



Presbytery of Boston Council Minutes

November 19, 2020

Attendance:

Voting Attendance: Sarah Hathaway, Jane Wilson, Ivy Turner, Katie Cole, Kristin Rinehimer

Non-Voting: T. J. DeMarco, Cindy Kohlmann, Andy Parmelee, Jean Southard

Convene

The council met via Zoom and convened with prayer at 7:00 PM.

The council elected Jane Wilson to serve as moderator pro tem of this meeting. The moderator declared that a quorum was present.

The council approved the minutes from its last meeting on October 29, 2020

Budget Task Force

Ivy Turner

The council voted to **recommend** budget scenario 1 to the Presbytery. See budget scenarios in **Appendix A**.

Treasurer

Andy Parmelee

The treasurer submitted the financial reports to the council. The reports are located in **Appendix B** of these minutes.

Trustees

The trustees will meet tomorrow and plan to report to the Presbytery.

Resource Presbyter

Cindy Kohlmann

The Resource Presbyter reported that the resiliency in anti-racism seminar was well attended and since the live gathering has been viewed many times online.

The council **voted to approve** the job description located in **Appendix C** of these minutes and **recommend** that Presbytery approve a \$12,000 per year line item to the 2021 budget.

The Resource Presbyter reported that it is unlikely that she will be able to pull a group together for an anti-racism policy. She will pass the names of potential members on to the Stated Clerk.

The Resource Presbyter announced that she will be serving as the relational presbyter and stated clerk of New Castle Presbytery starting January 15. She is excited about this new opportunity.

Stated Clerk

T. J. DeMarco

Council approved the following action:

On November 5, over email, the council **voted to approve** the grant proposal to create a Christian Education Youth Coordinator Position at Hartford St. Presbyterian Church. The funds, \$19,900, will come from the Linn Redevelopment Fund of the Presbytery of Boston. Hartford Street will provide a report annually on progress of the project.

Grant Approvals

I believe that we will need to recommend a process for grant approval to the Presbytery for the operating manual. I believe that the process for approving grants would work better if grants were first reviewed by the trustees to ensure that grantees are requesting support from appropriate funds.

I also believe that we need to review the questions on the grant applications. For example, we have not done a great job investigating whether or not ministries that we support would eventually be self-supporting. There may be other ways to improve our granting process as well.

The way forward with this would be to ask a small group to meet between this council meeting and the next to review the grant applications and present them revised for council to recommend to the Presbytery.

T. J. DeMarco and Ivy Turner will develop a proposal for a process for grant approvals.

Operating Manual Conversation

Ivy Turner and Katie Cole graciously agreed to meet with me to discuss the process of forming an operating manual. We developed the following ideas for an Operating Manual Task Force to consider:

There is a written introduction to the manual, written several years ago. This can be revised.

These are the policies we have that should be included in a manual:

1. Personnel Policy (needs to be revised and approved by Presbytery)
2. Sexual Misconduct Policy (approved at past Presbytery meeting)
3. Child Protection Policy (approved at past Presbytery Meeting)
4. Emerging Worshipping Communities Policy (approved at past Presbytery meeting)
5. Spending Policy (To be presented for approval)
6. Investment Policy (To be revised by Investment sub-committee)
7. COM Policies
 - A. Guidelines for Congregational Ministry
 - B. Sample COM motions
 - C. Pastor Transition cheat sheet on steps

These are the policies we need:

1. Officer/Volunteer policy – Elections, resignations, expectations
2. Communication Policy – Who authorizes communication to the Presbytery?
3. Anti-racism policy
4. Conflict Policy – How will we address conflict?

Council voted to recommend the following task force of the Presbytery with the following charge:

Charge for Task Force

The Administrative Manual Task Force will consist of 3-5 members of the Presbytery of Boston. Members may be minister members, ruling elders, or members of Presbytery of Boston Congregations. The Stated Clerk will provide staff support to this task force. The task force will be appointed by the Presbytery of Boston Council.

1. Gather and review existing policies of the Presbytery of Boston and determine which policies need revision.
2. Determine a process for revision of existing policies.
3. Determine if new policies that should be formed.
4. Write new policies or recommend a process for forming new policies to be recommended to the Presbytery for Approval.

5. Compile the policies into an Administrative Manual to be recommended to the Presbytery at the November Presbytery Meeting.

Docket Review

The docket for the Presbytery meeting is attached for your review.

The Presbytery voted to donate the Presbytery offering to Freedom For Immigrants and double matching the Presbytery offering through the Presbytery Mission support.

2021 Proposed Calendar

The council **voted** to recommend that the March Presbytery meeting be held virtually.

The council **voted** to recommend the calendar below to the Presbytery.

Presbytery Meetings

March 15, 2021 – 7:00 PM (Earlier? Plan on a virtual meeting?)

September 23, 2021 - 7:00 PM

December 9, 2021 - 7:00 PM

Council Meetings

January 21, 2021 – 7:00 PM

February 18, 2021 – 7:00 PM

April 15, 2021 – 7:00 PM

May 20, 2021 – 7:00 PM

Jun 17, 2021 – 7:00 PM

July 15, 2021 – 7:00 PM

August 19, 2021 – 7:00 PM

October 21, 2021 – 7:00 PM

November 18, 2021 – 7:00 PM

Committee on Ministry

Jane Wilson

COM will have a late submission for the Presbytery packet.

Committee on Preparation for Ministry

Kristen Rinehimer

CPM is pleased that an individual has finished the preparation for ministry process and is now moving on to work with COM. Members of the committee have served as readers of ordination exams and this has helped the committee better support candidates.

Nominating

Sarah Hathaway

Sarah Hathaway presented the list of nominees for the upcoming Presbytery meeting as it stands right now. The nominating committee filled far more positions than expected. Katie Cole will be nominated for nominating committee.

Adjourn

The meeting adjourned at 9:05 PM with prayer.

Appendix A: Budget Scenarios

Presbytery of Boston - Budget Scenario Worksheet

Approved 2020 Budget
Assume all personnel at 50% (20 hrs/wk)
Membership @ 2,063

Option 1
No CC or RP, staff @ 50% (20 hrs/wk)
Membership @ 1974 (as reported to PCUSA)
Mission -\$5k lower donations (covid19)
Stewardship, newsletter, website, etc. done by SC?
No changes Committee or Admin exp
Anticipate discount of audit to \$3,900

Option 4
No CC, Change RP position to MP, MP, T & SC @ 50% (20 hrs/wk)
RP is replaced by Missional Presbyterian - Stewardship, Mission & Covid focus (same rate as RP)
Membership @ 1974 (as reported to PCUSA)
Mission -\$15k lower donations (covid19)
Newsletter, website, etc. done by contractor
No changes Committee or Admin exp
Anticipate discount of audit to \$3,900

Revenues	2020	% Rev	2021	% Rev	2021	% Rev
Per Capital Receipts	\$ 115,640	51.7%	\$ 110,544	81.1%	\$ 110,544	62.6%
Individual Contributions	\$ 5,000	2.2%	\$ 5,000	3.7%	\$ 5,000	2.8%
Unrestricted-Shared Mission	\$ 25,000	11.2%	\$ 20,000	14.7%	\$ 10,000	5.7%
Transfer from Trustee Funds Released for Operations ⁽¹⁾ (DOES NOT include \$11,190 cash balance as of 1/1/20)	\$ 77,157	34.5%	\$ -	0.0%	\$ 30,319	28.5% *\$50,319 needed to balance
Transfer from Trustee Funds	\$ 722	0.3%	\$ 720	0.5%	\$ 720	0.4%
Fundraising	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total Revenues	\$ 223,519	100.0%	\$ 136,264	100.0%	\$ 176,583	100.0%
Expenses	2020	% Rev	2021	% Rev	2021	% Rev
Personnel						
Treasurer Salary	\$ 21,012	9.4%	\$ 20,204/hr	15.4%	\$ 16,810	9.5%
Treasurer FICA (7.65%)	\$ 1,607	0.7%	\$ 1,607	1.2%	\$ 1,286	0.7%
Stated Clerk Salary	\$ 31,182	14.0%	\$ 29,983/hr	22.9%	\$ 24,946	14.1%
Stated Clerk FICA (7.65%)	\$ 2,385	1.1%	\$ 2,385	1.8%	\$ 1,908	1.1%
Stated Clerk 403b	\$ 4,000	1.8%	\$ 4,000	2.9%	\$ 4,000	2.3%
Recording Clerk	\$ 674	0.3%	\$ -	0.0%	\$ -	0.0%
Resource Presbyterian Salary & Offset	\$ 41,099	18.4%	\$ 39,518/hr	0.0%	\$ 41,099	18.4%
Resource Presbyterian - D&D (premium to BoPensions)	\$ 4,788	2.1%	\$ -	0.0%	\$ 4,788	2.1%
Communications Coordinator - Salary	\$ 30,000	13.4%	\$ 28,846/hr	0.0%	\$ -	0.0%
Communications Coordinator - FICA	\$ 2,295	1.0%	\$ -	0.0%	\$ -	0.0%
Communications Coordinator - 403b	\$ 4,000	1.8%	\$ -	0.0%	\$ -	0.0%
Total Personnel	\$ 143,043	64.0%	\$ 60,187	44.2%	\$ 94,837	53.7%
Office & Committee Expenses						
Presbytery Council/Training and Development	\$ 300	0.1%	\$ 300	0.2%	\$ 300	0.2%
Committee on Preparation for Ministry	\$ 3,000	1.3%	\$ 3,000	2.2%	\$ 3,000	1.7%
Committee on Ministry	\$ 4,000	1.8%	\$ 4,000	2.9%	\$ 4,000	2.3%
Committee Resources (Pdres, COR, Nom)	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Permanent Judicial Commission	\$ 250	0.1%	\$ 250	0.2%	\$ 250	0.1%
Treasurer Office Expense	\$ 1,943	0.9%	\$ 1,943	1.4%	\$ 1,943	1.1%
Moderator Office Expense	\$ 1,200	0.5%	\$ 1,200	0.9%	\$ 1,200	0.7%
Stated Clerk Reimbursable Expenses	\$ 1,818	0.8%	\$ 1,818	1.3%	\$ 1,818	1.0%
Resource Presbyterian Reimbursable Expenses	\$ 6,000	2.7%	\$ -	0.0%	\$ -	0.0%
Communications Coordinator Reimbursable Expenses	\$ 2,000	0.9%	\$ -	0.0%	\$ -	0.0%
Contractor for Newsletter, website, etc.					\$ 5,000	2.8% (estimate)
Missional Presbyterian Search Expenses					\$ 8,000	4.5% (estimate)
Total Office and Committee	\$ 20,511	9.2%	\$ 12,511	9.2%	\$ 25,511	14.4%

<u>General and Administrative</u>											
Audit	\$ 4,500	2.0%	\$ 3,900	2.9%	\$ 3,900 2.2%						
Web Site Expense	\$ 100	0.0%	\$ 100	0.1%	\$ 100 0.1%						
Insurance and Phone	\$ 6,133	2.7%	\$ 6,133	4.5%	\$ 6,133 3.5%						
Staff Conferences	\$ -	0.0%	\$ -	0.0%	\$ - 0.0%						
Total G&A	\$ 10,735	4.8%	\$ 10,135	7.4%	\$ 10,135 5.7%						
<u>Other Expenses</u>											
Per Capita: General Assembly [\$8.95]; Synod of NE [\$4.10]	\$ 26,948	12.1%	\$ 26,100	19.2%	\$ 26,100 14.8%						
POB - General Assembly 2020 Expenses	\$ -	0.0%	\$ -	0.0%	\$ - 0.0%						
Total Other	\$ 26,948	12.1%	\$ 26,100	19.2%	\$ 26,100 14.8%						
<u>Mission Support ⁽¹⁾</u>											
Congregations	\$ 12,500	5.6%	\$ 7,500	3.3%	\$ 7,500 4.2%						
Presbytery	\$ 12,500	5.6%	\$ 12,500	9.2%	\$ 12,500 7.1%						
Total Mission Support ⁽¹⁾	\$ 25,000	11.2%	\$ 20,000	14.7%	\$ 20,000 11.3%						
Total Operating Expenses	\$ 226,236	101.2%	\$ 128,933	94.6%	\$ 176,583 100.0%						
<i>(2021 budgets have YAV payroll support & payroll removed)</i>											
Budget Surplus/(Deficit) from Operations	\$ (2,717)		\$ 7,331		\$ (50,319) *Use Trustee funds to cover						
2020 Budget was balanced by transfer of \$77,157 from Trustees assets for operation.			\$ -								
			no transfer from Trustee Funds								
<div><div><div>⁽¹⁾ <u>Unrestricted Assets Released for Operations:</u></div><div><table><tr><td>General Assembly Fund</td><td>\$ -</td></tr><tr><td>Fort Square Fund</td><td>\$ 77,157</td></tr><tr><td>Total</td><td>\$ 77,157</td></tr></table></div><div><div>This option retains the current FTE level for the Treasurer & SC</div><div>Will RP position be left vacant for 2021? (savings?)</div><div>Will PoB conduct mission study to identify RP?</div><div>How address vision, daily Q, admin mgmt?</div><div>Who to work w/Personnel to id job des for RP if start search?</div><div>Council Work w/Personnel to revise SC, T job descr. priorities</div></div><div><div>This option retains the current FTE level for the Treasurer & SC</div><div>propose 2021 mission focus on covid - internal & external</div><div>Est \$8,000 cost to search for Missional Presbyter</div><div>Will need define MP full respon for admin mgmt</div><div>Who to work w/Personnel to id job des for MP if start search?</div><div>SC, T job descr. priorities and create job description for communications</div></div></div></div>						General Assembly Fund	\$ -	Fort Square Fund	\$ 77,157	Total	\$ 77,157
General Assembly Fund	\$ -										
Fort Square Fund	\$ 77,157										
Total	\$ 77,157										
FOR INFO ONLY											
<u>Non Operating Expenses</u>											
PoB Operating Fund Cash Balance 1/1/2020 ⁽¹⁾	\$ 11,190		\$ -	*TBD if 1/1/2021 will have cash balance	\$ - *TBD if 1/1/2021 will have cash balance						
Total Non Operating Expenses	\$ 11,190		\$ -		\$ -						
⁽¹⁾ Previously labeled Church Unified Mission; may be used for operations											

Appendix B: Financial Reports

2020 Per Capita Apportionment and Member Church Mission Pledges and Gifts							October					
CHURCH	Per Capita Share	Ind Gifts	Per Capita PAID	Presbytery Mission	Designated Mission	2019 Per Capita	2019 UR Miss	Total Presbytery	Synod Pledge	Total Synod	GA Pledge	Total GA
Covenant	\$ 2,968											
			\$ 2,534	\$ 2,842				\$ 5,376				
Fourth	\$ 9,128		\$ 9,000	\$ 2,000	\$ 5,200			\$ 16,200				
Hyde Park	\$ 2,576		\$ 2,025					\$ 2,025				
Pr Iglesia	\$ 2,744							\$ -				
Roxbury	\$ 6,216		\$ 3,108			\$ 3,528		\$ 6,636				
Brookline	\$ 3,528		\$ 3,528	\$ 472				\$ 4,000				
Korean	\$ 19,320		\$ 19,320	\$ 3,000	\$ 3,000			\$ 25,320				
TPCOB	\$ 2,184			\$ 2,500								
affirmed			\$ 2,184	\$ 2,500	\$ 4,108		\$ 2,000	\$ 10,792				
Burlington	\$ 6,944											
			\$ 6,944	\$ 7,173				\$ 14,117				
Cambridge	\$ 2,912		\$ 2,184	\$ 816				\$ 3,000				
Clinton	\$ 4,200											
affirmed			\$ 4,325					\$ 4,325				
Good Shp	\$ 3,472		\$ 3,473			\$ 387		\$ 3,860				
Natick	\$ 6,944		\$ 3,500	\$ 500				\$ 4,000				
Needham	\$ 3,920		\$ 3,920					\$ 3,920				
Newton	\$ 2,968		\$ 2,968	\$ 982				\$ 3,950				
F Quincy	\$ 8,456		\$ 7,595					\$ 7,595				
YngSang	\$ 4,032											
								\$ -				
Somervl	\$ 2,016		\$ 2,016					\$ 2,016				
Sudbury	\$ 8,064			\$ 2,000								
affirmed			\$ 6,048	\$ 1,500				\$ 7,548				
Whitinsvl	\$ 5,152		\$ 5,152	\$ 750				\$ 5,902				
Worcester	\$ 5,544											
			\$ 4,028					\$ 4,028				
Ind Gifts		\$ 3,500										
		\$ 4,144										
Total PC	\$ 113,288											
Total			N/A	\$ 4,500	\$ -	N/A	N/A					
Total Rec			\$ 93,852	\$ 22,535	\$ 12,308	\$ 3,915	\$ 2,000	\$ 134,610				
Affirmed	\$ 14,448							\$ 134,610				
%Rec			83%	501%								
		Light \$ = Paid		Bold \$ = Pledged								

Presbytery of Boston

Per Capita and Mission Budget for 2020		Budget		Actual - October 31, 2020				
I. Per Capita and Mission Resources:		2020	% Budget	2020	% Budget			
1) Member Church Per Capita (formerly Unified Mission)	\$	115,640	46.5%	\$	97,767	84.5%	Balances	
2) Transfer from Trustee Funds - Awards, Grants, Loans (as awarded)	\$	-	0.0%	\$	38,425	0.0%		
3) Transfer from Fort Square Settlement Proceeds	\$	-	0.0%	\$	20,000	25.9%	Checking	
4) Transfer from Trustee Funds (5 Yr Rolling Avg of Interest Income)	\$	722	0.3%	\$	-	0.0%	Savings	
5) YAV Payroll Support	\$	25,190	10.1%	\$	14,694	58.3%	10/31/20	
6) Individual Gifts	\$	5,000	2.0%	\$	4,144	82.9%		
7) Unrestricted-Shared Mission	\$	25,000	10.1%	\$	24,535	98.1%		
8) Designated/Directed Mission (as gifted)	\$	-	0.0%	\$	12,308	0.0%		
9) Presbytery Loose Offering (as received)	\$	-	0.0%	\$	568	0.0%		
10) Unrestricted fundraising/Operational Donations (as awarded)	\$	77,157	31.0%	\$	-	0.0%		
11) Transfer from Trustees - PCN Building Manager and Insurances				\$	29,889	0.0%		
RESOURCES Total:		\$	248,709	100.0%	\$	242,330	97.4%	
II. Per Capita and Mission Disbursements:		2020	% Budget	2020	% Budget			
A. Congregational Mission Programs		\$	12,500	5.0%	\$	41,425	16.5%	01/01/20
1) POB Shared Mission Programs	\$	12,500	5.0%	\$	-	0.0%	Income	
2) Shekinah Fellowship - Natick	\$	-	0.0%	\$	14,500	0.0%	Disburse	
3) Shekinmah Fellowship - Brockton	\$	-	0.0%	\$	2,000	0.0%	10/31/20	
4) Shekinah Fellowship - Marlborough	\$	-	0.0%	\$	2,000	0.0%		
5) Shekinah Fellowship - Waltham	\$	-	0.0%	\$	2,000	0.0%	Funds	
6) Whitinsville Church	\$	-	0.0%	\$	425	0.0%	Operating	
7) Newton Presbyterian Church - PoB Grant	\$	-	0.0%	\$	2,500	0.0%	Yav Fund	
8) PoB Young Adult Volunteers	\$	-	0.0%	\$	15,000	0.0%	Peace Offer	
9) Designated - Directed Missions	\$	-	0.0%	\$	3,000	0.0%	PJC	
B. Other Mission Programs		\$	12,500	5.0%	\$	9,876	79.0%	Youth Tri.
1) PoB Shared Mission Programs	\$	12,500	5.0%	\$	-	0.0%	Pentecost	
2) MA Council of Churches	\$	-	0.0%	\$	-	0.0%	PC Conf	
3) Presbyterian Disaster Assistance - Regional Hurricanes	\$	-	0.0%	\$	-	0.0%	Pastor's Dev	
4) Young Adult Volunteers	\$	-	0.0%	\$	1,200	0.0%	Presb. Day	
5) Mission to the Congo	\$	-	0.0%	\$	-	0.0%	Abbey Bos.	
6) Immigration Response Task Force	\$	-	0.0%	\$	-	0.0%	CHRA	
7) Northeast Ecumenical Stewardship Council	\$	-	0.0%	\$	-	0.0%	TILDev	
8) PC(USA) - Youth Connection and Youth Triennium	\$	-	0.0%	\$	-	0.0%	PDA	
9) Presbytery Loose Offering (other - Funded by I9)) (as received)	\$	-	0.0%	\$	568	0.0%	Covid-19	
10) Designated/Directed Mission (other- Funded by I8) (as gifted)	\$	-	0.0%	\$	8,108	0.0%	Confirm Con	
11) Community Day Care of Waltham	\$	-	0.0%	\$	-	0.0%	PLC Fund	
12) Grants - Restricted (from Trustee Funds - Funded by I2 (as awarded)	\$	-	0.0%	\$	-	0.0%		
C. Presbytery Staff, Officer and Office Expenses		\$	191,928	76.3%	\$	183,356	95.5%	
1) Moderator of Presbytery - Expenses	\$	1,200	0.5%			0.0%		
2) Treasurer - Salary	\$	21,012	8.4%	\$	17,510	83.3%		
3) Treasurer - Related Expenses (Office and FICA)	\$	3,550	1.4%	\$	2,156	60.7%	Other Income	
4) Stated Clerk - Salary	\$	31,182	12.4%	\$	25,985	83.3%	Investment	
5) Stated Clerk - Related Expenses (FICA, Travel & Office, 403b)	\$	8,203	3.3%	\$	6,037	73.6%	Grants	
6) Recording Clerk - Stipend	\$	674	0.3%	\$	-	0.0%	Funds Crs.	
7) Audit Expenses	\$	4,500	1.8%	\$	3,900	86.7%	Oper. Crs.	
8) Resource Presbyter - Salary and Offset	\$	41,099	16.3%	\$	34,249	83.3%		
9) RP - Reimbursable Exps (CE, Mileage, Meals, Phone) & D&D, Pension	\$	10,788	4.3%	\$	9,190	85.2%		
10) Insurances and phone services	\$	6,135	2.4%	\$	12,542	204.4%	Other Disburs.	
11) Communications Coordinator - Salary	\$	30,000	11.9%	\$	25,000	83.3%	Funds Disb	
12) Communications Coordinator - Related Exps (FICA, Benefits, Exps)	\$	8,295	3.3%	\$	8,913	107.4%	403(b).	
13) YAV Site Coordinator - Salary	\$	23,400	9.3%	\$	13,650	58.3%	Oper Disb	
14) YAV Site Coordinator - Related Expenses (FICA)	\$	1,790	0.7%	\$	1,044	58.3%	Grants	
15) PoB Web Site Support and Training	\$	100	0.0%	\$	180	180.0%		
16) Needham Building Manager				\$	21,367			
17) Needham Building Manager - Related Expenses (FICA, Exps)				\$	1,635			
D. Presbytery Committees		\$	7,550	3.0%	\$	1,013	13.4%	
1) Presbytery Council/Training and Development	\$	300	0.1%	\$	653	217.7%		
2) Committee on Preparation for Ministry	\$	3,000	1.2%	\$	201	6.7%		
3) Committee on Ministry	\$	4,000	1.6%	\$	159	4.0%		
4) Committee Resources (Pers, COR, Nom)	\$	-	0.0%	\$	-	0.0%		
5) Permanent Judicial Commission	\$	250	0.1%			0.0%		
E. GA and Synod Per Capita and Connectional Expenses		\$	26,948	10.7%	\$	26,557	98.5%	
1) Connectional Support to General Assembly and The Synod of the NE	\$	26,948	10.7%	\$	26,557	98.5%		
2) POB - General Assembly 2020 Expenses	\$	-	0.0%			0.0%		
DISBURSEMENTS Total:		\$	251,426	100.0%	\$	262,227	104.3%	
Surplus/(Deficit)		\$	(2,717)		\$	(13,931)		

Presbytery of Boston - Board of Trustees Funds
Actual - September 30, 2020

Restricted Cash, Investments and Loans	Market Value
Cash	\$ 66,887.14
Savings	\$ 73,773.85
PILP Investment Mission Money Fund, 24 and 36 month Fixed Notes (Note: \$200,000 from the EBF-Cont. Educ. fixed principal balance and \$95,000 from The Lynn Redev. Fd.-Minimum Permanent Fund)	\$ 295,000.00
Charles Schwab & Co., Inc. (Cost Value - \$ 650,000)	
Investments Long	\$ 1,136,562.60
Cash	\$ 8.08
Operating Loans	
Worcester	\$ 7,921.94
Investment Loans	
BCLP	\$ 25,000.00
	\$ 1,605,153.61

Restricted Funds

Trustee Fund - Loans to Churches	\$ 7,921.94
Trustee Fund - Restricted Operating	\$ 220,431.50
Kneeland Fund - Regular	\$ 5,198.91
Kneeland Fund - Special	\$ 1,522.68
Presbytery Congregational Development Fund	\$ 34,568.46
Minister's Emergency Fund	\$ 38,302.45
John Gilchrist Fund	\$ 24,802.50
The Robie Fund (\$ 40,000 minimum permanent fund)	\$ 58,361.30
The Lynn Redevelopment Fund (\$ 174,545 minimum permanent fund)	\$ 310,576.46
Roxbury Presbyterian Church Reserve Fund	\$ 20,000.00
East Boston Funds	
Continuing Education (\$ 200,000 minimum permanent fund)	\$ 288,674.62
Equity Sharing	\$ 338,088.53
Missions	\$ 109,966.41
Elizabeth Pultz Fund	\$ 10,486.92
Ft. Square Fund	\$ 85,951.15
Needham Fund	\$ 28,752.47
Undistributed Accrued Income	\$ 3,561.24
Change in Value of Investments (decrease in value distributed 12-31-18)	\$ (17,467.61)
Agnes Young Fund	\$ 35,453.68
	\$ 1,605,153.61

Mission Statement of the Presbytery of Boston

As we seek to be faithful witnesses to Christ in loving service together, the Presbytery of Boston will support the "Great Ends of the Church" by:

- 1) Strengthening and growing the congregations of the presbytery by providing guidance and resources for their ministries and by encouraging partnerships.
- 2) Engaging in presbytery-unifying activities of peace, justice and kindness, evangelism and witness.
- 3) Providing pastoral care for ministers and their families.

Appendix C: Communications Coordinator Job Description for Review

Presbytery of Boston Administrative Staff Person Proposed Position Description

TITLE:

Administrative Staff Person

PURPOSE:

The purpose of this position is to provide administrative support to the Presbytery.

RELATIONSHIPS:

The Administrative Staff Person (ASP) will relate to:

- The Stated Clerk, who will supervise and provide materials and information as necessary (including Presbytery Meeting packet materials and information for the directory).
- Committee members or members of Presbytery as needed for information
- The Personnel Committee for regular review

RESPONSIBILITIES:

- Attend all Presbytery meetings to manage tech
- Manage Newsletter: receive information, edit and prepare online newsletter, send once per week
- Monitor office@presbyteryofboston and presbyter@presbyteryofboston.org email and forward to appropriate people
- Website Management:
 - updating webpages with appropriate resources, dates, photos, and attachments.
 - creating new webpages as needed.
 - responding to requests for new user logins or lost login information.
 - Prepare and distribute stated meeting packets
- Keep Presbytery Directory up to date, including:
 - Accurate church contact information, including address, email address, phone number, and contact for Clerks of Session
 - Accurate Minister information, including HR status
 - Proactively reaching out to COM, Deacons and Stated Clerk and monitoring Presbytery minutes for changes
 - Moving the directory into a more useable format (online or database) by March 2021, with format to be approved by Stated Clerk
- Manage Presbytery Facebook Page
 - Share weekly newsletter
 - Create and manage up-to-date postings (at least once a month)
- Prepare and distribute quarterly per capita statements to sessions.

ACCOUNTABILITY AND EVALUATION:

The ASP will be supervised by the Stated Clerk.

This revised position description is for the calendar year 2021. The Personnel Committee will check in to review the work of the ASP after the first quarter of 2021, and regularly afterward, with the date of the next review set at each review.

Hours: average of 9 hours/week

Salary: \$12,000 year

1 year Contract

