



## Presbytery of Boston Council Minutes

October 29, 2020

### Attendance:

Voting Attendance: Jane Wilson, Katie Cole, Ivy Turner, SuYoung Kim, Sarah Hathaway, Andy Parmelee, Mark Wells, Kirstin Rinehimer

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

The council met via Zoom and convened with prayer at 7:05 PM.

The council elected Katie Cole 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 9/22/2020.

The moderator noted that the mediation team.

### Treasurer

Andy Parmelee

The treasurer submitted reports located in **Appendix A** of these minutes.

### Trustees

Thatcher Freeborn

Thatcher Freeborn had another commitment and was unable to attend this meeting. The Stated Clerk and Resource Presbyter reported that Primer Iglesia will worship at the Needham building this coming Sunday. The trustees and Primer Iglesia are considering a proposal for the Presbytery for Primer Iglesia to regularly worship in the space. More details will come in upcoming months.

### Resource Presbyter

Cindy Kohlmann

### Hybrid Church Webinar

The Hybrid Church Webinar with Bruce Reyes-Chow went very well, and through it we learned about a local resource called Altar Live that is designed to help churches navigate the complexities of hybrid worship. I have a conversation this Friday with the founders of Altar Live

and will be setting up an opportunity for church leaders to hear about what they offer and continue the conversation about what a hybrid church set up might look like.

### **Virtual Choir Tutorial**

Tonight is the Virtual Choir Tutorial, which will be recorded and linked to the website. Following the tutorial, Jennifer Bastien will begin working on a mass-choir production of “Joy to the World!” for any church to use during the Christmas season.

### **Building Stamina for Anti Racism Work**

The Rev. Denise Anderson, co-moderator of the 222nd General Assembly and Coordinator for Racial and Intercultural Justice for the Presbyterian Mission Agency, will be leading two workshops on “Building Stamina for Anti Racism Work.” She agreed to two concurrent Saturdays, November 7 & 14, 10 am - 12 pm, in order to make these accessible for church members as well as leaders. Registration is open. *It would be appropriate to consider making a donation to the Presbyterian Mission Agency in gratitude for this opportunity. I would like to suggest an amount of \$1,500 from our Shared Mission budget item, which as of the August financial report has \$12,500 remaining.*

The council **voted** to disburse \$1,500 from the shared mission budget item to the Presbyterian Mission Agency in gratitude for this program.

### **Matthew 25**

As of today, seven congregations in the Presbytery have signed up as Matthew 25 churches: Church of the Covenant, KCB, Roxbury, Sudbury, Clinton, Hartford Street, and Burlington. The Synod also voted to become a Matthew 25 mid council and will be focusing on issues of dismantling structural racism over the next two years. I know of at least one other church that is seriously considering taking up dismantling structural racism and also joining the Matthew 25 vision. As part of their discernment, I am currently offering a four-week study on the Bible and Racial Justice to help build a Scriptural foundation for why this is work we are called to do as a church. We also have a dedicated tab on the website, <https://www.pnne.org/Matthew-25>, which is where different resources and calls to action will be posted. The upcoming webinars with Denise Anderson are part of our commitment to be a Matthew 25 mid council.

### **Service for December 27**

I’m working with T.J. and Ben to provide one more complete worship service, this time for the Sunday after Christmas. My hope is to collect as many recordings of Advent and Christmas hymns and special music as possible from across the whole denomination, and create a public place where people can share and use those throughout Advent and Christmastide. It’s one way to help set this season apart during COVID and a way to support churches of all sizes.

### **Anti Racism Policy and Training Task Force**

Now that the Presbytery has voted to establish an Anti Racism Task Force, I'd like to make sure that we move forward in doing that work. I am happy to help collect names and approach people about serving on this task force; ***is there someone on Council who would like to work with me on this and take the lead in bringing the group together?***

### **Continuing Education**

I have two sessions left in my online Spanish immersion experience, and I can tell that it's made a big difference. I'm conversing more easily and even not making the same mistakes quite as often! If the funds are available, I'm going to sign up for a "maintenance" level set of sessions to keep me going through the winter.

I've also registered for two classes through the Cultural Intelligence Center, an organization Denise Anderson recommended when I asked about getting more training in leading anti racism work. The first full week of November I will be taking their CQ Certification (Level 1) course followed by their Cultural Intelligence Train the Trainer (Level 2) course. If I find these courses to be helpful, then I plan to sign up for the Unconscious Bias Train the Trainer course in December.

### **Transitional Items**

**Email:** One task going forward administratively will be for someone to monitor the [presbyter@presbyteryofboston.org](mailto:presbyter@presbyteryofboston.org) email address. Various official communications and lots of resource emails come to this address on a regular basis.

**Websites:** I am compiling a list of all of the websites where Boston has an account, like our website hosting account on DNN4Less or our Zoom account. I'll have a list of login information ready to go by the end of the year. I will also work with Andy to replace any of my credit card information with the Presbytery's new debit card so future fees will go straight to the Presbytery.

### **Administration and Communication**

In conversation with Ben, he has proposed to continue as Communications Coordinator at a very reduced salary, reducing as well his functions to the essential ones necessary to provide administrative and communication support. Those essential functions would be the weekly e-connections and other communications as necessary, maintaining the website and Facebook page, and monitoring emails at the Resource Presbyter address until a decision is made to fully eliminate the position or move forward with a different leadership model. ***If the Council would like to move forward with this conversation, T.J. and I could create a list of detailed expectations and a sense of appropriate salary range.***

### **Personal**

I am actively interviewing with two positions, one of which has invited me for an in-person visit. Thank you for your continued prayers as I discern where God is calling me.

## Budget Task Force

Ivy Turner

The budget task force presented 2 budget scenarios located in **Appendix B** of these minutes. Ivy Turner also reported that with the spending policy that will be recommended by the Trustees, there may be funds available for more staffing.

The budget task force also presented the responses from Presbytery Members during listening sessions. Those responses are located in **Appendix C** of these minutes.

Given the feedback from the Presbytery, concerns among council members about needing more staff leadership, and the potential spending policy from the trustees, the council decided to consider a part-time missional presbyter and communications person.

The council voted to ask personnel to complete the following tasks:

Write job descriptions for missional presbyter and a communications person

For a missional presbyter position:

- Use other job descriptions as a starting point.
- 1-year position
- The position should focus on developing volunteer leaders (with programming geared toward this goal)
- Pastor to pastors
- Resource a task force that considers what's next

For a communications person:

- maintain website
- monitor Presbytery email
- emphasis on updating the Presbytery directory and including ordained elders
- weekly newsletter and regular social media
- maintain mailchimp email list

## Stated Clerk

T. J. DeMarco

The stated clerk reported that this month, the Council approved over email a stipend of \$20 an hour for up to \$1,000 from the Presbytery Congregational Development Fund for Jennifer Bastien, music director at the Clinton Presbyterian Church, for the purpose of providing a

webinar on how to create a virtual choir and producing a mass choir recording of “Joy to the World.”

The council reviewed the docket for the December presbytery meeting sent to the council in advance of the meeting.

The council **voted** to elect Katie Cole to serve as moderator pro tem of the next Presbytery meeting. This power was delegated to the council by Presbytery at its last meeting.

## Committee on Ministry

Jane Wilson

The Committee has welcomed Rev. Amy Fowler as a new member of Presbytery.

## Committee on Preparation for Ministry

Kristin Rinehimer

One candidate is approaching the end of the process and will likely soon be certified ready to receive a call.

## Nominating Committee

Sarah Hathaway

### Completed Actions:

- Ginny Coakley has accepted a nomination for a 1 year term on COM (class of 2021)
- Thatcher Freeborn has accepted a nomination for a second term on Trustees as President (class of 2023)
- Andrew Parmelee has accepted a nomination for three more years as Treasurer (class of 2023)
- Paul Shiflett has accepted a nomination for a second term on Trustees Investment Subcommittee (class of 2023)
- Ivy Turner has accepted a nomination for a second term as council Member-at-Large (class of 2023)

### Outstanding Actions:

- **Synod Mission & Ministries delegate (2022):** vacant – had hoped it would be a YAAD, but PoB is not selected to send a YAAD this year
- **Deacons:** Waiting for response from Martha Spear re: 2<sup>nd</sup> term as Deacon (2023); Christiane Dutton has asked to resign from Deacons effective end of this year, so we need to find another nominee to hopefully present at December meeting to complete Christiane’s term (2022)
- **Vice-Moderator and Moderator:** vacancies, no leads
- **COM:** 1 vacancy (class of 2023)

- **Nominating Committee:** still only has three members (chair included), need more members
- The council identified 5 individuals to ask to serve on nominating committee.

## Operating Manual

T. J. DeMarco, Katie Cole, and Ivy turner agreed to begin the conversation about forming the operating manual for the Presbytery.

The meeting adjourned with prayer at 9 pm. The next council meeting will be on November 19, 2020.

## Appendix A: Financial Reports

## Presbytery of Boston

| <i>Per Capita and Mission Budget for 2020</i>                           |                   |               | <i>Budget</i>      |              | <i>Actual - September 30, 2020</i> |            |
|---|-------------------|---------------|--------------------|--------------|------------------------------------|------------|
| <i>I. Per Capita and Mission Resources:</i>                             | 2020              | % Budget      | 2020               | % Budget     |                                    |            |
| 1) Member Church <i>Per Capita</i> (formerly Unified Mission)           | \$ 115,640        | 46.5%         | \$ 84,399          | 73.0%        | <i>Balances</i>                    |            |
| 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          | 0.0%         | 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%        |                                    | 9/30/20    |
| 6) Individual Gifts   | \$ 5,000          | 2.0%          | \$ 3,511           | 70.2%        |                                    |            |
| 7) Unrestricted-Shared Mission  | \$ 25,000         | 10.1%         | \$ 21,179          | 84.7%        |                                    |            |
| 8) Designated/Directed Mission (as gifted)                              | \$ -              | 0.0%          | \$ 9,108           | 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        |                   |               | \$ 24,139          |              |                                    |            |
| <b>RESOURCES Total:</b>   | <b>\$ 248,709</b> | <b>100.0%</b> | <b>\$ 216,023</b>  | <b>86.9%</b> |                                    |            |
| <i>II. Per Capita and Mission Disbursements:</i>                        | 2020              | % Budget      | 2020               | % Budget     |                                    |            |
| <b>A. Congregational Mission Programs</b>                               | <b>\$ 12,500</b>  | <b>5.0%</b>   | <b>\$ 41,425</b>   | <b>16.5%</b> |                                    | 01/01/19   |
| 1) POB Shared Mission Programs  | \$ 12,500         | 5.0%          | \$ -               | 0.0%         | Income                             |            |
| 2) Shekinah Fellowship - Natick   | \$ -              | 0.0%          | \$ 14,500          | 0.0%         | Disburse                           |            |
| 3) Shekinah Fellowship - Brockton                                       | \$ -              | 0.0%          | \$ 2,000           | 0.0%         |                                    | 9/30/20    |
| 4) Shekinah Fellowship - Marlborough                                    | \$ -              | 0.0%          | \$ 2,000           | 0.0%         |                                    |            |
| 5) Shekinah Fellowship - Waltham  | \$ -              | 0.0%          | \$ 2,000           | 0.0%         | <i>Funds</i>                       |            |
| 6) Whitinsville Church  | \$ -              | 0.0%          | \$ 425             | 0.0%         | Operating                          |            |
| 7) Newton Presbyterian Church - PoB Grant                               | \$ -              | 0.0%          | \$ 2,500           | 0.0%         | Invest Inc                         |            |
| 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>B. Other Mission Programs</b>  | <b>\$ 12,500</b>  | <b>5.0%</b>   | <b>\$ 6,676</b>    | <b>53.4%</b> |                                    | 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%          | \$ -               | 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%         | TTLDev                             |            |
| 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%          | \$ 6,108           | 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%         |                                    |            |
| <b>C. Presbytery Staff, Officer and Office Expenses</b>                 | <b>\$ 191,928</b> | <b>76.3%</b>  | <b>\$ 164,159</b>  | <b>85.5%</b> |                                    |            |
| 1) Moderator of Presbytery - Expenses                                   | \$ 1,200          | 0.5%          | \$ -               | 0.0%         |                                    |            |
| 2) Treasurer - Salary   | \$ 21,012         | 8.4%          | \$ 15,759          | 75.0%        |                                    |            |
| 3) Treasurer - Related Expenses (Office and FICA)                       | \$ 3,550          | 1.4%          | \$ 1,969           | 55.5%        | <i>Other Income</i>                |            |
| 4) Stated Clerk - Salary  | \$ 31,182         | 12.4%         | \$ 23,387          | 75.0%        | Investment                         |            |
| 5) Stated Clerk - Related Expenses (FICA, Travel & Office, 403b)        | \$ 8,203          | 3.3%          | \$ 5,196           | 63.3%        | 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%         | \$ 30,824          | 75.0%        |                                    |            |
| 9) RP - Reimbursable Exps (CE, Mileage, Meals, Phone) & D&D, Pension    | \$ 10,788         | 4.3%          | \$ 8,791           | 81.5%        |                                    |            |
| 10) Insurances and phone services                                       | \$ 6,135          | 2.4%          | \$ 10,987          | 179.1%       | <i>Other Disburs.</i>              |            |
| 11) Communications Coordinator - Salary                                 | \$ 30,000         | 11.9%         | \$ 22,500          | 75.0%        | Funds Disb                         |            |
| 12) Communications Coordinator - Related Exps (FICA, Benefits, Exps)    | \$ 8,295          | 3.3%          | \$ 8,721           | 105.1%       | 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  |                   |               | \$ 16,025          |              |                                    |            |
| 17) Needham Building Manager - Related Expenses (FICA, Exps)            |                   |               | \$ 1,226           |              |                                    |            |
| <b>D. Presbytery Committees</b>   | <b>\$ 7,550</b>   | <b>3.0%</b>   | <b>\$ 1,013</b>    | <b>13.4%</b> |                                    |            |
| 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%         |                                    |            |
| <b>E. GA and Synod Per Capita and Connectional Expenses</b>             | <b>\$ 26,948</b>  | <b>10.7%</b>  | <b>\$ 26,557</b>   | <b>98.5%</b> |                                    |            |
| 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%         |                                    |            |
| <b>DISBURSEMENTS Total:</b>   | <b>\$ 251,426</b> | <b>100.0%</b> | <b>\$ 239,830</b>  | <b>95.4%</b> |                                    |            |
| <b>Surplus/(Deficit)</b>  | <b>\$ (2,717)</b> |               | <b>\$ (23,807)</b> |              |                                    |            |

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

| <b>Restricted Cash, Investments and Loans</b>   | <b>Market Value</b>    |
|---|------------------------|
| Cash  | \$ 66,887.14           |
| Savings   | \$ 73,773.85           |
| PILP Investment Mission Money Fund, 24 and 36 month Fixed Notes<br>(Note: \$200,000 from the EBF-Cont. Educ. fixed principal balance<br>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           |
|   | <b>\$ 1,605,153.61</b> |
| <b>Restricted Funds</b>   |                        |
| 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           |
|   | <b>\$ 1,605,153.61</b> |

***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.



|           |               |
|-----------|---------------|
| \$        | 60,482        |
| \$        | 271,963       |
| \$        | (290,629)     |
| <b>\$</b> | <b>41,816</b> |

|           |               |
|-----------|---------------|
| \$        | (9,076)       |
| \$        | -             |
| \$        | 1,566         |
| \$        | 500           |
| \$        | 3,371         |
| \$        | 731           |
| \$        | 4,291         |
| \$        | 6,944         |
| \$        | 543           |
| \$        | 1,125         |
| \$        | 540           |
| \$        | 20,505        |
| \$        | 350           |
| \$        | 3,000         |
| \$        | 5,900         |
| \$        | 1,526         |
| <b>\$</b> | <b>41,816</b> |

|           |               |
|-----------|---------------|
| \$        | -             |
| \$        | 25,000        |
| \$        | 3,000         |
| \$        | 27,940        |
| <b>\$</b> | <b>55,940</b> |

*ements*

|           |               |
|-----------|---------------|
| \$        | 1,400         |
| \$        | -             |
| \$        | 24,399        |
| \$        | 25,000        |
| <b>\$</b> | <b>50,799</b> |

2020 Per Capita

GA - \$ 8.95  
 Synod - \$ 4.10  
 Pres - \$ 42.95

2,056 members

| 2020 Per Capita Apportionment and Member Church Mission Pledges and Gifts |                  |                 |                   |                    |                    | YTD - September |              |                  |              |             |           |          |
|---|------------------|-----------------|-------------------|--------------------|--------------------|-----------------|--------------|------------------|--------------|-------------|-----------|----------|
| 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         |                 | \$ 1,484          | \$ 2,100           |                    |                 |              | \$ 3,584         |              |             |           |          |
| Fourth  | \$ 9,128         |                 | \$ 4,000          | \$ 1,000           | \$ 2,000           |                 |              | \$ 7,000         |              |             |           |          |
| Hyde Park   | \$ 2,576         |                 | \$ 1,800          |                    |                    |                 |              | \$ 1,800         |              |             |           |          |
| 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        |              |             |           |          |
| TPCGB   | \$ 2,184         |                 | \$ 2,184          | \$ 2,500           | \$ 4,108           |                 | \$ 2,000     | \$ 10,792        |              |             |           |          |
| Burlington  | \$ 6,944         |                 | \$ 4,051          | \$ 5,831           |                    |                 |              | \$ 9,882         |              |             |           |          |
| Cambridge   | \$ 2,912         |                 | \$ 1,456          | \$ 544             |                    |                 |              | \$ 2,000         |              |             |           |          |
| Clinton   | \$ 4,200         |                 | \$ 3,975          |                    |                    |                 |              | \$ 3,975         |              |             |           |          |
| Good Shp  | \$ 3,472         |                 | \$ 2,605          |                    |                    | \$ 387          |              | \$ 2,992         |              |             |           |          |
| 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         |                 | \$ 6,265          |                    |                    |                 |              | \$ 6,265         |              |             |           |          |
| YngSang   | \$ 4,032         |                 |                   |                    |                    |                 |              | \$ -             |              |             |           |          |
| Somervl   | \$ 2,016         |                 | \$ 2,016          |                    |                    |                 |              | \$ 2,016         |              |             |           |          |
| Sudbury   | \$ 8,064         |                 | \$ 6,048          | \$ 1,500           |                    |                 |              | \$ 7,548         |              |             |           |          |
| Whitnavl  | \$ 5,152         |                 | \$ 5,152          | \$ 750             |                    |                 |              | \$ 5,902         |              |             |           |          |
| Worcester   | \$ 5,544         |                 | \$ 3,104          |                    |                    |                 |              | \$ 3,104         |              |             |           |          |
|   |                  |                 |                   |                    |                    |                 |              |                  |              |             |           |          |
|   |                  |                 |                   |                    |                    |                 |              |                  |              |             |           |          |
|   |                  |                 |                   |                    |                    |                 |              |                  |              |             |           |          |
| Ind Gifts   |                  | \$ 3,500        |                   |                    |                    |                 |              |                  |              |             |           |          |
|   |                  | \$ 3,141        |                   |                    |                    |                 |              |                  |              |             |           |          |
| Total PC  | \$ 113,288       |                 |                   |                    |                    |                 |              |                  |              |             |           |          |
| Total   |                  | N/A             | \$ 4,588          | \$ -               | N/A                | N/A             |              |                  |              |             |           |          |
| Total Rec   |                  | \$ 80,484       | \$ 19,179         | \$ 9,108           | \$ 3,915           | \$ 2,000        | \$ 114,686   |                  |              |             |           |          |
| Affirmed  | \$ 14,448        |                 |                   |                    |                    |                 | \$ 114,686   |                  |              |             |           |          |
| %Rec  |                  | 71%             | 426%              |                    |                    |                 |              |                  |              |             |           |          |
|   |                  | Light \$ = Paid | Bold \$ = Pledged |                    |                    |                 |              |                  |              |             |           |          |

## Appendix B: Budget Task Force Budget Scenarios

Presbytery of Boston - Budget Scenario Worksheet

Approved 2020 Budget  
Assume all personnel at 50% (20 hrs/wk)  
Membership @ 2,065

Option 1  
No CC or RP, staff @ 50% (20 hrs/wk)  
Membership @ 1974 (as reported to PCUSA)  
Mission -\$2k 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 Presbyter - Stewardship, Mission & Covid focus (same rate as RP)  
Membership @ 1974 (as reported to PCUSA)  
Mission -\$1.5k 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 <sup>(1)</sup><br>(DOES NOT include \$14,190 cash balance as of 1/1/20) | \$ 77,157         | 34.5%         | \$ -              | 0.0%          | \$ 30,319         | 28.5% *\$30,319 needed to balance     |
| Transfer from Trustee Funds   | \$ 722            | 0.3%          | \$ 720            | 0.5%          | \$ 720            | 0.4%                                  |
| Fundraising   | \$ -              | 0.0%          | \$ -              | 0.0%          | \$ -              | 0.0%                                  |
| <b>Total Revenues</b>   | <b>\$ 229,519</b> | <b>100.0%</b> | <b>\$ 136,264</b> | <b>100.0%</b> | <b>\$ 176,583</b> | <b>100.0%</b>                         |
| Expenses  | 2020              | % Rev         | 2021              | % Rev         | 2021              | % Rev                                 |
| <b>Personnel</b>  |                   |               |                   |               |                   |                                       |
| Treasurer Salary  | \$ 21,012         | 9.4%          | \$ 20,204/hr      | 15.4%         | \$ 16,810         | 9.5% \$20,204/hr @50%                 |
| 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% \$29,983/hr @50%                |
| 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 Presbyter Salary & Offset  | \$ 41,099         | 18.4%         | \$ 39,518/hr      | 0.0%          | \$ 41,099         | 18.4% \$39,518/hr @ 50% for Missional |
| Resource Presbyter - D&D (premium to BoPensions)  | \$ 4,788          | 2.1%          | \$ -              | 0.0%          | \$ 4,788          | 2.1% Presbyter                        |
| Communications Coordinator - Salary   | \$ 30,000         | 13.4%         | \$ 28,846/hr      | 0.0%          | \$ -              | 0.0% \$45,887                         |
| Communications Coordinator - FICA   | \$ 2,295          | 1.0%          | \$ -              | 0.0%          | \$ -              | 0.0%                                  |
| Communications Coordinator - 403b   | \$ 4,000          | 1.8%          | \$ -              | 0.0%          | \$ -              | 0.0%                                  |
| <b>Total Personnel</b>  | <b>\$ 143,043</b> | <b>64.0%</b>  | <b>\$ 60,187</b>  | <b>44.2%</b>  | <b>\$ 94,837</b>  | <b>53.7%</b>                          |
| <b>Office &amp; Committee Expenses</b>  |                   |               |                   |               |                   |                                       |
| 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 Presbyter 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 Presbyter Search Expenses   |                   |               |                   |               | \$ 8,000          | 4.5% (estimate)                       |
| <b>Total Office and Committee</b>   | <b>\$ 20,511</b>  | <b>9.2%</b>   | <b>\$ 12,511</b>  | <b>9.2%</b>   | <b>\$ 25,511</b>  | <b>14.4%</b>                          |

|   |            |        |   |   |  |
|---|------------|--------|---|---|--|
| <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   | \$ 6,135   | 2.7%   | \$ 6,135  | 4.5%                                    | \$ 6,135 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 <sup>(1)</sup></u>   |            |        |   |   |  |
| Congregations   | \$ 12,500  | 5.6%   | \$ 7,500  | 5.5%                                    | \$ 7,500 4.2%                                |
| Presbytery  | \$ 12,500  | 5.6%   | \$ 12,500   | 9.2%                                    | \$ 12,500 7.1%                               |
| Total Mission Support <sup>(1)</sup>  | \$ 25,000  | 11.2%  | \$ 20,000   | 14.7%                                   | \$ 20,000 11.3%                              |
| Total Operating Expenses<br>(2021 budgets have YAV payroll support & payroll removed) | \$ 226,236 | 101.2% | \$ 128,933  | 94.6%                                   | \$ 176,583 100.0%                            |
| 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  |   |  |
| <u><sup>(1)</sup> Unrestricted Assets Released for Operations:</u>                    |            |        |   |   |  |
| General Assembly Fund   | \$ -       |        | This option retains the current FTE level for the Treasurer & SC<br>Will RP position be left vacant for 2021? (savings?)<br>Will PoB conduct mission study to identify RP?<br>How address vision, daily Q, admin mgmt?<br>Who to work w/Personnel to id job des for RP if start search?<br>Council Work w/Personnel to revise SC, T job descr. priorities |   |  |
| Fort Square Fund  | \$ 77,157  |        |   |   |  |
| Total   | \$ 77,157  |        |   |   |  |
|   |            |        |   |   |  |
| FOR INFO ONLY   |            |        |   |   |  |
| <u>Non Operating Expenses</u>   |            |        |   |   |  |
| PoB Operating Fund Cash Balance 1/1/2020 <sup>(1)</sup>                               | \$ 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  |        | \$ -  |   | \$ -   |
| <sup>(1)</sup> Previously labeled Church Unified Mission; may be used for operations  |            |        |   |   |  |

## Appendix C: Responses from Presbytery Members regarding the budget

Presbytery of Boston Started Meeting  
Small Group Feedback to Budget Task Force  
Sept. 28, 2020

### Overall Themes:

- cutting staff is quickest way to balance budget, but concern for how to have the leadership/vision needed for the presbytery;
- questions for how communication will occur;
- no clear 'preference' for budget options, although less enthusiastic responses for reductions in staff time.

### Group 13

Overall most folks in the group lean toward option with 1 person leaning toward option 3. Churches in crisis have relied heavily on Presbytery for assistance and guidance. Cannot image how churches will manage with less human resources at Pres. level

Is there an option for some level of continuing relationship with Resource Presbyter? Hard to imagine small churches being able to meet pastoral and spiritual needs of congregations during pandemic without guidance from Presbytery.

Disheartening to imagine how Presbytery can be the resource churches need it to be with cutting two positions and cutting hours of the others

Is there an option to find volunteers from a few churches for a few hours a month to do some of the admin stuff? i.e. someone really good with websites or techy issues? Query how to balance with small churches already struggling to find volunteers for existing roles.

It is tempting to give real consideration to lowering the per capita. Historically the role of Presbytery and what churches get for per capita from Presbytery

---

#### Group 11

As it turned out - my group #11 was a lonely place. I was the only participant! And as one who was only getting his toe wet after several years of absence from presbytery, I don't feel I can say much. The one thing that is clear is that when it comes to the questions of the future, and funding of staff positions (such as Resource Presbyter), it is vitally important for the presbytery to have a vision of itself and where it wants to go in order to know what kind of leadership can help it get there.

---

#### Group 6

The general point we came to was our conviction that without a Resource Presbyter, the churches of the Presbytery of Boston would lose their primary unifying factor, that Presbytery would do less and less and that we would end up with our individual churches generally each doing our own thing.

We did not have a proposal to keep/fund a RP that we could agree on:

I asked whether the churches could afford an increase in the per capita rate. One person indicated that it was already difficult getting churches to pay their current per capita. Has Presbytery asked the churches if they would be willing/able to pay an increased per capita if it meant keeping an RP?

This person also noted that only a portion of the per capita goes to Presbytery, with portions also going to Synod and General Assembly. Is it possible for each church to have an additional annual "assessment" that would only go to Presbytery to enable keeping an RP position?

For Budget options 2 and 3, I thought it might be possible to make up for reductions from 50% time to 40% time or to 30% time in the Treasurer and Stated Clerk positions by looking to the churches for volunteers to take up small pieces of their duties. Someone mentioned how difficult it was to find people right now to volunteer to be on various Presbytery committees. I certainly do understand that, and I don't personally have the bandwidth to serve on a committee. However, I would definitely consider volunteering to take on a piece of the Treasurer's tasks. That feels like a more manageable thing to do. Plus, sometimes people are more willing to volunteer when it becomes a vehicle for avoiding an outcome they don't want.

---

## Group #

[included 3 pastors,] truly lamented the thought of not having a pastor to pastors. We would really miss not have a Resource Presbyter.

We raised the thought of proposing a deficit budget in order to keep someone perhaps at 50% of Cindy's current time. This might somehow allow us even with budget option 1, to be at 12,000 deficit - and maybe by end of 2021, some funding may become clear (needham building? trustees?).

We thought some of the paper pushing admin tasks and communication MIGHT be picked up - packets, website, etc - but clearly not ideal.

We did not think the current Communications Communicator position was worth keeping.

---

## Group 14

What can be farmed out? Some of the communications coordinator tasks:

- Maintain website
- Keep track of membership list
- Put out packets

Avoid burnout. The same 20% of people in our church do almost everything until they burn out. It will be necessary for each congregation to give 10% of our talent as well as our money Mission coordinator in lieu of a resource presbyter? policy suggestion: implement a formula over the funds. A levy on targeted accounts to fund a mission coordinator

---

## Group #

Fourth, KCB, and Brookline. Here are some of our thoughts:

- at least two people were new to Presbytery and completely new to this conversation, so part of our discussion was just giving background (how long has this been a problem, what is per capita, could churches choose to give more, what is per capita in other metro areas, is it realistic for staff to work at anything less than 50%?)

- we talked some about "right-sizing" and reflected back on how Presbytery has changed in the last 25 years- one person reflected on how he is involved in many volunteer activities and can't just give more (and that's something that's true of our world, he added);

we talked about the importance of being realistic in both our money and people resources- to answer the final question in the first point, I shared that Council was recommending Option 1

---

## Group # 18 (maybe?) Me, 1 RE, 1 TE and 1 Retired TE

1. Not sure how we can survive without the communications coordinator/resource presbytery

2. Could the communications coordinator position be an internship position?

a. Turnover?

- b. Okay if tasks are defined.
  - c. Think through what would really be required to do it and it could be a form of service and attractive to a student.
3. Was recently a part of a Presbytery without a leadership position but it felt incohesive. Reliance on the Moderator.
  4. Maybe something that we have to do for one/two three years but then will improve.
  5. What about the conversations about the discussions with the PNNE and some discussions about a Transitional Presbyter?

---

Group #XX Ivy

- More concerned about losing communications coordinator position--critical need for communication right now, can remember having operated without resource presbyter, when had strong committees; see needs for weekly/monthly newsletter & website, communication between churches, committees sharing what happening, Council communication w/presbytery/churches; see opportunities to build community by staying in touch with one another. Continuity issue of switching who supporting communication, so volunteering might not be productive way to move forward
- Not sure can 'reassign' tasks – particularly communications related tasks – to stated clerk or treasurer roles, or rely on volunteers (so difficult to find volunteers)
- Staying curious about how we approach solutions – tinker or radically change?

---

Group #10 Sarah?