

The 522<sup>nd</sup> Stated Meeting of the Presbytery of Des Moines was opened with prayer by Moderator Rev. Lynne Hanna on February 13, 2021 at 10:00 a.m. on Zoom.

### **FORMATION OF THE ROLL**

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

<b>CHURCH</b>	<b>MINISTER</b>	<b>P/A/E</b>	<b>COMMISSIONER</b>
Adair, First	Bob Zirkelbach	P	A
Allerton, United	Melanie Halferty	P	A
Ankeny	Eric Pasanchin	P	Audrey Kobus
Ankeny (PA)	Sue Tomlinson	A	----
Atlantic, First United	Rachelle McCalla	P	Bev Schelling
Audubon, First	Philip Beisswenger	P	Mary Klever
Bedford, United	Vacant	----	A
Brooklyn, First	Bernard (Ben) Nti	P	A
Carlisle, Scotch Ridge	Christopher (Kip) Harris	P	A
Centerville, First	R.D. Blount	A	A
Chariton, First	Vacant	----	A
Clive, Heartland	P. Alex Thornburg	P	Carol Ferrell
Clive, Heartland (PA)	Robert Houser	A	----
Corning, First	Jessica Paulsen	P	Megan Boswell
Creston, First	Cyntha Ripperger	E	E
Creston, Platte Center	Dolores Doench	E	A
Dallas Center, First	Nicole Wegele	P	Barbara Britson
Deep River, United	Michelle Williamson	A	A
Des Moines, Central (2)	Wallace Bubar	P	David Boyd
Des Moines, Central			Susan Stroope
Des Moines, Douglas Avenue	Vacant	----	A
Des Moines, First	Doug Basler	P	Kathy Smith
Des Moines, First Arabic	Ekram Kachu	A	A
Des Moines, Fort Des Moines	Vacant	----	A
Des Moines, Park Avenue	John W. Gilmore	A	A
Des Moines, Union Park	Don Elly	A	A
Des Moines, Westminster (3)	Scott Paczkowski	A	Christine Jensen
Des Moines, Westminster	William Ekhardt	A	Bob Schlueter
Des Moines, Westminster (PA)	Jan Scott	A	A
Des Moines, Westminster (PA)	Ken Arentson	A	----
Des Moines, Westminster (PA)	Dick Kiefer	A	----
Dexter, First	David Kincaide	P	A
Diagonal, United	Gwen Trullinger	A	A
Earlham, First	Robert Waldron	P	A
Gibson, First	Bob Elgin, moderator	A	A
Greenfield, First	David Kincaide	P	Pat Armstrong
Grimes, First	Jessica Wietzke	P	
Grinnell, First	Kirsten Klepfer	P	Char Ewan
Guthrie Center, First	Jolene James	P	George Hemmen
Hartford, Community United	Kristin Pike	P	Ann Polito
Indianola, Trinity United	David Endriss	P	Margaret Blair
Johnston, St. Paul	William O'Connell	A	A

<b>CHURCH</b>	<b>MINISTER</b>	<b>P/A/E</b>	<b>COMMISSIONER</b>
Knoxville, First	Ann Johnson	P	A
Lenox, United	Tim Maxa	P	Vera Bradley
LeRoy, First (United Trinity Parish)	Donna Murphy-Ceradsky	A	A
Lucas, First	Vacant	-----	A
Malcom, First United	Bernard (Ben) Nti	P	A
Monroe	Ann Johnson	P	A
Mount Ayr, United	Mike Maddy	A	A
Newton, First	Meghan Davis-Brass	P	Mickey Van Baale
Newton, First (PA)	Linda Curtis-Stolper	P	-----
Newton, United	Donald Freeman	P	A
Oskaloosa, First	John White	P	Marilyn Vatter
Ottumwa, First	William Hornback	A	A
Ottumwa, Westminster	Vacant	-----	Liz Stufflebeem
Perry, First	Lynne Hanna	P	LaJune Magill
Sharpsburg	Tim Maxa	P	Kiley Sherwood-Pollard
Sigourney, First	Vacant	-----	A
West Des Moines, Covenant	Nathan Williams	P	Jean Caster
West Des Moines, Covenant (PA)	Marcy Campbell	A	-----
Windsor Heights, Windsor	Shamaine Chambers King	P	Ron Grohe
Winterset, First United	Randal Lubbers	A	Pam Deichmann

<b>OTHER PRESBYTERY MEMBERS</b>	<b>STATUS</b>	<b>P/A/E</b>
Sue Tomlinson	HR	P
Ken Rummer	HR	P
Jack DePond	HR	P
Elizabeth "Betty" Sandy	HR	P
Sarai Schnucker Rice	HR	P
Kim Alten	HR	E
Jay Basler	HR	E
John Beran	HR	E
Peter Brantner	HR	E
Theron (Tom) Conrey	HR	E
Carl Cooper	HR	E
Hans Cornelder	HR	E
Barbara Gaddis	HR	E
Bruce Giese	HR	E
Nancy Gorsuch	HR	E
P. Calvin Hsu	HR	E
Claude Jones	HR	E
David Klanderman	HR	E
Elizabeth Knott	HR	E
Aaron Koskamp	HR	E
William LeMosy	HR	E
Barbara Nish	HR	E
Dale O'Connell	HR	E

Linda O'Connell	HR	E
Craig Palmer	HR	E
Sara Speer Palmer	HR	E
Marvin Potter	HR	E
Nancy Profit	HR	E
John Reynolds Jr.	HR	E
Greg Smith	HR	E
Ken Stuber	HR	E
Patricia Summers	HR	E
Barbara Tooker Todd	HR	E
Roger Todd	HR	E
Ronald VanHeukelom	HR	E
Erasmio Velez	HR	E
Lynn Williams	HR	E
Francis Younkin	HR	E
Ane K. Fitzgerald	Director, Harmony River Living Center, Hutchinson, MN	P
Jane Martinez	At-Large	P
Judy Winkelpleck	At-Large	P
Maricarmen Campos Castro	At-Large	P
J. Mark Howland	At-Large	A
Michelle Leaverton	At-Large	A
Dawn Linder	At-Large	A
James Koopman	At-Large	A
Za Thawng Lian	Mizo Church of Des Moines	A
Mary Beth Mardis-LeCroy	St. Paul's United Church of Christ, Madrid & Plymouth UCC, Des Moines	A
Ray D.E. McCalla	Atlantic, First Baptist	A
John McElroy	Australia, Mission Co-Worker	A
J. Jeffrey Means	HR/Des Moines Pastoral Counseling Center	A
Beverly Modlin	Walnut Ridge Presbyterian Home, Clive	A

<b>VISITORS – CHURCH</b>	<b>NAME</b>
Des Moines, Central	Bev Evans, Budget & Finance Moderator
West Des Moines, Covenant	Ann McGowan, Worship Committee
Des Moines, Park Avenue	Lisa Whitmarsh Peterson, Nominating Committee
Clive, Heartland	Jim Hoffman
Windsor Heights, Windsor	Dwight Tomes
Windsor Heights, Windsor	Cindy Ray
Des Moines, Union Park	Carolyn Rogers
	Karen Kaiser, United Presbyteries of the Plains Treasurer
	Jeannie Stolee, Presbytery Staff

<b>LAY MEMBERS OF COUNCIL</b>	
<b>CHURCH</b>	<b>NAME</b>
Ankeny	Myrna Rummer, COM Moderator
Des Moines Westminster	Roxanne Neary, Leadership Council

Des Moines, Westminster	Polk Davison, Leadership Council
	Roxanne Neary
Indianola, Trinity United	Joe Weinman
Administrative Executive/Stated Clerk	Annika Lister Stroope
Mission Executive	Amgad Beblawi

### CORRESPONDING MEMBERS

Pastor to the Presbyteries	Ian McMullen
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MINISTERS (102 on roll)		ELDER COMMISSIONERS and OTHERS			
Present	37	Present	42	Total Present	79
Excused	35	Excused	1	Total Excused	36
Absent	30	Absent	29	Total Absent	59

### Stated Clerk Rev. Dr. Annika Lister Stroope gave notes and reminders about the ZOOM format.

- First time commissioners and guests were introduced
- Approval of Docket – M2A
- The Stated Clerk declared a quorum
- Excused absences were noted and approved – M2A
- Corresponding Members – Rev. Ian McMullen, NCI Presbytery
- November 2020 Presbytery Minutes – M2A – approved
- The Consent Agenda was approved – M2A

The meeting continued with the Call to Worship and Prayer led by Cindy Ray and the hymn “I Will Call Upon the Lord.”

### Leadership Council Report

- Tim Maxa reporting.
- Motion: To change 12.2 of Manual of Operations to read that on Leadership Council *Members with voice and vote are the Presbytery Moderator, Vice Moderator, Immediate Past Moderator and members-at-large.* – approved.
- Motion: To change 12.5.16 to state that *the retiring Moderator of Presbytery of Des Moines will install the newly elected officers at the last stated meeting of the year.* – approved.

### Committee on Budget & Finance Report

- Bev Evans reporting
- Motion: To revise Manual of Operations 5.4 and 13.8.3.3 to *request, receive and recommend approval of a review of presbytery financial statements two out of every three years, and request, receive and recommend the approval of an audit of presbytery financial statements every third year, and submission of a Form 990 when required* and revise page 2 of the Financial Policies, item number 3 under Accounting Policies to state *the presbytery shall engage with an external accounting firm to conduct an annual review of presbytery finances two out of every three years and an annual audit of its finances every third year. The audit will be*

*reviewed by the Committee on Budget and Finance, which will recommend its approval to the Leadership Council. – approved.*

#### Committee on Nominating

- RE Jim Hoffman reporting
- Commission on Ministry slate moved and approved:
  - 2022 RE Pam Rees, West Des Moines Covenant
  - 2023 TE Kristin Pike, Hartford, also Vice Moderator
  - 2023 RE Ken Pangburn, Corning First
  - 2023 RE Thomas Goering, Ottumwa First

#### Commission on Ministry

- RE Myrna Rummer reporting – expressed appreciation to presbytery for new commission members and looking forward to rejoicing with Kristin Pike’s upcoming installation.

Motion, second, approved to take a 5 minute recess 10:26 a.m. to 10:31 a.m.

The meeting continued with Guided Meditation and Prayer Time based on Colossians 3:12-17 led by TE Sue Tomlinson

#### Personnel Commission Report

- TE Ken Rummer reporting.
- Ken is outgoing moderator of the tri-presbyteries Search Committee and incoming moderator of the Tri-Presbyteries Personnel Commission – a 6-month transition period is in process, which includes a transitional office administrator and a contract with a firm to do communications.
- Introduction of Jeannie Stolee, Tri-Presbyteries Transitional Office Administrator.
- Appreciation for Search Committee and Synod support staff.
- Personnel Commission, consisting of three members from each presbytery, and has oversight of shared staff and shared budget. Des Moines members are RE Mickey Van Baale, TE Shamaine Chambers King, and TE Ken Rummer. The shared account for tri-presbyteries is called “United Presbyteries of the Plains.” The Commission has contracted with Karen Kaiser, CPA, for accounting services and Karen was introduced.
- A remote office model is being tried currently and the Commission is charged with deciding the location of the shared physical office.

#### Committee on Stewardship & Mission Education Report

- TE Nathan Williams reporting.
- Note name change to include “Education.”
- All are invited to Presbyterian Foundation Day of Learning and Presbytery of Des Moines “Learning Potluck” on March 2.
- Encouragement for Pentecost Offering and promotion of One Great Hour of Sharing.
- Still waiting on Mission Pledges from a number of Sessions, gratitude to all who have and are supporting the mission of the presbytery and beyond.

The meeting continued with the Installation of the Tri-Presbyteries Executives led by Moderator TE Lynne Hanna and Hymn: Called As Partners In Christ’s Service

Motion, second, approved to take a 5 minute recess 11:14 a.m. to 11:19 a.m.

### Executives' Reports

- Mission Executive – RE Amgad Beblawi gave an oral report
  - Appreciation to all – has met with ministers and mission committees of all three presbyteries and a handful of other organizations (all by phone or Zoom) – churches are quite busy doing mission, but he feels we do not need more activities, our priority should be that churches and members have a deeper understanding of mission and being Christ's ambassadors – the events of the past year presented us with serious challenges including to re-examine the church's identity and purpose – we are the instrument of God's mission – all are welcome to forums with Daryl Guder on March 3 and with Greg Alan Pickett on April 15 – please contact Amgad to meet with Sessions and mission committees – Living Legacy Committee has been working hard on updating its policy statement and intends to present that for approval to presbytery in May – the weekly Tuesday Zoom continues, please join, elders and ministers alike are welcome (note a new link will be set up next week) – please remember the country of Myanmar in your prayers, and TE Lian still has family in Myanmar.
  
- Pastor to the Presbyteries - TE Ian McMullen gave an oral report
  - TE McMullen cited the Book of Order ordination vow found in W-4.0404 “will you be a friend among your colleagues in ministry, working with them subject to the ordering of God's Word and Spirit?” – this is the model for COM and CPM that TE McMullen intends as his goal as he resources these commissions – we want to increase the health of the presbytery, particularly with education and equipping the saints for the work of the church, including the recent training of ruling elders to preside at communion with 35 participants from the tri-presbyteries and another one will be held in the fall – we are developing new ruling elder trainings online as well as in person -- lot of new connections have been built in these early months of 2020 – appreciation to the COM and CPM for being colleagues in ministry.
  
- Administrative Executive & Stated Clerk - TE Annika Lister Stroope gave an oral report
  - We go forward in ministry with a team, as did Moses, Jesus, and Paul – there is ministry in the word administration as creations of God are doing the ministry of administration – special thanks to the staff team: Amgad, Ian, Jeannie, and Karen in the first few weeks of this shared staff model – the tri-presbyteries all have meetings within 16 days (Des Moines 2/20, Prospect Hill 2/25, and North Central Iowa 3/2) and this helps us learn a lot quickly about the three presbyteries – we have worked around the challenges of all three presbyteries having website issues in recent weeks, a “stand up” website is currently in place – please let the staff know any questions you have so we can address them quickly – TE Stroope staffs budget/finance and nominating committees of all three presbyteries and their councils – she encouraged all to be in touch with the executives and not worry if an individual executive is the “right” person to contact with a question, because the whole staff team is committed to pointing you in the right direction to get the best person to respond to your questions. TE Klepfer asked if the new staff team would be working with Leader Wise per the tri-presbyteries plan or if the pandemic had hindered that, and TE Stroope responded that they will move ahead to work with Leader Wise via Zoom – a note that Jeannie will have surgery in early March and so will be out of the office for 8 days.

There was no other business.

Motion to adjourn – seconded – approved – meeting adjourned with prayer by Moderator TE Hanna, then hymn Lord Dismiss Us With Thy Blessing, and charge and benediction by Moderator TE Hanna at 11:32 a.m.

Respectfully Submitted,

Rev. Dr. Annika Lister Stroope, Administrative Executive and Stated Clerk

**The following written reports were also received and are included as Appendices:**

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**Leadership Council Meeting Minutes**  
**Presbytery of Des Moines**  
**Des Moines, Iowa**  
**January 19, 2021**

A meeting of the Leadership Council for the Presbytery of Des Moines was held January 19, 2021, at 1:00 p.m. via Zoom. Those in attendance were Rev. David Endriss, Roxanne Neary, Carol Ferrell, Joe Weiman, Rev. Lynne Hanna, David Boyd, Nate Boulton and Polk Davison. Also present from staff were Rev. Dr. Annika Lister Stroope, Rev. Ian McMullen, and Amgad Beblawi

**Call to Order**

The meeting was called to order at 1:05 p.m. by Rev. Endriss as Rev. Tim Maxa, moderator, was assisting with a funeral back home. Devotions and prayer were offered by Rev. Endriss.

Polk Davison was appointed as recording clerk for the meeting.

Rev. Endriss asked everyone to introduce themselves to the group.

**Review of Leadership Council Duties**

The council reviewed section 12 - Leadership Council from the Presbytery's Manual of Operations. Under 12.2, a change should be made to reflect the following wording: members with voice and vote are the Presbytery Moderator, Vice Moderator, Immediate Past Moderator *and members-at-large*. Under 12.5.16, a change should be made to reflect the following: The retiring Moderator of Presbytery of Des Moines will install the newly elected officers' at the last stated meeting of the year. *The newly elected officers term will begin the first of the next calendar year.* Annika listed the denominations that are in ecumenical relationships with the Presbyterian Church (U.S.A.).

**Administrative Executive and Stated Clerk Report**

Annika reported she has been working on procedures and accounting. The telephones from Des Moines have been forwarded to the Okoboji office. She talks on a daily basis with both Amgad and Ian, along with Karen (treasurer) and Jeannie (secretary). She will be traveling to Okoboji every 6 to 8 weeks.

**Pastor to the Presbyteries Report**

Among Ian's duties are resourcing the Commissions on Ministry, resourcing Pastor Search Committees, training Pastor Search Committees, and fielding questions from pastors.

**Mission Executive Report**

Amgad has been making phone calls to survey the churches for existing mission programs. As we move forward in time, he hopes his efforts will help give shape and substance to all churches to better understand their ministries. He hopes in the future to have monthly forums via Zoom that would include guest speakers about mission projects. Once the COVID pandemic is under control and we can freely move about, he would like to engage churches in participating in mission trips.

### **Presbytery Moderator Report**

Lynne Hanna, Presbytery Moderator, wants to establish as a priority more interaction between urban and rural churches. She also wants to put into effect intentional break times within each Presbytery meeting. She would like to see the entire Presbytery meeting be a continual worship service interspersing worship activities between reports.

### **New Business**

A motion was received from the Budget and Finance Committee to change the by-laws to have a financial review annually and an audit every three years. It was moved, seconded and passed to approve this recommendation. The Presbytery should vote to change the Presbytery's By-Laws at the February Presbytery Meeting.

### **Committee Liaison Assignments**

The committee assignments for 2021 are as follows:

Polk Davison – COM with Ian as resource

Nate Boulton – Stewardship & Mission with Amgad as resource

Dave Endriss – CPM with Ian as resource

Dave Endriss – Nominating with Annika as resource

Carol Ferrell – Personnel with all executives as resource

Ekram Kachu – CPM

Tim Maxa – Camping and Youth with Amgad as resource

Roxanne Neary – Living Legacy with Amgad as resource

Joe Wieman – CPJ with Amgad as resource

David Boyd – Property with Annika as resource

Each Leadership Council member is to contact their assigned committee and give a report at each Leadership Council meeting.

Annika has the 2021 credential cards for all pastors within the Des Moines Presbytery and she will deliver/mail them to each pastor.

**Liaison Reports**

Polk gave a report for COM. Myrna Rummer is the new moderator. The commission has three new members. Ian is the resource. Rev. Sara Palmer will moderate the Chariton church. The Commission is working on the installation of Rev. Philip Beissenger in Audubon. Rev. Nicole Weigele's installation was on January 10 in Dallas Center. The Commission reviewed their norms & liaison job descriptions. Their next meeting is Thursday, February 4 at 9:30 a.m. via Zoom.

Roxanne will give the devotions at our next meeting, scheduled for Tuesday, February 16 at 1:00 p.m. via Zoom.

There being nothing further to discuss, the meeting was adjourned at 2:05 p.m. with a prayer by Lynne.

Respectfully submitted,  
Polk Davison

Des Moines Presbytery Commission on Ministry  
Report to the February Presbytery Meeting

The Commission on Ministry met on Thursday, February 4, 2021 via Zoom.

We welcome the Rev. Ed Wegele to the presbytery as a member at-large on transfer from Olympia Presbytery.

The installation of the Rev. Nicole Wegele at First Presbytery Church, Dallas Center, was celebrated on Sunday, January 10, 2021 via Zoom.

We will be celebrating the installation of the Rev. Kristin Pike at Community United Presbyterian Church, Hartford, on Sunday, February 28, 2021 at 2:00 p.m. via Zoom.

The Commission approved the following contracts:

- Rev. John Gilmore serving Des Moines, Park Avenue as Temporary Supply
- Rev. Patricia Summers serving Douglas Avenue as Temporary Supply
- Val Smith II serving Douglas Avenue as Temporary Supply
- Rev. Douglas Basler serving Des Moines, First as Temporary Supply Pastor for Revitalization

The Commission continues its liaison assignments with all the churches in the presbytery, working to build those relationships.

Rev. Jessica Paulsen  
COM Secretary

Myrna Rummer  
COM Moderator

## COMMITTEE ON NOMINATING REPORT

February, 2021

The Committee presents the following persons to be elected to the positions noted:

### COMMISSION ON MINISTRY

2022

RE Pam Rees (West Des Moines, Covenant)

2023

TE Kristin Pike (Hartford, Community United)

RE Ken Pangburn (Corning, First)

RE Thomas Goering (Ottumwa, First)

Vice-Moderator

TE Kristin Pike (Hartford, Community United)

Respectfully Submitted,

RE Jim Hoffman, Moderator (Clive, Heartland)

**Report from the shared Personnel Commission  
of the Presbytery of Prospect Hill,  
the Presbytery of North Central Iowa,  
and the Presbytery of Des Moines  
February 5, 2021**



The first meeting of the Commission took place on January 7, 2021 via ZOOM with all members present.

Members from Prospect Hill Presbytery:

RE Kendall Von Glan, TE Randy Russom and RE Rebecca Brown.

Members from North Central Iowa Presbytery:

RE Judy Klepfer, TE Brad Braley, and TE Gordon Moen.

Members from Des Moines Presbytery:

TE Shamaine Chambers-King, TE Ken Rummer, and RE Mickey Van Baale.

Deb DeMeester, Director of Leadership Development for the Synod of Lakes and Prairies, guided the Commission through an Orientation To Task, giving an overview of the Commission's work and the seven-year budget. The Commission is to be responsible for the shared staff, the shared office, and the shared budget supporting them, something like a parish council for a three-church yoked parish. (See details in separate document titled "United Presbyteries of the Plains Operational Covenant.")

Some of the initial arrangements:

- Bank accounts for the shared budget will be under the name "United Presbyteries of the Plains" (UPP).
- North Central Iowa Presbytery will serve as Common Paymaster for UPP.
- Karen Kaiser will provide accounting services to UPP for \$500 per month starting January 1, 2021. The contract will be reviewed by both parties after six months. (Karen has been serving both North Central Iowa Presbytery and Prospect Hill Presbytery in a similar capacity.)

A big item on the Commission's to-do list going forward will be putting together a set of personnel policies to guide our work with the shared staff.

The Commission elected its leadership for 2021.

Moderator, Ken Rummer (DM)

Vice-Moderator, Brad Braley (NCI)

Secretary, Rebecca Brown (PH)

Regular meeting times for the Commission will be 3rd Thursdays at 2 PM, with the next meeting scheduled for February 18.

Respectfully submitted,

Ken Rummer, Commission Moderator

## 1. Purpose

- a. The following Presbyteries covenant to faithfully share staff as set forth in the separate document titled ***Joint Presbytery Staffing Plan Final Report***;  
*Presbytery of Des Moines, as approved Nov 12, 2019*  
*Presbytery of North Central Iowa, as approved Nov 3, 2019*  
*Presbytery of Prospect Hill, as approved Oct 26, 2019*
- b. This covenant is a supplement to the ***Joint Presbytery Staffing Plan Final Report*** and serves as a guide to operational matters and responsibilities of the Personnel Commission. If the need arises to modify provisions contained in this covenant, then the matter shall be referred to the leadership councils of all member presbyteries for review, revision, and final approval.
- c. The presbyteries have agreed to share staff for a period of seven years through 2027.
- d. The five shared staff positions consist of the following:  
*Mission Executive*  
*Pastor to the Presbyteries*  
*Administrative Executive/Stated Clerk*  
*Office Administrator*  
*Program and Communications Administrator*

## 2. Finances

- a. Banking
  - i. The Presbytery of North Central Iowa will establish a separate bank account under the name of United Presbyteries of the Plains.
  - ii. The Presbytery of North Central Iowa agrees to serve as the custodian of the funds for a period of three years (2021-2023). After that time, this arrangement can be renewed by each presbytery's leadership council or moved to another of the member presbyteries.
  - iii. Each presbytery contributing to the financial activities under this covenant will own their share of the account balance in proportion to their contributions.
- b. Budgeting
  - i. *The Personnel Commission will manage the shared budget as follows:*
    1. *Adjusting line items, as needed, without exceeding the budget as approved in the ***Joint Presbytery Staffing Plan Final Report*** (See Appendix).*
    2. *Develop procedures for approval of financial transactions per financial policies.*
    3. *Act, jointly with executive staff, regarding office locations and related matters.*
  - ii. Each member presbytery will manage their own budgets for their non-shared ministries.
- c. Shared staff compensation
  - i. The Presbytery of North Central Iowa agrees to serve as the common paymaster for all five shared employees who will be concurrently employed by the Presbytery of Des Moines, Presbytery of Prospect Hill, and Presbytery of North Central Iowa.
  - ii. The Presbytery of North Central Iowa shall serve as common paymaster for a period of three years (2021-2023). After that time, this arrangement can be renewed by each presbytery's leadership council or moved to another of the member presbyteries.
  - iii. Details of the common paymaster arrangement are as follows:
    1. *Relevant law:* Internal Revenue Code Sections 3121(s) and 3306(p) enable a related corporation (the "common paymaster") to be treated as a single employer solely for purposes of certain payroll tax provisions if the common paymaster (1) employs the same employees concurrently with one or more related corporations, and (2) disburses compensation on behalf of itself and the other related corporations that concurrently employ the employees.

2. *Application of the law:* A common paymaster relationship exists because (a) the Presbyteries of Des Moines, North Central Iowa and Prospect Hill are a "related" group of corporations since at least 30% of the employees of one presbytery are concurrently employed by the other presbyteries, (b) the employees receive their remuneration through one member of the related group - the common paymaster (i.e. the Presbytery of North Central Iowa), and (c) the employees are concurrently employed by all three presbyteries (including the common paymaster).

3. *Responsibilities:*

- a. The common paymaster will disburse remuneration to the shared staff on behalf of all three presbyteries.
  - b. The common paymaster is responsible for keeping books & records for the payroll of the shared staff.
  - c. The common paymaster will pay concurrently employed individuals by one combined paycheck, drawn on a single bank account.
  - d. The common paymaster is treated as the only employer but only for purposes of FICA, FUTA and income tax withholding.
  - e. The common paymaster is responsible for withholding, depositing, and paying FICA and FUTA taxes and filing and furnishing information returns associated with wages it disburses.
  - f. If the common paymaster fails to remit payroll taxes, it remains liable for the full amount of the unpaid portion of these taxes. In addition, each of the other related corporations (i.e. presbyteries) using the common paymaster is jointly and severally liable for its appropriate share of these taxes.
- d. Financial reporting and policies
- i. The Presbytery of North Central Iowa will utilize a cloud-based solution (QuickBooks Online or similar) showing each presbytery's contributions and share of expenses.
  - ii. Quarterly financial reports will be sent to each member presbytery's finance committee and to the Personnel Commission.
  - iii. *The Personnel Commission is authorized to adopt financial policies to clarify roles, authority, and responsibilities for essential financial management activities considering segregation of duties for internal control purposes where possible.*

### 3. Liability of each presbytery

- a. For purposes other than paying compensation, the shared staff are employed concurrently by the Presbytery of Des Moines, Presbytery of North Central Iowa, and Presbytery of Prospect Hill.
- b. All presbyteries are responsible for acquiring and maintaining separate or group liability insurance and worker's compensation insurance policies for the shared staff.

### 4. Personnel Commission

- a. The oversight, evaluation and support of the shared staff is under the authority of a Personnel Commission as approved by the presbyteries in the ***Joint Presbytery Staffing Plan Final Report*** .
- b. *Composition of the Personnel Commission:*
  - i. Three people from each presbytery will be elected and commissioned for this service.
  - ii. Members will serve in rotating three-year terms.
  - iii. Members can serve two terms or six years before being required to rotate off.
  - iv. Leadership of the Commission will rotate among the presbyteries annually.
  - v. The Commission will report to each presbyter's leadership council.

c. *Authority and expectations of the Personnel Commission:*

- i. Develop a shared set of personnel policies.
- ii. Execute employment agreements, if desired or advised.
- iii. *The Personnel Commission is authorized to hire an accountant to perform banking and accounting activities including the receipt of funds and remittance of funds in accordance with the approved shared budget.*
- iv. *The Personnel Commission will manage the shared budget as set forth in this covenant in 2.b.i. and is authorized to adopt financial policies as set forth in this covenant in 2.d.iii.*
- v. Review and support the shared staff:
  1. Conduct initial six-month reviews of all staff (Jun 30, 2021).
  2. Conduct annual reviews of all staff for the first year (Dec 31, 2021).
  3. *Conduct annual reviews of all executive staff for the second and succeeding years.*
  4. Supervisors will conduct annual reviews of the full-time administrators and submit to the Personnel Commission.
  5. Mentor the staff, provide support, clarify responsibilities, and answer questions.
  6. Discharge staff members who do not meet performance and/or behavioral expectations using due process as set forth in the personnel policies. In the case of the Administrative Executive/Stated Clerk, the Commission shall recommend termination and an interim Stated Clerk candidate to each member presbytery for action.
  7. *In the case of vacancy in the Office Administrator or Program and Communications Administrator positions, the Personnel Commission and the three executives, shall jointly act to fill the vacancy.*
  8. *In the case of vacancy in the Mission Executive, Pastor to the Presbyteries or Administrative Executive/Stated Clerk positions, the Personnel Commission shall notify all member presbyteries and request activation of a search committee.*
  9. Note: Italicized wording in 2.b., 2.d., and 4.c. of this covenant represent changes to what was already approved by the presbyteries in the **Joint Presbytery Staffing Plan Final Report**.
- vi. If the Personnel Commission is unable to resolve a given matter, it shall be brought to a meeting of the moderators of the presbyteries' leadership councils.

**5. Other matters**

- a. If a dispute or disagreement occurs that is not covered in this covenant, it shall be referred to the Personnel Commission to resolve the matter. If the dispute requires revisions to this covenant, then the matter shall be referred to the leadership councils of all member presbyteries for review, revision, and final approval.

Appendix - Detailed Shared Budget, as approved in the *Joint Presbytery Staffing Plan Final Report*:

<b>Contributions:</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>DM</b>	272,000	278,800	284,376	290,064	295,865	301,782	307,818
<b>NCI</b>	204,000	208,080	212,242	216,486	220,816	225,232	229,737
<b>PH</b>	111,000	113,220	115,484	117,794	120,150	122,553	125,004
<b>Total</b>	<b>587,000</b>	<b>600,100</b>	<b>612,102</b>	<b>624,344</b>	<b>636,831</b>	<b>649,567</b>	<b>662,559</b>

<b>Expenses:</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Salaries:</b>							
Executive: Mission	80,000.00	81,600.00	83,232.00	84,896.64	86,594.57	88,326.46	90,092.99
Executive: Pastor to the Presbyteries	80,000 .00	81,600.00	83,232.00	84,896.64	86,594.57	88,326.46	90,092.99
Executive: Admin/Stated Clerk	80,000 .00	81,600.00	83,232.00	84,896.64	86,594.57	88,326.46	90,092.99
Office administrator	45,000.00	45,900.00	46,818.00	47,754.36	48,709.45	49,683.64	50,677.31
Program & Comm administrator	45,000.00	45,900.00	46,818.00	47,754.36	48,709.45	49,683.64	50,677.31
<b>Total salaries</b>	<b>330,000.00</b>	<b>336,600.00</b>	<b>343,332.00</b>	<b>350,198.64</b>	<b>357,202.61</b>	<b>364,346.66</b>	<b>371,633.59</b>
<b>Benefits:</b>							
Medical	82,500.00	84,150.00	85,833.00	87,549.66	89,300.65	91,086.67	92,908.40
Pension	36,300.00	37,026.00	37,766.52	38,521.85	39,292.29	40,078.13	40,879.70
Death & disability	3,300.00	3,366.00	3,433.32	3,501.99	3,572.03	3,643.47	3,716.34
Cont educ: Execs	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Cont educ: Admins	1,500 .00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
FICA	25,245.00	25,749.90	26,264.90	26,790.20	27,326.00	27,872.52	28,429.97
Professional exp	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Travel: Execs	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
Travel : GA	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3,000.00
Travel: Prog/Comm	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<b>Total benefits</b>	<b>196,845.00</b>	<b>199,791.90</b>	<b>202,797.74</b>	<b>205,863.70</b>	<b>208,990.97</b>	<b>212,180.79</b>	<b>215,434.41</b>
<b>Office expense:</b>							
Rentals & utilities	11,000.00	11,275.00	11,556.88	11,845.80	12,141.94	12,445.49	12,756.63
Supplies	10,000.00	10,250.00	10,506.25	10,768.91	11,038.13	11,314.08	11,596.93
Phones	8,000.00	8,200.00	8,405.00	8,615.13	8,830.50	9,051.27	9,277.55
Postage	3,500.00	3,587.50	3,677.19	3,769.12	3,863.35	3,959.93	4,058.93
Zoom accounts	500.00	512.50	525.31	538.45	551.91	565.70	579.85
Equipment	8,000.00	8,200.00	8,405.00	8,615.13	8,830.50	9,051.27	9,277.55
Insurance	13,000.00	13,325.00	13,658.13	13,999.58	14,349.57	14,708.31	15,076.01
Janitorial	7,200.00	7,380.00	7,564.50	7,753.61	7,947.45	8,146.14	8,349.79
Laptops	2,000.00	2,050.00	2,101.24	2,153.75	2,207.62	2,262.81	2,319.38
<b>Total office</b>	<b>63,200.00</b>	<b>64,780.00</b>	<b>66,399.50</b>	<b>68,059.48</b>	<b>69,760.97</b>	<b>71,505.00</b>	<b>73,292.62</b>
<b>Grand total</b>	<b>590,045.00</b>	<b>601,171.90</b>	<b>612,529.24</b>	<b>624,121.82</b>	<b>635,954.55</b>	<b>648,032.45</b>	<b>660,360.62</b>

**Report From the Tri-Presbyteries Search Committee**  
**December 16, 2020**  
**by Ken Rummer, Moderator**

**Presbytery leaders approve Transition Period**

The addition of a six-month transition period to the Joint Shared Staffing Plan was approved by the Moderator Team of the Presbytery of Prospect Hill and the Leadership Council of the Presbytery of Des Moines and the Presbytery Council of the Presbytery of North Central Iowa at their late November/early December meetings. The idea grew out of conversations among members of the new shared executive team and came to the leadership groups as a recommendation from the Tri-Presbyteries Search Committee.

The Transition Period will run from January through June of 2021. During that time, the Office Administrator slot in the Shared Staffing Model will be filled by a Transitional Office Administrator working out of the Lakeshore Center office, with the Urbandale office to be used as needed. Also during the Transition Period, the Communications and Program Administrator position will not be filled, and the budget line for that position will support a temporary contract with a specialized person or firm to develop communications infrastructure for the three presbyteries such as information sharing and web site development.

The Tri-Presbyteries Search Committee will be dissolved on December 31, 2020. Search and hiring work for the two (post-transition) administrative positions in the Shared Staffing Model will become the responsibility of the Joint Personnel Commission (made up of three members from each presbytery) which will begin its work on January 1. Decisions about the future office location will also be made by the Joint Personnel Commission.

**Jeannie Stolee hired as Transitional Office Administrator**

The Tri-Presbyteries Search Committee at its December 10 meeting hired Jeannie Stolee as Transitional Office Administrator. She currently serves as Administrative Assistant for the presbyteries of Prospect Hill and North Central Iowa. That position will end and the new transitional position will begin on January 1, 2021 and run through June.



*After graduating from Milford High School, I attended a one-year vocational technical secretarial program at Iowa Central Community College in Fort Dodge. My first job was with the Iowa Department of Human Services in Ames. I then moved to Cherokee and worked for a law firm. After two years with that firm, I moved back to central Iowa, where I worked as a legal assistant in Ames for the next 31 years. During that time, I was heavily involved in showing Paint horses and was treasurer of the Iowa Paint Horse Club for 13 years. In 2016 I moved back to Northwest Iowa to be closer to family. I started working for the Presbyteries of North Central Iowa and Prospect Hill in December*

*2016. I am very close with my two nieces and get to be grandma to my great-nephew and great-niece. I enjoy being around the lakes of Okoboji. I am no longer involved in horses, but greatly enjoy my Welsh Corgi Emma.*

### **Search Committee Recognizes Synod Role in the Search Process**

Through the twelve months of the search process, the Synod of Lakes and Prairies has provided valuable guidance and support to the Committee. Special thanks go out to Deb DeMeester, Director for Leadership Development for the Synod, and to Gretchen Milloy, Synod Office Coordinator.

### **Members of the Tri-Presbyteries Search Committee:**

TE Kerry Carson (NCI), RE Judy Klepfer (NCI), RE Nancy Beenken (NCI)  
 RE Kendall Von Glan (PH), TE Randy Russom (PH), RE Rebecca Brown\* (PH),  
 RE Darca Boom (DSM), TE Lynne Hanna (DSM), TE Ken Rummer\*\* (DSM)

\*Committee Secretary

\*\*Committee Moderator

## **COMMITTEE ON PREPARATION FOR MINISTRY REPORT**

**February 13, 2021**

The Committee recommends the following actions:

- That RE Dwight Tomes be approved as a reader for Ordination Examinations in 2021.
- That TE Bernard (Ben) K. Nti be approved as an alternate reader for Ordination Examinations in 2021.

**Committee members are:**

TE Betty Sandy (HR)

CP Linda Curtis Stolper (Newton, First)

RE Dwight Tomes (Des Moines, Windsor)

TE Jessica Wietzke (Grimes, First)

Respectfully submitted,

CP Bob Waldron, Moderator (Earlham, First)

## PRESBYTERIAN WOMEN

The Coordinating Team of the PW of the Presbytery of Des Moines met via Zoom on Wednesday, February 4. We had not met at all during 2020 due to the pandemic. We are looking forward to having an in person Fall Gathering for all the women in October. More information will be given when we determine the meeting place and theme for the Gathering.

Our newsletter “The Grapevine” is being sent via e-mail every two months. If women from your church have not been receiving it please e-mail the editor Juanita Ott at [jott396116@aol.com](mailto:jott396116@aol.com) with the names and e-mail addresses of those who are interested in receiving it..

Sharon Falck  
Moderator

**COMMITTEE ON STEWARDSHIP & MISSION EDUCATION REPORT**  
**February 13, 2021**

We have a new name! “Stewardship and Mission *Education*” (formerly “Interpretation”) emphasizes our role in equipping churches in the presbytery for stewardship ministries.

**A. General Mission Pledges for 2021**

As of January 31, we have received General Mission pledges and estimates from 25 of our 53 churches totaling \$91,050, an overall decrease over 2020 pledges from these same churches of \$15,650. One church elected to make directed pledges to mission.

Breaking down these General Mission pledges, responding churches intend to give in the coming year:

- \$33,235.00 to the mission of the General Assembly
- \$17,231.50 to the mission of the Synod of Lakes and Prairies
- \$40,583.50 to the mission of our Presbytery, the Presbytery of Des Moines

Two of the 23 churches increased their pledges over their 2020 pledge. Seventeen churches continued their pledges at the 2020 level. Four churches decreased their pledges compared with 2020 pledge amounts, and two churches elected not to make a pledge this year.

**Thank you to the Sessions that have sent in their pledge forms!** We are grateful for your faithfulness in the church’s mission during the pandemic. We are praying for our remaining churches as their Sessions finalize discernment about General Mission and 2021 budgets. We look forward to hearing from you!

**B. Special Offerings**

The Special Offerings have never been more important than they are right now. **We encourage you to have your sessions approve the collection of these offerings before they occur. Some churches approve the special offerings they will collect all at once.** To be considered and recognized as a *Four for Four Congregation*, please note the factors that determine whether your offerings are recorded as being paid in a certain year:

- Did you send the funds collected for the offering to the Presbytery Office?
- Did you send the funds during the calendar year they were collected?

If you have questions, please call the Presbytery Office.

1. **The One Great Hour of Sharing Offering (GA) supports ministries providing relief to those affected by natural disasters through Presbyterian Disaster Assistance (PDA), food for the hungry through the Presbyterian Hunger Program (PHP) and support toward the self-development of poor and oppressed communities through Self-Development of People (SDOP). This offering is collected at Easter.**
2. **The Pentecost Offering (GA) allows us to invest in faith formation of our youth and join in ministries that address the needs of at-risk children and encourage, grow and support our children, youth and young adults. *If you have not previously collected this offering, it may be time to start. Your community’s youth need extra support this year. Forty percent of the money collected stays with the local church to use as it sees fit. This offering is collected during Pentecost each year.***
3. **The Peace and Global Witness Offering (GA) provides an opportunity to share the peace of Christ by promoting ministries of reconciliation and peacemaking within cultures of violence and**

conflict—including our own. This offering is collected each year in October in conjunction with World Communion Sunday.

4. The Christmas Joy Offering (GA) provides critical financial assistance to church workers and their families in need and supports leadership development and education for students attending Presbyterian-related racial ethnic schools and colleges. The offering supports church leaders – past, present and future –through the Assistance Program of the Board of Pensions; Schools and Colleges Equipping Communities of Color and Leadership Development for People of Color. This offering is collected during Advent each year.
5. The Harvest Offering (our Presbytery) supports programs and projects addressing root causes of hunger and poverty in rural Iowa and around the world. Half of the proceeds are designated for rural Iowa, and half are designated for international programs benefiting farmers, with a special emphasis on women in agriculture. This offering may be collected at any time – late fall/Thanksgiving time might be a good time to do so.

The Theological Education Fund combines gifts from Presbyterians for students at Presbyterian seminaries throughout the United States. The Theological Education Fund is the Presbyterian Church (U.S.A.)’s best hope of ensuring the church of Christ is prepared to serve long into the future. The fund is housed at the Presbyterian Foundation and is the sole source of denomination-wide funding for seminaries from the PC (USA).

The Young Adult Volunteer (YAV) program is an ecumenical, faith-based year of service for young people, ages 19–30, in over 20 sites in the United States and around the world. YAVs accompany local agencies working to address root causes of poverty and reconciliation while exploring the meaning and motivation of their faith in community with peers and mentors. Benefits throughout the year of service include a regular stipend, housing, transportation and student-loan assistance. Twenty-five percent of the Pentecost offering supports this program.

### C. Stewardship Resources

#### Conferences

- **Day of Learning** presented by Presbyterian Foundation, March 2, 10:30 am - 5:30 pm.
  - Three online workshops for stewardship and church leaders. Learn more and register at <https://www.presbyterianfoundation.org/events/day-of-learning/>
  - Share what you learned! Join us at 7:00 for a “Stewardship Learning Potluck” on Zoom. Those who attend the Day of Learning will be invited to share their highlights and dig deeper in conversation. If you can’t attend the workshops, join us that evening anyway - potluck means there will be enough learning for everyone! Register for the “potluck” by emailing [jeannie@presbyteries.org](mailto:jeannie@presbyteries.org)
- **Stewardship Kaleidoscope 2020**, September 13-15 - TBD (in Cincinnati or virtual). Join plenary lectures from Tod Bolsinger and worship led by J. Herbert Nelson. Learn more and register at <https://stewardshipkaleidoscope.org/>
- **Spirit of Stewardship** was not held in 2020. Plans for 2021 have not been announced.

Presbyterian Foundation – [www.presbyterianfoundation.org](http://www.presbyterianfoundation.org)

- The Foundation now serves as the Stewardship Committee for the whole denomination.
- On their main page select **Who We Serve**, then **Churches**, then **Annual Stewardship and Generosity**. There you will find links to the **Giving** magazine, a stewardship manual, the Annual Stewardship/Generosity Toolbox and a financial health assessment. There is also information about wills and legacy giving, endowments and capital campaigns.

- Many of these resources, though found in the store, are FREE! For stewardship books and studies, search “stewardship”.

Mission Crossroads (magazine) – [www.pcusa.org/missioncrossroads](http://www.pcusa.org/missioncrossroads)

- Published three times a year featuring stories of PCUSA world-wide mission

PCUSA Store – [www.pcusastore.com](http://www.pcusastore.com)

- Special offerings material and the Presbyterian Giving Catalogue (think Heifer project style giving) can be found under ***Church Resources***.

**Committee members:**

TE Kip Harris (Carlisle, Scotch Ridge)

TE Kirsten Klepfer (Grinnell, First)

RE Joyce Hoffman (Clive, Heartland)

RE Peri Van Tassel (West Des Moines, Covenant)

Respectfully Submitted,

TE Nathan Williams, Moderator (West Des Moines, Covenant)

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