

THE PRESBYTERY OF SOUTHEASTERN ILLINOIS
GENERAL COUNCIL MEETING
First Presbyterian Church, Effingham, Illinois
Tuesday, April 16, 2015

AGENDA

Convene with Meditation and Prayer

Roll

Docket

Minutes – January 15, 2015 (*Pages*)

Discussion – Financial Management Task Force Report – Policy *Pages 3-8*; Agenda from meeting *Page 9*; Proposed Financial Report Formats *Pages 10-19*; Financial Projections *Pages 20-21*

Personnel Manual Revisions – *Pages 22-42*– Please note that pages 34- 42 have already been approved by Presbytery, have not been revised, but are included for information.

Motions from Leadership Team Search Committee – Recommend Cindy Bean for Stated Clerk for 5 year term (June 1, 2015 – May 31, 2020); If the way be clear to elect the Presbyter for Congregational Care for 5 year term ending May 31, 2020.

Lunch

The Moderator of General Council

- _____ 1. Report from Search Committee for the Leadership Team
- _____ 2. Regional Gatherings Update
- _____ 3. Mission and Ministry Grants Report
Received almost \$200,000 from 25 grant requests. A few of the grant requests were not submitted by the deadline and were not considered – they could be considered in the future. Full or partial awards were made for 21 grants for \$65,960.

Request to GC that the remainder \$34,040.00 from the Synod of Lincoln Trails Mission and Ministry Grant be placed in a Mission and Ministry line item in the budget for further use.

- _____ 4. Generosity Task Force Report
- _____ 5. Administrative Commission Reports
The following motions were approved between meetings:

Macon Administrative Commission: George and Libby Milner, co-moderators and Jim Montgomery had to resign. The following were elected to serve: Mike Evanchek TE, Taylorville First, Moderator; John Kay, TE, Decatur First; Cynthia Wene, RE, Decatur First.

Mt. Carmel Administrative Commission: The following have agreed to serve on an Administrative Commission to close Mt. Carmel, First: Geoff Huish TE, Lawrenceville, First, Moderator; David McNabb, TE HR; Nancy Doerge, RE, Olney, First; Mac Butler, RE, Eldorado, First; Rachel Helgeson, TE, Mt. Vernon, First. DuQuoin Administrative Commission – the following were elected to serve: TE's - Laurie Fields, Member-at-Large, Moderator; Chris Williams, Sparta Westminster;

RE's - Lynn Neal, CRE PSEI; Sutton Decker, Murphysboro; Chuck Dobrinick; Pinckneyville. They will schedule a meeting soon. Final worship will be April 26, 2015. Potential buyer for property.

Herrin Administrative Commission Report
Recommend \$18,000 for settlement for property

_____	The Commission of Trustees (BOT)	Bill Capel
_____	The Committee on Representations (COR) Voted between meetings to elect Chris Williams as Moderator of Camp and Conference Board Report on February 26, 2015 meeting – other elections between meetings	Loren Prest
_____	Camp and Conference Board of Directors Financials for 2014 and First Quart of 2015 Pages 43-47	Chris Williams
_____	The Committee on Preparation for Ministry (CPM)	Rodger Allen
_____	The Presbyterian Women (PWP) Spring Gathering April 18 th at Decatur Lampstand	Phyllis Warnick
_____	The Committee on Ministry (COM) Eliminate Line Items for budget – Request \$8000 for 2016 (decrease) Report from Worship Planning Team Request for funding to attend a Worship Planning conference in Chicago – \$500 for team of 2-6 plus hotel and travel expenses (train ticket?). Sunday Evening Sept. 13 – Wednesday noon Sept 16; https://ny163.infusionsoft.com/app/page/register-for-chicago-il	George Johnston
_____	The Moderator	Dennis Hamilton
_____	The Treasurer – Pages 50-57	Paul Saegesser
_____	Synod Commissioners	John Swick or Laurie Williams
_____	The Transitional Presbyter for Congregational Care Pastoral Support and Enrichment Grant Report Budget Process Page 49	Anne Jones
_____	The Stated Clerk 1. May Presbytery Meeting – proposed docket and proposed worship Pages 58-64 2. Planning Anne's celebration 3. Proposed Overture to Amend Book of Order presentation – materials from last three GA's on the same item. – Recommend pink and green cards again 4. Big Tent Registration is open: PCUSA.org/bigtent 5. Pre-event for Mid-Council leaders to meet with OGA & PMA	Cindy Bean
_____	<i>Reminder of GC Policy re: GC Help at Pby Mtg & Pby Policy on Mtg Papers</i> Miscellaneous Adjourn with Prayer	

Proposed Fiscal Policy

Presbytery of Southeastern Illinois

March 23, 2015 DRAFT 5

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.
 - 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 every quarter.

2. Administrative Assistant (AA) Duties

- The AA is employed by the General Council and is supervised by the Executive Team (PCC and SC).
- Writes checks and pays all bills and record transactions in the accounting software. Transactions over \$2,500 require two signatures.
- Manage a small petty cash fund (under \$100 per year) for reimbursement of minor expenses.

3. Executive Team Duties- Presbyter for Congregational Care and Stated Clerk

- Provide supervision and support to the Treasurer and AA 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.

4. Stated Clerk Duties

- Monthly review of reconciliation report and bank statements – for unusual transactions and anomalies.

5. 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.

6. 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.

E. Bank Accounts and Investments

1. Three authorized signers shall be on all bank accounts: Treasurer, Administrative Assistant, and Presbyter for Congregational Care.

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 owned 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. Treasurer will record and include these balances on the presbytery's balance sheet.

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, Stated Clerk, and Administrative Assistant (AA). Statements will be sent directly to the presbytery office and reviewed monthly by the AA and Treasurer. 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 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.
4. Receipts received for Camp Carew operations (camp fees) received in the presbytery office will be recorded and deposited as directed by the Camp Board. This is normally done by the Secretary of the presbytery.

K. Authorization and Disbursement of Funds

1. The Administrative Assistant (AA) should disburse funds (write 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 AA 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. A small petty cash fund (\$100 per year range) may be kept at the presbytery office for occasional small expenses. Cash should be kept in a locked area.
6. All checks over \$2,500 require two signatures.
7. Reimbursable Expenses: Employees 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 presbytery.
 - c. Car mileage for employees is reimbursed at IRS mileage rates. Car mileage for volunteers is reimbursed at the IRS Volunteer rate. No exceptions are made. 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-weekly. 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 I-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 office.
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. Significant cash (over \$200) should not be kept in the presbytery office for any length of time. It should be deposited.

N. Monthly Reconciliation Control

1. A reconciliation of all bank statements with the accounting software balances will be done each month by the Treasurer.
2. Monthly Review: Treasurer should provide Stated Clerk (SC) with copy of bank 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

1. 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 presbytery office.

Q. Donor Giving Statements and Confidentiality

1. Giving Statements for all who contributed to the presbytery (individual and churches) should be provided four times each year. 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).
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.

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.

End of Policy

Items for a Financial Management Task Force Report
Presbytery of Southeastern Illinois
March 17, 2015

Commission from the General Council (July 2014)

“A Financial Management Task force to develop investment guidelines and policies for funds management including use of funds, budgeting policies and fundraising policies.”

Task Force Members

Bill Capel, Paul Saegesser, Wade Meranda, Stacy Tate, Mary Turner, Cindy Bean, Anne Jones

Recommendations to General Council

1. Improve Readability of Monthly Finance Reports

- a. Provide friendly report formats for church readers (non-accountants), as much as possible
- b. Simplify and clarify the Balance Sheet by consolidating funds and using more description names for asset, liability, and fund accounts.
- c. Provide a Restricted Funds Report that shows beginning/ending bal, revenue and expenses.
- d. Provide a Pledge/Giving Report showing the giving (by account) from each church.

2. Improve Financial Communication with Churches

- a. Churches now have real time access to the giving records with the presbytery. Churches can log into the presbytery's church management system (CTS) and view their giving record to assure that all funds sent to the presbytery have been received and recorded properly.
- b. The Presbytery will also hard mail a quarterly giving statement to each church beginning with first quarter 2015.

3. Provide Long Range Planning Spreadsheet

- a. Provide a one page financial planning spreadsheet to help the General Council and presbytery determine budget and staffing goals for the coming years.
- b. Spreadsheet will cover the years 2013-2020, providing three years of “where we’ve been” and five years of “where we expect to be.”

4. Provide Fiscal Policy for the Presbytery (includes investment guidelines)

- a. The presbytery currently has limited financial guidelines in place.
- b. Develop a comprehensive fiscal policy that includes duties of personnel, financial controls, and investment guidelines.

Date: 03/18/2015
Time : 9:39:32 AM

Presbytery of Southeastern Illinois
Monthly Balance Sheet
December 2015

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Accounts

Assets			
Current Assets			
100100 - Checking Account	\$268,652	1	
100200 - Petty Cash	\$50		
100400 - Unpaid Prior Years Per Capita Rec	\$139,211	2	
100450 - Allowance for Doubtful	(\$82,566)		
Investments			
100300 - First Mid CDs	\$387,617	3	
Total Investments	<u>\$387,617</u>		
Total Current Assets			\$712,964
Non-Current Assets			
100510 - Camp Carew Foundation - New Cov.	\$275,873	4	
100520 - Camp Carew Fdn Unrealized Gain/Loss	(\$6,549)		
100600 - Office Equipment	\$43,752	5	
100650 - Accumulated Depreciation Office Equ	(\$38,861)		
Total Non-Current Assets			<u>\$274,215</u>
Total Assets			<u><u>\$987,179</u></u>
Liabilities, Fund Principal, & Restricted Funds			
Liabilities			
Mission Funds Payable			
200700 - GA Missi Funds	\$527	6	
200800 - Synod Mission	\$133		
200900 - Other Mission	\$970		
Total Mission Funds Payable			<u>\$1,631</u>
Total Liabilities			<u>\$1,631</u>
Fund Balance			
299999 - Unrestricted Fund Balance	\$130,231	7	
Total Fund Balance			<u>\$130,231</u>
Restricted Funds			
Total Temporarily Restricted	\$579,737	8	
Total Permanently Restricted	\$275,581		
Total Restricted Funds			<u>\$855,318</u>
Total Liabilities, Fund Principal, & Restricted Funds			<u><u>\$987,179</u></u>

Notes:

1. First Mid Bank Checking Account balance
2. Unpaid per capita from years prior to 2015 - \$139,211 (see pages 9-10). Allowance is amount paid over the years - \$82,566. Recommend that we write off this balance by end of 2015 and remove these two line items from balance sheet in 2016. Beginning this year, any prior year payments made (there are very few) will post to the current year operating fund.
3. First Mid Bank CDs valuation
4. Funds designated for Camp Carew (perm restricted) - invested in Pres Foundation New Covenant mutual funds.
5. Office equipment valuation
6. Mission funds designated to GA, Synod, or other PCUSA mission programs.
7. Unrestricted Fund 48,205 Jan 1 balance
(operating fund) 82,026 current YTD balance, as of 3/18/15, see page 2 and 3 for details
130,231 total operating fund balance (unrestricted)
8. Restricted Funds - see page 4 for details

OPERATING FUND 2015

Date : 03/18/2015
Time : 9:38:14 AM

Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to December 2015

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Accounts	YTD Actual	Annual Budget
Revenues		
400100 - Per Capita	\$156,830	\$332,080
400200 - Presbytery Mission Support	\$14,486	\$65,000
400300 - Special Offerings - Undesignated	\$3,254	\$0
400400 - Investment Return	\$448	\$4,000
400500 - W.D. Morgan Trust	\$4,059	\$7,500
400800 - Registration and Sales	\$1,700	\$0
Total Revenues	\$180,776	\$408,580
Expenses		
<u>Program Services</u>		
500100 - Presbytery Mission Projects	\$500	\$1,000
500102 - Mission Discovery	\$905	\$0
500105 - GA Per Capita	\$14,674	\$58,695
500106 - Synod per capita	\$7,908	\$31,630
Camp Carew		
Director		
500200 - Director Salary	\$13,213	\$43,168
500210 - Director Social Security	\$1,011	\$4,400
500220 - Director Travel	\$0	\$4,000
500230 - Director Cont Ed	\$250	\$1,000
500240 - Director Pension	\$255	\$14,245
Total Director	\$14,729	\$66,813
Program Support		
500250 - Program Support	\$1,500	\$6,000
Total Program Support	\$1,500	\$6,000
Total Camp Carew	\$16,229	\$72,813
Total Program Services	\$40,215	\$164,138
<u>Supporting Services</u>		
Staff		
Exec. Presb.		
500300 - EP Salary	\$10,047	\$45,613
500320 - EP Pension	\$4,687	\$16,649
500330 - EP Travel	\$152	\$9,000
500340 - EP Continuing Ed	\$650	\$1,000
Total Exec. Presb.	\$15,537	\$72,262
Stated Clerk		
500400 - SC Salary	\$10,568	\$45,613
500420 - SC Pension	\$4,659	\$16,649
500430 - SC Travel	\$419	\$9,000
500440 - SC Continuing Ed	\$0	\$1,000
Total Stated Clerk	\$15,647	\$72,262
Administrative		
500500 - Admin Salary	\$12,234	\$53,016
500510 - Admin Social Security	\$936	\$4,055
500520 - Admin Annuity	\$1,582	\$3,457
500530 - Admin Medical Ins.	\$1,269	\$5,000
500540 - Admin Travel	\$0	\$1,000
500550 - Admin Cont Ed	\$250	\$250
Total Administrative	\$16,271	\$66,778
Total Staff	\$47,455	\$211,302
<u>Office</u>		
Occupancy		
500630 - General	\$9,712	\$37,000
Total Occupancy	\$9,712	\$37,000

Date : 03/18/2015
Time : 9:38:14 AM

**Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to December 2015**

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Accounts	YTD Actual	Annual Budget
Total Office	\$9,712	\$37,000
<u>General Council</u>		
500700 - GC Travel & Meeting	\$311	\$2,000
500705 - Presbytery meetings	\$0	\$2,000
500710 - GC Retreats	\$0	\$250
500720 - GC Task Forces	\$0	\$500
500730 - GC Camps	\$0	\$750
500740 - Illinois Council of Churches	\$0	\$500
500750 - EP Search	\$0	\$23,320
Total General Council	<u>\$311</u>	<u>\$29,320</u>
<u>Committees</u>		
<u>Ministry</u>		
501000 - COM Travel & Meeting	\$516	\$3,500
501010 - COM Retreats	\$0	\$2,000
501030 - COM Clergy Lay Leader Support	\$143	\$0
501040 - COM Service to Sessions	\$50	\$0
501060 - COM Ministerial Concerns	\$0	\$2,800
501070 - COM Administration	\$0	\$400
Total Ministry	<u>\$709</u>	<u>\$8,700</u>
<u>Preparation for Ministry</u>		
502000 - CPM Travel & Meeting	\$0	\$1,500
502020 - CPM Candidates under care	\$0	\$5,000
Total Preparation for Ministry	<u>\$0</u>	<u>\$6,500</u>
<u>Personnel</u>		
504000 - Pr Travel & Meeting	\$0	\$1,000
Total Personnel	<u>\$0</u>	<u>\$1,000</u>
<u>Nominations & Representations</u>		
504500 - NOM Travel & Meeting	\$0	\$400
Total Nominations & Representations	<u>\$0</u>	<u>\$400</u>
<u>Ecclesiastical Function</u>		
505000 - EF Admin Commissions	\$98	\$500
505010 - EF Ordination & Installation	\$0	\$250
505020 - EF Permanent Judicial Committee	\$0	\$250
505030 - EF Response Team	\$0	\$250
505040 - EF Investigations	\$0	\$250
Total Ecclesiastical Function	<u>\$98</u>	<u>\$1,500</u>
Total Committees	<u>\$807</u>	<u>\$18,100</u>
<u>Treasurer</u>		
506000 - TR Audit	\$250	\$4,500
Total Treasurer	<u>\$250</u>	<u>\$4,500</u>
Total Supporting Services	<u>\$58,535</u>	<u>\$300,222</u>
Total Expenses	<u><u>\$98,750</u></u>	<u><u>\$464,360</u></u>
Net Total	<u><u>\$82,026</u></u>	<u><u>(\$55,780)</u></u>

Date : 03/18/2015
Time : 9:40:23 AM

Presbytery of Southeastern Illinois
Monthly Summary of Restricted Accounts
January to March 2015

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Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Temporary Restricted</u>				
800200 - Peacemaking	\$38,118	\$412	\$500	\$38,030
800500 - Special Offerings Designated	\$5,459	\$0	\$0	\$5,459
800600 - Trustees Account	\$399,292	\$18,015	\$2,307	\$415,000
800700 - Camp Carew Building Fund	(\$11,982)	\$0	\$0	(\$11,982)
800800 - Local Disaster Relief	\$3,992	\$0	\$0	\$3,992
✓ 800900 - Pastoral Enrichment & Support	\$31,608	\$0	\$2,370	\$29,238
✓ 801000 - Mission & Ministry	\$100,000	\$0	\$0	\$100,000
Total Temporary Restricted	\$566,487	\$18,427	\$5,177	\$579,737
<u>Permanent Restricted</u>				
900100 - Camp Carew Foundation	\$273,275	\$0	\$200	\$273,075
900200 - Camp Carew ?	\$2,506	\$0	\$0	\$2,506
Total Permanent Restricted	\$275,781	\$0	\$200	\$275,581

SAMPLE GIVING
REPORT 5

Date : 03/18/2015
Time : 9:42:02 AM

**Presbytery of Southeastern Illinois
Pledge/Gift Report
From 01/01/2015 To 03/18/2015**

Page: 1

Envelope Number/Name	Fund Code	Description	Non-Pledge Gifts	Total Pledge	Pledge Gifts This Period	Pledge Gifts Prior Periods	Pledge Balance
1025		Kell, Romine Prairie					
		5 Per Capita	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00
		8 Special Gifts	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$200.00	\$560.00	\$0.00	\$0.00	\$560.00
1026		Pinckneyville, First United					
		3 General Office	\$136.03	\$0.00	\$0.00	\$0.00	\$0.00
		5 Per Capita	\$0.00	\$2,280.00	\$580.00	\$0.00	\$1,700.00
			\$136.03	\$2,280.00	\$580.00	\$0.00	\$1,700.00
1030		Sparta, Trinity United					
		1 Camp Carew	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00
		5 Per Capita	\$0.00	\$3,560.00	\$3,560.00	\$0.00	\$0.00
		8 Special Gifts	\$3,560.46	\$0.00	\$0.00	\$0.00	\$0.00
		12 Trustees Funds	\$18,015.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$25,075.46	\$3,560.00	\$3,560.00	\$0.00	\$0.00
1445		Butler, Union					
		5 Per Capita	\$0.00	\$760.00	\$640.00	\$0.00	\$120.00
1449		Chester, First					
		5 Per Capita	\$0.00	\$1,720.00	\$0.00	\$0.00	\$1,720.00
1452		Donnellson					
		5 Per Capita	\$0.00	\$600.00	\$600.00	\$0.00	\$0.00
1460		Greenville, First					
		2 GA Shared Mission	\$570.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 General Office	\$28.50	\$0.00	\$0.00	\$0.00	\$0.00
		5 Per Capita	\$0.00	\$4,120.00	\$4,120.00	\$0.00	\$0.00
		7 Presbytery Shared Mission	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
		8 Special Gifts	\$213.83	\$0.00	\$0.00	\$0.00	\$0.00
		10 Synod Shared Mission	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$1,742.33	\$4,120.00	\$4,120.00	\$0.00	\$0.00
1463		Hillsboro, Waveland					
		5 Per Capita	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00
1468		Litchfield, First					
		5 Per Capita	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00
1476		Raymond, Community Of Faith					
		2 GA Shared Mission	\$1,178.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 General Office	\$28.50	\$0.00	\$0.00	\$0.00	\$0.00
		5 Per Capita	\$0.00	\$1,240.00	\$1,240.00	\$0.00	\$0.00
		7 Presbytery Shared Mission	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00
		10 Synod Shared Mission	\$372.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$3,128.50	\$1,240.00	\$1,240.00	\$0.00	\$0.00
1477		Sorento, Reno-Bethel					
		5 Per Capita	\$0.00	\$440.00	\$440.00	\$0.00	\$0.00
1478		Rockwood, First					
		2 GA Shared Mission	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00
		5 Per Capita	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00
		7 Presbytery Shared Mission	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
		10 Synod Shared Mission	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$100.00	\$400.00	\$400.00	\$0.00	\$0.00
1479		Rockwood, Ebenezer					
		5 Per Capita	\$0.00	\$1,040.00	\$0.00	\$0.00	\$1,040.00
1482		Sorento					
		5 Per Capita	\$0.00	\$1,040.00	\$1,040.00	\$0.00	\$0.00
1483		Sparta, Westminster					
		5 Per Capita	\$0.00	\$9,760.00	\$0.00	\$0.00	\$9,760.00
1491		Witt, First					
		5 Per Capita	\$0.00	\$360.00	\$360.00	\$0.00	\$0.00
		23 Christmas Joy	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00

SUMMARY GIVING
REPORT

Date : 03/18/2015
Time : 9:42:02 AM

Presbytery of Southeastern Illinois
Pledge/Gift Report
From 01/01/2015 To 03/18/2015

Page : 8

Fund Code	Description	Non-Pledge Gifts	Total Pledge	Pledge Gifts This Period	Pledge Gifts Prior Periods	Pledge Balance
1	Camp Carew	\$5,333.73	\$0.00	\$0.00	\$0.00	\$0.00
2	GA Shared Mission	\$37,252.57	\$0.00	\$0.00	\$0.00	\$0.00
3	General Office	\$567.03	\$0.00	\$0.00	\$0.00	\$0.00
4	Mission Directed	\$26,188.46	\$0.00	\$0.00	\$0.00	\$0.00
5	Per Capita	\$0.00	\$330,440.00	\$154,890.02	\$0.00	\$175,549.98
6	Presbytery Peacemaking	\$412.18	\$0.00	\$0.00	\$0.00	\$0.00
7	Presbytery Shared Mission	\$12,476.92	\$0.00	\$0.00	\$0.00	\$0.00
8	Special Gifts	\$3,974.29	\$0.00	\$0.00	\$0.00	\$0.00
9	Supplies Purchased	\$97.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Synod Shared Mission	\$4,622.26	\$0.00	\$0.00	\$0.00	\$0.00
12	Trustees Funds	\$18,015.00	\$0.00	\$0.00	\$0.00	\$0.00
21	One Great Hour of Sharing	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Christmas Joy	\$9,210.43	\$0.00	\$0.00	\$0.00	\$0.00
24	Peacemaking	\$1,759.42	\$0.00	\$0.00	\$0.00	\$0.00
25	Theological Education Fun	\$903.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Pentecost	\$1,030.10	\$0.00	\$0.00	\$0.00	\$0.00
		\$124,537.39	\$330,440.00	\$154,890.02	\$0.00	\$175,549.98

Presbytery of Southeastern Illinois
 Presbytery of Southeastern Illinois
 132 S. Water Ste 352
 Decatur, IL 62523-2320

The Presbyterian Church
 241 W Court St
 Paris, IL 61944

SAMPLE GIVING
 STATEMENT

DATE	02/26/2015
ENVELOPE	1788

RECORD OF CONTRIBUTIONS

Reflects Gifts 01/01/2015 to 02/26/2015

MONTH	1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK	TOTAL
January	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
February	\$0.00	\$1,420.00	\$0.00	\$0.00	\$0.00	\$1,420.00

ANALYSIS OF CONTRIBUTIONS

DESCRIPTION	Gifts This Period	Gifts Year to Date	Total Pledge	Pledge Gifts Prior Periods	Pledge To Date	Pledge Balance
Christmas Joy	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00
GA Shared Mission	\$525.00	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00
Mission Directed	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Capita	\$1,000.00	\$1,000.00	\$6,000.00	\$0.00	\$0.00	\$5,000.00
Presbytery Shared Miss	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
Synod Shared Mission	\$225.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00

Total This Period	\$3,420.00	Total This Year	\$3,420.00
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Page: 1

Current Balance : \$516.11

YTD Actual :	\$516.11	Beginning Month Balance :	\$516.11	Beginning Balance :	\$0.00
Budgeted Amount :	\$3,500.00	MTD Debits :	\$0.00	YTD Debits :	\$516.11
Remaining in Budget :	\$2,983.89	MTD Credits :	\$0.00	YTD Credits :	\$0.00
YTD Budget :	\$1,989.16			YTD Encumbered :	\$0.00

	This Year	Last Year	Budget	Remaining	Budget/Actual
January	\$261.15	\$152.68	\$202.11	(\$59.04)	(\$59.04)
February	\$254.96	\$199.17	\$263.66	\$8.70	\$8.70
March	\$0.00	\$1,150.79	\$1,523.39	\$1,523.39	\$1,523.39
April	\$0.00	\$164.27	\$217.46	\$217.46	\$217.46
May	\$0.00	\$127.82	\$169.21	\$169.21	\$169.21
June	\$0.00	\$17.29	\$22.89	\$22.89	\$22.89
July	\$0.00	\$241.96	\$320.30	\$320.30	\$320.30
August	\$0.00	\$300.71	\$398.07	\$398.07	\$398.07
September	\$0.00	\$18.27	\$24.19	\$24.19	\$24.19
October	\$0.00	\$126.57	\$167.55	\$167.55	\$167.55
November	\$0.00	\$105.60	\$139.79	\$139.79	\$139.79
December	\$0.00	\$38.82	\$51.38	\$51.38	\$51.38
Closing Month	\$0.00	(\$2,643.95)			

Ref No.	Date	Src	Status	Payee	Explanation/Comment	Amount
33264	01/09/2015	CHK	C	Robert M Butler	A/P Check - 01/09/2015	\$47.18
33269	01/16/2015	CHK	C	Kenneth Bryant	A/P Check - 01/16/2015	\$14.56
33273	01/16/2015	CHK	C	Effingham, First	Cleanup & babysitting	\$75.00
33277	01/21/2015	CHK	C	Charles Walden	COM mileage	\$35.84
33281	01/23/2015	CHK	C	Regions Bank	A/P Check - 01/23/2015	\$0.57
33289	01/27/2015	CHK	C	Robert Handshy	A/P Check - 01/27/2015	\$88.00
33303	02/06/2015	CHK	C	Martin's IGA	Acct #700804	\$105.60
33313	02/13/2015	CHK	C	Robert M Butler	meals and mileage	\$41.46
33315	02/20/2015	CHK	C	Robert M Butler	COM mileage and meals	\$72.90
33315	02/20/2015	CHK	C	Robert M Butler	COM mileage and meals	(\$72.90)
33317	02/20/2015	CHK	C	Wade Meranda	Jan 8 COM meeting	\$35.00
33317	02/20/2015	CHK	C	Wade Meranda	Jan 8 COM meeting	(\$35.00)
33322	02/20/2015	CHK	C	Robert M Butler	COM Mileage & Meals	\$72.90
33323	02/20/2015	CHK	C	Wade Meranda	COM Mileage	\$35.00
						\$516.11

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Name	City/State/Zip	Current Due
First United Presbyterian Church (54)	Mt. Carmel, IL 62863	-\$130.00
Community Presbyterian Church (7)	Rosamond, IL 62083-0006	-\$0.00
First Presbyterian Church (74)	Harrisburg, IL 62946	\$0.68
First Presbyterian Church (60)	Mt Carmel, IL 62863-0591	\$39.28
First Presbyterian Church (75)	McLeansboro, IL 62859	\$40.00
First Presbyterian Church (89)	Chester, IL 62233-1002	\$47.60
Presbyterian Church Donnellson (45)	Greenville, IL 62246	\$80.00
New Providence Presbyterian Church (40)	Paris, IL 61944	\$120.00
First Presbyterian Church (53)	Witt, IL 62094-0252	\$200.00
First Presbyterian Church (77)	Ridgway, IL 62979-0307	\$274.96
First Presbyterian Church (77)	Ridgway, IL 62979-0307	\$280.00
First Presbyterian Church (52)	Vandalia, IL 62471-0393	\$285.40
First Presbyterian Church (77)	Ridgway, IL 62979-0307	\$353.28
First Presbyterian Church (79)	Cairo, IL 62914-0768	\$358.56
First Presbyterian Church (80)	Carbondale, IL 62901-2841	\$400.00
United Presbyterian Church (35)	Kansas, IL 61933-0048	\$400.00
First Presbyterian Church (17)	Tolono, IL 61880	\$425.43
United Presbyterian Church (38)	Neoga, IL 62447-0370	\$484.42
First Presbyterian Church (52)	Vandalia, IL 62471-0393	\$504.96
Waveland Presbyterian Church (48)	Hillsboro, 62049	\$549.92
First Presbyterian Church (42)	Shelbyville, IL 62565-0264	\$560.00
Reno-Bethel Presbyterian Church (51)	Sorento, IL 62086	\$560.00
Waveland Presbyterian Church (48)	Hillsboro, 62049	\$560.00
Presbyterian Church (69)	Salem, IL 62881-3020	\$612.05
New Bethel Presbyterian Church (70)	Salem, IL 62881	\$640.00
Waveland Presbyterian Church (48)	Hillsboro, 62049	\$646.68
United Presbyterian Church (32)	Charleston, IL 61920	\$940.00
First Presbyterian Church (34)	Greenup, IL 62428-0426	\$960.00
Ebenezer Presbyterian Church (9)	Rockwood, IL 62280	\$1,021.28
New Bethel Presbyterian Church (70)	Salem, IL 62881	\$1,027.08
Ebenezer Presbyterian Church (9)	Rockwood, IL 62280	\$1,040.00
New Bethel Presbyterian Church (70)	Salem, IL 62881	\$1,060.56
Federated Presbyterian Church (5)	Paxton, IL 60957	\$1,080.00
First Presbyterian Church (67)	Mt Vernon, IL 62864	\$1,119.98
Union Presbyterian Church (44)	Butler, 62015	\$1,120.00
Presbyterian Church (73)	Equality, IL 62934-0357	\$1,296.24
Presbyterian Church (26)	Macon, IL 62544-0315	\$1,306.44
Norris City, Union Ridge (96)	Norris City, IL 62869	\$1,320.00
Presbyterian Church (73)	Equality, IL 62934-0357	\$1,320.00
Federated Presbyterian Church (5)	Paxton, IL 60957	\$1,324.65
Norris City, Union Ridge (96)	Norris City, IL 62869	\$1,335.52
Presbyterian Church (14)	Philo, IL 61864-0386	\$1,360.08
Presbyterian Church (26)	Macon, IL 62544-0315	\$1,480.00
First Presbyterian Church (72)	Eldorado, IL 62930	\$1,483.56
First Presbyterian Church (88)	Murphysboro, IL 62966-2932	\$1,527.20

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Korean Presbyterian Church (19)	Urbana, IL 61801-3945	\$1,587.60
First Presbyterian Church (27)	Morrisonville, IL 62546-0339	\$1,610.48
First Presbyterian Church (27)	Morrisonville, IL 62546-0339	\$1,640.00
First Presbyterian Church (89)	Chester, IL 62233-1002	\$1,800.00
First Presbyterian Church (83)	DuQuoin, IL 62832-0499	\$1,961.12
Trinity Presbyterian Church (87)	Metropolis, IL 62960	\$2,540.30
First Presbyterian Church (83)	DuQuoin, IL 62832-0499	\$2,560.00
First Presbyterian Church (88)	Murphysboro, IL 62966-2932	\$2,640.00
Korean Presbyterian Church (19)	Urbana, IL 61801-3945	\$2,720.00
First Presbyterian Church (85)	Herrin, IL 62948-3120	\$2,841.04
McKinley Memorial Presbyterian (10)	Champaign, IL 61820-6299	\$3,200.00
Trinity United Presbyterian Church (93)	Sparta, IL 62286-0206	\$3,560.00
Trinity United Presbyterian Church (93)	Sparta, IL 62286-0206	\$3,692.32
First Presbyterian Church (17)	Tolono, IL 61880	\$3,720.00
First Presbyterian Church (85)	Herrin, IL 62948-3120	\$3,880.00
Westminster Presbyterian Church (25)	Decatur, IL 62522	\$3,988.02
Presbyterian Church (28)	Mt Zion, IL 62549-0199	\$7,320.08
Westminster Presbyterian Church (25)	Decatur, IL 62522	\$7,971.88
Westminster Presbyterian Church (25)	Decatur, IL 62522	\$10,520.00
Presbyterian Church (28)	Mt Zion, IL 62549-0199	\$15,880.00
Presbyterian Church (28)	Mt Zion, IL 62549-0199	\$22,162.68
		\$139,211.33

PSEI Financial Projection Worksheet for General Council

	Historic			Projected				
	2013	2014	2015 Budget	2016	2017	2018	2019	2020
Ind assets	457,759							
ily restricted assets	15,306							
table fund balance (savings)	473,065	614,691	558,911	568,930	551,733	507,749	437,350	340,899
ates (Presbytery/Total)	\$28,603/\$9,28	\$29,175/\$40,00	\$29,112/\$40,00	\$29,115/\$40,00	\$29,115/\$40,00	\$29,115/\$40,00	\$29,115/\$40,00	\$29,115/\$40,00
Revenue								
	298,739	424,367	332,080	315,476	299,702	284,717	270,481	256,957
	96,722	84,415	65,000	82,046	77,943	74,046	70,344	66,827
	88,818	190,930	11,500	86,000	86,000	86,000	86,000	86,000
Total Revenue	484,279	699,712	408,580	483,522	463,646	444,763	426,825	409,784
Expenses								
ad Per Capita	100,157	97,817	90,325	85,809	81,518	77,442	73,570	69,892
upport Congregations	-	-	-	16,500	16,995	17,505	18,030	18,571
upport Missions	20,398	7,500	1,000	16,500	16,995	17,505	18,030	18,571
ew	81,778	68,403	72,813	74,308	76,537	78,833	81,198	83,634
Total Program	202,333	173,720	164,138	193,117	192,046	191,285	190,829	190,668
g Services								
byter	67,935	72,502	72,262	74,430	76,663	78,963	81,332	83,771
rke	66,275	71,529	72,262	74,430	76,663	78,963	81,332	83,771
ative	66,836	66,419	66,778	68,781	70,845	72,970	75,159	77,414
	-	-	-	-	-	-	-	-
	53,244	57,121	37,000	38,110	39,253	40,431	41,644	42,893
ew	-	4,500	4,500	4,635	4,774	4,917	5,065	5,217
is	24,488	18,621	47,420	20,000	20,600	21,218	21,855	22,510
	-	-	-	-	-	-	-	-
Total Supporting Services	278,777	290,692	300,222	280,386	288,798	297,462	306,385	315,577
Total Expenses	481,111	464,412	464,360	473,503	480,843	488,747	497,214	506,245
Revenue over Expenses	3,169	235,300	(55,780)	10,019	(17,198)	(43,984)	(70,389)	(96,461)

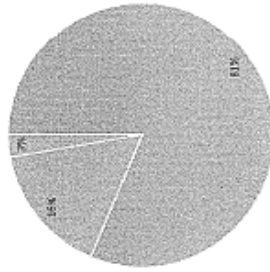
Assumptions

- 5% decrease in members per year
- Average of actual last 3 years
- Expenses grow 3% per year
- Includes Trustees Funds
- Avg less 5% per year
- Avg plus 3%
- Brenda
Marsha

Total 66,778 68,781 70,845 72,970 75,159 77,414

PSI Financial Projection

Revenue by Source
2015 Budget

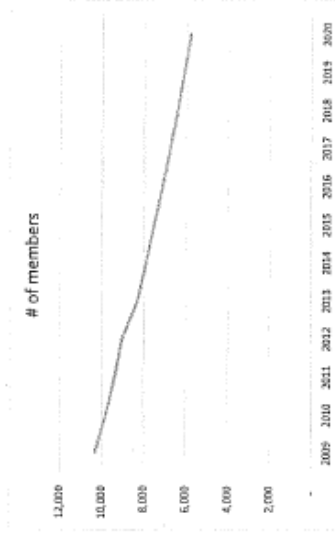
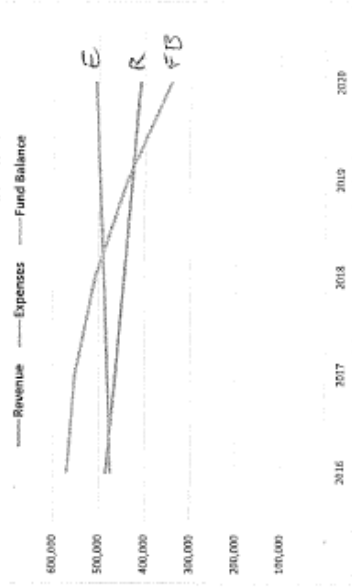


Per Capita Mission Other

Expenses by Type
2015 Budget



GA & Synod Per Capita Camp Carew
Skilled Clerk
Office
Administrative
CPA Review
Commitments
Exec. Presbyter
Treasurer



MANUAL OF ADMINISTRATIVE OPERATIONS
PRESBYTERY OF SOUTHEASTERN ILLINOIS
4/16/2015

I. Personnel Committee Structure and Duties	
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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 Nominations 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 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. 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 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 (eg: secretary) and exempt (eg: 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 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 member 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 member 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 or Commissioned Ruling Elder) 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.
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.
4. 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.
5. 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.

6. 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.

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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. Position Description for Secretary
- I. 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.

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APPENDIX B: ORGANIZATION CHART (2014)

PRESBYTERY**GENERAL COUNCIL****COMMITTEES OF THE PRESBYTERY (Personnel)****STAFF TEAM****Presbyter for Congregational Care, Stated Clerk, Treasurer, Camp Director****Office Staff****Office Staff****Pertinent to****Pertinent to****Congregational Care****Stated Clerk, Treasurer, Camp Director**

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)

Camp Director (full time)

Office Staff

Administrative Assistant (full-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 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 and ruling elders (transfers, retirements, annual reports).
- h. Care and handling of the updating of the minute book, manuals, teaching elders register book, standing rules, directory, mailing lists, terms of call.
- i. Carry out special projects as requested.
- j. Maintain files and storerooms, destroying or forwarding files to Department of History.
- k. Maintain connections and relate to professional networks in PC(USA) and ecumenical circles.

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**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 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 Committee on Ministry.
4. Assist the Committee 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 or a ruling elder and shall be elected according to the personnel guidelines. The Presbyter for Congregational Care shall be nominated by the Personnel Committee to the General Council and then to the Presbytery. 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 working with the office staff and the Presbyter for Congregational Care. The clerk 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, 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.

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3. Management of the Presbytery meetings.
4. Facilitate and manage the work of General Council, Board of Trustees, Committee on Ministry and Nominating/Representation Committee.
2. Other ecclesiastical duties as required by the PC(USA) Form of Government and Standing Rules of the Presbytery.
3. Represent the Presbytery at General Assembly.
4. 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 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 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. Per Capita Apportionment.
 - a. Shared Mission Support – received by the Presbytery and remitted to the Synod, General Assembly or other as directed.
 - b. Loan Repayments
 - c. 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.
 - d. The PCC may authorize payment of items not otherwise provided for and will assist the Treasurer to determine the proper accounting classification of expenses.

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.

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- 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 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 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 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 may be asked to attend.
3. This is a full time position (12-14 work units per week average- a work unit being a morning, an afternoon, or an evening).
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, then he or she will receive at least 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 full time position.

SPECIFIC RESPONSIBILITIES:

1. Order office supplies within budget guidelines.
2. Maintain office equipment, instruct in its proper use, supervise needed repairs and upkeep in accordance with maintenance agreements.
3. Attend the Presbytery and General Council meetings, taking minutes as required.
4. Oversee the sending of notices, agendas, and minutes of all meetings in a timely fashion.
5. Check math, code, write and authorize payment of checks to cover costs for meetings, office

- expenses, mileage, staff credit cards, staff pension and annuity, with proper vouchers and authorization by the Treasurer
6. Research expenditures and provide computer printouts for committee moderators as requested.
 7. Account for Stated Meeting offering and petty cash fund.
 8. Order lunches for committees.
 9. Submit online changes to the Clerk of Session Reports to General Assembly.
 10. Update database information after COM, GC, and Presbytery meetings.
 11. Prepare Pastor Compensation Form.
 12. Mail letters concerning Per Capita.
 13. Prepare BOT certificates of churches that purchase or sell property.
 14. Email/mail Annual Budget Request to committee moderators.
 15. Email/mail Nomination Packets to persons currently serving in a pastoral or leadership role.
 16. Email/mail Session Records Packets to its members.
 17. Maintain the files of the Inquirers and Candidates as requested by CPM moderator.
 18. Maintain the check voucher file.
 19. Prepare and email/mail letters to those elected to a Presbytery committee and to those whose term has expired.
 20. Email/mail a letter to churches hosting Presbytery meetings and send a thank you letter.
 21. Keep track of those needing display space at a Stated Meeting.

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: POSITION DESCRIPTION FOR PRESBYTERY SECRETARY

PURPOSE OF POSITION: The secretary will work in partnership with the staff team to facilitate the work of the Presbytery by providing secretarial assistance. This is a part time position.

SPECIFIC RESPONSIBILITIES:

1. Prepare mailings/postings as directed by the staff team.
2. Assume responsibility for the management of the office in the absence of the Administrative Assistant.
3. Verify Stated Meeting offering and petty cash fund.
4. Serve as Camp Carew Registrar - process payments, mail brochures and registration packets, track registrations and provide reports, answer questions, make local bank deposits and send financial information to camp treasurer.
5. Serve as registrar for Stated Meetings and special events.
6. Prepare and email/mail letters following Committee on Ministry and Stated Meetings, as directed by the Stated Clerk and/or Administrative Assistant.
7. Maintain the Presbytery website.
8. Care for bulk mailings.
9. Prepare and distribute annual reports, track returns, make necessary changes to office records.
10. Work on special projects as requested by the Leadership Team, General Council or Presbytery.

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

PERSONAL CHARACTERISTICS:

The Presbytery Secretary 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 experienced in using computer software; be flexible and organized with attention to detail; be willing to try something new and respect confidentiality.

APPENDIX I: 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?

Income/Expense by Category - Last year

1/1/2014 through 12/31/2014

4/7/2015

Page 1

Category	1/1/2014- 1/31/2014	2/1/2014- 2/28/2014	3/1/2014- 3/31/2014	4/1/2014- 4/30/2014
INCOME				
Auction Income	0.00	0.00	0.00	0.00
Campers Fees	0.00	0.00	2,080.00	2,490.00
Church Donation	18,192.50	3,000.00	0.00	745.00
Donation	0.00	270.00	0.00	0.00
Foundation	190.00	0.00	0.00	0.00
From PSEI	0.00	0.00	0.00	6,465.57
Interest Inc	0.00	0.00	0.00	0.00
Memorial	0.00	0.00	0.00	1,000.00
New Covenant funds	0.00	0.00	0.00	0.00
Other Inc	420.07	133.00	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00
Reimbursement Income	250.00	0.00	0.00	0.00
Scholarship	0.00	0.00	0.00	0.00
Use Fees	0.00	50.00	0.00	0.00
FROM Operating Fund XX2513	0.00	0.00	0.00	0.00
TOTAL INCOME	19,052.57	3,453.00	2,080.00	10,700.57
EXPENSES				
Auction	0.00	0.00	0.00	0.00
Auto & Transport	80.25	0.00	50.00	0.00
Bills	0.00	0.00	0.00	0.00
Camp Groceries	89.93	0.00	89.97	155.73
Camp Insurance	1,198.00	0.00	0.00	840.00
Camp Programs	83.38	0.00	0.00	0.00
Education	0.00	0.00	0.00	0.00
Fees & Charges	102.32	1,224.00	29.75	136.75
General Store	0.00	0.00	0.00	0.00
Gifts & Donations	0.00	0.00	0.00	0.00
Interest Exp	0.00	23.02	1.81	3.80
Maintance	19.97	0.00	23.49	508.37
Misc.	190.00	0.00	0.00	0.00
Office	70.43	199.56	60.56	307.55
Reimbursements	0.00	0.00	0.00	0.00
Scholarship Expense	0.00	0.00	0.00	0.00
Staff Payroll	0.00	0.00	0.00	0.00
Tax	0.00	0.00	0.00	0.00
Utilities	1,105.98	114.80	4,920.04	219.11
TO MASTER VISA ACT XX7148	0.00	0.00	0.00	0.00
TOTAL EXPENSES	2,940.26	1,561.38	5,175.62	2,171.31
OVERALL TOTAL	16,112.31	1,891.62	-3,095.62	8,529.26

Income/Expense by Category - Last year

1/1/2014 through 12/31/2014

4/7/2015

Page 2

Category	5/1/2014- 5/31/2014	6/1/2014- 6/30/2014	7/1/2014- 7/31/2014	8/1/2014- 8/31/2014
INCOME				
Auction Income	0.00	0.00	0.00	0.00
Campers Fees	11,060.00	10,332.50	3,558.50	177.50
Church Donation	3,115.00	3,106.00	352.50	630.00
Donation	100.00	275.00	25.00	0.00
Foundation	0.00	3,107.11	0.00	2,834.41
From PSEI	2,000.00	0.00	0.00	0.00
Interest Inc	1.03	0.67	0.68	0.60
Memorial	225.00	915.00	0.00	0.00
New Covenant funds	0.00	602.84	0.00	681.77
Other Inc	0.00	92.00	20.00	0.95
Reimbursement	0.00	34.09	0.00	0.00
Reimbursement Income	0.00	0.00	197.28	0.00
Scholarship	0.00	3,525.00	0.00	0.00
Use Fees	520.00	0.00	0.00	336.00
FROM Operating Fund XX2513	0.00	0.00	0.00	0.00
TOTAL INCOME	17,021.03	21,990.21	4,153.96	4,661.23
EXPENSES				
Auction	0.00	0.00	0.00	0.00
Auto & Transport	176.96	626.16	655.24	1,473.51
Bills	0.00	-2,500.00	0.00	-852.70
Camp Groceries	518.68	7,882.21	2,121.77	347.94
Camp Insurance	1,820.00	0.00	0.00	2,030.00
Camp Programs	1,436.43	1,264.28	235.63	4,310.93
Education	0.00	0.00	0.00	1,420.00
Fees & Charges	110.00	45.00	39.00	100.95
General Store	0.00	1,068.00	0.00	872.00
Gifts & Donations	0.00	0.00	50.00	0.00
Interest Exp	1.00	0.00	31.29	30.98
Maintance	2,692.88	3,932.56	542.22	3,310.33
Misc.	0.00	0.00	137.68	0.00
Office	0.00	817.27	113.08	57.38
Reimbursements	0.00	612.24	302.27	2,452.21
Scholarship Expense	0.00	0.00	0.00	0.00
Staff Payroll	0.00	5,519.23	10,898.35	1,308.71
Tax	0.00	2,437.22	3,026.86	0.00
Utilities	1,906.75	1,118.03	678.84	4,494.97
TO MASTER VISA ACT XX7148	0.00	0.00	0.00	0.00
TOTAL EXPENSES	8,662.70	22,822.20	18,832.23	21,357.21
OVERALL TOTAL	8,358.33	-831.99	-14,678.27	-16,695.98

Income/Expense by Category - Last year

1/1/2014 through 12/31/2014

4/7/2015

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Category	9/1/2014- 9/30/2014	10/1/2014- 10/31/2014	11/1/2014- 11/30/2014	12/1/2014- 12/31/2014
INCOME				
Auction Income	0.00	2,144.00	460.00	0.00
Campers Fees	0.00	0.00	0.00	0.00
Church Donation	412.50	2,856.07	706.00	752.50
Donation	400.00	0.00	250.00	250.00
Foundation	0.00	3,107.12	0.00	0.00
From PSEI	2,000.00	228.81	0.00	2,000.00
Interest Inc	0.62	0.68	0.56	101.08
Memorial	0.00	1,050.00	0.00	140.00
New Covenant funds	0.00	0.00	0.00	0.00
Other Inc	0.00	0.00	1,163.69	0.00
Reimbursement	152.00	0.00	0.00	0.00
Reimbursement Income	1,444.95	0.00	150.42	0.00
Scholarship	0.00	0.00	0.00	0.00
Use Fees	1,617.50	470.00	0.00	0.00
FROM Operating Fund XX2513	0.00	0.00	1,105.21	0.00
TOTAL INCOME	6,027.57	9,856.68	3,835.88	3,243.58
EXPENSES				
Auction	21.93	495.94	97.12	49.37
Auto & Transport	137.55	62.32	0.00	0.00
Bills	-370.71	-185.68	0.00	883.04
Camp Groceries	414.50	365.61	114.74	241.00
Camp Insurance	0.00	0.00	2,430.25	1,415.25
Camp Programs	1,201.92	153.87	0.00	1,556.22
Education	0.00	0.00	0.00	0.00
Fees & Charges	1.61	26.56	100.00	0.00
General Store	0.00	0.00	0.00	0.00
Gifts & Donations	1,200.00	1,728.00	0.00	0.00
Interest Exp	1.00	0.00	0.00	0.00
Maintance	157.29	0.00	439.44	41.22
Misc.	121.00	0.00	0.00	0.00
Office	828.90	941.88	128.32	204.89
Reimbursements	621.80	0.00	0.00	0.00
Scholarship Expense	1,635.00	0.00	0.00	0.00
Staff Payroll	0.00	0.00	0.00	0.00
Tax	863.39	0.00	0.00	0.00
Utilities	812.48	138.64	2,821.54	964.31
TO MASTER VISA ACT XX7148	0.00	0.00	1,105.21	0.00
TOTAL EXPENSES	7,647.66	3,727.14	7,236.62	5,355.30
OVERALL TOTAL	-1,620.09	6,129.54	-3,400.74	-2,111.72

Income/Expense by Category - Last year

1/1/2014 through 12/31/2014

4/7/2015

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Category	OVERALL TOTAL
INCOME	
Auction Income	2,604.00
Campers Fees	29,698.50
Church Donation	33,868.07
Donation	1,570.00
Foundation	9,238.64
From PSEI	12,694.38
Interest Inc	105.92
Memorial	3,330.00
New Covenant funds	1,284.61
Other Inc	1,829.71
Reimbursement	186.09
Reimbursement Income	2,042.65
Scholarship	3,525.00
Use Fees	2,993.50
FROM Operating Fund XX2513	1,105.21
TOTAL INCOME	106,076.28
EXPENSES	
Auction	664.36
Auto & Transport	3,261.99
Bills	-3,026.05
Camp Groceries	12,342.08
Camp Insurance	9,733.50
Camp Programs	10,242.66
Education	1,420.00
Fees & Charges	1,915.94
General Store	1,940.00
Gifts & Donations	2,978.00
Interest Exp	92.90
Maintance	11,667.77
Misc.	448.68
Office	3,729.82
Reimbursements	3,988.52
Scholarship Expense	1,635.00
Staff Payroll	17,726.29
Tax	6,327.47
Utilities	19,295.49
TO MASTER VISA ACT XX7148	1,105.21
TOTAL EXPENSES	107,489.63
OVERALL TOTAL	-1,413.35

Income/Expense by Category - Last quarter

1/1/2015 through 3/31/2015

4/7/2015

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Category	1/1/2015- 1/31/2015	2/1/2015- 2/28/2015	3/1/2015- 3/31/2015	OVERALL TOTAL
INCOME				
Campers Fees	0.00	0.00	550.00	550.00
Church Donation	2,230.81	3,000.00	5,681.23	10,912.04
Donation	0.00	2,266.02	0.00	2,266.02
Foundation	3,098.58	228.81	3,322.91	6,650.30
From PSEI	0.00	0.00	1,500.00	1,500.00
Interest Inc	1.03	0.59	0.62	2.24
New Covenant funds	0.00	6,292.60	0.00	6,292.60
Reimbursement Income	0.00	0.00	106.14	106.14
Use Fees	0.00	50.00	0.00	50.00
FROM Operating Fund XX2513	0.00	392.26	401.87	794.13
TOTAL INCOME	5,330.42	12,230.28	11,562.77	29,123.47
EXPENSES				
Auction	0.00	22.77	303.84	326.61
Auto & Transport	206.50	0.00	121.84	328.34
Bills	-883.04	0.00	0.00	-883.04
Camp Groceries	188.15	0.00	2,791.72	2,979.87
Camp Insurance	471.00	0.00	2,751.75	3,222.75
Camp Programs	103.98	796.50	0.00	900.48
Fees & Charges	0.00	0.00	157.50	157.50
Maintance	0.00	0.00	80.64	80.64
Misc.	0.00	0.00	0.00	0.00
Office	158.77	76.11	144.06	378.94
Reimbursements	0.00	0.00	221.30	221.30
Staff Payroll	0.00	0.00	400.00	400.00
Tax	1,177.12	71.72	0.00	1,248.84
Travel	0.00	141.00	0.00	141.00
Utilities	1,721.44	1,173.44	418.19	3,313.07
TO MASTER VISA ACT XX7148	392.26	0.00	401.87	794.13
TOTAL EXPENSES	3,536.18	2,281.54	7,792.71	13,610.43
OVERALL TOTAL	1,794.24	9,948.74	3,770.06	15,513.04

Proposed Budget Process

January – February	Assemble Budget Committee – General Council make appointments
March – April	Send Committee Leaders Budget Worksheets
May – June	Budget Committee meet to Prepare the Budget
July – August	Proposed Budget presented to General Council for approval and then to Presbytery for first reading
November	Second reading and approval of Budget by Presbytery

Budget Committee

General Council Moderator or appointee

Stated Clerk, ex-officio with or without vote?

Treasurer, ex-officio with or without vote?

Camp Carew Board Moderator or appointee

Appointments by General Council – 3 people with Presbytery involvement and financial/budgeting experience

Date : 03/27/2015
Time : 5:48:48 PM

Presbytery of Southeastern Illinois
Monthly Balance Sheet
March 2015

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Accounts

Assets			
Current Assets			
100100 - Checking Account	\$274,566	1	
100200 - Petty Cash	\$50		
100400 - Unpaid Prior Years Per Capita Rec	\$139,211	2	
100450 - Allowance for Doubtful	(\$82,566)		
Investments			
100300 - First Mid CDs	\$387,617	3	
Total Investments	<u>\$387,617</u>		
Total Current Assets			\$718,878
Non-Current Assets			
100510 - Camp Carew Foundation - New Cov.	\$275,873	4	
100520 - Camp Carew Fdn Unrealized Gain/Loss	(\$6,549)		
100600 - Office Equipment	\$43,752	5	
100650 - Accumulated Depreciation Office Equ	(\$38,861)		
Total Non-Current Assets			\$274,215
Total Assets			<u>\$993,093</u>
Liabilities, Fund Principal, & Restricted Funds			
Liabilities			
Mission Funds Payable			
200700 - GA Missi Funds	\$1,266		
200800 - Synod Mission	\$367	6	
200900 - Other Mission	\$1,729		
Total Mission Funds Payable			\$3,362
Total Liabilities			\$3,362
Fund Balance			
299999 - Unrestricted Fund Balance	\$134,414	7	
Total Fund Balance			\$134,414
Restricted Funds			
Total Temporarily Restricted	\$579,737	8	
Total Permanently Restricted	\$275,581		
Total Restricted Funds			\$855,318
Total Liabilities, Fund Principal, & Restricted Funds			<u>\$993,093</u>

1. First Mid checking account balance
2. Unpaid per capita from years before 2015. Allowance is a reserve to partially offset the amount due.
3. First Mid Illinois Bank Certificates of Deposit
4. Funds designated for Camp Carew and permanently restricted. Invested with New Covenant Funds
5. Office equipment valuation.
6. Mission funds received from churches and designated to GA, Synod and other PCUSA mission programs
7. Current Unrestricted funds available
8. See following restricted funds report for detail.

Date : 03/27/2015
Time : 6:00:17 PM

Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to March 2015

Page : 1

Accounts	YTD Actual	Annual Budget
Revenues		
400100 - Per Capita	\$162,830	\$332,080
400200 - Presbytery Mission Support	\$15,646	\$65,000
400300 - Special Offerings - Undesignated	\$3,254	\$0
400400 - Investment Return	\$448	\$4,000
400500 - W,D, Morgan Trust	\$4,161	\$7,500
400800 - Registration and Sales	\$1,614	\$0
Total Revenues	\$187,952	\$408,580
Expenses		
Program Services		
500100 - Presbytery Mission Projects	\$500	\$1,000
500102 - Mission Discovery	\$905	\$0
500105 - GA Per Capita	\$14,674	\$58,695
500106 - Synod per capita	\$7,908	\$31,630
Camp Carew		
Director		
500200 - Director Salary	\$13,213	\$43,168
500210 - Director Social Security	\$1,011	\$4,400
500220 - Director Travel	\$0	\$4,000
500230 - Director Cont Ed	\$250	\$1,000
500240 - Director Pension	\$1,359	\$14,245
Total Director	\$15,833	\$66,813
Program Support		
500250 - Program Support	\$1,500	\$6,000
Total Program Support	\$1,500	\$6,000
Total Camp Carew	\$17,333	\$72,813
Total Program Services	\$41,319	\$164,138
Supporting Services		
Staff		
Exec. Presb.		
500300 - EP Salary	\$10,047	\$45,613
500320 - EP Pension	\$4,862	\$16,649
500330 - EP Travel	\$221	\$9,000
500340 - EP Continuing Ed	\$650	\$1,000
Total Exec. Presb.	\$15,780	\$72,262
Stated Clerk		
500400 - SC Salary	\$10,568	\$45,613
500420 - SC Pension	\$4,734	\$16,649
500430 - SC Travel	\$419	\$9,000
500440 - SC Continuing Ed	\$0	\$1,000
Total Stated Clerk	\$15,722	\$72,262
Administrative		
500500 - Admin Salary	\$12,234	\$53,016
500510 - Admin Social Security	\$936	\$4,055
500520 - Admin Annuity	\$2,032	\$3,457
500530 - Admin Medical Ins.	\$1,269	\$5,000
500540 - Admin Travel	\$0	\$1,000
500550 - Admin Cont Ed	\$250	\$250
Total Administrative	\$16,722	\$66,778
Total Staff	\$48,224	\$211,302
Office		
Occupancy		
500600 - Rent	\$793	\$0
500630 - General	\$9,971	\$37,000

Date : 03/27/2015
Time : 6:00:17 PM

Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to March 2015

Page : 2

Accounts	YTD Actual	Annual Budget
Total Occupancy	\$10,764	\$37,000
Total Office	\$10,764	\$37,000
General Council		
500700 - GC Travel & Meeting	\$346	\$2,000
500705 - Presbytery meetings	\$0	\$2,000
500710 - GC Retreats	\$0	\$250
500720 - GC Task Forces	\$0	\$500
500730 - GC Camps	\$0	\$750
500740 - Illinois Council of Churches	\$0	\$500
500750 - EP Search	\$0	\$23,320
Total General Council	\$346	\$29,320
Committees		
Ministry		
501000 - COM Travel & Meeting	\$516	\$3,500
501010 - COM Retreats	\$0	\$2,000
501030 - COM Clergy Lay Leader Support	\$143	\$0
501040 - COM Service to Sessions	\$50	\$0
501060 - COM Ministerial Concerns	\$0	\$2,800
501070 - COM Administration	\$0	\$400
Total Ministry	\$709	\$8,700
Preparation for Ministry		
502000 - CPM Travel & Meeting	\$0	\$1,500
502020 - CPM Candidates under care	\$0	\$5,000
Total Preparation for Ministry	\$0	\$6,500
Personnel		
504000 - Pr Travel & Meeting	\$32	\$1,000
Total Personnel	\$32	\$1,000
Nominations & Representations		
504500 - NOM Travel & Meeting	\$0	\$400
Total Nominations & Representations	\$0	\$400
Ecclesiastical Function		
505000 - EF Admin Commissions	\$98	\$500
505010 - EF Ordination & Installation	\$0	\$250
505020 - EF Permanent Judicial Committee	\$0	\$250
505030 - EF Response Team	\$0	\$250
505040 - EF Investigations	\$0	\$250
Total Ecclesiastical Function	\$98	\$1,500
Total Committees	\$839	\$18,100
Treasurer		
506000 - TR Audit	\$250	\$4,500
Total Treasurer	\$250	\$4,500
Total Supporting Services	\$60,423	\$300,222
Total Expenses	\$101,743	\$464,360
Net Total	\$86,210	(\$55,780)

Date : 03/27/2015
Time : 6:04:26 PM

Presbytery of Southeastern Illinois
Monthly Summary of Restricted Accounts
January to March 2015

Page : 1

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Temporary Restricted</u>				
800200 - Peacemaking	\$38,118	\$412	\$500	\$38,030
800500 - Special Offerings Designated	\$5,459	\$0	\$0	\$5,459
800600 - Trustees Account	\$399,292	\$18,015	\$2,307	\$415,000
800700 - Camp Carew Building Fund	(\$11,982)	\$0	\$0	(\$11,982)
800800 - Local Disaster Relief	\$3,992	\$0	\$0	\$3,992
800900 - Pastoral Enrichment & Support	\$31,608	\$0	\$2,370	\$29,238
801000 - Mission & Ministry	\$100,000	\$0	\$0	\$100,000
Total Temporary Restricted	\$566,487	\$18,427	\$5,177	\$579,737
<u>Permanent Restricted</u>				
900100 - Camp Carew Foundation	\$273,275	\$0	\$200	\$273,075
900200 - Camp Carew Adj	\$2,506	\$0	\$0	\$2,506
Total Permanent Restricted	\$275,781	\$0	\$200	\$275,581

Date : 03/27/2015
Time : 6:07:30 PM

Presbytery of Southeastern Illinois
Pledge/Gift Report
From 01/01/2015 To 03/31/2015

Page : 8

Fund Code	Description	Non-Pledge Gifts	Total Pledge	Pledge Gifts This Period	Pledge Gifts Prior Periods	Pledge Balance
1	Camp Carew	\$5,333.73	\$0.00	\$0.00	\$0.00	\$0.00
2	GA Shared Mission	\$37,991.67	\$0.00	\$0.00	\$0.00	\$0.00
3	General Office	\$681.03	\$0.00	\$0.00	\$0.00	\$0.00
4	Mission Directed	\$26,271.79	\$0.00	\$0.00	\$0.00	\$0.00
5	Per Capita	\$0.00	\$330,440.00	\$160,890.02	\$0.00	\$169,549.98
6	Presbytery Peacemaking	\$412.18	\$0.00	\$0.00	\$0.00	\$0.00
7	Presbytery Shared Mission	\$13,136.92	\$0.00	\$0.00	\$0.00	\$0.00
8	Special Gifts	\$3,974.29	\$0.00	\$0.00	\$0.00	\$0.00
9	Supplies Purchased	\$97.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Synod Shared Mission	\$4,855.66	\$0.00	\$0.00	\$0.00	\$0.00
12	Trustees Funds	\$18,015.00	\$0.00	\$0.00	\$0.00	\$0.00
21	One Great Hour of Sharing	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Christmas Joy	\$9,885.43	\$0.00	\$0.00	\$0.00	\$0.00
24	Peacemaking	\$1,759.42	\$0.00	\$0.00	\$0.00	\$0.00
25	Theological Education Fun	\$903.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Pentecost	\$1,030.10	\$0.00	\$0.00	\$0.00	\$0.00
		\$127,042.22	\$330,440.00	\$160,890.02	\$0.00	\$169,549.98

Presbytery of Southeastern Illinois Name	City/State/Zip	Description	Accumulated Prior Years Unpaid Per Capita Current Due
Union Presbyterian Church (44)	Butler, 62015	2014 Per Capita	\$1,120.00
	<u>Butler, 62015 Sum</u>		<u>\$1,120.00</u>
First Presbyterian Church (79)	Cairo, IL 62914-0768	2014 Per Capita	\$358.56
	<u>Cairo, IL 62914-0768 Sum</u>		<u>\$358.56</u>
First Presbyterian Church (80)	Carbondale, IL 62901-2841	2014 Per Capita	\$400.00
	<u>Carbondale, IL 62901-2841 Sum</u>		<u>\$400.00</u>
McKinley Memorial Presbyterian (10)	Champaign, IL 61820-6299	2014 Per Capita	\$3,200.00
	<u>Champaign, IL 61820-6299 Sum</u>		<u>\$3,200.00</u>
United Presbyterian Church (32)	Charleston, IL 61920	2014 Per Capita	\$940.00
	<u>Charleston, IL 61920 Sum</u>		<u>\$940.00</u>
First Presbyterian Church (89)	Chester, IL 62233-1002		\$47.60
First Presbyterian Church (89)	Chester, IL 62233-1002	2014 Per Capita	\$1,800.00
	<u>Chester, IL 62233-1002 Sum</u>		<u>\$1,847.60</u>
Westminster Presbyterian Church (25)	Decatur, IL 62522		\$3,988.02
Westminster Presbyterian Church (25)	Decatur, IL 62522	Beginning Balance	\$7,971.88
Westminster Presbyterian Church (25)	Decatur, IL 62522	2014 Per Capita	\$10,520.00
	<u>Decatur, IL 62522 Sum</u>		<u>\$22,479.90</u>
First Presbyterian Church (83)	DuQuoin, IL 62832-0499		\$1,961.12
First Presbyterian Church (83)	DuQuoin, IL 62832-0499	2014 Per Capita	\$2,560.00
	<u>DuQuoin, IL 62832-0499 Sum</u>		<u>\$4,521.12</u>
First Presbyterian Church (72)	Eldorado, IL 62930	2014 Per Capita	\$1,483.56
	<u>Eldorado, IL 62930 Sum</u>		<u>\$1,483.56</u>
Presbyterian Church (73)	Equality, IL 62934-0357		\$1,296.24
Presbyterian Church (73)	Equality, IL 62934-0357	2014 Per Capita	\$1,320.00
	<u>Equality, IL 62934-0357 Sum</u>		<u>\$2,616.24</u>
First Presbyterian Church (34)	Greenup, IL 62428-0426	2014 Per Capita	\$960.00
	<u>Greenup, IL 62428-0426 Sum</u>		<u>\$960.00</u>
Presbyterian Church Donnellson (45)	Greenville, IL 62246	2014 Per Capita	\$80.00
	<u>Greenville, IL 62246 Sum</u>		<u>\$80.00</u>
First Presbyterian Church (74)	Harrisburg, IL 62946	2014 Per Capita	\$0.68

Presbytery of Southeastern Illinois		Accumulated Prior Years Unpaid Per Capita
	<u>Harrisburg, IL 62946 Sum</u>	<u>\$0.68</u>
First Presbyterian Church (85)	Herrin, IL 62948-3120	\$2,841.04
First Presbyterian Church (85)	Herrin, IL 62948-3120	\$3,880.00
	<u>Herrin, IL 62948-3120 Sum</u>	<u>\$6,721.04</u>
Waveland Presbyterian Church (48)	Hillsboro, 62049	\$549.92
Waveland Presbyterian Church (48)	Hillsboro, 62049	\$560.00
Waveland Presbyterian Church (48)	Hillsboro, 62049	\$646.68
	<u>Hillsboro, 62049 Sum</u>	<u>\$1,756.60</u>
United Presbyterian Church (35)	Kansas, IL 61933-0048	\$400.00
	<u>Kansas, IL 61933-0048 Sum</u>	<u>\$400.00</u>
Presbyterian Church (26)	Macon, IL 62544-0315	\$1,306.44
Presbyterian Church (26)	Macon, IL 62544-0315	\$1,480.00
	<u>Macon, IL 62544-0315 Sum</u>	<u>\$2,786.44</u>
First Presbyterian Church (75)	McLeansboro, IL 62859	\$40.00
	<u>McLeansboro, IL 62859 Sum</u>	<u>\$40.00</u>
Trinity Presbyterian Church (87)	Metropolis, IL 62960	\$2,540.30
	<u>Metropolis, IL 62960 Sum</u>	<u>\$2,540.30</u>
First Presbyterian Church (27)	Morrisonville, IL 62546-0339	\$1,610.48
First Presbyterian Church (27)	Morrisonville, IL 62546-0339	\$1,640.00
	<u>Morrisonville, IL 62546-0339 Sum</u>	<u>\$3,250.48</u>
First Presbyterian Church (60)	Mt Carmel, IL 62863-0591	\$39.28
	<u>Mt Carmel, IL 62863-0591 Sum</u>	<u>\$39.28</u>
First Presbyterian Church (67)	Mt Vernon, IL 62864	\$1,119.98
	<u>Mt Vernon, IL 62864 Sum</u>	<u>\$1,119.98</u>
Presbyterian Church (28)	Mt Zion, IL 62549-0199	\$7,320.08
Presbyterian Church (28)	Mt Zion, IL 62549-0199	\$15,880.00
Presbyterian Church (28)	Mt Zion, IL 62549-0199	\$22,162.68
	<u>Mt Zion, IL 62549-0199 Sum</u>	<u>\$45,362.76</u>
First United Presbyterian Church (54)	Mt. Carmel, IL 62863	-\$130.00
	<u>Mt. Carmel, IL 62863 Sum</u>	<u>-\$130.00</u>
First Presbyterian Church (88)	Murphysboro, IL 62966-2932	\$1,527.20

			Accumulated Prior Years Unpaid Per Capita
Presbytery of Southeastern Illinois	Murphysboro, IL 62966-2932	2014 Per Capita	\$2,640.00
First Presbyterian Church (88)	<u>Murphysboro, IL 62966-2932 Sum</u>		<u>\$4,167.20</u>
United Presbyterian Church (38)	Neoga, IL 62447-0370	2014 Per Capita	\$484.42
	<u>Neoga, IL 62447-0370 Sum</u>		<u>\$484.42</u>
Norris City, Union Ridge (96)	Norris City, IL 62869	2014 Per Capita	\$1,320.00
Norris City, Union Ridge (96)	Norris City, IL 62869		\$1,335.52
	<u>Norris City, IL 62869 Sum</u>		<u>\$2,655.52</u>
New Providence Presbyterian Church (40)	Paris, IL 61944	2014 Per Capita	\$120.00
	<u>Paris, IL 61944 Sum</u>		<u>\$120.00</u>
Federated Presbyterian Church (5)	Paxton, IL 60957	2014 Per Capita	\$1,080.00
Federated Presbyterian Church (5)	Paxton, IL 60957	Beginning Balance	\$1,324.65
	<u>Paxton, IL 60957 Sum</u>		<u>\$2,404.65</u>
Presbyterian Church (14)	Philo, IL 61864-0386		\$1,360.08
	<u>Philo, IL 61864-0386 Sum</u>		<u>\$1,360.08</u>
First Presbyterian Church (77)	Ridgway, IL 62979-0307		\$274.96
First Presbyterian Church (77)	Ridgway, IL 62979-0307	2014 Per Capita	\$280.00
First Presbyterian Church (77)	Ridgway, IL 62979-0307	Beginning Balance	\$353.28
	<u>Ridgway, IL 62979-0307 Sum</u>		<u>\$908.24</u>
Ebenezer Presbyterian Church (9)	Rockwood, IL 62280		\$1,021.28
Ebenezer Presbyterian Church (9)	Rockwood, IL 62280	2014 Per Capita	\$1,040.00
	<u>Rockwood, IL 62280 Sum</u>		<u>\$2,061.28</u>
Community Presbyterian Church (7)	Rosamond, IL 62083-0006		\$0.00
	<u>Rosamond, IL 62083-0006 Sum</u>		<u>\$0.00</u>
New Bethel Presbyterian Church (70)	Salem, IL 62881		\$640.00
New Bethel Presbyterian Church (70)	Salem, IL 62881	Beginning Balance	\$1,027.08
New Bethel Presbyterian Church (70)	Salem, IL 62881		\$1,060.56
	<u>Salem, IL 62881 Sum</u>		<u>\$2,727.64</u>
Presbyterian Church (69)	Salem, IL 62881-3020	2014 Per Capita	\$612.05
	<u>Salem, IL 62881-3020 Sum</u>		<u>\$612.05</u>
First Presbyterian Church (42)	Shelbyville, IL 62565-0264	2014 Per Capita	\$560.00
	<u>Shelbyville, IL 62565-0264 Sum</u>		<u>\$560.00</u>

Presbytery of Southeastern Illinois				
Reno-Bethel Presbyterian Church (51)	Sorento, IL 62086	2014 Per Capita	Accumulated Prior Years Unpaid Per Capita	\$560.00
	<u>Sorento, IL 62086 Sum</u>			<u>\$560.00</u>
Trinity United Presbyterian Church (93)	Sparta, IL 62286-0206	2014 Per Capita		\$3,560.00
Trinity United Presbyterian Church (93)	Sparta, IL 62286-0206			\$3,692.32
	<u>Sparta, IL 62286-0206 Sum</u>			<u>\$7,252.32</u>
First Presbyterian Church (17)	Tolono, IL 61880	Beginning Balance		\$425.43
First Presbyterian Church (17)	Tolono, IL 61880	2014 Per Capita		\$3,720.00
	<u>Tolono, IL 61880 Sum</u>			<u>\$4,145.43</u>
Korean Presbyterian Church (19)	Urbana, IL 61801-3945			\$1,587.60
Korean Presbyterian Church (19)	Urbana, IL 61801-3945	2014 Per Capita		\$2,720.00
	<u>Urbana, IL 61801-3945 Sum</u>			<u>\$4,307.60</u>
First Presbyterian Church (52)	Vandalia, IL 62471-0393			\$285.40
First Presbyterian Church (52)	Vandalia, IL 62471-0393	2014 Per Capita		\$504.96
	<u>Vandalia, IL 62471-0393 Sum</u>			<u>\$790.36</u>
First Presbyterian Church (53)	Witt, IL 62094-0252	2014 Per Capita		\$200.00
	<u>Witt, IL 62094-0252 Sum</u>			<u>\$200.00</u>
	<u>Grand Total</u>			<u>\$139,211.33</u>

**THE PRESBYTERY OF SOUTHEASTERN ILLINOIS
STATED MEETING**

First Presbyterian Church, Mattoon, Illinois

Thursday, May 7, 2015

One God, One Table, Many Voices.

Our Mission is to Connect, Equip, and Inspire Presbyterians as we walk with Jesus Christ.

DOCKET (PAGES 1-3)

9:00 a.m. Coffee Hour

9:30 Conversations with New and Interested Commissioners

GATHERING AROUND THE WORD

10:00 OPENING OF PRESBYTERY Moderator, Dennis Hamilton (TE)

The Constituting Prayer, Call to Worship, Call to Confession, Prayer of Confession, Words of Assurance, Gloria, Sharing Christ's Peace

10:08 WELCOME

By the Host

Seating of New and Corresponding Members

INTRODUCTION OF NEW BUSINESS

ANNOUNCEMENTS

Matthew Froeschle (TE)

Moderator Hamilton

10:15 OMNIBUS MOTION (**PAGES**)

Cindy Bean (TE)

Roll

Minutes – February 12, 2015, Stated Meeting

We Trust in God's Faithfulness for Our Future

10:18 COMMITTEE ON PREPARATION FOR MINISTRY (**PAGE**)

Rodger Allen (TE)

10:25 REPORT FROM LEADERSHIP TEAM SEARCH COMMITTEE

Cindy Shepherd (TE)

NOMINATION & EXAMINATION FOR STATED CLERK

ELECTION OF STATED CLERK

NOMINATION & EXAMINATION FOR PRESBYTER FOR CONGREGATIONAL CARE

ELECTION OF PRESBYTER FOR CONGREGATIONAL CARE

10:45 INSTALLATION OF STATED CLERK, PRESBYTER FOR CONGREGATIONAL CARE AND VICE MODERATOR

Vice-Moderator, Jan Mandernach (RE)

11:00 REPORT ON NEXT CONFERENCE

?????

11:07 REPORT ON STEWARDSHIP KALEIDOSCOPE CONFERENCE

?????

11:15 COMMITTEE ON REPRESENTATION

Dennis Hamilton (TE)

11:20 PROPOSED OVERTURE TO AMEND THE BOOK OF ORDER

We Celebrate God's Faithfulness in Our Present

PROCLAMATION OF THE WORD

11:35 **Hymn, Reading of the Word, Sermon** Anne Jones (TE)

RESPONDING TO THE WORD

Invitation to Give, Offering – One Great Hour of Sharing, Prayer of Dedication & Blessing for lunch

12:15 RECESS FOR LUNCH
 Reconvening Hymn

1:15 REPORT FROM DIRECTOR OF CAMP CAREW Dan Kingery (RE)

1:25 REPORT OF TREASURER Paul Saegesser (RE)

1:30 GENERAL COUNCIL GENERAL COUNCIL REPORT Mary Turner (RE)
 Report **(PAGES)** Jan Hawkins (TE)

 Minutes - April 16, 2015
 FINANCIAL MANAGEMENT TASK FORCE PROPOSALS
 PERSONNEL MANUAL REVISIONS

We Remember God's Faithfulness in the Past

1:50 COMMITTEE ON MINISTRY REPORT **(PAGES)** George Johnston (RE)

2:10 PRESENTATION ON NICARGUA MISSION TRIP Cindy Shepherd (TE)

 Cindy Shepherd (TE)

SEALING OF THE WORD

2:20 **Communion Hymn, Sacrament of the Lord's Supper**

2:35 RECOGNITION OF SERVICE OF ANNE JONES
 Closing Hymn

2:45 ADJOURNMENT WITH BENEDICTION

 RECEPTION FOR ANNE JONES AND WELCOME OF NEW PCC

NEXT STATED MEETING: Thursday, August 20, 2015, 10:00 a.m., at CAMP CAREW.

We Gather Around the Word

The Constituting Prayer
Dennis Hamilton

Moderator

Call to Worship
Days

from Ruth Burgess, The Pattern of Our

God of the past, who has fathered and mothered us,

We are here to thank you.

God of the future, who is always ahead of us,

We are here to trust you.

God of the present, here in the midst of us,

We are here to praise you.

God of life beyond us within us,

We rejoice in your glorious love.

Opening Hymn???? “Lord of All Hopefulness” (# 683 in GtG—though I would suggest using SLANE for the tune because it’s more familiar)—2 verses now and 2 to close

*Lord of all hopefulness, Lord of all joy,
whose trust, ever child-like, no cares can destroy:
be there at our waking and give us, we pray,
your bliss in our hearts, Lord, at the break of the day.*

*Lord of all eagerness, Lord of all faith,
whose strong hands were skilled at the plane and the lathe:
be there at our labors and give us, we pray,
your strength in our hearts, Lord, at the noon of the day.*

Call to Confession

In every moment of our lives, God is with us. Yet we turn aside, blinded to God’s presence by our fears, our worries and our concerns. Let us go to God now in prayer, asking God to teach us God’s way of faithful trust and perfect peace, that we might follow God boldly into the future that is even now being revealed to us.

Prayer of Confession
the People (video)

Psalm 25 from The Work of

[At the conclusion of the video] **Make us to know your ways, O Lord; teach us your paths. Be mindful of your mercy, O Lord, and of your steadfast love, for they have been from of old. [Psalm 25:4, 6]**

Words of Assurance
Corinthians 9:15

Psalm 4:10–11; 2

Hear and believe the good news! The Psalmist declares, “The Lord instructs sinners, leading the humble in what is right and teaching the humble the Lord’s way. All the paths of the Lord are steadfast love and faithfulness, for those who keep the Lord’s covenant and decrees.” Jesus Christ comes to teach us, lead us, and redeem us that we might know God’s grace.

Thanks be to God for this indescribable gift of love! Amen.

Gloria

Sharing Christ’s Peace

Proclamation of the Word

Hymn “Faith Begins By Letting Go” (# 684 in GtG—or maybe Anne has something she wants to go with her scripture reading and sermon)

*Faith begins by letting go, giving up what had seemed sure,
Taking risks and pressing on, though the way feels less secure;
Pilgrimage both right and odd, trusting all our life to God.*

*Faith endures by holding on, keeping memory’s roots alive
So that hope may bear its fruit; promise-fed our souls will thrive
Not through merit we possess but by God’s faithfulness.*

*Faith matures by reaching out, stretching minds, enlarging hearts
Sharing struggles, living prayer, binding up the broken parts;
Till we find the commonplace ripe with witness to God’s grace.*

Reading of the Word

Sermon

Responding to the Word

Invitation to Give

Offering

Prayer of Dedication and Blessing for Lunch

Reconvening Hymn Joy!" (# 305 in GtG)

"Come Sing, O Church, in

*Come sing, O church in joy! Come sing, O church, in song!
For Christ the Lord has led us through the ages long!
In bold accord, come celebrate the journey now and praise the Lord!*

*Long years have come and gone, and still God reigns supreme,
Empowering us to catch the vision, dream the dream!
In bold accord, come celebrate the journey now and praise the Lord!*

*Let courage be our friend; let wisdom be our guide,
As we in mission magnify the Crucified!
In bold accord, come celebrate the journey now and praise the Lord!*

*Come sing, O church, in joy! Come join, O church in song!
For Christ the Lord has triumphed o'er the ages long!
In bold accord, come celebrate the journey now and praise the Lord!*

Sealing the Word

Today's communion liturgy is adapted from the Wild Goose Worship Resource Group, A Wee Worship Book (2010).

Invitation to the Table

This is the table, not of the Church, but of the Lord. It is to be made ready for those love him and for those who want to love him more. So, come, you have much faith and you who have little, you who have been here often and you who have not been here for a while, you who have tried to follow and you have failed. Jesus invite us to "come and do it together, come and do it with me." So we come, not because it is I who invite you: it is Christ who invites. It is his invitation for those who want him to meet him here and so we sing...

Communion Hymn Hunger" (# 509 in GtG)

"All Who

*All who hunger, gather gladly; holy manna is our bread.
Come from wilderness and wandering. Here, in truth, we will be fed.
You who yearn for days of fullness, all around us is our food.
Taste and see the grace eternal. Taste and see that God is good.*

*All who hunger, never strangers, seeker, be a welcome guest.
Come from restlessness and roaming. Here, in joy, we keep the feast.
We that once were lost and scattered in communion's love have stood.
Taste and see the grace eternal. Taste and see that God is good.*

*All who hunger, sing together; Jesus Christ is living bread.
Come from loneliness and longing. Here, in peace, we have been led.
Blest are those who from this table live their days in gratitude.
Taste and see the grace eternal. Taste and see that God is good.*

Communion

Now let us hear the story of how this sacrament began.

On the night on which Jesus was betrayed, he sat at supper with his disciples. While they were eating, he took a piece of bread, said a blessing, broke it and gave it to them with the words, "This is my body. It is broken for you. Do this to remember me." Later he took a cup of wine, saying, "This cup is God's covenant, sealed with my blood. Drink for it, all of you, to remember me".

So now following Jesus' example and command, we take this bread and this wine, the ordinary things of the world which Christ will make special. And as he said a prayer before sharing let us do so too:

As we approach sharing Communion with our Lord, let us express our gratitude to God for what is important to us at this time, whether that be ordinary or special. In this prayer I shall say four phrases, each ending with "Thank you, God," to which we all respond, "THANK YOU, GOD."

For this time and this place and those around us, thank you, God.

THANK YOU, GOD.

For our freedom to worship and name you, thank you, God.

THANK YOU, GOD.

For the churches in our presbytery and the ministry we do, thank you, God.

THANK YOU, GOD.

For the past, the present and that still yet to come. Thank you, God.

THANK YOU, GOD.

Merciful God, send now, in kindness, your Holy Spirit to settle on this bread and wine and fill them with the fullness of Jesus. And let that same Spirit rest on us, converting us from the patterns of this busy world until we conform to the shape of him whose food we now share. He whom the universe could not contain is present to us in this bread. He who redeemed us and called us by name now meets us in this cup. Come, take this bread and this wine. In them God comes to us so that we may come to God.

Sharing in Communion

Prayer after Communion

In gratitude, in deep gratitude for this moment, this meal, this presbytery, we give ourselves to you. Take us out to live as changed people because we have shared the Living Bread and cannot be the same. Ask much of us, expect much of us, enable much by us, encourage many through us. So Lord, may we live to your glory, both as inhabitants of earth and citizens of the commonwealth of heaven. **Amen.**

Closing Hymn
Hopefulness” (verses 3–4)

“Lord of All

*Lord of all kindness, Lord of all grace,
your hands swift to welcome, your arms to embrace:
be there at our homing and give us, we pray,
your love in our hearts, Lord at the eve of the day.*

*Lord of all gentleness, Lord of all calm,
whose voice is contentment, whose presence is balm:
be there at our sleeping and give us, we pray,
your peace in our hearts, Lord, at the end of the day.*

Benediction [goes with adjournment]

THE PRESBYTERY OF SOUTHEASTERN ILLINOIS
GENERAL COUNCIL MEETING
First Presbyterian Church, Effingham, Illinois
Thursday, January 15, 2015

The General Council meeting of the Presbytery of Southeastern Illinois was held at the First Presbyterian Church, Effingham, Illinois on Thursday, January 15, 2015. The meeting was called to order by Moderator Mary Turner at 10:04 a.m. with prayer and meditation led by Laurie Williams. A quorum was present.

ROLL**Present:**

Mary Turner, Rodger Allen, Cindy Bean, Ken Bryant, Dennis Hamilton, Jan Hawkins, George Johnston, Anne Jones, Loren Prest, Paul Saegesser, Phyllis Warnick, Laurie Williams.

Absent

Cynthia Lawder, Pauline Rowles, Bill Capel, Janice West, Jan Mandernach, and John Swick.

Also Present:

Sara Dingman, Transitional Synod Executive and Cindy Shepherd, Chair of the Leadership Team Search Committee.

Agenda

It was VOTED to approve the agenda for this meeting.

Minutes

It was VOTED to approve the minutes from the October 16, 2014 meeting and October 30, 2014 Conference Call.

WELCOME

A welcome was extended to Teaching Elder Sara Dingman, Transitional Synod Executive. Leadership Team Search Committee Chair Cindy Shepherd, was also welcomed to the meeting.

Discussion

Cindy Shepherd and Sara Dingman reported for the Leadership Team Search Committee. Today they wished to have the General Council approve their revised answers to the narrative questions. The Search Committee has advertised in two publications, on the Church Leadership Connection and are reaching out to denominational connections. So far the results are not what they were hoping for but they believe that revising our Ministry Information Form based on feedback they have received will produce more results.

It was voted to accept the revised MIF.

Sara Dingman led the Council through the three primary stages to the Church Revitalization Lifecycle – Incline (church is increasing; Future-Oriented), Recline (church levels off into plateau; Present-Oriented), and Decline (church is decreasing; Past-Oriented). Sara listed the distinctive characteristics of Incline, Recline, and Decline – Orientation, Drive, Focus, Attitude, Faith, Decisions, Servanthood, Finances, Leadership, and Growth. Sara asked GC where they thought the Presbytery was in this lifecycle.

Lunch

The meeting adjourned for lunch at 11:45 pm with prayer led by Dennis Hamilton.
The meeting reconvened at 12:30 pm.

Received a thank you note from Judy Beyler for sponsoring Debra Tackett to go to Montreat's Youth Retreat in 2014.

Treasurer Report – Paul Saegesser presented the 2014 Year End Financial Report and December's Monthly Balance Sheet, which shows a \$152,853.12 surplus of which \$133,000 is to go to the Mission and Ministry Grants and the Pastoral Enrichment Grants. **It was VOTED to RECOMMEND** the Presbytery approve the Treasurer's Report as presented. Paul announced that from now on the per capita payments will appear on the financial statements as they are received rather than showing as an Account Receivable for the entire amount that is due regardless of how much we receive.

**Presbytery of Southeastern Illinois
2015 Operating Budget**

Accounts	2014 Budget	2015 Budget
Revenues		
400100 - Per Capita	361,280	332,080
400200 - Presbytery Mission Support	75,000	65,000
400300 - Special Offerings - Undesignated	-	
400400 - Investment Return	7,000	4,000
400500 - W.D. Morgan	-	7,500
400800 - Registration and Sales	-	
Total Revenues	443,280	408,580
Expenses		
Program Services		
500100 - Presbytery Mission Projects	2,000	1,000
500105 - GA Per Capita	63,405	58,695
500106 - Synod per capita	34,412	31,630
<u>Camp Carew</u>		
Director		
500200 - Director Salary	42,322	43,168
500210 - Director Social Security	4,305	4,400
500220 - Director Travel	4,000	4,000
500230 - Director Cont Ed	1,000	1,000
500240 - Director Pension	13,966	14,245
Total Director	65,593	66,813
500250 - Program Support	8,000	6,000
Total Camp Carew	73,593	72,813
Total Program Services	173,410	164,138
Supporting Services		
Staff		
Exec. Presb.		
500300 - EP Salary	44,719	45,613
500320 - EP Pension	14,757	16,649
500330 - EP Travel	10,000	9,000
500340 - EP Continuing Ed	1,000	1,000
Total Exec. Presb.	70,476	72,262
Stated Clerk		
500400 - SC Salary	44,719	45,613
500420 - SC Pension	14,757	16,649
500430 - SC Travel	10,000	9,000
500440 - SC Continuing Ed	1,000	1,000
Total Stated Clerk	70,476	72,262
Administrative		
500500 - Admin Salary	51,976	53,016
500510 - Admin Social Security	3,976	4,055
500520 - Admin Annuity	3,389	3,457
500530 - Admin Medical Ins.	7,117	5,000
500540 - Admin Travel	1,000	1,000
500550 - Admin Cont Ed	250	250
Total Administrative	67,708	66,778
Total Staff	208,660	211,302
Office		

**Presbytery of Southeastern Illinois
2015 Operating Budget**

Accounts	2014 Budget	2015 Budget
Occupancy		
500630 - General	35,000	35,000
560690 - Capital Expense	2,000	2,000
Total Office	37,000	37,000
General Council		
500700 - GC Travel & Meeting	2,000	2,000
500705 - Presbytery meetings	2,000	2,000
500710 - GC Retreats	250	250
500720 - GC Task Forces	500	500
500730 - GC Camps	750	750
500740 - IL Council of Churches	-	500
50750 - EP Search		23,320
Total General Council	5,500	29,320
Committees		
Ministry		
501000 - COM Travel & Meeting	2,500	3,500
501020 - COM Session Records	-	2,000
501030 - COM Clergy Lay Leader Support	2,500	
501060 - COM Ministerial Concerns	1,500	2,800
501070 - COM Administration	400	400
Total Ministry	6,900	8,700
Preparation for Ministry		
502000 - CPM Travel & Meeting	1,500	1,500
502020 - CPM Candidates under care	5,000	5,000
Total Preparation for Ministry	6,500	6,500
Personnel		
504000 - Pr Travel & Meeting	1,000	1,000
Total Personnel	1,000	1,000
Nominations & Representations		
504500 - NOM Travel & Meeting	200	400
Total Nominations & Representations	200	400
Ecclesiastical Function		
505000 - EF Admin Commissions	1,000	500
505010 - EF Ordination & Installation	250	250
505020 - EF Permanent Judicial Committee	250	250
505030 - EF Response Team	250	250
505040 - EF Investigations	250	250
Total Ecclesiastical Function	2,000	1,500
Total Committees	16,600	18,100
Treasurer		
506000 - TR Audit	4,000	4,500
Total Treasurer	4,000	4,500
Total Supporting Services	271,760	300,222
Total Expenses	445,170	464,360
Net Total	(1,890)	(55,780)

**Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to December 2014**

Accounts	YTD Actual	Annual Budget	YTD Actual (Last Year)
Revenues			
400100 - Per Capita	\$345,640.00	\$361,280.00	\$368,367.84
400200 - Presbytery Mission Support	\$78,211.24	\$75,000.00	\$96,721.80
400300 - Special Offerings - Undesignated	\$139,075.40	\$0.00	\$48,685.67
400400 - Investment Return	\$2,565.01	\$7,000.00	\$7,651.62
400500 - W.D. Morgan	\$35,493.45	\$0.00	\$25,540.14
400800 - Registration and Sales	\$2,736.61	\$0.00	\$6,940.74
Total Revenues	\$603,721.72	\$443,280.00	\$553,907.80
Expenses			
Program Services			
500100 - Presbytery Mission Projects	\$0.00	\$2,000.00	\$20,398.00
500105 - GA Per Capita	\$63,404.64	\$63,405.00	\$64,426.86
500106 - Synod per capita	\$34,412.00	\$34,412.00	\$35,730.00
Camp Carew			
Director			
500200 - Director Salary	\$56,081.48	\$42,322.00	\$55,455.92
500210 - Director Social Security	\$4,290.26	\$4,305.00	\$4,125.48
500220 - Director Travel	\$6,135.04	\$4,000.00	\$3,884.88
500230 - Director Cont Ed	\$0.00	\$1,000.00	\$0.00
500240 - Director Pension	\$718.04	\$13,966.00	\$3,312.00
Total Director	\$67,224.82	\$65,593.00	\$66,778.28
Program Support			
500250 - Program Support	\$3,000.00	\$8,000.00	\$15,000.00
Total Program Support	\$3,000.00	\$8,000.00	\$15,000.00
Total Camp Carew	\$70,224.82	\$73,593.00	\$81,778.28
Total Program Services	\$168,041.46	\$173,410.00	\$202,333.14
Supporting Services			
Staff			
Exec. Presb.			
500300 - EP Salary	\$42,819.72	\$44,719.00	\$42,107.92
500320 - EP Pension	\$17,601.50	\$14,757.00	\$17,860.28
500330 - EP Travel	\$11,242.99	\$10,000.00	\$7,951.89
500340 - EP Continuing Ed	\$1,000.00	\$1,000.00	\$15.25
Total Exec. Presb.	\$72,664.21	\$70,476.00	\$67,935.34
Stated Clerk			
500400 - SC Salary	\$43,818.84	\$44,719.00	\$43,157.92
500420 - SC Pension	\$16,769.28	\$14,757.00	\$15,514.31
500430 - SC Travel	\$11,406.03	\$10,000.00	\$7,536.61
500440 - SC Continuing Ed	\$100.00	\$1,000.00	\$66.00
Total Stated Clerk	\$72,094.15	\$70,476.00	\$66,274.84
Administrative			
500500 - Admin Salary	\$51,976.08	\$51,976.00	\$51,208.04
500510 - Admin Social Security	\$3,976.18	\$3,976.00	\$3,896.72
500520 - Admin Annuity	\$3,380.40	\$3,389.00	\$5,543.21
500530 - Admin Medical Ins.	\$7,527.43	\$7,117.00	\$6,175.69
500540 - Admin Travel	\$0.00	\$1,000.00	\$11.87
500550 - Admin Cont Ed	\$0.00	\$250.00	\$0.00
Total Administrative	\$66,860.09	\$67,708.00	\$66,835.53
Total Staff	\$211,618.45	\$208,660.00	\$201,045.71
Office			
Occupancy			
500600 - Rent	\$10,533.60	\$0.00	\$9,240.00
500610 - Utilities	\$0.00	\$0.00	\$570.81

**Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to December 2014**

Accounts	YTD Actual	Annual Budget	YTD Actual (Last Year)
500620 - Insurance	\$1,457.00	\$0.00	\$0.00
500630 - General	\$34,560.30	\$35,000.00	\$39,763.51
Total Occupancy	<u>\$46,550.90</u>	<u>\$35,000.00</u>	<u>\$49,574.32</u>
Other Office			
560690 - Capital Expense	\$0.00	\$2,000.00	\$3,669.88
Total Other Office	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$3,669.88</u>
Total Office	<u>\$46,550.90</u>	<u>\$37,000.00</u>	<u>\$53,244.20</u>
General Council			
500700 - GC Travel & Meeting	\$4,674.91	\$2,000.00	\$1,645.22
500705 - Presbytery meetings	\$303.00	\$2,000.00	\$2,226.92
500710 - GC Retreats	\$0.00	\$250.00	\$209.54
500720 - GC Task Forces	\$285.08	\$500.00	\$1,874.35
500730 - GC Camps	\$826.41	\$750.00	\$837.34
500740 - Illinois Council of Churches	\$35.30	\$0.00	\$0.00
Total General Council	<u>\$6,124.70</u>	<u>\$5,500.00</u>	<u>\$6,793.37</u>
Committees			
Ministry			
501000 - COM Travel & Meeting	\$2,643.95	\$2,500.00	\$5,456.96
501010 - COM Retreats	\$0.00	\$0.00	\$541.82
501020 - COM Session Records	\$92.61	\$0.00	\$16.80
501030 - COM Clergy Lay Leader Support	\$1,262.50	\$2,500.00	\$311.52
501040 - COM Service to Sessions	\$0.00	\$0.00	\$500.10
501050 - COM Training	\$0.00	\$0.00	\$504.14
501060 - COM Ministerial Concerns	\$1,800.00	\$1,500.00	\$1,125.36
501070 - COM Administration	\$0.00	\$400.00	\$33.34
Total Ministry	<u>\$5,799.06</u>	<u>\$6,900.00</u>	<u>\$8,490.04</u>
Preparation for Ministry			
502000 - CPM Travel & Meeting	\$729.55	\$1,500.00	\$1,269.12
502010 - CPM Midwest Care & Development	\$0.00	\$0.00	\$655.00
502020 - CPM Candidates under care	\$5,062.32	\$5,000.00	\$4,703.96
502030 - Candidate Travel	\$0.00	\$0.00	\$449.88
502040 - CPM Ordination Exam Fees	\$0.00	\$0.00	\$300.00
Total Preparation for Ministry	<u>\$5,791.87</u>	<u>\$6,500.00</u>	<u>\$7,377.96</u>
Personnel			
504000 - Pr Travel & Meeting	\$687.76	\$1,000.00	\$701.56
Total Personnel	<u>\$687.76</u>	<u>\$1,000.00</u>	<u>\$701.56</u>
Nominations & Representations			
504500 - NOM Travel & Meeting	\$154.42	\$200.00	\$120.41
Total Nominations & Representations	<u>\$154.42</u>	<u>\$200.00</u>	<u>\$120.41</u>
Ecclesiastical Function			
505000 - EF Admin Commissions	\$1,599.98	\$1,000.00	\$1,004.24
505010 - EF Ordination & Installation	\$0.00	\$250.00	\$0.00
505020 - EF Permanent Judicial Committee	\$0.00	\$250.00	\$0.00
505030 - EF Response Team	\$0.00	\$250.00	\$0.00
505040 - EF Investigations	\$0.00	\$250.00	\$0.00
Total Ecclesiastical Function	<u>\$1,599.98</u>	<u>\$2,000.00</u>	<u>\$1,004.24</u>
Total Committees	<u>\$14,033.09</u>	<u>\$16,600.00</u>	<u>\$17,694.21</u>
Treasurer			
506000 - TR Audit	\$4,500.00	\$4,000.00	\$0.00
Total Treasurer	<u>\$4,500.00</u>	<u>\$4,000.00</u>	<u>\$0.00</u>
Total Supporting Services	<u>\$282,827.14</u>	<u>\$271,760.00</u>	<u>\$278,777.49</u>
Total Expenses	<u><u>\$450,868.60</u></u>	<u><u>\$445,170.00</u></u>	<u><u>\$481,110.63</u></u>

**Presbytery of Southeastern Illinois
Monthly Analysis of Revenues & Expenses
January to December 2014**

Accounts	YTD Actual	Annual Budget	YTD Actual (Last Year)
Net Total	\$152,853.12	(\$1,890.00)	\$72,797.18

**Presbytery of Southeastern Illinois
Monthly Balance Sheet
December 2014**

Accounts

Assets			
Current Assets			
100100 - Checking Account	\$179,555.81		
100200 - Petty Cash	\$50.00		
100400 - Per Capita Receivable	\$141,113.47		
100450 - Allowance for Doubtful	(\$82,565.84)		
Investments			
100300 - First Mid	\$387,617.11		
100320 - Other	\$30,596.51		
Total Investments	<u>\$418,213.62</u>		
Total Current Assets			\$656,367.06
Non-Current Assets			
100510 - New Covenant Funds - Camp Carew	\$275,873.06		
100520 - Camp Carew Fdn Adj	(\$6,548.58)		
100600 - Equipment	\$43,751.94		
100650 - Accumulated Depreciation	(\$38,861.45)		
Total Non-Current Assets			<u>\$274,214.97</u>
Total Assets			<u><u>\$930,582.03</u></u>
Liabilities, Fund Principal, & Restricted Funds			
Liabilities			
Mission Funds Payable			
200700 - GA Missi Funds	\$15,525.28		
200800 - Synod Mission	\$1,836.50		
200900 - Other Mission	\$31,504.52		
200950 - Camp Carew	\$3,072.35		
Total Mission Funds Payable			<u>\$51,938.66</u>
Total Liabilities			<u>\$51,938.66</u>
Fund Principal			
299999 - Fund Principal	\$13,818.16		
Excess Cash Received	\$152,853.12		
Total Fund Principal and Excess Cash Received			<u>\$166,671.28</u>
Restricted Funds			
Total Temporarily Restricted	\$436,191.44		
Total Permanently Restricted	\$275,780.65		
Total Restricted Funds			<u>\$711,972.09</u>
Total Liabilities, Fund Principal, & Restricted Funds			<u><u>\$930,582.03</u></u>

**Presbytery of Southeastern Illinois
Monthly Summary of Restricted Accounts
January to December 2014**

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Temporary Restricted</u>				
800100 - Small Church Support	\$128.56	\$0.00	\$611.79	(\$483.23)
800200 - Peacemaking	\$34,104.52	\$4,013.53	\$0.00	\$38,118.05
800300 - Mustard Seed	\$121.44	\$0.00	\$0.00	\$121.44
800400 - Landmine Removal	\$1,673.96	\$0.00	\$0.00	\$1,673.96
800500 - Special Offerings Designated	\$5,459.49	\$0.00	\$0.00	\$5,459.49
800600 - Trustees Account	\$401,741.02	\$0.00	\$2,449.17	\$399,291.85
800700 - Camp Carew Building Fund	\$9,518.51	\$0.00	\$21,500.83	(\$11,982.32)
800800 - Local Disaster Relief	\$3,992.20	\$0.00	\$0.00	\$3,992.20
Total Temporary Restricted	\$456,739.70	\$4,013.53	\$24,561.79	\$436,191.44
<u>Permanent Restricted</u>				
900100 - Camp Carew Foundation	\$273,274.88	\$0.00	\$0.00	\$273,274.88
900200 - Camp Carew ?	\$2,505.77	\$0.00	\$0.00	\$2,505.77
Total Permanent Restricted	\$275,780.65	\$0.00	\$0.00	\$275,780.65

The Moderator of General Council - Mary Turner

Administrative Commission Reports

It was reported that Sparta Trinity should be received into the Evangelical Presbyterian Church next week. The Herrin Administrative Commission will be meeting on January 31st and hope to have a report for dismissal for the February 12, 2015 Presbytery meeting. There may be other Administrative Commissions to appoint in the future for church closures and possibly one more dismissal, but there are no requests at this time.

Generosity Task Force Report –They are scheduled to meet with two regions at the upcoming regional meetings, and they have an appointment scheduled in February to sit down with the sessions of two congregations.

Mission and Ministry Grants

It was VOTED to RECOMMEND the Presbytery approve the Mission and Ministry Grant Application with the necessary corrections: strike the sentence at the top of page two and add a series of questions to the application form relating to Per capita and mission giving and that the last sentence in the first paragraph be stricken. It was approved with one abstention.

It was VOTED to change the makeup of the committee to two teaching elders and two ruling elders: Treasurer Paul Saegesser, Jan Hawkins, Laurie Williams, and another person to be named by General Council. **It was VOTED** to set the grant deadlines as March 30 and the grants award date to be by May 30. If monies are remaining in 2016 these deadlines will be revisited. **It was VOTED** to set a maximum of \$10,000 for each grant.

The Presbytery of Southeastern IL

Mission and Ministry Grants

One God, One Table, Many Voices.

*Our Mission is to Connect, Equip and Inspire Presbyterians
as we walk with Jesus Christ.*

These Grants are to be awarded to the members and churches of the Presbytery of Southeastern IL to further the Vision and Mission of the Presbytery, such as but not limited to, support of smaller church enrichment and leadership development, pastoral leader sabbaticals, Wee Kirk, programs similar to "For Such A Time as This/Small Church Residency Program, mission trips, officer training, and mission programming. The grants are a one-time gift. All applications must be received by March 30 and can be awarded by May 30. The monies for an individual can be administered as appropriate to the request and the identified deadlines.

A maximum of \$10,000 is allowed for each grant.

To qualify a request from an individual, mission or ministry must

- Have a clearly defined purpose.
- The purpose must be in accordance with mission, goals and policies of the Presbyterian Church (USA).
- The purpose must also further the vision and mission of the Presbytery. "One God, One Table, Many Voices. Our mission is to Connect, Equip and Inspire Presbyterians as we walk with Jesus Christ."

A proposal must

- Tell how your request/project fulfills: *"One God, One Table, Many Voices. Our Mission is to Connect, Equip and Inspire Presbyterians as we walk with Jesus Christ."*
- List all other sources for money towards the proposal.
- Tell how the program will be financed after the grant is spent if the grant is used as startup monies.
- Explain the process to be used to report and evaluate the results. These reports must be submitted to the Grants committee.
- Provide written endorsements with signatures from Session or Pastor, or Personnel Committee, Committee on Ministry chair or Presbyter for Congregational Care (as applies to your situation).

Additional Parameters:

- Must be a one-time grant.
- Mission or ministry will be underway within 6 months of receiving the funds.
- **May not be used for payments of current debts, for creating or maintaining revolving loan funds, nor to fund a permanent endowment. Funds requested cannot be used as part of a general operating budget.**

Expectations/Responsibilities

- The first payment will be 70% of the total amount awarded and sent by March 30.
- A church/group must return an interim progress report and all supporting documentation before the second payment can be made. Upon receipt of the interim progress report by September 1 the remaining 30% will be released by Sept. 30. The second payment will be forfeited if the interim report is not received.
- An Individual may be awarded all monies at one time and will be expected to submit to the Grant Committee all receipts for their Grant and a concluding evaluation.
- Grant recipients must notify the Presbytery office of any change of leadership, contact person, etc. associated with the Grant (address and phone).
- Must include a completed W9 form with your application. This is a request for Taxpayer Identification number and Certification and is kept on file with the Presbytery Treasurer. This form can be found at the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Application Form

Individual _____

Church Name _____

Address _____

Mission/Ministry Name _____

Project leader (address) _____

Phone _____

Start-up date for project _____

End of project (if applicable) _____

Important deadlines _____

Questions to be answered

Please describe how your request fulfills the mission of this Presbytery ...”to connect, Equip, and Inspire Presbyterians”

What is the amount requested? _____

Please include long and short term goals, how you plan to measure progress, and include a mission statement if applicable.

Who is your target audience and how will they benefit from these monies? Please be specific.

Please identify what criteria you will use to evaluate this request/project and who will be submitting this report to the Grants committee by Sept. 1. If this is an individual request please submit your criteria and an evaluation at the conclusion of your experience.

What is your church's total budget for mission? What specific local missions do you/your church give to? Which PC(USA) denominational offerings do you or your church give to? Do you/your church give to the Mission budget of our Presbytery? _____

Please attach a projected budget that shows specifically how grant monies will be spent. (Include any other additional funding sources, amount, how those monies will impact this mission/ministry and when they will be received).

Name of proposal writer _____

Address _____

Phone _____

Email address _____

Signature required _____

Date _____

Relationship to project _____

Name of chair or responsible person _____

Address _____

Phone _____

Email address _____

Signature required _____

Date _____

Relationship to project _____

Check will be made out to (must be a church)

Mail to:

Completed W9 form attached

I certify that the information provided on this application form is true, correct and complete. (This can be Pastor, Session Clerk, COM chair, Personnel Com. chair, Presbyter for Congregational Care.)

name _____	name _____
address _____	address _____
phone _____	phone _____
email _____	email _____
signature _____	signature _____

Date approved by Session or appropriate body _____

Application Checklist:

- Completed application form submitted to Presbytery office at 132 S. Water St. Suite 352, Decatur, IL 62523-2320 by March 30 (address/email of office).
- Complete budget is attached identifying additional funding sources, if applicable.
- Completed W9 form attached.
- Written endorsements from Session and Pastor for congregational requests. If you are Teaching Elder or Commissioned Ruling Elder making a personal request please include two endorsements from your Session, Personnel committee, COM moderator or Presbyter for Congregational Care.
- Contact person with accurate contact information.

Financial Management Task Force Report – no report

ACS Conference – The Office Staff (Cindy, Paul, Brenda, and Marsha) will be attending a conference in Dallas May 26 – 29, 2015 to learn more about the new financial and database program used in the office. **It was VOTED** to approve to pay for hotel, transportation, registration, meals, etc. to attend this conference. The costs will be covered by the remaining Continuing Education funds for the Stated Clerk and the office staff for 2014 and their Continuing Education funds for 2015. This will most likely leave

additional costs to be covered by reserves. It is possible that there may be some funding from the Synod and this will be explored also.

Request for funding help for McKinley consultant –An external consultant has been contracted to work with the congregation as they discern their future direction. **It was VOTED** to approve up to \$2,800.00 of Mission Discovery Funds (with concurrence by the Mission Discovery Leadership) to be used to fund the costs for the consultant.

Office Lease

The three year lease agreement on the Presbytery office space will expire January 31, 2015. **It was VOTED** to approve the following Addendum to the Lease Agreement.

ADDENDUM TO LEASE AGREEMENT

As an addendum to the lease that was originally signed on December 15, 2011.

Tenant, Presbytery of Southeastern Illinois, 132 S Water Street, Suite 352, Decatur IL will be on a Three (3) year lease beginning February 1, 2015, with same terms and conditions as original lease.

The monthly rent for this space will be \$793.27 beginning February 1, 2015.

3.1 Tenant shall pay the Landlord as minimum rent for the leased premises the sum of \$793.27 per month for the first twelve (12) months of the lease term. Thereafter, the rent may increase on the first day of the lease term for each succeeding twelve month period thereafter (hereinafter referred to as the “adjustment date”) if the cost of living index, as defined herein, for the preceding twelve (12) month period discloses an increase in the cost of living (hereinafter referred to as the “Consumer Price Index”) for the preceding twelve month period ending immediately prior to each adjustment date of this Lease or any extension thereof, but such increase shall not exceed two percent (2%) for each such twelve (12) month lease period. The rent due to the Landlord from the Tenant shall be increased on the first day of each twelve (12) month period during the term of this Lease.

The Commission of Trustees (BOT) -

There was an update about a church that may close in the next couple of years and it has come to the attention of the Commission that they will need to make sure that everything is in order for this unique situation to move forward.

Champaign, Copper Creek

This congregation is exploring the purchase of a space in the Champaign area and has been in regular contact with the Commission of Trustees. This is a unique site and set of circumstances. The session wondered if there was any funding available from the Presbytery or possibly from the Synod for the purchase. Cindy responded that they could possibly apply for a loan or grant from the Trustees Account. Synod Commissioner, Laurie Williams said they could also apply for a Mission Initiative Grant from the Synod of Lincoln Trails.

It was VOTED to notify the session of Champaign, Copper Creek that they can apply to the Commission of Trustees for a loan or grant, but there’s no guarantee of approval – that will need to be determined at the time of application.

The Committee on Representations (COR) - Dennis Hamilton reported.

It was VOTED to RECOMMEND that the Presbytery elect Pauline Rowles as Ruling Elder Synod Rep for class of 2017.

Dennis encourage the members to suggest names to fill vacancies on the Presbytery committees.

The Personnel Committee (PC) – no report.

Camp and Conference Board of Directors – no report.

The Committee on Preparation for Ministry (CPM) - Rodger Allen reported that the committee will be recommending to the Presbytery that James Potts, Danville, First be enrolled as an Inquirer and Bob Crouse, Tilden be enrolled as CRE Inquirer. The committee will not meet in January.

The Presbyterian Women (PWP) - Phyllis Warnick reported that their Spring Gathering will be April 18 at Decatur, Lampstand.

The Committee on Ministry (COM) - George Johnston reported on the transitions being made throughout the Presbytery. A more detailed report will be included in the February Stated Meeting report.

Report from Worship Planning Team - Ken Bryant reported.

Connie Bandy will be working on the worship services for the February Stated Meeting. Ken reminded everyone that celebrating Mission is the theme for 2015.

Laurie Williams suggested that for health purposes, communion be serve a different way other than Intinction. The Worship Planning Team will take her suggestion into consideration.

The Moderator - Dennis Hamilton reported that he will be assisting with the installation service at Taylorville. Vice Moderator Jan Mandernach will not be available to attend the February Stated Meeting. The Presbytery will install her at the May Presbytery meeting.

Synod Commissioners - Laurie William nothing further to report.

The Transitional Presbyter for Congregational Care - Anne Jones reported on the prayers that are needed in the presbytery.

The Stated Clerk - Cindy Bean reported.

Regional Presbytery Gatherings – Only one region so far has set a date for their gathering. The deadline for gatherings to be set is Friday, January 23rd.

February 12 Stated Meeting

It was VOTED that the remaining Talk Healthy Books be given away at the February meeting.

Bills and Overtures Subcommittee

Dennis Hamilton reported on a proposal from the Bills and Overtures Subcommittee regarding our Presbytery's method of discussion for the Proposed Changes to the Book of Order and Confessions. The goal is to ensure equal representation and participation in the discussions. The proposal is to issue each voting commissioner a red card and a green card when they register. If they wish to speak in favor of an item they will bring their green card with them as they stand to participate in discussion and if they wish

to speak against they bring their red card. There will be an orange card for someone who wants to call the question. Additionally we will have two lines coming up the outside aisles toward the front of the sanctuary – one for Teaching Elders and one for Ruling Elders. Marsha Mower and Cindy Bean will work to help alternate the speakers with red and green cards, male and female within each line. That will allow Dennis Hamilton to smoothly call on speakers in a way that will ensure full participation.

It was VOTED to utilize this format for discussing the Proposed Changes to the Book of Order and the Book of Confession. The rest of discussion format will be retained – 2 minutes for speaking, etc.

Proposed Docket for meeting

It was VOTED to RECOMMEND that Presbytery approve the docket as prepared by General Council with adjustments made by the Stated Clerk.

Nicaragua Trip – only 2 have registered for this trip and the registration deadline has passed. Cindy Bean wasn't sure if the trip is still a go since the registration is down. Cindy suggested that if the presbytery sponsors this trip next year that the decision be made and the dates and material be distributed in this summer or early fall so as to allow people time several months to decide if they are able to go and to submit their materials.

Illinois Conference of Churches – Anne reported that she received their 2015 Budget. The Presbytery has voted in its budget to continue supporting this mission by sending them \$500.00.

Champaign, First

Last spring Champaign, First submitted an overture for our concurrence that originated from Santa Fe Presbytery that called for a two level consultation between PCUSA and the Presbyterian Church in Cuba. Champaign, First is requesting that Presbytery contribute \$500 toward the travel expenses for Ruling Elder Pat Metcalf's travel as an appointed member of the PC(USA)'s consultation team.

It was VOTED to RECOMMEND that Champaign, First apply for \$500 from the Shelbyville's Keilman Trust and if the funds are not available through the Trust, then General Council will provide funds through our Peacemaking Offering funds. Update – the funds need to come from the Presbytery's Peacemaking Offering funds.

Stated Meeting Lunches

The Presbytery office received a complaint from a member of Effingham, First PW in regards to the Stated Meeting lunches. It seems that the attendance at the last Stated Meeting, which was at Effingham, was not what they were told and they lost money. The member asked if maybe the Presbytery could provide its own lunch. **It was VOTED** to have the February Stated Meeting lunches catered.

George Johnston will lead devotion at the next GC meeting.

Miscellaneous – There was no more business.

Adjourn with Prayer

The meeting adjourned at 2:58pm with prayer by George Johnston.