

**Meeting Packet  
for the 528th Stated  
Meeting of the  
Presbytery of Des Moines**



**November 12, 2022**

**Westminster Presbyterian Church  
Des Moines, Iowa**

**PROPOSED DOCKET 528<sup>TH</sup> STATED MEETING**  
**Presbytery of Des Moines**  
**November 12, 2022**  
**9:30 a.m.**

- 8:30 a.m. Registration and Coffee Fellowship
- 9:00 a.m. Orientation for New Commissioners  
Zoom Orientation for Remote Attendees
- 9:30 a.m. Call to Order David Boyd
- Worship with Communion  
Offering to Family Promise
- Greeting David Boyd
- Statement of Quorum  
Introduce First Timers and Guests  
Approve Excused Absences  
Seat Corresponding Members
- Approve Docket David Boyd
- Approve Consent Agenda
- Committee on Promotion for Social Righteousness – p.
  - New Worshiping Community – p.
- Approve Minutes of May 17, 2022, Stated Meeting – p.
- Personnel Commission – p. Brad Braley
- Motion: Receive Report
- Motion to Recess: 5 Minute Break
- Presbytery Moderator David Boyd
- Motion: Receive Report
- Leadership Council Ane Fitzgerald
- Motion: Approve Manual of Operations – Proposed Updates – p.
  - Motion: Approve Proposed 2023 Presbytery Meeting Dates and All Iowa Gathering  
February 11, 2023 (Stated)  
April 27, 2023 – Called Evening Zoom Meeting for GA Amendments  
May 16, 2023 (Stated)  
August – All Iowa Gathering  
November 11, 2023 (Stated)
  - Motion: Receive Leadership Council Report – p.

Nominating Committee	Lisa Whitmarsh Peterson
• Motion: Approve Slate – p.	
Camping and Youth Ministries – p.	Dennis Britson
• Motion: Receive Report	
Commission on Ministry – p.	Kristin Pike
• Motion: Receive Report	
Order of the Day: Noon Lunch	
Executives' Reports	
Mission Executive	Amgad Beblawi
Pastor to the Presbyteries	Ian McMullen
Administrative Executive & Stated Clerk	Annika Lister Stroope
• 2019, 2020, 2021 Minutes Reviews – p.	
Lakeshore Center at Okoboji	Sara Sutter
Budget & Finance Committee	Nicole Wegele
• Motion: Receive September 30, 2022 Financial Report – p.	
• Motion: Approve 2023 Budget – p.	
• Motion: Approve Recommendation on New Accounting Services	
Living Legacy Fund Committee – p.	Carlyn Crowe
• Motion: Receive Report	
Park Avenue Administrative Commission	Polk Davison
• Motion: Receive Report	
Property Committee – p.	Gary Owens
• Motion: Receive Report	
Des Moines First and Greenfield First Administrative Commissions	
• Des Moines First AC Final Report – p.	Polk Davison
○ Motion: Receive Report	
• Greenfield First AC Final Report – p.	Joanne Page
○ Motion: Receive Report	
• Decommission Administrative Commissions with Thanks	
Other Business	
Installation of Vice Moderator	David Boyd
Closing Prayer	Linda Curtis-Stolper
Adjournment	Linda Curtis-Stolper

## **Committee on Promotion of Social Righteousness Report**

### **Mental Health Advocacy -**

We have spent much of our time this year discussing the mental health crisis in our communities, state, country and how we can respond as a faith community. Of special concern is the lack of providers, especially in the rural areas of Iowa. Members of this committee have joined with others in our partner presbyteries to prepare a theological declaration. Awareness and advocacy continue to be on our agenda.

### **International Peacemaker -**

Through the International Peacemaker Program, we hosted Carmen Elena Diaz Anzora from El Salvador and PC(USA) mission coworker Joseph Russ (interpreter) in the presbytery from September 28 to October 4. They visited a number of churches with their message, shared a conversation at ISU, visited a farm and Carmen even got to drive a tractor. Thank you to all who invited Carmen and Joseph for special events.

### **Gun Violence Advocacy/Education -**

An informational letter regarding the proposed 'Reckless Gun Amendment' on the November 8 ballot and our recommendation for a "No" vote was emailed to all congregations on September 6.

### **Special Offerings/General Mission -**

A letter regarding the Season of Peace and the Peace and Global Witness Offering was emailed to each church on September 2. We included examples of how the Presbytery's 25% share has been used in the past, such as scholarships for mission trips and to EAD and hosting the International Peacemakers.

A memo was sent to each church on October 7 as a reminder to include a General Mission pledge for 2023, when preparing budgets. We chose not to send pledge forms with the memo, therefore a response was not requested. We encourage each church to prayerfully continue a General Mission pledge for next year.

TE Alex Thornburg (Clive, Heartland) [alexthornburg@gmail.com](mailto:alexthornburg@gmail.com)

RE Joyce Hoffman (Clive, Heartland) [hoffmanjah@hotmail.com](mailto:hoffmanjah@hotmail.com)

TE Kirsten Klepfer (Grinnell, First) [buihikim.klepfer@gmail.com](mailto:buihikim.klepfer@gmail.com)

RE Susan Stroope (Des Moines, Central) [sustroope@gmail.com](mailto:sustroope@gmail.com)

RE Margaret Blair, Moderator (Indianola, Trinity) [mablair57@gmail.com](mailto:mablair57@gmail.com)

**REPORT TO PRESBYBTERY**  
**NEW WORSHIPING COMMUNITY/NEW CHURCH DEVELOPMENT**  
**COMMITTEE**  
**November 2022**

Co-Chairs: Bill O'Connell and Eric Pasanchin  
Members: Jan Davison, Randy Lubbers, Ed Wegele  
Staff: Amgad Beblawi

The Committee has studied the methodology of New Worshiping Communities, reviewed resources from the PC(USA)'s 1001 New Worshiping Communities program, and met with Shawn Kang from the 1001 NWC program. We are getting a clearer picture of what it will take to successfully form a New Worshiping Community in our context.

The Committee has reported to the Presbytery regularly, and asked Presbytery members and churches to consider their own dreams for potential NWC's. Consequently, we have had meetings with individual Presbytery members about their vision for potential NWC's in several locations within the bound of the presbytery, including parts of the Des Moines Metro area.

The Committee is in the process of obtaining access to a demographic data service so that we may get a better picture of the population in areas of potential NWC development.

Next steps include personal exploration of target areas and conversations with residents. Beyond that, we will be considering possibilities for leading, staffing, and funding an initial NWC.

If God has placed a vision upon your heart for a New Worshipping Community within the bounds of the Presbytery of Des Moines, please contact co-chairs Bill O'Connell or Eric Pasanchin. We would love to come alongside you with ideas, prayers, and funding!

PRESBYTERY OF DES MOINES  
MINUTES OF THE 527<sup>th</sup> STATED MEETING  
MAY 17, 2022

The 527<sup>th</sup> Stated Meeting of the Presbytery of Des Moines was opened with prayer by TE Lynne Hanna on May 17, 2022 at 9:34 a.m. The meeting was held at Ankeny Presbyterian Church, Ankeny, Iowa, and on the Zoom videoconferencing platform.

**FORMATION OF THE ROLL**

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

CHURCH	MINISTER	P/A/E	COMMISSIONER
Adair, First	Bob Zirkelbach	E	A
Allerton, United	Melanie Halferty	A	A
Ankeny	Eric Pasanchin	P	A
Ankeny (PA)	Sue Tomlinson	E	
Atlantic, First United	Rachelle McCalla	P	A
Audubon, First	Philip Beisswenger	P	Mary Klever
Bedford, United	Vacant	----	
Brooklyn, First	Vacant	----	
Carlisle, Scotch Ridge	Christopher (Kip) Harris	E	
Centerville, First	R.D. Blount	A	A
Chariton, First	Vacant	----	A
Clive, Heartland	P. Alex Thornburg	A	A
Clive, Heartland (PA)	Robert Houser	A	----
Corning, First	Jessica Paulsen	P	Angie Mullen
Creston, First	Cynthia Ripperger	P	A
Creston, Platte Center	Dolores Doench	P	Chuck Erickson
Dallas Center, First	Nicole Wegele	E	Carolyn Rogers
Deep River, United	Michelle Williamson	A	A
Des Moines, Central (2)	Wallace Bubar	P	Susan Stroope
Des Moines, Central		----	----
Des Moines, Douglas Avenue	Patricia Summers	P	A
Des Moines, Douglas Avenue	Val Smith	A	----
Des Moines, First Arabic	Ekram Kachu	P	A
Des Moines, Fort Des Moines	Vacant	----	A
Des Moines, Park Avenue	John W. Gilmore	P	A
Des Moines, Union Park	Don Elly	A	Bill Newton
Des Moines, Westminster (3)	Scott Paczkowski	P	A
Des Moines, Westminster	William Ekhardt	A	----
Des Moines, Westminster (PA)	Jan Scott	A	----
Des Moines, Westminster (PA)	Ken Arentson	A	----
Des Moines, Westminster (PA)	Dick Kiefer	A	----
Dexter, First	Vacant	----	A
Diagonal, United	Ed Wegele	A	A
Earlham, First	Robert Waldron	P	A
Gibson, First	Bob Elgin	A	A
Grimes, First	Vacant	----	A

<b>CHURCH</b>	<b>MINISTER</b>	<b>P/A/E</b>	<b>COMMISSIONER</b>
Grinnell, First	Kirsten Klepfer	P	Charlaine Ewan
Guthrie Center, First	Jolene James	A	A
Hartford, Community United	Kristin Pike	P	Ann Polito
Indianola, Trinity United	David Endriss	P	Margaret Blair
Johnston, St. Paul	William O'Connell	E	A
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	Vacant	-----	A
Monroe	Ann Johnson	P	A
Mount Ayr, United Baptist	Ed Wegele	P	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	Amy McGriff	A	Marilyn Vatter
Ottumwa, First	William Hornback	A	A
Ottumwa, Westminster	Vacant	-----	Liz Stufflebeem
Perry, First	Lynne Hanna	P	Dawn Parker
Sharpsburg	Tim Maxa	P	A
Sigourney, First	Vacant	-----	A
West Des Moines, Covenant	Nathan Williams	P	Pam Rees
West Des Moines, Covenant (PA)	Marcy Campbell	P	-----
Windsor Heights, Windsor	Shamaine Chambers King	P	Angie King
Winterset, First United	Vacant	-----	A

<b>OTHER PRESBYTERY MEMBERS</b>	<b>STATUS</b>	<b>P/A/E</b>
Ken Rummer	HR	P
Jack DePond	HR	E
Elizabeth "Betty" Sandy	HR	E
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
Don Elly	HR	P
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
Barbara Tooker Todd	HR	P
Roger Todd	HR	P
Ronald VanHeukelom	HR	E
Erasmio Velez	HR	E
Lynn Williams	HR	E
Francis Younkin	HR	E
Sue Tomlinson	HR	E
Judy Winkelpleck	HR	P
Ane K. Fitzgerald	Director, Harmony River Living Center, Hutchinson, MN	P
Jane Martinez	At-Large	P
Maricarmen Campos Castro	At-Large	A
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	P

**VISITORS – CHURCH**

	<b>NAME</b>
Insurance Board	Jeremy Butler
	Kathy Smith
Ankeny	Myrna Rummer
Ankeny	Mary Kleis
Ankeny	Sandy Wagener
Ankeny	Gary Owens
CROSS Outreach	Roberta Victor
Ann McGowan	West Des Moines Covenant
Dallas Center First	Nancy Lister-Settle
Cindy Ray	Windsor
Nancy Lister-Settle	Dallas Center First
Lisa Whitmarsh Peterson	Des Moines Park Avenue
Betty Dyer	Indianola Trinity United

**CORRESPONDING MEMBERS**

<b>CHURCH</b>	<b>NAME</b>
HR	Richard Francis
HR	Brad Braley

<b>LAY MEMBERS OF COUNCIL</b>	
<b>CHURCH</b>	<b>NAME</b>
Des Moines Westminster	Roxanne Neary
Ankeny	Gary Owens
Des Moines Westminster	Carlyn Crowe
Des Moines Westminster	Polk Davison
Windsor Heights Windsor	Dwight Tomes

<b>PRESBYTERY STAFF</b>	
Administrative Executive & Stated Clerk	Annika Lister Stroope
Mission Executive	Amgad Beblawi
Pastor to the Presbyteries	Ian McMullen
Office Manager	Jeannie Stolee

<b>MINISTERS (93 on roll)</b>		<b>ELDER COMMISSIONERS and OTHERS</b>			
Present	33	Present	40	Total Present	73
Excused	38	Excused	0	Total Excused	38
Absent	22	Absent	37	Total Absent	59

TE=Teaching Elder (Minister of the Word and Sacrament)

RE=Ruling Elder

M2A=Moved, seconded, and approved

TE Lynne Hanna was appointed to moderate the meeting by Moderator RE David Boyd.

Stated Clerk and Administrative Executive TE Annika Lister Stroope led the Presbytery in an orientation to the hybrid (in-person/Zoom) meeting.

TE Eric Pasanchin, Pastor of Ankeny Presbyterian Church, welcomed the Presbytery.

TE Lynne Hanna led the Presbytery in a Call to Worship. The Presbytery joined in singing “My Hope is Built on Nothing Less.”

First-time Commissioners and guests were introduced.

The Stated Clerk declared a quorum to be present.

It was Moved, Seconded, and Carried (M/S/C) to approve the Docket, with the addition of a report on the Synod Assembly at the close of the meeting.

M/S/C to approve Excused Absences.

TE Richard Francis, Presbytery of Prospect Hill, was seated as a Corresponding Member.

M/S/C to approve the Consent Agenda:

Report of the Committee on Preparation for Ministry

Report of the Personnel Commission

M/S/C to approve the Minutes of the 526<sup>th</sup> Stated Meeting, February 12, 2022.

TE Lynne Hanna led the Presbytery in a Call to Confession, Prayer of Confession, and Assurance of Pardon.

TE Ane Fitzgerald presented the report of the Leadership Council. On behalf of the Council, she moved the approval of a proposal for a Committee on Promotion of Social Righteousness, combining the Compassion, Peace & Justice Committee and the Stewardship & Mission Education Committee (text of the proposal is in the Appendix to these Minutes). The motion passed. Ane also called attention to the Crisis Team Update regarding Covid-19 Model Practices and Recommendations (text is in the Appendix). On behalf of the Council, she moved that the Leadership Council Report (see Appendix) be received, with the addition of RE Sandy Wagener to the Nominating Committee. The motion passed.

TE Ken Rummer presented a Meditation, “Rubble and Ruin, and Surprising Hope,” based on Lamentations 3:19-24. The Presbytery joined in singing “Great Is Thy Faithfulness.”

TE Ekram Kachu presented the report of the Sudanese Support Team.

An offering was received for the ministry of First Arabic Presbyterian Church. The youth choir of First Arabic presented the Offertory via video.

RE Lisa Whitmarsh Peterson gave the report of the Nominating Committee (full report is in the Appendix). On behalf of the Committee, she placed the following names in nomination:

Committee on Preparation for Ministry:

TE Doug Basler, Des Moines, Union Park, Class of 2024

Commission on Ministry:

TE Christopher “Kip” Harris, Carlisle, Scotch Ridge, Class of 2024

TE Philip Beisswenger, Audubon, First, Class of 2024

The Moderator call for nominations from the floor. No nominations appearing, M/S/C to elect the nominees.

The Moderator called attention to the report of the Committee on Camping and Youth Ministries (see appendix). M/S/C to give the Committee permission to serve Communion at their 2022 events. The motion passed. The Committee moved that their report be received. The motion passed.

Pastor to the Presbyteries TE Ian McMullen reported on his work. He stressed the need for pastoral self-care. Lakeshore Center at Okoboji is offering three-day stays for personal renewal at no charge to pastors and Commissioned Pastors.

Mission Executive RE Amgad Beblawi reported on his work. He lifted up the work of First Arabic Church. He also noted that crises present opportunities to extend God’s mercies to people in need. He called attention to “A DECLARATION OF ORTHODOX THEOLOGIANS ON THE ‘RUSSIAN WORLD’ (*RUSSKII MIR*) TEACHING,” which he compared to the Theological Declaration of Barmen. The second session of the Re-Formation of the Congregation is scheduled for July 9, 2022. The Iowa Presbyteries gathering will be August 27, 2022. He plans to lead another pilgrimage to Israel/Palestine in 2023.

Administrative Executive and Stated Clerk TE Annika Lister Stroope reported on her work. She noted that the Presbytery previously voted to set aside the by-laws in order to have three stated meetings in 2022. The Leadership Council will take care of necessary business between meetings of the Presbytery.

Jeremy Butler introduced the work of The Insurance Board in providing insurance to the Presbytery and to local congregations. He also noted that they have several programs available to congregations regardless of their insurance provider.

Administrative Executive and Stated Clerk TE Annika Lister Stroope called attention to the report of the Budget & Finance Committee. On behalf of the Committee, she moved the receipt of the Meriwether 2021 Financial Review. The motion passed. On behalf of the Committee, she moved the receipt of the March Financial Report. The motion passed.

TE Kristin Pike presented the report of the Commission on Ministry (see Appendix). A Task Force of the Commission is developing a Theology of Benefits to guide the Commission in their requirements and recommendations on pastoral compensation, and she asked for volunteers to work with her on the report. M/S/C to receive the report.

TE Shamaine Chambers King and RE Dwight James presented the report of the Delegation to Israel/Palestine.

Karisa Pasanchin presented a video Offering of Song.

The Presbytery recessed for lunch at 11:55 a.m. Jeremy Butler of The Insurance Board was available during lunch to talk with anyone who was interested.

The Presbytery reconvened following lunch at 12:48 p.m. The Presbytery joined in singing “Our Hope, Our Life.”

TE Eric Pasanchin led the Presbytery in the celebration of the Sacrament of Communion.

TE Ann Johnson and RE Nancy Lister-Settle, commissioners to the Synod of Lakes and Prairies, reported on the Synod Assembly, held virtually May 1-2, 2022.

RE Carlyn Crowe presented the report of the Living Legacy Fund Committee (see Appendix). The Committee was able to disperse grants in the amount of \$20,500. On behalf of the Committee, she moved that the report be received. The motion passed.

RE Gary Owens presented the report of the Property Committee (see Appendix). He reported that the committee has accepted an offer for the First Presbyterian, Des Moines, building, and the details of the sale are being worked out. Fixtures and hymnals from the church are available for the asking. M/S/C to receive the report.

The Moderator called attention to the report of the Administrative Commission for First Presbyterian Church, Greenfield, Iowa. M/S/C to receive the report.

RE Polk Davison presented the report of the Administrative Commission for First Presbyterian Church, Des Moines, Iowa. M/S/C to receive the report.

TE Eric Pasanchin presented the report of the New Church Development Committee. He introduced a video of a New Worshiping Committee. M/S/C to receive the report.

Betty Dyer reported on the work of Our Sister Parish (see Appendix). They are planning to take a delegation to El Salvador June 27-July 4, 2022. The committee will deliver Don Justo coffee to congregations. M/S/C to receive the report.

TE Nathan Williams, Vice-Moderator, led the Presbytery in a vote of thanks to Ankeny Presbyterian Church for their hospitality, and for those who attended via Zoom.

There was no other business.

The closing hymn was “May the God of Hope Go with Us.”

TE Lynne Hanna adjourned the meeting with a benediction.

The 528<sup>th</sup> Stated Meeting of the Presbytery of Des Moines will be held on Saturday, November 12, 2022, at a place to be determined.

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

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**UPP Personnel Commission Report  
to Prospect Hill Presbytery  
North Central Iowa Presbytery  
Des Moines Presbytery  
October, 2022**

The UPP Personnel Commission met in person (for the first time!) and via Zoom October 20, 2022.

1. The 2023 UPP budget was approved. It is based on the previously agreed upon 2% increase for each presbytery. Executive staff raises were set at 3% raises and Jeannie's salary was raised about 9% to reflect inflation and added duties. Some other line items were adjusted to better reflect the reality of what is being spent or is anticipated.
2. After much research by Annika and Jeff, the Commission approved the proposal from the Synod of Lakes and Prairies to handle accounting services for UPP, Prospect Hill Presbytery and North Central Iowa Presbytery, adding Des Moines Presbytery after the first of the year.
3. The original shared staff proposal that was approved by the three presbyteries included suggested plans for evaluating how the shared process is going. The Personnel Commission is encouraging each Presbytery Council to spend some time evaluating the shared executive and staff model, as well as the future of Presbyteries in the State and how best to support the broader Church. Then we encourage the three leadership Councils to find time to come together in 2023 for some joint sharing and evaluation.
4. The UPP Personnel Commission conducted annual reviews of the three executive staff members (Ian, Amgad, and Annika) and our support staff (Jeannie). We believe we are especially blessed by their leadership and their willingness to collaborate together on this unique staffing arrangement!
5. The next meeting of the UPP Personnel Commission will be 2:00 p.m., Thursday, December 15 via Zoom. The main business will be the annual review of Personnel Commission policies and election of UPP Personnel Commission officers for 2023.

- Respectfully submitted,  
Brad Braley  
Moderator, UPP Personnel Commission

**Presbytery of Des Moines  
of the  
Presbyterian Church (U.S.A.)**

**MANUAL OF OPERATIONS**

Approved \_\_\_\_\_, 2022

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**Presbytery of Des Moines  
of the  
Presbyterian Church (U.S.A.)**

**MANUAL OF OPERATIONS**

Approved November 10, 2020

**1. The Presbytery of Des Moines, of the Presbyterian Church (USA)**

- 1.1. Presbytery of Des Moines is incorporated as a non-profit corporation under the laws of the State of Iowa.
- 1.2. The corporation is governed by the Constitution of the Presbyterian Church (USA), the Articles of Incorporation, the By-laws of the corporation, and the Manual of Operations.
- 1.3. In accordance with the By-laws, the management of the affairs of the corporation is vested in a Board of Trustees which shall receive, hold, encumber, manage and transfer property, and facilitate the management of the civil affairs of the corporation in such manner as may be directed by the corporation from time to time.
- 1.4. The Officers of the Presbytery consists of: President – Moderator of the Presbytery; Vice President – Vice Moderator of the Presbytery; Secretary – Stated Clerk of the Presbytery; and Treasurer – Treasurer of Presbytery. The Officers of the Presbytery and the Moderator of Leadership Council are the Board of Trustees. Officers are either Ministers of the Word and Sacrament/Teaching Elders or Ruling Elders. The Executive Presbyters are ex-officio members of the Board of Trustees with voice but not vote.

**2. General Rules**

- 2.1. The name of the Presbytery is **Presbytery of Des Moines**. “The Presbytery is the council comprised of presbyters elected by the people and organized for the task of bearing witness to the Lordship of Jesus Christ in the world.” ( ) The Presbytery is the council serving as a corporate expression of the Church within **these counties in the State of Iowa**: Adair, Adams, Appanoose, Audubon, Cass, Clarke, Dallas, Davis, Decatur, Guthrie, Jasper, Keokuk, Lucas, Madison, Marion, Mahaska, Monroe, Polk, Poweshiek, Ringgold, Taylor, Union, Wapello, Warren, and Wayne.
- 2.2. The Presbytery shall communicate to the sessions a plan for determining how many Ruling Elders each session should elect as commissioners to Presbytery, with a goal of parity of Ministers of the Word and Sacrament/Teaching Elders and Ruling Elders. This plan shall require each session to elect at least one commissioner and take into consideration the representation found in G.30301 The Presbytery is governed by the Constitution of the Presbyterian Church (USA) and shall be conducted as authorized and

directed by the Presbytery of Des Moines By-laws, Articles of Incorporation and its Manual of Operations. The minimum composition of a Presbytery is 10 duly constituted sessions and 10 Ministers of the Word and Sacrament/Teaching Elders.

- 2.3. Presbytery of Des Moines is a member Presbytery of the Presbyterian Church (USA) composed of congregations and Ministers of the Word and Sacrament/Teaching Elders on its rolls within its geographical bounds. Its duties, responsibilities, governance, discipline and faith statements are contained in the Constitution of the Presbyterian Church (USA) and this Manual of Operations.
- 2.4. Presbytery of Des Moines is a member Presbytery of the Synod of Lakes & Prairies and the Presbyterian Church (USA).
- 2.5. The Manual of Operations applies to all committees, councils and commissions of Presbytery of Des Moines.

### 3. **Meetings of Presbytery**

- 3.1. There shall be ~~three~~ ~~four~~ stated meetings of the Presbytery each year: second Saturday in February; third Tuesday in May; ~~Third Saturday in August~~; and second Tuesday in November. **Per the Covenant with the Tri-Presbyteries of Iowa, the presbyteries hold an annual gathering.** The November meeting will be the annual meeting of the corporation. The date of regularly scheduled Stated Meetings may be changed by the Leadership Council when circumstances arise that make it necessary to do so, such as weather concerns.
- 3.2. Special meetings of the Presbytery may be called by (1) Presbytery Moderator with the concurrence of two Ministers of the Word and Sacrament/Teaching Elders and two Ruling Elders, with the Ruling Elders being from different churches, (2) the Synod of Lakes & Prairies. Only business indicated in the call of special meetings may be transacted at a special meeting.
- 3.3. Notice for **Stated** Presbytery meetings shall be sent at least ~~twenty~~ ~~ten~~ days in advance to the session of every church and each Minister of the Word and Sacrament/Teaching Elder. **Notice for Called Presbytery meeting shall be sent at least ten days in advance to the session of every church and each Minister of the Word and Sacrament/Teaching Elder.** The notice gives the purpose of the meeting. A packet with all business coming before Presbytery meetings is posted on the Presbytery website at least ten days in advance.
- 3.4. Locations for stated meetings are set by the Presbytery Stated Clerk.
- 3.5. The docket for Presbytery meetings is prepared by the Stated Clerk, and Moderator of Presbytery, in consultation with the Executive Presbyters. The docket is proposed **by the Stated Clerk** to the Presbytery for adoption ~~by the Stated Clerk~~.
- 3.6. Presbytery meetings shall conform to the **Constitution of the Presbyterian Church (USA)**, Robert's Rules of Order Newly Revised, ~~Constitution of the~~

~~Presbyterian Church (USA)~~ and the Manual of Operations.

- 3.7. A quorum for Presbytery meetings is ten percent of the Ministers of the Word and Sacrament/Teaching Elders currently on the roll of the Presbytery and one Ruling Elder commissioner from ten percent of the congregations on the roll of the Presbytery.
- 3.8. The presbytery may meet by electronic means if all Ministers of Word and Sacrament/Teaching Elder members and Ruling Elder commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. The quorum for such a meeting is the same as a regular meeting.
- 3.9. New business presented at stated meetings of the Presbytery shall be referred (by the Stated Clerk) to the appropriate committee of the Presbytery for review and recommendation at the next stated meeting of the Presbytery. New business is not considered at the meeting in which it is presented unless approved by a two-thirds vote of those present and voting.
- 3.10. Display space at stated meetings may be requested by the Presbytery and ministries of Presbytery of Des Moines, Synod of Lakes & Prairies and General Assembly. Displays are for information sharing, not fundraising. A common table may be provided for congregations to place materials about their ministries. Exceptions to these guidelines require approval by the Stated Clerk or the Mission Executive.

#### 4. **Officers**

- 4.1. Officers of the Presbytery are Moderator, Vice Moderator, Stated Clerk, and Treasurer. Officers of the Presbytery shall also serve as officers of the corporation as defined in the By-laws and Articles of Incorporation, Article VI.
- 4.2. The Presbytery Moderator and Vice Moderator are nominated by the ~~Committee on~~ Nominating **Committee** and elected by the Presbytery for a 1-year term, and shall not serve consecutive terms.
- 4.3. The Treasurer is nominated by the ~~Committee on~~ Nominating **Committee** and elected by the Presbytery for a 3-year term. Evaluation of the Treasurer shall be conducted by the Leadership Council who will report to the Presbytery at the November stated meeting.
- 4.4. The Stated Clerk is nominated by the Tri-Presbyteries Search Committee and is elected by the Presbytery (G-3.0104). Evaluation of the Stated Clerk shall be conducted by the Tri-Presbyteries Commission on Personnel in October and the results reported to the Leadership Council who will then present the report at the November Presbytery meeting.
- 4.5. The Presbytery Moderator, Vice Moderator and Treasurer are voluntary, unpaid positions. The Stated Clerk is a compensated position. **The Recording Clerk for presbytery meetings receives an honorarium determined by the Personnel Commission.** Officers and Staff shall not serve as members of standing committees.

## 5. **Officers Duties**

- 5.1. Moderator.** The Moderator shall preside over the meetings of the Presbytery, open and close Presbytery meetings with prayer, in consultation with the Stated Clerk appoint a parliamentarian and may appoint a recording ~~clerk secretary~~ for each meeting. The Moderator shall serve on the Leadership Council. The Moderator or moderator designate will moderate all ordinations and installations. The individual serving as the Moderator of the Presbytery shall alternate by year between a Minister of the Word and Sacrament/Teaching Elder and Ruling Elder. The Moderator shall serve a term of one year.
- 5.2. Vice Moderator.** The Vice Moderator shall preside over meetings of the Presbytery at the request or in absence of the Moderator. The Vice Moderator **or their designee** will provide an orientation prior to each stated meeting for new commissioners. The Vice Moderator shall serve on the Leadership Council. The individual serving as the Vice Moderator shall alternate by year between Minister of the Word and Sacrament/Teaching Elder and Ruling Elder. The Vice Moderator shall serve a term of one year. It is expected the Vice Moderator be nominated to the office of Moderator.
- 5.3. Stated Clerk.** The Stated Clerk (see Administrative Executive in 6.4.) shall record the transactions of the Presbytery, keep its rolls of membership and attendance, maintain any required registers, preserve records and furnish extracts of records as may be required by a higher council. The Stated Clerk shall be either a Ruling Elder or a Minister of the Word and Sacrament/Teaching Elder. The Stated Clerk may appoint a Recording Clerk for each stated meeting. Duties of office fall under the provisions in the Form of Government (G-3.0104). The Stated Clerk shall report annually to the Synod and General Assembly statistics and information required by these higher councils. The Stated Clerk shall conduct an annual review of the minutes and records of each Session and report the findings to the Presbytery. ~~The Stated Clerk shall serve as the recording secretary for the Leadership Council.~~ The Stated Clerk and the Leadership Council are responsible for updating the Manual of Operations on a regular basis and having it on the Presbytery website.
- 5.3.1.** The Stated Clerk **and/or the Pastor to the Presbyteries** shall serve as the presbytery's liaison to the Board of Pensions, and coordinate retirement and memorial recognitions of ministers.
- 5.4. Treasurer.** The treasurer shall be a signatory on bank accounts, **oversee the receipt and disbursement of funds**, ~~receive and disburse funds~~, and have full access to all financial records. The treasurer shall attend the ~~Committee on~~ Budget and Finance **Committee** having voice without vote, in order to ensure a full and accurate account of all financial funds and securities to the Presbytery and Synod, and coordinate with the Presbytery accountant in preparing financial statements and the annual financial review and triennial audit of the Presbytery of Des Moines. The term of office is for three years.
- 5.5.** The Treasurer, Stated Clerk, and Executive Presbyters and administrative staff are

responsible for assuring all financial policies and procedures are followed.

## **6. Tri-Presbyteries Staff**

- 6.1.** In November 2019, Presbytery approved a Covenant with the Presbyteries of North Central Iowa and Prospect Hill to a shared staffing model with a seven-year commitment. The staffing model consists of the following:
- 6.2.** Mission Executive: This person will focus on mission engagement in the state, presbyteries and communities. This includes taking the lead in mission initiatives in Iowa and coordinating mission opportunities (especially for smaller congregations who may not have enough to do such a trip on their own). Being a resource to Mission Committees of the presbyteries.
- 6.3.** Pastor to the Presbyteries: This person will provide support to pastors and congregations, and Pastor Nominating Committees. The focus is on health and vitality of congregations and leaders so will include peer cohort development and administration, educational events for congregational leaders, reference checks. Being a co-resource to the Commissions on Ministry, Committees on Preparation for Ministry, congregational Personnel Committees and a primary resource to Pastor Nominating Committees.
- 6.4.** Administrative Executive: This person will serve as Stated Clerk to all three presbyteries and as the Head of Staff. They will resource Finance and Property Committees, Nominating Committees, Permanent Judicial Committees, policy matters, and Presbytery meetings. He or she will also co-resource Committees on Ministry, Committees on Preparation for Ministry and congregational Personnel Committees.
- 6.5.** Full time Office Administrator: Supporting the work of committees, Stated Clerk office, and being point of contact for calls from congregations. Support for Administrative Executive.
- 6.6.** Full time Program and Communications Administrator: This position will be ½ time program support (support for events and programs from the work of the Pastor to presbyteries and Mission Executive plus support for them). The other half would be spent on communications that connect and communicate with the Iowa Presbyterians (websites, minute for mission pieces, newsletters, etc.). This person will make sure stories are shared from every presbytery.
- 6.7. Tri-Presbyteries ~~Commission on~~ Personnel Commission**
  - 6.7.1.** The presbytery authorizes the establishment of a shared Personnel Commission composed of three people from each participating presbytery in the Staffing Model. The three people from each presbytery shall be elected and commissioned for this service.
  - 6.7.2.** These participants will serve in rotating three-year terms. Participants can serve two terms or a maximum of six years before being required to rotate off the

Commission.

- 6.7.3. Leadership of this Commission will rotate among the presbyteries on an annual basis.
- 6.7.4. The Commission will report to each presbytery's Leadership Council.
- 6.7.5. The Commission will be authorized and expected to have the following responsibilities:
  - 6.7.5.1. Develop a shared set of personnel policies that will guide the work and offer processes for the staff to use.
  - 6.7.5.2. Review and support the staff. Conduct initial six-month review of all staff members. Conduct annual review of all staff members for the first year. The Commission will receive the annual reviews of the full-time administrators from the Administration Executive in subsequent years. Mentor the staff, providing support, clarifying responsibilities and answering questions as needed. Discipline staff members as needed, following established policies for addressing issues and concerns that arise. Fire staff members who do not meet performance and/or behavioral expectations using due process as articulated in the adopted personnel policies. In the case of the Administrative Executive, which includes the Stated Clerk role, the Commission will recommend termination and an interim Stated Clerk candidate to each presbytery for action.

## 7. **Membership**

- 7.1. Commissioners at Presbytery meetings with voice and vote are the following:
  - 7.1.1. All Ministers of the Word and Sacrament/Teaching Elders **on the roll of the Presbytery** and Commissioned Ruling Elders **currently commissioned to ministries in the Presbytery.** ~~on the roll of the Presbytery.~~
  - 7.1.2. At least one Ruling Elder elected by the session of each congregation on the roll of the Presbytery in accordance with the membership size of the church.
    - 7.1.2.1. Up to 250 members: 1 Ruling Elder commissioner;
    - 7.1.2.2. 251 to 1,000 members: 2 Ruling Elder commissioners;
    - 7.1.2.3. 1000 members and over: 3 Ruling Elder Commissioners.
    - 7.1.2.4. Sessions are encouraged to elect Ruling Elder commissioners to serve a one-year term to ensure continuity and full participation by the Ruling Elders.
  - 7.1.3. Ruling Elder Certified Christian Educators and Certified Associate Christian Educators during their term of service in an educational ministry under the

jurisdiction of Presbytery of Des Moines but are not otherwise elected as a commissioner from a session.

**7.1.4.** Ruling Elder officers of the Presbytery and Ruling Elder committee moderators.

**7.1.5.** Ruling Elder commissioners to the General Assembly and Young Adult Advisory delegates during their term of service but are not otherwise elected as a commissioner from a session.

**7.1.6.** The following have voice, but not vote at Presbytery meetings:

**7.1.6.1.** One Ruling Elder elected from each new church development Steering Committee.

**7.1.6.2.** Christian educators employed by congregations of Presbytery of Des Moines who are not certified or are not Ruling Elders.

**7.2.** The Presbytery, through the stated clerk, shall adopt a plan at the first stated meeting of each year to fulfill the requirements of G-3.0301 concerning numerical parity of Ministers of the Word and Sacrament/Teaching Elders and Ruling Elders as well as a method to fulfill the principles of participation and representation found in G-3.0301.

## **8. Organization**

**8.1.** All committees and the Leadership Council are divided into three classes, with members in numbers as nearly equal as possible, serving three-year staggered terms.

**8.2.** A quorum for Standing Committees, the Leadership Council, task forces is fifty percent of its members, unless otherwise specified by the Manual of Operations.

**8.3.** All Standing Committees, and the Leadership Council shall report all actions taken at the next stated meeting of the Presbytery

**8.4.** Presbytery, Standing Committees, and the Leadership Council may appoint temporary task forces for specific work. Task groups shall be given necessary authorization as delegated by the Presbytery, committee, or council. They report to the body which constituted them.

**8.5.** Standing Committees, and the Leadership Council may invite nonmembers who have special expertise to assist temporarily with specific expertise. Such individuals have voice but not vote.

**8.6.** All Standing Committees, and the Leadership Council shall be guided by the Manual of Operations of Presbytery of Des Moines which includes all policies and procedures approved by the Presbytery.

**8.7.** The following report directly to the Presbytery: Leadership Council, Commission on Ministry (**MCO**), Committee on Preparation for Ministry (**CPM**), Permanent Judicial Commission (**PJC**), ~~Committee on Representation~~, ~~Committee on~~ Property **Committee**,

- ~~Committee on~~ Nominating **Committee/Committee on Representation, New Worshiping Communities Committee, Committee on New Church Development, Committee on Sexual Misconduct Response Committee, Committee on** Presbytery Worship **Committee, Committee on** Living Legacy **Committee Fund, Committee on Stewardship and Mission- Interpretation, Committee on the Promotion of Social Righteousness (CPSR), Committee on Camping and Youth Ministry **Committee, Committee on Compassion, Peace and Justice. Committee on** Budget and Finance **Committee**, and Tri-Presbyteries ~~Commission on~~ Personnel **Commission** shall first report to Leadership Council. Leadership Council will then jointly present a report to Presbytery.**
- 8.8. ~~No one serves in more than one elected position concurrently except members of the Permanent Judicial Commission and the Committee on Sexual Misconduct Response.~~
- 8.9. Electronic Meetings: Committees, commissions, boards and other official entities of the Presbytery may arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic meetings will be given by the group's chairperson or moderator.

## 9. **Commissions**

- 9.1. A commission is empowered to consider and conclude matters referred to it by the Presbytery of Des Moines. The Presbytery guided by The Book of Order shall state specifically the scope of the commission's powers and any restrictions on those powers.
- 9.2. Commissions, their moderator and members are elected by the Presbytery.
- 9.3. There are two kinds of commissions: Administrative and Permanent Judicial.

### 9.3.1. **Administrative Commission**

- 9.3.1.1. An administrative commission shall consider and conclude matters not involving ecclesiastical judicial process, except to refer to the Stated Clerk any matters that may require judicial action. There shall be a minimum of **three** ~~5~~ members.
- 9.3.1.2. An administrative commission is nominated by the Leadership Council, the Moderator and Vice Moderator of Presbytery. In all cases, the administrative commission is governed by the Form of Government and the Rules of Discipline. G.3.0109 b.
- 9.3.1.3. All minutes of an administrative commission become a part of Presbytery minutes.

### 9.3.2. **Permanent Judicial Commission**

- 9.3.2.1. A Permanent Judicial Commission shall hold only the powers prescribed by the Constitution of the Presbyterian Church (USA). The Permanent Judicial Commission fulfills the responsibilities specified by the Book of Order and

the Rules of Discipline (D-5.0000).

- 9.3.2.2.** The Permanent Judicial Commission consists of seven members elected in even numbered years for six-year terms. D-5.0102, 5.0103. To begin class rotation, one class shall serve for two, the second class for four years and the third class for six years. Upon expiration of the six-year term, there shall be a lapse of four years before a member may serve another term.

## **10. Terms of Service**

- 10.1.** New Presbytery officers, new members of Presbytery Standing Committees, the Leadership Council and Committee on Nominating members are elected by the Presbytery at the last stated meeting each year with service beginning January 1 of the next calendar year.
- 10.2.** The moderator of each standing committee will be nominated by the Nominating Committee for a one-year term which may be renewed only once during a six-year period.
- 10.3.** Resignations from Standing Committees and the Leadership Council should be submitted in writing to the Stated Clerk. Unexcused absence from ½ of annual meetings constitutes a resignation. When this takes place, the committee moderator shall notify the Stated Clerk indicating that the person be removed from membership of the committee or council and should be officially notified.
- 10.4.** Vacancies for the unexpired portion of a term are filled from nominations made by the Nominating Committee and **approved by the Leadership Council.** ~~election by Presbytery.~~ Any person so elected will serve until the end of the unexpired term.
- 10.5.** Standing committees shall give full expression to the diversity of the presbytery's membership, including as near equal as possible participation of Ruling Elders and Ministers of the Word and Sacrament/Teaching Elders.

## **11. Electronic Voting**

- 11.1.** In accordance with *Robert's Rules of Order Newly Revised* and in accordance with the 216th General Assembly authoritative interpretation of F-3.0205, Standing Committees, the Leadership Council, task forces and other organizations of the Presbytery may vote electronically on motions.
- 11.1.1.** Members should reply with one of following: (1) yes to the motion, (2) no to the motion, (3) abstention, (4) a request to discuss the motion in a face-to-face or conference call meeting, or (5) a request to deal with a parliamentary question at the next face-to-face or telephone conference meeting. Members should reply only to the moderator or clerk (and should not reply to all members) so that earlier voters do not influence later voters.
- 11.2.** If a quorum of members does not reply prior to the deadline, if a member requests discussion of the motion, or if a member requests discussion of a parliamentary question, the motion must be postponed until the next face-to-face or telephone conference

meeting.

## 12. **Leadership Council**

- 12.1. Members of the Leadership Council include 9 members at large. The members at large should ordinarily not be from the same congregation. The Leadership Council is composed of Ruling Elders and Ministers of the Word and Sacrament/Teaching Elders in numbers as nearly equal as possible.
- 12.2. Members with voice and vote are the Presbytery Moderator, Vice Moderator, Immediate Past Moderator and members-at-large.
- 12.3. Ex-officio members with voice but not vote include the Executive Presbyters and Stated Clerk.
- 12.4. The elected members will serve 3-year terms, and no one may serve more than 6 consecutive years. The Moderator of Leadership Council is nominated by the ~~Committee~~ ~~on~~ Nominating **Committee** and elected by Presbytery for a 1-year term.
- 12.5. **The duties of the Leadership Council include:**
  - 12.5.1. The Leadership Council shall meet before a stated meeting of Presbytery and review the docket as prepared by the Stated Clerk and the Moderator. A special meeting may be called by the Moderator of Leadership Council.
  - 12.5.2. Implements the priorities of the Presbytery, coordinates and jointly reports to Presbytery the work of ~~Committee on~~ Personnel **Commission** and ~~Committee on~~ Budget and Finance **Committee**.
  - 12.5.3. Develop, communicate and shepherd the ongoing vision, strategy and design of the Presbytery. Submit recommendations to the Presbytery concerning the mission of the Presbytery. Implement a method for planning and evaluating the work of the Presbytery.
  - 12.5.4. Train elected members to standing committees and Leadership Council or appoint a training team.
  - 12.5.5. Address matters between meetings of the Presbytery as may be necessary or assigned by Presbytery.
  - 12.5.6. Coordinate the work of the ~~Committee on~~ Personnel **Commission** and ~~Committee on~~ Budget and Finance **Committee** and present report jointly to Presbytery. Moderators of the ~~Committee on~~ Personnel **Commission** and ~~Committee on~~ Budget and Finance **Committee** will be first on the agenda of Leadership Council and can leave after their report or be invited to stay for remainder of meeting.
  - 12.5.7. Propose an annual budget jointly with the ~~Committee on~~ Budget and Finance **Committee** to Presbytery.

**12.5.8.** Oversight and coordination of Ecumenical Relationships.

**12.5.8.1.** Ecumenical Relationships are relationships, working agreements, or cooperative endeavors with denominations or religious groups beyond the Presbyterian Church (U.S.A.)

**12.5.8.2.** Receive reports from representatives of related institutions and reviewing annually the proceedings and actions of all such organizations under the direction of the Presbytery.

**12.5.9.** Remain current on issues of theology and culture that affect the Presbytery.

**12.5.10.** Relate to Standing Committees in an empowering style. Each member of Leadership Council will serve as liaison to one or more committees, providing support, guidance and directions for mission on a regular schedule

**12.5.11.** Respond to ministry opportunities in relation to the Presbytery's vision.

~~**12.5.12.** Coordinate and communicate with the "Iowa Presbyteries Task Force" reporting to Presbytery when necessary.~~

**12.5.13. Administrative Duties**

**12.5.13.1.** Review and recommend changes to Presbytery's By-Laws and Manual of Operations.

**12.5.13.2.** Nominate members of the ~~Committee on~~ Nominating **Committee** for election by Presbytery.

**12.5.14.** Develop and submit a budget request to ~~Committee on~~ Budget and Finance **Committee** for the Leadership Council's ministry.

**12.5.15.** At the last stated meeting of each year, the Leadership Council will nominate for election by the Presbytery two members to a new class of the ~~Committee on~~ Nominating **Committee**.

**12.5.16.** The retiring Moderator of Presbytery of Des Moines will install the newly elected officers at the last stated meeting of the year.

**13. Standing Committees**

**13.1.** Each committee has a moderator named by the ~~Committee on~~ Nominating **Committee**. The moderator begins service on January 1 of the new calendar year. A committee may request a vice moderator who is nominated in the same manner. When nominating committee members and moderators, the ~~Committee on~~ Nominating **Committee** shall make every effort to represent the diversity of the Presbytery. All minutes of standing committees are public information except for personnel which is confidential information. Personnel files are confidential.

- 13.2. ~~Committee on Nominating Committee/Committee on Representation (Nom Comm/COR)~~**
- 13.2.1.** The **Nom Comm/COR** ~~Committee on Nominating~~ consists of 6 persons, including the Moderator, nominated by the Leadership Council and elected by the Presbytery.
- 13.2.2.** The purpose of the **Nom Comm/COR** ~~Committee on Nominating~~ is to cooperate with all committees to achieve as nearly as possible a fair and balanced constituency of the Presbytery membership to its council, committees, the Presbytery Permanent Judicial Commission, Synod and General Assembly Commissioners. The **Nom Comm/COR** ~~Committee on Nominating~~ shall make a conscientious, deliberate effort to secure persons to serve on the **Nom Comm/COR** ~~Committee on Representation~~ who fulfill the racial, ethnic, and minority requirements of the Book of Order.
- 13.2.3.** At the last stated meeting of each year, the committee will nominate for election by Presbytery a Presbytery Moderator and Vice Moderator for one-year term; and a Treasurer for three-year term.
- 13.2.4.** Members to fill new classes on Presbytery committees and the Leadership Council will be considered for their faithfulness, skills, abilities, interests and experiences needed.
- 13.2.5.** Nominations to fill vacancies may be made at any meeting of the **Leadership Council or the** Presbytery.
- 13.2.6.** When making nominations, the committee will insure the following principles are followed: (1) representation of the broad theological, cultural, racial, geographical, and generational diversity of the Presbytery, (2) competence of nominees in their area of service, (3) willingness of nominees to work in a collaborative and collegial manner, (4) commitment of nominees to the inclusiveness and diversity of the Presbytery, and (5) commitment of nominees to the mission of the Presbytery and the Presbyterian Church (USA).
- 13.2.7.** For purposes of continuity, the **Nom Comm/COR** ~~Committee on Nominating~~ may nominate some persons to serve a second consecutive term on a committee, but ordinarily at least half of the nominated slate for every committee is made up of persons not currently serving on that committee. No person may serve more than six consecutive years on a committee. After two terms no person may be reelected to the same committee without a ~~one~~**two**-year lapse between terms.
- 13.2.8.** The Committee will maintain a referral system to identify qualified and interested persons to serve the Presbytery and maintain records of service to ensure adequate rotation.
- 13.2.9.** Nominations from the floor are permitted whenever the Presbytery conducts an election. However, all nominees shall have agreed to serve and must fulfill the categories of inclusion specified in the Manual of Operations. A vacancy in the

**Nom Comm/COR Nominating Committee** may be filled by election at any meeting of the Presbytery upon nomination by the Leadership Council.

- 13.2.10.** A permanent file of racial/ethnic and handicapped members in the churches shall be made. Identifying information concerning racial/ethnic and handicapped church members shall be obtained in so far as possible from the Annual Statistical Report filled out by churches.
- 13.2.11.** When a racial/ethnic or handicapped person joins a church during the year, the church is requested to supply pertinent information regarding that person within a month to the **Nom Comm/COR Committee on Representation** either through the moderator of the **Nom Comm/COR Committee on Representation** or to the Presbytery Stated Clerk.

### **13.3. Commission on Ministry**

- 13.3.1.** The Commission on Ministry (COM) consists of 18 Ministers of the Word and Sacrament/Teaching Elders and Ruling Elders in numbers as nearly equal as possible. The ~~Committee on~~ Nominating **Committee** will nominate the members of the COM for election by Presbytery and nominate the moderator and vice-moderator of the commission.
- 13.3.2.** The Pastor to the Presbyteries shall serve as a resource for the Commission without vote.
- 13.3.3.** The quorum of the Commission shall be one-third of its voting members with at least one Minister of the Word and Sacrament/Teaching Elder and one Ruling Elder.
- 13.3.4.** The Commission shall have an executive committee made up of the Commission moderator, vice-moderator, secretary of the Commission, and the Pastor to the Presbyteries. Duties for this executive committee shall be to:
  - 13.3.4.1.** Schedule boundaries/ethics training every year and to keep a record of those who have attended such events.
  - 13.3.4.2.** Review the terms of call, terms of interim contracts, and terms for commissioned Ruling Elders annually.
  - 13.3.4.3.** Propose to the Commission for recommendation to the Presbytery the minimum terms of call for the next year.
  - 13.3.4.4.** Consider confidentially requests for financial assistance for pastors in need.
- 13.3.5.** The Commission's Responsibilities:
- 13.3.6.** The Commission is authorized to act on behalf of Presbytery:

- 13.3.6.1.** to confirm calls issued by churches;
- 13.3.6.2.** to approve and present calls for services of ministers;
- 13.3.6.3.** to approve the examination of and approve membership of Ministers of the Word and Sacrament/Teaching Elders and Commissioned Ruling Elders ~~transferring from other Presbyteries~~;
- 13.3.6.4.** to dissolve pastoral relationships in cases where the congregation and pastor concur;
- 13.3.6.5.** to grant permission to labor within or outside the bounds of the Presbytery; and to dismiss ministers **and Commissioned Ruling Elders** to other presbyteries, with the provision that all such actions will be reported to the next Stated Meeting of Presbytery.
- 13.3.7.** Commissioned Ruling Elders: The Commission shall recommend to Presbytery for approval of all actions with regard to Commissioning Ruling Elders.
- 13.3.8.** Members of Presbytery: The Commission shall present to the February Stated Meeting of Presbytery an annual review of the terms of call for Ministers of the Word and Sacrament/Teaching Elders and shall recommend by the May meeting minimum terms of call for the next calendar year.
- 13.3.9.** Administration of the Lord's Supper: The Commission shall report to Presbytery specific elders to administer or preside at the Lord's Supper for a period of time not to exceed one year.
- 13.3.10.** Membership Categories: The Commission shall recommend to Presbytery membership status.
- 13.3.11.** Strategy for Churches: The Commission shall consult with churches about strategy relating to matters of pastoral staff, property, resources, and program and shall recommend or report to Presbytery appropriate changes.
- 13.3.12.** Pension Representative: The Pastor to the Presbyteries shall serve as the Board of Pensions Representative, to resource the Commission and the Presbytery and to coordinate retirement and memorial recognitions of ministers.
- 13.3.13.** Continuing Education and Pastoral Care: The Commission shall review regularly the continuing education and personal well-being of Ministers of the Word and Sacrament/Teaching Elders and Commissioned Ruling Elders.
- 13.3.14.** The Commission shall provide for boundaries/ethics training opportunities every year.
- 13.3.15.** Through its liaisons conduct biennial visits.
- 13.3.16.** Through its liaisons, work with Pastor Nominating Committees to conduct

searches for pastoral leadership.

#### **13.4. Committee on Preparation for Ministry**

**13.4.1.** The committee consists of 5 Ministers of the Word and Sacrament/Teaching Elders and Ruling Elders in numbers as nearly equal as possible. The committee will meet a minimum of 4 times a year.

**13.4.2.** The Committee on Preparation for Ministry shall oversee preparation of persons who seek to be ordained as Ministers of the Word and Sacrament/Teaching Elders and those persons who seek to become Commissioned Ruling Elders.

#### **13.4.3. Responsibilities**

**13.4.3.1.** Responsibilities are found in the Book of Order and the General Assembly's "Advisory Handbook on Preparation for Ministry."

**13.4.3.2.** Committee members will maintain contact with mentees, via personal visits and/or electronic means, throughout the year. Committee member mentors will conduct annual consultations to review progress and establish goals for the next year with all inquirer and candidate mentees.

**13.4.3.3.** The Committee will secure and nominate to Presbytery for election annual "readers" for Ordination Examinations.

**13.4.3.4.** Committee member mentors will review progress, via personal visits and/or electronic means, and assist in exploring potential applications for training.

#### **13.4.4. Evaluations**

**13.4.4.1.** The Committee on Preparation for Ministry will conduct background checks, including sexual abuse, prior to a seeker being approved as an inquirer or during the first term of Commissioned Ruling Elder training. Cost will be paid by the committee.

**13.4.4.2.** Psychological evaluation/professional vocation evaluation will be completed by an inquirer before being approved as a candidate. The inquirer will normally undergo evaluation at the Des Moines Pastoral Counseling Center. In lieu of the Des Moines Pastoral Counseling Center, the inquirer may undergo evaluation and counseling at the LeaderWise Center in New Brighton, Minnesota, the Midwest Career Development Center in Chicago, or another regional counseling center. The cost of the counseling/evaluation will be split between the committee, the inquirer's local session, and the inquirer. The Moderator of the sub-committee will inform the inquirer and session of financial responsibilities.

#### **13.4.5. Financial Support**

- 13.4.5.1.** The Committee recognizes that seminary and theological training for inquirers, candidates, and Commissioned Ruling Elders is a time of financial stress for the seeker. It is the Presbytery's position it will aid and help the seekers in every way possible to reduce the financial hardship for the seeker. Individual congregations and the seeker's own congregation should and can be solicited for financial aid.
- 13.4.5.2.** The Swan Fund is administered by the Presbytery. Persons seeking grants from this fund may apply annually. Grants are made on an irregular schedule and are made based on funds available. The Presbytery will receive special offerings at services of installation and ordination for the Swan Fund.
- 13.4.5.3.** The Omaha Seminary Foundation offers several types of support to persons seeking ordination as Ministers of the Word and Sacrament/Teaching Elders and to lay persons seeking theological education to become Commissioned Ruling Elders/Commissioned Lay pastors. In addition to scholarships, loans are available that will be forgiven if the recipient engages in ministry within The Synod of Lakes and Prairies or the state of Missouri.

**13.5. Committee on Representation**

- ~~13.5.1. The Committee on Representation consists of 3 persons: ministers of the Word and Sacrament, ruling elders, and other church members representing the broad theological, cultural, racial, geographical, and generational diversity of the Presbytery as stated in the Book of Order G-3.0103.~~
- ~~13.5.2. The Committee is responsible for the implementation of the Presbytery's commitment to inclusiveness, diversity, and representation as specified in G-3.0103 and F-1.0403.~~
- ~~13.5.3. The Committee advises the Committee on Nominating concerning diversity in leadership.~~
- ~~13.5.4. A permanent file of racial/ethnic and handicapped members in the churches shall be made. Identifying information concerning racial/ethnic and handicapped church members shall be obtained in so far as possible from the Annual Statistical Report filled out by churches. See Nominating Committee/Committee on Representation above~~
- ~~13.5.5. When a racial/ethnic or handicapped person joins a church during the year, the church is requested to supply pertinent information regarding that person within a month to the Committee on Representation either through the moderator of the Committee on Representation or to the Presbytery Stated Clerk. See Nominating Committee/Committee on Representation above~~
- ~~13.5.6. There shall be at least one meeting as early as possible in the calendar year.~~

**13.6. New Worshiping Communities Committee ~~Committee on New Church Development~~**

- 13.6.1.** The **New Worshiping Communities Committee** ~~Committee on New Church Development~~ consists of six members. A majority of the members must be Ruling Elders and Ministers of the Word and Sacrament/Teaching Elders. The moderator(s) of the committee will be nominated by the ~~Committee on~~ Nominating **Committee** for a term of one year.
- 13.6.2.** **The Committee educates the Presbytery and its churches about the nature of New Worshiping Communities, encourages members of the Presbytery and its churches to envision new forms of worshiping communities, and assists them in bringing promising visions to fruition through training, coaching, encouragement, accountability, and grant funding.** ~~The Committee oversees and supports new church developments, fellowships, new worshiping communities, and other church partnerships by the Presbytery.~~
- 13.6.3.** The Committee recommends to the Leadership Council **partnerships with new worshiping communities. Recommendations shall include a vision for ministry, development goals, and a plan for spiritual and financial support and sustainability.** ~~the establishment of new church developments. All such recommendations must include a plan for financial support and ministry goals.~~
- 13.6.4.** The Committee responsibilities include (1) supporting new **worshiping community leaders and congregational sponsors,** ~~church development pastors and Steering Committees,~~ (2) guiding them in polity, process, evangelism, and **healthy, sustainable development,** ~~congregational development,~~ (3) helping them meet goals determined by **their leadership team and** ~~the~~ Presbytery concerning **participation, membership,** ministry and funding, (4) **meet with them at least quarterly,** ~~receiving reports from them quarterly, and~~ (5) evaluating them at least **twice a year,** ~~annually~~ and (6) explore and recommend alternative forms of **new worshiping communities.** ~~new church development.~~
- 13.6.5.** The Committee reports **biannually** ~~annually~~ to the Leadership Council on the status of each new **worshiping community and makes recommendations concerning funding each year.** ~~church development with a recommendation concerning the next year of funding.~~

**13.7. Committee on Camping and Youth Ministry Committee**

- 13.7.1.** The ~~Committee on~~ Camping and Youth Ministry **Committee** consists of 5 members with experience in youth ministry, at least two of whom shall be Ministers of the Word and Sacrament/Teaching Elders or Ruling Elders.
- 13.7.2.** The Committee provides for the nurture, faith development, and leadership skills of youth in the Presbytery, as well as the adults who work with youth. It is responsible for conducting programs, retreats, and events that affirm youth as children of God and enables and challenges youth to minister to others.

### **13.7.3. Responsibilities**

- 13.7.3.1.** The Committee shall develop a program of scholarships, grants and registration waivers for participants in programs, retreats and events that affirm youth. In addition, the Committee will develop guidelines and an application process for these scholarships, grants and registrations waivers. Funds for these scholarships, grants and registrations waivers shall come from the budget for the Committee and the Knox Knolls and Walther Funds following the guidelines established by the Committee on Living Legacy Fund.
- 13.7.3.2.** The Committee shall implement programs for junior high/middle school youth, including but not limited to, events such as Triennium.
- 13.7.3.3.** The Committee shall provide a program of outdoor ministries for the youth in the Presbytery by setting dates and locations of the camping program, securing directors and counselors and selecting curriculum.
- 13.7.3.4.** The Committee shall train directors and counselors in the curriculum and child-safely policies.
- 13.7.3.5.** Background checks should be conducted on all staff and volunteers.
- 13.7.3.6.** The Committee shall initiate new and innovative youth programs.
- 13.7.3.7.** The Committee shall evaluate the camping program.

### **13.8. Committee on Promotion of Social Righteousness**

- 13.8.1.** The Committee on Promotion of Social Righteousness consists of 5 members, including the moderator. No less than two members shall be Ministers of the Word and Sacrament/Teaching Elders.
- 13.8.2.** The purpose of the Committee is to equip and encourage the Presbytery to be a community of witness, pointing beyond itself to the good news of God's transforming grace in Christ Jesus its Lord (F-1.0301). Drawing from the historic great ends of the Church (F-1.0304), "social righteousness" points to a proactive and comprehensive understanding of God's intention for human community.

### **13.8.3. Responsibilities**

- 13.8.3.1.** Support and encourage mission partnerships among local churches.
- 13.8.3.2.** Facilitate networking and partnerships for common mission between congregations and entities within the Presbytery.
- 13.8.3.3.** Commend priority areas for coordinated mission work.
- 13.8.3.4.** Oversee uses of Presbytery mission budget, Peace & Global Witness

Offering, and consult with the Living Legacy Committee regarding mission grants.

13.8.3.5. Connect to denominational and ecumenical/interfaith mission.

13.8.3.6. Promote and interpret the ministries of the Presbytery, Synod and General Assembly of the Presbyterian Church (USA) to local congregations, including mission coworker/peacemaker itinerations and hands-on opportunities such as the Young Adult Volunteer Program.

13.8.3.7. Represent the Presbyter to ecumenical or interfaith networks addressing broader mission and issues of social righteousness, including public advocacy consistent with Presbytery-approved mission priorities.

13.8.3.8. Promote and interpret general mission giving and the Special Offerings of the PC(USA).

13.9. ~~Committee on Compassion, Peace and Justice~~ See Committee on the Promotion of Social Righteousness

~~13.9.1. The committee on Compassion, Peace and Justice consists of 5 members, including the moderator.~~

~~13.9.2. The Committee will seek to equip congregations and sensitize their members to the Gospel's call for God's people to promote social justice and peace thorough education and advocacy.~~

~~13.9.3. Responsibilities~~

~~13.9.3.1. Initiate and organize social action programs within the Presbytery, regional partners (as requested) and assist local churches in developing their social ministries.~~

~~13.9.3.2. Suggest strategies for involvement in social action ministry.~~

~~13.9.3.3. Act as agent of the Presbytery in ecumenical social action programs when authorized by the Presbytery.~~

~~13.9.3.4. Develop and oversee the Harvest Offering promotion and grants.~~

~~13.9.3.5. Report to the Presbytery regularly.~~

13.10. ~~Committee on Budget and Finance~~ Committee

13.10.1. The ~~Committee on~~ Budget and Finance **Committee** consists of ~~five~~ **6** members: ~~four~~ **five** at large members (including the moderator of the committee) and the moderator of the Living Legacy ~~Fund~~ Committee. Two members should have professional training orexperience in accounting. The following are ex-officio members with voice but not vote: Administrative Executive (or appointee), ~~and~~ Treasurer, **and a representative from the accounting/financial services of**

### the Presbytery.

**13.10.2.** The committee provides financial and budgetary oversight and guidance to the Presbytery. They shall provide assurance the financial resources of the Presbytery are managed in accordance with the vision and mission direction of the Presbytery. They are responsible for established policies and procedures under which sound financial management can be governed.

### **13.10.3. Responsibilities**

**13.10.3.1.** Receive budget requests, mission pledges, and per capita information.

**13.10.3.2.** Coordinate with the ~~Committee on~~ Living Legacy ~~Committee Fund~~, Presbytery's accountant/**financial services** and staff to monitor investments.

**13.10.3.3.** 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.

**13.10.3.4.** Review and make recommendations to the Leadership Council concerning insurance, tax issues, asset inventories, special offerings and funds, and other matters involving the expenditure of funds. All budget reports go to Leadership Council and are jointly presented to Presbytery.

**13.11.** ~~Committee on Stewardship and Mission Education~~ See Committee on the Promotion of Social Righteousness

### **13.12.**

~~**13.12.1.**— Membership: The Committee on Stewardship and Mission Education consists of five members including the moderator.~~

~~**13.12.2.**— The Purpose of the Committee is to lift up God's mission as that which gives shape and substance to the life and work of the church (F-1.101), and nurture the grace of generosity within the Presbytery.~~

### ~~**13.12.3.**— Responsibilities~~

~~**13.12.3.1.**— Promote and interpret the ministries of the Presbytery, Synod and General Assembly of the Presbyterian Church (U.S.A) to local congregations and provide or make available training for congregations in stewardship programs.~~

~~**13.12.3.2.**— Promote and interpret Per Capita and the denominational Special Offerings of the PC(USA).~~

~~13.12.3.3. Promote the various mission opportunities available through the General Assembly offices, including the Young Adult Volunteer Program.~~

**13.13. Committee on Nominating See above Nominating Committee/Committee on Representation**

~~13.13.1. — The Committee on Nominating consists of 6 persons, including the Moderator, nominated by the Leadership Council and elected by the Presbytery.~~

~~13.13.2. — The purpose of the Committee on Nominating is to cooperate with all committees to achieve as nearly as possible a fair and balanced constituency of the Presbytery membership to its council, committees, the Presbytery Permanent Judicial Commission, Synod and General Assembly Commissioners. The Committee on Nominating shall make a conscientious, deliberate effort to secure persons to serve on the Committee on Representation who fulfill the racial, ethnic, and minority requirements of the Book of Order.~~

~~13.13.3. — At the last stated meeting of each year, the committee will nominate for election by Presbytery a Presbytery Moderator and Vice Moderator for one year term; and a Treasurer for three year term.~~

~~13.13.4. — Members to fill new classes on Presbytery committees and the Leadership Council will be considered for their faithfulness, skills, abilities, interests and experiences needed.~~

~~13.13.5. — Nominations to fill vacancies may be made at any meeting of the Presbytery.~~

~~13.13.6. — When making nominations, the committee will insure the following principles are followed: (1) representation of the broad theological, cultural, racial, geographical, and generational diversity of the Presbytery, (2) competence of nominees in their area of service, (3) willingness of nominees to work in a collaborative and collegial manner, (4) commitment of nominees to the inclusiveness and diversity of the Presbytery, and (5) commitment of nominees to the mission of the Presbytery and the Presbyterian Church (USA).~~

~~13.13.7. — For purposes of continuity, the Committee on Nominating may nominate some persons to serve a second consecutive term on a committee, but ordinarily at least half of the nominated slate for every committee is made up of persons not currently serving on that committee. No person may serve more than six consecutive years on a committee. After two terms no person may be reelected to the same committee without a two year lapse between terms.~~

~~13.13.8. — The Committee will maintain a referral system to identify qualified and interested persons to serve the Presbytery and maintain records of service to ensure adequate rotation.~~

~~13.13.9. — Nominations from the floor are permitted whenever the Presbytery conducts an election. However, all nominees shall have agreed to serve and must fulfill the~~

~~categories of inclusion specified in the Manual of Operations. A vacancy in the Nominating Committee may be filled by election at any meeting of the Presbytery upon nomination by the Leadership Council.~~

~~13.13.10. The Committee on Representation consists of 3 persons: ministers of the Word and Sacrament, ruling elders, and other church members representing the broad theological, cultural, racial, geographical, and generational diversity of the Presbytery as stated in the Book of Order G-3.0103.~~

~~13.13.11. The Committee is responsible for the implementation of the Presbytery's commitment to inclusiveness, diversity, and representation as specified in G-3.0103 and F-1.0403.~~

~~13.13.12. The Committee advises the Committee on Nominating concerning diversity in leadership.~~

~~13.13.13. A permanent file of racial/ethnic and handicapped members in the churches shall be made. Identifying information concerning racial/ethnic and handicapped church members shall be obtained in so far as possible from the Annual Statistical Report filled out by churches.~~

~~13.13.14. When a racial/ethnic or handicapped person joins a church during the year, the church is requested to supply pertinent information regarding that person within a month to the Committee on Representation either through the moderator of the Committee on Representation or to the Presbytery Stated Clerk.~~

~~13.13.15. There shall be at least one meeting as early as possible in the calendar year.~~

#### 13.14. Committee on Property Committee

13.14.1. The ~~Committee on~~ Property **Committee** consists of **five six** members with Ruling Elders and Ministers of the Word and Sacrament/Teaching Elders, **at least one shall be a real estate professional**. Ex-officio members with voice and without vote include the Administrative Executive **and the Presbytery Treasurer**. The Moderator will be nominated by the ~~Committee on~~ Nominating **Committee**.

13.14.2. The Committee implements the responsibilities of the Presbytery concerning property as specified in the Book of Order (G-4.02) including the property trust clause in G-4.0203.

13.14.3. The Committee is authorized to approve loan requests from congregations considering their overall financial health and after consultation with the Commission on Ministry. Requests over \$100,000 need the additional approval of the Presbytery.

13.14.4. The Committee is authorized to recommend renewals or extensions of existing congregational loans with the same lender unless there is a substantial change in the loan or the liability of the Presbytery for that loan. If so, the additional approval of the Presbytery is required.

- 13.14.5.** Subject to the guidance of the Presbytery, the Committee is authorized to negotiate for the acquisition, lease (including mineral leases), granting of easements, sale of timber, sale or other disposition of property owned by the Presbytery, and do all things reasonably necessary to accomplish any transaction directed by the Presbytery.
- 13.14.6.** The Committee receives title to property on behalf of the Presbytery when a congregation is dissolved, when property is donated to the Presbytery, or whenever property of a congregation ceases to be used for the ministry of a congregation of the Presbyterian Church (USA) in accordance with G-4.0204 and G-4.0205.
- 13.14.7.** Subject to the guidance of the Leadership Council, the Committee is authorized to acquire, manage, supervise, and protect property owned by the Presbytery by taking necessary actions to provide for insurance, maintenance, repairs, payment of taxes, and satisfaction of other obligations.
- 13.14.8.** Subject to the guidance of the Presbytery, the Committee is authorized to dispose of property owned by the Presbytery (sale, investment, or use of the property for another purpose). However, if the property was used for worship purposes, the Committee will recommend, and the Presbytery will decide on the disposition of the property.
- 13.14.9.** The Committee provides consultation, advice, and resources to congregations concerning property transactions, including acquisitions, transfers, and financing options.
- 13.14.10.** The Committee assists congregations with their responsibilities concerning property, and the Committee is authorized to respond on behalf of the Presbytery concerning congregations selling, purchasing, mortgaging, or leasing property as specified in G-4.0206 and G-4.0208.
- 13.14.11.** The Committee shall report quarterly to the Leadership Council and Presbytery concerning new loan approvals, any financial implications, and the status of all property owned by the Presbytery including all expenses incurred.

**13.15. Committee on Presbytery Worship Committee**

- 13.15.1.** The ~~Committee on~~ Presbytery Worship **Committee** consists of five members, including the moderator. Other persons may be asked to participate in the worship of the Presbytery. The moderator and vice moderator of the presbytery are ex-officio members of the committee.
- 13.15.2.** The main work of the Committee on Presbytery Worship is to plan and carry out worship for the Stated Meetings of the Presbytery. The Presbytery authorizes the observance of the Lord's Supper at each Presbytery worship. Themes for worship may be developed by the committee or suggested by Presbytery entities or members. Either at the end of the November Presbytery meeting or during worship at the February Presbytery meeting, the officers of the Presbytery will be installed as

necessary and committee moderators will be commissioned.

**13.15.3.** Specific tasks in planning for Presbytery worship:

- Develop theme.
- Develop liturgy.
- Recruit leaders, including preacher and musicians,
- Plan bulletin and coordinate printing of it.
- Coordinate with the Pastor of the local congregation hosting the meeting.

**13.16. ~~Committee on Living Legacy Committee~~ Fund**

See Appendix 1

~~13.16.1. The Committee on Living Legacy Fund will be five (5) individuals with two (2) being ministers of the Word and Sacrament and three (3) being ruling elders who have knowledge or can gain knowledge of financial investment with the majority vote resting with ruling elders. It is also desirable that the members of the committee have some geographical diversity within the Presbytery.~~

~~13.16.2. The purpose is to empower and support the churches of the Presbytery in growing the mission of Jesus Christ.~~

~~13.16.3. **Establishment of the Fund:** The Living Legacy Fund will be established as a restricted fund of the Presbytery, comprised of the proceeds from the sale of the property of a church which has closed, after satisfying any outstanding debts on the property and covering the cost of maintaining the property prior to the sale. The Living Legacy Fund may also receive donations without restrictions from other sources. The list of current funds is: Albia Pitzer Fund, Colfax Fund, Knox Knolls Fund, and McCahon Fund.~~

~~13.16.4. The committee is also responsible for overseeing the investment of other restricted funds of the presbytery, such as Swan Fund and Walther Fund.~~

~~13.16.5. It is intended the Living Legacy Fund will be managed in a way that will ensure the Living Legacy Fund will continue in perpetuity, adopting investment and grant-making policies to that end. It is intended grants made from the fund should be based on the effectiveness of the grant to grow and expand the mission of the Church of Jesus Christ and the Presbytery.~~

~~13.16.6. **Responsibilities**~~

~~13.16.6.1. The Committee on Living Legacy Fund will oversee the assets of the Living Legacy Fund, select financial management resource(s), establish investment goals, receive and make recommendations for grant requests, report regularly to the Presbytery and determine the Living Legacy Fund~~

~~investment and its disbursement policy follow the vision and mission of the Presbytery of Des Moines.~~

~~**13.16.6.2.** The Committee on Living Legacy Fund will consult with the Committees of Stewardship and Mission Interpretation, Property, and Budget and Finance and with the Leadership Council.~~

~~**13.16.6.3.** Through written policy, the Committee on Living Legacy Fund will establish, with Presbytery approval, its methodologies and procedures: regarding investment strategy, ensuring the fund is self-sustaining, securing the principal of the funds received will be held in perpetuity, and disbursing annually as grants no more than 6 per cent annually of the fund balance, formalizing and establishing priority by which funding is disbursed, establishing a method of accountability and reporting by grant recipients.~~

~~**13.16.6.4.** Promote the fund to the churches of the Presbytery. Prepare and publish grant forms by which congregations can apply for funding. And, establish deadlines for grant applications.~~

~~**13.16.6.5.** The committee shall report regularly to Leadership Council and a written report shall be jointly submitted to the Presbytery at the Presbytery's four stated meetings (February, May, August, and November).~~

## The Presbytery of Des Moines Sexual Misconduct Policy

### INTRODUCTION

Our faith in Jesus Christ and Holy Scripture calls us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are. It can, however, become the central element within oppressive contexts in which trust relationships are breached and persons are abused. The Presbytery of Des Moines endeavors to promote the peace, unity, and purity of the Church by preventing sexual misconduct through the maintenance of professional and ethical behaviors consistent with the Reformed tradition and by adjudicating sexual misconduct according to the procedures of and in conformity with church law.

### PURPOSES OF THIS POLICY

The purposes for which this policy is written and affirmed by the Presbytery of Des Moines include:

1. To work to safeguard the Church's members and staff within the Presbytery of Des Moines from abuse through any form of sexual misconduct.
2. To seek justice by assuring the effectiveness of the Presbyterian Church (U.S.A.)'s administrative, investigative, and judicial processes in determining truth, protecting the innocent, and in dealing appropriately with those who victimize others.
3. To promote healing of all persons against which, and congregations in which, sexual misconduct has occurred.

### OPERATIVE DEFINITION OF SEXUAL MISCONDUCT

**Sexual misconduct is the comprehensive term used in this policy to include: sexual abuse of children or adults, rape or sexual assault, and sexual harassment.** Sexual misconduct constitutes an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative and unjust manner. Categories of sexual misconduct are explicated below.

1. **Sexual abuse** occurs whenever a person in a position of trust or authority engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:
  - a. Sexual acts or sexual contact with a minor.
  - b. Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
  - c. Sexual acts or contact between ministers and anyone with whom they have a pastoral relationship, *even if such acts or contact are consensual.*
  - d. Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, sexual acts or sexual contact.
  - e. Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant that substantially impairs the ability of that person to appraise or control the nature of the conduct.
2. **Child sexual abuse** includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. This behavior may or may not involve touching. Child sexual abuse between and adult





































### III Crisis Team Membership and Roles

The Crisis Team will consist of the following, all of whom will have voice and vote:

- Presbyteries Stated Clerk
- Presbyteries Executive for Mission
- Presbyteries Pastor to the Presbyteries
- Moderator of the Presbytery
- Vice-Moderator of the Presbytery
- Immediate Past Moderator of the Presbytery
- Commission on Ministry Moderator
- Leadership Council Moderator

When appropriate to a particular crisis, upon recommendation from the Crisis Team, the crisis coordinator may invite others to join the crisis team. (For example: Moderator of the Committee on Preparation for of Ministry; legal counsel, local pastor or church members).

The names and contact information for persons currently serving on the Crisis Team and for other Presbytery staff are found in the Presbytery Directory, online at: [www.dmpresbytery.org](http://www.dmpresbytery.org). Crisis Team members will also be asked to share their cell phone and home phone numbers, but they will not be listed on the web.

The Crisis Team will appoint:

- A crisis coordinator (this should be the Executive who would have jurisdiction over the situation)
- A spokesperson for the Presbytery
- A recorder to document all actions, statements and media contacts
- A liaison for Presbyterian Disaster Assistance, as appropriate
- A contact for police/public safety, as needed

These appointments shall be made at the annual training meeting. Also, the Crisis Team will assign team members to carry out specific duties, as necessary. Duties might include, but are not limited to: identifying pastoral concerns, gathering information, notifying families and others involved, communicating with volunteers and staff, and notifying the insurance company.

### IV Annual Training Meeting

The Presbytery Leadership Council will arrange for the Crisis Team members to receive annual training immediately before or after the first of the year. This document will be distributed to all members of the team prior to the gathering for training. During the training, individuals will be appointed to fill positions (see section III), and the plan will be reviewed and updated as needed. At these meetings it also will be the responsibility of the Crisis Team to engage in risk and issues analysis and determine potential crisis scenarios, i.e., what aspects of the Presbytery's ministry are susceptible to adverse publicity? What future events and situations in the life of the Presbytery might create a crisis?

### V Operational Guidelines

When the Presbytery faces a crisis, the following response and communication strategies will be employed at the direction of the Crisis Team:

- Any one of the team members may convene the Crisis Team.
- The team will convene immediately upon learning of a crisis or in anticipation of a crisis.













**Leadership Council Meeting Minutes**  
**Presbytery of Des Moines**  
**Des Moines, Iowa**  
**June 21, 2022**

A meeting of the Leadership Council for the Presbytery of Des Moines was held Tuesday, June 21, 2022, at 1:00 p.m. via Zoom. A quorum was present. In attendance from Leadership Council were Rev. Ane Fitzgerald, Rev. Tim Maxa, Rev. Nathan Williams, Rev. David Endriss, Rev. Lynne Hanna, Roxanne Neary, Carol Ferrell, Nate Boulton, and Polk Davison. Present from staff were Rev. Dr. Annika Lister Stroope, Rev. Ian McMullen, Amgad Beblawi and Jeannie Stolee. Also present was Rev. Brad Braley, Personnel Commission moderator.

**CALL TO ORDER**

- The meeting was called to order at 1:00 p.m. by Rev. Ane Fitzgerald, moderator.
- The opening prayer and devotion were offered by Ane
- It was moved, seconded and passed to approve the agenda which was previously distributed.
- It was moved, seconded and passed to approve, as corrected, the minutes of the April 19, 2022, meeting. The offering for the May 17 Presbytery meeting went to First Arabic Presbyterian Church.
- Polk Davison was appointed as recording clerk for the meeting.
- Everyone was asked to introduced themselves and say where they were from. Nathan said that his father, Rev. Lynn Williams, is actively dying. Ane gave a wonderful prayer in tribute to Lynn.

**Budget and Financial Report**

Annika introduced the March 31, 2022, report and the May 31, 2022, report. The March report previously had the wrong date on it. It was moved, seconded and passed to approve the two reports.

**Personnel Commission Report**

Brad Braley, moderator of the Personnel Commission, reported that the staff has received two presbytery staff resignations. Karen Kaiser, treasurer, will serve until the end of June. Annika and Jeff Stanley will seek to find a replacement. Lisa Frangenberg, part-time assistant who had also been working with the church camp staff, has now left to accept a full-time position with the camp. Brad asked for all council's input on how the current presbytery structure is working. Annika wants to have a common bookkeeping firm for the three presbyteries.

**Presbytery Administrative Executive Update**

Annika said the two Administrative Commissions have completed their work; there have been changes in presbytery personnel; allegations have been received that would require judicial review; and the Manual of Operation will need to be reviewed and modified regarding serving in multiple offices within the presbytery.

Annika mentioned that on the floor at the May 17 Presbytery meeting, Rev. Marcy Campbell indicated she would serve on the Presbytery Nominating Committee. Dave Endriss spoke to her at the meeting and told her he would bring her request to the Leadership Council for discussion. (Refer to Nominating Committee report later in this meeting.)

### **Mileage rate for presbytery volunteer travel**

At the last Leadership Council meeting, it was decided to approve the \$.25 per mile rate which was greater than the IRS acceptable rate of \$.14 per mile. It was determined that the higher rate would result in the office staff having to file a Form 1099 each time a travel voucher was received. The staff personnel is not able to continually complete this paperwork. It was moved, seconded and passed to rescind the previous action and accept the new rate of \$.14 per mile, consistent with the IRS.

### **Update from Administrative Commissions**

Polk reported on the First Presbyterian Church, Des Moines, Commission. Kids Rock Des Moines music camp is using the church through July and it is going great. The camp is paying rent for the use of the building. The purchaser will move in in August. The proceeds from the sale of the church will go to the Living Legacy account.

Tim reported that David Kincaide, former pastor at Greenfield, First Presbyterian Church, has candidated for a new call and has already purchased a new house. Destination unknown.

### **Restorative Justice Plan**

Ane said the Restorative Justice Plan will be discussed at the August 27 Presbyteries gathering. She asked the council members to refer to the Presbytery link for more information on the plan. Discussion followed concerning the use of the proceeds from church property sales. The Presbytery had previously designated these funds for the Living Legacy account. The Living Legacy Committee's plan has been developed over a three-year period. The Restorative Justice Plan offers a way to channel the proceeds from church property sales. More study needs to take place on this issue. An article will appear in the presbytery newsletter explaining the Restorative Justice Plan prior to the August 27 gathering. Ane, along with Nathan and Roxanne, will write an article for the newsletter.

### **Iowa Presbyterian Gathering August 27**

Amgad said the planning committee is seeking a preacher. Several workshop options are under consideration. The program for the day will start at 10:00 and close at 3:00. The event will be held at First Presbyterian Church, Boone. The three presbyteries each contributed \$1000 to cover costs.

### **Committee on Social Consciousness**

Rev. Kirstin Klepfer and Rev. Alex Thornburg are leading this committee. They are studying gun violence and racism. They hope to write a confession regarding these two topics that could come from all three presbyteries. They would like time on the gathering agenda to discuss these important issues. Amgad said a letter from the Episcopal bishop was sent to the three presbytery executives requesting approval signatures on a proposed gun amendment to the Iowa Constitution. The executives are not certain they can sign on behalf of the presbytery. After much discussion, it was recommended to have the Leadership Council ask the Social Consciousness Committee to decide and then refer their action to the three Presbytery executives. It was moved, seconded and passed to approve this recommendation.

### **Nominating Committee Recommendation**

It was moved, seconded and passed to approve Rev. Marcy Campbell to serve on the Nominating Committee. Dave Endriss will notify Marcy of the Council's approval to recommend that she serve on the Nominating Committee.

**Presbytery Visioning for the Future**

Ane spoke to this topic. In order to fully study this issue, it was suggested that there be a retreat in person. Fall would be a better time to schedule a retreat. Two nights is recommended. Jeannie was asked to check with the church camp at Okoboji for dates and costs.

There being nothing further to discuss, it was moved, seconded and passed to adjourn the meeting at 2:53 p.m.. Ane read a poem, "The Ritual of the Summer Solstice Fire." as a closing prayer. Ane suggested that we pause and wink at the sun when we see the sun over the next few days. Our next meeting is scheduled for July 19, 2022.

Respectfully submitted,  
Polk Davison

**Leadership Council Meeting Minutes**  
**Presbytery of Des Moines**  
**Des Moines, Iowa**  
**July 19, 2022**

A meeting of the Leadership Council for the Presbytery of Des Moines was held Tuesday, July 19, 2022, at 1:00 p.m. via Zoom. A quorum was present. In attendance from Leadership Council were Rev. Ane Fitzgerald, Rev. Tim Maxa, Rev. Nathan Williams, Rev. David Endriss, Roxanne Neary, Carol Ferrell, Nate Boulton, David Boyd, Joe Weinman and Polk Davison. Present from staff were Rev. Dr. Annika Lister Stroope, Amgad Beblawi and Jeannie Stolee. Excused were Rev. Lynne Hanna, Rev. Ekram Kachu and Rev. Ian McMullen.

**CALL TO ORDER**

- The meeting was called to order at 1:00 p.m. by Rev. Ane Fitzgerald, moderator.
- The opening prayer and devotion on restorative justice was offered by Ane.
- It was moved, seconded and passed to approve the agenda which was previously distributed.
- It was moved, seconded and passed to approve the minutes of the June 21, 2022, meeting.
- Polk Davison was appointed as recording clerk for the meeting.
- Lynne Hanna and Nathan Williams were lifted in prayer for health concerns and family loss, respectively.

**Budget and Financial Report**

Annika reported that Nicole Wegele couldn't be with us, and the updated financial report was not available. She will send the report to the council once it is available. She mentioned that the new per capita amount from General Assembly is \$9.85. The Per Capita amount for last year was \$8.98.

**Personnel Commission Report**

Brad Braley, moderator of the Personnel Commission, couldn't be with us. Annika reported that the Commission is trying to bring the three presbyteries in line with one common accounting procedure. There have been no changes in personnel over the past month.

**Presbytery Executive Updates**

Ian is on vacation.

Amgad said that Ekram Kachu will be the morning preacher for the Presbyterian Gathering on August 27 in Boone. He visited the Presbytery Youth Camp this summer and he thanked Tim Maxa for his leadership. He reported that Dennis and Barbara Britson had announced their retirement from camp leadership. The Living Legacy accrued amount being used for financial assistance will be dramatically lower than a year ago. Amgad reported for COM. Rev. David Kincaide has accepted a call to McPherson, Kansas. Park Ave. Presbyterian, Des Moines, voted on July 10 to close and an Administrative Commission needs to be formed. The Committee on Preparation of Social Righteousness is writing a Theological Declaration.

**Nominating Committee**

Annika presented a letter that was sent to the Council via TE Ane Fitzgerald from RE Lisa Peterson, chairperson of the Standing Nominating Committee of the Presbytery. Lisa recommends the following for consideration and action.

1. **Transfer Committee on Sexual Misconduct Response under Stated Clerk Responsibilities**  
Rationale: Per Manual of Operation for operational oversight, it is prudent to change processes of convening CSMR membership for functioning committee work to staff liaison.
2. **Merge committee on Representation into Committee on Nominating**  
Rationale: Currently there is one member on Committee/Representation, and not functioning in designed capacity. Committee on Nomination has effectively managed need of representation following Book of Order and Manual of Operations guidance and Administrative Presbyter recommendation for parity/balance.
3. **Amend Manual of Operations to reflect allowance for one person to serve as full member on two presbytery-level committees/commissions \*concurrently**  
Rationale: While desirable to increase the base of presbytery committee membership enhances diversity of thought and personnel, the available pool of potential nominations within ranks of Teaching Elders [TE] and/or Ruling Elders [RE] has depleted proportionately with aging population in churches and church closures. Allowing TE and RE with multiple skill sets, availability and commitment to serve on more than one committee/commission at one time potentially allows vacancies to be filled in a timelier manner.  
*\*Recognizing that it is allowable for members of Permanent Judicial Commission to serve concurrently with a committee assignment. The desire is to expand inclusion to Personnel Commission and Commission on Ministry along with presbytery any committee status.*
4. **Approval of nomination for committee assignment**
  - Rev. Roger Todd, HR, to Leadership Council class of 2023; representation TE/Male
  - Rev. Barbara Tooker Todd, HR, to Living Legacy; representation TE/Female/West Region

The Council moved, seconded and passed item #1.A. Concern was raised as to who should be contacted when the Stated Clerk is not available. The concern was unresolved.

The Council moved, seconded and passed item #2. The three presbyteries will have the same policy.

The Council moved, seconded and passed item #3. There was a suggestion that the Council needs to be aware of what each committee does in the presbytery. It was suggested that the Council either eliminate positions on committees or allow members to serve in several capacities.

The Council moved, seconded and passed item #4. The newly elected will begin serving immediately.

### **Des Moines Park Ave. Presbyterian Church**

Annika shared a PowerPoint presentation on Park Avenue's request to close and call for an Administrative Commission to assist the Session through the closing process. The Presbytery Executive Committee reviewed the Park Avenue documentation which each council member received. The Council was told the closure of Park Avenue was due to the financial situation. Annika reviewed G.3.0109 from the Book of Order. It was presented that an Administrative Commission will provide the necessary structure and guidance on behalf of the presbytery. The Stated Clerk will provide a five-page document to be used by the Administrative Commission to cover all aspects of the responsibilities of the Session.

Annika listed the following recommendations for responsibilities of an Administrative Commission as they pertain to Park Ave. Presbyterian Church only:

1. Ascertain the financial status and outstanding financial obligations of the Session
2. Secure the Session records

A third bullet point was recommended, and after discussion, it was moved, seconded and passed to approve #1 and #2 and to add the following text as #3: “Ensure that the Session follows through with their responsibilities and should they not, the Administrative Commission will take on this responsibility.”

Annika listed the following recommendations for responsibilities of the Park Ave. Session:

1. Distribute, repurpose, or dispose of contents of the church building per best practices of real estate (presbytery Property Committee can advise on best practices).
2. Retain and organize congregation archives per recommendations of Presbyterian Historical Society (presbytery staff can transport archives to office and/or arrange transport to PHS).
3. Cooperate with presbytery Property Committee regarding building usage, rental agreements, and/or a sale process.

It was moved, seconded and passed to approve the responsibilities of the Session listed above.

On a separate motion, it was moved, seconded and passed to approve that three members of presbytery sit on the Administrative Commission as recommended by the three presbytery executives.

### **Iowa Presbyterian Gathering August 27**

There was a request to have the attendees on Aug. 27 wear masks. Amgad will share this with the team.

### **Presbytery Visioning for the Future**

Last month, the Council suggested that they hold a retreat to discuss Presbytery Visioning for the Future. Jeannie sent to the Council possible dates to consider for the retreat and asked the Council members to select their preferences. Not everyone has made their choices known. The members who have not made their selection are encouraged to do so.

### **Liaison Reports**

- Property – David Boyd. There was no report.
- Commission on Ministry – Polk Davison. Polk stressed the importance of church liaisons with pastors and clerks. David Endriss is the moderator for the Winterset church.
- Committee on Preparation for ministry – David Endriss. There was no report.
- Budget and Finance – Nicole Wegele. There was no report.
- Personnel – Carol Ferrell. They are meeting only as needed.
- New Worshipping Communities – Ekram Kachu. The committee is waiting on ideas from the presbytery.
- Camping and Youth – Tim Maxa. There was no report.
- Living Legacy – Roxanne Neary. The committee will be meeting the first week in August.
- Crisis Team and Name Change Task Force – No one has been assigned.
- Insurance Task Force – Joe Weinman. The task force is no longer meeting.
- Promotion of Social Righteousness – No one has been assigned.

There being nothing further to discuss, it was moved, seconded and passed to adjourn the meeting at 4:06 p.m. Nathan gave the closing prayer. Our next meeting is scheduled for August 16, 2022.

Respectfully submitted,  
Polk Davison

**Leadership Council Meeting Minutes**  
**Presbytery of Des Moines**  
**Des Moines, Iowa**  
**August 16, 2022**

A meeting of the Leadership Council for the Presbytery of Des Moines was held Tuesday, August 16, 2022, at 1:00 p.m. via Zoom. A quorum was present. In attendance from the Leadership Council were Rev. Roger Todd, David Boyd, Rev. David Endriss, Carol Ferrell, Roxanne Neary, Rev. Ane Fitzgerald, Joe Weinman and Polk Davison. Excused were Rev. Nathan Williams and Rev. Lynne Hanna. Absent were Nate Boulton, Rev. Tim Maxa, and Rev. Ekram Kachu. Also absent was Rev. Nicole Wegele from Budget and Finance Committee. Rev. Brad Braley from North Central Iowa Presbytery and moderator for the Personnel Commission was present. Present from staff were Rev. Annika Lister Stroope, Amgad Beblawi, Rev. Ian McMullen and Jeannie Stolee.

**CALL TO ORDER**

- The meeting was called to order at 1:00 p.m. by Rev. Ane Fitzgerald, moderator.
- The opening prayer and devotion were offered by Ane with a reading from Matthew 19:23-30.
- It was moved, seconded and passed to approve the agenda which was previously distributed.
- It was moved, seconded and passed to approve the minutes of July 19, 2022.
- Polk Davison was appointed the recording clerk for the meeting. Jeannie Stolee took minutes until Polk joined the meeting.
- Everyone introduced themselves.

**MISCELLANEOUS REPORTS**

**Personnel Commission - Brad Braley**

- Securing accounting for North Central Iowa, Prospect Hill and United Presbyteries of the Plains is getting closer to being finalized. This has offered an opportunity to look at how we are doing finances and where we might have some more efficiencies.
- Two disciplinary actions have been initiated in the Presbytery of North Central Iowa. Even though these are North Central Iowa actions, they do affect the staff of the tri-presbyteries.
- The Personnel Commission's main purpose is to support the staff and find resources to work through disciplinary processes. This may include hiring temporary stated clerks for these processes to make sure our stated clerk is not in the middle of running the processes while responding to other issues at the same time.
- The Personnel Commission met with the three executives and set out a plan of who is responsible for what to try and keep on top of things without being overwhelmed.
- The Personnel Commission is wanting input from the three presbytery councils on how they feel the shared arrangement is working; any suggestions for improvement; how it fits into the bigger picture of what God is doing in Presbyterian churches in Iowa as we go into the future.

**Executive Report – Ian McMullen**

- One of the exciting things is that a cohort has been formed of a few pastors who have been meeting for the past two years. This group has found invigorating energy around visioning for the presbytery.
- The staff has had a lot on our plates – each one has been stressed and challenged by the work of the three presbyteries.
- The staff is finding it beneficial to gather in person.
- Ian reminded everyone of the August 27th Iowa Presbyterian Gathering in Boone.

- September 24th will be the third installment of Re-Formation of the Congregation at Northminster Presbyterian Church in Ames.

### **Executive Report – Amgad Beblawi**

Living Legacy is almost ready to start accepting applications for grants for next year. \$48,000 will be available for 2023 grants.

### **Visioning for the Future**

A visioning retreat has been scheduled for October 17-19 at the Okoboji Retreat Center. There was discussion about who shall pay. Money should not be a problem. The Retreat Center will offer a half-rate of \$44.50 per person per night. We were asked to let Jeannie know if we want single or double room occupancy. Linens are provided. The Presbytery will pay for the room, and the mileage should be covered by the individuals or local congregations if possible. One or two meals will be paid by individuals. The retreat will begin after lunch on October 17 and conclude after lunch on October 19.

### **Restorative Justice Plan**

Amgad, Nathan and Ane have been working on the format of the Restorative Justice Plan. Should anyone have any ideas, please contact either one of the three mentioned. Amgad showed a video that will be presented at the Iowa Presbyterians Gathering. The title of the video is “Restorative Action – Economic, Justice Initiative, Surrendering Wealth for Mutual Wellbeing.”

Along those same lines, Annika mentioned the sale of First Presbyterian Church, Des Moines was complete on August 1 and over \$748,000 has been deposited in our bank account. Discussion followed about ideas for new church development, but Amgad said the presbytery committee on New Worshipping Communities has not received any ideas for development.

### **Des Moines Park Ave. Presbyterian**

The Executive Committee of the Presbytery has recommended that three people constitute a new Administrative Commission for Park Ave. Several names were mentioned. David Boyd will contact the persons mentioned and will inform the Leadership Council of his findings as to who said yes.

### **LIAISON REPORTS**

**Property** – David Boyd. No report.

**Commission on Ministry** – Polk Davison. Polk reported the following:

- New Liaison assignments were made.
- Randy Lubbers to Honorably Retired effective July 1.
- David Kincaide transferred to a church in Kansas.
- Nancy Cameron, Ottumwa First, was granted the approval of serving the Sacrament of the Lord's Supper.
- John Gilmore, Park Ave. - contract approved from July through December.
- Amy McGriff, Oskaloosa - contract approved from now through December, 2022, and for all of 2023.
- Doug Basler, Union Park - contract hours were extended from 20 hours to 30 hours per week.
- Pat Summers, Douglas Ave - contact was received.
- Val Smith, Douglas Ave. - contact was received.
- Randy Lubbers was approved to moderate Session in Brooklyn.
- Linda Curtis-Stolper was approved to moderate Newton First Session.
- A Ministry Information Form was received from Grimes Presbyterian.

**Committee on the Preparation for Ministry** – David Endriss. No report.

**Personnel Commission** – Carol Ferrell. Carol reported the commission has been very busy.

**Insurance Task Force** – Joe Weinman. Joe reported that the Insurance Task Force no longer is meeting.

**Promotion of Social Righteousness** – Amgad said that Nate Boulton attended their last meeting. Joe will be the new liaison.

There being no further business, it was moved, seconded and passed to adjourn the meeting at 3:22 p.m. after a prayer by Carol. The next meeting is scheduled for September 20.

Respectfully submitted,  
Polk Davison

**Leadership Council Meeting Minutes  
Presbytery of Des Moines  
Des Moines, Iowa  
September 20, 2022**

A meeting of the Leadership Council for the Presbytery of Des Moines was held Tuesday, September 20, 2022, at 1:00 p.m. via Zoom. A quorum was present. In attendance from the Leadership Council were David Boyd, Rev. David Endriss, Rev. Lynne Hanna, Carol Ferrell, Rev. Tim Maxa, Rev. Nathan Williams, Roxanne Neary, Rev. Ane Fitzgerald, Rev. Ekram Kachu, Joe Weinman and Polk Davison. Excused was Nate Boulton. Absent was Rev. Nicole Wegele from Budget and Finance Committee due to COVID. Rev. Brad Braley from North Central Iowa Presbytery and moderator for the Personnel Commission was present. Present from staff were Rev. Annika Lister Stroope, Amgad Beblawi, Rev. Ian McMullen and Jeannie Stolee.

**CALL TO ORDER**

- The meeting was called to order at 1:00 p.m. by Rev. Ane Fitzgerald, moderator.
- The opening prayer/devotion was offered by Ane. She referred to the booklet, *Sailboat Church*.
- It was moved, seconded and passed to approve the agenda which was previously distributed.
- It was moved, seconded and passed to approve the minutes of August 16, 2022.
- Polk Davison was appointed the recording clerk for the meeting.
- Everyone introduced themselves.

**MISCELLANEOUS REPORTS**

**Budget and Finance Committee**

Annika reported for the committee. The August 31, 2022 Finance Report was reviewed.

The draft of the 2023 budget was reviewed by Annika. Currently, the presbytery is in deficit spending. Several questions were raised regarding deficit spending, and Annika will ask Matt Corwin (accountant) for clarification. The subject for the accounting fees was questioned. There was a thought that the Synod could provide these services for Des Moines, as they are for North Central Iowa and Prospect Hill Presbyteries. It was moved, seconded and passed to receive all of the financial reports. Budget and Finance meets tomorrow, and Annika will report to them the action taken at this meeting.

The Per Capita rate was discussed. After discussion, it was moved, seconded and passed to approve the presbytery's rate of \$31.65 for 2023. The GA's rate is \$9.85 and the Synod's rate is \$5.50. This would make the total 2023 per capita rate of \$47.00.

**Personnel Commission - Brad Braley**

1. A draft of a 2023 UPP budget was approved to share with presbytery Leadership Council amounting to a 2% increase for each presbytery. Executive staff raises were set at 3% and Jeannie's was raised to a 9% increase.
2. Personnel is weighing proposals from the Synod of Lakes and Prairies and TDT to handle accounting services for UPP, Prospect Hill Presbytery and North central Presbytery, with the possibility of adding Des Moines Presbytery after the first of the year. For now, TDT will produce financial reports for all entities.

3. The original shared staff proposal that was approved by the three presbyteries included the following suggested plans for evaluating how the shared process is going: “Provide a forum for Presbytery Councils to evaluate the shared executive and staff model, as well as the future of Presbyteries in the State and how best to support the broader Church.” We will evaluate the progress towards these ends in the following ways:

- An annual survey of Ministers.
- A bi-annual survey of Sessions.
- An annual meeting together of the leadership councils of each presbytery for the sake of relationship building and evaluation.
- With the help of the Synod and research services of the General Assembly, the Personnel Commission will develop a survey to assess connection to presbytery, congregational vitality, congregational mission, risk taking, engagement in community, understanding of mission, understanding of stewardship, purpose of presbytery, relationships with pastors, needs in Iowa, impact of Presbyterians in Iowa and sense of relationship with the presbytery. Each presbytery will take a baseline survey in the spring of 2020. The survey will be used annually to assess progress toward goals.
- Reports on the assessments will be shared with each presbytery on annually.

This does not spell out exactly who is responsible for implementing these evaluation plans.

- a. Brad will check with Jeannie about possibly including a questionnaire for pastors in with the requests for 2022 annual reports.
- b. The Personnel Commission thinks that a meeting of the leadership councils of each presbytery is indeed a good idea and encourages the leaders of each presbytery to work with the executives to plan such a meeting or meetings, perhaps via Zoom.
- c. The Personnel Commission executive committee will review our current policies and bring any recommended changes to the full commission either at our December meeting or early in 2023.

The professional and support staff evaluations will occur on October 20 at the Lakeshore Center. In-person and Zoom options will be available.

#### **Executive Report – Annika Lister Stroope**

- Annika would like to schedule a meeting of the Leadership Council to the review the Manual of Operation during either the daytime or evening via Zoom prior to presenting the new document to Presbytery.
- She said there are 33 proposed amendments to the Book of Order being recommended to General Assembly. She would like the Leadership Council to review them in October, in preparation for a special meeting of the presbytery on April 27, 2023, when the presbytery will discuss and vote on the amendments.
- Annika will continue to conduct the Clerks Records Review via Zoom this Fall. This procedure has worked out well in the past.

#### **Des Moines Park Avenue Update**

Annika briefed the Council on a September 12 meeting with the Park Ave. Session, members of the Administrative Commission and a member of the Presbytery Property Committee. The Session has proposed November 13, 2022 as their closing date – a date which is closest to their anniversary date of

November 10. After the sale of adjacent property, they paid for the mold mitigation which left only \$18,000 in their account. Randy Lubbers from the AC is working with John Gilmore on the closing worship service. The church is catering funeral service meals. The church would like to be sold to another church. There are eight classrooms and a chapel.

### **Location of November 11, 2022 Presbytery Meeting**

Park Ave. was suggested as a site for the meeting, but there may be too many obstacles to overcome, such as cleaning, room setup and food preparation. Should Park Ave. not be selected, it was suggested that a visit to the church be a part of the November Presbytery meeting. Annika will inquire with David Boyd about Central Des Moines, and Roxanne will check on Westminster Des Moines as the second choice. Heartland Clive could be contacted as the third choice.

*Ane had to step away from the meeting temporarily and turned the meeting over to David Endriss to serve as temporary moderator. Ane later returned.*

### **Communion Permission Requests**

- It was moved, seconded and passed to allow Marcy Campbell to serve communion at the Presbyterian Women Fall Gathering on October 1, 2022.
- It was also moved, seconded and passed to allow communion to be served at the Leadership Council Retreat at Lakeshore Retreat Center in October. The final decision on communion for this event will be left to the event planning committee.

### **Manual of Operation**

Annika reported on the changes in the Manual of Operation. The revisions include keeping gender balance on all commissions and committees, identifying who can serve on multiple committees, and assigning the responsibilities related to the sexual misconduct policy to the Stated Clerk.

### **Nominating Committee Recommendations**

- **Transfer Committee on Sexual Misconduct Response under Stated Clerk Responsibilities**  
Rationale: Per Manual of Operation for operational oversight, it is prudent to change processes of convening CSMR membership for functioning committee work to staff liaison.
- **Merge Committee on Representation into Nominating Committee**  
Rationale: Currently there is one member on Committee on Representation, and not functioning in designed capacity. Nominating Committee has effectively managed need of representation following Book of Order and Manual of Operations guidance and Administrative Presbyter recommendation for parity/balance.
- **Amend Manual of Operation to reflect allowance for one person to serve as full member on two presbytery-level committees/commissions \*concurrently**  
Rationale: While desirable to increase the base of presbytery committee membership enhances diversity of thought and personnel, the available pool of potential nominations within ranks of Teaching Elders [TE] and/or Ruling Elders [RE] has depleted proportionately with aging population in churches and church closures. Allowing TE and RE with multiple skill sets, availability and commitment to serve in on more than one committee/commission at one time potentially allows vacancies to be filled in a timelier manner.

*\*Recognizing that it is allowable for members of Permanent Judicial Commission to serve concurrently with a committee assignment. The desire is to expand inclusion to Personnel Commission and Commission on Ministry along with presbytery any committee status.*

- **Approval of nomination for committee assignment**  
Rev. Roger Todd, HR, to Leadership Council class of 2023; representation TE/Male  
Rev. Barbara Tooker Todd, HR, to Living Legacy; representation TE/Female/West Region

It was moved, seconded and passed to approve the recommendations.

## **LIAISON REPORTS**

**Property** – David Boyd. No report.

**Commission on Ministry** – Polk Davison reported the following:

- Approved the contract between Lisa Whitmarsh Peterson and Brooklyn church.
- Approved Lisa Whitmarsh Peterson be authorized to preside over the Sacrament of the Lord's Supper for the Brooklyn congregation.
- Approved Rev. Nathan Williams as moderator of the session at the Grimes church.

**Committee on the Preparation for Ministry** – David Endriss reported the following:

Denis Sang, who served at Trinity, Indianola, has accepted an invitation to serve a church in Florida even though he has not yet completed his seminary studies/exams.

**Personnel Commission** – Carol Ferrell reported that Brad Braley gave the Personnel report earlier.

**New Worshiping Communities** – Ekram Kachu; Amgad reported for Ekram.

The committee had a very informative Zoom meeting with Rev. Shawn Kang from PCUSA 1001 Worshiping Communities, and they plan to meet with a representative of MissionInsite, an organization offering demographic information useful in starting a new worshiping community.

**Camping and Youth** – Tim Maxa reported the following:

- The committee met on September 17 without a quorum present. They began discussion about the Fall Youth Retreat at Wesley Woods.
- Tim recognized that Dennis and Barb Britson, who have served for nearly 30 years, have decided to retire and Tim and Amgad will work on a committee to plan a retirement recognition.

**Living Legacy** – Roxanne reported the following:

Of the funds in the account for 2023, one third will be invested immediately and two thirds will be placed in a money market account with a 2% return on investment. Funds have been received from the sale of First Des Moines and the presbytery office properties for a total of \$899,000.

**Promotion of Social Righteousness** – Joe Weinman reported the following:

Members of CPSR (Committee on Promotion of Social Righteousness) have invited colleagues from North Central Iowa and Prospect Hill presbyteries to a discussion on the need to speak prophetically regarding current issues in our society. One of the proposed ideas is to prepare a sermon series for the season of Lent and share it with congregations with a pastor. Also, CPSR has invited a peacemaker and a mission coworker from El Salvador to speak at several congregations from September 28 to October 4, 2022.

## **OTHER BUSINESS**

- Ian and Amgad reviewed the Presbyterian Gathering in Boone on August 27, 2022. There were about 100 in attendance and a few on Zoom. They were pleased with the event.
- Those council members attending the Presbytery “Visioning for the Future” retreat at Lakeshore Center October 17-19 need to let Jeannie know whether they prefer single or double room occupancy. Participants should arrive any time after 10:30, and opening worship is at 1:00. Everyone should bring a Book of Order and a Bible. Nathan, Ian and Amgad are completing all necessary planning.
- Restorative Justice Plan: Ane asked everyone to do their research on the topic of the distribution of wealth by going to this website – <https://restorativeactions.org/learn-more/congregation-journey/>

There being no further business, it was moved, seconded and passed to adjourn the meeting at 3:12 p.m. after a prayer by Amgad.

Respectfully submitted,  
Polk Davison

Presbytery of Des Moines  
2023

Names in pink are those on the Nominating Committee's slate to be voted on at the November 12, 2022, Presbytery meeting.

**Elected Leaders**

Class	Name	Status/Church	Phone	Email
	TE Nathan Williams, Presbytery Moderator	West Des Moines Covenant	515-380-8102	<a href="mailto:pastor@wdmcovenant.org">pastor@wdmcovenant.org</a>
	CRE Linda Curtis-Stolper, Presbytery Vice-Moderator	Newton First	641-840-2714	<a href="mailto:linda.curtisstolper@gmail.com">linda.curtisstolper@gmail.com</a>
	TE Annika Lister Stroope, Stated Clerk	Presbytery Staff	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>
	RE Bob Mahaffey, Treasurer	Des Moines Union Park	515-202-0257	<a href="mailto:boblmahaffey@gmail.com">boblmahaffey@gmail.com</a>

**Leadership Council (9 Members At-Large)**

Class	Name	Liaison To	Status/Church	Phone	Email
2023(1)	RE Nate Boulton		Des Moines First	515-669-4259	<a href="mailto:nboulton@hedbergglaw.com">nboulton@hedbergglaw.com</a>
2023(2)	RE Roxanne Neary		Des Moines Westminster	515-777-0429	<a href="mailto:roxanneneary@msn.com">roxanneneary@msn.com</a>
2023(2)	TE Tim Maxa		Lenox United & Sharpsburg	712-621-6780	<a href="mailto:lenoxupchurch@frontier.net">lenoxupchurch@frontier.net</a>
2024(2)	RE Carol Ferrell		Clive Heartland	515-346-1856H	<a href="mailto:carolferrell@msn.com">carolferrell@msn.com</a>
2024(2)	TE David Endriss		Indianola Trinity United	515-360-7005	<a href="mailto:revendriss@dwx.com">revendriss@dwx.com</a>
2024(2)	TE Ekram Kachu		Des Moines First Arabic	515-556-8032	<a href="mailto:ekram_2004@yahoo.com">ekram_2004@yahoo.com</a>
2025(2)	TE Ane Fitzgerald		Validated Ministry – Harmony River Living Ctr.	320-583-7325	<a href="mailto:anefitzgerald@gmail.com">anefitzgerald@gmail.com</a>
2025(1)	TE Roger Todd		HR	712-355-3633	<a href="mailto:rogerbarbaratodd@gmail.com">rogerbarbaratodd@gmail.com</a>
2025					
Presby V-Mod	CRE Linda Curtis-Stolper		Newton First	641-840-2714	<a href="mailto:linda.curtisstolper@gmail.com">linda.curtisstolper@gmail.com</a>
Immed Past Mod	RE David Boyd		Des Moines Central	515-490-0543	<a href="mailto:boyd1018@mchsi.com">boyd1018@mchsi.com</a>
Staff	TE Annika Lister Stroope		Administrative Executive and Stated Clerk	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>
Staff	RE Amgad Beblawi		Mission Executive	502-592-3223	<a href="mailto:amgad@presbyteries.org">amgad@presbyteries.org</a>
Staff	TE Ian McMullen		Pastor to the Presbyteries	515-450-7534	<a href="mailto:ian@presbyteries.org">ian@presbyteries.org</a>

**Budget & Finance Committee (5 6 members + Moderator of Living Legacy Fund Committee)**

Class	Name	Status/Church	Phone	Email
2023(1)	RE Mark Kilian	Clive Heartland	515-205-0980	<a href="mailto:kilianlm@msn.com">kilianlm@msn.com</a>
2024(1)	TE Nicole Wegele	Dallas Center First	360-269-3680	<a href="mailto:nwegele@dcpresbyterian.org">nwegele@dcpresbyterian.org</a>
2024(2)	RE Ron Grohe	Windsor Heights Windsor	515-277-5785 H	<a href="mailto:reggsg@hotmail.com">reggsg@hotmail.com</a>
2024(1)	RE Tom Daft	Des Moines Westminster	515-639-4897	<a href="mailto:tadaft@gmail.com">tadaft@gmail.com</a>
2025				
Living Legacy				
Staff	TE Annika Lister Stroope	Administrative Executive	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>

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**Camping & Youth Committee (5 Members – at least two shall be TE or RE)**

Class	Name	Status/Church	Phone	Email
2023(1)	RE Hannah Anderson	Clive Heartland	515-201-2915	<a href="mailto:hannah@hpcusa.org">hannah@hpcusa.org</a>
2023(2)	RE Laura Schieber	West Des Moines Covenant	515-865-7419	<a href="mailto:education@wdmcoventant.org">education@wdmcoventant.org</a>
2024 (1)	RE Leslie Mettler	Des Moines First	515-829-9089	<a href="mailto:leslie.mettler@yahoo.com">leslie.mettler@yahoo.com</a>
2025(1)	CRE Melanie Halferty	Allerton United	641-344-2195	<a href="mailto:allertonpresbyterianpastor@gmail.com">allertonpresbyterianpastor@gmail.com</a>
2025(1)	RE Loren Smith	Des Moines Union Park	515-490-2791	<a href="mailto:lorendsmith@hotmail.com">lorendsmith@hotmail.com</a>
LC Liaison				
Staff	RE Amgad Beblawi	Mission Executive	502-592-3223	<a href="mailto:amgad@presbyteries.org">amgad@presbyteries.org</a>

**Committee on the Promotion of Social Righteousness (CPSR) (5 Members)**

Class	Name	Status/Church	Phone	Email
2023(1)	TE Kirsten Klepfer	Grinnell First	707-853-0149	<a href="mailto:kirsten@klepfer.net">kirsten@klepfer.net</a>
2024(2)	RE Margaret Blair, Moderator	Indianola Trinity United	515-491-0356	<a href="mailto:mablair57@gmail.com">mablair57@gmail.com</a>
2024(1)	RE Dave Lawson	Ankeny	515-202-0353	<a href="mailto:davelawson@me.com">davelawson@me.com</a>
2025(2)	TE Alex Thornburg	Clive Heartland	608-338-9905	<a href="mailto:alexthornburg@gmail.com">alexthornburg@gmail.com</a>
2025(1)	RE Larry Anderson	Newton First	641-521-1337	<a href="mailto:wilsand95@yahoo.com">wilsand95@yahoo.com</a>
Staff	RE Amgad Beblawi	Mission Executive	502-592-3223	<a href="mailto:amgad@presbyteries.org">amgad@presbyteries.org</a>

**Living Legacy Committee (5 Members – 2 being TEs and 3 being REs)**

Class	Name	Status/Church	Phone	Email
2023(1)	TE Barbara Tooker Todd	HR	712-210-5793	<a href="mailto:rogerbarbaratodd@gmail.com">rogerbarbaratodd@gmail.com</a>
2024(2)	TE Bob Houser	HR	308-455-0565	<a href="mailto:houserrobert1@gmail.com">houserrobert1@gmail.com</a>
2024(1)	RE Dennis Hohn	Ottumwa First	641-680-8083	<a href="mailto:ghdh456@gmail.com">ghdh456@gmail.com</a>
2025(2)	RE Carlyn Crowe	Des Moines Westminster	515-974-7775	<a href="mailto:carlyn@netins.net">carlyn@netins.net</a>
2025(1)	RE Ruth Hardin	Windsor Windsor Heights	515-633-7968	<a href="mailto:ruth.crossroads@gmail.com">ruth.crossroads@gmail.com</a>
LC Liaison				
Staff	RE Amgad Beblawi	Mission Executive	502-592-3223	<a href="mailto:amgad@presbyteries.org">amgad@presbyteries.org</a>

**New Worshiping Communities (6 Members – majority must be TEs and REs)**

Class	Name	Status/Church	Phone	Email
2023(1)	RE Jan Davison	Des Moines Westminster	515-277-0444	<a href="mailto:janpolk@msn.com">janpolk@msn.com</a>
2023(1)	TE Randy Lubbers	HR	507-317-9814	<a href="mailto:lubbers85@gmail.com">lubbers85@gmail.com</a>
2024(1)	TE Ed Wegele	Mount Ayr United Baptist	360-269-0545	<a href="mailto:churched12@gmail.com">churched12@gmail.com</a>
2024(2)	TE Eric Pasanchin	Ankeny	515-964-0264 O	<a href="mailto:eric@ankenypresbyterian.org">eric@ankenypresbyterian.org</a>
2025(2)	TE Bill O'Connell	Johnston St. Paul	515-257-3024	<a href="mailto:pastor.stpaulpres@gmail.com">pastor.stpaulpres@gmail.com</a>
2025(2)	RE James Anaal	Des Moines First Arabic	515-771-0557	<a href="mailto:modingaugsteno@gmail.com">modingaugsteno@gmail.com</a>
LC Liaison				
Staff	RE Amgad Beblawi	Mission Executive	502-592-3223	<a href="mailto:amgad@presbyteries.org">amgad@presbyteries.org</a>

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**Commission on Ministry (18 Members – TEs and Res)**

Class	Name	Status/Church	Phone	Email
2023(2)	TE Jessica Paulsen	Corning First	712-899-6356	<a href="mailto:pastor@1stprescorning.org">pastor@1stprescorning.org</a>
2023(1)	TE Kristin Pike	Hartford Community United	515-230-6511	<a href="mailto:revkristinpike@gmail.com">revkristinpike@gmail.com</a>
2023(1)	TE Meghan Davis-Brass	Newton First	510-681-9082	<a href="mailto:revmeghandavis@gmail.com">revmeghandavis@gmail.com</a>
2023(1)	RE Thomas Goering	Ottumwa First	641-226-2002	<a href="mailto:goeringt90@gmail.com">goeringt90@gmail.com</a>
2023(1)	RE Ken Pangburn	Corning First	641-418-2810	<a href="mailto:kpangburn@frontiernet.net">kpangburn@frontiernet.net</a>
2023(1)	TE Judy Winkelpleck	At-Large	515-314-3164	<a href="mailto:judywinkelpleck@gmail.com">judywinkelpleck@gmail.com</a>
2024(1)	TE Philip Beisswenger	Audubon First	712-292-7766	<a href="mailto:pbpres@bellsouth.net">pbpres@bellsouth.net</a>
2024(1)	TE Kip Harris	Carlisle Scotch Ridge	515-318-3465	<a href="mailto:revcph@gmail.com">revcph@gmail.com</a>
2024(2)	TE Randal Lubbers	HR	507-317-9814	<a href="mailto:lubbers85@gmail.com">lubbers85@gmail.com</a>
2024(1)	TE Jack DePond	HR	641-422-6019	<a href="mailto:jdepond@grm.net">jdepond@grm.net</a>
2024				
2024				
2025(2)	TE Rachele McCalla	Atlantic First United	712-250-1409	<a href="mailto:rachele_mccalla@yahoo.com">rachele_mccalla@yahoo.com</a>
2025(2)	RE Pam Rees	West Des Moines Covenant	515-225-9810 H	<a href="mailto:rees_pam@yahoo.com">rees_pam@yahoo.com</a>
2025(1)	RE Lisa Whitmarsh Peterson	DM Park Avenue	515-661-9103	<a href="mailto:lefty-lizard@juno.com">lefty-lizard@juno.com</a>
2025(1)	RE Sue Kimball	Indianola Trinity	515-961-2493	<a href="mailto:kimballsusan53@yahoo.com">kimballsusan53@yahoo.com</a>
2025(1)	RE Polk Davison	Des Moines Westminster	515-277-0444	<a href="mailto:janpolk@msn.com">janpolk@msn.com</a>
2025				
LC Liaison				
Staff	TE Ian McMullen	Pastor to Presbyteries	515-450-7534	<a href="mailto:ian@presbyteries.org">ian@presbyteries.org</a>

**Nominating Committee/Committee on Representation (6 Members – Nominated by Leadership Council)**

Class	Name	Status/Church	Phone	Email
2023	TE Jane Martinez	At-Large	505-401-2752	<a href="mailto:revjaner@msn.com">revjaner@msn.com</a>
2024	RE Sandy Wagener	Ankeny	515-554-5112	<a href="mailto:swagener@dwx.com">swagener@dwx.com</a>
2024	TE Marcy Campbell	HR	515-418-4859	<a href="mailto:scotswoman1954@gmail.com">scotswoman1954@gmail.com</a>
2025(2)	RE Midge Slater		515-250-4873	<a href="mailto:unionmaid42@gmail.com">unionmaid42@gmail.com</a>
2025(1)	TE Cyndy Ripperger	Creston First	712-539-1138	<a href="mailto:ripperger52@hotmail.com">ripperger52@hotmail.com</a>
2025				
Staff	TE Annika Lister Stroope	Administrative Executive	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>

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**Permanent Judicial Commission (minimum 7 members required by Book of Order)**

Class	Name	Status/Church	Phone	Email
2023(2)	RE Darca Boom	Clive Heartland	515-210-5793	<a href="mailto:dkleindboom@yahoo.com">dkleindboom@yahoo.com</a>
2023(2)	RE Scott Wood	Ankeny	515-964-4006 H	<a href="mailto:apc-scott@mailbox.org">apc-scott@mailbox.org</a>
2024(2)	TE Ken Arentson	HR	515-277-4043 H	<a href="mailto:kea1945@gmail.com">kea1945@gmail.com</a>
2024(2)	RE Mark Powell	Dallas Center First	515-465-4641	<a href="mailto:mpowell@fdplawfirm.com">mpowell@fdplawfirm.com</a>
2024(2)	TE Bill O'Connell	Johnston St. Paul	515-257-3024	<a href="mailto:pastor.stpaulpres@gmail.com">pastor.stpaulpres@gmail.com</a>
2025(1)	TE Sarai Rice	HR	515-231-3958	<a href="mailto:sarai.ann.rice@gmail.com">sarai.ann.rice@gmail.com</a>
2025				
Staff	TE Annika Lister Stroope	Administrative Executive	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>

**Personnel Commission (DM in Green; NCI in Blue; PPH in Yellow)**

Class	Name	Status/Church	Phone	Email
2023(1)	RE Mickey Van Baale	Newton First	641-521-0549	<a href="mailto:grandmavb1@gmail.com">grandmavb1@gmail.com</a>
2024(2)	TE Shamaine Chambers King	Windsor Heights, Windsor	515-865-9927	<a href="mailto:shamaine@windsorpc.org">shamaine@windsorpc.org</a>
2025(1)	RE Dave McInally	Clive Heartland	814-332-5134	<a href="mailto:dmcinally@coe.edu">dmcinally@coe.edu</a>
LC Liaison	RE Carol Ferrell	Clive Heartland	515-346-1856	<a href="mailto:carolferrell@msn.com">carolferrell@msn.com</a>
2023(1)	RE Judy Klepfer	Cedar Falls Cedar Hts. Comm.	612-501-7041	<a href="mailto:judy.klepfer@gmail.com">judy.klepfer@gmail.com</a>
2023(1)	TE Gordon Moen	HR	515-391-0006	<a href="mailto:gnmoen70@gmail.com">gnmoen70@gmail.com</a>
2025(1)				
2022(2)	TE Jennifer Olson	Storm Lake Lakeside	317-797-5860	<a href="mailto:pastorjennolson@gmail.com">pastorjennolson@gmail.com</a>
2023(1)	RE Jeff Stanley	Sioux City First	712-540-9037	<a href="mailto:jeffrey.stanley85@gmail.com">jeffrey.stanley85@gmail.com</a>
2024(1)	RE Pat Penning	LeMars Pucc	712-540-0704	<a href="mailto:ppenningdm@gmail.com">ppenningdm@gmail.com</a>
Staff	TE Annika Lister Stroope	Administrative Executive	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>

**Committee on Preparation for Ministry (5 Members – TEs and REs)**

Class	Name	Status/Church	Phone	Email
2023(1)	RE Dwight Tomes	Windsor Heights Windsor	515-240-6633	<a href="mailto:d.tomes@me.com">d.tomes@me.com</a>
2023(2)	RE Bob Waldron	Earlham First	515-229-2894	<a href="mailto:bwwaldron@aol.com">bwwaldron@aol.com</a>
2024(1)	TE Doug Basler	Des Moines Union Park	360-581-9501	<a href="mailto:dbasler10@gmail.com">dbasler10@gmail.com</a>
2025				
2025				
LC Liaison				
Staff	TE Ian McMullen	Pastor to the Presbyteries	515-450-7534	<a href="mailto:ian@presbyteries.org">ian@presbyteries.org</a>

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**Presbytery Worship Committee (5 Members – Presbytery Mod. & Vice-Mod. are Ex-Officio Members)**

Class	Name	Status/Church	Phone	Email
2023(2)	RE Ann McGowan	West Des Moines Covenant	515-480-9595	<a href="mailto:akmcgowan@msn.com">akmcgowan@msn.com</a>
2024(2)	RE Cindy Ray	Windsor Heights Windsor	515-334-7231	<a href="mailto:cindyray@gmail.com">cindyray@gmail.com</a>
2024(1)	RE Carolyn Rogers	Dallas Center First	515-979-4966	<a href="mailto:carolynrogers1710@gmail.com">carolynrogers1710@gmail.com</a>
2025(2)	TE Sue Tomlinson	Ankeny	515-257-07414	<a href="mailto:pastorsuetom@gmail.com">pastorsuetom@gmail.com</a>
2025(2)	TE Don Elly	HR	515-419-1527	<a href="mailto:donrelly@outlook.com">donrelly@outlook.com</a>
Ex Officio	TE Nathan Williams	Presbytery Moderator	515-380-8102	<a href="mailto:pastor@wdmcovenant.org">pastor@wdmcovenant.org</a>
Ex Officio	CRE Linda Curtis-Stolper	Presbytery Vice Moderator	641-840-2714	<a href="mailto:linda.curtisstolper@gmail.com">linda.curtisstolper@gmail.com</a>

**Property Committee (5 Total Members (1 Real Estate Professional))**

Class	Name	Status/Church	Phone	Email
2023(1)	RE Marty Fisher	Adair First	641-740-0984	<a href="mailto:martin@ffgpc.com">martin@ffgpc.com</a>
2023(1)	RE Jerry Foley	Johnston St. Paul	515-988-0474	<a href="mailto:jerryfoley1@gmail.com">jerryfoley1@gmail.com</a>
2024(2)	RE Jeff Egge	Des Moines Central	612-807-4320	<a href="mailto:jeff@wilsonlawfirm.com">jeff@wilsonlawfirm.com</a>
2024(2)	TE Ann Johnson	Knoxville First & Monroe	641-330-0441	<a href="mailto:pastorann1987@gmail.com">pastorann1987@gmail.com</a>
2025(1)	RE Julie Will (Realtor)	Des Moines Central	515-314-2070	<a href="mailto:onejwill@aol.com">onejwill@aol.com</a>
LC Liaison				
Treas	Bob Mahaffey	Des Moines Union Park	515-202-0257	<a href="mailto:boblmahaffey@gmail.com">boblmahaffey@gmail.com</a>
Staff	TE Annika Lister Stroope	Administrative Executive	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>

**Sexual Misconduct Response Committee (2023 Manual of Operations Proposal for 5 Members)**

Class	Name	Status/Church	Phone	Email
2023(1)	TE Ray McCalla	At-Large	712-250-1607	<a href="mailto:raydemccalla@gmail.com">raydemccalla@gmail.com</a>
2024(1)	RE Lola Peters	Ankeny	515-249-9182	<a href="mailto:rlp405@msn.com">rlp405@msn.com</a>
2024(1)	TE Marcy Campbell	HR	515-418-4859	<a href="mailto:scotswoman1954@gmail.com">scotswoman1954@gmail.com</a>
2025(1)	Rebecca O'Connell	Johnston St. Paul	515-257-3022	<a href="mailto:roconnell.ma@gmail.com">roconnell.ma@gmail.com</a>
2025(2)	TE Jack DePond	HR	641-442-6019	<a href="mailto:jdepond@grm.net">jdepond@grm.net</a>
Staff	TE Annika Lister Stroope	Stated Clerk	402-942-1636	<a href="mailto:annika@presbyteries.org">annika@presbyteries.org</a>

**General Assembly Commissioners**

Class	Name	Status/Church	Phone	Email
2024	TE Kristin Pike	Hartford Community United	515-230-6511	<a href="mailto:revkristinpike@gmail.com">revkristinpike@gmail.com</a>
2024	RE Mickey Van Baale	Newton First	641-521-0549	<a href="mailto:grandmavb1@gmail.com">grandmavb1@gmail.com</a>
	YAAD			

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**Synod Commissioners**

<b>Class</b>	<b>Name</b>	<b>Status/Church</b>	<b>Phone</b>	<b>Email</b>
2024(1)	RE Nancy Lister-Settle	Dallas Center First	515-557-0833	<a href="mailto:neitherthecat@gmail.com">neitherthecat@gmail.com</a>
2025(1)	TE Marcy Campbell	HR	515-418-4859	<a href="mailto:scotswoman1954@gmail.com">scotswoman1954@gmail.com</a>

The number in ( ) behind a class denotes if they are in their 1<sup>st</sup> or 2<sup>nd</sup> term

**COMMITTEE ON CAMPING AND YOUTH MINISTRIES REPORT**

**November 12, 2022**

The committee reports the following:

*The Summer Fun and Friends Camp* took place again July 11 -16, 2022 at Camp Wesley Woods, Indianola, Iowa. With only 24 campers, the camp continues to be significantly smaller than it was pre-COVID. However, the camp went very well. A summary of the Evaluation Form Responses is set forth below.

Dennis and Barb Britson will be ending their service on the Camping and Youth Ministries Committee and as directors of retreats and camps at the end of this year. They're retiring after decades of retreats and camps. The committee is in discussions with Camp Wesley Woods, in the hope that they will create a similar summer camp, starting next year, that the Presbytery can advertise and help staff.
















**Committee Members:**



















- RE Barb Britson (Dallas Center, First)
- RE Leslie Mettler (Des Moines, First)
- RE Hanna Puderbaugh (Clive, Heartland)
- RE Laura Schieber (West Des Moines, Covenant)

Respectfully Submitted,  
 RE Dennis Britson, Moderator (Dallas Center, First)

**2022 SUMMER FUN & FRIENDS CAMP EVALUATION FORM**

**RESPONSES**

Were Dennis & Barb good:		30		1		
Were the counselors good:		28		3		
The food was:		9		21		1
Bible Study & Chapel		25		6		
Archery		16		10		5

Choice Activities		25		5		
GaGa Ball Pit		25		4		1
Slip N Slide		12		9		7
Raccoon Valley Park		23		6		1
Campfire		28		3		1
Camp Wesley Woods:		29		2		

I want to come back (circle Answer):      YES    30      MAYBE      1      NO    0

Special comments:

- Pheromones Chloe + Connor Love Forever
- Me and Dallas had so much fun and fob should be longer
- FOB longer – 11:30 campers bedtime
- I love all the activities we did and everyone was so nice!
- Everything was fun and well planned.
- Enjoyed
- Love coming back
- Everyone was real nice and I loved it. Keep it up.
- I feel extremely safe and wanted here.
- I love it here. Megan was great.
- Amazing
- Small camp, but perhaps the best camp ever for campers getting along!
- Loved every moment.
- Loved every moment.

Des Moines Presbytery Commission on Ministry  
Report to the November 2022 Presbytery Meeting

The Commission on Ministry continues to meet on the first Thursday of each month.

We took the following actions and are reporting them to the presbytery for information:

- Appointed Rev. David Endriss to moderate the Winterset session
- Approve reimbursing clergy up to \$750 for attending Transitional Ministry (Interim) Training. There will be a maximum of 2 awards per year and awards will be granted at the discretion of the COM Executive Committee.
- Designated Rev. Randall Lubbers as Honorably Retired effective July 1, 2022.
- Transferred Rev. David Kincaide to the Presbytery of Southern Kansas
- Approved Nancy Cameron to preside at the Sacrament of the Lord's Supper for Ottumwa, First
- Appointed Rev. Randy Lubbers to moderate the Brooklyn session while Rev. Meghan Davis-Brass was on sabbatical
- Appointed Linda Curtis-Stolper, CRE, to moderate the Newton, First session while Rev. Meghan Davis-Brass was on sabbatical
- Approved the Ministry Information Form for Grimes
- Approved the job description for the associate pastor position at Indianola
- Approved the job description for the stated supply position at Winterset
- Approved Lisa Whitmarsh Peterson to preside at the Sacrament of the Lord's Supper for Brooklyn
- Appointed Rev. Nathan Williams as moderator for the Grimes session

The Commission approved the following contracts:

- Rev. Delores Doench serving Creston, Platte Center as Designated Pastor
- Rev. Robert Waldron serving Dexter, First as Stated Supply
- Carl Lee serving Grimes as part-time interim ruling elder
- Rev. John Gilmore serving DM Park Avenue as Stated Supply
- Amy McGriff serving Oskaloosa as Commissioned Ruling Elder
- Rev. Doug Basler serving DM, Union Park as Stated Supply
- Rev. Pat Summers serving DM, Douglas Avenue as Stated Supply
- Val Smith serving DM, Douglas Avenue as Stated Supply
- Lisa Whitmarsh Peterson serving Brooklyn
- Rev. Robert Waldron serving Earlham as Stated Supply

**We have one recommendation for the presbytery to act on:**

**The Commission on Ministry recommends to the Presbytery of Des Moines that the 2023 minimum effective salary be \$55,500. This is an increase of just under 5% from \$52,920 for 2022.**

Respectfully Submitted,  
Rev. Jessica Paulsen  
COM Secretary



# Synod *of* Lakes & Prairies

's

August 11, 2022

The Rev. Annika Lister Stroope, Stated Clerk  
Presbytery of Des Moines  
Lakeshore Center at Okoboji  
1864 Highway 86  
Milford IA 51351

Dear Annika:

The minutes of the Presbytery of Des Moines for 2021, 2020 and 2019 were read on August 2, 2022.

They were approved with minor exceptions. The following are noted silences for 2021:

1. No record of the celebration of the Lord's Supper during at least one stated meeting of presbytery during the year and as authorized for other groups and entities. (G-3.0301b)
2. No record of the presbytery's determination and communication of its plan to ensure parity between the number of ministers and elder commissioners. (G-3.0301)
3. No record of the minimum compensations standards for pastoral calls, Certified Christian Educators and Certified Associate Christian Educators. (G-3.0303c)
4. No report that terms of call/contracts have been annually reviewed by the presbytery and meet presbytery's minimum standards (G-2.0804).
5. No report that the presbytery has reviewed the type of work of all teaching elders engaged in validated ministries outside of the congregation. (G-2.0503a)
6. No report that the presbytery has reviewed the commission of all commissioned pastors (G-2.1001).

7. No record of the review of Session minutes and rolls/registers. (G-3.0108a)
8. No report that the required statistics have been transmitted to General Assembly.(G-3.0302e)
9. No record that the presbytery has obtained property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers (G-3.0112)
- 10.No list of the members of the permanent judicial commission whose terms have expired in the last six years. (D-5.0206b)

The following were silences in 2020

1. No report that the presbytery has reviewed the type of work of all teaching elders engaged in validated ministries outside of the congregation. (G-2.0503a)
2. No report that the presbytery has reviewed the commission of all commissioned pastors (G-2.1001).
3. No report that the required statistics have been transmitted to General Assembly.(G-3.0302e)
4. No record of the report and review of presbytery records by synod. (Recommended but not required)

The following was a silence in 2019:

No report that the presbytery has reviewed the commission of all commissioned pastors (G-2.1001).

Your work as clerk is to be commended. Please let me know if you have any questions.

In Christ,

Rev. Pamela Prouty  
Stated Clerk  
Synod of Lakes and Prairies

# Presbytery Report

Presbytery of Des Moines

For the period ended September 30, 2022



Prepared by

**Corwin, Reichter & Company, P.C.**

Prepared on

**October 11, 2022**

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# Statement of Financial Position

As of September 30, 2022

	As of Sep 30, 2022	As of Sep 30, 2021 (PY)	Total Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1000 Checking	1,154,482.66	110,594.21	1,043,888.45
1105 Money Market (deleted)	0.00	262,623.56	-262,623.56
<b>Total Bank Accounts</b>	<b>1,154,482.66</b>	<b>373,217.77</b>	<b>781,264.89</b>
<b>Accounts Receivable</b>			
1200 Accounts Receivable	69,119.13	97,787.12	-28,667.99
<b>Total Accounts Receivable</b>	<b>69,119.13</b>	<b>97,787.12</b>	<b>-28,667.99</b>
<b>Other Current Assets</b>			
1220 Allowance for Uncollectible Accounts	-20,505.00	-22,000.00	1,495.00
1290 Prepaid Expenses	0.00	5,000.00	-5,000.00
1292 Prepaid Insurance	601.78		601.78
1300 Investments	1,640,838.54	2,015,945.15	-375,106.61
1320 Life Inc Char Int-Restricted	1,411.38	1,286.51	124.87
1321 Pastors Seminar Fund (Endowment)	22,380.38	21,222.83	1,157.55
<b>Total Other Current Assets</b>	<b>1,644,727.08</b>	<b>2,021,454.49</b>	<b>-376,727.41</b>
<b>Total Current Assets</b>	<b>2,868,328.87</b>	<b>2,492,459.38</b>	<b>375,869.49</b>
<b>Fixed Assets</b>			
1510 Office Equipment	1,500.00	22,143.64	-20,643.64
1520 Real Estate - Buildings	0.00	97,500.00	-97,500.00
1590 Accumulated Depreciation	-1,500.00	-63,330.97	61,830.97
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>56,312.67</b>	<b>-56,312.67</b>
<b>TOTAL ASSETS</b>	<b>\$2,868,328.87</b>	<b>\$2,548,772.05</b>	<b>\$319,556.82</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 Accounts Payable	29,590.54	24,577.99	5,012.55
<b>Total Accounts Payable</b>	<b>29,590.54</b>	<b>24,577.99</b>	<b>5,012.55</b>
<b>Other Current Liabilities</b>			
2300 Trust Funds	11,062.12	15,196.61	-4,134.49
<b>Total Other Current Liabilities</b>	<b>11,062.12</b>	<b>15,196.61</b>	<b>-4,134.49</b>
<b>Total Current Liabilities</b>	<b>40,652.66</b>	<b>39,774.60</b>	<b>878.06</b>
<b>Total Liabilities</b>	<b>40,652.66</b>	<b>39,774.60</b>	<b>878.06</b>
<b>Equity</b>			
3100 Net Assets, without Donor Restrictions	2,382,917.83	2,250,244.70	132,673.13
3500 Net Assets With Donor Restrictions	184,921.69	210,611.06	-25,689.37
3998 Retained Earnings	0.00	0.00	0.00
Net Income	259,836.69	48,141.69	211,695.00

	As of Sep 30, 2022	As of Sep 30, 2021 (PY)	Total Change
<b>Total Equity</b>	<b>2,827,676.21</b>	<b>2,508,997.45</b>	<b>318,678.76</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,868,328.87</b>	<b>\$2,548,772.05</b>	<b>\$319,556.82</b>

## YTD Actuals vs Budget Summary

January - September, 2022

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
4000 Total Per Capita	241,245.00	241,335.00	-90.00	99.96 %
4002 Synod Support Staff Salaries	7,500.06	7,500.00	0.06	100.00 %
4004 Presbytery General Mission	43,750.67	50,000.00	-6,249.33	87.50 %
4010 Donations	15,030.57		15,030.57	
4020 Interest Income	989.00		989.00	
4024 Investment Income	-433,997.95	75,000.00	-508,997.95	-578.66 %
4100 Designated Gifts	11,620.39		11,620.39	
4200 Property Related Income	753,000.00		753,000.00	
4300 Youth Mission Revenue	8,700.00	20,000.00	-11,300.00	43.50 %
4700 Promotion of Social Righteousness	1,478.92		1,478.92	
4820 Misc Income	20,750.00		20,750.00	
<b>Total Income</b>	<b>670,066.66</b>	<b>393,835.00</b>	<b>276,231.66</b>	<b>170.14 %</b>
<b>GROSS PROFIT</b>	<b>670,066.66</b>	<b>393,835.00</b>	<b>276,231.66</b>	<b>170.14 %</b>
<b>EXPENSES</b>				
5100 Governance Expenses	96,406.60	112,356.24	-15,949.64	85.80 %
5200 Administrative Expense	23,830.32	22,687.50	1,142.82	105.04 %
5300 Office Expense		3,825.00	-3,825.00	
5600 Shared Services	208,080.00	208,080.00	0.00	100.00 %
6000 Designated Expenses	11,620.39		11,620.39	
6100 Extension of Ministries	37,749.94	39,125.00	-1,375.06	96.49 %
6200 Support of Local Ministires		1,875.00	-1,875.00	
6300 Youth Mission Expenses	8,130.66	19,750.00	-11,619.34	41.17 %
6700 CPSR Expenses	3,300.00		3,300.00	
8000 Property Expenses		13,245.00	-13,245.00	
8600 Easton Blvd	19,612.86		19,612.86	
<b>Total Expenses</b>	<b>408,730.77</b>	<b>420,943.74</b>	<b>-12,212.97</b>	<b>97.10 %</b>
<b>NET OPERATING INCOME</b>	<b>261,335.89</b>	<b>-27,108.74</b>	<b>288,444.63</b>	<b>-964.03 %</b>
<b>OTHER INCOME</b>				
9000 Gain (Loss) on Sale of Assets	-1,499.20		-1,499.20	
<b>Total Other Income</b>	<b>-1,499.20</b>	<b>0.00</b>	<b>-1,499.20</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>-1,499.20</b>	<b>0.00</b>	<b>-1,499.20</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$259,836.69</b>	<b>\$ -27,108.74</b>	<b>\$286,945.43</b>	<b>-958.50 %</b>

## A/R Aging Summary

As of September 30, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ankeny Presbyterian Church	6,717.50					6,717.50
Audubon First Presbyterian Church					3,825.00	3,825.00
Brooklyn First Presbyterian Church					3,420.00	3,420.00
Clive Heartland Presbyterian Church	2,441.25					2,441.25
Corning First Presbyterian Church	1,863.75					1,863.75
Creston First Presbyterian Church					4,770.00	4,770.00
Creston Platte Center Presbyterian Church	671.25					671.25
DM Fort Des Moines Presbyterian Church					-45.00	-45.00
DM Park Avenue Presbyterian Church	1,440.00					1,440.00
DM Westminster Presbyterian Church	7,357.50					7,357.50
Grimes First Presbyterian Church	1,349.20					1,349.20
Grinnell First Presbyterian Church	3,499.93					3,499.93
Hartford Community United Presbyterian Church	3,025.00					3,025.00
Indianola Trinity United Presbyterian Church	3,521.25					3,521.25
Johnston St Paul Presbyterian Church					4,350.00	4,350.00
Lucas First Presbyterian Church	890.00					890.00
Monroe Presbyterian Church					4,050.00	4,050.00
Newton United Presbyterian Church	1,867.50					1,867.50
Ottumwa Westminster Presbyterian Church	300.00					300.00
WDM Covenant Presbyterian Church	8,555.00					8,555.00
Windsor Heights Windsor Presbyterian Church	2,640.00					2,640.00
Winterset First United Presbyterian Church	900.00				1,710.00	2,610.00
<b>TOTAL</b>	<b>\$47,039.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,080.00</b>	<b>\$69,119.13</b>

## A/P Aging Summary

As of September 30, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Corwin, Reichter & Company, PC	2,235.00					2,235.00
PCUSA Box 643751	22,557.16					22,557.16
Synod of Lakes and Prairies	4,798.38					4,798.38
<b>TOTAL</b>	<b>\$29,590.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,590.54</b>

## Year to Date Per Capita Payments

January - September, 2022

	Jan - Sep, 2022	Jan - Sep, 2021 (PY)	Total Change
Adair First Presbyterian Church	1,935.00	2,295.00	-360.00
Allerton United Presbyterian Church	3,375.00		3,375.00
Ankeny Presbyterian Church	6,615.00	6,581.25	33.75
Atlantic First United Presbyterian Church	4,950.00	2,000.00	2,950.00
Bedford United Christian-Presbyterian Church	675.00	765.00	-90.00
Carlisle Scotch Ridge Presbyterian Church	2,250.00	2,295.00	-45.00
Centerville First Presbyterian Church	1,935.00	1,980.00	-45.00
Chariton First Presbyterian Church	1,035.00	1,035.00	0.00
Clive Heartland Presbyterian Church	9,663.75	8,703.75	960.00
Corning First Presbyterian Church	3,341.25	2,497.50	843.75
Creston Platte Center Presbyterian Church	1,451.25	990.00	461.25
Dallas Center First Presbyterian Church	8,055.00	7,830.00	225.00
Deep River United Church	405.00	405.00	0.00
Dexter First Presbyterian Church	810.00	1,035.00	-225.00
Diagonal United Church	1,080.00	1,080.00	0.00
DM Central Presbyterian Church	22,320.00	22,365.00	-45.00
DM Douglas Avenue Presbyterian Church	3,645.00	3,645.00	0.00
DM First Arabic Presbyterian Church	990.00	990.00	0.00
DM First Presbyterian Church	4,905.00	1,192.50	3,712.50
DM Fort Des Moines Presbyterian Church	675.00	720.00	-45.00
DM Park Avenue Presbyterian Church	1,440.00	2,362.50	-922.50
DM Union Park Presbyterian Church	2,160.00	2,250.00	-90.00
DM Westminster Presbyterian Church	36,787.50	34,290.00	2,497.50
Earlham First Presbyterian Church	1,440.00	1,260.00	180.00
Gibson First Presbyterian Church	900.00	855.00	45.00
Greenfield First Presbyterian Church	765.00		765.00
Grimes First Presbyterian Church	3,412.50	3,440.52	-28.02
Grinnell First Presbyterian Church	4,410.00	4,545.00	-135.00
Guthrie Center First Presbyterian Church	1,665.00	1,710.00	-45.00
Hartford Community United Presbyterian Church	2,025.00	2,070.00	-45.00
Indianola Trinity United Presbyterian Church	10,563.75	10,665.00	-101.25
Johnston St Paul Presbyterian Church	2,220.00	2,210.00	10.00
Knoxville First Presbyterian Church	1,375.00	937.50	437.50
Lenox United Presbyterian Church	7,695.00	7,785.00	-90.00
LeRoy United Presbyterian Church	1,620.00	1,665.00	-45.00
Lucas First Presbyterian Church	675.00	765.00	-90.00
Malcom First United Presbyterian Church	1,125.00		1,125.00
Mount Ayr United Baptist-Presbyterian Church	2,700.00	2,835.00	-135.00
Newton First Presbyterian Church	5,490.00	5,850.00	-360.00
Newton United Presbyterian Church	1,867.50	1,867.50	0.00
Oskaloosa First Presbyterian Church	6,030.00	6,840.00	-810.00

			<b>Total</b>
	<b>Jan - Sep, 2022</b>	<b>Jan - Sep, 2021 (PY)</b>	<b>Change</b>
Ottumwa First Presbyterian Church	3,960.00	3,960.00	0.00
Ottumwa Westminster Presbyterian Church	585.00	810.00	-225.00
Perry First Presbyterian Church	1,620.00	1,282.50	337.50
Sharpsburg Presbyterian Church	3,015.00	3,195.00	-180.00
Sigourney First Presbyterian Church	1,845.00		1,845.00
WDM Covenant Presbyterian Church	3,330.00	3,240.00	90.00
Windsor Heights Windsor Presbyterian Church	2,740.00	2,220.00	520.00
Winterset First United Presbyterian Church	1,710.00	3,330.00	-1,620.00
<b>TOTAL</b>	<b>\$195,282.50</b>	<b>\$180,645.52</b>	<b>\$14,636.98</b>

**Presbytery of Des Moines  
2023 Budget Report**

	YTD Actual	12 Month Total Aug 21 to Jul 22	2022 Budget	Over (Under) Budget	% of Budget	2023 Budget	Increase (Decrease)	Comments
<b>Income</b>								
<b>4000 Total Per Capita</b>	\$ 241,245.00	\$ 241,245.00	\$ 241,335.00	\$ (90.00)	99.96%	\$ 231,930.00	\$ (9,405.00)	5,154 members currently at @ \$45.00 per member. The rate is subject to change, to be set by the Presbytery.
<b>4002 Synod Mission Support</b>	5,833.38	10,000.08	10,000.00	(4,166.62)	58.33%	<b>10,000.00</b>	-	Set to be \$10,000 in salary support again in 2023. This needs to be confirmed with the Synod.
<b>4004 Presbytery General Mission</b>	41,722.67	45,035.89	50,000.00	(8,277.33)	83.45%	<b>40,000.00</b>	(10,000.00)	Estimated to be \$40K.
<b>4010 Donations</b>	-	-	-	-	-	-	-	
<b>4010.2 New Worshiping Communities</b>	-	-	-	-	-	<b>24,000.00</b>	24,000.00	Funded from Living Legacy, 50% of annual allocation.
<b>4010 Registration Income</b>	-	-	-	-	-	-	-	
<b>4020 Interest Income</b>	343.96	447.33	-	343.96	-	-	-	
<b>4024 Investment Income</b>			100,000.00	(100,000.00)	0.00%	<b>85,000.00</b>	(15,000.00)	Estimated to be 5% of investment balances.
<b>4024.1 Dividend Income</b>	9,071.30	27,369.47	-	9,071.30	-	-	-	This income increases your assets, however
<b>4024.2 Realized Gains (Losses)</b>	12,154.43	12,900.74	-	12,154.43	-	-	-	it is not available for operations without approval.
<b>4024.3 Cap Gain Distributions</b>	-	9,996.55	-	-	-	-	-	
<b>4024.4 Unrealized Gains (Losses)</b>	(358,323.77)	(297,932.80)	-	(358,323.77)	-	-	-	
<b>4024.5 Investment Fees</b>	(7,091.46)	(13,505.14)	-	-	-	-	-	
<b>Total 4024 Investment Income</b>	\$ (344,189.50)	\$ (261,171.18)	\$ 100,000.00	\$ (437,098.04)	-344.19%	\$ 85,000.00	\$ (15,000.00)	
<b>4100 Designated Gifts</b>								There is no need to budget these items. Any funds
<b>4110 General</b>	-	-	-	-	-	-	-	received will be spent on the intended gift. They
<b>4120 Disaster Assistance</b>	7,500.00	7,500.00	-	7,500.00	-	-	-	are not part of your operating budget.
<b>4130 Pby Offerings</b>	1,120.39	1,120.39	-	1,120.39	-	-	-	
<b>4700 Promotion of Social Righteousness</b>	1,242.67	5,281.67	-	1,242.67	-	-	-	
<b>Total 4100 Designated Gifts</b>	\$ 9,863.06	\$ 13,902.06	\$ -	\$ 9,863.06		\$ -	\$ -	
<b>4200 Property Related Income</b>								
<b>4202 Value of Donated Property</b>	750,000.00	750,000.00	-	750,000.00	-	-	-	
<b>4220 Rental Income</b>	3,000.00	3,000.00	-	3,000.00	-	-	-	
<b>Total 4200 Property Related Income</b>	\$ 753,000.00	\$ 753,000.00	\$ -	\$ 753,000.00		\$ -	\$ -	
<b>4300 Youth Mission Revenue</b>								Funded from Living Legacy, consistent with prior funding from Knox Knolls. Higher costs in 2022 due to Triennium Trip scheduled in 2022.
<b>4310 Youth Ministries</b>	10,185.00	8,700.00	20,000.00	(9,815.00)	50.93%	<b>7,200.00</b>	(12,800.00)	Can receive up to 15% of the annual Living Legacy allocation.
<b>Total 4300 Youth Mission Revenue</b>	\$ 10,185.00	\$ 8,700.00	\$ 20,000.00	\$ (9,815.00)	50.93%	\$ 7,200.00	\$ (12,800.00)	
<b>4820 Misc. Income</b>	750.00	1,514.32	-	750.00	-	-	-	
<b>Total Income</b>	\$ 718,753.57	\$ 812,673.50	\$ 421,335.00	\$ 304,510.03	170.59%	\$ 398,130.00	\$ (23,205.00)	
<b>Expenses</b>								
<b>5100 Governance Expenses</b>								
<b>5110 Committee Preparation Ministry</b>	-	4,500.00	1,000.00	(1,000.00)	0.00%	<b>1,000.00</b>	-	<b>Will be reimbursed from the Swan Fund.</b>
<b>5115 Stewardship &amp; Mission Education</b>	-	-	500.00	(500.00)	0.00%	-	(500.00)	Committee was merged with CP&J
<b>5120 Permanent Judicial Commission</b>	-	-	100.00	(100.00)	0.00%	<b>100.00</b>	-	
<b>5125 Investigating Committee</b>	-	-	100.00	(100.00)	0.00%	<b>100.00</b>	-	
<b>5130 Leadership Council</b>	-	-	600.00	(600.00)	0.00%	<b>100.00</b>	(500.00)	
<b>5132 New Worshiping Communities</b>	-	-	2,500.00	(2,500.00)	0.00%	<b>24,000.00</b>	21,500.00	This is limited to 50% of the available LL Funds annually. If there are additional Endowments available we can increase. They requested \$32,000.

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	YTD Actual	12 Month Total Aug 21 to Jul 22	2022 Budget	Over (Under) Budget	% of Budget	2023 Budget	Increase (Decrease)	Comments
5140 Budget & Finance	-	-	-	-	-	-	-	
5142 Property Committee	-	-	100.00	(100.00)	0.00%	100.00	-	
5144 Commission on Ministry	1,448.13	1,590.63	14,000.00	(12,551.87)	10.34%	14,000.00	-	\$14,000 to be funded from McCahon Fund.
5146 Living Legacy Committee	-	-	-	-	-	-	-	
5150 Nominating Committee	-	-	100.00	(100.00)	0.00%	100.00	-	
5155 Administrative Commissions	-	-	100.00	(100.00)	0.00%	100.00	-	
5165 Presbytery Meetings	685.23	1,485.23	500.00	185.23	137.05%	2,000.00	1,500.00	Additional funds for audio/visual and recording secretary services.
5190 Uncollectible Accounts	-	(2,680.00)	20,000.00	(20,000.00)	0.00%	19,000.00	(1,000.00)	Estimated 8% uncollectible.
5195 GA Per Capita	48,159.74	48,159.74	48,159.74	-	100.00%	50,766.90	2,607.16	5154 members @ \$9.85 per member regardless of collected status. Rate needs to be confirmed.
5196 Synod Per Capita	29,496.50	29,496.50	29,496.50	-	100.00%	28,347.00	(1,149.50)	5154 members @ \$5.50 per member regardless of collected status. Rate needs to be confirmed.
<b>Total 5100 Governance Expenses</b>	<b>\$ 79,789.60</b>	<b>\$ 82,552.10</b>	<b>\$ 117,256.24</b>	<b>\$ (37,466.64)</b>	<b>68.05%</b>	<b>\$ 139,713.90</b>	<b>\$ 22,457.66</b>	
5200 Administrative Expense								
5215 Insurance	1,614.64	801.64	5,000.00	(3,385.36)	32.29%	2,500.00	(2,500.00)	Based on prior year renewal. No longer insuring 3100 Easton property.
5220 Bank Charges	0.58	(2.57)	50.00	(49.42)	1.16%	50.00	-	
5240 Legal Fees	-	-	1,000.00	(1,000.00)	0.00%	1,000.00	-	
5245 Fiancial Review/Audit	8,094.52	8,094.52	6,000.00	2,094.52	134.91%	8,500.00	2,500.00	Switched to an Audit every three years with a review conducted on the off years. Will need to budget for \$15K+ in 2024 to cover the audit.
5250 Accounting Fees	9,450.00	17,640.00	19,800.00	(10,350.00)	47.73%	8,500.00	(11,300.00)	Synod providing accounting services \$500 per month. Plus transition costs.
<b>Total 5200 Administrative Expense</b>	<b>\$ 19,159.74</b>	<b>\$ 26,533.59</b>	<b>\$ 31,850.00</b>	<b>\$ (12,690.26)</b>	<b>60.16%</b>	<b>\$ 20,550.00</b>	<b>\$ (11,300.00)</b>	
<b>Total 5300 Office Expense</b>	<b>\$ -</b>	<b>\$ 1,146.45</b>	<b>\$ 5,100.00</b>	<b>\$ (5,100.00)</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ (5,100.00)</b>	<b>No longer needed, part of shared services.</b>
5600 Shared Services	\$ 161,840.00	\$ 275,173.35	\$ 277,440.00	\$ (115,600.00)	58.33%	\$ 282,900.00	\$ 5,460.00	
6000 Designated Expenses								
6020 Disaster Assistance	7,500.00	7,500.00		7,500.00				the Presbytery during the year. There is no need for
6030 Presbytery Offerings	1,120.39	1,120.39		1,120.39				a budgeted amount.
<b>Total 6000 Designated Expenses</b>	<b>\$ 8,620.39</b>	<b>\$ 8,620.39</b>		<b>\$ 8,620.39</b>				
6100 Extension of Ministries				0.00				
6110 Committee on PSR	-	2,750.00	2,500.00	(2,500.00)	0.00%	2,000.00	(500.00)	Reduced to correspond with expected 20% drop in Mission Support Revenue
6120 CROSS Outreach Support	4,083.31	8,250.16	7,000.00	(2,916.69)	58.33%	5,600.00	(1,400.00)	"
6130 Arabic Outreach Center Support	5,250.00	9,833.15	9,000.00	(3,750.00)	58.33%	7,200.00	(1,800.00)	"
6135 Our Sister Parish Support	4,083.31	8,250.16	7,000.00	(2,916.69)	58.33%	5,600.00	(1,400.00)	"
6150 Living Legacy Grants			-	-			-	Expected to be 4.5% of the average Fund Balance.
6151 Camping & Youth Committee	8,700.00	8,700.00	20,000.00	(11,300.00)	43.50%	7,200.00	(12,800.00)	15% of total avaiable funds.
6152 New Worshiping Comm Cmte	-	-	-	-		24,000.00	24,000.00	50% of total avaiable funds.
6153 Congregational Revitalization	-	-	-	-		7,200.00	7,200.00	15% of total avaiable funds.
6154 Leadership Development	6,000.00	6,000.00	-	6,000.00		4,800.00	4,800.00	10% of total avaiable funds.
6155 Mission Grants	5,800.00	5,800.00	-	5,800.00		4,800.00	4,800.00	10% of total avaiable funds.
<b>Total 6150 Living Legacy Grants</b>	<b>\$ 20,500.00</b>	<b>\$ 20,500.00</b>	<b>\$ 20,000.00</b>	<b>\$ 500.00</b>	<b>102.50%</b>	<b>\$ 48,000.00</b>	<b>\$ 28,000.00</b>	
<b>Total 6100 Extension of Ministries</b>	<b>\$ 33,916.62</b>	<b>\$ 49,583.47</b>	<b>\$ 45,500.00</b>	<b>\$ (11,583.38)</b>	<b>74.54%</b>	<b>\$ 68,400.00</b>	<b>\$ 22,900.00</b>	
6200 Support of Local Ministries								
6240 Southwest Regional	-	-	1,500.00	(1,500.00)	0.00%	-	(1,500.00)	Not supported by PDM.
6250 DM Two Rivers	-	-	1,000.00	(1,000.00)	0.00%	-	(1,000.00)	Not supported by PDM.
<b>Total 6200 Support of Local Ministries</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500.00</b>	<b>\$ (2,500.00)</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ (2,500.00)</b>	
6300 Youth Mission Expenses								
6310 Camping			9,000.00	(9,000.00)	0.00%	6,100.00	(2,900.00)	

	YTD Actual	12 Month Total Aug 21 to Jul 22	2022 Budget	Over (Under) Budget	% of Budget	2023 Budget	Increase (Decrease)	Comments
6311 Camp Rental	-	(1,485.00)		-				
6318 Other Expenses	-	473.25		-				
<b>Total 6310 Camping</b>	<b>\$ -</b>	<b>\$ (1,011.75)</b>	<b>\$ 9,000.00</b>	<b>\$ (9,000.00)</b>	<b>0.00%</b>	<b>\$ 6,100.00</b>	<b>\$ (2,900.00)</b>	
6330 Youth Mission								
6331 Scholarships	-	-	-	-		-	-	
6332 Triennium Support	-	-	10,000.00	(10,000.00)	0.00%	-	(10,000.00)	Next trip s/b 2025 annual cost around \$10,000.
6339 Other Youth Mission Expenses	-	-	1,000.00	(1,000.00)	0.00%	1,100.00	100.00	
<b>Total 6330 Youth</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,000.00</b>	<b>\$ (11,000.00)</b>	<b>0.00%</b>	<b>\$ 1,100.00</b>	<b>\$ (9,900.00)</b>	
<b>Total 6300 Youth Mission Expenses</b>	<b>\$ -</b>	<b>\$ (1,011.75)</b>	<b>\$ 20,000.00</b>	<b>\$ (20,000.00)</b>	<b>0.00%</b>	<b>\$ 7,200.00</b>	<b>\$ (12,800.00)</b>	<b>Equal to budgeted income.</b>
6700 CPSR Expenses	\$ 3,300.00	\$ 4,100.00	\$ -	\$ 3,300.00		\$ -	\$ -	
8000 Potential Property Expenses	\$ 6,328.51	\$ 6,328.51	17,660.00	(11,331.49)	35.84%	16,000.00	(1,660.00)	To be reimbursed from sale of properties.
<b>Total Property Expenses</b>	<b>\$ 6,328.51</b>	<b>\$ 6,328.51</b>	<b>\$ 17,660.00</b>	<b>\$ (11,331.49)</b>	<b>35.84%</b>	<b>\$ 16,000.00</b>	<b>\$ (1,660.00)</b>	
<b>Total Expenses</b>	<b>\$ 312,954.86</b>	<b>\$ 453,026.11</b>	<b>\$ 517,306.24</b>	<b>\$ (204,351.38)</b>	<b>60.50%</b>	<b>\$ 534,763.90</b>	<b>\$ 17,457.66</b>	
<b>Net Operating Income</b>	<b>\$ 405,798.71</b>	<b>\$ 359,647.39</b>	<b>\$ (95,971.24)</b>	<b>\$ 501,769.95</b>	<b>-422.83%</b>	<b>\$ (136,633.90)</b>	<b>\$ (40,662.66)</b>	
<b>Other Income</b>								
9000 Gain (Loss) on Sale of Assets	-	41,955.68	-	-		-	-	
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ 41,955.68</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Net Other Income</b>	<b>\$ -</b>	<b>\$ 41,955.68</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Net Income (Deficit)</b>	<b>\$ 405,798.71</b>	<b>\$ 401,603.07</b>	<b>\$ (95,971.24)</b>	<b>\$ 501,769.95</b>	<b>-422.83%</b>	<b>\$ (136,633.90)</b>	<b>\$ (40,662.66)</b>	
<b>Spending to be drawn from existing assets</b>								
Living Legacy Grants funded from Investment account			36,500.00			48,000.00		
COM funded from McCahon Fund						14,000.00		
CPM funded from Swan Fund			-			1,000.00		
Funding from existing assets			36,500.00			63,000.00		

## Living Legacy Committee Report

October 31, 2022

The Living Legacy Committee has reviewed and approved grants and disbursements for 2023. Applications were due in mid October and the committee met October 27 to review and approve grant requests. Awardees have not been notified at the time of this report, so only total amounts are reported here.

<u>Living Legacy Grant Year 2023</u>	<u>Funds Allocated</u>	<u>Funds Awarded</u>
New Worshipping Communities (50%)	\$24,000	\$24,000
Camping and Youth Ministry (15%)	\$7,200	\$7,200
Mission (10%)*	\$4,800	\$1,500
Leadership Development (10%)*	\$4,800	\$8,100
Congregation Revitalization (15%)*	\$7,200	\$0
Total	<u>\$48,000</u>	<u>\$40,800</u>

\*All grant applications received in these categories were funded. Funds not requested for Mission were moved to Leadership Development in order to fund all applicants in that category. No applications were received for Congregation Revitalization.

The Living Legacy Committee allocates funds per policy for New Worshipping Communities and Camping and Youth Ministry to the respective committees for use at their discretion.

Park Ave. Presbyterian Church  
Des Moines, Iowa  
Administrative Commission Report  
November 1, 2022

The Session of Park Ave. Presbyterian Church voted to close the church and asked the Presbytery to form an Administrative Commission. The commission members are RE Carol Ferrell, TE Randy Lubbers and RE Polk Davison.

The closing worship service will be held on Sunday, November 20, at 9:30 a.m. Communion will be served, and refreshments and conversation will follow.

The church abstract will be properly updated, all church records have been gathered, church finances are being put in order, and Gary Owen from the Property Committee is working to put the property up for sale and find a buyer.

Let us please keep the congregation, Session and staff of Park Ave. Presbyterian Church in our thoughts and prayers.

Respectively submitted,  
Polk Davison  
Moderator

## Property Committee

The property committee has not met since August 25<sup>th</sup>. At which time we went over the sale of First Presbyterian Church. Since this date the new owners of the church have communicated to me that they are very happy with their purchase of the church and have begun some of the upgrades that were needed at FPC.

Park Avenue Presbyterian Church has made the decision to close. Annika, myself and 2 members of the Administrative committee attended a meeting with their session and went over the procedures that would be followed by the property committee and our Presbytery. Since the first meeting we have met with Hazel Neil (church secretary) and Elder Gary Modlin at Park Avenue. This was a very productive meeting for me as Gary Modlin went over many of the items that will be needed to keep the church heated and safe after November 20<sup>th</sup> (date of last service for Park Avenue).

There is quite a bit of interest in purchasing this church, both from prospective buyers of First Presbyterian Church that did not get it as well as from two other prospective buyers.

Met with the appraiser last week and hopefully we get the results this week (week of Oct. 31) so we can establish a price and hopefully get the church sold.

Respectfully submitted

Gary Owens

Moderator of Property Committee

Final Report of the Administrative Commission for  
First Presbyterian Church  
Des Moines, Iowa  
October 31, 2022

On December 12, 2021, the congregation of First Presbyterian Church (Des Moines) met and made the unanimous decision to close the church, based on their current financial situation. They asked the Presbytery to form an Administrative Commission. The Presbytery's Leadership Council selected the following individuals to serve: TE Shamaine Chambers King from Windsor (Windsor Heights), TE Doug Basler from First (Des Moines), RE Christine Reinders Caron from First (Des Moines), RE Barbara Brown from Central (Des Moines), and RE Polk Davison from Westminster (Des Moines).

In January, the Commission began by meeting with Rev. Dr. Annika Lister-Stroope, Stated Clerk, to receive instructions. From January to April, the Commission met as a whole and with the Session via Zoom and in-person multiple times. Following the Administrative Commission Checklist provided by Annika, the responsibilities were divided as follows: property team, historical records team, financial team, corporation team, congregational care team, mission-giving team and final worship team.

The teams included representatives from the Administrative Commission and the Session, as well as several Deacons and other members of the congregation. The Session and the Commission also received assistance from the presbytery's Property Committee members, RE Jeff Egge from Central (Des Moines) and RE Gary Owens from Ankeny. Involving a broad cross-section of individuals facilitated the process, and the responsibilities were handled efficiently.

The Session set a goal to complete the Checklist duties by April 24. Historical documents were assembled and shipped to Philadelphia for permanent storage. Financial decisions were made, and after all bills were paid, remaining funds were donated to selected non-profit organizations. Many church items have been claimed by church members, former members, and other congregations.

The final worship service took place on April 24, the 60<sup>th</sup> anniversary of First Presbyterian at their most recent location (3100 Easton Blvd.). The service was a moving tribute to the ministry of the congregation, with an inspiring call to move forward in faith. The service concluded with singing "Shall We Gather at the River," a song chosen to reflect the beginnings of First Presbyterian's ministry along the Des Moines river.

The church building was put on the market in April, and was rented to Girls Rock Des Moines during the summer. The property was sold for \$750,000 to Sunrise Church, which took occupancy on August 1. The proceeds from the sale were deposited in the Presbytery's Living Legacy Account.

The Commission greatly appreciates the work of Gary Owen and the Property Committee for their thorough work in handling the sale of the church. A big thank you also goes to all the members of the Commission, and the members of First Presbyterian Church for faithful service in this endeavor.

Respectfully submitted,  
Polk Davison, Moderator  
First Presbyterian Church (Des Moines) Administrative Commission

**REPORT TO THE PRESBYTERY  
GREENFIELD FIRST ADMINISTRATIVE COMMISSION  
November 12, 2022**

Greenfield First Presbyterian voted to dissolve the congregation, break the yoke with Dexter First Presbyterian, end the call with the Reverend David Kincaide, and request the establishment of an administrative commission to help them on October 31, 2021. Following election by the Presbytery in November, the administrative commission began working with the church on December 28, 2021.

The commission helped the congregation and session celebrate and close its almost 150 years of ministry in the city and bring to a close the 31 year pastorate of Rev. Kincaide in that place. The closing service and decommissioning of the building were held on April 24, 2022. A reception followed the service. Rev. Kincaide has subsequently accepted a call to McPherson, Kansas.

The congregation was quite small in number, but a three-person session remained active. A congregational member served as one of the seven commissioners, and the clerk of session served as a liaison to the commission. Their presence and participation helped greatly with decision making, and they handled many of the communications between church and commission. The church treasurer also remained in place and oversaw the finances with the guidance of a two-member subcommittee of the commission. Another liaison to the commission is providing continuing pastoral care to the congregants following appointment by COM.

The congregation owned two pieces of real property, a manse and the church building. The commission toured both buildings early in 2022. Agreeing with the congregation and session's request, the commission voted to list the manse for sale with a local realtor. The manse was sold within a few days to a local individual. The asking price was agreed to, and all conditions requested by the session were accepted by the buyer. The property was transferred in April, with possession taking place July 1.

The church building is quite large, centrally located, and well maintained, but there are limited uses for such a facility in a small town. The congregation and session preferred that the building be transferred to the Greater Greenfield Community Foundation, to be repurposed as a community center and hub for local nonprofits. The commission investigated this proposal at length, and the commission moderator met with the Presbytery's property committee and discussed options for the building's disposition. After much prayer and investigation, the commission voted to transfer the building to the foundation, and the transfer occurred on April 25, 2022.

The congregation also had a substantial investment in endowed funds and a separate operating fund. Most of the endowed funds were held by the Presbyterian Fund. After congregational and session votes, the funds held by the Presbyterian Fund were transferred to the newly

named secondary beneficiary, the Greenfield Foundation, in late April. The session and the commission believe this fulfills the original donor's request for the use of the funds if the church closed. The other, non-endowed funds were used to pay the settlement with Rev. Kincaide and to maintain the manse and the church until they were transferred.

Upon the closing of the church, sixty percent of the remaining operating funds were transferred to the Greenfield Foundation. Of the remainder, ten percent was given to each of four mission projects long-supported by the congregation:

- Our Sister Parish, a mission of the Presbytery of Des Moines with El Salvador;
- The Living Legacy Fund, to empower and support congregations of the Presbytery;
- One Great Hour of Sharing, an offering of the PC(USA);
- And the Church World Service blanket mission.

At this time, we can report that each of these four mission projects received over \$15,000 as a result of this generosity.

The communion service and cups were given to Heartland Presbyterian Church, and subsequently shared with local retirement communities. Choir robes were gifted to the First Arabic Presbyterian Church. Other items were given to congregational members.

The records of the clerk of session, benevolence treasurer, and treasurer will be given to the Stated Clerk. The administrative commission's records have been provided to the Stated Clerk as well. Articles of dissolution of the corporation were filed with the Iowa Secretary of State, effective October 1.

Now we are pleased to report that we believe our work is completed. In everything we have done, the administrative commission has endeavored to follow the Spirit's guidance. With grateful hearts, we ask Presbytery to now dissolve the administrative commission to First Presbyterian, Greenfield. We ask that your prayers continue for the members of the former church, as they seek new church homes and ways to fulfill their mission.

Joanne Page, Moderator, RE Des Moines Central  
Pat Armstrong, RE Greenfield  
Darca Boom, RE Heartland, Clive  
Dennis Britson, RE Dallas Center  
Rev. Tim Maxa, TE Lenox and Sharpsburg  
Rev. Sarai Rice, TE HR  
Rev. Ed Wegele, TE Mt. Ayr