

**Meeting Packet
for the 501st Stated Meeting
of the Presbytery of Des Moines**



August 15, 2015

**Hosted by the
Easter Lake Administrative Commission**

**At the
Easter Lake Building
Des Moines, Iowa**

F – NOMINATING COMMITTEE REPORT

August 15, 2015

The committee presents the following recommendation to the Presbytery for adoption:

F-R-1 That the following persons be elected to the positions noted:

COMMITTEE ON PREPARATION FOR MINISTRY

Class of 2017

RE David Boyd (Des Moines, Central)

TE Roger Todd (HR)

LEADERSHIP COUNCIL

Class of 2017

RE Jack Ratigan (Des Moines, Westminster)

BUDGET AND FINANCE COMMITTEE

Class of 2017

TE Sarai Schnucker Rice (at-Large)

Respectfully Submitted,
David Kincaide, moderator

H – PERSONNEL COMMITTEE REPORT

August 15, 2015

Position Description
Office Manager
Presbytery of Des Moines
8/13/15

Function

The purpose of this position is to manage the office of the Presbytery of Des Moines by helping the Presbytery and its members and entities carry out mission and ministry and to provide the General Presbyter and the Stated Clerk with general and specific assistance in the execution of their responsibilities in the administration of the Presbytery.

Accountability

The Office Manager is accountable to the General Presbyter.

Terms

This is a full-time position with Board of Pension benefits.

Responsibilities

Financial Management (some of these may be assigned to contracted accountant)

- Manage all finances of the Des Moines Presbytery – as a receiving site
 - Record cash receipts – receiving all checks from individuals and churches
 - Prepare all disbursements – write checks to pay all Presbytery bills
 - Record manually all general journal entries monthly
 - Maintain records for all accounts according to GAAP
 - Reconcile monthly bank statements/quarterly brokerage statements
 - Reconcile monthly bank statement for Don Justo Coffee
 - Provide services and resources to budget and finance committee. Prepare quarterly budget updates
 - Prepare budget requests for annual budget meeting
 - Prepare detailed monthly financial statements for Presbytery committees as needed including:
 - El Salvador Mission – 5 accounts monthly for Compañeros
 - Des Moines Two Rivers Regional Partnership – 5 accounts monthly
 - Youth and Camping – two accounts as requested
 - Social Ministries – 6 accounts monthly
 - Other committees – as requested
 - Monitor and update churches on status of General Mission Pledges
 - Prepare Per Capita invoices for Presbytery churches
 - Prepare invoices for any/all church purchases for:
 - Planning Calendars
 - Mission Yearbooks
 - Books of Order
 - Books of Confession
 - Other
 - Provide quarterly church statements for all Per Capita, General Mission and other giving made through Presbytery

- Provide financial information to Presbytery Treasurer
- Prepare financial statements for annual audit
- Manage all specialized contract payments for churches and individuals, including:
 - First Baptist Church of Urbandale (purchasing Knox United)
 - Color My World Child Care Center (tenant in Easter Lake Building)
- Manage all funds for Cottage Grove Presbyterian Mission Center
 - Pay bills weekly
 - Manually prepare financial statements
- Manage all funds for Easter Lake property
 - Pay bills weekly
 - Manually prepare financial statements
- Provide financial support for El Salvador Mission
 - Record receipt and maintain accurate records of all donations
 - Request wiring of all designated gifts and funds to pastoral team in El Salvador
 - Manage finances for Don Justo Coffee with Dignity project
 - Prepare monthly coffee report for Compañeros
- Act as financial liaison between Presbytery , Synod, and GA

Office Management

- Negotiate purchases/leases of all office equipment
- Monitor and purchase all office supplies
- Maintain calendar of Presbytery meetings and events
- Negotiate, contract for and oversee office services
- Prepare annual workers compensation report
- Prepare annual payroll summary for Synod
- Supervise office volunteers
- Communicate all tech issues with office technician.
- Communicate with website technician regarding website issues.
- Sell Don Justo Coffee in office daily.
- Prepare for mailing any long-distance Don Justo Coffee orders
- Prepare for pickup all Don Justo Coffee local orders

Support of Presbytery

- Provide assistance to General Presbyter/Stated Clerk
- Attend all Presbytery meetings
- Assist El Salvador Mission Co-Worker with business affairs
- Prepare report of monthly donations to El Salvador mission
- Prepare handbooks for El Salvador delegations
- Provide assistance and scheduling support for Sudanese Resource Person.
- Prepare and distribute Presbytery minutes and official notifications
- Prepare all other documents to be distributed at meetings.
- Communicate with Presbytery meeting host churches regarding needs
- Distribute Presbytery annual report info to churches
- Assist GA and churches with Annual Statistical Report
- Assist OAM committee to carry out their work
- Schedule Session Records Review dates with churches
- Take orders for churches and individuals:

- Planning Calendars
- Mission Yearbooks
- Books of Order

Managing Communication

- Assist visitors to office
- Receive incoming telephone calls
- Handle all mail and email.
- Update website
 - Committee Members
 - Church Info
 - Meeting Info
 - Calendar Info
- Prepare bulk mailing of Compassion, Peace & Justice newsletter, *Broken Bread*, three times a year – overseeing volunteers and delivering to post office.
- Prepare bulk mailing of Presbyterian Women newsletter, *Grapevine*, four times a year – overseeing volunteers and delivering to post office.
- Composes and distributes Older Adult Ministries newsletter upon request

H – PERSONNEL COMMITTEE REPORT continued...

Position Description
Hunger Action Enabler
Presbytery of Des Moines
8/13/15

Function

The purpose of this position is to be a communicator: pulpit and workshop speaker; newsletter editor; Facebook and Twitter contributor; international partnership promotor; Presbytery Compassion, Peace & Justice representative, utilizing telephone, mail, and email communicating, networking and connecting with people, groups, and congregations.

Accountability

The Hunger Action Enabler is accountable to the General Presbyter. This position is funded in part by the Presbyterian Church, U.S.A. Presbyterian Hunger Program.

Terms

This is a 20-hour position with Board of Pensions benefits.

Responsibilities

- Promote One Great Hour of Sharing offering (OGHS) at Presbytery meetings
- Contact churches about OGHS
 - Through individual contact
 - Through *Broken Bread* newsletter
- Attend Presbytery meetings
- Prepare quarterly reports
- Provide pulpit supply
- Attend committee meetings
 - Leadership council
 - Compassion, Peace & Justice Task Force
- Edit and publish *Broken Bread* newsletter
- Promote Souper Bowl with youth groups
- Travel to El Salvador and Egypt
- Participate in Farm/Church Discussion Group
- Attend Ecumenical Advocacy Days
- Develop materials for Rural Partnership Offering
- Promote Earth Day activities
- Promote fall hunger walks
- Promote Peacemaking Offering

J – REPORT OF THE GENERAL PRESBYTER

August 15, 2015

Some rather amazing things have happened in our nation since our last Presbytery Meeting. For me, the most stunning was the response of the members of the Emmanuel Baptist Church congregation in Charleston, SC to the horrific shooting and killing of persons gathered for Bible study. They did not lash out in anger. They did not form a gang to find and kill the killer. They did not start a campaign on social media spewing bitter hatred of the person who committed this horrible crime. They prayed for, and expressed forgiveness for, the killer.

I must tell you that I was stunned as I heard forgiveness language for about a week. Yes, by that time there was anger expressed, but forgiveness always overpowered anger and hatred. I had both admiration and gratitude for those folks. I admired the strength of their Christian faith, and was grateful for their witnessing to the world one of Christianity's basic principles.

Another amazing movement came out of the passion of that time – the removal of the Confederate Flag from the South Carolina State Capitol. Of course, not every person in South Carolina, or much of the south, for that matter, was pleased. But again, it grew and was handled in a relatively peaceful manner.

Pretty amazing culture-changing events in such a short time.

In his June *Epicenter Conversation*, Paul Nixon wrote an article entitled, *This Is How You Change the World*. Here are his words:

“When I was a kid growing up down South, they used to talk to us in Sunday school about ‘inviting Jesus into our heart.’ There was a song we used to sing in church with the words, ‘What a wonderful change in my life has been wrought, since Jesus came into my heart.’ That is old-time religion, and I don’t know many Sunday school classes that use this jargon today.

“But when I saw the photo in my Facebook feed a few days ago of Ernest Branch, a black man in South Carolina hugging a white man carrying a Confederate flag, I remembered that song, and the idea, that somehow we can invite a new life of grace-filled revolution into our hearts. I did not fact check to see if he was a member of Mother Emmanuel church – I assume not. But his actions remind me of the family members of the church shooting victims a few days earlier, when they offered forgiveness to the shooter in the courtroom. This is the power that drove Jesus, the power that drove Gandhi, and that drove MLK Jr. to change the world: the power of love – and not love that wells from within our own feeble emotional wells. The kind of love that hugs the guy carrying the hate flag and forgives the guy who just killed your sister is love from another well altogether.

“I want to be respectful of a lot of folks, in moments of suffering may not be feeling that love. God has wired us to feel deep anger in the process of our grieving over all that is unjust in the world. That anger can be channeled in powerful ways when we give it back to God. Deeply constructive and helpful ways! I can imagine that Ernest Branch felt his full share of anger over a lot of things as a black man in South Carolina.

“But anger alone doesn’t change the game. We need it, but it is not enough. We need whatever is going on inside Ernest – which (by the way) is totally in the spirit of what Clementa Pinckney gave his life to advocate.

“People like Ernest are truly dangerous people. When the Gospel gets baked deeply into our hearts, we are revolutionaries of the first order. The most dangerous of revolutionaries. Kingdom agents.

“In the last few days, an amazing string of Supreme Court rulings have left the nation spinning, as justice poured upon the land like a South Carolina summer thunderstorm. In the midst of it all, the President of the United States gave a speech that will be remembered alongside Gettysburg, memorable in part because it came at a moment of both great sorrow, and also a moment when the moral arc of the universe was visibly bending toward justice (a MLK metaphor). It was a rare moment when we could actually see the thing bending in real time! June 26 felt like Easter Sunday in America.

“But when the arc bends, folks, it is because of the combined witness and lives of the dangerous ones: those who have a weapon more powerful than any bomb or gun. That weapon is moral audacity and courage, the kind that only God can give, the kind that enables a person to walk across to one’s enemy and to give a hug that leaves him dazed and leaves everyone transformed.

“Not everyone in America is rejoicing this week. But we all could use a hug.”

Amazing times. Life-changing times. But recent re-kindling of racial tensions in several cities around the nation – including ones near to us – tells us our work is not yet done. How can we, as a presbytery grow in moral audacity and courage so that we can inspire, and participate in, hugs of life?

Weaving through these changing times, I’ve been in a variety of places and events since our last time together. Among these are:

- Accompanied Moderator Heath Rada to worship at the Heartland Church, Clive
- Moderated a congregational meeting at First Church, Adair
- Met with EP/GPs in Iowa
- Met with Minner Servoy, regional Representative for the Presbyterian Foundation
- Met with one of the architects working on the Cottage Grove Presbyterian Mission Center project
- Attended the celebration of the last Sunday at the Ankeny church for Jim Koopman and Sue Tomlinson
- Attended the reception honoring Ross Blount’s retirement from the United Church in Allerton
- Preached at First Church, Atlantic, and Ankeny Church
- Met with representatives from the Sudanese worshipping communities
- Met with a GP colleague
- Met with the New Sharon Administrative Commission
- Participated in the Oral Examination on Standard Ordination Exams for one of our candidates
- Met with ecumenical leaders in the Des Moines area
- Served as Staff Resource to the Synod Nominating Committee as it interviewed candidates for the Stated Clerk position in our Synod

I am grateful for the privilege of participating in these varied activities, as well as representing you in many of them. I always welcome conversations about any of them.

Respectfully Submitted,
Philip W. Barrett

R – PRESBYTERIAN WOMEN OF THE PRESBYTERY (PWP) REPORT

August 15, 2015

Bless the LORD, O my soul. O LORD my God, you are very great.

Psalms 104

THE PW COORDINATING TEAM has been actively planning the **PW Fall Connection**. The theme will be: *Come to the Waters*. The conference will include a day of inactive activities that introduce attendee to:

- 2015-2016 PW Bible Study *Come to the Waters*
- Presentation from the local Crisis Intervention Center
- Update on the PW Worldwide Gathering attendee
- Hands on sewing project for Missions Matters

The **PW Fall Connection** will be held at:

First Presbyterian Church
405 High Ave. E
Oskaloosa, Iowa 52577
Oskaloosafirstpresbyterian.org
Reservations: 641-673-8879 for lunch
Doors open: 9 AM
Worship Service begins: 9:30 AM

ALL Presbyterian Women are welcome and encouraged to attend! **Watch for the conference flyer for more details in the upcoming weeks.**

2015 CHURCHWIDE GATHERING OF PRESBYTERIAN WOMEN was held at the Hyatt Regency, Minneapolis, MN (all under one roof!) on June 18-21, 2015. The theme was: *One Body, One Spirit*. Wow, what a wonderful opportunity this was for the women that attended. As a new moderator this was just what was needed to recommit to issues facing the church, whether it was related to Justice and Peace Issues (outdoor rally and march thru downtown Minneapolis); Mission (Listening to first hand witnesses to the needs of people in mission such as North Korea); Bible Study introductions to *Come to the Waters* by the authors; and lastly the new and lasting friendships made and renewed while at the conference. How much we have to be thankful for and God has given us!!!!!!!
<http://www.presbyterianmission.org/ministries/pwgathering/>

GLOBAL MISSION EXCHANGE: Denise England reports that her Caribbean experience with 24 other PWs from different synods in the US was positive; and she is available to PWs in our presbytery to share her exchange experience. You may contact her at denisengland@mchsi.com or call 515-401-2769.

OUR PRESBYTERY HOSTED: Leila Mansarally from Guyana, which is one of the Caribbean Global Exchange countries on the Exchange for a week prior to the Churchwide Gathering. Thank you Ann McGowan! If you interested in hearing more about the visit and the connections be sure to attend the Fall Connection.

JUST A REMINDER: Sharon Falck and Stephanie Cornelder (Oskaloosa, First) received a quilt, the **Blazing Star**, at their visit to the Dakota Women. They attended a memorial service for a local woman and received the gift. Sharon suggested our PWs take turns displaying the quilt at their churches and then send a monetary donation from the PW. The quilted gift will be displayed at the **Fall Connection**, and will be ready to continue its travels to the next church. If your church has not had the opportunity to

display the quilt, please plan to connect at the **Fall Connection** for more details how to display the quilt at your church.

SOMETHING NEW: The PW CT **regional coordinators will be calling** local PW moderators and/or meeting locally to strengthen our PW connectivity. This will include time to share what's happening; what new resources are available; and time to share questions or concerns you might have related to Presbyterian Women.

CHECK OUT:

- Here is the link to the newest (2013) version of the **PW Manual**. It is located on the PC(USA) website. Consider purchasing an **updated** version (\$6.00 download) for your local PW groups here; <http://store.pcusa.org/PWR13116>
- Here is the link to the PW New Horizon's **Bible Study, *Come to the Waters***, just to make it easy to get you orders in. Fall is coming! <http://horizons.pcusa.org/>
- Here is the link for you to download **PW Graphics**
<http://www.presbyterianmission.org/ministries/pw/logo/#usage>

PRESBYTERIAN WOMEN THANK OFFERING FOR THE FALL CONNECTION: has long been a tradition of Presbyterian Women. It has provided and continues to provide much-needed financial assistance to numerous worthwhile programs not included in ongoing General Assembly mission support. Each year, domestic and international projects are carefully and prayerfully selected by the Creative Ministries Offering Committee to help meet a crucial need. Forty percent (40%) of this offering is used to support hospitals and community health programs that place priority in helping the neediest members of God's community. The remaining sixty percent (60%) is used for new creative ideas for mission, undesignated in advance. The generosity of Presbyterian women and their families and congregations as demonstrated through their Thank Offering gifts help chosen recipients find real solutions for projects related to health, education, economic development, and needs of women and children. <http://www.presbyterianmission.org/donate/302/>

GIVE TO THE PW MISSION PLEDGE 2016: Your gift to the PW Mission Pledge makes possible nearly every program and ministry of Presbyterian Women. When you give in your congregation, that gift makes possible programs and community in your congregation, throughout your presbytery and synod and at the church-wide level. Now is the time to make your pledge to support Presbyterian Women in 2016. The 2016 Mission Pledge packet was mailed **in late July to congregations** (and to treasurers and moderators of PW in the synod, presbytery and congregation), but is also available for download. Use the materials in the packet—pledge forms, cards, charts and stories—to understand how much your support makes possible. And make sure that others know the same! <http://www.presbyterianmission.org/ministries/pw/>

Respectfully Submitted,

Pam Deichmann, moderator of the Des Moines Presbytery Presbyterian Women-Coordinating Team