



Presbytery of Boston Council Minutes

May 20, 2021

Attendance:

Voting: Jill Auger, Drew Hanson, Jane Wilson, Sarah Hathaway, Mark Wells, Ivy Turner, Oscar Nebangwa, Suyoung Kim, Katie Cole

Non-Voting: T. J. DeMarco, Meagan Manas, Andrew Parmelee

Convene

The duly elected moderator, 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 on April 15, 2021

Personnel

Meagan Manas

Since our last report, here is what the Personnel Committee has been working on:

- Checking in with TJ regularly to discuss responsibilities and workflow during the transition to working without a Presbytery leader
- Meeting regularly with Ben to provide accountability for his work as outlined in the job description updated in fall 2020
- Creating a written job description for the Treasurer
- Beginning to review Personnel Policies from other Presbyteries to submit for review as part of the effort to form an administrative handbook

There are two items we would like to bring to the attention of Council:

- The Presbytery's website platform has become outdated and makes it difficult for our staff to make even minor changes. It needs an overhaul. We have recommendations about possible routes to explore.
- This committee was formed as an ad-hoc task force in the Winter of 2020. We need to clarify its role and work on nominations to begin to take over the work in 2022.

Treasurer

Andy Parmelee

The treasurer submitted financial reports in advance of the meeting. They are in **Appendix A** of these minutes.

The treasurer pointed out that the operating budget for the first four months, cash in is equal to cash out. Presbytery paid the Synod per capita for 2021.

Stated Clerk Report

T. J. DeMarco

Operating Manual

The operating manual team will have its first meeting on May 19. I have submitted a draft table of contents to them to help give some structure to their work as well as sample manuals from other Presbyteries. I have attached the draft table of contents and welcome your input.

Anti-Racism Policy

Desiree Lawson, Beth Wieman and Lydia Shiu, a new member of Presbytery have agreed to serve on this task force. I have put some materials together to guide their work. We will begin meeting and I hope they will have a policy to recommend for the December meeting.

Kaleidescope

At Cindy's request, just before she left, Kaleidescope, a software company, reached out to ask if we had any interest in using their software to help guide our grant approval processes. I think this is worth considering because we seem to struggle with gathering information when we do receive grant requests and end up wasting considerable time. Also, without a presbyter, a technological solution may help to support our work. I met with their salesperson to talk about what we might need. The cost is \$2595 per year, which may be negotiable. Council agreed that this was too costly for the number of Presbytery grant applications received annually.

September Presbytery Meeting

I have attached a draft docket for our September meeting.

Presbytery Funds

Update from YAV Board

The Young Adult Volunteer Board disbanded in 2020. On July 1, 2020, the YAV board sent a letter informing council that it was working on a regional YAV effort. The board requested that except for contents held at Presbyterian Church in Needham. Jeff Ferguson is the content person for these contents.

The board requested that the remainder of the funds be donated to the visioning board for the regional YAV visioning board. At this time, it is unknown if the visioning board has met.

Funding for New England Glow

New England Glow distributed a letter to the council outlining their current ministry. They are a growing youth ministry with numerous programs available for youth. Notably they planned an Earth Day service on YouTube as well as Bible studies.

At this time, New England Glow asks that it be recognized as a ministry of the Presbytery of Boston and Northern New England. New England Glow needs a place to receive and distribute funds as well as insurance coverage.

The council **voted to recommend** that the Presbytery adopt New England Glow as a ministry of the Presbytery as a shared ministry with the Presbytery of Northern New England.

New England Glow will be in conversation with both Presbyteries on which Presbytery will be the primary.

The council **voted** to approve the request that New England Glow host a retreat in September as a retreat of the Presbytery provided that leaders follow the guidelines and rules of the Presbytery Child Protection Policy and Sexual Misconduct Policy.

Peacemaker Application

Council authorized the vice moderator, Catriona Portillo to submit an application for the Presbytery to host an international peacemaker from the Presbyterian Mission Agency. She will list the peacemaker from Cameroon as a first choice.

Stewardship Among Teaching Elders

Ivy Turner, Katie Cole, Jane Wilson

This group gathered to discuss stewardship among teaching elders. Council took the following actions in response to their recommendations:

Council **voted** to authorize Katie Cole to order thank you cards.

Council **requested** that this group organize a meeting with the Board of Pensions to discuss resources available to validated ministers.

Council **approved** a stewardship campaign that will begin at the September meeting and a celebration of funds collected at the December Presbytery meeting.

Programming

Ivy Turner, Trina Portillo, Jane Wilson

This group gathered to discuss a program that will advise congregations as they plan to gather again for in-person worship. This would be an opportunity for congregations to share best practices. This would be an opportunity to reinforce the connectional nature of the Presbytery.

The group also identified the need to cut down on the information currently on the COVID-19 section of the Presbytery website.

At this point, they do not have a schedule of events. They ask that members of council email information that may be helpful in these efforts.

Council voted to **authorize** this Jill Auger, Trina Portillo, Ivy Turner, and Jill Auger to edit the COVID-19 section of the Presbytery website. They will recommend removing unnecessary materials and add updated information. They will notify the communications coordinator of the changes.

Committee on Ministry

Jill Auger

The Committee on Ministry has gotten busier in the past two months. Highlights included the news that Tom Reid will be the stated supply pastor at Newton Presbyterian Church. The committee welcomed Rick Spaulding back into membership of the Presbytery.

Committee on Preparation for Ministry

Drew Hanson

CPM moved an inquirer, JY Lee from inquirer to candidate.

Mission and Congregations

Katie Cole

Trustees

Oscar Nebangwa

No report.

Nominating

Nominating is working on finding a vice moderator for 2022. A few members have responded positively to taking second terms.

New Business

Drew Hanson agreed to request that a member of his congregation, who is an epidemiologist, provide some benchmarks for meeting again in person as a Presbytery for council to recommend to Presbytery.

Adjourn

The meeting adjourned with prayer at 8:40 PM. The next meeting of council will be on June 17, 2021 and will be moderated by the Vice-Moderator Trina Portillo.

Appendix A: Financial Reports

Presbytery of Boston

Per Capita and Mission Budget for 2021		Budget		Actual - April 30, 2021	
		2021	% Budget	2021	% Budget
I. Per Capita and Mission Resources:					
1) Member Church Per Capita (Formerly Unified Mission)	\$ 110,554		72.8%	\$ 17,595	15.9%
2) Transfer from Trustee Funds - Awards, Grants, Loans (as awarded)			0.0%		0.0%
3) Transfer from Trustee Funds to Support Presbytery's Operations	\$ 16,360		10.8%		0.0%
4) Transfer from Trustee Funds (5 Yr Rolling Avg of Interest Income)			0.0%		0.0%
5) YAV Payroll Support			0.0%		0.0%
6) Individual Gifts	\$ 5,000		3.3%	\$ 5,392	107.8%
7) Unrestricted-Shared Mission	\$ 20,000		13.2%	\$ 12,988	64.9%
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%	\$ 23,001	0.0%
RESOURCES Total:		\$ 151,914	100.0%	\$ 64,940	42.7%
II. Per Capita and Mission Disbursements:					
		2021	% Budget	2021	% Budget
A. Congregational Mission Programs					
		\$ 7,500	5.2%	\$ -	0.0%
1) POB Shared Mission Programs	\$ 7,500		5.2%		0.0%
2) Shikimah Fellowships - Natick			0.0%		0.0%
3) Shikimah Fellowship - Brockton, Marlborough, Waltham			0.0%		0.0%
4) Hartford Street Church			0.0%		0.0%
5) Christmas Worship for Congregations			0.0%		0.0%
6) Whitinsville Church			0.0%		0.0%
7) Newton Presbyterian Church - PoB Grant			0.0%		0.0%
8) PoB Young Adult Volunteers			0.0%		0.0%
9) Designated - Directed Missions			0.0%		0.0%
		\$ 12,500	8.7%	\$ 7,714	61.7%
B. Other Mission Programs					
		\$ 12,500	8.7%	\$ -	0.0%
1) PoB Shared Mission Programs	\$ 12,500		8.7%		0.0%
2) PC(USA) Mission Agency			0.0%		0.0%
3) Presbyterian Disaster Assistance - Regional Hurricanes			0.0%		0.0%
4) Young Adult Volunteers			0.0%		0.0%
5) Mission to the Congo			0.0%		0.0%
6) Immigration Response Task Force			0.0%		0.0%
7) Northeast Eucharist Stewardship Council			0.0%		0.0%
8) PC(USA) - Youth Connection and Youth Trinitarian			0.0%		0.0%
9) Presbytery Loose Offering (Funded by B) (as received)			0.0%	\$ 748	0.0%
10) Designated/Directed Mission (Funded by IS) (as gifted)			0.0%	\$ 6,966	0.0%
11) Community Day Care of Waltham			0.0%		0.0%
12) Grants - Restricted (from Trustee Funds - Funded by IS (as awarded))			0.0%		0.0%
C. Presbytery Staff - Office and Office Expenses					
		\$ 89,300	62.5%	\$ 48,481	54.3%
1) Moderator of Presbytery - Expenses	\$ 1,200		0.8%		0.0%
2) Treasurer - Salary	\$ 21,912		15.3%	\$ 7,004	32.0%
3) Treasurer - Related Expenses (Office and FICA)	\$ 3,550		2.5%	\$ 1,192	33.6%
4) Stated Clerk - Salary	\$ 31,182		21.8%	\$ 10,394	33.3%
5) Stated Clerk - Related Expenses (FICA, Travel & Office, 403b)	\$ 8,203		5.7%	\$ 1,795	21.9%
6) Recording Clerk - Stipend			0.0%		0.0%
7) Audit Expenses	\$ 3,900		2.7%		0.0%
8) Resource Presbyter - Salary and Offset			0.0%		0.0%
9) RP - Reimbursable Exps (CE, Mileage, Meals, Phone) & D&D, Pension			0.0%		0.0%
10) Insurance and phone services	\$ 6,335		4.4%	\$ 348	5.5%
11) Communications Coordinator - Salary	\$ 12,000		8.4%	\$ 4,000	33.3%
12) Communications Coordinator - Related Exps (FICA)	\$ 918		0.6%	\$ 306	33.3%
13) YAV Site Coordinator - Salary			0.0%		0.0%
14) YAV Site Coordinator - Related Expenses (FICA)			0.0%		0.0%
15) PoB Web Site Support and Training	\$ 100		0.1%	\$ 339	339.0%
16) Needham Building Manager	\$ 64,400		0.0%	\$ 21,467	33.3%
17) Needham Building Manager - Related Expenses (FICA)	\$ 4,904		0.0%	\$ 1,636	33.4%
		\$ 7,550	5.3%	\$ 83	1.1%
D. Presbytery Committee					
		\$ 300	0.2%	\$ -	0.0%
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 (Pens, COR, Nom)			0.0%		0.0%
5) Permanent Judicial Commission	\$ 250		0.2%		0.0%
E. GC and Synod Per Capita and Connectional Expense					
		\$ 26,100	18.3%	\$ 7,891	30.2%
1) Connectional Support to General Assembly and The Synod of the NE	\$ 26,100		18.3%	\$ 7,891	30.2%
2) POB - General Assembly 2020 Expenses			0.0%		0.0%
DISBURSEMENTS Total:		\$ 142,950	100.0%	\$ 64,169	44.9%

Presbytery of Boston - Board of Trustees Funds
Actual - April 30, 2021

<u>Restricted Cash, Investments and Loans</u>	<u>Market Value</u>
Cash	\$ 21,409.42
Savings	\$ 103,779.11
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 Redevel. Fd.-Minimum Permanent Fund)	\$ 295,000.00
Charles Schwab & Co., Inc. (Cost Value - \$ 650,000)	
Investments Long	\$ 1,418,024.65
Cash	\$ 8.08
Operating Loans	\$ 12,525.00
Worcester - \$ 7,254.45	
Somerville - \$ 6,000.00	
Investment Loans	
BCLP	<u>\$ 25,000.00</u>
	\$ 1,875,746.26

Restricted Funds

Trustee Fund - Loans to Churches	\$ 12,525.00
Trustee Fund - Restricted Operating	\$ 258,056.58
Kneeland Fund - Regular	\$ 5,704.33
Kneeland Fund - Special	\$ 1,671.33
Presbytery Congregational Development Fund	\$ 37,023.97
Minister's Emergency Fund	\$ 42,053.92
John Gilchrist Fund	\$ 27,195.82
The Robie Fund (\$ 40,000 minimum permanent fund)	\$ 63,995.27
The Lynn Redevelopment Fund (\$ 174,545 minimum permanent fund)	\$ 333,302.51
Roxbury Presbyterian Church Reserve Fund	\$ -
East Boston Funds	
Continuing Education (\$ 200,000 minimum permanent fund)	\$ 316,547.13
Equity Sharing	\$ 370,732.82
Missions	\$ 120,580.51
Elizabeth Pultz Fund	\$ 12,265.48
Ft. Square Fund	\$ 61,347.27
Needham Fund	\$ 51,655.62
Undistributed Account Income	\$ 1,146.11
Change in Value of Investments (decrease in value distributed 12-31-18)	\$ 121,040.41
Agnes Young Fund	\$ 38,902.18
	\$ 1,875,746.26

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.

\$ 38,809
\$ 50,233
\$ 89,042

\$ 89,204
\$ 67,417
\$ (67,579)
\$ 89,042

\$ 35,450
\$ 3,200
\$ 1,566
\$ 500
\$ 3,371
\$ 731
\$ 4,291
\$ 6,944
\$ 543
\$ 1,125
\$ 540
\$ 20,005
\$ 350
\$ 3,000
\$ 5,900
\$ 1,526
\$ 89,042

\$ 6
\$ 2,000
\$ 470
\$ 2,476

months
\$ (125)
\$ 3
\$ 532
\$ 3,000
\$ 3,410

2021 Per Capita
GA - \$ 8.98
Synod - \$ 4.10
Pres - \$ 42.02

