



## Presbytery of Boston Council Minutes

August 19, 2021

Attendance:

Voting: Jill Auger, Jane Wilson (Chair), Trina Portillo, Ivy Turner, Kirstin Rinehimer

Non-voting: Kathy Barnes (Chair of Committee on Representation), Meagan Manas

### Convene

The duly elected moderator, the Rev. Dr. Jane Wilson, opened the meeting with prayer via Zoom at 7:00 PM.

The moderator declared that a quorum was present.

The council approved the minutes from its last meeting which was held via Zoom on July 15, 2021.

### Treasurer's Report

Andy Parmelee

The treasurer was travelling and unable to attend this meeting. He submitted financial reports in advance of the meeting, and they are located in **Appendix A**.

### Stated Clerk Report

T. J. DeMarco

The council reviewed the Presbytery docket.

Council voted to dedicate the Presbytery worship offering to Presbyterian Disaster Assistance Haiti Earthquake support.

### Moderator's Report

The moderator attended a celebration at Shekinah Abingdon and brought greetings from the Presbytery.

The moderator reminded council that the group had planned a stewardship effort that involved sending letters requesting gifts and sending thank you notes to those who give.

Council decided to add a pledge form to the packet.

## Presbyterian Peacemaker

Trina Portillo

The announcement that the Presbyterian Peacemaker will be visiting the Presbytery received a strong response. Presbyterian Disaster Assistance has reported that some of the plans are uncertain due to visa requirements and changing restrictions on international travel related to COVID-19. The peacemaker is supposed to arrive on September 30 and leave on October 7. Members have agreed to pick him up from the airport and return him to the airport. Arnold and Betty Rots are willing to host in their homes. Plans for events during the week are in the works.

## Committee on Ministry

Jill Auger

Jill Auger reported that Hartford St. is excited about Katie Cole becoming their interim pastor. She also thanked Jane Wilson for attending the Shekinah anniversary celebration.

## Committee on Preparation for Ministry

Kristin Rinehimer

Kristin reported the birth of her daughter Molly in April and council offered their congratulations. The parents and baby are doing well. Brent O'Neil and J.Y. Lee have moved to candidacy and the Presbytery will formally welcome them at the Presbytery meeting in September.

## Nominating Committee

Sarah Hathaway

Nominating attempted to meet this month but did not. They plan to meet in early September. They are still trying to fill spots in the investment sub-committee and vice-moderator.

## Personnel

Meagan Manas

Personnel submitted the following report in writing:

Personnel Committee has been checking in quarterly with Ben and TJ, and is working on compiling a comprehensive and up-to-date personnel policy to submit to the administrative policy group.

We bring the following items for consideration by Council:

- Approval of updated Position Description for the Treasurer (attached)
- The Personnel Committee requests to be made a committee of the Presbytery before the year is up. Most committee members only agreed to serve for a year to help with the budget and strategy task force, so we may need to come up with some new nominations as well.

Other questions we have (informal) include:

- What are other committees doing for file storage and where should we be keeping electronic personnel files? (should we be keeping hard copies somewhere?)
- Is there anything needed from us by Council in terms of searching for a new Presbytery executive?

Personnel met with Andy Parmelee and reviewed his job description.

The council discussed the possibility of electing an assistant treasurer. Meagan Manas will discuss the possibility with the Presbytery Treasurer, Andy Parmelee.

The council **approved** the revised treasurer's job description located in Appendix B of these minutes.

The council **voted to recommend** the Personnel Committee as a committee of the Presbytery. To this point, personnel has been a committee of the council.

The council **voted to recommend** that committee on representation be authorized to appoint one of its members to serve as a voting member of council.

## Committee on Representation

Kathy Barnes

The council welcomed the new chair of the Committee on Representation, Kathy Barnes. Kathy submitted the following report in advance of the meeting:

The committee on Representation has also met.

- COR met for first time 7/15
  - Voted to have Kathy Barnes as chair, if the way be clear
  - Reviewed PC(USA) Book of Order for our charge
  - Contacted Stated Clerk for Annual Statistical Report (ASR) data for member churches
  - Contacted Chair of Nominating for additional information
  
- Since that meeting, COR has
  - Re-arranged POB directory in Excel to more data-useful format
  - Reviewed POB Bylaws for additional details re our charge
  - Reviewed data in ASR file, including incomplete data - for our own churches
  - Contacted OGA re incomplete data
  - Contacted Presbyterian Women's Diversity, Equity, and Inclusion (DEI) Advisory Group asking for any available demographic information
  - Discussed with the Stated Clerk the possibility of COR surveying all clerks re ASR data
  - Compiled (partial, but mostly complete) email list of all clerks
  - Drafted note to clerks asking for additional detail of ASR demographics, and RE info
  
- In the future, COR plans on
  - Compiling congregation demographics from the clerks' responses to ASR request
  - Compiling current and recent past ruling elders list (including demographics) from the request to clerks
  - Compiling POB teaching elders list (including demographics) - source TBD
  - Compiling current POB leadership demographics - from Committee chairs and NomComm
  - Comparing three sets of demographics (congregations, RE/TE, POB leadership) to determine how representative each are of the others

## Old Business

There was no old business.

## New Business

Trina Portillo announced that the Presbyterian Mission Agency is asking for councils and individuals to sign on to a letter to President Joe Biden and the U.S. Refugee council to support the re-settlement of Afghan refugees and urge the U.S. government to enact a robust humanitarian response.

The council **authorized** the Rev. Trina Portillo to sign the letter on behalf of the Presbytery of Boston.

## Adjourn

The meeting adjourned with prayer at 8:30 PM. The next meeting of council will be held via Zoom on October 21, 2021.

## Appendix A: Financial Reports

<b>Presbytery of Boston</b>					
<b>Per Capita and Mission Budget for 2021</b>					
	<b>Budget</b>		<b>Actual - July 31, 2021</b>		
<b>I. Per Capita and Mission Resources:</b>	2021	% Budget	2021	% Budget	
1) Member Church Per Capita (formerly Unified Mission)	\$ 110,554	72.8%	\$ 40,761	36.9%	Balance
2) Transfer from Trustee Funds - Awards, Grants, Loans (as awarded)		0.0%		0.0%	
3) Transfer from Trustee to Support Presbytery's Operations	\$ 16,360	10.8%		0.0%	Checking
4) Transfer from Trustee Funds - (5 Yr Rolling Avg of Interest Income)		0.0%		0.0%	Savings
5) YAV Payroll Support		0.0%		0.0%	7/31/21
6) Individual Gifts	\$ 5,000	3.3%	\$ 8,191	163.8%	
7) Unrestricted-Shared Mission	\$ 20,000	13.2%	\$ 17,982	89.9%	
8) Designated/Directed Mission (as gifted)		0.0%	\$ 5,216	0.0%	
9) Presbytery Loose Offering (Collected through IS and IS)		0.0%	\$ 748	0.0%	
10) Unrestricted fundraising/Operational Donations (as awarded)		0.0%		0.0%	
11) Transfer from Trustee - PCN Building Manager and Insurance	\$ 75,892	0.0%	\$ 41,998	0.0%	
<b>RESOURCES Total:</b>	<b>\$ 151,914</b>	<b>100.0%</b>	<b>\$ 114,896</b>	<b>75.6%</b>	
<b>II. Per Capita and Mission Disbursements:</b>	2021	% Budget	2021	% Budget	
<b>A. Congregational Mission Programs</b>	<b>\$ 7,500</b>	<b>5.2%</b>	<b>\$ 1,500</b>	<b>20.0%</b>	01/01/20
1) PCB Shared Mission Programs	\$ 7,500	5.2%		0.0%	Income Database
2) Shokinah Fellowship - Natick		0.0%		0.0%	
3) Shokinah Fellowship - Brockton, Melborough, Waltham		0.0%		0.0%	7/31/21
4) Hartford Street Church		0.0%		0.0%	
5) Christiane Worship for Congregations		0.0%		0.0%	Funds
6) Whitinsville Church		0.0%		0.0%	Operating
7) New England Glow		0.0%	\$ 1,500	0.0%	Yav Fund
8) PoB Young Adult Volunteers		0.0%		0.0%	Peace Offer
9) Designated - Directed Missions		0.0%		0.0%	PJC
<b>B. Other Mission Programs</b>	<b>\$ 12,500</b>	<b>8.7%</b>	<b>\$ 8,189</b>	<b>65.5%</b>	Youth Tri.
1) PoB Shared Mission Programs	\$ 12,500	8.7%		0.0%	Pentecost
2) PC(USA) - International Pastors/Min		0.0%	\$ 475	0.0%	PC Conf
3) Presbyterian Disaster Assistance - Regional Ministers		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 Box
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 Triennial		0.0%		0.0%	PDA
9) Presbytery Loose Offering (Funded by 39) (as received)		0.0%	\$ 748	0.0%	Covid-19
10) Designated/Directed Missions (Funded by IS) (as gifted)		0.0%	\$ 6,966	0.0%	Confirm Con
11) Community Day Care of Waltham		0.0%		0.0%	PLC Fund
12) Grants - Restricted (from Trustee Funds - Funded by IS (as awarded))		0.0%		0.0%	NE Glow
<b>C. Presbytery Staff - Office and Office Expenses</b>	<b>\$ 89,300</b>	<b>62.5%</b>	<b>\$ 86,136</b>	<b>96.5%</b>	7/31/21
1) Moderator of Presbytery - Expenses	\$ 1,200	0.8%		0.0%	
2) Treasurer - Salary	\$ 21,912	15.3%	\$ 12,257	55.9%	
3) Treasurer - Related Expenses (Office and FICA)	\$ 3,550	2.5%	\$ 1,593	44.9%	
4) Stated Clerk - Salary	\$ 31,182	21.8%	\$ 18,189	58.3%	Other Income
5) Stated Clerk - Related Expenses (FICA, Travel & Office, 403b)	\$ 8,203	5.7%	\$ 3,392	41.4%	Investment
6) Recording Clerk - Stipend		0.0%		0.0%	Grants
7) Audit Expenses	\$ 3,900	2.7%		0.0%	Funds Cn.
8) Resource Presbyter - Salary and Office		0.0%		0.0%	Oper. Cn.
9) RP - Reimbursable Exps (CE, Mileage, Meals, Phone) & D&D, Pension		0.0%		0.0%	
10) Insurance and phone services	\$ 6,335	4.4%	\$ 2,396	37.8%	Other Disburs
11) Communications Coordinator - Salary	\$ 12,000	8.4%	\$ 7,000	58.3%	Funds Disb
12) Communications Coordinator - Related Exps (FICA)	\$ 918	0.6%	\$ 515	56.1%	AdJ. & SRA
13) YAV Site Coordinator - Salary		0.0%		0.0%	Oper Disb
14) YAV Site Coordinator - Related Expenses (FICA)		0.0%		0.0%	Grants
15) PoB Web Site Support and Training	\$ 100	0.1%	\$ 339	339.0%	
16) Nonham Building Manager	\$ 64,400	0.0%	\$ 37,567	58.3%	
17) Nonham Building Manager - Related Expenses (FICA)	\$ 4,904	0.0%	\$ 2,868	58.5%	
<b>D. Presbytery Committee</b>	<b>\$ 7,550</b>	<b>5.3%</b>	<b>\$ 83</b>	<b>1.1%</b>	
1) Presbytery Council/Training and Development	\$ 300	0.2%		0.0%	
2) Committee on Preparation for Ministry	\$ 3,000	2.1%	\$ 42	1.4%	
3) Committee on Ministry	\$ 4,000	2.8%	\$ 42	1.0%	
4) Committee Resources (Perv, COR, Num)		0.0%		0.0%	
5) Permanent Judicial Commission	\$ 250	0.2%		0.0%	
<b>E. Call and Travel Per Capita and Congregational Expenses</b>	<b>\$ 26,100</b>	<b>18.3%</b>	<b>\$ 25,618</b>	<b>98.2%</b>	
1) Congregational Support to General Assembly and The Synod of the NE	\$ 26,100	18.3%	\$ 25,618	98.2%	
2) PCB - General Assembly 2022 Expenses		0.0%		0.0%	
<b>DISBURSEMENTS Total:</b>	<b>\$ 142,950</b>	<b>100.0%</b>	<b>\$ 121,526</b>	<b>85.0%</b>	
<b>Surplus(Deficit)</b>	<b>\$ 8,864</b>		<b>\$ 2,329</b>		



## Appendix B: Treasurer's Job Description

### **DRAFT Position Description for Treasurer of the Presbytery of Boston**

[Note to Council: The following draft position description includes the treasurer section of the September 24, 2018 By-Laws, supplemented by additional work currently done by the treasurer that was gleaned from a 2009 job description and conversations with the current treasurer, Andy Parmelee, elected to serve through 2023.]

The current by-laws (September 2018) include the following provisions for the treasurer of the Presbytery of Boston:

#### *4.4 Treasurer*

*4.4.1 Election and term of office. The treasurer shall be elected for a term of three years, and shall be eligible for reelection. The treasurer shall assume office immediately upon election.*

*4.4.2 Incomplete term. If the treasurer is unable to complete the term of office, the vacancy shall be filled as soon as possible by Presbytery election.*

*4.4.3 Role and duties of the treasurer. The treasurer is a member of the Board of Trustees. The role and duties of the treasurer, who shall be bonded at the expense of the presbytery, shall be those assigned by these bylaws, the standing rules and actions of the presbytery and Presbytery Council, to include:*

*4.4.3.1 having custody of all funds and securities of the presbytery;*

*4.4.3.2 receiving and disbursing all presbytery funds as approved by Presbytery;*

*4.4.3.3 paying the annual apportionment to the synod and General Assembly;*

*4.4.3.4 presenting a status report at each meeting of the Council;*

*4.4.3.5 presenting a full and accurate account of all funds and securities at the first stated meeting in the calendar year after February.*

*4.4.3.6 submitting annually all records for full financial review in accordance with the requirements of G-3.0113 in the Book of Order.*

The current by-laws (September 2018) also include the following provision for an assistant treasurer of the presbytery:

*4.4.4 Assistant treasurer. The presbytery shall elect an assistant treasurer to serve for a term of three years. The assistant treasurer, who shall be bonded at the expense of the presbytery, shall assist the treasurer as requested and may serve in place of the treasurer, as directed by the trustees, when the treasurer is unable to fulfill his or her duties.*

[Note to Council: It is our understanding there is no elected assistant treasurer; however, the former treasurer has been willing to help the current treasurer as needed. A decision will need to be made as to whether this position needs to be filled with an elected person.]

[Note to Council: The work of the current presbytery treasurer extends beyond the responsibilities outlined in the by-laws. As such, an attempt has been made to distinguish the various tasks of the position by function]:

Treasurer – responsibilities outlined in by-laws that have included:

- Having oversight of all funds and securities of the Presbytery, including administrative, mission and Board of Trustees
- Providing accurate financial reports of income and disbursements related to the Presbytery budget to the Council, Budget Task Force, Board of Trustees, Investment Committee, and the Presbytery at its stated meetings
- Preparing the annual financial reports for the Presbytery
- Entering into relationships with financial institutions on behalf of the Presbytery, as authorized by the Presbytery, to deposit all monies, securities and valuables
- Coordinating with independent certified public accountants or auditors for a full financial review of the past year's financial statements
- Serving as a voting member of the Board of Trustees
- Official signatory for presbytery accounts
- Acts on behalf of the presbytery upon the closing of a congregation, financially with the Commonwealth and IRS, and legally with the Secretary of State, once the congregation is in the hands of the presbytery.

#### Financial administration

- Posting of receipts and disbursements
- Preparing checks or online payments, in addition to signing
- Reconciling statements received from financial institutions

#### Payroll

- Preparing and signing monthly payroll checks to Presbytery personnel; withholding and paying required taxes and FICA payments; submitting any deferred income funds-403(b)-to the designated investment fund.
- As required by law, reporting personnel wages to the Department of Revenue of the Commonwealth of Massachusetts and submitting Form 941 to the Internal Revenue Service.
- Generating, or contracting for issuance of Form W-2 to all personnel who received wages that year, and Form 1099 to any individual or non-corporate entity receiving payment from the Presbytery that year.

Staff Resource – work not defined as a responsibility, but which the current treasurer has voluntarily done has included:

- Offering guidance to individuals, treasurers, trustees and committee members of churches of the presbytery with their financial questions and best practice procedures
- Handling the books for sessions under financial duress.
- Assisting in the finances at times of church closures (also see above in Treasurer section)