



1:15	WORKSHOPS – Pick one from the four explained above.	
2:20	COMMITTEE ON PREPARATION FOR MINISTRY Report <b>(PAGES 73-74)</b>	Michael Evanchak (Rev)
2:45	WORSHIP	
3:45	END OF DAY REFLECTIONS AND RESPONSES	
4:00	ADJOURNMENT & BENEDICTION	

**NEXT STATED MEETING:** Thursday, August 23, 2018 at Sparta, Westminster

## **NOTES TO MINISTERS AND RULING ELDER COMMISSIONERS**

**PLEASE BRING THIS DOCKET AND OTHER PAPERS WITH YOU TO THE PRESBYTERY MEETING!**

Motions and resolutions from the floor **MUST** be presented in writing.

**INTRODUCTION OF NEW BUSINESS** – This is an item on the docket placed there to provide an opportunity for any member or commissioner to introduce matters that might not be a part of a Committee's report. This is your method of docketing a matter that you feel is important to the business of the Presbytery. Under the procedure, this new business will be referred to the Committee having cognizance over this matter. If at all possible, prior to the start of the meeting please give the Stated Clerk a summary of your item for new business so he/she can advise the Moderator.

**REMINDER TO CHURCHES** – If your elected commissioner or alternate is unable to attend a presbytery meeting, the Session may appoint another elder, either currently serving on the session or not, to serve as commissioner for that meeting. ALL visitors attending from your church need to either pre-register or sign in at the registration table at the meeting.

**HOW TO PRE-REGISTER** – Go to <http://pseillinois.org/>. On the left side you will see +*Working Groups* – click on +. On the drop-down menu, click on *Presbytery Assembly*. You can Pre-register here **AND** you will find the entire list of meeting documents. Read and/or print the ones you may want for the meeting.

**You may pre-register for the meeting through the website. Please do so by close of business (4pm) on Monday, May 14<sup>th</sup>.** Follow the above instructions and when you are on the *Presbytery Meetings* page, click on the *Pre-Register for Presbytery Meeting (form)*.

- Enter your Email Address
- Enter your Name
- Enter complete Church Name (i.e.: Decatur First)
- Select your Role (*Minister, Ruling Elder Commissioner, Other Presbyter* (GC, Ruling Elder Member, CP, Corresponding Member, CCE, TP, Staff) or *Visitor* (includes NTP) from the drop-down menu
- If you need child care, please give us the name, age and allergies or special needs for each child
- Select Attending *Yes* or *No* from the drop-down menu
- Select Lunch *Yes* (Regular, Vegetarian or Gluten Free) or *No* from the drop-down menu
- Click on SUBMIT

Our office will receive notification of your pre-registration. If you are going to be absent, you still need to let us know by utilizing this form.

Alternate options to pre-register or notify us of your absence are to call the Presbytery office at 1-800-456-7734 or email us [office@psei.net](mailto:office@psei.net) by **close of business (4pm) on Monday, 14<sup>th</sup>** to tell us you will or will not be coming to the meeting. Tell us your name; whether you are a Minister, Ruling Elder Commissioner, Other Presbyter or Visitor; whether you would like lunch or not; your complete church name (i.e.: Decatur First); and if child care is needed. You may also give us the names of others that will be attending from your church.

When you arrive at the meeting, find the “pre-registered” table. There you will find your name tag and any additional papers for the day.

### **ADDITIONAL PAPERS**

Guidelines for Covenant Behavior for Committee Conversation

Map

Child Care

Camp Carew Flyer

\$125 Grant Report

Pastor Support and Enrichment Grant Application

Session Records Review Flyer

**THE CONSENT AGENDA**  
**PRESBYTERY OF SOUTHEASTERN ILLINOIS**  
First Presbyterian Church, Decatur, Illinois  
**Thursday, May 17, 2018**

***FOR INFORMATION:***

**Ordination Anniversaries**

***55 Years***

Herbert H Goeltzer	June-06-1963
Arvid W Adell	June-23-1963

***40 Years***

Roger K Lyons	June-01-1978
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***35 Years***

Geoff Huish	June-26-1983
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***20 Years***

DiAnne Hatch	June-25-1998
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***5 Years***

Cindy Harris	June-16-2013
Andy Sonneborn	July-28-2013

**Moderator Assignments**

Ashmore – Deborah Slack  
Neoga – Don Winch, supervisor  
Arcola – George Johnston  
Butler –  
Witt –  
Rosamond – Paul Spangler, supervisor  
Effingham – Stephen Kolderup  
Litchfield – Andy Sonneborn  
Carbondale – Sam Foskey

**Administrative Commissions Reports**

Mt. Vernon – have had two meetings with the session and two listening events with the congregation.  
Oakdale – Met on April 29<sup>th</sup> and have a tentative agreement that will be presented at the August Meeting.  
Argenta – the two congregations are worshipping together, but not ready to advance the work of the AC yet.

The Stated Clerk **RECOMMENDS** the following to the Presbytery:

1. that the tentative docket as prepared by the General Council and the Stated Clerk be adopted.
2. that the minutes of the February 10, 2018 Stated Meeting be approved as distributed.
3. that the Annual Statistical Report for the Presbytery of Southeastern Illinois be received as follows:

	<u>6 Yr Avg</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>1972</u>
Active Members	6,892	9,378	9,032	8,302	7,850	6,787	6,422	6,036	27,916
Female	3,644	4,629	5,361	4,025	3,774	4,077	3,877	3,655	
Total Adherents	<b>7,799</b>	<b>10,498</b>	<b>10,019</b>	<b>9,910</b>	<b>8,782</b>	<b>7,585</b>	<b>7,530</b>	<b>7,276</b>	
Inactive Members	0								
Baptized Members	622	1120	987	634	561	431	439	464	
Total Gains	<b>261</b>	<b>372</b>	<b>477</b>	<b>297</b>	<b>190</b>	<b>230</b>	<b>174</b>	<b>197</b>	<b>1,247</b>
Profession	0								745
17 and under	59	85	105	72	50	39	54	55	
18 and over	88	153	115	93	86	78	48	57	
Certificate	52	44	159	52	29	26	24	48	502
Other	63	90	98	80	25	87	48	37	
Total Losses	<b>763</b>	<b>790</b>	<b>823</b>	<b>1027</b>	<b>642</b>	<b>1293</b>	<b>534</b>	<b>588</b>	<b>1766</b>
Certificate	193	53	149	407	67	479	142	44	596
Death	143	193	176	176	170	144	139	172	420
Other	427	544	498	444	405	670	253	372	750
<b>Total Baptisms</b>	<b>103</b>	<b>163</b>	<b>143</b>	<b>110</b>	<b>108</b>	<b>91</b>	<b>70</b>	<b>88</b>	<b>429</b>
Children	72	110	86	80	86	68	58	52	305
Adult	31	53	57	30	22	23	12	36	124
<b>Total Church School Members</b>	<b>2,649</b>	<b>3,013</b>	<b>3,048</b>	<b>3,255</b>	<b>3,659</b>	<b>2,921</b>	<b>3,061</b>	<b>2,316</b>	<b>10,250</b>
<b>Elders</b>									
Men	212	282	280	253	241	216	223	225	747
Women	253	318	325	306	296	270	278	279	306
<b>Deacons</b>									
Men	81	128	102	87	90	77	78	82	
Women	211	323	290	229	241	181	219	197	
Ministers	89	114	116	102	102	97	95	98	115
<b>Churches</b>	78	96	97	94	92	86	84	81	123
<b>Finances</b>									
Potential Giving Units	13,439	16,301	4,306	6,447	3,886	49,692	159,421	3,130	
Budgeted Income	7,747,980	12,560,611	8,896,179	10,389,790	7,925,524	6,715,778	7,982,767	8,193,252	
<b>Receipts:</b>									
Regular Contributions	6,835,424	10,218,851	8,299,531	8,058,899	7,736,151	6,699,109	7,484,711	6,866,845	
Capital Bldg Fund	494,694	741,611	659,864	609,223	725,649	231,816	849,892	565,814	
Investment Income	714,272	1,188,926	651,091	597,848	988,397	859,370	1,859,034	1,037,121	
Bequests	867,903	711,845	838,802	554,965	479,650	2,622,153	337,746	812,465	
Other Income	663,971	899,712	608,382	991,778	974,665	509,288	842,653	1,027,311	
Subsidy or Aid	15,325	0	1139	1730	54417	34666	1800	1250	
<b>TOTAL RECEIPTS</b>	<b>9,591,588</b>	<b>13,760,945</b>	<b>11,058,809</b>	<b>10,814,443</b>	<b>10,958,929</b>	<b>10,956,402</b>	<b>11,375,836</b>	<b>10,310,806</b>	

<b>Budget Expense</b>		<b>57,160,849</b>	<b>53,387,720</b>	<b>21,119,460</b>	<b>13,541,260</b>	<b>7,806,117</b>	<b>9,511,385</b>	<b>9,271,833</b>	
<b>Expenses:</b>									
Local Programs & Mission	6,501,372	8,571,823	8,036,127	8,110,948	7,704,273	6,585,058	7,177,597	6,331,730	
Local Mission	536,292	627,831	674,931	701,914	650,755	562,323	623,935	594,622	
Validated Mission	315,912	504,978	315,755	333,430	405,121	336,186	320,323	214,367	
Theological Education	13,544	17,322	13,053	10,543	3,061	37,287	2,508	30,910	
Per Capita Apportionment	449,677	411,415	1,350,255	279,162	444,925	212,303	217,695	198,120	
Capital Expenditures	697,238	1,277,385	600,288	689,303	946,068	670,383	1,092,896	1,274,640	
All Other Mission	237,181	280,773	209,650	292,229	288,554	351,881	396,884	187,723	
Investments	649,856	344,182	628,834	602,895	201,201	2,122,023	183,691	394,206	
<b>TOTAL EXPENSES:</b>	<b>9,401,071</b>	<b>12,035,709</b>	<b>11,828,893</b>	<b>11,020,424</b>	<b>10,643,958</b>	<b>10,877,444</b>	<b>10,015,529</b>	<b>9,226,318</b>	

## **RECOMMENDATION A – Background Checks for Employees and Volunteers in Congregations - Commission on Ministry (COM)**

Phase two is for staff and volunteers who are working with children and vulnerable adults and providing background checks for them. Two background checks – criminal and for child protection and the proposal is to do both. Criminal background checks will be done using Protect My Ministry. The child protection background check will be done through Illinois Child Abuse and Neglect Tracking System (CANTS) and through any states in which the person has lived in the last 5 years. The CANTS will show events reported in the state of Illinois *only*. Some of the lower levels of evidence of harm events are only stored in the data-base for 5 years.

It was shared that if an employer in our Presbytery has a way to do background checks for your employees/volunteers then you do not have to utilize this policy and services. For instance, Church Mutual runs background checks for both criminal and child abuse allegations – and both backgrounds checks are run on a national database for \$15. Churches need to be in conversation with their insurance company about their requirements for levels of background checks. Being in compliance with their policy and being covered by the insurance company is most important.

These criminal and child protection background checks are not required by the Presbytery but the denomination does require that all councils have a child protection policy and background checks are required by many insurance companies. **It is RECOMMENDED** that the Presbytery approve the Guidelines as presented below. This is a resource for congregations who wish to pay to have criminal background checks run through the Presbytery's contract with Protect My Ministry. Additionally, these guidelines gives them information about how to obtain a child protection background check for free through the Child Abuse and Neglect Tracking System (CANTS).

Child Protection Guidelines Phase 2  
Staff and Volunteers Background Checks DRAFT  
Adopted by  
Presbytery of Southeastern Illinois (PSEI)  
Presbyterian Church (USA)  
Date\_\_\_\_\_

The Presbytery of Southeastern Illinois has adopted these guidelines to fulfill the responsibility of church leadership to provide a safe church environment for children/youth and vulnerable adults. Therefore, it is the responsibility of each church's governing body to use a professional background screening provider to procure a criminal background check on all paid staff as well as any volunteers that are used as Child or Youth Workers for church endorsed activities, such as teaching Sunday School or chaperoning special events involving youth or children. It is also recommended that these individuals receive clearance through the state's child protection system (Illinois Child Abuse and Neglect Tracking System).

As a background, Phase 1 of this policy was adopted in 2017 to run background checks on all teaching elders and commissioned ruling elders who serve regularly to preach or to moderate sessions.

## IMPLEMENTATION:

These 2 background clearances (criminal and child protection) should be initiated prior to the final selection of the individual who is being considered as a church staff person or child/youth volunteer.

To complete the criminal background check, PSEI has decided to use the services of the Protect My Ministry background screening provider. This provider is already being used to run background clearances on all those individuals acting in a pastor role as was adopted by PSEI under Phase 1 of the Child Protection Guidelines.

To run a child protection background check through the Illinois Child Abuse and Neglect Tracking System (CANTS), an individual needs to sign a consent form (CFS 689) found on the Department of Children and Family Services (DCFS) web-site. This authorizes DCFS to release information if the individual has been found to be “indicated” as a caretaker for any allegation of child abuse or neglect as defined by the Illinois Child Abuse and Neglect Reporting Act (ANCRA). The level of evidence to indicate an individual for abuse or neglect of a child is lower than a criminal conviction. The credible evidence to indicate is defined as “a reasonable person having all the available information under the circumstances would believe that child abuse or neglect has occurred. Considerations when evaluating the results of the DCFS clearance should include “(1) the lower level of evidence used; (2) the database is for Illinois residents alone; and (3) the abuse/neglect range from Priority 1 (most serious) through Priority 3 (least serious).

The results of the 2 background checks will be sent to the Pastor or in the absence of the Pastor to the Moderator of the Session. All positive results shall also be shared with the Presbyterian on Congregation Care. In consultation with the Presbyterian for Congregational Care, the results will be reviewed. After careful review, an action plan will be developed.

It is recommended that no person should be employed or used for volunteering with minors if there is a criminal conviction on certain felonies or misdemeanors, including, but not limited to, any of the following: (source PCUSA Child/Youth/Vulnerable Adult Protection Policy – section 5)

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use or sale of drugs or controlled substances
- Sexual abuse
- Sexual assault
- Injury to a youth
- Incest
- Indecency with a youth
- Inducing sexual conduct or sexual performance of a youth
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to youth
- Abandonment or endangerment of a youth
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure; and enticement of a youth
- Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor
- Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography)
- Any crime that involves the use of force, such as assault or endangerment
- Any crime that involves abduction and kidnapping
- Any crime that involves drinking and driving, such as driving while intoxicated.

The Pastor/Session Moderator along with the Committee on Ministry may consider the mitigating factor of successful completion of specialized treatment by a licensed clinician to correct the unsafe behavior.

## CONFIDENTIALITY:

The results of all background checks will be kept confidential except for those who have a need to know as it relates to safety issues. All results of background checks and related information must be maintained in confidential, secured files.

## TRAINING:

It is recommended that training is provided to all church staff and volunteers that instructs them on how to recognize and report suspected child abuse and/or neglect and other vulnerable adults. A mandated reporter training for child abuse and neglect can be found on the Illinois DCFS website. Information on how to report suspected abuse or neglect of the elderly can be found on the Illinois Department of Aging website.

**RECOMMENDATION B – Voluntary Disclosure Form – General Council**

**It is RECOMMENDED** that the Presbytery approve the addition of a voluntary disclosure form to the background check process that allows those being checked to report incidents that happened prior to the background check. (Pages 10-11)

**RECOMMENDATION C – Retirements – COM**

**Retirement – Jones**

**It is RECOMMENDED** that the Presbytery approve the status of Honorably Retired for Rev. Anne Jones, member-at-large, effective May 1, 2018.

**Retirement – Holloway**

**It is RECOMMENDED** that the Presbytery approve the status of Honorably Retired for Rev. Drew Holloway, member-at-large, effective May 1, 2018.

**RECOMMENDATION D – Installations– COM**

**Installation – Matthews, M. – Champaign, First**

**It is RECOMMENDED** that the Presbytery install Rev. Matt Matthews as Head of Staff of the Champaign, First Church, on April 8, 2018, at 4 p.m., and appoint the following Administrative Commission and then to dismiss them with thanks upon the completion of their work:

- Ruling Elders on the Commission

- \* Ruling Elder Eric Stickles, moderator of the former Pastor Nominating Committee

*First Presbyterian Church, Champaign, Illinois*

- \* Ruling Elder Celeste Kim, Clerk of Session

*First Presbyterian Church, Champaign, Illinois*

- \* Ruling Elder Jim Andrews,

*First Presbyterian Church, Champaign, Illinois*

- \* Ruling Elder Bill Capel, vice-moderator of the Presbytery of Southeastern Illinois

*McKinley Presbyterian Church, Champaign, Illinois*

- \* Ruling Elder Cesar Mynampara

*First Presbyterian Church, Champaign, Illinois*

- \* Ruling Elder Lane Reichert

*Copper Creek Presbyterian Church, Champaign, Illinois*

- \* Ruling Elder Dixie Jackson

*First Presbyterian Church, Urbana, Illinois*

Teaching Elders/Ministers on the Commission

- \* Rev. Rodger Allen, Co-Pastor

*Paris Presbyterian Church, Paris, IL*

- \* Rev. Eric Corbin, Covenant Associate Pastor & Technology Coordinator

*First Presbyterian Church, Champaign, Illinois*

- \* Rev. Laurie Williams, Co-Pastor

*Paris Presbyterian Church, Paris, IL*

- \* Rev. Heidi Weatherford OR Rev. Keith Harris, Pastor

*McKinley Presbyterian Church, Champaign, IL*

- \* Rev. Rachel McCullough Matthews

*Member at-Large, Presbytery of Southeastern Illinois*

- \* Rev. Bill McLean, Presbyter for Congregational Care



*Presbytery of Southeastern Illinois*  
\* Rev. Laura Johnston, Pastor  
*Westminster Presbyterian Church, Champaign, Illinois*

Preacher - Fr. Furman Buchanan, Rector of St. Peter's Episcopal Church, Greenville, South Carolina

### **Installation Commission – Oliver-Holder, D. – Urbana, First**

**It is RECOMMENDED** that the Presbytery install Rev. David Oliver-Holder as Pastor of the Urbana, First Church, on March 11, 2018, at 3 p.m., and appoint the following Administrative Commission and then to dismiss them with thanks upon the completion of their work: the Vice Moderator Bill Capel to preside and propound the Constitutional questions; the Rev. Connie Bandy, Community UCC Champaign; Michel Wakeland, Mt. Zion; Rev. John Heon Ham, Urbana Korean; Heidi Weatherford, Champaign, McKinley; and Ruling Elders George Johnston, CP for PSEI; Naomi Jacobsen, Champaign, McKinley; Don Greeley, Urbana, First. The Rev. Robert Rasmus of St. Matthew Lutheran, Urbana will preach.

### **RECOMMENDATION E – Agreement Renewals – COM**

#### **Assumption – CP Tom Mulch – Sup Mod Charles Banning**

Tom Mulch – 4 units

Salary	\$25,000	Con't. Ed	\$500
Housing`	\$6,600	Auto	IRS rate
Vacation	30 days	Study Leave	2 weeks

#### **Salem – CP Denise Burke – Sup. Mod Stan Martin**

**It is RECOMMENDED** that the Presbytery approve the Commissioned Pastor agreement between Denise Burke and the session of the Salem, First congregation for 34 hours per week with the following terms:

Salary	\$8500	Pension	\$11,211.36
Other	\$7500	Vacation	35 days
Study Leave	2 weeks/year		

#### **Shawneetown – TP Roger Lyons – 3 units**

**It is RECOMMENDED** that the Presbytery approve the Temporary Pastoral Agreement between the session of the Shawneetown congregation and Rev. Roger Lyons for units per with the following terms:

Housing	\$250/week	Auto	\$50/week
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### **RECOMMENDATION F – Covenant Agreement – COM**

Move to Covenant Pastor – *see below*

**It is RECOMMENDED** that the Presbytery approve the Covenant Pastor relationship between the Rev. Mary Wright and the Charleston session, for full-time, effective June 5, 2018 with the following terms:

Salary	\$47,774.36	Auto	\$2000
Housing Allowance	\$8,400	Professional Exp.	\$500
Utilities Allowance	\$4,300	Continuing Ed	\$2,000
Deferred Comp 403b	\$600	Supplemental Death	\$387
Pension & Medical	full	Dental	\$443
Cell Phone	up to \$60/mo	Vacation	30 days
One week of service to the greater church		One day off per week (and two when possible)	

Proposal of entering a Covenant Pastor Agreement  
First Presbyterian Church, Charleston, Illinois

Purpose:

(from Presbytery documents) The purpose of a Covenant Pastor relationship is to provide stability when a congregation believes that a called and installed pastor is part of the future, but there is preparation to be done before that process needs to begin.

(Charleston specific) Mary Wright has a strong calling into transitional ministry and is willing to work with the congregation on the identified dynamics, using the gifts, skills and processes that are associated with interim/transitional

ministry. In her experience, she has learned that there are some situations that need a longer interim/ transitional time and believes that a three-year period would be advantageous to the transitional work that is needed at Charleston. Mary has been serving as the interim pastor since June 2017 and has made some significant discoveries about the congregation that, if dealt with before the installation of a pastor, would help establish a stronger and healthier congregation. These include:

#### Goals and Responsibilities:

- Working with the congregation in expressing their opinions and concerns with one another and to leadership in ways that are productive. This includes some processing of the events that took place as the pastors accepted another call. The lack of on- site pastoral leadership created the necessity of leaders learning how to and acting in ways to maintain congregational life and worship, placing the reactions to the events of the previous months in a repressed state. Not only are there unexpressed feelings and reactions to that situation, a dynamic of false cooperation has been created among some members, for they fear creating disagreement to the point where the church would have to go through a process of organized conversation like appreciative inquiry again. The other aspect of this is to model and teach direct communication so that people are empowered to speak to the pastor as well as one another.
- Helping the congregation connect and re-connect with the community in new ways.
- Helping the congregation create a missional life that is responding to needs as revealed through these connections and involving more members in hands on, face to face ministries.
- Helping the congregation discover, name and then act upon the unique characteristic of the church.
- Leadership training and development.
- Continuing pastoral leadership that is currently a part of the interim agreement: Worship preparation and preaching, pastoral care, teaching, attending and offering support to Committees, to the Deacons, acting as Head of Staff and moderating the Session, weddings, funerals, etc.

This agreement would be for a period of two years, beginning June 5, 2018 and ending in June 2020. The agreement will be evaluated at the end of a six-month, 12-month and 18-month period. After the 12-month period, the Session will determine if it is time to move towards establishing a Pastoral Search Committee to seek the installed pastor. It is hoped that a PNC will be reactivated within the 18-month period.

The current Pastoral Nominating Committee will be dismissed with great thanks through due process. A new one will be elected when the leadership is convinced that the time is right, and is supported by the COM.

#### Terms of the Agreement

This would be a full-time position with First Presbyterian Church, Charleston.

The financial terms of the agreement will remain the same (with two differences as noted below) as the current interim/transitional contract. Amounts of the Board of Pension coverage may vary from year to year as that organization sets new dues and program costs.

*A line item shall be added to the terms of agreement to cover the cost of a cell phone up to the amount of \$60 per month. This is a reimbursable item.*

*An additional \$1000 to be used for continuing education. (reimbursable item, or pre- agreement with treasurer for use of church credit card for fees that are needed before an event.*

This agreement includes the following amount of time away from the office and responsibilities:

- Weekly time off (at least one day, with two when possible.)
- 4 weeks of vacation time (30 days)
- 2 weeks continuing education time
- 1 week for service to the greater church (as agreed upon in current contract)

#### **RECOMMENDATION G – Temporary Pastoral Agreement - COM**

##### **Jeff Grote – Temporary Pastoral Agreement - Effingham**

**It is RECOMMENDED** that the Presbytery approve the Temporary Pastoral Agreement between Rev. Jeff Grote and the Effingham session for the period of May 1 – July 31, 2018 with the following responsibilities: to conduct worship, office hour 1 day per week, pastoral care visits as needed with the following terms:

Salary                      \$2,000/mo

## **RECOMMENDATION H – Communion – COM**

New Providence - Ruling Elders - Communion

**It is RECOMMENDED** that the Presbytery, at the request of Ruling Elders Jody Smith and Mike Garber and the Session of the New Providence Church, train and authorize Ruling Elders Smith and Garber to administer the Sacrament of Holy Communion for the New Providence, Paris Church for a period of one-year effective March 1, 2018. Rev. Rodger Allen will train them.

## **RECOMMENDATION I – Dissolutions – COM**

**Dissolution – West – Carbondale**

**It is RECOMMENDED** that the Presbytery at the request of the Carbondale congregation and the Rev. Janice West dissolve the pastoral relationship between Rev. West and the Carbondale Church effective March 4, 2018 with the following terms of dissolution:

Salary for 12 months

Housing for 12 months

Board of Pension full and supplemental plans for 12 months

FSA \$750 payment due by March 15, 2018

Interim Training Week 1 \$900-1,000

Cell phone for 12 months (\$660)

If Rev. West receives a full time call the severance payments will cease. If Rev. West receives part-time call then severance payments will be pro-rated.

Rev. West will be enrolled as a Member-at-Large in the Presbytery of Southeastern Illinois.

## **RECOMMENDATION J – Waiver of Rotation - COM**

**Norris City/Union Ridge - Ruling Elders - Waiver of Rotation**

**It is RECOMMENDED** that the Presbytery grant a waiver of rotation for Ruling Elders Keith McCoy and Welter Starks for 3 years beginning 2018.

## **RECOMMENDATION K – INTERIM AGREEMENT – COM**

**Neal – Olney - CP**

**It is RECOMMENDED** that the Presbytery approve the Commissioned Pastor agreement between Lynn Neal and Olney session for the period between March 5 and April 29, 2018 with the following terms:

\$100/worship service

\$25/hr for pastoral care

Auto mileage at IRS business rate.

## **RECOMMENDATION L – Annual Review of Adequacy of Compensation - COM**

**It is RECOMMENDED** that the Presbytery approve the following terms of call as meeting the minimum standards of compensation set for 2018. (Carry-in)

## **RECOMMENDATION M - Harris – transfer – validated ministry - COM**

**It is RECOMMENDED** that the Presbytery receive Rev. Cindy Harris as a member of the Presbytery of Southeastern Illinois and to validate her ministry as a Chaplain at the Veteran's Administration facility in Danville, IL. She will be transferred from Transylvania Presbytery effective April 1, 2018.

## **RECOMMENDATION N – Changes to the Personnel Manual – Personnel (Pages 12-31)**

**It is RECOMMENDED** that the Presbytery approve the proposed changes to the Personnel Manual.

## **RECOMMENDATION O – Camp Carew Financials**

**It is RECOMMENDED** that the Presbytery receive the Camp Carew financials. (Pages 32-34)

## **RECOMMENDATION P – Presbyterian Women Birthday Offering Grant Request (Pages 35 – 38)**

**It is RECOMMENDED** that the Presbytery enthusiastically endorse the Presbyterian Women's Grant application from the Birthday Offering to be used for the playground for the Effingham Child Development Center.

**RECOMMENDATION Q – Sullivan Administration Commission Report (Page 39)**

MOTION: The Sullivan Administrative Commission moves that the Presbytery of Southeastern Illinois approve the sale of the Sullivan Church property at the agreed to sale price of \$20,000.00 and in the terms set out within the signed contract.

MOTION: The Sullivan Administrative Commission, having completed all the work assigned to it by the Presbytery of Southeastern Illinois, moves that the Presbytery dissolve the Sullivan Administrative Commission, effective May 31, 2018.

**RECOMMENDATION R - Application from Monticello for Application for use of General Assembly Restricted Fund. (Pages 40 – 42)**

\$1453 from F58691 Fund. The Fund is restricted for helping to meet economic needs of people needing food, clothing, and other wants. The Monticello program is one that is budgeted for \$14,000.

**It is RECOMMENDED** that the Presbytery endorse the application.

# Voluntary Disclosure Statement

updated 3/22/18

Mail this form to the address below by \_\_\_\_\_ (date)

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Last

First

Middle

Home address \_\_\_\_\_

Street Address

City

State

Zip

Social Security # \_\_\_\_\_ Other names by which known (e.g., maiden name) \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone (if applicable) \_\_\_\_\_

Cell phone (optional) \_\_\_\_\_ E-mail address (optional) \_\_\_\_\_

School or College \_\_\_\_\_

Address \_\_\_\_\_

Street Address

City

State

Zip

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

## 1. Previous residence(s) for last five years (include college and home residences):

City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

(Continue on separate sheet, if necessary.)

## 2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?

☐ Yes ☐ No

If yes, please explain: (Use a separate sheet, if necessary.)

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## 3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?

☐ Yes ☐ No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes

If yes, please explain: (Use a separate sheet, if necessary.)

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4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

☐ Yes ☐ No

If yes, please explain: (Use a separate sheet, if necessary.)

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5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?

☐ Yes ☐ No

If yes, please explain: (Use a separate sheet, if necessary.)

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6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

☐ Yes ☐ No

If yes, please explain:

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I understand that:

- a. The camp may deny employment to any person who answers "yes" to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c. The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
  - 1) have a history of complaints of abuse of a minor;
  - 2) have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
  - 3) have falsified or omitted information in this disclosure statement.
- d. This disclosure statement must be updated yearly.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Minor's Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

MANUAL OF ADMINISTRATIVE OPERATIONS  
PRESBYTERY OF SOUTHEASTERN ILLINOIS

Adopted 2/98

Revised 5/06/04, 1/19/06, 8/22/13, 11/21/13, 5/7/2015, 11/16/2017, 2/10/2018

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## I. PERSONNEL COMMITTEE STRUCTURE AND DUTIES

### A. ORGANIZATION

MEMBERSHIP of Personnel Committee shall be formed with a moderator and six members (one from each region) nominated by the Committee on Representation and elected by the Presbytery. A secretary is selected annually by the committee to record minutes of the meetings.

MEETINGS are scheduled ~~by the Presbytery office~~ to be held regularly, at least semi-annually, as agreed upon by the moderator. Other meetings or conference calls may be scheduled at the discretion of the moderator.

ACCOUNTABILITY As a committee of the General Council, it is accountable to the Council, forwarding its minutes, reports, and recommendations to the Council through the committee moderator.

QUORUM is a majority of the members of the committee.

STAFFING RATIONALE We recognize the Presbytery of Southeastern Illinois is an essential part of the Church universal and the Presbyterian Church (USA). Therefore, the PSEI seeks to be faithful to our calling, hoping to grow in grace and wisdom as a church reformed and ever reforming by living into a new style of leadership. In adopting the team goals, the Presbytery announced its intention to shift emphasis from administrative to a team leadership model. ~~Whereas there have been two separate offices, one for the Stated Clerk and one for the Executive Presbyter, the staff team model calls for one office to facilitate the work of the Presbytery of Southeastern Illinois. The Presbytery office is currently located at 132 South Water Street, Suite 352, Decatur, IL 62534-2320.~~

The following guidelines are established as personnel policies of the Presbytery of Southeastern Illinois with regard to all staff which it employs for service. These guidelines are consistent with all applicable provisions of the Book of Order of the Presbyterian Church (USA). The Presbytery is free to amend, modify, and change these guidelines at any time and will keep staff members informed in writing of such amendments and modifications.

### B. RESPONSIBILITIES

1. Submit to the General Council position descriptions for all staff of the Presbytery and recommend changes as needed. Communicate to all staff members the personnel guidelines pertinent to their employment.
2. Conduct an annual review of the performance of each staff member by ~~March~~ and submit those findings to the General Council at its ~~April~~ **October** meeting. It may coordinate and consult with moderators of any of the Standing Committees, and/or other members of the General Council.
3. Consult with the Synod in the calling of a Presbyter for Congregational Care and, when necessary, negotiate with other governing bodies the sharing of staff members when they are reimbursed for services.
4. Provide direction to and be supportive of all staff members of the Presbytery by establishing and sustaining a process that assures the staff member of equitable working hours, necessary



equipment to perform tasks, humane treatment, ~~clean, pleasant, and safe working conditions~~, consonant with the goals and financial capacity of the Presbytery.

5. Assist staff members in preparing annual goals and objectives.
6. Recommend to the General Council salaries and ~~office~~ budget for consideration and review.
7. Recommend to the General Council, prior to the formation of the Presbytery budget, committee projections of expenses.
8. Act as the employing agent of the Presbytery, subject to the review of the General Council, in The recruitment and hiring of support staff ~~in the Presbytery office~~. Interviews will be conducted following AA/EEO guidelines, and compensation will be set within the current budget, subject to review by General Council.
9. Executive Staff (Presbyter for Congregational Care and Stated Clerk) are responsible for the work of the ~~office~~ **Presbytery staff**. Any situation considered unmanageable is to be referred to the Personnel Committee for complete review.
10. In case of a grievance, a staff member may discuss a concern with the Executive Staff or the moderator of Personnel Committee. In the case of sexual misconduct, a separate policy exists and will be implemented.
11. In the year prior to the (re)election of a Presbyter for Congregational Care (PCC), or a Stated Clerk (SC) or a Treasurer to a term up to five years, the committee will make Recommendations for these positions to General Council. Election to a new or partial term may occur at the next available stated meeting of the Presbytery. The PCC, SC and Treasurer terms all end in May. The Camp Director's term expires in December so make sure that item appears at the November Presbytery meeting.
12. Administer a process wherein authorized expenses incurred by staff members, in the performance of their work assignments, are reimbursed through an adequate voucher-based system.

#### C. THE MODERATOR - POSITION DESCRIPTION

1. Serve as a voting member of the General Council of the Presbytery and present committee reports and recommendations to the Council.
2. Be available as a counselor to the Executive Staff and other personnel in matters of professional and/or personal concerns.
3. Be available to consult with committee moderators in questions of staff services.
4. Provide a written agenda and moderate meetings. Authorize members' vouchers for budgeted expenses and submit to the Presbytery office.

### II. PERSONNEL GUIDELINES AND PROCEDURES

#### A. Employment Practices (Equal Employment Opportunity/Affirmative Action)

1. It is the policy of the Presbyterian Church (USA) and the Presbytery that they will not

discriminate in employment policy and practices and will promote equality of opportunity in all aspects of employment. The Presbytery will be guided by the mandate of the Book of Order, the policies of the General Assembly, the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, and Age Discrimination in Employment Act of 1967, and related laws and executive orders of state and local authority.

All employment policies and practices will be administered without discrimination based on race, religious affiliation (except where religious affiliation is determined to be a bona fide occupational qualification), national origin, sex, age, marital status, or disability.

2. To establish the safest possible work environment for our employees and for members of the Presbytery and its congregations, a standard State of Illinois Criminal Background Check will be
3. conducted for each employee (exempt and non-exempt) at the time of hire. If the check reveals convictions, the Personnel Committee will investigate and determine whether the person is appropriate for the position.

#### B. Employment Categories and Procedures

1. The Fair Labor Standards Act provides for non-exempt (e.g.: secretary) and exempt (e.g.: Presbyter for Congregational Care) positions with respect to overtime.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours per week. Overtime pay is at the rate of one-and-one-half-times the regular hourly rate. All overtime work must be approved by a supervisor in advance.

If the normal work week for a non-exempt position is less than 40 hours a week, all hours worked up to 40 hours a week will be paid at the regular hourly rate. However, compensatory time off, (i.e., one hour for each hour worked), may be given in lieu of payment for hours worked in excess of normal work schedule but less than 40 hours a week.

Persons employed in exempt positions are not paid overtime wages. Staff members are expected to work 10 - 14 units with an average of 12 units a week.

2. All exempt staff shall be provided with a written "call." The call of a **Teaching Minister** or Ruling Elder shall be submitted to the Presbytery for approval. Non-exempt staff are employed by the Personnel Committee with recommendation to General Council.
3. Tenure for the Presbyter for Congregational Care, Stated Clerk, Treasurer and Camp Director shall be election to a term up to five years. In addition to an annual performance review and evaluation, all elected staff shall be subject to a comprehensive review and evaluation at least every five years.

Non-exempt staff shall be hired for a 90-day probationary period subject to review by Personnel Committee and shall receive an annual performance review by the Personnel Committee, in consultation with the Executive Staff.

4. When a Vacancy Occurs

a. When the Presbyter for Congregational Care, Stated Clerk, Camp Director, or Treasurer resigns or retires the Personnel Committee will make the recommendation of whether to accept the resignation or retirement to the General Council for approval by Presbytery. Personnel Committee will review staffing rationale and position description and make

recommendations to General Council for changes.

1. If an interim is to be hired, the General Council will determine the process for advertising, interviewing and hiring the interim. The General Council will hire the interim and the Personnel Committee will supervise and review the work of the interim.
2. The elected search committee advertises the position and conducts interviews during the time of the interim's service and makes a recommendation to General Council.
3. Presbytery votes to call the PCC, SC, CD, and Treasurer for a term of up to five years upon recommendation from General Council.

b. When the PCC, SC, CD, or Treasurer's term is up, the Personnel Committee will review the position description and make recommendations to General Council for changes. Personnel Committee may recommend the re-nomination of the current staff person to General Council with election by the Presbytery.

c. When office staff resign or retire, the Personnel Committee will review the position description and make recommendations to General Council for changes.

1. An exit interview will be led by a Personnel Committee member with the Presbyter for Congregational Care and Stated Clerk participating.
2. Advertise position in appropriate places.
3. Resumes are read and rated by the PCC, SC, and members of Personnel Committee.
4. References are contacted and a complete background check is ordered. The top-rated applicants are contacted and interviews set up.
5. Interviews are conducted by the PCC, SC, and members of Personnel Committee.
6. The best applicant is offered the position.
7. Personnel moderator reports to Personnel Committee and the General Council on the selection of person to fill the position.

5. Description of Work (Position Descriptions found in appendices)

A position description, subject to periodic review, shall be required for each position. These descriptions shall be approved by the Presbytery, upon recommendation of the General Council and the Personnel Committee. Duties set forth in these descriptions may be varied by mutual agreement among the Personnel Committee, the Presbyter for Congregational Care, the Stated Clerk and the staff person involved.

6. Promotions

It is the policy of the Presbytery to conduct an open search process for all new or vacant positions. In order to provide for maximum advancement and development of all persons employed by the Presbytery, current staff are eligible to apply for all vacancies.

7. Probationary Employment

The first 90-days of employment of non-exempt personnel is a probationary period giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the

position under actual working conditions. At the end of the 90-day probationary period, a performance appraisal is prepared and discussed with the employee by his/her supervisor. When all requirements for employment are completed satisfactorily, regular employment shall begin with the next pay period.

## C. Salary Administration

### 1. Salary Guidelines

- a. Salaries for all exempt staff will be determined after evaluation and classification by the General Council. Salaries for non-exempt positions will be determined on the basis of the position descriptions established. Skills required, responsibilities involved, and unusual demands upon time and energy will all be taken into account. This section does not apply to volunteer workers.
- b. The Presbytery is committed to fair pay for work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet changes in organization, positions, and personnel over a period of time. Salary levels will be responsive to changes in the cost of living.
- c. Initial placement within a salary range should reflect a judgment of the General Council of the qualifications and experience of the appointee relative to the position requirements. An employee will normally start at a salary no higher than the mid-point of the range of the position for which he/she is employed.

### 2. Adjustment of salary scale

- a. Salary scales for exempt staff are reviewed annually by the Personnel Committee, based upon information on cost of living changes, salary information on pastors and other exempt staff in the Synod and Presbytery.
- b. Salary scales for non-exempt staff will be reviewed annually by the Personnel Committee. The U.S. Department of Labor Area Wage Survey and Cost of Living Index shall be consulted before establishing wage scales.

### 3. Salary Review

~~Any cost of living increase authorized by the Presbytery will be given to all employees at the same time.~~ Salaries will be reviewed annually in relation to the fiscal year. Salary reviews are also made on the basis of any changes in responsibilities which may call for a re-evaluation of the position. In accordance with the Book of Order, changes in terms of call for an ordained staff member must be approved by Presbytery.

### 4. Honoraria

Presbytery staff are permitted to keep honoraria or fees received for preaching or teaching within the bounds of the Presbytery, so long as such duties are performed over and above normal duties (as listed in staff position descriptions or modified by the Personnel Committee). However, if an honorarium or fee is received for a particular duty, the staff person may only charge travel mileage outside their home area to their travel allowance. Any long-term commitment beyond normal job-related duties must be approved by the Executive Staff and the Personnel Committee.

### 5. Services to an Employer other than Presbytery

Exempt employees shall not regularly provide services to any other employer without the approval of the Personnel Committee and General Council.

D. Continuing Education

1. All employees will be given an annual opportunity by the Personnel Committee to review and determine their short and long- term career goals and objectives by the Personnel Committee. ~~as part of the Presbytery's Affirmative Action Program.~~
2. Up to two weeks annual study leave with pay for exempt staff may be granted:
  - a. Study leave is directly related to career goals as well as the development of skills that are useful to the Presbytery. It is granted only when clearly identified purposes have been agreed upon for the particular study leave requested, and the request for leave has been submitted to the Personnel Committee for approval.
  - b. Satisfactory provision must be made to cover the employee's work.
  - c. Study leave can be accrued up to six weeks. Study leave may be taken in conjunction with earned vacation.
  - d. A report on the specific accomplishments of the study leave will be submitted on the request of the Personnel Committee.
3. Sabbatical or extended study leave with pay for exempt staff may be granted:
  - a. Employee must have completed two years continuous service with the Presbytery.
  - b. At least five years must have elapsed from the time of any previous extended study leave, and at least one year from any previous two-week study leave.
  - c. A detailed written plan of study with clearly identified goals set forth, must be approved by the Executive Staff and Personnel Committee far enough in advance to be covered by the Presbytery's budget and staffing plans.
  - d. The maximum length of sabbatical will be four months. It may be taken in conjunction with earned vacation within a particular year but may not be combined with a two-week study leave.
4. Study leave for non-exempt employees may be approved when it can be demonstrated to be for the good of the Presbytery, as well as for the employee. The Executive Staff, in consultation with the Personnel Committee, may approve study leave for non-exempt staff.

E. Performance Reviews (Sample Questions in Appendices)

1. An annual evaluation and review of the work of each staff member enables the Presbytery to set directions and priorities for staff in light of the mission goals of the Presbytery. Staff are encouraged to grow professionally and spiritually. The review provides an opportunity to provide staff with support and feedback concerning their work performance.
2. Personnel committee members and staff will be advised of the annual review/evaluation process. Position descriptions will be reviewed regularly and updated to reflect the Presbytery's mission goals.

3. Personnel Committee may invite a Synod representative to participate in the review/ evaluation of the performance of Executive Staff.

F. Separation Process

1. All matters regarding staff separation shall be presented in writing by the Executive Staff to the Personnel Committee with a copy to the Moderator of the General Council. The reasons for staff leaving shall be furnished in detail.
2. The separation process shall not be concluded until the Personnel Committee acts upon it and the body that made the hiring decision (General Council or Presbytery) concurs.
3. The staff person will have the opportunity to be heard by the body that will make the final decision regarding his/her discharge. The records of events, facts, and discussions regarding the proposed discharge of a staff person shall be treated with strict confidentiality. Separation shall be without discrimination based on race, sex, national origin, age or ordination status.
4. Reasons for Separation:

Release of Probationary Employee: If a probationary employee is unresponsive to recommendations for improvement, the employee may be terminated without notice.

Resignation: Voluntary separation (resignation) may take place after a two- week written notice (one month's notice for exempt staff) to the Executive Staff with copies to the Personnel Committee, and the Moderator of the General Council. Staff will be paid the cash equivalent of their unused earned vacation at the date of separation. No severance allowance will be provided. Staff who resign shall vacate the position within three months, unless special arrangements have been made with the Executive Staff and the Personnel Committee.

Reduction of Forces: Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the Presbytery. Written notice of such separation will come from the General Council after consultation with the Personnel Committee. Subject to the financial ability of the Presbytery, it is hoped that up to three months' notice, or pay in lieu of notice, will be given to staff. Salary payment will not continue beyond the date when other employment is begun.

Suspension: Suspension shall not occur without consultation with the person involved by his/her immediate supervisor. Concurrence for suspension is required by the Executive Staff, Moderator of the Personnel Committee and Moderator of General Council.

Following suspension, the next step shall be investigation of the facts that led to the suspension under the aegis of the General Council who shall notify the suspended person of the right to appear before the Council, or representatives thereof, with or without advocate, in order to provide the Council with the facts to defend his/her position.

The final step shall be the decision by the Council regarding extending the suspension, reinstating the suspended person, or discharge.

Separation for Cause shall include but not be limited to:

- ☐ falsifying records or revealing unauthorized information
- ☐ failure to perform satisfactorily in accordance with the position description
- ☐ failure to follow the orders of one's supervisor
- ☐ unauthorized or unexcused absence from work or being excessively tardy
- ☐ inability or unwillingness to work harmoniously with others
- ☐ for any other reason deemed appropriate by the Executive Staff and the Personnel Committee

When performance of employees not in installed positions is unsatisfactory, the employee may be dismissed by the following process:

A conference will be held between the Executive Staff and staff person outlining the employee's deficiencies and expected areas of improvement, if the deficiencies are deemed by the Executive Staff to be remediable. Content of the conference will be documented and placed in the personnel file, with a copy being sent to the Moderator of the Personnel Committee.

Failure to meet expectations within 60 days and continued non-compliance will result in a meeting with the Personnel Committee which will hear both sides of the problem and settle the issue. Termination (or such further action as the Personnel Committee deems appropriate) may result.

If the Executive Staff does not consider the deficiency remediable or if he or she considers the situation serious enough to warrant immediate suspension, he or she may suspend the employee immediately with or without pay subject to having this action reviewed by the Personnel Committee, which may affirm or reverse the decision or take such other action as it deems appropriate.

When performance of employees in installed positions is unsatisfactory, the employee may be dismissed by the following process:

A conference will be held between the Personnel Committee and staff person outlining the employee's deficiencies and expected areas of improvement, if the deficiencies are deemed by the Committee to be remediable. Content of the conference will be documented and placed in the personnel file. Failure to meet expectations within 60 days and continued non-compliance will result in a second meeting with the Personnel Committee to make recommendation to the General Council for Presbytery action.

If the Personnel Committee does not consider the deficiency remediable or if it considers the situation serious enough to warrant immediate suspension, it may suspend the employee immediately with or without pay subject to having this action reviewed by the General Council and the Presbytery, which may affirm or reverse the decision or take such other action as it deems appropriate.

A termination conference shall be held, including the moderator of Personnel Committee, Executive Staff and the moderator of General Council or their appointees, with every person who is terminated for any reason, giving all parties an opportunity to make uninhibited comments. Such information shall be given careful consideration. The final paycheck shall be held until all necessary pay deductions are declared, and keys, credit card, cell phone, office equipment, work related files and materials are returned to the Presbytery office.

2. Retirement

- a. Executive Staff - upon recommendation of the General Council, after consultation with the Synod when there has been a satisfactory comprehensive review and evaluation and a majority vote by the Presbytery.
- b. Other exempt Presbytery staff - upon recommendation of the General Council, when there has been a satisfactory comprehensive review and evaluation and a majority vote by the Presbytery.
- c. Non-exempt employees of Presbytery - upon recommendation of the Personnel Committee, with concurrence of the Executive Staff.

G. Disability leave will be negotiated with the Board of Pensions or the appropriate insurance company.

H. Benefits

1. Social Security - All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of non-ordained staff. Ordained staff (**Teaching Elder Minister** or Commissioned **Ruling Elder Pastor**) are considered self-employed and taxes are not withheld unless voluntary withholding is elected, nor paid for them.
2. Pension/Health Insurance - All employees working at least half-time who have completed a probationary period are eligible for pension or health benefits. All ordained exempt staff will be enrolled in the pension plan of the Presbyterian Church (USA) for which dues are paid by the Presbytery. Non-ordained exempt staff may elect to be enrolled by the Presbytery in the pension plan. Those who elect not to be enrolled in the pension plan shall receive the equivalent of the pension portion of the plan dues (currently 12%) toward either an annuity or health insurance. Full-time non-exempt employees shall receive an amount up to 10% of their salary toward either an annuity or health insurance.
3. A vacation with pay is provided for all non-probationary employees. Vacations are not cumulative, and therefore must be used within the calendar year, except when special provision has been made with the Executive Staff, in consultation with the Personnel Committee.
4. Non-exempt staff shall receive vacation of ten working days after the completion of one year's service. After five years of service, employees shall receive fifteen working days of vacation, granted in one period of time or a few days at a time. However, employees are encouraged to use vacation time in blocks of several days at a time, in order to benefit from the time off. All vacations shall be arranged with and approved by the Executive Staff.

Exempt staff are entitled to one full month (30 days) vacation per year.

5. The following days are considered holidays and will be granted with pay:
  - New Year's Day and the day after
  - Martin Luther King Jr. Day
  - Presidents Day
  - Good Friday
  - Memorial Day (last Monday in May)
  - Independence Day
  - Labor Day (1st Monday in September)



Columbus Day  
Veteran's Day  
Thanksgiving Day and the day after  
Christmas Day and the day after

If the above listed holidays fall on Saturday or Sunday, additional days will not normally be granted, except to guarantee that a minimum of 12 holidays a year will be granted, in which case the Executive Staff will determine the days which will be observed as holidays.

The Presbytery office is closed following the Friday before Christmas through the Monday following New Years' Day and will not count towards vacation days nor comp days for the office staff.

6. Leave of absence with pay is provided under the following circumstances with approval by the Executive Staff:
  - For a regular training period with the U.S. Armed Forces (up to two weeks)
  - For marriage of an employee who has been with the Presbytery for one year or longer (up to three days)
  - For personal or family emergencies, for other personal business which cannot be cared for outside of working hours, or for days lost to bad weather (up to five days annually)
  - For medical leave, to be taken only in cases of actual personal illness or for employee's doctor or dental appointment. Such leave shall accrue at the rate of five days per year. Unused medical leave may accumulate up to a maximum of three months (66 working days). However, at the time of termination of employment (either voluntary or involuntary), an employee shall have no claim for pay in lieu of unused sick leave.
  - For jury duty: Regular salary will be paid during jury duty, and compensation, minus expense reimbursement, for jury duty will be turned over to the Presbytery office. If the employee's absence will seriously affect the operation of the office, postponement of jury duty may be requested of the court.
7. Parental Leave: In addition to other benefits, an employee who has been employed for at least one year is entitled to parental leave in the period immediately preceding and following the arrival (birth or adoption) of a child as follows:
  - a. Maternity Leave - The employee will normally apply for leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired. The leave can be for up to six months [Up to six weeks of the leave may be with full salary, housing and benefits. The remainder of the leave, if longer than six weeks, will be with benefits only.] The leave may include a period in advance of the expected arrival of the child as well as some after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons.
  - b. Paternity Leave - The employee shall normally apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired. The leave may be for up to two weeks with full salary, housing and benefits.
  - c. Sick leave and/or vacation time are separate issues and are not to be confused with parental leave; each is taken on its own merit and eligibility.

- d. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the Presbytery.
- e. If both parents are employed by the Presbytery, only one parental leave may be granted. However, leave may be shared by the two parents.
- f. Upon completion of parental leave, the employee will be entitled to return to his/her position.
- g. Any salary increase action for which the employee may become eligible in the course of the leave will be effective upon return to employment.

## I. Grievance Process

For the purpose of these guidelines, a complaint of grievance is an alleged violation of an approved personnel policy or practice, or of an applicable State or Federal law not adequately dealt with in these guidelines or practices. In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken:

1. Prior to filing a formal written grievance, the following preliminary steps are to be taken:
  - a. The complaining party must first discuss his/her problem with his/her immediate supervisor.
  - b. If not satisfied with the supervisor's action, the complaining party is to approach the Executive Staff who will seek to resolve the issue in consultation with all parties involved.
2. Formal Grievance Procedure
 

If the preliminary complaint procedure fails to resolve a grievance, a formal grievance may be filed by submitting a written statement to the Moderator of the Personnel Committee, with a copy to the Executive Staff and the person's supervisor. Formal grievances must be filed within 30 days of the alleged grievance.

  - a. The Moderator of the Personnel Committee shall call a meeting of the committee which shall review the grievance with all parties concerned. It shall make a determination of the grievance.
  - b. If the complainant is dissatisfied with the decision of the Personnel Committee, the Person may file an appeal within fifteen days to the General Council. The Council, in consultation with all parties concerned, shall make the final determination. It shall supply all parties concerned with its decision in writing.
3. Right of Advocacy: It is understood that the complaining party may arrange to have an advocate with him/her at all steps in the formal process.
4. A written record of all decisions arrived at in all meetings shall be kept in the Executive Staff's offices. Letters of decision from the Personnel Committee or the General Council shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision.

## J. Part-time and Temporary Employees

1. Part-time employees are employed to work less than 35 hours per week. If they are not temporary, and are employed at least 20 hours a week, they are eligible for the following on a pro rata basis.
    - a. Holiday pay, only if the holiday falls on one of the regularly scheduled working days for that part-time employee.
    - b. Jury duty pay.
    - c. Vacation and sick pay in proportion to hours worked each week.
  2. Temporary employees employed for less than three months are not paid for holidays, sick leaves, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for pension or medical benefits. If a temporary employee joins the regular staff, his/her temporary employment is considered in computing vacation and other benefits.
- K. Sexual Misconduct Policies: Issues of sexual misconduct are addressed under a separate policy statement ("Policy and Procedures on Sexual Misconduct," ~~adopted by the Presbytery September 15, 1994~~). A copy of those policies and procedures shall be given to all employees.

## VI. APPENDICES

- A. Historical Perspective
- B. Organization Chart
- C. Position Description for Presbyter for Congregational Care
- D. Position Description for Stated Clerk
- E. Position Description for Treasurer
- F. Position Description for Camp Director
- G. Position Description for Administrative Assistant
- H. Sample questions used for all staff to facilitate conversation during annual review

## APPENDIX A: Historical Perspective

In 1972 the Presbytery of Southeastern Illinois was formed from two whole presbyteries and parts of three other presbyteries. Some of these presbyteries had a staff of one General Presbyter and one office support staff person. Some of these persons were part-time or served more than one Presbytery. They were also perceived to be staff of the Synod serving presbyteries. The officers of the Presbytery were Moderator, Vice-Moderator, Stated Clerk and Treasurer. Usually, the only paid officer was the Stated Clerk. All others were volunteers. Seldom was there any office support for the Stated Clerk.

Beginning in 1972, with the urging of the Commission, the newly formed Presbytery was now found to be one of seven in the Synod of Lincoln Trails. The new Synod boundaries covered both the states of Illinois and Indiana. The headquarters for the new Synod were located in Indianapolis, Indiana. The Presbytery Executives were directly employed by the Presbytery with the concurrence of the Synod. The Synod proceeded to elect its own staff with particular areas of Ecclesiastical and Programmatic responsibility. This staff was somewhat equal in staff numbers as either of the two former Synods of Illinois and Indiana.

The first Presbytery Executive was the Rev. Allan A. Kohler. He served from his election in 1972 until his death in 1975. The first executive was seen to have wide areas of responsibilities in all of the programmatic areas and some of the ecclesiastical areas. Usually the latter were shared with the Stated Clerk. The first Stated Clerk in the new Presbytery was Ruling Elder Jackson L. Hale. His office staff was one support person. For most of the years he was supported in his office work by his wife Phyllis. Jackson and Phyllis served in this capacity until their retirement in February 1992. In 1975, the Rev. Dr. David MacDonna was elected as the Executive Presbyter.

In 1982 the national church made some structural changes which released the Synod from direct oversight of the Presbytery Executives. This was also the year that required direct funding of the Office of Executive Presbyter by the Presbyteries. The national church prior to this time had used matching funds from the Council of Administrative Services at the General Assembly level. The source of these funds were from benevolence funds of the General Assembly. This placed an added financial burden on the Presbyteries. In 1991, the Presbytery of Southeastern Illinois reorganized its staffing pattern. Prior to this time, there were two separate offices at opposite ends of the presbytery. At this time, they were merged into one office. This office is supported by two persons, an Administrative Assistant and a Secretary.

The Executive Presbyter is a full time Exempt position. This person has oversight of the Presbytery Office. Elder Marie V. McNabb was elected Stated Clerk on the retirement of Jackson Hale. At that time the Stated Clerk's position was reduced to a fifty percent Exempt position. In 1993, the Presbytery raised the position to a sixty-five percent time level because of responsibilities to the Committee on Ministry. Due to unusual circumstances, the Stated Clerk had a number of special responsibilities in 1992 and 1993.

The Personnel Sub-Committee has reviewed the time spent by the Stated Clerk on Presbytery affairs for 1992 and 1993 up to the date of its meeting on November 30, 1993. It is of the opinion that she has spent at least an estimated 65% of a full- time position on Presbytery affairs.

APPENDIX B: ORGANIZATION CHART (2014)  
**PRESBYTERY**

**GENERAL COUNCIL**

**COMMITTEES OF THE PRESBYTERY (Personnel)**

**STAFF TEAM**

<b><u>Presbyter for Congregational Care, Stated Clerk, Treasurer, Camp Director</u></b>	
<b><u>Office Staff</u></b>	<b><u>Office Staff</u></b>
<b><u>Pertinent to</u></b>	<b><u>Pertinent to</u></b>
<b><u>Congregational Care</u></b>	<b><u>Stated Clerk, Treasurer, Camp Director</u></b>

The staffing rationale is to clarify the roles and relationships of those persons employed by the Presbytery to facilitate its work, including the following positions:

**Staff Team:**

Presbyter for Congregational Care PCC (65%) and Stated Clerk SC (65%)

Treasurer (~~currently volunteer~~) ***to be negotiated***

Camp Director (~~full~~ ***half-time***)

**Office Staff**

Administrative Assistant (~~full~~ ***part-time***) ~~and Secretary (part time)~~

The purpose of each of the positions in the team staffing rationale is to facilitate the work of the Presbytery as it seeks to be faithful as a council of the Presbyterian Church (USA.). In the team staffing rationale, the Stated Clerk, an elected officer, facilitates the ecclesiastical, judicial and legislative life of the Presbytery. The Presbyter for Congregational Care is responsible for the overall facilitation of the Presbytery's life by working collegially with leaders to provide pastoral care to clergy, congregations, and members of the Presbytery staff. The ~~Presbytery office staff~~ ***Administrative Assistant*** provides administrative support for the staff team and other officers of the Presbytery. The position descriptions will further define the purpose, functions, and relationships of members of the team.

We approach our work as equal partners in ministry set apart by our different functions. We are excited about calling upon our individual gifts, unique experiences and different points of view to enhance the work of the team. Working as a team enables us to complete the work we are called to do most efficiently and effectively. As brothers and sisters in Christ, we strive to model positive, collegial working relationships for the Presbytery. We commit ourselves to speaking the truth in love, to building up one another, to praying for one another and the entire Presbytery. We are honored to serve the body of Christ in this amazing, dynamic, and challenging way. The Staff Team will:

- a. Read, sort, and respond to all mail as appropriate; answer the telephone and care for messages, voice mail, and social media.
- b. Maintain the Presbytery calendar, scheduling all meetings, facilities, and menus.
- c. Share schedule and calendar for the Presbyter for Congregational Care and the Stated Clerk.
- d. Share and inform members of serious illnesses or deaths in the Presbytery and respond as appropriate (i.e. cards, flowers, memorials).
- e. Lend support to all ~~office~~ personnel regarding computer programs.
- f. Send notices, agendas, and minutes of all meetings in a timely fashion, as needed.
- g. Care and handling of the forms necessary to support the work of its ~~teaching elders~~ ***ministers*** and ruling elders (transfers, retirements, annual reports).
- h. Care and handling of the updating of the minute book, manuals, ~~teaching elders~~ ***minister*** register book, standing rules, directory, mailing lists, terms of call.
- i. Carry out special projects as requested.
- j. Maintain files and storerooms ***located in Mattoon church***, destroying or forwarding files to Department of History.
- k. Maintain connections and relate to professional networks in PC(USA) and ecumenical circles

## APPENDIX C: POSITION DESCRIPTION FOR THE PRESBYTER FOR CONGREGATIONAL CARE (PCC)

**PURPOSE OF THE POSITION:** The Presbyter for Congregational Care is a member of the **leadership team** *Executive Staff* and is a pastor called to support, strengthen, and challenge the life of Southeastern Illinois Presbytery as it prepares to move into the future to which it is being called by God.

**BASIC UNDERSTANDINGS:** The Presbyter for Congregational Care will relate to and work with the Stated Clerk as a team to address the work of the Presbytery and will relate to and work collegially with all leaders in the Presbytery.

**EXPECTATIONS AND RELATIONSHIPS:** The Presbyter for Congregational Care will:

1. Be responsible to the Presbytery through the General Council and the Personnel Committee.
2. Seek to maintain a collegial staff team, incorporating the gifts of each member of both the exempt and non-exempt staff.
3. Meet regularly with the General Council, Committee on Preparation for Ministry, and the Commission on Ministry.
4. Assist the Commission on Ministry to provide pastoral care to the clergy, congregations, and members of the Presbytery staff.
5. Meet with other committees, teams and networks as necessary.
6. Be a partner in communication to and among the teams, networks, and various constituency groups of the Presbytery.
7. Represent the Presbytery in gatherings of the Synod of Lincoln Trails Collegium, the General Assembly, and the church ecumenical, in consultation with the Personnel Committee.
8. Perform other duties and responsibilities as determined in consultation with the staff team and Personnel Committee.

**ELECTION:** The Presbyter for Congregational Care shall be a **teaching elder** *Minister of the Word and Sacrament* or a ruling elder and shall be recommended by the **leadership** search team to the Personnel Committee. The **leadership** search team, with Personnel's blessing, moves to take the nomination to the General Council. Once General Council endorses the candidate, he/she is presented to the Presbytery for a vote. The candidate is elected by the Presbytery for a term of up to five years with no nominations from the floor.

**ACCOUNTABILITY:** The Presbyter for Congregational Care shall provide timely reports to the Presbytery, General Council, Committee on Ministry, and Personnel Committee and shall participate with the Personnel Committee in an evaluation of this ministry. The position is a 65% position (32.5 hours/week).

### PERSONAL CHARACTERISTICS

The Presbyter for Congregational Care will be able to work collegially with staff and elected leaders; be familiar with and committed to the workings and polity of the PC(USA) and have at least five years experience in leadership positions.

## APPENDIX D: POSITION DESCRIPTION FOR THE STATED CLERK

**PURPOSE OF THE POSITION:** The Stated Clerk is part of the **leadership team** *Executive Staff* **working with the office staff and the Presbyter for Congregational Care. The clerk and** is called to provide administrative leadership and support; to facilitate the ecclesiastical, judicial, and legislative life of the Presbytery; and serve as a resource to congregations and their leaders in ecclesiastical matters.

**BASIC UNDERSTANDINGS:** To work with the Presbyter of Congregational Care as a member of the **leadership team** *Executive Staff*, working together to address the needs of the Presbytery.

RESPONSIBILITIES (specific duties are listed in the PSEI Manual of Operations):

1. Maintain official records for the Presbytery.
2. Conduct official correspondence for the Presbytery and with clerks of other governing bodies of the church.
3. Management of the Presbytery meetings.
4. Facilitate and manage the work of General Council, Board of Trustees, Commission on Ministry and ~~Nominating~~ Representation Committee.
5. Other ecclesiastical duties as required by the PC(USA) Form of Government and Standing Rules of the Presbytery.
6. Represent the Presbytery at General Assembly.
7. Perform other duties and responsibilities as determined in consultation with the staff team and the Personnel Committee.

ELECTION: The Stated Clerk shall be a ~~teaching elder~~ **Minister of the Word and Sacrament** or a ruling elder and shall be elected according to the personnel guidelines. The Stated Clerk shall be nominated by the General Council and elected by the Presbytery.

TERM AND ACCOUNTABILITY: The term of office shall be up to five years. When a vacancy occurs during the term, the election to fill the vacancy shall be for the un-expired portion of that term. The position is a 65% position (32.5 hours/week). The Stated Clerk shall be accountable to the Presbytery primarily through the Personnel Committee.

PERSONAL CHARACTERISTICS: The Stated Clerk needs to understand and be able to articulate the Book of Order and the Standing Rules of the Presbytery, to have a working knowledge of parliamentary procedure based on Robert's Rules of Order, and to be a good administrator who gives careful attention to detail. This position requires at least five years of experience in a leadership role in the PC (USA).

#### APPENDIX E: POSITION DESCRIPTION FOR TREASURER

PURPOSE OF POSITION: The duties and responsibilities of the Treasurer shall be to serve as the fiscal agent, budget coordinator, and funds manager for the Presbytery. The Treasurer shall work collegially with the ~~leadership team~~ **staff and elected leadership** to provide for the mission and ministry of the Presbytery.

RESPONSIBILITIES:

- I. Fiscal Agent:
  1. Receive and disburse all funds of the Presbytery in accordance with approved budgets and procedures.
  2. Receipts include
    - a. Per Capita Apportionment.
    - b. Shared Mission Support – received by the Presbytery and remitted to the Synod, General Assembly or other as directed.
    - c. Loan Repayments
    - d. Interest on Invested Funds
  3. Disbursements include:
    - a. Committee Expenses - to be paid on presentation of a voucher properly approved by the committee moderator.
    - b. Presbytery Office Expenses - to be paid on authorization of the PCC, the Stated Clerk, or the Administrative Assistant; payrolls to be paid periodically in accordance with the budget.
    - c. Shared Mission Support - to be paid in accordance with General Council authorization, specifying causes to be paid routinely and causes which are contingent upon receipt of adequate monies.

- II. Maintain accurate and adequate financial records.
  - A. The system of accounting records and procedures shall be approved by General Council.
  - B. A monthly financial report shall be prepared and provided to the PCC, the Stated Clerk, and General Council Moderator.
  - C. A quarterly summary financial report shall be provided to each member of the General Council.
  - D. A summary financial report shall be provided at each stated meeting of the Presbytery.
  - E. All records for the annual audit shall be available by February 1, of the year following.
  
- III. Budget Coordinator
  - A. Study documentation and consult with the budget team in the negotiations with Presbytery-funded agencies.
  - B. Provide to various moderators, current status reports, identifying which projects or accounts need closer scrutiny or management.
  
- IV. Funds Manager
  - A. Keep a current accounting of all cash balances.
  - B. Seek investment opportunities for all surplus monies at greatest return and minimal risk.
  - C. Report regularly to the General Council on the status of funds and the return being realized.

#### ELECTION

The Treasurer shall be nominated by the General Council and elected by the Presbytery. The term of the Treasurer shall be for up to five years. Should a vacancy occur within the term, the officer elected to fill the vacancy shall serve the unexpired portion of the term. The Treasurer shall be bonded.

#### APPENDIX F: POSITION DESCRIPTION FOR DIRECTOR OF CAMP CAREW

Mission: *"Discovering and celebrating God at work in Nature and in one another."*

#### PURPOSE OF POSITION:

To work collegially with the Camp and Conference Board of Directors  
 To work collegially with **Leadership Team** staff of the Presbytery and Camp Carew staff  
 To promote Camp Carew's ministries throughout the Presbytery and its member congregations.  
 To be gracious and welcoming to the campers, guests, and visitors of the camp  
 To communicate honestly, openly and effectively

#### RESPONSIBILITIES:

1. As a manager:
  - a. Manage the business operations of the camp, developing appropriate financial policies and practices
  - b. Keep the Camp Board informed of the capital needs of the camp
  - c. All facilities are clean and safe and in good repair
  - d. Follow the legal requirements of the camp, including
    - i. Accreditation with the American Camp Association, et al.
    - ii. Employment practices for the staff
    - iii. Food service preparation approval from the appropriate agency
    - iv. Site relationship with the appropriate land management agencies of the State of Illinois and the U.S. government
    - v. Sexual harassment and child protection guidelines
  - e. Aware of health and safety of all campers, guests, and staff
  - f. Provide General Council of the Presbytery with a quarterly summary of the financial report.



2. As a promoter and advocate:
  - a. To speak regularly at Presbytery meetings
  - b. To be reasonably available to speak to individual congregations (their youth groups, sessions, etc.)
  - c. To coordinate the creation and distribution of promotional materials, including those for program and the camp's financial development
3. As a program director:
  - a. To organize, guide, and supervise all aspects of the summer camps program (encouraging and utilizing help from the Camp Board and its committees), including authentic, relational leadership with summer staff and summer campers.
  - b. To work cooperatively with other camps and service providers (stables, recreational facilities, etc.) to enrich the camping experience
  - c. To develop other programs and ministries of the camp beyond summer camps, including retreats and hosting of Presbytery meetings and events
4. As a planner and visionary:
  - a. Facilitating setting goals and developing short-range and long-range plans for the growth of Camp Carew and its ministries. Motivating the Camp Board and the Presbytery to meet such goals and fulfill such plans

#### PERSONAL CHARACTERISTICS:

It is vital that the Director of Camp Carew have a strong faith in God through Jesus Christ and a personal history of active membership and service to the church. A working knowledge of the polity of the Presbyterian Church (USA), its worship practices, and theological traditions will help **a new** *the* director to better lead the people of the Presbytery of Southeastern Illinois.

Here are some other characteristics that we are looking for:

- + hope and joy in the Christian faith
- + passion for spiritual formation and outdoor ministries
- + approachable, open, and appreciative of others
- + comfort and facility in working with people
- + considerable experience in Christian camping programs and ministries
- + a genuine love for working with people, especially children

#### COMPENSATION:

1. The Director of Camp Carew will be elected per appropriate Presbytery personnel guidelines and in accordance with the PC (USA) Book of Order.
2. The term of office will be up to five years, with annual reviews provided by the Personnel Committee of the Presbytery. **Representatives of the camp board of directors** *The Camp Board of Directors will be asked to contribute their evaluation of the work of the Camp Director* and may be asked to attend.
3. This is a **full-half**-time position.
4. Compensation shall be negotiated with the Director by the Presbytery's Personnel Committee and shall be considered for approval by the Presbytery.
5. If the Director is an ordained PC (USA) **teaching elder** *Minister of the Word and Sacrament*, then he or she will receive at least **half of** the Presbytery's minimum effective salary and appropriate benefits for ministers. A Director who is a layperson or non- PC (USA) clergy director will receive a comparable beginning compensation package. Compensation is negotiable based upon relevant experience and qualifications.

#### APPENDIX G: POSITION DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

**PURPOSE OF POSITION:** The Administrative Assistant will work in partnership with the staff team to facilitate the work of the Presbytery. This is a part time position.

#### SPECIFIC RESPONSIBILITIES:

1. Prepare mailings/postings as directed by the staff team.
2. Prepare materials for registration and email them to Stated Clerk for Committee on Representation for Stated Meeting and special event registration.
3. Update database information after COM, GC, and Presbytery meetings.
4. Maintain the Presbytery website.
5. Email/mail a letter to churches hosting Presbytery meetings and send a thank you letter.
6. Keep track of those needing display space at a Stated Meeting.
7. Prepare and distribute congregational and pastoral annual reports, track returns, make necessary changes to office records (ACS, website, directory).
8. Work on special projects as requested by the **Leadership Team**, *Executive Staff*, General Council or presbytery.

**ACCOUNTABILITY:** The Administrative Assistant shall be bonded and is accountable to the Presbytery through the Staff Team, the General Council and its Personnel Committee.

**PERSONAL CHARACTERISTICS:**

The Administrative Assistant will be supportive in assisting the Stated Clerk and Presbyter for Congregational Care; be people-oriented, friendly and approachable. The person in this position will be flexible and skilled in multi-tasking, networking and resourcing. They will be experienced in use of computer software and respect confidentiality.

**APPENDIX H: Sample questions to facilitate annual evaluations for all staff**

1. Describe what you like best about the work you do for the Presbytery.
2. Has your job changed in the past year? What significant accomplishments of the past year would you like to share?
3. Are there any concerns or difficulties you would like to discuss?
4. What are some new things you would like to do in the coming year?

<b>Presbyterian Foundation Invested Balances &amp; Income - 2017</b>								
<b>Camp Carew to receive only the income from all investments</b>								
<b>Account</b>	<b>pd to</b>	<b>1/1/17 Balance</b>	<b>12/31/17 Balance</b>	<b>Added to Investment</b>	<b>Capital Gain</b>	<b>2017 income + Cap Gain</b>	<b>Income % return</b>	<b>Total % return</b>
Camp Carew Foundation	PSEI	\$287,975.99	\$324,000.76		\$36,024.77	\$39,305.72	1.14%	13.65%
Danville Covenant Church	PSEI	\$20,372.41	\$22,326.84		\$1,954.43	\$2,861.79	4.45%	14.05%
Florence Foote	Camp	\$252,376.99	\$276,588.63		\$24,211.64	\$35,451.76	4.45%	14.05%
RL & MV McNabb	Camp	\$48,617.81	\$66,488.18	\$12,415.00	\$5,455.37	\$7,631.75	4.48%	14.69%
<b>Total assets w/PF</b>	<b>CC</b>	<b>\$609,343.20</b>	<b>\$689,404.41</b>	<b>\$12,415.00</b>	<b>\$80,061.21</b>	<b>\$85,251.02</b>	<b>3.63%</b>	<b>14.11%</b>

  

<b>Presbyterian Foundation Income - 2017</b>						
<b>Camp Carew to receive only the income from all investments</b>						
<b>Account</b>	<b>pd to</b>	<b>1/1/2017- 3/31/2017</b>	<b>4/1/2017- 6/30/2017</b>	<b>7/1/2017- 9/30/2017</b>	<b>10/1/2017- 12/31/2017</b>	<b>Income Jan- Dec 2017</b>
Camp Carew Foundation	PSEI	\$706.99	\$0.00	\$1,678.38	\$895.58	\$3,280.95
Danville Covenant Church	PSEI	\$223.58	\$0.00	\$455.80	\$227.98	\$907.36
Florence Foote	Camp	\$2,769.71	\$2,822.69	\$2,823.51	\$2,824.21	\$11,240.12
RL & MV McNabb	Camp	\$423.59	\$547.73	\$546.12	\$658.94	\$2,176.38
<b>Total Income</b>	<b>CC</b>	<b>\$4,123.87</b>	<b>\$3,370.42</b>	<b>\$5,503.81</b>	<b>\$4,606.71</b>	<b>\$17,604.81</b>

## Financial Procedures

### Operating Fund and Temporary Funds

Camp Carew Board of Directors Approved: May 13, 2011, revised November 5, 2016

#### Endowment Funds

Current endowment funds are held by the PSEI and administered by the Presbyterian Foundation. Proceeds from these funds are designated for the exclusive use of Camp Carew—some of which have stipulations assigned to them. Quarterly proceeds from funds 3 & 4 are to be sent directly to Camp Carew and funds 1 & 2 via presbytery office and used by the camp in accordance with the designated stipulations—most of which are designated for the camps general use.

The Camp Carew Endowment Funds shall consist of:

1. The Camp Carew Foundation Fund held by the Presbytery currently invested in the New Covenant Funds of the Presbyterian Foundation
2. The Danville Covenant Church Fund held by the Presbytery at the Presbyterian Foundation
3. The Florence Foote Fund held by Camp Carew at the Presbyterian Foundation
4. The Robert & Marie McNabb Endowment Fund held by Camp Carew at the Presbyterian Foundation
5. And any other gifts made to the camp specifically for long-term care and maintenance of the camp and its ministry.

The Camp Carew Foundation Fund is a Trust with the Presbyterian Foundation as the current Trustee. "It is anticipated the income will be used annually and the principal will be preserved." Currently the funds are invested in *New Covenant Funds* with the Presbyterian Foundation. The other three funds are "Permanent Funds", from which The Presbytery and Camp Carew only have access to the earnings. Should the Camp Carew cease to exist; the principal remains with the Foundation and the earnings from each fund are disbursed in accordance with provisions set forth in each of the particular funds. All but item 4, the Robert & Marie McNabb Endowment Fund; the earnings are available for general use of the camp. The latter is restricted for special needs that are not otherwise covered by the budget and the use of the funds must be authorized by the Board of Directors.

		Camp Carew		Income/Expense by Category 2018			
				1/1/2018 through 3/31/2018			
Category		1/1/2016- 12/31/2016	1/1/2017- 12/31/2017	1/1/2017- 3/31/2017	1/4th 2018 Budget	2018 Total to date	2018 Budget
<b>INCOME</b>							
<b>1100 SUPPORT</b>							
	1110 Presbytery of SE IL Support	\$6,000.00	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$6,000.00
<b>1120 Donations</b>							
	1121 Donations - Church	\$18,450.00	\$14,407.84	\$4,037.37	\$3,500.00	\$2,517.50	\$14,000.00
	1122 Donations - Individuals	\$1,362.00	\$2,350.00		\$500.00		\$2,000.00
	1123 Donations - Major gifts	\$6,000.00	\$9,882.50	\$2,436.00	\$1,750.00	\$2,478.50	\$7,000.00
	<b>TOTAL 1120 Donations</b>	<b>\$25,812.00</b>	<b>\$26,640.34</b>	<b>\$6,473.37</b>	<b>\$5,750.00</b>	<b>\$4,996.00</b>	<b>\$23,000.00</b>
<b>1130 Endowment Funds</b>							
	1131 Foundation - Danville Coven	\$881.87	\$907.36	\$223.58	\$225.00	\$228.03	\$900.00
	1132 Foundation - Foote (Florence)	\$10,985.78	\$11,240.12	\$2,769.71	\$2,750.00	\$2,824.63	\$11,000.00
	<b>TOTAL 1130 Endowment Funds</b>	<b>\$11,867.65</b>	<b>\$12,147.48</b>	<b>\$2,993.29</b>	<b>\$2,975.00</b>	<b>\$3,052.66</b>	<b>\$11,900.00</b>
	<b>1140 Camp Carew Foundation Trust</b>	<b>\$5,940.50</b>	<b>\$3,280.95</b>	<b>\$706.99</b>	<b>\$850.00</b>		<b>\$3,400.00</b>
	<b>1150 Eclipse receipts</b>		<b>\$7,674.00</b>		<b>\$0.00</b>		
	<b>TOTAL 1100 SUPPORT</b>	<b>\$49,620.15</b>	<b>\$55,742.77</b>	<b>\$11,673.65</b>	<b>\$11,075.00</b>	<b>\$9,548.66</b>	<b>\$44,300.00</b>
<b>1200 REGISTRATIONS</b>							
<b>1210 Camper Fees &amp; Store</b>							
	1211 Campers Fees	\$23,907.00	\$24,743.48	\$2,100.00	\$0.00	\$1,417.50	
	1212 Camp Store	\$49.00	\$220.00				
	<b>TOTAL 1210 Camper Fees &amp; Store</b>	<b>\$23,956.00</b>	<b>\$24,963.48</b>	<b>\$2,100.00</b>	<b>\$6,250.00</b>	<b>\$1,417.50</b>	<b>\$25,000.00</b>
	1220 Rental & Rental Deposits	\$2,392.00	\$2,521.00	\$100.00	\$625.00	\$50.00	\$2,500.00
	<b>TOTAL 1200 REGISTRATIONS</b>	<b>\$26,348.00</b>	<b>\$27,484.48</b>	<b>\$2,200.00</b>	<b>\$6,875.00</b>	<b>\$1,467.50</b>	<b>\$27,500.00</b>
<b>1300 OTHER INCOME</b>							
	1320 Reimbursement Income	\$92.00	\$562.96	\$129.08			
	1330 Other Income	\$450.00	\$542.06		\$25.00		\$100.00
	1340 Interest Income	\$5.04	\$233.49		\$0.00	\$12.62	
	<b>TOTAL 1300 OTHER INCOME</b>	<b>\$547.04</b>	<b>\$1,338.51</b>	<b>\$129.08</b>	<b>\$25.00</b>	<b>\$12.62</b>	<b>\$100.00</b>
	<b>TOTAL Operating Fund INCOME</b>	<b>\$76,515.19</b>	<b>\$84,565.76</b>	<b>\$14,002.73</b>	<b>\$17,975.00</b>	<b>\$11,028.78</b>	<b>\$71,900.00</b>
<b>1500 RISTRICTED INCOME</b>							
	1510 Building Fund Donation	\$0.00	\$500.00	\$500.00			
	1520 Donations - Memorials	\$1,365.00	\$50.00	\$50.00			
	1530 Foundation - McNabb (RL & MV)	\$1,625.32	\$2,176.38	\$423.59	\$650.00	\$680.38	\$2,600.00
	1540 Scholarship Donations	\$5,102.00					
	<b>TOTAL 1500 RISTRICTED INCOME</b>	<b>\$8,092.32</b>	<b>\$2,726.38</b>	<b>\$973.59</b>	<b>\$650.00</b>	<b>\$680.38</b>	<b>\$2,600.00</b>
	<b>TOTAL INCOME</b>	<b>\$84,607.51</b>	<b>\$87,292.14</b>	<b>\$14,976.32</b>	<b>\$18,625.00</b>	<b>\$11,709.16</b>	<b>\$74,500.00</b>
<b>MMF TRANSFERS</b>							
	MMF - Bulding Fund	\$2,912.67	\$2,785.94	\$426.86			
	MMF - Memorial Gifts Fund		\$2,415.00				
	MMF - PF-RL&MV McNabb Fund		\$450.00			\$362.50	
	MMF - Scholarships Account Fund		\$385.00				
	<b>Total MMF Transfers</b>	<b>\$2,912.67</b>	<b>\$6,035.94</b>	<b>\$426.86</b>	<b>\$0.00</b>	<b>\$362.50</b>	
	<b>TOTAL Revenue Available</b>	<b>\$87,520.18</b>	<b>\$93,328.08</b>	<b>\$15,403.18</b>	<b>\$18,625.00</b>	<b>\$12,071.66</b>	<b>\$74,500.00</b>
<b>EXPENSES</b>							
<b>2100 SITE</b>							
	2110 Utilities						
	2111 Camp Phone	\$495.24	\$283.19	\$70.30		\$72.08	
	2112 Cell Phone	\$909.57	\$629.14	\$156.95		\$158.95	
	2113 Internet	\$623.52	\$480.12	\$120.03		\$120.03	
	2114 Electricy	\$7,201.20	\$7,612.67	\$2,147.21		\$1,994.86	
	2115 Gas	\$995.15	\$1,035.11	\$789.21		749.82	
	2116 Water	\$1,068.44	\$2,250.45	\$217.05		\$186.30	
	2117 Waste Service	\$693.45	\$815.03	\$72.49		\$278.90	
	<b>TOTAL 2110 Utilities</b>	<b>\$11,986.57</b>	<b>\$13,105.71</b>	<b>\$3,573.24</b>	<b>\$3,500.00</b>	<b>\$3,560.94</b>	<b>\$14,000.00</b>
	2120 Maintance						
	2121 Buildings	\$3,715.75	\$1,110.14	\$44.87		\$15.60	
	2122 Grounds	\$4,726.76	\$1,223.79	\$226.25			
	2123 Kitchen Equipment	\$71.91	\$1,331.62	\$0.00			
	2124 Equipment - Appliances & R	\$1,067.28	\$3,849.04	\$514.18		\$453.53	
	2125 Supplies - Consumables	\$198.01	\$548.08	\$3.07			
	<b>TOTAL 2100 SITE:2120 Maintance</b>	<b>\$9,779.71</b>	<b>\$8,062.67</b>	<b>\$788.37</b>	<b>\$2,000.00</b>	<b>\$469.13</b>	<b>\$8,000.00</b>
	2130 Equipment - Capital	\$1,309.81		\$0.00			
	<b>TOTAL 2100 SITE</b>	<b>\$23,076.09</b>	<b>\$21,168.38</b>	<b>\$4,361.61</b>	<b>\$5,500.00</b>	<b>\$4,030.07</b>	<b>\$22,000.00</b>
<b>2200 PAYROLL</b>							
	2210 Camp Staff	\$20,803.36	\$21,144.58	\$0.00	\$5,500.00		\$22,000.00
	2220 Caretaker	\$3,280.00	\$3,345.00		\$837.50		\$3,350.00
	2230 Payroll Service Fee	\$866.51	\$318.76	\$124.32			
	2250 Taxes						
	2251 Employer Taxes	\$1,842.34	\$1,873.46		\$487.50		\$1,950.00
	2252 Withholdings	\$32.11					
	<b>TOTAL 2250 Taxes</b>	<b>\$1,874.45</b>	<b>\$1,873.46</b>	<b>\$0.00</b>	<b>\$487.50</b>	<b>\$0.00</b>	<b>\$1,950.00</b>
	<b>TOTAL 2200 PAYROLL</b>	<b>\$26,824.32</b>	<b>\$26,681.80</b>	<b>\$124.32</b>	<b>\$6,825.00</b>	<b>\$0.00</b>	<b>\$27,300.00</b>

		2016	2017	1st Qtr 2017	1/4th budget	2018 Total	Budget
<b>2300 PROGRAM</b>			\$417.16				
	2310 Materials, Services & Development	\$7,634.46	\$4,442.91	\$19.47	\$1,250.00		\$5,000.00
	2330 Supplies	\$1,004.91	\$1,726.75	\$105.09	\$250.00	\$76.50	\$1,000.00
	2340 Auto & Transport						
	2341 Gas & Fuel	\$708.88	\$519.30	\$34.63			
	2342 Registration	\$30.00	\$69.00	\$39.00			
	2343 Service & Parts	\$612.74	\$952.03	\$945.72			
	<b>TOTAL 2340 Auto &amp; Transport</b>	<b>\$1,351.62</b>	<b>\$1,540.33</b>	<b>\$1,019.35</b>	<b>\$375.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
	2350 Food Service						
	2351 Camp Groceries	\$6,993.99	\$6,687.38	\$0.00			
	2352 Other Groceries	\$417.29	\$1,159.09	\$451.22			
	2353 Restaurants	\$442.42	\$263.00	\$37.64			
	<b>TOTAL 2350 Food Service</b>	<b>\$7,853.70</b>	<b>\$8,109.47</b>	<b>\$451.22</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>
	<b>2360 Eclipse Expenses</b>		<b>\$1,644.13</b>				
	<b>TOTAL 2300 PROGRAM</b>	<b>\$17,844.69</b>	<b>\$17,880.75</b>	<b>\$1,632.77</b>	<b>\$3,875.00</b>	<b>\$76.50</b>	<b>\$15,500.00</b>
<b>2400 SUPPORT</b>		\$144.00					
	2410 Administrative		\$401.16	\$0.00	\$50.00		\$200.00
	2411 Supplies	\$225.14	\$744.14	\$304.68	\$175.00	\$266.98	\$700.00
	2412 License, Fees, and membership	\$906.06	\$1,132.00	\$175.00	\$75.00	\$75.00	\$300.00
	<b>TOTAL 2400 SUPPORT:2410 Admin</b>	<b>\$1,131.20</b>	<b>\$2,277.30</b>	<b>\$479.68</b>	<b>\$300.00</b>	<b>\$341.98</b>	<b>\$1,200.00</b>
	2420 Publicity, fund raising, website		\$558.73	\$61.48	\$225.00	\$202.88	\$900.00
	2430 Insurance						
	2431 Auto Insurance	\$1,273.00	\$1,252.00				
	2432 Multi-Peril 0044663	\$6,989.00	\$6,391.00				
	2433 Umbrella - Liability	\$708.00	\$702.00	\$0.00			
	2434 Workmans Comp	\$2,184.00	\$1,800.00	\$0.00			
	<b>TOTAL 2430 Insurance</b>	<b>\$11,154.00</b>	<b>\$10,145.00</b>	<b>\$0.00</b>	<b>\$2,625.00</b>	<b>\$0.00</b>	<b>\$10,500.00</b>
	2440 Director's Education, Travel, Con	\$1,251.59	\$405.00	\$405.00	\$250.00	\$330.00	\$1,000.00
	2450 Financial						
	2451 Online Registration		\$1,008.00	\$500.00	\$75.00		\$300.00
	2450 Financial:Bank Fee		\$1.22	\$1.22		\$1.22	
	2450 Financial:Interest Exp		\$0.00	\$0.00			
	<b>TOTAL 2450 Financial</b>	<b>\$0.00</b>	<b>\$1,009.22</b>	<b>\$501.22</b>	<b>\$75.00</b>	<b>\$1.22</b>	<b>\$300.00</b>
	2460 Other Expenses						
	2461 Registration-Fee Refund	\$465.00	\$315.00				
	2462 Gifts & Donations	\$5.00	\$349.99	\$349.99			
	2464 General Store						
	<b>TOTAL 2460 Other Expenses</b>	<b>\$470.00</b>	<b>\$664.99</b>	<b>\$349.99</b>	<b>\$175.00</b>	<b>\$0.00</b>	<b>\$700.00</b>
	<b>TOTAL 2400 SUPPORT</b>	<b>\$15,550.79</b>	<b>\$15,060.24</b>	<b>\$1,797.37</b>	<b>\$3,650.00</b>	<b>\$876.08</b>	<b>\$14,600.00</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$81,895.89</b>	<b>\$80,791.17</b>	<b>\$7,916.07</b>	<b>\$19,850.00</b>	<b>\$4,982.65</b>	<b>\$79,400.00</b>
<b>2500 MMF TRANSFERS</b>							
	2510 Building Fund Acct - Remodel	\$2,912.67	\$3,212.80	\$426.86			
	2520 Memorial Gifts Fund Transfer		\$2,415.00				
	2530 RL&MV McNabb Fund		\$450.00			\$362.50	
	2540 Scholarship Expense (Scholarsh	\$1,400.00	\$385.00				
	<b>TOTAL 2500 MMF TRANSFERS</b>	<b>\$4,312.67</b>	<b>\$6,462.80</b>	<b>\$426.86</b>		<b>\$362.50</b>	
	<b>TOTAL EXPENSES</b>	<b>\$86,208.56</b>	<b>\$87,253.97</b>	<b>\$8,342.93</b>	<b>\$19,850.00</b>	<b>\$5,345.15</b>	<b>\$79,400.00</b>
<b>TOTAL INCOME - EXPENSES</b>		<b>-\$1,601.05</b>	<b>\$38.17</b>	<b>\$6,633.39</b>	<b>-\$1,225.00</b>	<b>\$6,364.01</b>	<b>-\$4,900.00</b>
<b>Net Worth by Quarter - As of 3/31/2018</b>							
<b>Account - Balance</b>		<b>12/31/2016</b>	<b>12/31/2017</b>		<b>3/31/2018</b>	<b>Value change</b>	
<b>ASSETS</b>						<b>2018 vs 2017</b>	
<b>Cash and Bank Accounts</b>							
	<b>GEN OPERATING FUND *2513</b>	<b>\$84,926.30</b>	<b>\$17,070.31</b>		<b>\$23,520.90</b>	<b>\$6,450.59</b>	
	<b>MMF-OpRsv-Bldg-Mem-RLMc-Schl *7228</b>						
	Gen-Operating Reserves	\$0.00	\$70,233.49		\$70,246.11	\$12.62	
	Building Fund	\$18,588.16	\$15,875.36		\$15,875.36	\$0.00	
	Memorial Gifts Fund	\$5,130.00	\$3,765.00		\$3,765.00	\$0.00	
	PF-RL&MV McNabb Fund	\$4,454.26	\$6,180.64		\$6,498.52	\$317.88	
	Scholarships Account	\$5,137.00	\$4,752.00		\$4,752.00	\$0.00	
	<b>MMF-OpR-Bldg-Mem-RLMc-Schl *72</b>	<b>\$33,309.42</b>	<b>\$100,806.49</b>	<b>\$0.00</b>	<b>\$101,136.99</b>	<b>\$330.50</b>	
	<b>TOTAL Cash and Bank Accounts</b>	<b>\$118,235.72</b>	<b>\$117,876.80</b>	<b>\$0.00</b>	<b>\$124,657.89</b>	<b>\$6,781.09</b>	
	<b>TOTAL ASSETS</b>	<b>\$118,235.72</b>	<b>\$117,876.80</b>	<b>\$0.00</b>	<b>\$124,657.89</b>	<b>\$6,781.09</b>	
<b>LIABILITIES</b>							
<b>Credit Cards</b>							
	VISA Master acct *7148	\$397.09	\$0.00		\$417.08	\$417.08	
	<b>Tax Withholdings</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>TOTAL LIABILITIES</b>	<b>\$397.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$417.08</b>	<b>\$417.08</b>	
	<b>TOTAL Assets - Liabilities</b>	<b>\$117,838.63</b>	<b>\$117,876.80</b>	<b>\$0.00</b>	<b>\$124,240.81</b>	<b>\$6,364.01</b>	
Total Income - Expenses from Income/Expense Report						\$6,364.01	
** Difference between two Reports						\$0.00	
<b>All these values directly from Quicken Operating Fund</b>							
	as of 3/31/2018 - OP fund balance	OP fund cleared	OP not Cleared	Total Assets	Assets-not clr'd	Bank Total	
	\$23,520.90	\$23,618.12	-\$97.22	\$124,657.89	<b>\$124,755.11</b>	<b>\$124,755.11</b>	
					3/31/2018	<b>\$0.00</b>	





April 2, 2018

To: Birthday Offering Grant Committee

From: Jane Hopkins, Co-Moderator,  
Presbyterian Women of Southeastern Illinois Presbytery

Presbyterian Women Coordinating Team of Southeastern Illinois Presbytery is pleased to recommend funding of the Birthday Offering Grant Application for the Effingham Child Development Center Playground Project.

Presbyterian Women of Effingham First Presbyterian Church, Effingham, Illinois, have been long-time supporters of this well-respected non-profit Center, helping with fund-raising, making donations, and advocating in the community, and we are proud to join them in bringing this grant application forward.

Effingham Child Development Center has an outstanding service record and outreach in the community, serving hundreds of children and their families since 1972. They are in the forefront of providing inclusive educational and developmental services to a very diverse population, and this grant would allow them to upgrade their very out-dated and inadequate playground to provide a safe, inclusive environment for crucial outdoor play and learning opportunities.

Their current playground has unlevelled pea gravel that doesn't provide for fall safety and is not wheelchair accessible. The terrain does not drain properly, and it takes several days after a rainfall before it can be used again. Standing water is a DCFS violation, and unhealthy in several ways. Their play equipment is worn out and does not meet ADA requirements.

The grant will allow them to undertake a complete re-build and upgrade of the playground area, including grading the land properly for good drainage, providing a solid protective play surface, and securing all-inclusive play equipment, as well as installing proper fencing and shade. When this is completed, their entire facility will be welcoming and all-inclusive.

Effingham Child Development Center serves a 6 county area and is the only not for profit daycare in Effingham County. They provide daycare, a preschool, and an afterschool program with a total enrollment currently of 138. This includes a long list of individuals with special needs, challenges, and other socio-economic concerns, which are not addressed in any other environment in this area. Sixty-two percent of the children receive free or reduced price meals.

Eighty-two percent are Caucasian, 8% Hispanic, 8% African-American, and 2% Asian. Many other statistics are available in the accompanying grant application materials.

ECDC is recognized by the entire community as a vital organization, and is regularly supported by the United Way of Effingham County, as well as numerous other fund-raising efforts. The regular budget is funded by participant fees where possible, but many individuals' fees are paid by the State of Illinois, which is notoriously late or even delinquent in providing the promised funds, so that many donations are required just to keep the doors open. Over half of the yearly income comes from Illinois subsidy programs, foster care and grants. Therefore a project such as this playground rebuilding requires major new funding sources. Budget information is available in the accompanying grant application materials.

A handwritten signature in cursive script, reading "Jane Hopkins".

Jane Hopkins, Co-Moderator, Presbyterian Women of Southeastern Illinois Presbytery

309 N. Hena St., Greenville, IL 62246

618-664-4616



## Effingham Child Development Center

Is seeking support for

**"Inclusion Is Within Everyone's Ability: A playground for all the children at ECDC"**

### Do you know *Why* is ECDC so important to our community?

**Mission:** ECDC is a vital community resource that has met the changing needs of the Effingham area since 1972. ECDC offers a safe and healthy developmentally appropriate jump-start to the children in our care. We foster growth in children physically, intellectually, emotionally and socially. We assist families and children to rise above their challenges, such as; single parent homes, low income/socio-economic concerns, special needs, disabilities, learning disabilities, health impairments, homework challenges, parent incarceration, diverse cultures, speech barriers and so much more. The ECDC serves Effingham area families without discrimination because of race, creed or socio-economic conditions. ECDC is the only not for profit daycare in Effingham County.

#### Geographic area served:

Cities & Towns: Altamont, Beecher City, Cowden, Cowden, Dieterich, Edgewood, Effingham, Lerna, Martinsville, Mason, Montrose, Neoga, Newton, Shumway, Sigel, St. Elmo, Stewardson, Strasburg, Teutopolis and Watson

#### Counties:

Effingham, Cumberland, Jasper, Fayette, Shelby and Clark



#### Our Commitment to Serve Those in Our Community:

Breakdown by Account	Enrollment	Percentage
Private Pay/Sliding Scale	78	57%
IL DHS Subsidized child care asst. program	42	30%
IL DCFS Foster Care	11	8%
Effingham Preschool Scholarship Program	7	5%
Totals:	138	100%

Breakdown by Food Program Category	Enrollment	Percentage
Free Meals	69	50%
Reduced Meals	16	12%
Paid Meals	53	38%
Totals:	138	100%

Breakdown by Ethnicity	Enrollment	Percentage
Caucasian	113	82%
Hispanic	11	8%
African-American	11	8%
Asian	3	2%
Totals:	138	100%

#### Services, Goals and Benefits of ECDC:

**Preschool For All:** Serving 60 children pre-school for no additional fee.

#### Free Referrals, Screenings and Therapies:

- Vision and Hearing Screenings with HSHS St. Anthony's Memorial Hospital
- Dental Screening and Cleaning with Healthy Smiles twice a year
- Early Intervention Birth to Three screenings and therapies

**Taught Self-Help Skills:** from crawling to walking, eating to dressing, potty training to tying shoes we work with all children's abilities.

**High Quality Naptime Routine:** a quiet and peaceful transition to naptime with handmade quilts and soothing music to boost our growth and development.

**Lights On Afterschool Program:** Serving 34 children with bus stop supervision, snacks, homework help and fun activities.

#### Special Needs, Challenges and other Socio-Economic Concerns:

- |                                                        |                                               |
|--------------------------------------------------------|-----------------------------------------------|
| 1 Down's Syndrome                                      | 7 Domestic Violence has occurred in the home  |
| 1 Club Foot                                            | 15 Foster Care/Adopted Children thru DCFS     |
| 1 Juvenile Rheumatoid Arthritis                        | 6 Receiving Birth to Three Therapy            |
| 1 Intoeing (pigeon toed)                               | 83 Single parent homes                        |
| 1 Anomalous left coronary artery (open heart surgery)  | 5 Grandparent(s) raising child                |
| 1 Autism Spectrum                                      | 20 English is the parent's second language    |
| 1 Blind in one eye                                     | 17 Parent(s) incarcerated                     |
| 1 Epilepsy                                             | 27 Parent(s) rehabilitation for drug/alcohol  |
| 1 Bladder Extrophy (port and bladder bag)              | 6 Parent(s) committed/attempted suicide       |
| 5 Premature birth                                      | 3 Parent(s) developmentally delayed           |
| 26 Developmental Delay/Behavioral Disorder/Therapy     | 12 Teen Parent(s) with first born             |
| 7 Neonatal Abstinence Syndrome (drugs at birth)        | 2 Parent(s) still in High School              |
| 14 Asthma/Allergy related breathing problems           | 9 Special Diet and/or Milk and Peanut Allergy |
| 1 Situs Inversus (body organs are flipped inside body) |                                               |



## Effingham Child Development Center

Is seeking support for

***"Inclusion Is Within Everyone's Ability: A playground for all the children at ECDC"***



Do you feel like the word *inclusion* is popping up more in schools, the news and within your own circle of friends? Well, you're right. Inclusion is all around us in classrooms, workplaces and community events! We are just starting to see the many ways we can embrace the abilities of every person. While we have made progress in being more accepting, it's important to keep pushing forward. Inclusion affects everyone, not just children and adults with developmental disabilities.

Inclusion teaches kids to learn about each other as people. It helps them embrace all of our differences and connect on our similarities. The concept of inclusion shows kids how to look beyond the physical and get to know who someone is, as a person, on the inside. "Difference is the norm," and we need to change the thought of "Why is one kid's difference more acceptable? We grow by learning about each other's differences. We grow by learning from each other."

Inclusive settings like day cares, preschools and elementary classrooms lay the foundation for kids to learn other essential skills like patience, open-mindedness and empathy. Skills that will benefit them as they become adults and enter the workforce.

A child's initial experiences with the early childhood education system determine the degree to which she and her family feel connected to their natural community. This framework is perhaps best captured by the term "degree of belongingness." A child's degree of belongingness during this period establishes expectations about relationships of all forms well beyond the early childhood years. When a family experiences a high degree of belongingness with their child during the early years, it positively shapes their expectations for the future. And, inclusion during the early years benefits society as children grow up. Students of all abilities who attend inclusive early childhood programs are better equipped to learn, live, and work in inclusive communities.

Our world is headed toward cooperation and working together. We are changing the face of the workforce and our nation. If we keep an entire population of people separate, we are not helping to move things along. Segregation is never OK. Each person matters. We need to teach lessons beyond textbooks.

Good news! We've already taken the first steps. The Effingham Child Development Center strives for Inclusion and are paving the way for kids to learn and play together. Inclusive environments in a child's early years set the tone for successful relationships in the future. We proudly have an All-Inclusive interior at our Center. Our classrooms are already serving many children and families with all different kinds of abilities.

ECDC is a resource for the community when it comes to creating inclusive environments and we need your support, fight with us and spread that all kids should be seen as individuals, and we should always model kindness and acceptance. We invite families with special needs in to our Center, to our classrooms, to our learning, our parties and our play time. We look for ways to accommodate special dietary needs of classmates. We encourage children to make new friends and include other children in the Center. Now we want to expand to include all our playgrounds in our All-Inclusive Vision. These simple steps can make a big impact in the future of Effingham County.

To see our playgrounds as they are now... they are a far cry from being all-inclusive. We have unlevelled pea gravel that doesn't provide for fall safety and is not wheelchair accessible. We have horrible drainage issues and after rainstorms we cannot play outside for a few days, while the playground dries out. Standing water is a DCFS violation. Our equipment is sun bleached, worn out and cracked because it was designed for home use. The playground equipment does not meet ADA requirements in any way. Our playgrounds do not serve the children in our program and considerably limits our mission.

***You can be a game changer!*** We need your help in creating an All-Inclusive playground. When we envision where we are headed, we see that clip art picture of kids of all races, religions and abilities, all holding hands around the earth – where everyone is represented, where our entire campus is All-Inclusive, that's the vision we are working toward. **We need the ground leveled, a solid protective play surface, shade, fencing, improved drainage and All Inclusive play equipment.**

We've worked really hard on the interior of our Center. Now we need your assistance on the playgrounds. Please help us create a playground that will serve all children at ECDC!

## ***Call to Action – We need your support!***

***"Inclusion Is Within Everyone's Ability: A playground for all the children at ECDC"***

**Report from the Sullivan Administrative Commission**  
**For the Presbytery Assembly – May 17, 2018**

The Sullivan AC has held no formalized meetings since the last Assembly meeting, though work has continued. The following report will bring you all up to speed with where matters stand as well as request action on two items.

All churches and organizations that expressed interest in obtaining items from the Sullivan church were contacted and many were able to secure their items. For those that did not initially gather their items, an additional message was sent to those congregations on April 20, 2018 with a request that all items be picked up by Monday, May 14, 2018.

Further, the church property was listed for sale with Jessica Davis, a RE/Max Realtor from Decatur. Through her diligent efforts, a potential buyer was identified and their offer was accepted, through the Presbytery Trustees, with a sales price of \$20,000.00. This is a cash sale and the property is being sold “As-Is”. Further, there was a provision that the sale was contingent on the results of a survey, paid for by the buyers. From that and in addition, the buyer has proposed an easement regarding a shared driveway with an adjacent homeowner. As the potential buyer and homeowner were in agreement, the AC and Trustees saw no reason to not agree to this. The contract is set for closing, tomorrow, May 18, 2018, pending the approval of this body. The property will be purchased by Tim and Sue Kidwell, a local couple who hope to use the property as a potential youth center or as a possible service and ministry outreach center to provide counseling and support for those impacted by domestic violence.

**MOTION: The Sullivan Administrative Commission moves that the Presbytery of Southeastern Illinois approve the sale of the Sullivan Church property at the agreed to sale price of \$20,000.00 and in the terms set out within the signed contract.**

As all items have been offered and/or claimed by this time, and as all the administrative work related to the closing of the congregation is complete, the Sullivan AC finds that we have arrived at the conclusion of our work and would request that the Presbytery recognize this status and dismiss the Commission.

**MOTION: The Sullivan Administrative Commission, having completed all the work assigned to it by the Presbytery of Southeastern Illinois, moves that the Presbytery dissolve the Sullivan Administrative Commission, effective May 31, 2018.**

Respectfully submitted, Rev. Michael Evanchak

Moderator, Sullivan AC



Presbyterian Church (U.S.A.)  
Presbyterian Mission

## PRESBYTERIAN CHURCH (U.S.A.) APPLICATION FOR USE OF RESTRICTED FUND (2018)

All applicants should read the instructions carefully before completing the application. Please type, or the downloadable application form along with instructions and guidelines are provided at <https://www.presbyterianmission.org/who-we-are/financials/>. Applicants will be notified of application status in October 2018.

Complete the form below and send to

Session: Proposals must be sent to the Presbytery by May 1

Presbytery: Recommended proposals must be sent to the Synod by June 1

Synod: Recommended proposals must be sent to the Restricted Funds Oversight Subcommittee by July 1

### 1. TO BE COMPLETED BY REQUESTING COUNCIL OR GENERAL ASSEMBLY ENTITY

Pin Number: 1524	E-mail: montpres@frontier.com	Fund Number: F58691
Fund Restriction (see General Assembly Mission 2018 Unassigned Funds list): Helping meet economic needs of people needing food, clothing, and other wants		
Grant amount requested (must equal or exceed \$1,000): \$ 1,453.00	Total Program/Project Budget (please complete budget worksheet): \$ 14,000.00	
If application was made to other restricted funds for same program/project, please list fund number(s):		
Have you previously received a restricted fund grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If so, which year did you receive the restricted fund grant? Year:
		<b>For Committee Use Only – Amount Granted</b> \$

Applicant name and address (Council or General Assembly Entity):

Designated program/project contact person:

**First Presbyterian Church**

**Rev. Paul Spangler**

Name

Name

**214 S. Charter St.**

**217-762-7861**

Address

Phone Number

**Monticello, IL 61856**

**montpres@frontier.com**

City, State, and ZIP Code

E-mail

If applicant is a church (session), please provide the following information:

2017			
Church Membership	127	Operating Budget	\$ 180306
Average Worship Attendance	60	Amounts Contributed to Presbytery, Synod, and GA (Excluding Per Capita)	\$ 5,000

Proposed Use:

This should be responsive to Evaluation Guidelines on page 5 of the grant application process instructions. If proposed use is for church building/repair or a scholarship, STOP [see Church Building Aid and Student Financial Aid Inquiries on page 7 of application instructions]. Approved applications receive a one-time grant in October, distributed in a lump sum. Grants must be used within two years of distribution.





Presbyterian Church (U.S.A.)  
Presbyterian Mission

**PRESBYTERIAN CHURCH (U.S.A.)  
APPLICATION FOR USE OF RESTRICTED FUND (2018)**

Applicant: First Presbyterian Church	Pin Number: 1524	Fund Number: F58691
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Proposed Use (continued):

a. Please provide a brief description of the program/project for which funding is requested:

The Mission Team's 2018 trip to Roblealto is to meet with the people that run the children's home and to provide assistance with building repairs to create a better environment for the children who live and go to school there. We hope to meet an immediate need for the children by bringing them necessary clothing and also plan to provide art supplies that can be used by the children in the classroom. These funds equip us with the means to help rebuild foster care homes at the Bible Home.

b. Is the program/project ongoing or is it a new initiative (please explain):

This is an ongoing project. We will stay in contact with the organization by email/Facebook to follow up with how the children are progressing in school, whether their needs are being met, and whether they are able to return to their homes. We are also concerned about how the facilities are being maintained and if they are able to meet the needs of the children that are currently staying at the childcare facility and if they have the ability to continue to meet the needs of children in the future.

c. Are funds being received from other sources to support this program/project? If so, what are the sources and how much?

Yes there are other sources. Each team member participating has contributed \$400 of their own funds. They each have also significantly worked in various fundraisers. \$4947 in funds raised. Also received \$3700 from a church in the presbytery for International Travel Expenses.

d. Background (more detailed description of program/project, and please show partnership with other mid councils):

The abandoned and neglected children are housed and cared for at the Roblealto Child Care Association (roblealto.org). The Bible Homes take in extremely poverty stricken children at risk. Their ages are 2-11 at entry and typically stay at the home 2-3 years while their parents are improving their home life situations. 95% return home to a safe and functional family environment. The families do spend time together on weekends. Our mission team is a diverse group of individuals that include an art teacher, health care professionals, a contractor, and church members. The funds that we are requesting will go towards clothing for the children, art supplies for classrooms, construction materials, and other wants. We hope to make a difference in the children's lives by interacting with them at play and mealtime and by working on the facilities at Roblealto to provide them with a safe environment to live and thrive.

**PRESBYTERIAN CHURCH (U.S.A.)  
APPLICATION FOR USE OF RESTRICTED FUND (2018)**

Applicant: First Presbyterian Church	Pin Number: 1524	Fund Number: F58691
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## **2. BUDGET FOR PROJECT/PROGRAM (REVENUE SHOULD EQUAL EXPENSE)**

REVENUE ITEM	AMOUNT	EXPENSE ITEM	AMOUNT
Total GAM Grant Funding Request	1453	Planning	0
Individual Contribution(s)	4000	Promotional Materials and Advertising	0
Presbytery	0	Leadership Honoraria	0
Synod	0	Leadership Travel/Housing/Meals	13000
Other: (Describe each item over 10% of budget)	8647	Other: (Describe each item over 10% of budget)	1000
Tuition and Fees from Participants	0	Subsidies to Participants	0
<b>Total Project Revenue</b>	<b>14000</b>	<b>Total Project Expense</b>	<b>14000</b>

### 3. COMMENTS

Presbytery

\_\_\_\_\_

## Synod

[illegible]

Incoming Questions for Candidates for Calls in the Presbytery of Southeastern Illinois

The purpose of these questions is not only to examine you as a potential member of our presbytery, but also to help us get to know you. Please attach the first two pages of your Personal Information Form. Please also respond to the following questions in no more than two pages.

1. I am transitioning from parish ministry into chaplain ministry. I was raised in PCUSA attending Walnut Creek Presbyterian Church in California. I became a member at 15 and was part of the high school leadership team. I also was able to go on two mission trips with the high school group. When I went to college, I left my faith for several years. In my late twenties I returned to Fremont Presbyterian Church in Sacramento, California. I worked to rebuild my faith and became involved in ministry there. I began to feel a call to ministry and sought guidance from friends and pastors. I followed the call to San Francisco Theological Seminary where I felt assured of my call to parish ministry. I was ordained a couple years after I graduated and worked at Rockville Presbyterian Fellowship initially as a quarter time parish associate and eventually as a half time parish associate. I felt called to relocate to Kentucky and was called to Beaumont Presbyterian Church as an Associate Pastor for Youth and Families on a half time basis. While there I applied and was accepted into the Chaplain Residency at the Lexington VA Medical Center. Over the course of the year I felt a new call to chaplaincy. I wrestled with the call as I feel so dedicated to the Church. I want to remain involved and connected with the Church and yet also continue to follow God's Call on my life.
2. My goals and dreams for my work with the veterans is to be a loving and accepting presence as they struggle with health and mental issues. To offer to them the love of God and God's acceptance of them, just as they are, healthy or sick, mentally stable or struggling to make sense of their lives so far. I want to listen with the ears of God and be an example of the heart of God to them as they share their stories.

My plans for professional growth is to learn more about the psychological and physiological challenges of Post-Traumatic Stress Disorder as well as Military Sexual Trauma on Veterans and their families. I plan to learn more about the signs to watch for surrounding suicide and do my part to help prevent suicidal ideations. I have several books I plan to read as recommended by psychologists and social workers who already work with veteran and active duty military. I also hope to attend conferences that focus on helping people with overcome traumatic experiences. As a chaplain my emphasis will be on how these experiences affect a person spiritually and how people can seek out and be comforted by a loving God.

3. I believe that a minister needs to remain a faithful member of a presbytery because we need to remain connected to our family of faith. This connection helps us as individuals to be refreshed and refueled by others and helps us to remember what we believe as Presbyterians. The connection is also important for the group so that the work can be shared and no one person become burdened and overloaded. I plan to become involved by attending presbytery meetings and joining in the work of the committees of the presbytery. As a chaplain for the VA, I will not have a congregation that can be a faithful partner with the presbytery and denomination. I will be working in an ecumenical environment and not be working to advance the ideas of a particular religion or denomination.
4. The training I have had in Presbyterian polity was during seminary. I have had no new training

sense then. I have been an active member in both the Presbytery of the Redwoods and the Transylvania Presbytery. Last year I was the co-chair of the Christian education committee for the presbytery.

Presbyterian polity has helped during session meetings and presbytery meetings to understand the goals and purposes we are trying to accomplish as a group of Christians. The polity of the Presbyterian Church USA is why I choose to be ordained in this denomination. I appreciate the decently and in order nature of our polity and that so much is included in our Book of Order and that the Book of Order can be a guide to the church. I also appreciate how we wrestle as a denomination to decide collectively when we and if we want to make changes to the Book of Order. The collective nature of our polity provides comfort because no one person dictates the direction of our government and theological ideas. We wrestle as a family of God who disagree and yet also remain brothers and sisters in Christ who love each other and share faith.

5. To be guided by the confessions is to have an explicit shared understanding of what we believe as a denomination. The confessions provide thoughts about what we believe on many of the details of what being a Christian means. There are answers that have been worked through by specific group of people and then have become adopted by the denomination with intention. These confessions have helped me answer for myself, what I believe, when faced with tough questions by people outside of the denomination and outside of the faith.
6. The Lord's Supper and Baptism are key aspects of the Presbyterian Church USA. Baptism is when we are marked as children of God in front of the community. It is a time when we can publically profess our faith to the community of believers. In the case of infant baptism this mark is a time when our families can publically state that they will raise the child in the faith and that the child is a member of the community of faith and a brother and sister to all believers. The Lord's Supper is a time we can as individuals and as body of believers remember the work and sacrifice of Jesus Christ for all of humanity. We have been asked to remember this act of love and sacrifice by sharing the bread and wine that have been given to us by Jesus Himself. We share this meal as a family of God.
7. I am interested in the development and continuing education of believers. I am also interested in discussing how we as Presbyterians interact with the world sharing what we believe and God's Love to all of God's children. I enjoy preaching and would be glad to be pulpit supply. I have some experience moderating session and could help with that as needed. I also studied music in college and am interested in how music can enhance worship.
8. Transitioning into chaplain ministry from parish ministry is new for me. I am not sure how chaplains interact with presbytery and what is expected from chaplains. What are your needs from me and how can I help the presbytery with its goals and dreams? I will be working as an Intermittent Chaplain at the VA which means I have no guaranteed hours or benefits. They think I will work about 3 days a week. I will also seek out on call chaplain work at local hospitals to supplement my income. I may not have much control over my schedule. If I have trouble getting time off to attend Presbytery meetings what would your expectations be of me?

PRESBYTERY OF SOUTHEASTERN ILLINOIS  
**COMMITTEE ON REPRESENTATION VACANCY BALLOT**  
**Thursday, May 17, 2018**  
First Presbyterian Church, Decatur, Illinois

Insert all nominations made from the floor on the appropriate blank line \_\_\_\_\_

**COMMISSION OF TRUSTEES**

**Salt Fork Region**

VACANT (M) - 2019

☐

Stephen Kolderup, M, HR

2019

☐

\_\_\_\_\_

2019

**CAMPS AND CONFERENCES BOARD OF DIRECTORS**

**Moderator**

VACANT (M) - 2018

☐

\_\_\_\_\_

2018

**The Bridge Region**

VACANT (M) - 2018

☐

\_\_\_\_\_

2018

**River to River Region**

VACANT (RE) - 2020

☐

Judy Dawson, RE, Carbondale

2020

☐

\_\_\_\_\_

2020

**At Large**

VACANT (M) - 2019

☐

Dwain DePew, M, HR

2019

☐

\_\_\_\_\_

2019

VACANT (M) – 2019

☐

\_\_\_\_\_

2019

**COMMISSION ON MINISTRY**

**East Central Region**

VACANT (M) – 2018

☐

\_\_\_\_\_

2018

VACANT (RE) – 2019

☐

\_\_\_\_\_

2019

**First Capital Region**

VACANT (M) – 2019

☐

\_\_\_\_\_

2019



**COMMISSION ON MINISTRY (continued)****The Bridge Region**

VACANT (M) – 2019

☐Pam Laing, M, Olney

2019\*\*to start in June

☐

2019

**PERMANENT JUDICIAL COMMISSION**

VACANT (M) - 2019

☐Heidi Weatherford, M, Champaign, McKinley

2019

☐

2019

VACANT (RE) - 2021

☐Marc Miller, RE, Champaign, First

2021

☐

2021

VACANT (M) - 2023

☐Cindy Shepherd, M, Faith in Place

2023

☐

2023

**PERSONNEL COMMITTEE****River to River Region**

VACANT (RE) - 2020

☐Dan Selock, RE, Marion

2020

☐

2020

**COMMITTEE ON PREPARATION FOR MINISTRY****East Central Region**

VACANT (RE) - 2018

☐Ann Brownson, RE, Charleston

2018

☐

2018

**First Capital Region**

VACANT (RE) - 2018

☐Beth Loyd, RE, Centralia

2018

☐

2018

**RESPONSE TEAM**

VACANT (M) - 2019

☐Rachel Mathews, M, At-Large

2019

☐

2019

## Camp Director's Report for May Presbytery Meeting 2018

Since we last met I attended the ACA - Conference in St. Charles Illinois. Our reaccreditation requires me to attend prior to our visits from the ACA during May and July. It also mandates a certain number of hours of annual training.

Day 1 was spent in class from 8 to 5pm learning the updates and looking forward with the ACA. This will be the last year for the current format of standards during the rest of the year the process will go through evaluation and all standards will be updated and a new standards book will be needed. We have used the current system since 2010 with yearly updates.

Day 2 was "Active Shooter" training. By the end of the year we will have to write an active shooter policy to be compliant.

Day 3 was about programming, transgender and gender specific training. All seem to be added soon to the standards. The camping world is by far leaps and bounds ahead of other organizations.

Day 4 was learning new games, updating the Archery Certification and keynote speaker. We were done by 3pm.

**UPDATE: The ACA reps were here Tuesday and we had no noncompliance marks and were able to provide all of the paperwork needed. When they come back in July it will only be to get current paper work and get a visual inspection that we do what we say we do.**

For those of you who haven't heard we had a great confirmation camp I hope you saw the photos on the camps Facebook page. The camp in Danville didn't happen due to nobody signing up for that camp. We will try again next year. If we don't get people to sign up for that camp we will discontinue it.

**We are coming up with new ideas for the camp season!**

How about a beach Island? How about pedal cars the kids could race? How about we hit the nature side of camp with lots of nature things the kids can do from kits? How about visits from an Ice Cream truck for Day and Mini camps? All of these are available to us through the ACA partners. How about a slide at the beach? Let's do what sets us apart! WE, are a mission of the Presbytery of Southeastern Illinois....we want to make you proud!!!

Staffing;

To date we have interviewed 7 people with perhaps some coming today and Saturday. Emily Wallace and Katy Chambliss have been hired. **We are still in need of a nurse, cook and cooks assistant. And Two male counselors.**

We had a wonderful work weekend the weekend of May 5-6.

We are getting ready for new Board members and are making plans for their arrival.

1. Formal welcome to the board
2. Catch up and history of how we have arrived where we are.
3. LISTEN to their ideas and comments.

General Council has ok'd the changes Bob McNabb and the financial committee sent to them and will now go to presbytery for final approval.

The US Fish and Wildlife a few days ago sent me a list of programs they will be offering and the schedule for the days they will be at Camp Carew. David Rozanski and I visited the fire station down the road and they will be touring the camp and visiting WITH THEIR FIRETRUCK while the kids are there. Perhaps hosing them down....O yeah.

Camp for the most part is ready for campers, I know I am!

Camp Carew still has a lot of history left, with careful planning we will be around for generations to come. I want this Presbytery to know you have done great things! We will continue to do great things! You have changed countless lives and I appreciate EVERYTHING you do. May God continue to bless you and Camp Carew.

I love you all- Dan

Add-on: This fall I hope to be doing a mission trip to Belize. I'll let you know as it gets closer.

See: Camp Carew financials

# Treasurer's Report to the Presbytery

May 17, 2018, Wade Meranda

## 2018 Financial Reports (1Q) Balance

Sheet Report

DU Operating Fund Report

DR Directed Mission Giving Fund Report

Per Capita Dues Report (receipts through April 30)

## Giving Statements

Statements will be mailed to each church in early May showing receipts as of April 30.

## Fiscal Policy Update

**Recommendation:** Update the Fiscal Policy to have the authorized officers on bank accounts be the Treasurer, Church Officer, and Presbytery Moderator or Vice Moderator (replacing the PCC). Other minor updates are included to keep up with new staffing and virtual office transition. The Fiscal Policy is attached, with changes indicated.

## Camp Carew Foundation Trust Agreement Update

**Recommendation:** Update the Camp Carew Foundation Trust Agreement (in the PSEI Manual of Operations) in two areas. The Camp Board and Camp Treasurer have approved the update.

1. To clarify that the Presbytery Treasurer is the Trustee.

Rationale: This is how we have always operated. We do not use an outside Trustee.

2. To adopt a more traditional practice of using a 5% annual payout formula - as the "income" distribution mentioned in Section 3.c. - with the new payout formula effective in 2018.

3.c. It is anticipated, but not required, that the income will be used annually and the principal will be preserved. **If the funds are invested in a Growth Fund (or a Balanced Growth Fund) the "income" amount to be used annually should be 5% of the principal each year including capital appreciation.**

Rationale:

1. A 5% annual payout is a traditional figure for charitable trusts that allows an appropriate use of the investment interest and gains while maintaining the real value of the principal, a traditional way to honor donors' intentions.

2. Our own PCUSA Permanent Endowment Fund provides about a 5% payout to recipients.

3. IRS fiduciary guidance for charitable trusts is to disburse 5% per year.

4. The Camp Trust Fund is invested in the Presbyterian Foundation Balanced Growth Fund which has a long term 7-8% average annual growth, so 5% annual usage allows for the current value of the principal to be maintained as well. It protects the principal.

5. Our current "income" payout practice is limited to interest only of the Balanced Growth Fund and no portion of the principal appreciation. This has been about \$2,600 per year for many years.

6. The 5% formula will enable \$16,200 (\$324,000 x 5%) from the fund to be used for camp ministry in 2018.

7. The Presbytery can change the "income" payout formula in the Trust Agreement down the road whenever needed. The Presbytery can even approve use of all the principal, if that would ever be needed.

8. The Trust Agreement is attached, with changes indicated.

**Presbytery of Southeastern Illinois – Radom IL**  
**Balance Sheet as of March 31, 2018**

**Page 1 of 1**

Account#	Account Name	Beginning Balance JAN 1	YTD Balance MARCH 31
<b>Assets</b>			
1.100.000	First Farmers Bank Checking	50,090.00	162,716.81
1.200.000	PCUSA Invest and Loan Notes	253,529.58	253,529.58
1.300.000	First Mid Illinois Bank Checking	19,059.69	19,509.83
1.400.000	PCUSA New Covenant Funds (C Carew)	324,000.76	320,882.61
<b>Total Assets</b>		<b>\$646,680.03</b>	<b>\$756,638.83</b>
<b>Liabilities</b>			
2.000.001	Fed Payroll Tax Withholding	0.00	3,063.08
2.000.002	State Payroll Tax Withholding	0.00	717.86
2.000.003	BOP Fidelity 403b Plan Withholding	0.00	0.00
2.000.005	BOP Benefits Payroll Withholding	0.00	0.03
2.100.000	Accounts Payable/Vendors	0.00	46,991.33
<b>Total Liabilities</b>		<b>\$0.00</b>	<b>\$50,772.30</b>
<b>Fund Balances</b>			
3.100.000	DU: Operating Fund Balance	0.00	65,496.58
3.110.000	DU: Savings Fund (Trustee Fund) Balance	208,629.27	206,847.61
3.120.000	DU/BO: Congregational Dev Fund Balance	49,400.00	49,400.00
<b>Total Donor Unrestricted (DU) Funds</b>		<b>\$258,029.27</b>	<b>\$321,744.19</b>
3.210.000	DR: Directed Mission Giving Fund Balance	0.00	0.00
3.220.000	DR: Camp Carew Endowment Fund Balance	324,000.76	320,920.16
3.230.000	DR: Peace & Global Witness Fund Balance	40,888.00	41,200.77
3.240.000	DR: Pastor Enrichment Fund Balance	19,770.00	17,904.41
3.270.000	DR: Local Disaster Relief Fund Balance	3,992.00	3,992.00
3.280.000	DR: Misc Pass Through Fund Balance	0.00	105.00
<b>Total Donor Restricted (DR) Funds</b>		<b>\$388,650.76</b>	<b>\$384,122.34</b>
<b>Total Fund Balances</b>		<b>\$646,680.03</b>	<b>\$705,866.53</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$646,680.03</b>	<b>\$756,638.83</b>

**Fund Designations**

**DU Donor Restricted**

**DU/BD Donor Restricted and Board Designated**

**DR Donor Restricted**

**Presbytery of Southeastern Illinois – Radom IL**  
**Balance Sheet as of March 2018 for DU: Operating Fund**

Page 1 of 2

Account#	Account Name	YTD Balance MARCH 31	Annual Budget
<b>Income</b>			
4.100.001	Per Capita Dues (6,427 on 12/31/16 x \$40.00)	138,710.00	257,080.00
4.100.002	Per Capita Dues (prior year late payments)	2,522.50	0.00
4.100.003	Trusts and PEFs Income (Morgan,Hutton,Hoopeston)	4,405.52	15,000.00
4.100.004	Interest Income	150.24	500.00
4.100.005	Other Income	0.00	500.00
4.100.006	Shared Mission Giving for PSEI	15,568.44	50,000.00
4.100.020	Transfer from Savings Fund (2018 deficit)	0.00	57,045.00
	<b>Total Income</b>	<b>\$161,356.70</b>	<b>\$380,125.00</b>
<b>Expenses</b>			
5.100.000	<i>Denomination Per Capita Dues</i>		
5.100.001	GA Per Capita Dues (6,427 on 12/31/16 x \$7.73)	12,420.18	49,681.00
5.100.002	SOLT Per Capita Dues (6,427 on 12/31/16 x \$3.81)	6,121.75	24,487.00
	<i>Total Denomination Per Capita Dues</i>	<i>\$18,541.93</i>	<i>74,168.00</i>
5.100.110	<i>HR: Stated Clerk Ministry (32.5 hr/wk, 65% time)</i>		
5.100.111	SC Salary (with 304b deduction)	11,784.30	47,137.00
5.100.112	SC BOP Pension/Med/DD, 37%	4,350.17	17,440.00
5.100.113	SC Travel Reimb Acct	1,871.89	10,000.00
5.100.114	SC Prof Expense Reimb Acct	25.85	500.00
5.100.115	SC BOP Dental Insurance	408.09	1,632.00
	<i>Total HR: Stated Clerk Ministry (32.5 hr/wk, 65% time)</i>	<i>\$18,440.30</i>	<i>76,709.00</i>
5.100.120	<i>HR: Pres C Care Ministry (32.5 hr/wk, 65% time)</i>		
5.100.121	PCC Salary (with SDI deduction)	8,145.24	32,581.00
5.100.122	PCC Salary Housing Allowance	3,639.00	14,556.00
5.100.123	PCC BOP Pension/Med/DD, 37%	4,370.17	17,440.00
5.100.113	PCC Travel Reimb Acct	4,154.10	12,000.00
5.100.114	PCC Prof Expense Reimb Acct	50.45	1,500.00
5.100.115	PCC BOP Dental Insurance	408.09	1,632.00
	<i>Total HR: Pres C Care Ministry (32.5 hr/wk, 65% time)</i>	<i>\$20,767.05</i>	<i>79,709.00</i>
5.100.130	<i>HR: Secretary (22.5 hr/wk)</i>		
5.100.131	Sec Salary	4,572.48	19,420.00
5.100.132	Sec FICA Tax 7.65%	349.80	1,486.00
	<i>Total HR: Secretary Ministry (22.5 hr/wk)</i>	<i>\$4,922.28</i>	<i>20,906.00</i>
5.100.140	<i>HR: Ad Assistant (35 hr/wk, Jan-Jul)</i>		
5.100.141	AA Salary (with 403b and dental deduction)	8,963.76	20,915.00
5.100.142	AA Employer Contribution to 403b 10%	896.58	2,092.00
5.100.143	AA BOP Medical Plan (\$8,656/yr)	2,163.87	5,049.00
5.100.144	AA FICA Tax 7.65%	642.84	1,600.00
5.100.145	AA Mileage Reimb Acct	129.82	750.00
	<i>Total HR: Ad Assistant Ministry (35 hrs/wk, Jan-July)</i>	<i>\$12,796.87</i>	<i>30,406.00</i>
5.100.150	<i>HR: Treasurer Ministry (8 hrs/wk)</i>		
5.100.151	Treas Salary	3,250.02	13,000.00
5.100.152	Treas FICA Tax 7.65%	248.58	995.00
5.100.153	Treas Mileage Reimb Acct	130.80	750.00
	<i>Total HR: Treasurer Ministry (8 hrs/wk)</i>	<i>\$3,629.40</i>	<i>14,745.00</i>
5.100.160	<i>HR: Camp Director (1/2 time)</i>		
5.100.161	CD Salary (with 304b contr)	7,334.52	29,338.00
5.100.162	CD FICA Tax 7.65%	434.40	2,244.00

**Presbytery of Southeastern Illinois – Radom IL**  
**Balance Sheet as of March 2018 for DU: Operating Fund**

**Page 1 of 2**

Account#	Account Name	YTD Balance MARCH 31	Annual Budget
5.100.163	CD Mileage Reimb Acct	0.00	4,000.00
5.100.164	CD Prof Expense Reimb Acct	0.00	1,000.00
	<i>Total HR: Camp Director (1/2 time)</i>	\$7,768.92	36,582.00
<b>5.100.200</b>	<b>Administration Ministry</b>		
5.100.211	Office Supplies	694.85	3,000.00
5.100.212	Phone System Expenses	157.74	1,000.00
5.100.213	Technology: Computers, Software, Support	3,412.94	8,000.00
5.100.214	Finance CPA Audit	50.89	4,500.00
5.100.215	Insurance CM Multi-Peril Policy	796.50	2,100.00
5.100.216	Insurance CM Workers Comp Policy	1,486.50	3,000.00
	<i>Total Administration Ministry</i>	\$6,599.42	21,600.00
<b>5.100.300</b>	<b>Committee Ministry</b>		
5.100.301	General Council Ministry	146.72	2,500.00
5.100.302	Presbytery Meeting Ministry	249.00	1,000.00
5.100.311	COM Ministry	145.33	5,000.00
5.100.312	CPM Ministry	0.00	6,000.00
5.100.313	COR Ministry	83.02	300.00
5.100.314	Personnel Ministry	0.00	1,000.00
5.100.315	EF/PJC Ministry	0.00	1,500.00
	<i>Total Committee Ministry</i>	\$624.07	17,300.00
<b>5.100.400</b>	<b>Administrative Commission Ministry</b>		
5.100.401	AC Sullivan Ministry	0.00	
5.100.402	AC Mt Vernon Ministry	141.59	
5.100.403	AC for Examinations	128.29	
5.100.404	AC Oakdale Ministry	0.00	
5.100.405	AC Argenta Ministry	0.00	
	<i>Total Administrative Commission Ministry</i>	\$269.88	1,500.00
<b>5.100.500</b>	<b>Program Support Ministry</b>		
5.100.501	Camp Carew Program Support	1,500.00	6,000.00
5.100.502	Illinois Council of Churches Support	0.00	500.00
	<i>Total Program Support Ministry</i>	\$1,500.00	<u>6,500.00</u>
	<b>Total Expenses</b>	<b>\$95,860.12</b>	<b>\$380,125.00</b>
<b>Difference</b>		<b><u>\$65,496.58</u></b>	<b><u>\$0.00</u></b>

**Presbytery of Southeastern Illinois - Radom IL**  
**Treasurer's Report as of March 2018 for DR: Directed Mission Giving Fund**

Account#	Account Name	Page 1 of 1 YTD Balance MARCH 31
<b><i>Income</i></b>		
4.210.001	GA Theological Ed Fund IN	258.00
4.210.002	GA One Great Hour of Sharing IN	1,954.50
4.210.003	GA Pentecost Offering IN	219.50
4.210.004	GA Peace-Global Witness Offering 50% IN	631.98
4.210.005	GA Christmas Joy Offering IN	12,087.98
4.210.006	GA Shared Mission Giving IN	10,984.51
4.210.008	GA Special Directed Mission Giving IN	17,282.41
	<b>Total GA Directed Giving IN</b>	<b>\$43,418.88</b>
4.210.007	SOLT Shared Mission Giving IN	3,515.77
4.210.009	Camp Carew Directed IN	100.00
4.210.010	Kemmerer Village Directed IN	1,600.00
4.210.011	Marion Medical Mission Directed IN	1,500.00
4.210.021	Presbytery Mtg #1 Offering IN (OGHS)	350.00
4.210.022	Presbytery Mtg #2 Offering IN	0.00
4.210.023	Presbytery Mtg #3 Offering IN	0.00
4.210.024	Presbytery Mtg #4 Offering IN	0.00
	<b>Total Other-Directed Giving IN</b>	<b>\$7,065.77</b>
	<b>Total Income</b>	<b>\$50,484.65</b>
<b><i>Expenses</i></b>		
5.210.001	GA Theological Ed Fund OUT	258.00
5.210.002	GA One Great Hour of Sharing OUT	1,954.50
5.210.003	GA Pentecost Offering OUT	219.50
5.210.004	GA Peace-Global Witness Offering 50% OUT	631.98
5.210.005	GA Christmas Joy Offering OUT	12,087.98
5.210.006	GA Shared Mission Giving OUT	10,984.51
5.210.008	GA Special Directed Mission Giving OUT	17,282.41
	<b>Total GA Directed Giving OUT</b>	<b>\$43,418.88</b>
5.210.007	SOLT Shared Mission Giving OUT	3,515.77
5.210.009	Camp Carew Directed OUT	100.00
5.210.010	Kemmerer Village Directed OUT	1,600.00
5.210.011	Marion Medical Mission Wells OUT	1,500.00
5.210.021	Presbytery Mtg #1 Offering OUT (OGHS)	350.00
5.210.022	Presbytery Mtg #2 Offering OUT	0.00
5.210.023	Presbytery Mtg #3 Offering OUT	0.00
5.210.024	Presbytery Mtg #4 Offering OUT	0.00
	<b>Total Other-Directed Giving OUT</b>	<b>\$7,065.77</b>
	<b>Total Expenses</b>	<b>\$50,484.65</b>



**Presbytery of Southeastern Illinois - Radom IL**  
**Pledge/Giving Analysis: 01/01/2018 - 12/31/2018**

**Per Capita Dues Report**  
**Jan 1 – April 30**

**Page 1 of 5**

Pledged to Date      Given to Date      Over/Under

<b>1771 - Arcola Presbyterian Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,160.00	1,160.00	0.00
<b>1950 - Argenta Presbyterian Church</b> Per Capita 2018 (01/01/18-12/31/18)*	960.00	0.00	(960.00)
<b>1958 - Bethlehem Pres of Decatur Church</b> Per Capita 2018 (01/01/18-12/31/18)*	2,680.00	0.00	(2,680.00)
<b>1476- Community of Faith of Raymond Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,360.00	1,360.00	0.00
<b>6090 - Community Pres of Rosamond Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,000.00	250.00	(750.00)
<b>15018 - Copper Creek Pres of Savoy Church</b> Per Capita 2018 (01/01/18-12/31/18)*	5,200.00	0.00	(5,200.00)
<b>1452 - Donnellson Pres of Greenville Church</b> Per Capita 2018 (01/01/18-12/31/18)*	480.00	480.00	0.00
<b>1479 - Ebenezer Pres of Rockwood Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,040.00	0.00	(1,040.00)
<b>1553 - Equality Presbyterian</b> Per Capita 2018 (01/01/18-12/31/18)*	1,040.00	0.00	(1,040.00)
<b>8524 - Federated Pres of Paxton Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,120.00	0.00	(1,120.00)
<b>1500 - First Pres of Bement Church</b> Per Capita 2018 (01/01/18-12/31/18)*	3,760.00	3,760.00	0.00
<b>1546 - First Pres of Carbondale Church</b> Per Capita 2018 (01/01/18-12/31/18)*	6,360.00	6,360.00	0.00
<b>1712 - First Pres of Carmi Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,800.00	1,800.00	0.00
<b>1547 - First Pres of Carterville Church</b> Per Capita 2018 (01/01/18-12/31/18)*	800.00	800.00	0.00
<b>1713 - First Pres of Centralia Church</b> Per Capita 2018 (01/01/18-12/31/18)*	4,840.00	4,840.00	0.00
<b>1504 - First Pres of Champaign Church</b> Per Capita 2018 (01/01/18-12/31/18)*	27,440.00	27,440.00	0.00
<b>1774 - First Pres of Charleston Church</b> Per Capita 2018 (01/01/18-12/31/18)*	4,800.00	4,800.00	0.00
<b>1449- First Pres of Chester Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,560.00	0.00	(1,560.00)
<b>1548 - First Pres of Cobden Church</b> Per Capita 2018 (01/01/18-12/31/18)*	1,680.00	1,680.00	0.00
<b>1511 - First Pres of Danville Church</b> Per Capita 2018 (01/01/18-12/31/18)*	9,440.00	2,360.00	(7,080.00)

**Presbytery of Southeastern Illinois - Radom IL**  
**Pledge/Giving Analysis: 01/01/2018 - 12/31/2018**

**Monday, April 30, 2018**

**Page 2 of 5**

**Giver**

Account	Pledged to Date	Given to Date	Over/Under
<b>1956- First Pres of Decatur Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	14,880.00	3,720.00	(11,160.00)
<b>1777 - First Pres of Effingham Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	6,400.00	1,540.00	(4,860.00)
<b>1550 - First Pres of Eldorado Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,640.00	0.00	(1,640.00)
<b>1554 - First Pres of Golconda Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,400.00	1,400.00	0.00
<b>1555- First Pres of Grand Tower Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	400.00	0.00	(400.00)
<b>1778- First Pres of Greenup Church</b>			
Per Capita 2018(01/01/18-12/31/18)*	920.00	0.00	(920.00)
<b>1460 - First Pres of Greenville Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	3,120.00	3,120.00	0.00
<b>1556 - First Pres of Harrisburg Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	3,280.00	2,000.00	(1,280.00)
<b>1521 - First Pres of Hoopeston Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	3,880.00	3,880.00	0.00
<b>1720 - First Pres of Lawrenceville Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,160.00	0.00	(2,160.00)
<b>1468 - First Pres of Litchfield Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,280.00	0.00	(1,280.00)
<b>1558- First Pres of Marion Church</b>			
Per Capita 2018(01/01/18-12/31/18)*	2,920.00	2,920.00	0.00
<b>1781 - First Pres of Mattoon Church</b>			
Per Capita 2018(01/01/18-12/31/18)*	6,880.00	0.00	(6,880.00)
<b>1721- First Pres of McLeansboro Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	720.00	720.00	0.00
<b>1524 - First Pres of Monticello Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	5,080.00	2,540.00	(2,540.00)
<b>1722 - First Pres of Mt Carmel Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	240.00	240.00	0.00
<b>1724 - First Pres of Mt Vernon Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	3,240.00	2,550.00	(690.00)
<b>1561 - First Pres of Murphysboro Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,120.00	520.00	(600.00)
<b>1725 - First Pres of Nashville Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,680.00	1,680.00	0.00
<b>1785 - First Pres of Newton Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	960.00	960.00	0.00

**Presbytery of Southeastern Illinois - Radom IL**  
**Pledge/Giving Analysis: 01/01/2018 - 12/31/2018**

**Monday, April 30, 2018**

**Page 3 of 5**

**Giver**

Account	Pledged to Date	Given to Date	Over/Under
<b>1727 - First Pres of Olney Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	4,960.00	4,960.00	0.00
<b>1786 - First Pres of Palestine Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	5,240.00	5,240.00	0.00
<b>1026 - First Pres of Pinckneyville Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,040.00	0.00	(2,040.00)
<b>1478 - First Pres of Rockwood Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	440.00	0.00	(440.00)
<b>1567 - First Pres of Shawneetown Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	960.00	960.00	0.00
<b>1799- First Pres of Shelbyville Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,800.00	0.00	(2,800.00)
<b>1800 - First Pres of Sullivan Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	960.00	0.00	(960.00)
<b>1992 - First Pres of Taylorville Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	4,800.00	2,000.00	(2,800.00)
<b>1534 - First Pres of Tolono Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,480.00	0.00	(2,480.00)
<b>1536 - First Pres of Urbana Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	10,680.00	10,680.00	0.00
<b>1804 - First Pres of Vandalia Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,960.00	0.00	(1,960.00)
<b>1491 - First Pres of Witt Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	280.00	280.00	0.00
<b>1708 - First United Pres of Albion Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	400.00	0.00	(400.00)
<b>1710 - F United Pres of Bridgeport Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,200.00	1,200.00	0.00
<b>1733 - Gilead Pres of Claremont Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	320.00	0.00	(320.00)
<b>10637 - Korean Pres of Urbana Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	4,200.00	4,200.00	0.00
<b>1792 - Loxa Presbyterian Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	520.00	520.00	0.00
<b>1505 - McKinley Pres of Champaign Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	5,320.00	5,320.00	0.00
<b>1772 - Memorial Pres of Assumption Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,720.00	1,720.00	0.00
<b>1732 - New Bethel Pres of Salem Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	920.00	0.00	(920.00)

**Presbytery of Southeastern Illinois - Radom IL**  
**Pledge/Giving Analysis: 01/01/2018 - 12/31/2018**

**Monday, April 30, 2018**

**Page 4 of 5**

**Giver**

Account	Pledged to Date	Given to Date	Over/Under
<b>1795 - New Providence of Paris Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,320.00	2,320.00	0.00
<b>1711 - Pisgah Pres of Bridgeport Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	320.00	320.00	0.00
<b>1975 - Presbyterian Church of Mt Zion Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	16,280.00	2,800.00	(13,480.00)
<b>1527 - Presbyterian of Philo Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,720.00	0.00	(2,720.00)
<b>1731 - Presbyterian of Salem Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,800.00	450.00	(1,350.00)
<b>1482 - Presbyterian of Sorento Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,000.00	1,000.00	0.00
<b>3404 - Presbyterian of Tilden Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	5,400.00	5,400.00	0.00
<b>1477 - Reno-Bethal Pres of Sorento Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	360.00	360.00	0.00
<b>1788 - The Pres Church of Paris Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	5,000.00	2,500.00	(2,500.00)
<b>1560 - Trinity Pres of Metropolis Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	760.00	760.00	0.00
<b>1445 - Union Pres of Butler Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	520.00	520.00	0.00
<b>1563 - Union Ridge Pres of Eldorado Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,280.00	0.00	(1,280.00)
<b>1787 - United in Faith of Pana Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,480.00	0.00	(1,480.00)
<b>1789- United Pres of Ashmore Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	840.00	0.00	(840.00)
<b>1790- United Pres of Kansas Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	160.00	160.00	0.00
<b>1783 - United Pres of Neoga Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	1,920.00	1,920.00	0.00
<b>1562 - United Pres of New Haven Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	520.00	520.00	0.00
<b>3340 - United Pres of Oakdale Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	2,160.00	1,200.00	(960.00)
<b>1463 - Waveland Pres of Hillsboro Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	560.00	0.00	(560.00)
<b>1506 - Westminister Pres of Champaign Church</b>			
Per Capita 2018(01/01/18-12/31/18)*	2,000.00	0.00	(2,000.00)

**Presbytery of Southeastern Illinois - Radom IL**  
**Pledge/Giving Analysis: 01/01/2018 - 12/31/2018**

**Monday, April 30, 2018**

**Page 4 of 5**

**Giver**

Account	Pledged to Date	Given to Date	Over/Under
<b>1957 - Westminster Pres of Decatur Church</b>			
Per Capita 2018(01/01/18-12/31/18)*	7,120.00	7,200.00	80.00
<b>1483 - Westminster Pres of Sparta Church</b>			
Per Capita 2018 (01/01/18-12/31/18)*	9,160.00	2,290.00	(6,870.00)
Summary - Pledged			
Per Capita 2018 (01/01/18-12/31/18)*	<u>256,600.00</u>	<u>151,680.00</u>	<u>(104,920.00)</u>
	256,600.00	\$151,680.00	(104,920.00)
*Pledges included in this total are part of a campaign.			
Grand Total		<u>151,680.00</u>	

**Count: 82**

**Giving & Pledge selection: All regardless of giving and only those who pledged.**

**Accounts selected: All accounts**

**Includes members, visitors.**

**Also includes: donations individuals, donations groups.**

**Campaign Selected: New Campaign 2018**

## **Fiscal Policy**

Presbytery of Southeastern Illinois Approved May 15, 2015

Revised November 13, 2017

### **A. Purpose**

The intent of this policy is to provide guidelines for the faithful management of the financial resources of presbytery. The General Council is responsible for management of all finances and should assure that the spirit of this policy is adhered to in the daily operation of the presbytery.

### **B. Policy Principles**

1. Promote an atmosphere of confidence within the presbytery with good financial transparency and controls.
2. Protect the presbytery from theft or other acts of financial impropriety by providing effective internal controls. Protect officers and employees from unfair accusations or perceptions of financial impropriety.
3. Utilize a church accounting software to enable a consistent accounting system year after year.
4. Utilize the principle of "separation of duties" by having several officers and employees involved in the financial operation of the church. Refrain from having one person "do it all."
5. Provide good fiduciary control over any donor-restricted gifts received by the presbytery.
6. Be faithful to the PC(USA) Constitution concerning provisions regarding financial management practices.
7. Be faithful to all federal and state payroll tax laws and regulations.

### **C. Provisions in the PCUSA Constitution Concerning Financial Management**

We will be faithful to these guiding principles regarding financial matters from the PCUSA Constitution.

#### **G-3.0112 Insurance (Councils)**

Each council (session, presbytery, etc) shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers.

#### **G-3.0113 Finances (Councils)**

Each council shall prepare and adopt a budget to support the church's mission within its area.

A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer. Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.

#### **G-3.0205 Finances (The Session)**

In addition to those responsibilities described in G-3.0113, the session shall prepare and adopt a budget and determine the distribution of the congregation's benevolences. It shall authorize offerings for Christian purposes and shall account for the proceeds of such offerings and their distribution. It shall provide full information to the congregation concerning its decisions in such matters.

The session shall elect a treasurer for such a term as the session shall decide and shall supervise his or her work or delegate that supervision to a board of deacons or trustees. Those in charge of various congregational funds shall report at least annually to the session and more often as requested. Sessions may provide by rule for standard financial practices of the congregation, but shall in no case fail to observe the following procedures:

- a. All offerings shall be counted and recorded by at least two duly appointed persons, or by one fidelity bonded person;
- b. Financial books and records adequate to reflect all financial transactions shall be kept and shall be open to inspection by authorized church officers at reasonable times;
- c. Periodic, and in no case less than annual, report of all financial activities shall be made to the session or entity vested with financial oversight.

#### **D. Separation of Duties**

Several officers and employees share responsibilities for the financial operation of the presbytery, including:

##### **1. Treasurer Duties**

- The Treasurer is elected by the Presbytery to a term of up to five-years and shall work collegially with the leadership team and is accountable to the Personnel Committee.
- Use and maintain church accounting software for all financial record keeping and reports. Assure all software files are backed up at least weekly.
- Submit appropriate federal and state payroll tax payments and forms on time (941, W2, W3, etc)
- Provide regular financial reports to the General Council and at Presbytery meetings when requested by the General Council.
- Assure that all bank accounts have the appropriate officers listed as "authorized officers."
- Review bank statements every month for anomalies and inappropriate transactions.
- Notify General Council immediately whenever any anomaly is discovered in the financial operations.
- Reconcile all monthly bank statements with the accounting software balances each month. Stated Clerk reviews all bank statements and reconciliation reports as well.
- Deposit all incoming funds to appropriate bank accounts. Any cash received over \$100 should be counted by two appointed people and then deposited.
- Sends giving statements to churches or other givers periodically.

##### **2. Church Officer (CO) Duties**

- The CO is a Clerk, Elder, or Commissioner to Presbytery from a congregation and is approved to serve by the General Council.
- Serves as an authorized officer and signature on bank accounts.

##### **3. Executive Team Duties - Presbyter for Congregational Care (PCC) and Stated Clerk (SC)**

- Provide supervision and support to the Treasurer and CO in regards to the financial operation of the presbytery.
- Be aware of the general financial status of the presbytery at all times.
- With the General Council, assure that the Fiscal Policy of the presbytery is being administered faithfully.
- SC will review bank statements and reconciliation reports monthly for unusual transactions and anomalies.
- ~~PCC will serve as an authorized officer and signature on bank accounts.~~

##### **4. General Council Duties**

- With the Executive Team, assure that the Fiscal Policy of the presbytery is being administered faithfully.
- Determine the General Operating Fund budget for the year and submit to presbytery for approval.
- Determine Per Capita rate for the year and submit to presbytery for approval.
- Review all donor-restricted gifts that come to the presbytery and determine if restrictions are appropriate to the mission of the presbytery.
- Authorize all expenditures from non-budgeted funds.
- Monitor financial reports of all funds and assets on a regular basis.
- Select audit firm to conduct the annual review.

##### **5. Auditor Duties**

- Conduct an annual review of all financial transactions and year-end financial reports of the church. Check all reconciliation reports for the year. Assure that financial reports reconcile with bank statements.

##### **6. Moderator or Vice-Moderator of Presbytery**

- Serves as an authorized officer on all bank accounts,

#### **E. Bank Accounts and Investments**

1. Three authorized signers shall be on all bank accounts: Treasurer, Church Officer, and *Presbytery Moderator or Vice-Moderator*.

2. Checking Account: Use one checking account for the general operation of the presbytery. Treasurer will maintain an appropriate level of cash in the account for expected cash flow needs. Other funds will be put in an investment account(s).
3. Investment Accounts: Investments of presbytery assets will not be exposed to significant stock market risk. Funds will be invested the following investment vehicles with at least 20% of the total assets in each.

Presbyterian Investment and Loan Program (PILP) Notes: The investments provide ministry to the greater church by funding loans needed by church partners. PILP notes pay a bit higher than CDs, are very friendly to obtain, and do not have early withdrawal fees. PILP notes are backed by the full faith of our denomination (not FDIC). PILP adheres to the socially responsible investment principles of the PCUSA.

PCUSA New Covenant Mutual Funds: The investments are managed by the Presbyterian Foundation and support the mission and the socially responsible investing principles of the PCUSA. To minimize market risks, funds should be invested in the New Covenant Income Fund or NC Balanced Income Fund. Funds are backed by the full faith of our denomination (not FDIC).

Certificates of Deposit: Bank CD's backed by the FDIC.

#### **F. Camp Carew Financial Management**

1. Camp Carew is leased by the Presbytery and operated by the Presbytery's Camp Carew Board of Directors (Camp Board). The Camp Board reports to the General Council of Presbytery.
2. The financial management of the camp, including adequate financial controls and audits, is provided by the Camp Board. The Camp Board opens appropriate asset (bank) accounts in which to manage its operating and savings funds.
3. The Camp Board shall provide a financial report (balance sheet, income, expenses) to the General Council at least quarterly.
4. The Camp Board will provide the Presbytery's Auditor with the financial reports and documentation it needs to conduct the Annual Review.

#### **G. Credit Cards**

The presbytery will have one corporate credit card account in its name (Visa) with cards provided to the Presbyter for Congregational Care and Stated Clerk. Statements will be sent to the Treasurer and reviewed monthly by the Treasurer and Church Officer. The credit card balance should be paid in full every month to prevent interest charges. Only approved presbytery related expenses may be charged to the account. Lost or stolen cards should be reported immediately to the Treasurer and to the credit card firm.

#### **H. Fund Management**

Funds will be managed using Fund Accounting principles, with a cash or semi-accrual accounting protocol. The number of funds will vary as ministry needs require. The basic funds include:

General Operating Fund	manages the day to day operation of the presbytery (salaries, committees, etc)
Unrestricted Funds	manages all unrestricted funds given to the presbytery
Restricted Funds	manages all restricted funds given to the presbytery
Camp Carew Fund	as reported from the Camp Board

#### **I. Fiscal Year**

The fiscal year for the presbytery shall be the calendar year.

#### **J. Collection, Counting, and Deposits of Offerings and Receipts**

1. All receipts received by mail or walk-in are counted by the Treasurer, deposited in bank, and posted in the accounting software. All funds should be deposited and recorded with two weeks of receipt.
2. In the event of significant cash being received (over \$100), which is very rare, the Treasurer shall assure that two persons in the presbytery (members or staff) count the cash and a record of the counters' names will be kept with the deposit. This pertains mainly to offerings received at presbytery meetings. If significant cash is received from an individual (over \$100) a cash receipt should be provided to the giver at the time of the transaction.
3. Copies of all checks received will be retained in deposit records. Hard copies can be made or copies should be readily available via online banking records.



#### **K. Authorization and Disbursement of Funds**

1. The Treasurer should disburse funds (prepare checks) for the normal budgeted operating expenses of the ~~General~~ Operating Fund.
2. The General Council shall authorize all expenses from all other funds, after which the Treasurer can write checks as needed.
3. All payments are made with checks and not cash.
4. No cash or ACH withdrawals should be made on any bank account, with four exceptions:
  - a. Federal and State withholding taxes are paid online with ACH transactions.
  - b. Payroll is paid to employees using direct deposit ACH transactions.
  - c. Online giving through the presbytery's website are deposited via ACH transactions.
  - d. ~~Dues payable to the Board of Pensions are made via ACH transactions.~~
5. All checks require two signatures. An exception to this control (one signature) can be made if the Stated Clerk is notified and approves.
6. Reimbursable Expenses: Employees and volunteers are reimbursed for "ordinary and necessary" expenses incurred in the performance of their job duties. Reimbursements are not taxable income if the IRS test of "ordinary and necessary" is met and appropriate records are retained (receipts).
  - a. Routine expenses are authorized by the AA. Unusual or large expenses are authorized by the Treasurer. The final determination of whether an item is an "ordinary and necessary" expense for the presbytery is made by the Treasurer in consultation with a tax advisor.
  - b. Reimbursable expenses include meals, lodging, car mileage, parking fees, books, periodicals, and other materials deemed as "ordinary and necessary" to the mission of presbyte ly.
  - c. Car mileage for employees is reimbursed at IRS mileage rates. Car mileage for volunteers is reimbursed at the IRS Volunteer rate. Reimbursement require the submission of travel information: date, business purpose of trip, odometer beginning and end (total miles), and timely submission (within sixty days).
  - d. Travel plans for conferences should be authorized by the General Council ahead of time. The least cost mode of travel should be used (plane, car, etc).
  - e. Reimbursable expenses for some employees are limited by the employee's terms of call agreement.

#### **L. Payroll and Tax Filing**

1. Payroll will ~~normally~~ be paid via direct deposit and paid bi-monthly. If a payroll check is needed, two signatures are required.
2. Treasurer will assure that all federal and state payroll taxes are paid on time and that all forms are filed on time (941, W2, W3, etc).
3. The Treasurer will assure that 1-9 and W-4 forms are submitted by each new employee at the time of hire and will keep these records in the employee file.

#### **M: Security**

1. Supply of checks should be stored in a locked facility.
2. Financial statements containing sensitive financial information should be shredded before discarding.
3. Financial software should be backed up at least weekly using a rotation of two or more storage devices, or cloud- based accounting software can be used for continuous off-site backup.
4. The presbytery insurance policy should provide a minimum of \$50,000 bonding insurance for all staff and financial officers.
5. Any significant cash received (over \$100) should be deposited in the bank promptly.

#### **N. Monthly Reconciliation Control**

1. A reconciliation of all bank statements with the accounting software balances will be done each month by the Treasurer and reviewed by the Stated Clerk.
2. Monthly Review: Treasurer should provide Stated Clerk (SC) with copy of bal lk statement and reconciliation report each month. SC should review for any unusual or inappropriate transactions and will inquire with the Treasurer for explanation if needed. Any unresolved anomalies should be reported to the Presbyter for Congregational Care for appropriate action. SC will initial bank statements and reconciliation report after review is completed and Treasurer will keep in records.

#### **O. Annual Review**

- I. An annual financial review should be done early the following year.

2. The General Council should select the audit firm. The Treasurer will provide the auditors access to all financial records. To assist the auditors, all checks stubs and receipts should be filed in check number order, included voided checks. The auditors should review all bank account statements for inappropriate transactions.
3. The auditors should review and assure that the financial statements provided to General Council accurately reflect the true financial condition of the presbytery.
4. The auditors should submit a written audit report to the General Council which may include recommendations for improvements to our financial practices.

**P. Records Retention**

1. All financial records-bank statements, receipts, accounting reports, counter log sheets, year-end reports, audit reports, etc.-should be retained for seven years.
2. All records for a given fiscal year (calendar year) will be retained together in one storage box, labeled appropriately (i.e. "Financial Records 2015, Discard in 2022"), and stored ~~in the~~ with presbytery-office-records.

**Q. Donor Giving Statements and Confidentiality**

1. Giving Statements for all who contributed to the presbytery (individual and churches) should be provided periodically. When asked, giving statements should also be provided to any donor at any time during the year.
2. The presbytery should maintain a reasonable level of confidentiality regarding the identity of contributors.
3. Any non-monetary gifts shall be recorded on the donor's giving statement with a description only. The presbytery does not provide a monetary value to ~~the~~ "non-monetary gifts on the statement (donors do that themselves).

**R. Bequests, Endowments, and Special Gifts**

1. When a bequest or special gift is received, the General Council should provide the donor or family of the donor with a thank-you note.
2. If the donor has placed restrictions on the use of the gift, the GC should discern if the restrictions are appropriate to the mission of the presbytery. If so, the GC should receive the gift. If not, the GC should decline the gift and explain its determination to the donor.
3. General Council reserves the right, after pursuing due diligence, to accept or reject any gift.
4. Stock Gifts: Gifts of stock given to the presbytery are gifts of property (shares of stock), not money. The giving statement should record the date the stock was received and a description of the stock gift (company and number of shares). Unless otherwise directed by the General Council, all stock gifts should be sold immediately and the proceeds deposited into the appropriate fund.

**End of Policy**

**APPENDIX T - CAMP CAREW FOUNDATION TRUST AGREEMENT**

The Presbytery of Southeastern Illinois hereby creates the Camp Carew Foundation with the following terms:

1. **Purpose:** Camp Carew is a Christian camping facility which is a part of the Christian Education program of the Presbytery of Southeastern Illinois. Camp Carew Foundation is hereby established so that persons and organizations which desire to give direct and supplemental support to the Christian camping program of the Presbytery as implemented through Camp Carew may have a way to do so. Funds may be donated to this Foundation for this purpose.
2. **Title and Trustee:** The title to this fund shall be the Camp Carew Foundation. It shall be a trust with the Presbytery of Southeastern Illinois Presbyterian Church (U.S.A.), ~~also known as the United Presbyterian Foundation,~~ with the Presbytery Treasurer as Trustee. The designation as trustee shall include any successor. ~~to said Foundation and any such Foundation with a changed name.~~
3. **Christian Camping Support:**
  - (a) On the request of **Camp and Conference Board of Directors of the** Presbytery, the Trustee shall pay over the income of the trust fund to the **Camp and Conference Board of Directors of the** Presbytery for use as stated in this Resolution.
  - (b) On the request of the **Camp and Conference Board of Directors of the** Presbytery, the Trustee shall pay over to the **Camp and Conference Board of Directors of the** Presbytery so much of the principal as the Presbytery shall request for use as stated in this Resolution.
  - (c) It is anticipated, but not required, that the income will be used annually and the principal will be preserved. **If the funds are invested in a Growth Fund (or a Balanced Growth Fund) the "income" amount to be used annually should be 5% of the principal each year including capital appreciation.**  
\*\*
  - (d) The Presbytery commits itself to use these funds for the support of Camp Carew and its Christian camping portion of its Christian education program as detailed in this Resolution. It is anticipated that these funds shall be used for improvements, repairs, maintenance and general support of the program. These funds are intended as a supplement to funds otherwise available for Christian education and camping. The Trustee is not required to monitor the use of funds delivered to **Camp and Conference Board of Directors of the** Presbytery for these purposes and may rely on the representation of Presbytery that the funds are to be so used.
4. **Exercise of Presbytery's Authority:**
  - (a) The control and management of this trust shall be held by the Presbytery subject to its Standing Rules and its normal processes and according to the requirements of the Book of Order of the Presbyterian Church (U.S.A.).
  - ~~(b) Presbytery Treasurer shall handle all funds received from the Trustee. Funds shall be requested from the Trustee by the Presbytery Treasurer.~~ The Trustee need not follow or supervise the use of funds so requested. Said funds shall be disbursed by the Presbytery Treasurer on vouchers submitted by the Camp and Conference Board of Directors acting through its Chairperson or other authorized representative. Vouchers shall include the following statement: "The payment requested shall be from funds supplied from the Camp Carew foundation. The signer certifies that this voucher is properly authorized and is for the purposes of such Foundation." ~~Neither the~~ The Trustee ~~nor the Treasurer~~ need question the representation on said voucher and may make the disbursement requested. Such funds and expenditures shall be subject to such audit as the Presbytery shall direct.
  - (c) The Camp and Conference Board of Directors shall submit to the General Council and to the Presbytery

thorough normal channels as a part of its budget the anticipated receipt of funds from the Foundation and the proposed allocation for expenditures. It shall recommend to the Presbytery plans for future use of the Foundation funds. It shall recommend directions to be given to the Trustee as to the type of investments desired for the Foundation assets. It shall recommend plans to conduct a fund-raising effort for the Foundation. The **Camp and Conference Board of Directors Subcommittee** shall make an annual report of the activities, plans and financial status of the Foundation in connection with its budget request. All activities of the **Camp and Conference Board of Directors Subcommittee** in regard to the Foundation shall be reported to Presbytery through ~~Presbytery Life Committee~~ and General Council in the normal process. The **Camp and Conference Board of Directors Subcommittee** may act through representatives, task forces or in such other ways as it is authorized to act under the Standing Rules of Presbytery.

- (d) Whenever reasonably possible, donations to the Foundation shall be made through the Presbytery Treasurer. He shall have the authority to liquidate gifts made in other than cash unless restricted by the donor. Any gifts in kind which cannot be liquidated and which are not acceptable to the Trustee shall be returned to the donor.

5. Administrative Provisions: The Trustee shall have the following powers and authorities:

- (a) To determine in accordance with applicable laws, or in an equitable manner if no specific rule is applicable, the allocation of receipts and disbursements to principal or income.
- (b) ~~To invest and reinvest the trust in such real estate, bonds, notes, debentures, mortgages, preferred or common stock, common trust funds, mutual funds, life insurance, annuity contracts, share of any investment company or trust, or in such other securities, personal or real property as the Trustee may deem advisable, and to cause any security or other property to be held in the name of a nominee. It is anticipated that the Foundation's common trust funds will be used, but this is not a mandate.~~
- (c) ~~to retain any property transferred to the Trustee without liability for any loss, even though the trustee would not purchase the property as a trust investment and though to retain it might violate sound investment or diversification principles. To deal with property so retained in any way desirable considering the nature of the property and the desires of the donor.~~
- (d) ~~To exercise in person or by proxy all voting and other rights, powers, and privileges, and to take all steps to realize all benefits, 1, with respect to stock or other securities; to exercise any conversion or subscription right given to the Trustee as the owner of any security; to consent to and take action in connection with, and to receive and retain any securities resulting from any reorganization, consolidation, merger, redemption, readjustment or financial structure, or sale of the assets of any corporation or other organization; to consent to and participate in any complete or partial dissolution redemption; and to receive and hold, or reinvest the proceeds therefrom.~~
- (e) ~~To sell, convey, transfer, exchange, partition, dedicate, subdivide, grant easements or leases for any term, even extending beyond the duration of the trust, to contract to do these things, to grant options, and to otherwise dispose of any asset of the trust or any portion thereof, at such times and for such consideration, for cash or credit, and upon such terms and conditions as the Trustee shall, in the Trustee's discretion, determine; to complete contracts of sale, to release mortgages and other security interest.~~
- (f) ~~To make coal, oil, gas or other mineral leases or sales and to execute all investments of every description for the purpose of conveying, leasing, pooling, selling and managing coal, oil, gas or other mineral interest.~~
- (g) The Trustee shall not be required to diversify investments beyond that which is specifically directed by the Presbytery.

- (h) To sue and to be sued. The Trustee shall not be individually liable for liabilities arising out of the ownership or operation of trustees' properties; to compromise or abandon any claim or demand in favor of or against the trust.
- (i) To accept additional property from any person or source and administer it as a part of the trust.
- (j) ~~To pay all expenses incurred in the administration of the trust and employ and pay reasonable compensation to agents and counsel, including investment counsel.~~ It is understood that the Trustee does not charge for its services for a trust of this type.
- (k) To do all other acts to accomplish the proper management, investment and distribution of the trust.
- (l) Actions required by the Trustees shall be in accordance with its By-Laws and Rules.

6. Change of Trustee:

- (a) The Trustee may resign by giving thirty (30) days' notice in writing to Presbytery.
- (b) Presbytery shall have the power to remove the Trustee.
- (c) Presbytery shall have the power to name a Successor Trustee who will serve either when named or at a subsequent time when there is a vacancy. This power shall be exercised by instrument in writing delivered to the Trustee.
- (d) No successor Trustee shall be required to audit the acts and doings of previous Trustees and shall not be liable for anything arising out of actions of previous Trustees.
- (e) The Trustee shall not be required to post bond.

7. Change of Circumstances:

- (a) The following statement is made as an expression of future guidance to the Presbytery in the event that there is a major change of circumstances:
  - (1) In the event there is a reorganization of Presbyteries or boundaries, the fulfillment of purpose would indicate that this Foundation should be transferred to such judicatory as shall contain Camp Carew in it bounds and will indicate its intention to continue its use as a Christian camping facility.
  - 2) In the event that Camp Carew ceases to be under the control of Presbytery or is no longer used by the Presbytery, the Foundation should be retained for support of a Christian camping and Christian education program. The new purposes should consider the type of programs which have been furnished at Camp Carew in the past, the geographical location of new programs, and the general degree of support to the Camp Carew Foundation and the geographical distribution of donors.
- (b) In the event the purposes of the Camp Carew Foundation cannot be accomplished, Presbytery shall have the power to amend the purposes to accomplish as nearly as may be what it determines to be the desires and motivations of donors to the Foundation. It shall consider the guidance given herein and shall attempt to make a decision in good faith based on this guidance and the circumstances which are presented.

8. Amendment:

- (a) This Resolution is revocable and amendable by action of the Presbytery at any Stated Meeting with the

procedural requirement specifically stated in this section and subject to the requirement that the use of funds shall, in any event be restricted to uses and purposes of the Presbyterian Church (U.S.A.) and its successors.

- (b) Section 1 (Purpose), Section 2 (Designation of Trustee), Section 6 (Change of Trustee) and Section 7 (Change of Circumstances) shall be amended only at a Stated Meeting of the Presbytery after a notice at a previous Stated Meeting that amendment to one or more of these Sections would be sought. Such notice shall state the nature of the amendment being sought but the action of Presbytery shall not be limited to such statement. Amendments to these sections shall be made only by a 2/3 vote of those members of the Presbytery present and voting.

9. **Stated Clerk's Authority:** The Stated Clerk shall have the authority to certify this Resolution and all amendments thereto to the Trustee and to execute such further documents as the Trustee shall require to accomplish the directions and purposes of this Resolution. Actions of the Presbytery shall be certified by the Clerk of the Trustee or other interested party.

This Resolution has been duly passed and adopted by the Presbytery Southeastern Illinois on this Fourteenth day of November 1985.

Jackson L. Hale, Stated Clerk

**This Resolution as amended has been duly passed and adopted by the Presbytery Southeastern Illinois on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.\***

Cindy Bean, Stated Clerk

\*The rationale for amending the **CAMP CAREW FOUNDATION TRUST AGREEMENT** is the fact that an outside trustee is not needed as shown by the experience for at least the past 25 years and to make the document consistent with what has been the actual practice and procedure of the Presbytery of Southeastern Illinois.

\*\*The rationale for the addition to paragraph added to paragraph [3.(c)] changing the annual "income" is the following:

Since the Presbytery approved changing the makeup of the New Covenant Funds in the Camp Carew Foundation to have more income than growth, the board has not requested that be done as the growth fund is making the principal grow until we actually need more income. However, since we are running a deficit budget, a more reasonable idea might be to have the fund (since it is still a growth fund) pay the camp the 5% of the principal each year including capital appreciation. This would also be more consistent with the Presbyterian Foundation's growth funds like the Foote Fund for the camp. This would go along with the IRS ruling for charitable trusts to disperse 5% per year - some might be aware that is what Kemmerer Village is caught up with in one of the farms that do not earn 5%/yr having to sell off farmland just to meet the 5%/yr.

# PSEI May Assembly



**Creation Lab**  
an arts and creativity incubator

**Presbytery Meeting May 17, 2018**  
**10AM – 4PM**  
First Presbyterian  
204 W. Prairie  
Decatur IL 62523

## Join us for a day of Creativity!

Cultivating creativity, experimentation and imagination is a form of stewardship. Creativity builds our resilience for trying new things, in worship and in the larger life of our communities as we make hard and exciting decisions about our future. In addition to taking care of business, our May Assembly Meeting will be a day of collaborative workshops and worship that will give us the opportunity to stretch our imaginations and practice creative ways of:

Telling our stories as an act liturgy and proclamation.

Collaborating to create a visually rich worship space.

Working together to choose music and for worship that inspires the imagination.

Studying biblical texts that offer us examples of our biblical ancestors as innovative humans in relationship with our creative God!

# About Creation Lab and our Collaborators:



At **Creation Lab** we want to take the Grand Risk of the Gospel. God came to be embodied as a human like us and set out on an impossible project: to renew the world without destroying it. In calling us to lay down our nets and follow, Jesus calls us to be renewed by a moonshot, an attempt at the impossible. We've always been working on ideas that are against the laws of physics. Christ died and came back again. We're ready to see the world totally innovated, completely disrupted. Brand new. Aren't we?

At Creation Lab we hope to cultivate our own capacity for taking risks and trying new things and to share this same experimental space with the Church. We have a physical studio space in Chicago, we are willing to join you in your own spaces for collaboration and we host brainstorming spaces online! Creation Lab's Studio is located in West

Logan Square in the Kildare Studios Building at 2649 N Kildare Ave, Chicago, IL 60639 and online @ [creationlab.org](http://creationlab.org)! If you want to connect with us follow us on facebook or email us at [creationlabchicago@gmail.com](mailto:creationlabchicago@gmail.com)!



**Shelley Donaldson** is a co-founder and creator at Creation Lab, and is the new Associate Pastor for Youth and Mission Engagement at First Presbyterian Church of Stamford, CT, beginning in May 2018. Shelley is also a contributing writer for *Growing in God's Love: A Story Bible* from Westminster John Knox Press and *4 Views on Pastoring LGBTQ Teenagers* from The Youth Cartel. Shelley's artwork is often focused on space; creating artistic and metaphorical space because of the ways in which space allows for creative response to God's love and the movement of the Holy Spirit. Space is also crucial in how we welcome not only the presence of God but also how we welcome others into our spaces. In her work in the church, Shelley focuses on how we live into God's call upon our lives in creative and different ways, and how we take Scripture and understand it in real-time. She believes, like theologian Karl Barth, that Christians should live life with a newspaper in one hand, and a Bible in the other, but also with whatever creative tool that we use to express ourselves in this world. And this is where Creation Lab comes in to help each of us discover what those tools might be.



**Rev. Shawna Bowman** is an artist and pastor doing ministry with the creative and quirky folks at Friendship Presbyterian Church in Chicago and Co-founder of Creation Lab, an Art Collective and working studio space at the intersection of creativity, spirituality and prophetic imagination. Most recently her writing has appeared in *Presbyterians Today* and she is also a contributing writer for *Growing in God's Love: A Story Bible* from Westminster John Knox Press. Shawna curates the Studio Tent at the Wild Goose Festival and creates large scale art installations for national conferences and gatherings. Shawna is also Associate Director of Field Ed & Experiential Education and an Affiliate Faculty member at McCormick Theological Seminary.



**Report of the PSEI Committee for Preparation for Ministry**  
**For the Presbytery Assembly – May 17, 2018**

The late winter and early spring months have been active for the CPM this year. In addition to meetings and consultations with those under care, exams were taken just before our previous assembly meeting and again a few short weeks ago. Several individuals have made transitions in the journeys that we will hear about shortly as well.

The CPM also met on Monday, April 9 for a regularly scheduled quarterly meeting. We would also like to announce our remaining two stated meetings for this year: Monday, July 9 & Monday, October 1. Meetings are held at First Presbyterian in Effingham and begin at 10:00am.

We wish to extend our thanks to member Rev. Andy Sonneborn who has agreed to serve as our clerk and note taker.

A revised Manual of Operations is currently under development. A big part of our work is guided not only by the *Book of Order*, but also the Advisory Handbook on Preparation for Ministry. In light of its December 2017 update as well as in an effort to formalize our ongoing practices, we hope to have the manual complete and approved by the next assembly. We hope such a manual will streamline the process and address the distinctions between the Minister and Commissioned Ruling Elder tracks. Ultimately, we hope this will benefit those under care the most as it will give them a coherent path with which to follow.

Some extensive discussion took place regarding the status of examinations in general and with two particular sets of circumstances regarding some of our individuals under care. While we have arrived at no decisions, and hence nothing to report at this time, we will seek to keep the Presbytery apprised of these matters in the future as needs dictate.

In addition to this, the CPM met with three individuals that are seeking to make transitions in their journeys toward ministry. We are pleased to report that Candidate Kate Pyle has been certified ready to receive a call and will soon begin circulating her PIF. We rejoice with Kate on this step and celebrate with both the First Decatur and Argenta churches.

We also met with Jackie Dooley, an Inquirer from the Assumption congregation on the Commissioned Ruling Elder track. Jackie has applied for candidacy status and was examined. The CPM endorses her request to make this move.

**MOTION: The Committee on Preparation for Ministry of the Presbytery of Southeastern Illinois moves that Inquirer Jackie Dooley be enrolled as a Candidate, effective February 7, 2018, pending examination by the Presbytery.**

We also met with Christina Ennen, an Inquirer from the Greenville congregation on the Minister track. Christina has applied for candidacy status as well and was examined. The CPM endorses her request to make this move.

**MOTION: The Committee on Preparation for Ministry of the Presbytery of Southeastern Illinois moves that Inquirer Christina Ennen be enrolled as a Candidate, effective March 20, 2018, pending examination by the Presbytery.**

Lastly, on a bittersweet note we have accepted the resignation of member Rev. Larry Moslener from the Committee for reasons of his retirement. We thank Larry for his dedicated service on the Committee, to the Presbytery and of the congregation in Raymond.

Respectfully submitted,

Rev. Michael Evanchak

Moderator, Committee on Preparation for Ministry