



Presbytery of Des Moines

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

November 6, 2015

TO: Minister and Commissioners to the 502nd Stated Meeting (November 10, 2015)

FROM: Philip W. Barrett, Stated Clerk

SUBJECT; Addendum to the Call

You will find an Addendum to the Meeting Call with more information following this letter. We are sending this because several important items that have required extra time and effort have been submitted. They contain information which needs to be in your hands before the meeting.

Since we were sending this out, we also included other pieces that might be more useful to you ahead of the meeting.

Please feel free to contact me if you have any questions. (pbarrett@dmpresbytery.org)

A-2 – CHURCH PROFESSIONAL TASK FORCE REPORT

November 10, 2015

ADDENDUM

The Task force recommends that the following Recommendation be adopted:

A-1-R-2 That the Presbytery Minimum Salaries be adopted as shown on the following chart.

Respectfully Submitted,
Mary Lou Aspengren, moderator

5-YEAR HISTORY PASTORAL COMPENSATION MINIMUMS

Presbytery of Des Moines

	2012	2013	2014	2015	2016
Effective Salary ¹	\$42,744	\$43,600	\$43,600	\$44,036	\$44,917
Pension Dues ²	32.25% of Effective Salary	33% of Effective Salary	35% of Effective Salary	Minimum of 35% of Effective Salary - TBD	36.5% w/family 35% member only
Continuing Ed. Dollars ³	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Continuing Ed. Leave ^{3,4}	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks
Auto Reimburse	Actual or IRS	Actual or IRS	Actual or IRS	Actual or IRS	Actual or IRS
Vacation ³	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks

¹ Effective Salary includes cash salary; employee contributions to 403(b) plans, tax sheltered annuity plans; salary reduction contributions to flexible health spending accounts and cafeteria plans; housing, utilities, and furnishings allowances; employing organization contributions to 403(b) plans, tax sheltered annuity plans, equity allowances; bonuses, overtime pay, professional expense allowances that are not set up on an “accountable reimbursement” basis, gifts from employing organization, manse equity allowances; other allowances such as medical deductible, insurance premiums, and the portion of any SECA allowance that exceeds 50% of the SECA obligation; and an amount for the manse equal to 30% of all the above if the member lives in employer provided housing. See Board of Pensions publication, *Understanding Effective Salary*:

<http://www.pensions.org/AvailableResources/BookletsandPublications/Documents/pln-103.pdf#search=understanding%20effective%20salary>

² The Board of Pensions plan includes health insurance, disability insurance, life insurance, and survivor benefits, along with retirement pension benefits.

³ Continuing Education dollars and leave are not lost if not used by the end of the year but accumulate up to a maximum of three years’ worth. Example: If no continuing education was taken in 2014 and 2015, the dollars and time available for 2016 would be \$4,500 (1,500+1,500+1,500) and 6 weeks. To avoid budget surprises, any such carryover should be reported to the Session in advance.

⁴ Sundays are included in the weeks of continuing education and vacation, so a pastor planning continuing education could be away for 2 Sundays for that purpose, and a pastor taking vacation could be away 4 vacation Sundays.

D – BUDGET AND FINANCE COMMITTEE REPORT

November 10, 2015

The Committee presents the following items to the Presbytery for approval:

- D-R-6 Set Presbytery per capita at \$24.98. This is the same as last year – for a total of \$40.00. (GA - \$7.12, Synod - \$5.25)
- D-R-7 Remove the temporary designation of the Albia/Pitzer fund (\$21,416.36) so the funds can be used as income for the 2016 budget.
- D-R-8 The 2016 Proposed Income and Expense Budgets found in this report.

Respectfully Submitted,
Kirsten Klepfer, moderator

D – BUDGET AND FINANCE COMMITTEE REPORT continued...**Presbytery of Des Moines****2016 Proposed Income Report**

	2015 Budget	2016 Proposed
Income		
Total Per Capita (@ \$40.00)	\$273,360.00	\$265,000.00
Past Year's Per Capita	\$0.00	\$0.00
Presbytery General Mission	\$84,345.73	\$75,000.00
Synod Support Staff Salaries	\$23,000.00	\$20,000.00
Hunger Action Enabler Income	\$3,000.00	\$3,000.00
Easter Lake Funds	\$23,223.95	\$35,000.00
Knox United Funds – Contract Income	\$125,071.48	\$48,000.00
Albia/Pitzer Fund		\$17,156.07
Camping Interest Available	\$10,000.00	\$10,000.00
Interest Income	\$150.00	\$150.00
Miscellaneous Income	\$1,000.00	\$750.00
Total Income	\$543,151.16	\$474,056.07
2015 Expenses		
	\$543,151.16	\$474,056.07
Surplus(Deficit)	\$0.00	(\$0.00)

D – BUDGET AND FINANCE COMMITTEE REPORT continued...

Presbytery of Des Moines
2016 Proposed Expense Report

	2015 Budget	2016 Proposed
Governance Expense		
Committee on Preparation for Ministry	\$500.00	\$0.00
Stewardship & Mission Interpretation Committee	\$500.00	\$500.00
Permanent Judicial Commission	\$500.00	\$500.00
Committee of Representation	\$50.00	\$0.00
Budget & Finance Committee	\$0.00	\$0.00
Nominating Committee	\$100.00	\$0.00
Personnel Committee	\$100.00	\$100.00
Sexual Misconduct Response Team	\$50.00	\$50.00
General Assembly Per Capita	\$52,735.13	\$51,199.92
Synod Per Capita	\$38,786.80	\$37,752.75
Subtotal	\$93,321.93	\$90,102.67
Administrative Expense		
Moderator Expense/Task Groups	\$150.00	\$0.00
Administrative Commissions	\$300.00	\$300.00
Presbytery Meetings	\$300.00	\$300.00
Commissioner Orientation	\$0.00	\$0.00
Stated Clerk Expense	\$50.00	\$50.00
Insurance	\$6,000.00	\$6,000.00
Legal fees	\$500.00	\$500.00
Subtotal	\$7,300.00	\$7,150.00
Extension of Ministries		
Compassion Peace & Justice Task Force	\$5,000.00	\$5,000.00
Hunger Action Enabler Travel & Con Ed	\$1,500.00	\$0.00
Broken Bread & Postage	\$500.00	\$500.00
Cross Ministries	\$50,000.00	\$50,000.00
Older Adult Ministries Task Force	\$1,500.00	\$1,625.00
Camping	\$4,200.00	\$4,200.00
Youth	\$800.00	\$8,800.00
Resources	\$500.00	\$500.00
Subtotal	\$64,000.00	\$70,625.00
Extension of Ministries - Cottage Grove Presbyterian Mission Center		
Operating Expense		
Telephone	\$1,200.00	\$2,200.00
Office	\$1,500.00	\$2,000.00
Utilities	\$12,000.00	\$15,000.00
Snow Removal	\$1,000.00	\$1,000.00
Insurance	\$8,400.00	\$8,000.00
Maintenance	\$2,400.00	\$2,500.00
Cleaning Supplies	\$2,400.00	\$2,500.00
Repairs (major/immediate)	\$25,000.00	\$10,000.00
Personnel Expense		
Custodian	\$7,800.00	\$14,400.00
FICA	\$596.70	\$1,100.00
Subtotal	\$62,296.70	\$58,700.00
Support of Local Ministries		
Moderators Task Force	\$500.00	\$500.00
Church Professional Task Force	\$1,750.00	\$1,750.00
Congregational Health Task Force	\$1,000.00	\$1,000.00
Congregational Transition Task Force	\$750.00	\$750.00
Congregational Reconciliation Task Force	\$1,000.00	\$1,000.00
Presbytery Pastors	\$300.00	\$300.00

	2015 Budget	2016 Proposed
Regional Partnerships		
Southwest	\$3,000.00	\$5,000.00
DM Two Rivers	\$4,700.00	\$5,825.00
Leadership Council	\$700.00	\$700.00
Worship Task Group	\$100.00	\$100.00
Bills & Overtures	\$50.00	\$50.00
Emergency Contingency	\$500.00	\$500.00
Subtotal	\$14,350.00	\$17,475.00
Office Expense		
Condo dues	\$2,700.00	\$2,700.00
Office supplies	\$4,000.00	\$4,000.00
Postage	\$2,000.00	\$2,000.00
Telephone & Internet	\$6,000.00	\$4,000.00
Utilities	\$2,000.00	\$2,000.00
Janitorial Services	\$4,000.00	\$4,000.00
New Equipment	\$3,000.00	\$3,000.00
Equipment Maintenance/Tech Services	\$3,000.00	\$3,000.00
Books & Subscriptions	\$250.00	\$250.00
Office Travel	\$1,000.00	\$500.00
Audit	\$7,600.00	\$8,000.00
Church & Staff Appreciation	\$300.00	\$300.00
Subtotal	\$40,850.00	\$40,250.00
Personnel		
General Presbyter Salary	\$76,941.66	\$57,706.25
General Presbyter Benefits	\$27,919.32	\$20,939.49
General Presbyter Prof Expense	\$600.00	\$450.00
General Presbyter Con Ed	\$1,500.00	\$1,500.00
General Presbyter Travel	\$10,000.00	\$7,500.00
Office Manager Salary	\$40,039.08	\$40,039.08
Office Manager Benefits	\$15,584.64	\$15,584.64
Office Manager Con Ed	\$750.00	\$750.00
Office Manager FICA	\$3,062.99	\$3,062.99
Hunger Action Enabler Salary	\$7,650.00	\$4,500.00
Hunger Action Enabler Benefits	\$10,258.44	\$0.00
Hunger Action Enabler FICA	\$585.23	\$0.00
Stated Clerk		\$12,000.00
Computer Tech		\$0.00
Accountant		\$10,000.00
Sudanese Ministry RP Salary	\$24,003.66	\$0.00
Sudanese Ministry RP Benefits	\$13,660.32	\$0.00
Sudanese Ministry RP Con Ed	\$1,500.00	\$0.00
Sudanese Ministry RP Expenses	\$3,000.00	\$0.00
Mission Co-Worker Salary		\$0.00
Mission Co-Worker Benefits	\$15,412.56	\$15,720.95
Communications Coordinator Salary	\$7,956.00	\$0.00
Communications FICA	\$608.63	\$0.00
Subtotal	\$261,032.53	\$189,753.40
Total Expenses	\$543,151.16	\$474,056.07

D – BUDGET AND FINANCE COMMITTEE REPORT continued...

Auditor Letter

MERIWETHER, WILSON AND COMPANY, PLLC
 CERTIFIED PUBLIC ACCOUNTANTS

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April 22, 2015

Budget and Finance Committee
 The Presbytery of Des Moines of the
 Presbyterian Church (U.S.A.)
 Des Moines, Iowa

We have audited the financial statements of The Presbytery of Des Moines for the year ended December 31, 2014, and have issued our report thereon dated April 22, 2015. Professional standards require that we provide you information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 18, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by The Presbytery of Des Moines are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2014. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Material misstatements were detected as a result of audit procedures and corrected by management in the areas of accrued liabilities, debt, and net assets.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

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Page Two

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 22, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Other Audit Findings

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements of The Presbytery of Des Moines for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we did identify a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or to detect and correct misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the Organization's internal control.

We consider the following deficiency to be a significant deficiency in internal control:

Segregation of Duties

Our comments pertain to The Presbytery's internal control, which is affected by a lack of segregation of duties due to the limited number of accounting and administrative personnel.

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CERTIFIED PUBLIC ACCOUNTANTS

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As is common in all small organizations which have a limited number of personnel, it is not possible to assign duties within your accounting system to preclude individuals from having access to assets of the Organization who also have access to related accounting records. The result is the danger that intentional or unintentional errors could be made and not be prevented or detected. One example is the handling cash receipts and making bank deposits while also recording bookkeeping entries to the financial records. Another example would be the writing of checks and recording of expenditures while also reconciling the bank accounts.

We recognize that for your organization, you do not have sufficient numbers of personnel to provide complete segregation of duties at all times. We call your attention to the situation under our professional responsibilities.

Monitoring functions by management and board members, as has been done in the past, helps provide a compensating control for the lack of segregation of duties.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

We consider the following deficiency in internal control to be a material weakness:

Accounting and Reporting Function

The preparation of financial statements in conformity with generally accepted accounting principles requires the person responsible for the accounting and reporting function to be knowledgeable of current accounting standards and disclosure requirements. Those responsible for the accounting and reporting function within The Presbytery of Des Moines do not have the specific education and continuing training necessary to apply generally accepted accounting principles in recording the Organization's financial activity and preparing its financial statements, including required disclosures. The potential effect of this weakness is that internally prepared financial statements could contain significant misstatements. This comment is common for organizations of your size, and is not intended to reflect on the competence of your staff in performing their daily duties in recording the Organization's financial activities and transactions.

We have the following additional comments:

El Salvador Funds

The volume of money that is being received and disbursed to support your Organization's mission in El Salvador continues to be significant and we would like to commend your Organization's staff for a continued concerted effort to obtain support for the use of those funds. We do recognize that there will still be instances where a third party receipt will not be possible to obtain and while we have no reason to believe those funds are being used inappropriately, we would like to again emphasize that striving to obtain as much documentary support for those disbursements as possible would be wise to avoid potential allegations of improper use.

Coffee Funds

During the 2005 fiscal year, the recordkeeping for the Don Justo Coffee With Dignity financial transactions was moved outside of the Presbytery's accounting system. The individual who is operating this program has substantial control of the finances and can write and sign checks under \$100, as well as deposit and record all cash receipts. The bank account for this program does still bear the Presbytery's name and the Presbytery is ultimately fiscally responsible for the proper handling of the proceeds from the sale of the coffee. We would recommend, at a minimum, that the Presbytery continue to regularly review these financial transactions and retain copies of financial records, including bank statements and paid invoices, on site at the Presbytery's office. In addition, controls would be vastly improved if the ability to sign all checks and handle cash receipts was relegated to someone other than the individual who is currently operating the program. While we recognize that steps have been taken by the Presbytery to improve controls through the requirement to have two signatures on all checks over \$100, there still remains a risk of misappropriation of cash.

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CERTIFIED PUBLIC ACCOUNTANTS

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This information is intended solely for the use of the Budget and Finance Committee, management, and others within the Organization and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,


MERIWETHER, WILSON AND COMPANY, PLLC
Certified Public Accountants

MERIWETHER, WILSON AND COMPANY, PLLC
CERTIFIED PUBLIC ACCOUNTANTS

F – NOMINATING COMMITTEE REPORT**November 10, 2015**

The Committee presents the following Recommendation to the Presbytery for adoption:

F-R-2 That the following persons be elected to the positions noted:

GENERAL ASSEMBLY COMMISSIONER

RE Midge Slater (Des Moines, First)
TE Nathan Lamb (Hartford, Community United)

GENERAL ASSEMBLY ALTERNATE COMMISSIONER

RE Ginny Hancock (Des Moines, Central)
TE Don Freeman (Newton, United)

YOUTH ADVISORY DELEGATE

Vacant

PRESBYTERY VICE MODERATOR

TE David Kincaide (Dexter, First & Greenfield, First)

PRESBYTERY STATED CLERK

TE David Hamilton (West Des Moines, Covenant)

INTERIM GENERAL PRESBYTER SEARCH COMMITTEE

TE Tim Maxa (Lenox, United, and Sharpsburg)
RE Sandy Wagener (Ankeny)
RE James Keuth (Presbytery)
RE Howard Clark (Monroe)
TE Jan Scott (West Des Moines, Covenant)

PERSONNEL COMMITTEE**2017**

TE Sue Tomlinson (At-Large)
Vacant – (RE)

2018

RE Myrna Rummer (Corning, First)
Vacant – (TE)

BUDGET AND FINANCE COMMITTEE**2016**

Vacant (RE)

2017

TE Sarai Schnucker Rice (At-Large) – Moderator
RE Cheryl Ritter (Newton, United)

2018

Vacant (TE)

Vacant (RE)

COMMITTEE ON PREPARATION FOR MINISTRY**2018**

TE Don Elly (HR)

Vacant (RE)

Vacant (TE)

Information on David Hamilton

Since this is the first time I have attempted to prepare a statement of qualifications for a church related position, I was uncertain what was expected. After considerable thought as to what would be an appropriate format, I decided on including a brief summary of my life as a Christian and then to include a summary of positions I have held in the church.

I have found through sharing my Christian experience and listening to others in many new members' classes that people seem to fall into two fairly broad categories. Some were brought up in Christian families and cannot remember when church was not an important part of their life. Others can point to a specific event or time in their life that they can identify as the time they became a Christian. I fall in the first category. I was brought up in a Presbyterian church and have been a member since I completed a confirmation class at First Presbyterian Church of Waterloo, Iowa.

I actively participated in the life of the church as I grew up. I remember serving on a youth committee at the presbytery level, but really do not remember what our specific function was. I spent nine years at Iowa State University. During this time I maintained my membership in the Waterloo church. I attended Sunday worship in Ames but was otherwise not actively involved in the life of the church during these years. While at Iowa State (1961 – 1969), I received an undergraduate degree in Forestry and a Ph.D. in Forestry with a minor in Statistics.

In June, 1970, I moved to Moscow, Idaho and was employed by the Intermountain Research Station as a Research Forester. I transferred my membership to the Moscow First Presbyterian Church in the fall of 1970. I began my active involvement in the life of the Moscow church by joining the chancel choir. In the fall of 1972 I was asked if I would let the nominating committee place my name in nomination to serve as an elder. I served as an elder from 1/21/73 – 12/31/78. I have since served two additional terms as elder. The first from 1/8/84 – 12/31/89 and the second from 3/14/93 – 12/31/97.

I served as a member of the pastor nominating committee in Moscow that called Bob Slater as our pastor on December 4, 1983. I served as chairman of the pastor nominating committee that called Lindsay Moffett as our pastor on July 16, 1989.

In 1976, at the urging of Erv Rymes, the pastor in Moscow at that time, I agreed to serve as Clerk of Session. I found this was something that fit me well. I enjoyed being clerk and believe that with Erv's guidance, I became good at the job. I served again as Clerk of Session from 1995 through 1997. In March of this year our clerk resigned to accept a two year volunteer in mission assignment at Sheldon Jackson College. I agreed to serve as Clerk for the remainder of his term (through December 2000) and to help train the individual the congregation selects as his replacement.

I have served on several Presbytery committees and on a Synod support division. Following is a list of these experiences:

1. Presbytery Communication and Stewardship Committee, 1980 – 1986. Much of my time on this committee was spent preparing the annual brochure describing how Presbytery mission funds were spent.
2. Synod Communication and Stewardship Support Division 1982 – 1985. I served as this Presbytery's representative on this support division.
3. Presbytery Mission Committee which became the Administration, Mission Strategy and Interpretation Committee 1993 – 1999.
4. Presbytery Committee on Ministry 1998 – 2000. My time on this committee has been spent working with the Kamiah Community and Kooskia churches as they completed the process of calling Luann Howard as their minister and working with the Nez Perce Native American Churches as they worked through the process of calling Ehud Garcia as their new pastor.
5. In 1999 I was elected by the Presbytery as their alternate elder commissioner to General Assembly. Under the current Presbytery policy, I was able to attend the 1999 General Assembly meeting in Fort Worth, Texas. This experience provided me with a good introduction as to how our church conducts business at the General Assembly level and will improve my effectiveness as I serve as the Presbytery's elder commissioner to this year's General Assembly meeting in Long Beach, California.

The dates on items 1, 2, and 3 are approximate. I was able to find notes that suggest these are the correct dates, but I could be off by a year.

I have remained active in the life of the Moscow church even when I am not serving as an active member of session. I currently sing in the chancel choir and with our Praise Team (Praise and Worship music). I have operated the sound system in the sanctuary since the mid 80's and just completed overseeing the purchase and installation of a new sound system for the sanctuary. The last three years I have served on the Board of Directors of Lael, Inc. a Christian retreat center owned and being developed by the Moscow church. The past two years I have serve as President of the board.

Statement of My Interest in Being the Stated Clerk

On June 30, 1997 I retired from my position with the Intermountain Research Station. Since I was only 54 at the time, I was not looking to retire to a life of doing nothing. I was looking for new and different challenges in my life. I talked with Jim Fisher, Bill Ailes, and Erv Rymes about opportunities to serve in the Presbyterian Church. I came out of these discussions with a better idea about what the Stated Clerk did and a conviction that when Erv decided that he wanted to retire from the position, that I would submit my name as a candidate. At Erv's suggestion, I expressed an interest to the nominating committee in serving on Committee on Ministry. The three year term I am now completing resulted from this. As Erv suggested, this experience provided me with a good overview of some of the things the Stated Clerk did.

As I indicated in my statement of qualifications, I have enjoyed my experience serving as Clerk of the Moscow Session. I believe that I would enjoy serving the Presbytery as Stated Clerk and believe that my experience has provided me with the tools necessary to do the job. Clearly, I do not have the

experience that Erv has in the position. However, I suspect very few in the denomination can match his combination of experience and expertise.

In summary, I have a strong interest in serving the Presbytery as Stated Clerk and am in a position to dedicate the necessary time to fulfilling the requirements of the job.

More Information on David Hamilton

In addition to what is listed in the other documents, I served for about 6 months in 2003 as interim Stated Clerk for the Synod of Alaska-Northwest.

From 2001 – 2009 I served 3 terms as Stated Clerk of the Presbytery of the Inland Northwest.

Since moving to Iowa in 2010 I joined Covenant Presbyterian Church in West Des Moines. I served a term on session at Covenant, sing in the chancel choir, run the sound/video system occasionally when not otherwise involved in the worship service, and facilitate a Sunday morning Bible study group.

I served on the Presbytery's Administrative Commission that worked with the Montezuma Presbyterian church when they expressed a desire to leave the PCUSA and am currently serving on the Presbytery task force that works with churches seeking a new pastor. My only specific assignment so far was to work with the PNC for Central Presbyterian.

I – STATED CLERK REPORT

November 10, 2015

ADDENDUM

I recommend that the following items be adopted:

I-R-13 That the Minutes and Record Books of the following congregations be approved without exception:

Adair, First	Des Moines, Park Avenue
Audubon, First	Des Moines, Union Park
Clive, Heartland	Earlham, First
Corning, First	Greenfield, First
Creston, First	Grimes, First
Dallas Center, First	Johnston, St. Paul
Des Moines, First	Windsor Heights, Windsor

I-R-14 That the Minutes and Record Books of the following congregations be approved with exceptions:

Atlantic, First United	Des Moines, Fort Des Moines
Des Moines, Central	Des Moines, Highland Park

Respectfully Submitted,
Philip W. Barrett

O-1 – NEW SHARON ADMINISTRATIVE COMMISSION REPORT

November 10, 2015

Our Commission met on August 3, 2015 at United Presbyterian Church, Newton, with Phil Barrett, for us to receive training. Don Freeman, Claude Jones, Joyce Rash, John Reynolds and Linda VanWyk were on the initial Commission that was formed in 2006. Mickey Van Baale and John Sprole are new members. Copies of all previous minutes and emails starting in September, 2006, were furnished to all members.

The situation at The First Presbyterian Church of New Sharon, Iowa, is there are only 3 members, Jay DeYoung, his mother, Bernice DeYoung and Mrs. Gretchen Pothoven. They have let their corporation lapse and were not covered by insurance. GuideOne Insurance, under the Presbytery, now has liability insurance only as long as the windows are boarded up, the doors are locked and the property is checked weekly or bi-weekly. The building has been deemed a hazard by the city.

Members of our Commission have met with the City Council due to a hearing we requested. We received notification that the chimney on the church was leaning and posed a hazard and they wanted to take down the chimney and charge it to us. Prior to the meeting, we found that the exemption for property tax had been revoked. It was the unanimous vote of the City Council, with our agreement, that the chimney be taken down and capped at a cost of \$1,350. This amount will be charged against the property taxes.

Our Commission met again on October 28, to go over the legal obligations for both sides. We also formulated our next steps in working to reach a resolution to this situation.

Members: Mickey Van Baale, Moderator, (Newton, First)
Rev. Don Freeman (Newton, United)
Rev. Claude Jones (Des Moines, Park Avenue)
Joyce Rash (Des Moines, Union Park)
Rev. John Reynolds (Brooklyn, First/Malcom First United)
John Sprole (West Des Moines, Covenant)
Linda Van Wyk (Monroe)

Respectfully, Submitted,
Mickey Van Baale, moderator