely manner.
3. Assist in the judicial process of the Presbytery according to the “Rules of Discipline” of the *Book of Order*.
4. Ensure that meeting arrangements are made for hearings and trials.
5. Make a summary report to the Presbytery of the final decision in a case when received from the Presbytery, Synod or General Assembly PJC. Ensure that the full report is contained in the Presbytery Minutes and published on the Presbytery website.
6. Ensure that all orders contained in the judgment are fulfilled.

**Constitutional Interpretation****A. Tasks:**

1. Have available copies of the latest Constitution of the Presbyterian Church (U.S.A.), the latest Minutes of the General Assembly and of the previous Presbytery meeting to the current Presbytery commissioners and members and to committees, task forces and other Presbytery entities upon request.
2. Prepare revisions to the Presbytery’s *Manual of Operations* in collaboration with the Leadership Council and present them to the Presbytery for its consideration and action.
3. Unless the Moderator chooses to appoint a different person, serve as Parliamentarian for each Presbytery meeting under the guidance of the *Book of Order* and *Robert’s Rules of Order* (latest edition), except when it is in contradiction with the Constitution.
4. Ensure that the records of sessions and congregations are reviewed in accordance with the *Book of Order* G-3.0108a.
5. Assist the Bills and Overtures Task Group as it reports on potential or proposed amendments to the Constitution of the Presbyterian Church (U.S.A.), providing any interpretative materials.
6. Provide training for session clerks during annual reviews or as requested, resourcing these clerks as requested.

7. Provide ecclesiastical resource, guidance and counsel to the Presbytery and its entities as requested.

### **RELATIONSHIPS**

1. Officer of the Presbytery with voice and vote.
2. Member, ex-officio without vote, and Secretary of the Presbytery Leadership Council.
3. Secretary of Presbytery corporation.
4. Resource person to the Nominating Committee.
5. Participant in annual Synod Review and Training Event, Fall Polity Conference, and the Stated Clerk's gathering at General Assembly.
6. Colleague in ministry with Administrator, with mutual concerns for the life and wellbeing of the Presbytery.

### **ELECTION**

The Stated Clerk shall be a ruling or teaching elder eligible for election as a commissioner to Presbytery. The Stated Clerk shall be elected at an Annual Meeting or when the term of office shall be completed, for a term of six years and is eligible for re-election for an additional term or terms. The Nominating Committee, after consultation with the Leadership Council, shall place one name in nomination; further nominations may be made from the floor by the commissioners. If more than one person is nominated, election shall be by written ballot.

### **SKILLS, KNOWLEDGE AND ABILITIES NEEDED**

#### **1. Skills**

- a. Understanding and interpretation of the constitutional documents of the Presbyterian Church (U.S.A.).
- b. Understanding and interpretation of constitutional documents of the Presbytery of Des Moines: The *By-Laws*, *Manual of Operations* and *Articles of Incorporation*.
- c. Understanding and interpretation of *Robert's Rules of Order* for the efficient and orderly conduct of business.
- d. Understanding and working knowledge of current computer technology Including document preparation and electronic communication.
- e. Strong written and verbal communication skills.
- f. Strong interpersonal and pastoral care skills.
- g. Understanding of the Presbyterian Church (U.S.A.) Judicial Process

#### **2. Knowledge and Experience**

- a. A personal relationship with and commitment to Jesus.
- b. Thorough knowledge of and commitment to the Presbyterian Church (U.S.A.) and its mission and doctrine in accordance with the "Form of Government" and *Book of Confessions*.
- c. Knowledge of and experience in interpreting and administering the *Book of Order* and *Rules of Discipline*.

#### **3. Abilities: Must be able to:**

- a. Develop efficient procedures, timelines and communication.
- b. Work collegially with the Administrator, staff, commissioners, members and representatives of presbyteries, synods and General Assembly.
- c. Effectively explain policies, operating and parliamentary procedures.
- d. Be open, friendly, discrete and patient with demands made upon the Stated Clerk.



**EMPLOYMENT INFORMATION**

**Personnel Policies:** The Stated Clerk is subject to the Presbytery of Des Moines' employment policies and procedures.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly requested to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a person computer and other office equipment. Talking and hearing is necessary when utilizing the phone for interactions with constituents and for presentations during meeting. Lifting up to 15 lbs. may be needed.

Respectfully Submitted,  
Tom Conrey, moderator

## **E – LEADERSHIP COUNCIL REPORT**

**July 18, 2015**

### **Proposed Staffing Plan**

