

**NOTICE OF A STATED MEETING**  
**of the**  
**PRESBYTERY OF DETROIT**  
**4:00PM, MAY 24, 2022**  
***Grosse Ile Presbyterian Church***  
***And Virtually Via Zoom Technology***

The Presbytery will convene at the time and place listed for a stated meeting.

**PRESBYTERY PAPERS:** Presbytery papers may be downloaded from the Presbytery web site, [www.detroitpresbytery.org](http://www.detroitpresbytery.org) . They are located under the **Resources** tab at the top / Document Center. Search for *Presbytery Papers*, and choose the *May 24, 2022* file.

**REGISTRATION:**

**Whether attending virtually or in person**, you **MUST** register for the meeting through Zoom by going to: [https://us02web.zoom.us/meeting/register/tZAtcuyorigrGNRSrHVwxIFitvdeH\\_PkSAb](https://us02web.zoom.us/meeting/register/tZAtcuyorigrGNRSrHVwxIFitvdeH_PkSAb)

\*After registering, you will receive a confirmation email containing information about joining the meeting. Please notify the Presbytery office if you do not receive this link and information after registering.

The registration **deadline** is **4:00 PM on Thursday, May 19, at 3:00pm**. **For security purposes, if you do not register, you will be denied admittance. There will be no exceptions to this policy.**

**Due to complexities in our new voting procedure, DIAL-IN attendees will not be permitted. Please use a computer account to log in with Zoom or attend the meeting in person.**

**GROSSE ILE INFORMATION:** In accordance with Grosse Ile's policies, masks are optional for this event. The church's address is 7925 Horsemill Rd., Grosse Ile 48138. Grosse Ile is an island, with vehicle accessibility only by bridge; there are two options for entering the island: a toll bridge (\$2.50 for cash and \$3.50 for debit or credit) and a free county bridge. Please see map below for basic proximity to church, and please use another mapping method for detailed directions. There will be signs and people to direct you upon arrival.

Please adjust your cell phone data settings, as a roaming status will often automatically kick in, due to the proximity to Canada. Your carrier can instruct you as to how to turn off the roaming feature.

**TECHNICAL HELP:** To give you a chance to address any potential technical issues, it is a good idea to register the week before the meeting. If you need assistance prior to the meeting day, please call Tanya at the office 313-345-6550 x220. For matters relating to the Presbytery Meeting **on the meeting day**, you may call 313-597-1290, and we will do our best to assist you. Please remember that there will be no one in the Presbytery office on the day of the meeting.

**DINNER:** Grosse Ile Presbyterian Church will graciously host a dinner at a cost of \$15.00 per person, to be paid at the door by cash or check only, paid directly to Grosse Ile Presbyterian Church. Upon registration, you will have the opportunity to reserve your place for dinner.

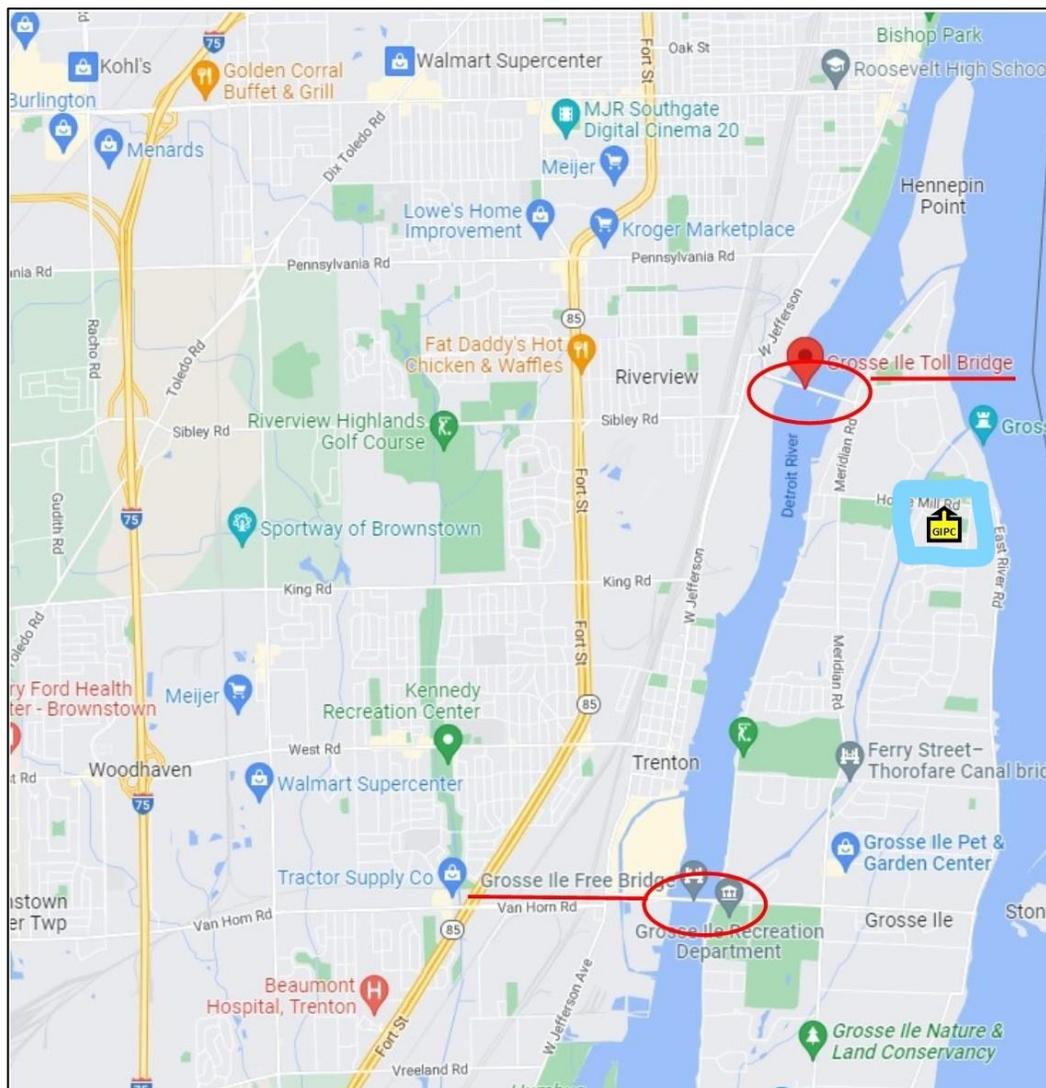
**VOTING:** In order to efficiently tabulate all votes, at the time of the meeting, please open a browser window and type in: <https://my.cloudvote.com/>. Choose “join a poll” and type in “DetroitPby01.” Then enter the first name, last name, and meeting ID which will be provided by Presbytery-wide email. If you have questions about your meeting ID, please contact the Stated Clerk. If you are attending in person, you may vote using a remote control device which will be provided to you at the meeting, or use your own device to vote at <https://my.cloudvote.com>.

**PRE-PRESBYTERY:** A pre-presbytery “listening session” will be held by the Strategic Planning Committee May 24 at 2:00PM at Grosse Ile Presbyterian Church in Fellowship Hall (in person only). The listening session is described as follows:

Are you ready to talk about the New Vision and Mission of the Presbytery?  
Are you wondering how this will directly impact your church?

The Strategic Planning Committee is inviting all members of the Presbytery to pick one of the listening sessions that is most convenient for you. The committee asks that you share this information with your sessions and churches. We would really like to have at least two people from every congregation participate in one of the sessions.

There will be a video introducing the meeting at [www.detroitpresbytery.org](http://www.detroitpresbytery.org) .



**WE RESPOND TO CHRIST’S CALL TO PRESBYTERY OF DETROIT  
GATHERED AS THE BODY OF CHRIST  
FOR WORSHIPFUL WORK  
4pm, MAY 24, 2022  
Grosse Ile Presbyterian Church**

*Strengthening and Transforming Our Congregations to be  
Missional, Pastoral, Prophetic*

ON-LINE VIDEO: Introduction to the Meeting

**3:30 Registration (Waiting Room)**

**4:00 WE GATHER IN GOD’S NAME (5)**

Convening prayer  
Land acknowledgment  
Declaration of a quorum

**4:05 WE CELEBRATE OUR CONNECTIONS IN CHRIST (30)**

**Business under the Moderator**—Rev. Jasmine Smart (10)

Appointment: Assistant to the Stated Clerk  
Welcome to new commissioners and ministers  
Welcome from the host church, Rev. Phil Reed

**Business under the Stated Clerk**—Rev. Marianne Grano (20)

Omnibus Motion #1 (Paper A-1, A-2)  
Special Standing Rules for Hybrid Meetings (Paper A-3)  
Hybrid Meeting Instructions  
Report of the Administrative Commission for Westminster-Detroit (5) (Paper A-4)  
Report of the Administrative Commission for Detroit-Trumbull (5) (Paper A-5)

**4:35 WE LISTEN FOR THE WORK OF THE SPIRIT IN OUR COMMUNITY  
REPORTS FROM PRESBYTERY AFFILIATED ORGANIZATIONS (15)**

Synod of the Covenant (5)  
Living Waters for the World (5)  
Presbyterian Villages (5)

**4:50 WE RESPOND TO CHRIST’S CALL TO MISSION AND MINISTRY (10)**

Associate Executive Presbyter’s Report, Elder Charon Barconey (5)  
Transitional General Presbytery’s Report, Rev. Floretta Barbee-Watkins (5)

**5:00 WE PROCLAIM THE GOOD NEWS (30) (Paper B)**

Worship – Commissioning of General Assembly Commissioners

**5:30 Special Order: Retirements (20)**

**5:50 DINNER BREAK (60)**

**6:50 Hybrid Meeting Instructions**—Rev. Marianne Grano (5)

*Presbytery papers are ordered in the following format: each paper is lettered according to its appearance on the docket with a letter, then a number. For example, papers might be numbered sequentially: A, B, B-1, B-2, C, C-1, D.*

**6:55 Treasurer’s Report: Elder Mike Gaubatz (5) (Paper C)**

**7:00 Trustees’ Report: Rev. Kara Hildebrandt (10) (Paper D)**

Property Sale – Westminster-Roscommon  
Property Sale – Royal Oak-First  
Property Sale – Saline-First  
Property Sale – South Lyon

- 7:10 Committee on Nominations: Elder Rosy Latimore (5) (Paper E)**
- 7:15 Coordinating Cabinet: Elder Dave Bunch (45) (Paper F)**  
Presbytery Meeting Location (September) (5)  
Planning and Visioning (15) Strategic Planning Update, Bylaw Changes  
Social Justice – Hunger Ministries Coordinator Report (5), Ranney-Balch (5) (Paper F-1)  
CDT For Vital Congregations Initiative Report (5)  
Operations – TGP Job Description, Budget Amendment For Data Entry (10) (Paper F-2)
- 8:00 Committee on Preparation for Ministry: Rev. Jim Faile and Elder Marilyn Thibodeau (5) (Paper G)**
- 8:05 Committee on Ministry: Rev. Melissa Allison (15) (Paper H)**  
CRE Commissioning—Elder Nancy Bass, Warren-Celtic Cross (5)
- 8:20 Stated Clerk: Rev. Marianne Grano (30) (Paper I)**  
Omnibus Motion #2  
Report of the Administrative Commission for Southfield-Covenant (20) (Paper I-2)  
Grand River (Barnabas) Distribution (5)(Paper I-8)
- 8:50 WE GO OUT IN GOD’S NAME**

Charge and Benediction

*Paid for with per capita dollars.*

**The Presbytery of Detroit, with all its meetings and activities, is a gun free zone.**

**By participating in this meeting, you consent to your use of your photograph or video recording of your participation in the same and distribution of such photographs and videos by the Presbytery. To withdraw this consent, you must email the Stated Clerk within one business day of the meeting at [marianne@detroitpresbytery.org](mailto:marianne@detroitpresbytery.org).**

The next stated meeting of Presbytery is Tuesday, September 27<sup>th</sup> at Westminster Church of Detroit (Hybrid).

**Presbytery of Detroit  
Omnibus Motion #1  
RECOMMENDATIONS FOR OPENING FORMALITIES PART OF THE DOCKET  
MAY 24, 2022**

**The Stated Clerk presents the following as Omnibus Motion #1:**

1. MINUTES: Approve the minutes of February 26, 2022 as presented. PAPER A-2.
2. DOCKET: Adopt the docket as presented.
3. EXCUSES: Excuse all continuing minister and elder members of Presbytery who have asked to be excused.
4. CORRESPONDING MEMBERS: Seat as corresponding members all eligible persons who are presented to the Presbytery and who register as corresponding members.

**Presbytery of Detroit  
Minutes of the Stated Meeting  
February 26, 2022**

The Presbytery of Detroit convened with prayer and a land acknowledgment in a stated meeting at 9:02am at Westminster Presbyterian Church of Detroit.

Rev. Karen Stunkel welcomed the Presbytery on behalf of the host church.

The Moderator declared the presence of a quorum.

The Moderator appointed Elder Bob Beck Assistant to the Stated Clerk.

The Moderator welcomed all new ministers and commissioners.

The Stated Clerk presented hybrid meeting instructions.

Upon motion of Elder Wendy Beck, Presbytery approved the following as Omnibus #1 by unanimous consent:

- Excuse all continuing minister and elder members of Presbytery who have asked to be excused.
- Seat all eligible corresponding members.
- Approve the special standing rules for hybrid meetings.

Upon motion of Elder Wendy Beck, Presbytery approved the docket by unanimous consent with an addition of five minutes for a presentation from Presbyterian Historical Society.

The following corresponding members were seated: Elder Jim Rissler, from mid-Kentucky Presbytery and Rev. Chip Hardwick, from Miami Valley Presbytery.

**Report from Elder Adrienne Adams, Synod of the Covenant Commissioner, Rev. Garrett Mostowski, Synod of the Covenant Commissioner, and Rev. Chip Hardwick, Interim Synod Executive, presented jointly:** Elder Adams reported that at its last meeting the Synod held elections for its Permanent Judicial Commission, extended the contract of the Interim Executive until May 2022, and formed an Administrative Commission to work on the concerns sent by Detroit Presbytery to address concerns raised by the Presbytery. Rev. Mostowski reported that the worship at the meeting was powerful and that the business items were efficiently addressed. Rev. Hardwick reported that on the ongoing work of the Synod.

**Report from Elder Jim Rissler, Presbyterian Investment and Loan Program:** Elder Rissler celebrated the work of Presbyterian Investment and Loan Program and the milestone of one hundred million dollars in investment portfolio. The increase in investment portfolio had allowed PILP to move its borrower's interest rate down to under four percent. Elder Rissler presented rebate checks to First-Howell, Faith Community-Novis, First-Northville, Howell Nature Center, and University-Rochester.

**Report from Presbyterian Historical Society:** Elder David Staniunas reported on behalf of the Presbyterian Historical Society that the Society could digitize many congregational records for free upon

request. Additionally, the Society was working to collect and digitize many records, including the records of Rev. Katie Geneva Cannon, the first Black woman ordained a minister in the Presbyterian church and a founder of womanist theology.

**Transitional General Presbyter's Report:** Rev. Floretta Barbee-Watkins shared that there are two indicators of a “chronically anxious society”: choosing safety over adventure, and blaming others for problems. Rev. Barbee-Watkins encouraged the Presbytery, instead, to self-differentiate and to live with urgency, which would be the key to being faithful to the Gospel of Jesus Christ. Since change is the law of life, acceptance of change would be necessary for the future. Rev. Barbee-Watkins, inspired by Harry Potter, spoke hope and justice and vitality for the Presbytery of Detroit.

**Associate Executive Presbyter's Report:** Elder Charon Barconey reminded the Presbytery that everyone has a story. Elder Barconey encouraged the Presbytery in its commitment to Matthew 25, and that nearly half of the Presbytery's congregations had signed up as Matthew 25 congregations, but that some congregations were hesitant because they equated Matthew 25 with Black Lives Matter. Matthew 25 is about caring for the least of these, and helping all that are hurting, including Black people but all people who are hurting. In further celebration of Black History Month, Elder Barconey shared her own history from New Orleans to Detroit, and lifted up the saints that had shared that path.

**Worship:** The assembly celebrated worship with communion. Rev. Jasmine Smart, Elder Kevin Smith, Elder Charon Barconey, Rev. Flo Barbee-Watkins, and Elder Dave Bunch assisted in leading worship.

Rev. Smart introduced the preacher, Rev. Larissa Kwong Abazia, who had served at all levels of the PCUSA, and who preached the sermon, “Right Where We Are Supposed to Be,” based on Isaiah 43:16-21. Isaiah laid out three aspects of the new life: (1) do not remember the past; (2) look for the new thing springing forth in desolate places; (3) live in God's new way even if that way was unclear. Rev. Kwong Abazia lifted up the COVID-19 pandemic, the deaths of black and brown people thorough police violence, Asian hate, political violence, and the invasion of Ukraine as desolate places. Rev. Kwong Abazia likened this time to an exile. Yet God could turn the tumultuous waves viewed as barriers into life-giving waters.

The Westminster Church Choir presented the anthems “This Little Light of Mine” and “Let Us Break Bread Together.”

Rev. Jasmine Smart was installed as Moderator and Elder Kevin Smith as Vice Moderator. Elder Barconey let the introductory litany. Rev. Barbee-Watkins asked the constitutional questions and led the prayer. Rev. Smart presented Elder Smith with the stole of Vice Moderator. Elder Bunch presented Rev. Smart with the stole and cross of Moderator. Rev. Julie Delezenne presented the charge to Elder Smith and Rev. Smart.

Rev. Jasmine Smart and Rev. Edwin Estevez served as celebrants for communion. Elder Bunch led the prayer after communion.

The Presbytery observed a brief recess.

The Clerk gave hybrid meeting instructions and thanked Office Manager Tanya Kudla, Business Manager Sarah Leight, and the Tech Team Bill Gourlay and Jordan Palmer for their hard work in preparing a hybrid

meeting.

**Treasurer's Report:** Treasurer Mike Gaubatz presented the report. **Appendix A.** The Treasurer reported that the Presbytery expenses had been cut greatly, that Shared Mission giving was above expectations, and that Shared Mission giving would be used for shared mission. The Treasurer responded to a question related to Russian companies.

**Trustees' Report:** Rev. Kara Hildebrandt reported on behalf of the Trustees. **Appendix B.** Rev. Delezenne reported related to Faith in Action grants that two Track One applicants had received grants for refugee resettlement, and more funds were available, and Track Three had \$180k in funds for applicants with Matthew 25-related programs, with applications due within the week. Rev. Hildebrandt reported on the Presbytery's investments and described the various funds in investments and what they went to support. The Presbytery's PILP investments guaranteed \$4million in PILP loans which guaranteed congregational PILP checks. The Presbytery also followed the denominational guidelines regarding ethical investments.

**Report of the Committee on Nominations:** Elder Rosy Latimore presented for the Committee on Nominations and encouraged people to self nominate. On behalf of the Committee, Elder Latimore moved:

To elect the following to the Committee on Ministry:

Co-Chair-22 Rev Tim Marvil Allen Park; Class-24 Rev Jacqueline Spyker Northville

To elect the following to the Permanent Judicial Commission:

Class-27 Rev Gretchen Denton H. R.

To elect the following to the Planning and Visioning Team:

Class-23 Elder Dave Bunch Geneva, Canton

To elect the following Chair of the Social Justice Ministry Team:

Sarah Logemann, Fort Street Presbyterian Church

To elect the following to the Presbytery Response Team, committee (Replaced Pastoral Response Team, COM Work Group):

Class -22 Nancy Bass, CRE Dearborn Littlefield; Class-23 Rev Jasmine Smart Kirk in the Hills (co-opted); Class-24 Rev Julie Madden First of Birmingham

The vote by secret electronic ballot was tallied as followed:

Yes: 94 (100%)

No: 0(0%)

Motion carried.

**Coordinating Cabinet:** Elder Dave Bunch reported for the Coordinating Cabinet. **Appendix C.**

On behalf of Cabinet, Elder Bunch moved that Presbytery approve the following Extra Commitment opportunities submitted by Planning and Visioning:

- Thika Partnership
- Care Village Outreach
- Second Mile Center
- Welcome Home

The vote by secret electronic ballot was tallied as followed:

Yes: 90 (99%)  
No: 1 (1%)

Motion carried.

On behalf of Cabinet, Elder Bunch moved that Presbytery approve the sexual misconduct policy provisos (**Appendix D**).

The vote by secret electronic ballot was tallied as followed:

Yes: 86 (97%)  
No: 3 (3%)

Motion carried.

On behalf of Cabinet, Elder Bunch moved that Presbytery approve the sexual misconduct policy amendments (**Appendix D**).

The vote by secret electronic ballot was tallied as followed:

Yes: 90 (98%)  
No: 2 (2%)

Motion carried.

Elder Suzanne Lewand reported that the Operations Team recommended a 5% increase in terms of call for called staff. On behalf of Cabinet, Elder Bunch moved that Presbytery approve the terms of call for called staff (**Appendix E**).

A point of order was raised by Rev. Barbee-Watkins as to whether the non-called staff salaries would be appropriate for Presbytery to discuss. The Moderator ruled that the point of order was not well taken as that motion would be discussed later, and she would revisit the point of order at that time.

Elder Stefanie Lewis moved to amend the terms of call with the added hours for the Stated Clerk, provided that the compensation is later determined appropriate for the number of hours. Motion carried by unanimous consent.

Following discussion, the vote by secret electronic ballot was tallied as followed:

Yes: 86 (92%)  
No: 7 (8%)

Motion carried.

By means of a motion to amend something previously adopted, Rev. Paul Stunkel moved to amend the budget previously approved to bestow administrative staff raises in the same percentage raise bestowed upon the executive staff, and the motion was seconded.

The Moderator ruled that the point of order made by Rev. Barbee-Watkins was well taken in part. The Presbytery had the power to change the overall budget with respect to Operations, but Operations could distribute funds within that line item as it saw fit.

After extensive discussion, the vote by secret electronic ballot was tallied as followed:

Yes: 78 (84%)  
No: 15 (16%)

Motion carried by the required two-thirds.

The body allowed the Business Manager Sarah Leight to speak to whether the budget could be made retroactive.

Rev. Paul Stunkel moved to make the change retroactive to January 1, 2022. The motion was seconded.

After discussion, the vote by secret electronic ballot was tallied as followed:

Yes: 68 (97%)  
No: 2 (3%)

Motion carried.

On behalf of Coordinating Cabinet, Elder Bunch moved to approve the following locations for 2022 Presbytery meetings: May 24, 2022, Grosse Ile Presbyterian Church; November 19, 2022, Cherry Hill Presbyterian Church—Dearborn. Both meetings to be hybrid.

Motion to strike the words, “Both meetings to be hybrid,” and to insert the words, “and to hold two additional meetings in June and October. All meetings to be hybrid.”

Rev. Gretchen moved to strike the words “and October” from the amendment.

After discussion, the motion by secret electronic ballot was tallied as follows:

Yes: 46 (47%)  
No: 52 (53%)

Motion carried.

After extensive discussion, Presbytery adopted the motion, “to approve the following locations for 2022 Presbytery meetings: May 24, 2022, Grosse Ile Presbyterian Church; November 19, 2022, Cherry Hill Presbyterian Church—Dearborn. Both meetings to be hybrid.” The vote by secret electronic ballot was tallied as follows:

Yes: 95 (97%)

No: 3 (3%)

**Strategic Planning Committee:** Rev. Kara Hildebrandt reported for the Committee. Rev. Hildebrandt reported that the Committee was working on a Vision and Mission that would inspire the Presbytery to Rise Up! So that the Presbytery would be solid in following Jesus. The Committee would soon begin listening sessions around inspiring the Presbytery.

**Committee on Preparation for Ministry (“CPM”):** Rev. Jim Faille reported for the Committee. **Appendix F.** The Committee presented Kathleen Mackie to move from Inquirer to Candidate. Elder Mackie had previously gone through the process to become a Commissioned Ruling Elder and thereafter felt called to become a Teaching Elder. The Presbytery had the opportunity to question the candidate on the candidate’s sense of call. Elder Mackie responded to questions about the Holy Spirit, the sacraments, and ministry during the pandemic. Upon motion of the Committee, and by unanimous consent, Presbytery arrested the examination. and enrolled Kathleen Mackie as a candidate. The votes were tallied by secret electronic ballot as follows:

Yes: 74 (99%)

No: 1 (1%)

Motion carried. The Moderator prayed for the Candidate.

**Committee on Ministry:** Elder Suzanne Lewand reported for the Committee. **Appendix G.**

By unanimous consent, Presbytery approved the following calls and contracts:

1. **By motion**, approve the Call of the **Korean Presbyterian Church of Metro Detroit** and the **Rev. Hae Kil Kim** effective January 2, 2022, with the following terms: Effective Salary \$94,850; Board of Pensions \$35,095; SECA \$7,256; Dental Plan \$1,800; Medical Deductible \$1,800; Continuing Education \$1,500; Professional Expenses \$4,000; Cell Phone Fee \$1,200; **Total Compensation \$147,501**; Vacation 4 weeks including 4 Sundays; Continuing Education 2 weeks including 2 Sundays; one time moving expenses up to \$10,000; **and** request transfer of his credentials from **National Capital Presbytery**.
2. **By motion**, approve the quarter time Stated Supply contract between the **Rev. Dr. Kenneth Kaibel** and **Belleville Presbyterian**, effective October 17, 2021. **Terms of Call:** Cash Salary \$7,400, Housing allowance paid as salary \$4,000, BOP 403b - \$6,000, Study Leave and book allowance \$1,000, Visitation and transportation expenses (\$25/hour at IRS allowable rate) \$2,600, Misc. Expenses \$1,000. **Total cost to the church - \$22,000.** Vacation- 5 weeks including 5

Sundays; Study Leave-2 weeks including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.

3. **By motion, approve** the part time Stated Supply contract between **the Rev. Keith Cornfield and Calvary Presbyterian, Ann Arbor**, effective January 1, 2022. **Terms of Call:** Cash Salary \$11,500, Housing \$35,430, Social Security Reimbursement \$3,590, Accountable Professional Expense Reimbursements \$2,080. **Total cost to the church - \$52,600.** Vacation- 5 weeks including 5 Sundays; Study Leave-2 weeks including 2 Sundays.
4. **By motion, approve** the full time Temporary Supply contract between **the Rev. Michelle E. James and Faith Community Presbyterian, Novi**, effective September 8, 2021. **Terms of Call:** Cash Salary and Housing Allowance \$58,000, BoP Medical \$15,660, BoP Pension \$4,930, BoP Death/Disability \$580, BoP Temporary Disability \$290, Social Security Reimbursement \$4,437, Study Allowance \$1,000, Professional Expense \$1,500. **Total cost to the church - \$86,397.** Vacation- 4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
5. **By motion, approve** the part time Parish Associate contract between **the Rev. Gretchen Larson-Wolbrink and Greenfield Presbyterian, Berkley**, effective November 30, 2021. **Terms of Call:** Effective Salary \$27,000, Benefits \$4,766, Reimbursements \$2,000. **Total cost to the church - \$33,766.** Vacation and Study Leave - 6 weeks annually. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
6. **By motion, approve** the Parish Associate contract between **the Rev. Issac Chung and Lake Shore Presbyterian, St. Clair Shores**, effective between January 16, 2022 and February 13, 2022. **Terms of Call:** Effective Salary \$30.00 per hour, Reimbursements for milage. **Total cost to the church based on time worked.**
7. **By motion, approve** the part time Parish Associate contract between **the Rev. Linda Cochran and First Presbyterian Church of Northville**, effective December 1, 2021. **Terms of Call:** Salary \$10,000, Housing \$30,000, Continuing Education \$500. **Total cost to the church - \$40,500.** Vacation- 4 weeks; Study Leave-2 weeks including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
8. **By motion, approve** the Part-time Temporary Supply Contract between **Rev Charles Sadler and Starr Presbyterian Church** effective January 1, 2022 – April 10, 2022. 20 hours per week. Terms of call: Effective salary \$26,674, \$200 medical deductible, \$1,000 study allowance, \$1500 Professional expenses. Total cost to church \$34,081.96. Church is to pay for Pastors in transition workshop. Four weeks vacation including four Sundays, two weeks study leave including two Sundays.
9. **By motion, approve** the part-time stated supply contract between **Rev. Dana Wilmot and Community Presbyterian Church, Waterford** effective January 1, 2022. 32 Hours per week. Terms of call: Effective salary \$37,790.40 (cash salary \$19,79.40, Housing \$18,000.00). BoP Medical \$11,000.00, BoP pension \$3,212.18, BoP Death / disability \$377.90, Bop Temporary disability \$188.95, Social Security reimbursement \$2,890.97. \$1800 contribution to flexible spending account. \$1,000 study allowance, \$1040 travel, \$500 professional expenses. Total terms of call \$59,800.40. Four weeks vacation including four Sundays, two weeks study leave including two Sundays. Church to pay for and allow attendance at a pastors in transition workshop.
10. **By motion, validate Commissioned Ruling Elder Ruth Azar to Second Mile Center** to celebrate the sacraments with supervision provided by Rev Sarah Godbehere and the session of Grosse Pointe Memorial
11. **By motion, approve** the Part-time, as needed Commissioned Ruling Elder contract between **Joelly**

**Chiangong and Park United Presbyterian Church** effective February 1, 2022. Terms of Call: \$150 per worship service, \$100 per moderation of meetings of the session and congregation, \$25 per hour plus mileage at the current IRS rate for pastoral calls or other duties. The church will allow time for and pay for attendance at a Presbytery Pastors in Transition retreat.

12. **By motion, approve** the Part-time Student Pastor contract between **Quantisha Mason-Doll** and **New Life, Sterling Heights**, effective November 21, 2021. Terms of Call: 15-20 hours per week. Compensation \$31,600 annually, two weeks vacation including two Sundays.
13. **By motion, approve** the Part-time Commissioned Ruling Elder contract between Elder Pamela Hutchins and **Auburn Hills Presbyterian Church**, effective October 17, 2021. 10 hours per week. Compensation: \$19,200 salary, \$1249 other. Total cost to church \$29,440. Four weeks vacation, including 4 Sundays; two weeks study leave including two Sundays.

By unanimous consent, Presbytery approved the following transfers:

Transfers into the Presbytery of Detroit. By Motion, Approved:

1. Rev Megan Berry from Heartland Presbytery

Transfers out of the Presbytery of Detroit. By motion, approved:

1. Rev Paul Thwaite to Pittsburgh Presbytery
2. Rev Bryant Anderson to St. Augustine Presbytery
3. Rev Joseph Chapman to Giddings-Lovejoy Presbytery
4. Rev Judith Irene McMillan to Arkansas Presbytery

On behalf of the Committee, Elder Lewand moved to appoint Administrative Commission to deal with dissolution of the congregation of Littlefield and to celebrate its life:

Ken Hollowell (RE / Trustee, Broadstreet Presbyterian)

Rev Ken Kaibel (TE / COM)

Rev Tim Marvil (TE / COM) Wendy Beck (RE, Kirk in the Hills / COM)

CRE Nancy Bass, Pastor of Littlefield, shared a letter of grief and anger at both the dissolution of Littlefield and the response of Presbytery. The vote by secret electronic ballot was tallied as follows:

Yes: 79 (100%)

No: 0 (0%)

Motion carried.

On behalf of the Committee, Elder Lewand moved to appoint Administrative Commission for Joslyn Avenue to dissolve the congregation and any other steps needed consisting of:

Rev Beth Delaney (TE, Southminster Taylor / COM)

Debbie Lennis (RE, White Lake)

Edwin Fabre (RE, Detroit Calvary)

Motion carried by unanimous consent.

**Stated Clerk's Report:** By unanimous consent, Presbytery approved the following as Omnibus #2:

1. MINUTES: Approve the minutes of November 20, 2021 and the minutes of the January 31, 2021 meeting.
2. ADMINISTRATIVE COMMISSIONS:  
  
Approve the reports of the following Administrative Commissions (Appendix H):  
Interim Report of the Administrative Commission for St. John's Detroit  
Interim Report of the Administrative Commission for Westminster Detroit  
Report of the Administrative Commission for the Installation of Theda McBryde
3. REVIEW OF RECORDS: Approve the following results of the Review of Records, following completion of a Financial Review:

**Approved:**

Royal Oak--Starr

**Report of the Administrative Commission for Covenant-Southfield:** On behalf of the Commission, Rev. Kent Clise moved the following:

That the Presbytery:

1. Dissolve the Covenant Presbyterian Church effective Sunday, March 20, 2022, and hold a final worship of praise and thanksgiving for Covenant's long history on that date;
2. Dismiss the members of Covenant Church to Berkley Greenfield Presbyterian, Farmington First Presbyterian or other church, as requested by each member;
3. Appoint the Session of Covenant Presbyterian Church to provide all data required for the AC to complete administrative and financial tasks associated with dissolving the congregation and corporation;
4. Report final plans for distribution of funds at a subsequent meeting of Presbytery, after determining net amount in escrow;
5. Authorize the AC to plan a celebration of the legacy of Covenant Presbyterian Church during the May 2022 Presbytery meeting, and that docket time be provided for the celebration.
6. Develop a thorough equipping and training curriculum for ACs, including both Presbytery Stated Clerk and Presbytery executive.

After extensive discussion, the vote by secret electronic ballot was tallied as follows:

Yes: 59 (98%)

No: 1 (1%)

Motion carried.

**Report of the Administrative Commission for Trumbull-Detroit:** Rev. Eddie Jusino, Elder Diane Agnew, and Elder Pamela Dawson-Walker presented for the Commission. Rev. Jusino shared words about the process followed by the Administrative Commission. The closing worship service would be held on

May 21<sup>st</sup>, 11am, at Westminster Church of Detroit. On behalf of the Commission, Elder Agnew shared the history of Trumbull Avenue, beginning in 1877, through the construction of the building in 1886. Hundreds of children attended the Sunday school of the congregation. At one time, Trumbull Avenue was the third largest congregation in the Presbytery and the 41<sup>st</sup> largest in the United States. In the 1970s, Martha Singley called Dr. Harold Vernon, the Pastor, to ask if her African American family would be accepted. Dr. Vernon said yes, but paid a price in terms of many families turning away from the church because they would not accept Black members. The congregation continued to minister to the surrounding community. The Trumbull community continued to worship nearby. Well into her nineties, Martha Singley continued to provide food for hungry people in the community, and CRE Linda Singley continued to serve the congregation in worship. Trumbull also gifted the building in Southfield to Korean Presbyterian Church of Metro Detroit. On behalf of the Commission, Elder Pamela Dawson-Walker moved the following:

That the Trumbull Avenue Presbyterian Church & Society be dissolved, and that all property of the church be turned over, transferred, and conveyed to the Trustees of the Presbytery of Detroit following the closing worship service, pursuant to the Book of Order; said property to be held in escrow by the Trustees pending further recommendation of the Administrative Commission and direction by the Presbytery.

Yes: 59 (100%)

No: 0 (0%)

Motion carried.

The meeting adjourned with prayer by the Moderator at 2:19 PM.



Marianne Grano, Stated Clerk

ATTACHMENT ONE: THE ROLL

APPENDICES:

Appendix A, Treasurer's Report

Appendix B, Trustees' Report

Appendix C, Coordinating Cabinet Report

Appendix D, Sexual Misconduct Policy Provisos and Amendments

Appendix E, Called Staff Terms of Call

Appendix F, Committee on Preparation for Ministry Report

Appendix G, Committee on Ministry Report

Appendix H, Administrative Commission Reports

The Presbytery of Detroit  
Statement of Revenues and Expenditures  
From 1/1/2021 through 12/31/2021

*100 - Operating Fund  
(In Whole Numbers)*

	<u>This Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual Budget</u>	<u>Percent of Total</u> <u>Budget Remaining</u>
<b>0% of the year remains</b>				
<b>Revenue</b>				
Shared Mission	18,553	133,520	150,000	11 %
Per Capita	55,000	336,982	348,759	3 %
Investments (Fund 200)	5,438	144,812	153,505	6 %
Joy & McKay Endowments	10,024	194,289	166,604	-17 %
Social Justice	0	6,300	6,000	-5 %
Presbyterian Women	0	0	1,200	100 %
Other	0	1,000	0	
<b>Total Revenue</b>	<b>89,015</b>	<b>816,903</b>	<b>826,068</b>	<b>1%</b>
<b>Expense</b>				
Representation	0	0	600	100 %
Committee on Ministry	3,968	5,146	14,600	65 %
Preparation for Ministry	0	1,764	3,800	54 %
Trustees	7,333	124,402	133,200	7 %
Presbytery Operations	52,882	477,672	627,565	24 %
Congregation Develop't & Transform'n	0	500	9,000	94 %
Social Justice	2,800	24,650	31,050	21 %
Mission Interpretation	14,542	49,936	51,300	3 %
Leadership Equipping Ministry Team	8,210	11,131	23,500	53 %
New Church Dev/Redevelopment	0	17,500	17,500	0 %
Multicultural Ministry Team	0	800	16,000	95 %
Planning & Visioning	155	2,898	1,000	-190 %
Coordinating Cabinet	0	525	3,200	84 %
<b>Total Expense</b>	<b>89,890</b>	<b>716,924</b>	<b>932,315</b>	<b>23 %</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(875)</b>	<b>99,979</b>	<b>(106,247)</b>	
<i>Total Shared Mission Received YTD:</i>		<i>133,520</i>		
<i>Total Shared Mission Spending YTD:</i>		<i>104,517</i>		

# The Presbytery of Detroit

## Balance Sheet As of 12/31/2021 (In Whole Numbers)

	OPERATING FUNDS	RESTRICTED & ENDOWMENT FUNDS
Cash		
	(289,371)	658,142
Total Cash	(289,371)	658,142
Investment Securities		
General Investments	4,331,716	0
Endowment - Comerica	1,747,149	20,391,846
Investment - P.I.L.P	1,887,398	0
Total Investment Securities	7,966,264	20,391,846
Receivables		
Church Loan Receivable - Module	56,000	0
Church Line of Credit Receivable	0	0
Misc Receivables	(2,549)	1,130
POD Grant Mortgage	432,393	0
Total Receivables	485,844	1,130
Other Assets		
	0	0
Total Other Assets	0	0
Total Assets	<u>8,162,737</u>	<u>21,051,118</u>
Miscellaneous Liabilities		
Accounts Payable - Module	232	0
Other	778,206	1,512
Total Miscellaneous Liabilities	778,437	1,512
Notes Payable to Presbyterian Church (U.S.A.)		
PCUSA Grant Mortgage Receivable	(194,018)	0
PCUSA Grant Mortgage Reserve	194,018	0
PCUSA Guaranteed Loans	(904,663)	0
P.I.L.P. Guaranteed Loans	(2,759,015)	0
Right-of-Use Asset	(134,487)	0
Lease Liability	134,487	0
Note Payable - PCUSA	904,663	0
Note Payable P.I.L.P	2,759,015	0
Total Notes Payable to Presbyterian Church (U.S.A.)	0	0
Notes Payable Others		
Pass Thru - Other	0	0
Total Notes Payable Others	0	0
Total Liabilities	<u>778,437</u>	<u>1,512</u>
Unrestricted Net Assets/Equity		
	4,759,205	2,462,877
Total Unrestricted Net Assets/Equity	4,759,205	2,462,877
Restricted Net Assets/Equity		
	2,625,094	18,586,728
Total Restricted Net Assets/Equity	2,625,094	18,586,728
Total Net Assets/Equity	<u>7,384,299</u>	<u>21,049,606</u>
Total Liabilities & Net Assets/Equity	<u>8,162,737</u>	<u>21,051,118</u>

**Presbytery of Detroit  
Report of the Trustees  
February 26, 2022**

The Trustees report the following for the information of Presbytery:

1. The Trustees directed that compensation for the consultant for Southfield-Covenant be sustained until the end of April 2022, for \$1,000, \$500 for each month.
2. The Trustees held Trustee Training on January 15<sup>th</sup>.
3. The Trustees authorized the following corporate officers:  
President: Rev. Kara Hildebrandt  
Vice President: Gregory Sykes  
Secretary: Marianne Grano  
Treasurer: Michael Gaubatz
4. The Trustees authorized the following authorized signers:  
Rev. Kara Hildebrandt  
Gregory Sykes  
Rev. Flo Barbee-Watkins  
Michael Gaubatz  
Michael Starynchak
5. The Trustees elected the following individuals to the Investment Sub-Committee:  
Ruthanne Herrington  
Robert Lee  
Michael Starynchak  
Martha Blenman  
Karen Strandholm  
TBD (Fort Street)  
TBD (Fort Street)
6. The Trustees elected the following individuals to the Audit Sub-Committee (Herrington, Lee):  
Ben Beale  
Karen Strandholm  
TBD  
TBD
7. The Trustees directed the Accounting Manager to track per capita arrearages as a Fund 200 asset with an offsetting allowance as of December 31, 2021
8. The Trustees authorized the expenditure of \$3000 for the purchase of equipment and licensure for hybrid meetings and referred approval of the contract to Elder Hollowell and Elder Sykes.

**Presbytery of Detroit**  
**Report of the Coordinating Cabinet**  
**February 26, 2022**

The Coordinating Cabinet recommends that Presbytery:

1. Approve the following Extra Commitment Opportunities, submitted by Planning and Visioning:
  - Thika Partnership
  - Care Village Outreach
  - Second Mile Center
  - Welcome Home
2. Approve the provisos for the Sexual Misconduct Policy. **Paper E-1.**
3. Approve the amendments to the Sexual Misconduct Policy. **Paper E-1.**
4. Approve the terms of call for called staff for the 2022 Calendar Year (includes a 5% increase on effective salary over 2021 amount). **Paper E-2.**
5. Approve the following locations for 2022 Presbytery meetings: May 24, 2022, Grosse Ile Presbyterian Church; November 19, 2022, Cherry Hill Presbyterian Church—Dearborn. Both meetings to be hybrid.

The Coordinating Cabinet reports the following for the information of Presbytery:

1. The Coordinating Cabinet made a report of disorder to the Synod regarding a personnel matter, passing on the communications it has received, and requesting that the Synod appoint an administrative commission to inquire into and settle this personnel matter (attaching the documents already received) under G-3.0109(b)(5). By common consent, the Cabinet directed the Clerk to write a letter to the Clerk of the Synod of the Covenant with this request.
2. Cabinet approved the service of communion at the February 26 Presbytery meeting.

## Proposed Amendments to, and Provisos Related to, Sexual Misconduct Policy

### 2.26.22

Overall comments on the sexual misconduct policy:

The Presbytery has had a sexual misconduct policy for many years. It has gone through many revisions and has served the Presbytery well.

At the same time, awareness and knowledge regarding this issue are evolving, particularly in recent years. To this end, the Presbytery adopted a new Sexual Misconduct Policy in November 2021, after approval by both the Coordinating Cabinet and the Committee on Ministry.

The policy was not presented with a redline because it was a wholly substituted policy. This policy was created by looking at the most recent guidance provided by PCUSA and policies from other presbyteries.

This policy focuses on:

- Seeking to be pro-active rather than re-active:
  - Reviewing matters that are not yet filed under the Rules of Discipline
  - Instituting required boundaries training for ministers and Presbytery leadership
  - Instituting required bystander training for congregations
- Seeking to be victim-centered:
  - Reviewing matters that are not yet filed under the Rules of Discipline
  - Intention to avoid conflicts of interest by the Case Team focusing on the alleged victim
  - Understanding that the Presbytery faces greater liability if sexual misconduct goes unaddressed
  - Requiring training
  - Defining sexual misconduct to preclude pastor/parishioner or other imbalance of power relationships
  - Redefining the PRT as an entity reporting directly to Presbytery rather than only to COM
- Seeking to protect rights:
  - Specifying alternatives for situations that involve poor boundaries but not sexual misconduct as defined by the Book of Order or the policy
  - Seeking that cases be reviewed quickly and those that require Book of Order or legal action are appropriately processed

Since its approval by Presbytery, the PRT did have to review a matter, which involved an allegation which the PRT concluded was unsubstantiated.

At that time, the PRT was not elected by the Presbytery. The previously serving PRT, a subcommittee of COM, reviewed the matter and issued a report.

Given the shifted focus of the PRT, the previously serving PRT will agree to serve until new members are located.

The following provisos are suggested by the Stated Clerk to aid in this transition:

1. That a pre-Presbytery be held on Friday, February 25, at noon, via Zoom, to address the changes in the policy.
2. To ratify the actions taken by the Pastoral Response Team under the new policy between November 21, 2021 and their election.
3. Due to the large number of vacancies on an important Presbytery Team, allow nominees identified by the Committee on Nominations to attend meetings of the Presbytery Response team, with voice but not vote, prior to their election by Presbytery, with the understanding that the nominees would be required to sign the Presbytery's Standards of Ethical Conduct (P-10) and be bound by its confidentiality requirements.

The following amendments are suggested by the Stated Clerk:

1. To amend P-4, Sexual Misconduct Policy, by striking "Care Team" and inserting "Case Team" whenever it occurs.

Comments: The Presbytery Response Team suggested this change to be in keeping with the changed focus of the Sexual Misconduct Policy.

2. To amend P-4, Sexual Misconduct Policy, by inserting the following section as Response Procedure (1)(A)(5):

The PRT will also identify a care person (from Presbytery staff or Committee on Ministry) from outside its members, to reach out and offer care and support to the person accused; the PRT will provide the caring individual with the name of the person accused, and no further details.

Comments: This will cover a gap whereby the current policy does not provide for support for the person accused, without creating a conflict of interest with the PRT.

3. To amend P-4, Sexual Misconduct Policy, by striking "45 days" and inserting "60 days" wherever it occurs.

Comments: The currently serving PRT suggested this timeline as more realistic for the initial review.

4. To amend P-4, Sexual Misconduct Policy, by inserting the following after "the governing body" in Response Procedures (5)(D): "The report shall be filed with COM, Presbytery

Operations, or other appropriate Presbytery entity according to the facts and circumstances of the case.”

Comments: The PRT suggested this language would provide clarity as to the filing of the final report.

5. To amend P-4, Sexual Misconduct Policy, by substituting the following:

**Rumors:** It is impossible to act on information which is presented **only** as rumor. It is important to try to acquire some actual evidence or a first-hand report in order to determine if professional misconduct of a sexual nature occurred. Second-hand or third-hand rumors may be passed to a Stated Clerk.

The original paragraph reads:

**Rumors:** Second-hand or third-hand rumors may be passed to a Stated Clerk. It is important to try to acquire some actual evidence or a first-hand report in order to determine if professional misconduct of a sexual nature occurred. It is impossible to act on information which is presented **only** as rumor.

Comments: The currently serving PRT suggested that this wording would clarify how rumors should be handled.

6. To amend P-4, Sexual Misconduct Policy, by adding the following to Prevention and Implementation (2), after “presented annually”: “The Stated Clerk, working with the Presbytery Response Team and the Committee on Ministry, is responsible for ensuring that Training is provided, and shall keep records of those that have participated. It is the responsibility of those covered by this Policy to ensure that they attend Training.”

Comments: This clarifies the accountability for record-keeping and training responsibilities.

# Sexual Misconduct Policy

Presbytery of Detroit

## *Introduction:*

It is the policy of the Presbyterian Church (U.S.A.) that all church members, church officers, non-member employees, and volunteers of governing bodies and entities of the church are to maintain the integrity of their ministerial, employment and professional relationships at all times. **Sexual misconduct** (see Attachment A, Definitions) is a violation of an individual's integrity. Such behavior is sinful, and violates the teachings of the Church, as well as the covenantal relationship by which we are called to live with God and with one another. Sexual misconduct in any form is never permissible.

Scripture affirms that we are created in the image and likeness of God. To harass sexually or abuse another person is to deny that value. Scripture and our faith in Jesus Christ calls us to standards of responsible conduct in all of life, including sexual behavior. Sexual misconduct is a behavior that represents unjust use of power by persons in positions of responsibility and leadership to exploit persons who are vulnerable by virtue of the inherent trust that resides in authoritative positions in the church. Sexual misconduct ruptures pastoral relationships and is an indication of the brokenness of the person perpetrating such misconduct. This rupture injures and harms victims with wounds that may require extended care before healing occurs. This rupture betrays Christ and the pastoral offices of the church in that it abuses the power and authority of ministry by changing its focus from healing and redemption to exploitation and gratification. Furthermore, it tarnishes the symbol of Christ as Healer, and Savior; and it rends the local parish and the whole body of Christ in ways that require special efforts for healing deep, long lasting wounds.

The purposes of this Policy are:

1. To prevent and eliminate sexual misconduct within the Presbytery of Detroit.
2. To safeguard individuals and communities from abuse through any form of sexual misconduct.
3. To seek justice by assuring effectiveness of the church's administrative, investigative and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who victimize others.
4. To assure appropriate care and promote proper healing for all individuals and communities where sexual misconduct has occurred.

Protection of children and vulnerable adults in this regard requires especial care and caution. Presbytery policies relating to protection of children and vulnerable adults are contained in a separate policy. Persons may be found to be in violation of both policies and may be subject to proceedings

under both policies.

***Statement of Policy:***

The Presbytery of Detroit proclaims that Ministers of the Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders who are members of or serving within the bounds and under the direction of the Presbytery of Detroit; officers and employees of the Presbytery of Detroit; and the volunteers and lay persons serving on Presbytery committees, boards, councils and commissions, and other entities in support of Presbytery programs:

- shall exercise responsible sexual behavior and maintain the integrity of employment and professional relationships at all times;
- shall not engage in sexual misconduct as defined in this Policy (see Attachment A);
- shall deal with allegations of sexual misconduct with seriousness;
- shall report accusations or instances of sexual misconduct to the appropriate Presbytery officials;
- shall maintain confidentiality in recognition of the effects of reported sexual misconduct on the reputation and effectiveness of all involved;
- shall respect the alleged offender’s presumption of innocence; and
- shall comply with all applicable local, state, and federal laws.

***Prevention and Implementation***

1. General Policy: The Presbytery of Detroit will take appropriate steps to inform all those covered by this Policy and all sessions of the standards of conduct set forth in this Policy and the procedures to be followed for effective response when receiving a report of sexual misconduct. The Presbytery shall further encourage all sessions to establish policies, procedures and practices related to sexual misconduct and to inform members, employees, volunteers, and candidates of the Presbytery’s and session’s policies and procedures with respect to sexual misconduct.

2. Training and Education: The Presbytery, through its appropriate entities, shall annually present an educational program (the “Training”) designed to explain the need for this Policy, to acquaint persons with its contents, and to guard against sexual misconduct. The Presbytery of Detroit will require that all new ministers, all Commissioned Ruling Elders, all Certified Christian Educators, members of Coordinating Cabinet, officers of the Presbytery, and all employees of the Presbytery attend the Training within the first year of ministry within the bounds and under the direction of the Presbytery, and each five (5) years thereafter. Failure to attend will result in dissolution of the relationship. Honorably retired ministers are exempt provided they agree in writing not to serve the Presbytery in a leadership position or serve any congregation or other entity in active ministry. Additionally, each congregation will be required to send a member to either the

Training or a bystander training program offered by Presbytery every three (3) years. There will be a training event presented annually. The Stated Clerk, working with the Presbytery Response Team and the Committee on Ministry, is responsible for ensuring that Training is provided, and shall keep records of those that have participated. It is the responsibility of those covered by this Policy to ensure that they attend Training.

3. Acknowledgement: The following persons are required to sign a written acknowledgement (see Attachment B) that they have received and read a copy of this Sexual Misconduct Policy, and that they agree to conduct themselves in accordance with this Policy: Ministers of the Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders who serve within and at the direction of the Presbytery of Detroit; officers and employees of the Presbytery of Detroit; and the volunteers and lay persons serving on Presbytery committees, boards, councils and commissions, and other entities in support of Presbytery programs. Such signed acknowledgement will be kept in the person's personnel file or other appropriate file of Presbytery. It is further the policy of Presbytery that employees and volunteers other than ministers undergo a criminal background check.

4. Ministers of the Word and Sacrament: All ministers seeking new calls within the Presbytery of Detroit shall complete the Personal Information Form currently being distributed by including the portions relating to sexual misconduct. The Committee on Ministry, in addition to pastor nominating committees, is responsible for obtaining previous employer references on all ministers or candidates seeking ordination and/or service within the bounds or under the jurisdiction of the Presbytery of Detroit.

5. All Other Presbytery Staff and Volunteers: All successful applicants for Presbytery staff positions, or other persons so directed by an entity which reports to the Presbytery, shall complete a criminal background check which shall be kept in Presbytery files until the individual dies, leaves the Presbytery, or ceases to serve in any ministerial role within the Presbytery for a period of five (5) years.

6. Responding to Reference Request: The Stated Clerk and Executive staff (including the general or executive presbyter, associate executive(s), and/or persons serving in a temporary capacity as executive) are authorized to respond to sexual misconduct inquiries directed to the Presbytery about former or current Presbytery employees. They shall provide information regarding any allegations, inquiries, and administrative or disciplinary action related to sexual misconduct of the individual involved. The response, however, shall be limited to information that is a matter of public record or in the individual's own personnel file that is maintained by the Presbytery.

7. Distribution of Policy: A copy of this Policy shall be made available to all those covered by it and to any persons who requests a copy. The Policy shall be made available to all persons who accuse others of misconduct as well as those accused by misconduct.

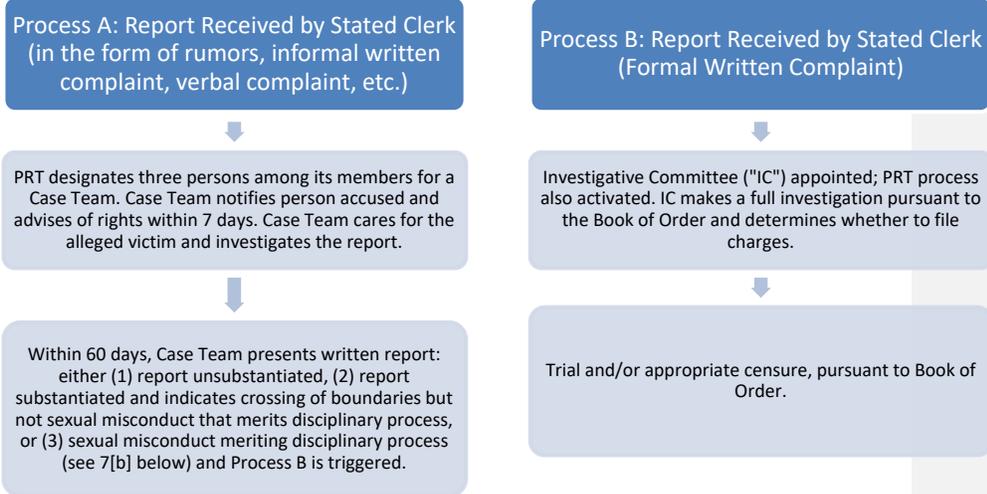
***Response Procedures:***

Independent procedures: Under this policy, any professional sexual misconduct which (1) involves unwanted physical contact or physical contact that involves an intrinsic imbalance of power, including, but not limited to, contact between a pastor and a member of a congregation; or (2) includes behavior which may be a violation of the Constitution of the Presbyterian Church (USA); or (3) includes conduct which, in the majority opinion of the ~~Care Team~~Case Team, should result in suspension and/or termination, automatically begins the disciplinary process outlined in the Book of Order under the Rules of Discipline.

However, the ~~Care Team~~Case Team process outlined in this Policy is not intended to supplant either processes under the Book of Order, or processes under secular law, particularly in terms of mandated reporting of abuse to the civil authorities in cases of criminal sexual conduct involving a child or older adult. Additionally, under the Book of Order, a written statement of sexual misconduct submitted to the Stated Clerk (after verification that the written statement is intended as a statement of alleged offense under the Rules of Discipline) shall be directed to an Investigative Committee.

The Book of Order and secular processes may take place concurrently, before or after the ~~Care Team~~Case Team process, or not at all, depending on the facts and circumstances of the individual case.

The following flowchart describes the process for receiving and responding to reports of sexual misconduct:



1. Receiving the Initial Report:

A. Claims of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the reporter of the victim, the alleged offender, and the Church. Claims shall be dealt with as matters of highest confidentiality both before and after they have been submitted to appropriate authorities as outlined below.

B. Reports of sexual misconduct may occur in a variety of ways. Because a governing body or entity cannot control to whom the reporter will first speak, it is important that all officers, employees, and persons highly visible to church members and visitors understand how reports of alleged sexual misconduct incidents are to be directed to the proper persons.

C. *The first persons to learn of an incident of sexual misconduct should not undertake an inquiry alone or question the reporter or the alleged offender.* If the reporter is hesitant to share information, the person receiving the initial report has a special pastoral responsibility to encourage willingness to speak, lest the Church be unable to respond because no one is able to give firsthand information.

- i. When a person believes that they have been the victim of sexual misconduct perpetrated by a person covered by this Policy, or when a non-victim reporter believes a person covered by this Policy has committed an act of sexual misconduct, they should report the incident, preferably in writing, to the Stated Clerk. If the report is not received in writing and the complaining victim or

reporter declines to put it in writing, then the Stated Clerk shall summarize in writing all of the information orally conveyed to them, and mail a copy of the same to the complaining victim or reporter with a request that they contact the Stated Clerk if there are any errors in the account.

- ii. The Stated Clerk will then notify the Presbytery Response Team (“PRT”), the Chair of the Committee on Ministry, and the Chair of Operations if the individual accused is an employee.
- iii. If the alleged offender is the Stated Clerk of the Presbytery, the report shall be made to the Chair of Coordinating Cabinet, who will notify the PRT.

2. Documentation

All allegations and responses to allegations should be written, signed, and dated. They should be detailed and specific. Any report of the PRT to the Stated Clerk and/or Committee on Ministry must be written.

3. Unavailability of a written allegation from a reporter

A. If a reporter is unable or chooses not to submit a written allegation to the PRT, the PRT may continue the investigation if there appears to be sufficient additional evidence that the alleged sexual misconduct occurred.

B. In addition, there are several different circumstances in which the Stated Clerk may receive information about a person covered by this Policy allegedly engaging in sexual misconduct.

- i. **Rumors:** It is impossible to act on information which is presented only as rumor. It is important to try to acquire some actual evidence or a first-hand report in order to determine if professional misconduct of a sexual nature occurred. Second-hand or third-hand rumors may be passed to a Stated Clerk. ~~It is important to try to acquire some actual evidence or a first-hand report in order to determine if professional misconduct of a sexual nature occurred. It is impossible to act on information which is presented only as rumor.~~
- ii. **First-hand information from a third party:** In this situation, someone may come forward with information based on their witnessing a person covered by this Policy in violation of the Policy. They may be willing to file a report but the recipient of the alleged sexual misconduct may have no interest in a report. This person may see themselves as a consenting adult in a sexual relationship with the person covered by this Policy and in no way a victim of sexual misconduct. In this case, there is good cause to proceed. The procedures outlined in this document should be implemented because the alleged offender may have engaged in sexual misconduct.
- iii. **A confession by a person covered by this Policy without a victim’s report:** In this case, there is good cause to proceed. The procedures outlined in

this document should be implemented because a person's acknowledgement that they engaged in sexual misconduct is the best evidence available.

4. Presbytery Response Team

A. The PRT is an entity of seven (7) ministers, elders, and members of churches of Presbytery of Detroit responsible for coordinating Presbytery's response under this Policy to reports of alleged sexual misconduct. The PRT is charged with the responsibility to assure that an objective, effective, expeditious, and caring response is made to reports of sexual misconduct.

B. Members of the PRT shall be elected by the Presbytery upon nomination by the Committee on Nominations. The PRT shall be composed of three classes of approximately equal size. In bringing forth nominations for the PRT, the Committee on Nominations shall follow the Presbytery's guidelines for diversity. Terms of service shall be three years, except that members may be elected to shorter terms in order to establish classes or to fill unexpired terms. The PRT shall designate one member as the Chair.

C. The PRT shall receive training on how to respond to reports of sexual misconduct, and on the legal, administrative, and disciplinary procedures of the Presbytery. Such training should be updated and/or refreshed annually.

D. When notified by the Stated Clerk or executive that a report of alleged sexual misconduct has been received, the PRT shall convene three (3) persons from among its members to serve as a ~~Care Team~~Case Team to handle the report. The ~~Care Team~~Case Team will work with and be available to the reporter, the alleged offender, and the families involved. The Chair of the PRT shall periodically follow up with the ~~Care Team~~Case Team, monitor their progress, and offer any needed assistance and support.

E. ~~Care Team~~Case Team members are exempt from being cited to appear as witnesses in an ecclesiastical judicial trail under the Rules of Discipline. Presbytery recognizes that service on a ~~Care Team~~Case Team constitutes "good cause" for refusing to testify under D-7.0204 and D-11.0203.

5. Functions of the ~~Care Team~~Case Team

A. The ~~Care Team~~Case Team shall perform the following functions:

1. Receive the written claim of sexual misconduct from the Stated Clerk or Executive;

2. In cases involving allegations of physical abuse or criminal sexual conduct, the ~~Care Team~~Case Team shall first confirm that a report has been made to the appropriate governmental body. (See definition of "Mandated Reporter" in Attachment A, Definitions.)

3. One or more members of the ~~Care Team~~Case Team shall meet with the reporter to informally review the report, or with the alleged victim to hear the accusation firsthand. The alleged victim may be accompanied by persons (limited to two) whom they wish to have

present for support. If the reporter is different from the alleged victim, the Care Team/Case Team shall review the information that is the basis for the report, and the source(s) of that information. If the report is found by the Care Team/Case Team to be credible, they will attempt to contact the alleged victim. All communications with the reporter and/or the alleged victim shall be confidential.

4. The Care Team/Case Team shall inform the alleged victim of the different remedies that the victim may pursue. These may include filing a formal written statement of alleged offense to initiate inquiry by an investigating committee under the Rules of Discipline.

5. The PRT will also identify a care person (from Presbytery staff or Committee on Ministry) from outside its members, to reach out and offer care and support to the person accused; the PRT will provide the caring individual with the name of the person accused, and no further details.

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~~5.6.~~ In no more than seven days after the convening of the Care Team/Case Team, the Care Team/Case Team shall advise the alleged offender, in writing, (A) of the allegation and advise the alleged offender to have no further contact of any sort with the reporter, the alleged victim, or the alleged victim's family; (B) that they may want to obtain legal counsel or other advocate since the accusation could result in church disciplinary procedures or civil or criminal court action, in addition to any other necessary support; and (C) that a written response to the accusations is requested.

~~7.6-~~ Gather information regarding the allegations from the reporter, if not the alleged victim, and others who may have knowledge or information relating to the allegation;

~~8.7-~~ The Care Team/Case Team shall provide a written copy of this Policy to the alleged victim or third party reporter and the alleged offender, and seek adherence to this Policy by all parties involved;

~~8.9-~~ Prepare a written report of the case for submission to the appropriate person, committee of the governing body, or entity.

B. During or as a result of its review of information, the Care Team/Case Team:

1. Shall recommend that all parties involved seek professional psychological or certified pastoral counseling throughout the Care Team/Case Team process;

2. Shall recommend immediate actions for the pastoral care of the reporter, the alleged victim, the alleged offender, the families of all parties involved, congregations and governing bodies;

3. Shall recommend actions to be taken within the congregation, governing body, or entity;

4. Shall at all times treat the alleged offender with Christian kindness and

respect, and may meet with the alleged offender if requested. Prior to the meeting, the alleged offender shall be advised of their rights according to the “Rules of Discipline”;

5. Must tell the alleged victim if the alleged offender has admitted to the misconduct;

6. If there has been no admission of misconduct and the allegation is to be pursued, advise the reporter or alleged victim of the option of filing a written statement of alleged offense with the Stated Clerk of Presbytery or the Clerk of Session pursuant to the Rules of Discipline.

C. The ~~Care Team~~Case Team shall not:

1. Advocate for any party involved;
2. Act as legal counsel for any party involved;
3. Act as counselors to any party involved;
4. Replace the functions of the Committee on Ministry, Council, or Investigating Committee;
5. Enforce a specific remedy or disciplinary action;
6. Breach the confidentiality of information received.

D. Final Report of the ~~Care Team~~Case Team: Within ~~60~~45 days from the date the ~~Care Team~~Case Team first receives the written report of alleged sexual misconduct, the ~~Care Team~~Case Team shall submit a written final report to the Chair of the PRT and to the appropriate committee of the governing body or person. The report shall be filed with COM, Presbytery Operations, or other appropriate Presbytery entity according to the facts and circumstances of the case. A copy shall be given to the reporter and the alleged offender. The final report shall include:

- Name and address of parties involved;
- A summary of the allegations;
- A summary of the facts as stated by the parties involved;
- A summary of the ~~Care Team~~Case Team's actions to date;
- The remedy, if any, sought by the reporter and/or alleged victim;
- The ~~Care Team~~Case Team's findings to date, and whether the alleged sexual misconduct is substantiated;
- The ~~Care Team~~Case Team's recommendation for possible further actions,

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recommendations which may include, at any time before an Investigating Committee is established, leave of absence for any party;

- A list of the ~~Care Team~~Case Team's members and the date of the report.

6. Responses When Allegation is Not Substantiated

In cases where the allegation is not substantiated, a record of the process and its conclusion will be provided to the alleged offender and may be included in his/her personnel file.

7. Responses When Allegation is Substantiated

A. If the ~~Care Team~~Case Team concludes that the offense and consequences of professional conduct show poor professional judgment or crossings of boundaries, the ~~Care Team~~Case Team will recommend that the Committee on Ministry, Personnel Committee, or other appropriate entity take the following steps:

1. Issue an advisory of corrective action. Clear guidance shall be provided in order for the offender to accomplish the necessary corrective action.
2. Issue a warning in response to a situation of unquestionably inappropriate and unwise behavior but which is not clearly professional misconduct of a sexual nature.
3. Issue a reprimand in response to the situation. This action will be recorded and placed in the offender's personnel file as well as in the Committee on Ministry files.

B. If the ~~Care Team~~Case Team concludes that the offense and consequences of professional sexual misconduct:

- (1) involves unwanted physical contact or physical contact that involves an intrinsic imbalance of power, including, but not limited to, contact between a pastor and a member of a congregation; or
- (2) includes behavior which may be a violation of the Constitution of the Presbyterian Church (USA); or
- 3) includes conduct which, in the majority opinion of the ~~Care Team~~Case Team, should result in suspension and/or termination,

The ~~Care Team~~Case Team shall recommend that the Committee on Ministry, Operations, or other appropriate entity follow a course of disciplinary action in accordance with the BOOK OF ORDER as follows:

1. The ~~Care Team~~Case Team shall file a formal statement of alleged offense with the Stated Clerk. In the case of a minister member of Presbytery, the Committee on Ministry shall take prompt and necessary steps as provided for within the Book of Order for the good of the church and to protect others from further harm. Possible steps include placing the offender on a restricted status, and/or suspending the offender from ministerial responsibilities. If the minister is installed in a pastoral

relationship to a church, the steps shall be taken in consultation with the session of the church.

2. In the case of a minister serving in an uninstalled pastoral relationship to a church or a person serving as commissioned ruling elder or other lay supply relationship, the Committee on Ministry in consultation with the session shall take prompt and necessary steps which serve the good of the church and which protect others from further harm. Such steps may include the suspension or termination of the pastoral or supply relationship to the congregation. In the case of a person who has been trained and recommended by Presbytery to serve as commissioned ruling elder but is not currently serving a church, the Committee on Ministry may determine that it will not approve that individual for service to any church until it is satisfied that appropriate rehabilitation has taken place.
  3. In the case of a certified Christian educator serving a congregation of the Presbytery, the Committee on Ministry shall counsel with and support the session through administrative steps needed to assure the good of the church and to protect others from further harm.
  4. In the case of an employee of the Presbytery who is not a minister member of Presbytery, the Personnel Committee of Council shall take prompt and necessary steps as provided for within Presbytery's Personnel Policies for the good of the Presbytery and to protect others from further harm. Such steps may include the suspension or dismissal of the employee.
  5. In the case of persons serving as officers of the Presbytery (but not on staff), or as volunteers and lay persons serving on Presbytery committees, boards, councils and commissions, and other entities in support of Presbytery programs, the Presbytery Council, division, committee commission, or other appropriate entity shall take prompt and necessary steps to assure the well being of the Presbytery and to protect others from further harm. If the person was elected to position by Presbytery, the entity may recommend that Presbytery rescind his or her election.
- C. Record keeping: In the case of a church professional, the ~~Care Team~~Case Team's report along with documentation of the action taken in response thereto, shall be placed in the offender's personnel file. In the case of a volunteer, the action shall be recorded by the governing body in a file maintained by the appropriate governing body official in order to prevent inadvertent reassignment.
- D. Response to Secondary Victims: The offender's family, peers and the congregation are also victims of the professional and misconduct of a sexual nature. They too deserve attention and sensitivity to the hurt and pain that they are experiencing.
1. Family Members of the Offender – The Committee on Ministry will reach out to family members with Christian care and concern.
  2. Co-Workers of the Offender – The Committee on Ministry will schedule

a meeting to inform the offender's co-workers of the actions taken regarding the offender and to provide an opportunity for discussion.

3. Congregation – In conjunction with the local leadership, it is recommended that the Stated Clerk, in consultation with the Committee on Ministry, communicate in writing with every member of the congregation the findings and action taken in the course of disciplinary process, and/or by the Committee on Ministry. The Committee on Ministry will offer a trained consultant to educate the congregation regarding professional misconduct of a sexual nature in the ministerial relationship. This will help attend to the congregation's grief, anger, and other reactions. Three-, six-, nine-, and twelve-month follow-up contacts will be made by the Committee on Ministry or its representative with the local congregation to assess whether or not further help is needed. Additional follow-up contacts will be made if needed.
- E. Restoration to Ministry: If a minister has been excluded from the exercise of ordained office as the result of having committed sexual misconduct, Presbytery may consider restoration to ministry upon a showing of the following:
1. Unequivocal acknowledgement of responsibility for harm done to victim(s), as reflected in a letter of apology.
  2. Genuine remorse for harm done.
  3. Repentance – a fundamental change in behavior and understanding, which may be accomplished through appropriate therapy.
  4. Offering of appropriate restitution to victim(s).
8. Media Contact: Any inquiries from the media regarding an allegation of sexual misconduct must be directed to the Stated Clerk, Chair of Committee on Ministry, or other designated official of the Presbytery or entity involved. Questions from the media shall not be addressed by any member of the ~~Care Team~~Case Team.

### ***Judicial Process Under the Rules of Discipline:***

At any point, a reporter or victim alleging sexual misconduct may initiate disciplinary action against the alleged offender as provided for by submitting a formal written statement of the alleged offense to the Stated Clerk of Presbytery if the alleged offender is a member minister of Presbytery, or to the Clerk of Session in the church of membership of the alleged offender if they are not a member minister. The Stated Clerk or Clerk of Session shall refer the allegation to the appropriate investigating committee (D-10.0202) that shall meet as soon as possible after its formation. The Stated Clerk shall have authority to appoint the Investigative Committee after consultation with the Executive Presbyter or if the Executive Presbyter is the person alleged against, the Stated Clerk shall consult with the Chair of Coordinating Cabinet. Any allegation against the Stated Clerk under this section may be submitted to the Stated Clerk of the Synod of the Covenant. The investigating committee shall conduct its investigation in accordance with D-10.0202. The investigating committee shall maintain regular contact with

the person making the allegations, keeping them informed about the status of the investigation. Under no circumstances should the investigating committee contact the offender without first advising the person making the allegations of the date of that contact.

***Administrative Process:***

Following a report of sexual misconduct against a staff member of the Presbytery of Detroit or a member of Presbytery serving a church or agency, the appropriate committee (COM or Operations) shall consult with the reporter and/or victim, the alleged offender, and the involved Session or board of oversight to ascertain whether the circumstances would be aided by the alleged offender being advised to take an administrative leave. If the alleged offender refuses and the Presbytery believes it imperative, the Presbytery may proceed under G-2.0904 or the personnel policy to remove the person, observing the requirements for hearings and fair procedures of G-3.0109 as appropriate. The COM may also request that an administrative commission be appointed to deal with the discord caused by the alleged misconduct.

A church that has experienced sexual misconduct by the pastor shall be under the direction of the Presbytery for a year. The COM shall insure that an interim pastor is called who has skills in confronting and processing issues that are the result of the pastor's conduct. Similar appropriate steps shall be taken when a church has experienced sexual misconduct by its associate pastor.

***Legal Action:***

The PRT or ~~Care Team~~ Case Team may find it necessary or required under mandatory reporting laws to take legal action by reporting an offense to the appropriate authorities. In no circumstance will other responses under this policy be understood to preclude legal action.

***Conclusion:***

After all the procedures outlined above have been carried out the PRT shall coordinate an evaluation, seeking responses from persons and groups involved in the response to the allegation of misconduct.

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Attachments Follow Below

## ATTACHMENT A

### DEFINITIONS

**Adultery:** Sexual conduct that violates the marriage vows of one or both participants.

**Allegation:** An assertion, avowal or claim that may lead to an accusation or charge.

**Alleged Offender:** Person against whom an allegation has been made.

**Book of Order:** The Book of Order is the second part of the Constitution of the Presbyterian Church (U.S.A.). It contains the Form of Government, the Directory for Worship and the Rules of Discipline. (The first part of the Constitution of the PCUSA is The Book of Confessions.)

**Boundaries:** In a professional helping relationship (such as pastor/member of congregation, youth leader/youth group member, counselor/client), the limits or parameters which must be honored and observed by the helping professional in order to maintain the primary purpose or function of the relationship. The focus on the primary purpose or function of the relationship becomes blurred and can be lost if a boundary is crossed.

**Investigative Committee:** Convened by the Session or Stated Clerk to investigate reports of sexual misconduct.

**Church:** When capitalized refers to the Presbyterian Church (U.S.A.); when spelled with the initial "c" in lower case refers to local churches.

**Commissioned Ruling Elder:** An elder granted a local commission by the Presbytery to lead worship and preach the Gospel. See Book of Order G-2.10.

**Committee on Ministry (COM):** The Presbytery committee which serves as pastor and counselor to the ministers in the Presbytery, facilitates the relations between congregations, ministers, and the Presbytery and seeks to settle difficulties on behalf of Presbytery when possible and expedient. See Book of Order G-3.0306.

**Confidentiality:** An assurance that information will be kept private and only shared with persons who have a need to know.

**Congregation:** A general term to describe members and participants of a particular church.

**Employee:** Any person hired or called to work for the Presbytery or any church or related organization within the jurisdiction of the Presbytery for salary or wages.

**Entity:** Any congregation, camp, program, or office managed by a board, committee, council, or other body whose membership is accountable to a governing body.

**Governing Body:** A representative body composed of elders and ministers of the Word and Sacrament; these are sessions, presbyteries, synods, and the General Assembly. A governing body may establish entities such as day care centers, conference centers, camps, homes for the aged, or other mission entities. A governing body may have both church members and non-members as employees.

**Inquiry:** The process described in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body. See Book of Order D-10.0200.

**Investigation:** Term generally used by police, secular prosecutors, and child protective services when responding to allegations of an offense. Term is also used interchangeably with Inquiry in the Rules of Discipline.

**Mandated Reporter:** A person who is required by law to report any and all suspected incidents of child, elder, or vulnerable adult abuse, including sexual abuse that come to their attention. In Michigan, clergy are mandatory reporters.

**Persons Covered:** This policy includes the ministers, officers and employees of the Presbytery of Detroit, and the volunteers and lay persons serving preaching and pastoral functions, including those who serve on Presbytery committees, boards, councils and commissions, and other entities in support of Presbytery programs.

**Reporter:** The person claiming knowledge of sexual misconduct by a person covered by this policy or a person alleging to have been abused by a person covered by this policy. The reporter may or may not have been the victim of the alleged sexual misconduct. A person such as a family member, friend, or colleague may be a non-victim reporter.

**Response:** Action taken by the governing body or entity when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative and/or judicial), (3) pastoral care for victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

**Presbytery Response Team:** The committee established by this policy to coordinate Presbytery's response to reports of alleged sexual misconduct.

**Secular (Civil) Authorities:** The governmental bodies whether city, county, state, or federal who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

**Secular (Civil) Law:** The body of municipal, state, and federal laws often referred to collectively as civil and criminal law. (Note: Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular [civil] law.)

**Sexual Abuse:** Sexual involvement or contact by clergy or other persons covered by this policy with a person within the professional relationship including any person under the age of eighteen years, any person over the age of eighteen years who lacks the mental capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position. See Book of Order D-10.0401(b).

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment based on the declared judgment of the affected individual, or
4. An individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, sexual propositions, or other conduct of a sexual nature, or display of sexual materials that insult, degrade, and/or sexually exploit others.

In determining whether conduct is sexual harassment, the standard to be applied is that of the reasonable person of the same gender as the victim. Lack of intent to harass is no defense.

**Sexual Malfeasance:** Any impropriety or wrongdoing resulting from sexual conduct within a ministerial or professional relationship. Examples of such conduct include adultery, indecent exposure, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to restrict church professionals from having normal mutual, social, intimate, or marital relationships.

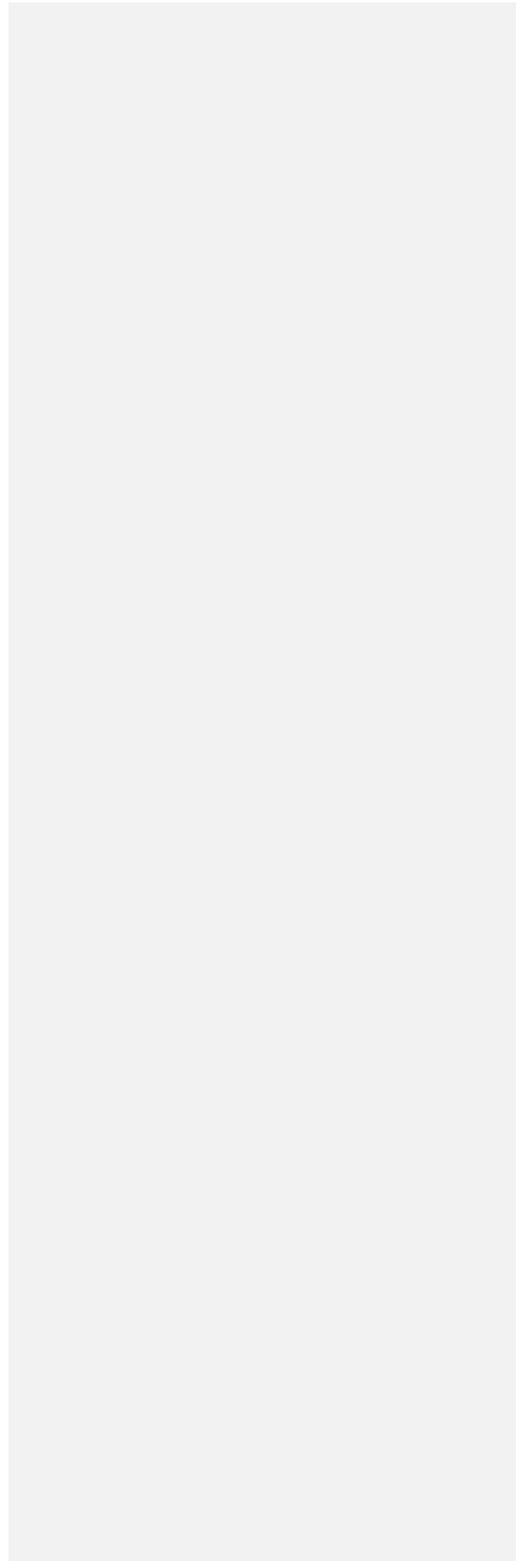
**Sexual Misconduct:** Comprehensive term used in this policy and its procedures to include:

1. Sexual Harassment as defined above.
2. Rape or sexual contact by force, threat, or intimidation.
3. Sexual Malfeasance as defined above.
4. Production or distribution of pornography as defined by actions or policy statements of the General Assembly, Presbyterian Church(USA).
5. Sexual conduct that involves unwanted physical contact or physical contact that involves an intrinsic imbalance of power, including, but not limited to, contact between a pastor and a member of a congregation.
6. Behavior which may be a violation of the Constitution of the Presbyterian Church (USA).

**Victim:** Person who claims to have been, or is alleged to have been, injured by sexual misconduct by a person covered by this policy. (See Reporter above.)

**Volunteer:** A person who provides services for governing bodies and entities of the Church and receives no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, committee, and other groups, and persons requested to perform specific functions for the Presbytery. Reimbursement for travel expenses and other out-of-pocket expenses is not remuneration.

**Vulnerable Adult:** Any person eighteen-years-old or older without the developmental or cognitive capacity to consent.



ATTACHMENT B

Presbytery of Detroit

**Employee/Volunteer Questionnaire**

I am not currently under investigation for, nor have been convicted of (1) criminal sexual conduct, (2) neglect of a child, (3) or physical/mental abuse. I certify that (a) no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: If you are unable to make the above certification you may instead give a description of the complaint, termination, or the outcome of the situation and any explanatory comments you care to add.

**Acknowledgment of Receipt of Sexual Misconduct Policy**

I hereby acknowledge that I have this day received a copy of the "Sexual Misconduct Policy" of the Presbytery of Detroit; that I have read the Policy, understand its meaning, and agree to conduct myself in accordance with the Policy, and agree to the release of information mentioned above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Witness

Date

## 2022 Terms of Call for Called Staff

The Operations Ministry Team moves that Presbytery approve the following terms of call for the 2022 Calendar Year (includes a 5% increase on effective salary over 2021 amount):

Rev. Dr. Floretta Barbee-Watkins, Transitional General Presbyter

\$ 44,491 Salary  
 54,350 Housing Allowance  
 1,000 Medical reimbursement\*  
 7,561 SECA (social security) allowance  
 24,710 Board of Pensions Medical dues  
 10,872 Board of Pensions Pension dues  
 988 Board of Pensions Life and Disability Insurance dues  
 6,660 Reimbursement for travel expenses (mileage at IRS rate)  
 3,000 Reimbursement for Professional Business Expenses  
 2,500 Reimbursement for Continuing Education

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\$ 156,132 Total Cost of Compensation  
 2 weeks of study leave  
 4 weeks of vacation  
 Worker's Comp insurance coverage

Charon Barconey, Associate Executive Presbyter, Commissioned Ruling Elder

\$ 35,625 Salary  
 30,000 Housing Allowance  
 2,660 Medical reimbursement\*  
 5,020 SECA (social security) allowance  
 16,406 Board of Pensions Medical dues  
 7,219 Board of Pensions Pension dues  
 656 Board of Pensions Life and Disability Insurance dues  
 5,000 Reimbursement for travel expenses (mileage at IRS rate)  
 4,000 Reimbursement for Professional Business Expenses  
 3,000 Reimbursement for Continuing Education

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\$ 109,586 Total Cost of Compensation  
 2 weeks of study leave  
 4 weeks of vacation  
 Worker's Comp insurance coverage

Rev. Marianne Grano, Stated Clerk (half time – 25 hours per week)

\$ - Salary  
 36,841 Housing Allowance

518 Medical reimbursement\*  
2,818 SECA (social security) allowance  
11,000 Board of Pensions Medical dues  
4,053 Board of Pensions Pension dues  
368 Board of Pensions Life and Disability Insurance dues  
1,400 Reimbursement for travel expenses (mileage at IRS rate)  
1,400 Reimbursement for Professional Business Expenses  
1,000 Reimbursement for Continuing Education

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\$ 59,398 Total Cost of Compensation  
2 weeks of study leave  
4 weeks of vacation  
Worker's Comp insurance coverage

\*Due to the need for accurate calculation of effective salary, only out-of-pocket medical expenses related to covered medical treatment are eligible for medical reimbursement.

**Committee on Preparation for Ministry Report to Presbytery February 26, 2022**

## For Information:

- The Bible Content Exam was given Friday, February 4, 2022 at Northminster Presbyterian Church, Troy, proctored by CRE Nancy Bass.
- The following members of CPM were appointed as Ordination Exam Readers: Teaching Elder Paul Stunkel, Ruling Elder Stefanie Lewis and Ruling Elder Nancy Bass, with Teaching Elder Jim Faile as alternate.
- CPM met with Inquirer Bonnie Bakewell (First, Northville; Columbia) on January 4 to be examined for the move to candidacy. After lengthy discussion with Ms. Bakewell's pastor and session liaison, CPM discerned that she was not adequately prepared for Candidacy at this time. CPM made several recommendations for her continued journey as an Inquirer.
- CPM met with Inquirer Robyn Hudgins (First, Warren; Central Baptist) and sustained her Annual Consultation. CPM reviewed coursework and approved her Field Ed Setting at Fort Steet, Detroit.
- CPM met with Candidate Tyler Brinks (Kirk in the Hills; Princeton) on February 1, examined him on his Statement of Faith, Exegetical Paper and Sermon. Upon motion CPM granted Final Assessment and permission to circulate a PIF.
- CPM discussed the status of Inquirers, Candidates and CRETs. Liaisons will continue reviewing and guiding the same.
- CPM has been reviewing the educational requirements of the Book of Order and the policy of POD and will likely make some minor adjustments.
- CPM discussed CREs and the respective roles of COM and CPM.
- CPM has made CRE Training Funds available to Eligible CREs taking Transitional Ministry Training.
- CPM has scholarship money available for Inquirers and Candidates; application forms are available on the Presbytery website.
- CPM discussed the need for Black Clergy in the Presbytery.
- CPM application forms and manuals are available on the POD website.

## For Action:

- CPM presents Inquirer Kathleen Mackie (St. Paul's, Livonia; ETS) for Examination to be enrolled as a Candidate. Her Biography and Statement of Faith are attached.

Respectfully Submitted  
Rev. James Faile  
Elder Marilyn Thibodeau  
Co-chairs CPM

## Mackie Bio & Sense of Call

I am a native of Farmington Hills, Michigan, and attended Wittenberg University in Springfield, OH, where I earned a Bachelor's of Arts in English and eventually a Master's of Science in Sports Management at Georgia Southern University. After spending a few years as a college softball and basketball coach, I responded to the call into the seminary and graduated in 2014 with a Doctorate of Ministry Degree from Ecumenical Theological Seminary in Detroit where I currently serve as an adjunct faculty member in the doctoral program.

I was hired by Rosedale Gardens Presbyterian Church as their Director of Youth Ministry in 2013 after a decade of volunteer service at nearby St. Paul's Presbyterian Church – the congregation in which I was born and raised. While at St. Paul's, I volunteered as both a middle school and high school youth advisor, led many Sunday school programs for all ages, planned and led Wednesday Evening fellowship programs, wrote VBS curriculum, and led Sunday worship as both liturgist and preacher.

In 2016 I began the process of becoming a Commissioned Ruling Elder and completed my certification through the Presbytery of Detroit. I was commissioned to the Ministry of RGPC in March 2018 where I serve as both a Commissioned Pastor and as the Youth Director.

One never knows what a day will bring in the life of a congregation. For the past 4 years, I have had the privilege of serving as a Commissioned Pastor to a vibrant, thriving and growing congregation, thus exposing me to a variety of daily tasks and situations as a minister. From the outside and from a distance, the tasks of Ministers of Word & Sacrament seem to be pretty black and white, much like they are laid out in the Book of Order. Like looking at a Monet painting, from a distance it forms a clear, concise picture, yet the closer you get to the work, you begin to see all the fine points and dots of the brush strokes that seem messy and unclear. Yet all together, it forms the work of ministry.

And ministry is not simply a well-ordered worship, or the celebration of the sacraments, or a dynamic program – ministry is being in the mess of life with others. It's receiving middle of the night texts of despair. It's another cancer diagnosis for a teenager. It's writing recommendations for admittance into medical school. It's taking out the trash and replacing toilet paper. It's learning how to minister in the midst of a pandemic. It's problem solving. It's admitting when you're wrong. It's being included in the joys of other's lives. It's a strict reliance on the Holy Spirit. It's a constant state of learning. It's presence. It's cooking meals. It's listening. It's humbling, both in its privilege and in the ways it puts a spotlight on your own inabilities, thus the need for Jesus.

I am grateful for the gifts God has given me, and especially grateful for the job I currently have that allows me to use these gifts. It has been made known to me by others that my specific gifts lie in preaching and teaching; an ability to connect and relate to teenagers; and discipleship through social ministry. I also believe God has gifted me with the ability to be bold and unafraid to plant seeds and craft new ideas for the church in a way that is Christ-focused.

Standing on the tradition of "Reformed and always reforming," I firmly believe that our churches need to be guided into areas of change that may seem uncomfortable at first, yet are necessary to make room for the Holy Spirit to move in and through the people. I do not believe in change for change, sake, but to change based on a call by God so that he may be glorified and his kingdom strengthened. And I believe he has given me the gift of discernment to be able to see when these changes are necessary, and the gift to articulate the need for change so that it is understood and successful.

**Report of the Administrative Commission of St. John's Presbyterian Church  
to the Presbytery of Detroit**

February 13, 2022

Greetings, friends in Christ!

The Administrative Commission for St. John's Presbyterian Church continues to seek to work collaboratively with the members and friends of St. John's Presbyterian Church, meeting monthly in an open meeting on Zoom with church stakeholders. Since the last Presbytery meeting, Commissioned Ruling Elder Caleb Jones has begun serving St. John's as Pastor as of January 1<sup>st</sup>, 2022, quickly seeking to build and strengthen connections in the community, including a Wednesday night prayer service, in addition to Sunday morning Worship. Treasurer David Harmon continues to bring clarity to the financial status of the church. St. John's Community Choir is reaching out into the community as well. St. John's Hunger Ministry, coordinated by Mrs. Bette Harmon, continues to faithfully serve the community on the 3<sup>rd</sup> Friday of every month, supported by Forgotten Harvest. We will continue to seek the will of God for St. John's through the grace of our Lord, Jesus Christ, as we look to continue to be a beacon of light in the community through expanded partnerships with community stakeholders.

Respectfully submitted,

Joshua Archey, CRE  
Clerk of the Administrative Commission

## REPORT OF THE COMMITTEE ON MINISTRY

**RECOMMENDATIONS TO THE PRESBYTERY**

THE COMMITTEE ON MINISTRY RECOMMENDS THAT PRESBYTERY:

*Calls / Contracts*

1. **By motion**, approve the Call of the **Korean Presbyterian Church of Metro Detroit** and the **Rev. Hae Kil Kim** effective January 2, 2022, with the following terms: Effective Salary \$94,850; Board of Pensions \$35,095; SECA \$7,256; Dental Plan \$1,800; Medical Deductible \$1,800; Continuing Education \$1,500; Professional Expenses \$4,000; Cell Phone Fee \$1,200; **Total Compensation \$147,501**; Vacation 4 weeks including 4 Sundays; Continuing Education 2 weeks including 2 Sundays; one time moving expenses up to \$10,000; **and** request transfer of his credentials from **National Capital Presbytery**.
2. **By motion, approve** the quarter time Stated Supply contract between **the Rev. Dr. Kenneth Kaibel** and **Belleville Presbyterian**, effective October 17, 2021. **Terms of Call:** Cash Salary \$7,400, Housing allowance paid as salary \$4,000, BOP 403b - \$6,000, Study Leave and book allowance \$1,000, Visitation and transportation expenses (\$25/hour at IRS allowable rate) \$2,600, Misc. Expenses \$1,000. **Total cost to the church - \$22,000.** Vacation- 5 weeks including 5 Sundays; Study Leave-2 weeks including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
3. **By motion, approve** the part time Stated Supply contract between **the Rev. Keith Cornfield** and **Calvary Presbyterian, Ann Arbor**, effective January 1, 2022. **Terms of Call:** Cash Salary \$11,500, Housing \$35,430, Social Security Reimbursement \$3,590, Accountable Professional Expense Reimbursements \$2,080. **Total cost to the church - \$52,600.** Vacation- 5 weeks including 5 Sundays; Study Leave-2 weeks including 2 Sundays.
4. **By motion, approve** the full time Temporary Supply contract between **the Rev. Michelle E. James** and **Faith Community Presbyterian, Novi**, effective September 8, 2021. **Terms of Call:** Cash Salary and Housing Allowance \$58,000, BoP Medical \$15,660, BoP Pension \$4,930, BoP Death/Disability \$580, BoP Temporary Disability \$290, Social Security Reimbursement \$4,437, Study Allowance \$1,000, Professional Expense \$1,500. **Total cost to the church - \$86,397.** Vacation- 4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
5. **By motion, approve** the part time Parish Associate contract between **the Rev. Gretchen Larson-Wolbrink** and **Greenfield Presbyterian, Berkley**, effective November 30, 2021. **Terms of Call:** Effective Salary \$27,000, Benefits \$4,766, Reimbursements \$2,000. **Total cost to the church - \$33,766.** Vacation and Study Leave - 6 weeks annually. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.

6. **By motion, approve** the Parish Associate contract between **the Rev. Issac Chung** and **Lake Shore Presbyterian, St. Clair Shores**, effective between January 16, 2022 and February 13, 2022. **Terms of Call:** Effective Salary \$30.00 per hour, Reimbursements for milage. **Total cost to the church based on time worked.**
7. **By motion, approve** the part time Parish Associate contract between **the Rev. Linda Cochran** and **First Presbyterian Church of Northville**, effective December 1, 2021. **Terms of Call:** Salary \$10,000, Housing \$30,000, Continuing Education \$500. **Total cost to the church - \$40,500.** Vacation- 4 weeks; Study Leave-2 weeks including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
8. **By motion, approve** the Part-time Temporary Supply Contract between **Rev Charles Sadler** and **Starr Presbyterian Church** effective January 1, 2022 – April 10, 2022. 20 hours per week. Terms of call: Effective salary \$26,674, \$200 medical deductible, \$1,000 study allowance, \$1500 Professional expenses. Total cost to church \$34,081.96. Church is to pay for Pastors in transition workshop. Four weeks vacation including four Sundays, two weeks study leave including two Sundays.
9. **By motion, approve** the part-time stated supply contract between **Rev. Dana Wilmot and Community Presbyterian Church**, Waterford effective January 1, 2022. 32 Hours per week. Terms of call: Effective salary \$37,790.40 (cash salary \$19,79.40, Housing \$18,000.00). BoP Medical \$11,000.00, BoP pension \$3,212.18, BoP Death / disability \$377.90, Bop Temporary disability \$188.95, Social Security reimbursement \$2,890.97. \$1800 contribution to flexible spending account. \$1,000 study allowance, \$1040 travel, \$500 professional expenses. Total terms of call \$59,800.40. Four weeks vacation including four Sundays, two weeks study leave including two Sundays. Church to pay for and allow attendance at a pastors in transition workshop.
10. **By motion, validate Commissioned Ruling Elder Ruth Azar to Second Mile Center** to celebrate the sacraments with supervision provided by Rev Sarah Godbehere and the session of Grosse Pointe Memorial
11. **By motion, approve** the Part-time, as needed Commissioned Ruling Elder contract between **Joelly Chiangong and Park United Presbyterian Church** effective February 1, 2022. Terms of Call: \$150 per worship service, \$100 per moderation of meetings of the session and congregation, \$25 per hour plus mileage at the current IRS rate for pastoral calls or other duties. The church will allow time for and pay for attendance at a Presbytery Pastors in Transition retreat.
12. **By motion, approve** the Part-time Student Pastor contract between **Quantisha Mason-Doll** and **New Life, Sterling Heights**, effective November 21, 2021. Terms of Call:15-20 hours per week. Compensation \$31,600 annually, two weeks vacation including two Sundays.
13. **By motion, approve** the Part-time Commissioned Ruling Elder contract between Elder Pamela Hutchins and **Auburn Hills Presbyterian Church**, effective October 17, 2021. 10 hours per week. Compensation: \$19,200 salary, \$1249 other. Total cost to church \$29,440. Four weeks vacation, including 4 Sundays; two weeks study leave including two Sundays.

### *Installation Commissions*

None

### *Administrative Commissions*

1. By motion, appoint Administrative Commission to deal with dissolution of the congregation of Littlefield and to celebrate their ministry consisting of:
  - i. Ken Hollowell (RE / Trustee, Broadstreet Presbyterian)
  - ii. Rev Ken Kaibel (TE / COM)
  - iii. Rev Tim Marvil (TE / COM)
  - iv. Wendy Beck (RE, Kirk in the Hills / COM)
2. By Motion , appoint Administrative Commission for Joslyn Avenue to dissolve the congregation and any other steps needed consisting of:
  - i. Rev Beth Delaney (TE, Southminster Taylor / COM)
  - ii. Debbie Lennis (RE, White Lake)
  - iii. Edwin Fabre (RE, Detroit Calvary)

### *Transfers into the Presbytery of Detroit. By Motion, Approved:*

1. Rev Megan Berry from Heartland Presbytery

### *Transfers out of the Presbytery of Detroit. By motion, approved:*

1. Rev Paul Thwaite to Pittsburgh Presbytery
2. Rev Bryant Anderson to St. Augustine Presbytery
3. Rev Joseph Chapman to Giddings-Lovejoy Presbytery
4. Rev Judith Irene McMillan to Arkansas Presbytery

### *Information*

1. Approved Emergency Assistance Grant of \$2,000 to a member of clergy in December, 2021.
2. Approved MIF for Interim Pastor at Kirk in the Hills
3. Approved MIF for Designated Pastor at St. Thomas, Shelby Township
4. Approved MIF for Designated Pastor at Orchard Lake
5. Granted permission for Port Huron First to elect a PNC

6. Granted permission for Rev Al Timm to labor within the bounds of the presbytery to teach a course at ETS
7. Approved formation of a task force to work with South Lyon First that could become an Administrative Commission if needed
8. Approved formation of a task force to work with Littlefield Dearborn that could become an Administrative Commission if needed
9. Approved Celtic Cross re-election of their PNC and their MIF
10. Approved Interim Pastor MIF for Grosse Ile
11. Approved part-time position description for Trinity Community Presbyterian Church
12. Retroactively (12/16/21, 1/28/22) appoint Rev Lou Prues moderator for Grosse Pointe Woods
13. Appoint Rev John Mishler moderator for Celtic Cross effective March 1, 2022
14. Appoint Rev Jasmine Smart moderator for Grosse Pointe Woods effective immediately
15. Approved Task force to work with South Lyon:
  - Rev Ruth Ann Herrington (TE / Trustee)
  - Rev Nicole Dietrich (RE, South Lyon)
  - Rev Linda Anderson (TE, Supply Pastor South Lyon)
  - Scott Griffith (RE, Brighton)
  - Representative to be named from Development Committee
16. Approved the formation of a Listening team to address discord at Jefferson Avenue consisting of:
  - Richard Turner
  - Jasmine Smart
  - Paul Stunkel
  - Pam Hartman
17. Granted Permission for CRE Josh Archey to preside over the sacrament of communion at Great Lakes Regional Gathering of APCE February 9-12, 2022

February 14, 2022

To: Presbytery of Detroit

From: AC Camp Westminster, Westminster Church of Detroit

On behalf of the Administration Commission following is a summary of the activities to date:

1. Adam Delezenne, was hired effective January 17, 2022, as Interim Executive Director for a term of one year.
2. Suzanne & Jim Bates retired effective January 31, 2022.
3. The 2022 camp schedule is on the website. [campwestminster.com](http://campwestminster.com).

**Report of the Administrative Commission for  
Covenant Presbyterian Church  
Southfield, Michigan**

The Administrative Commission of Covenant Presbyterian Church (AC) moves the Presbytery:

- a. Dissolve the Covenant Presbyterian Church effective Sunday, March 20, 2022, and hold a final worship of praise and thanksgiving for Covenant's long history on that date;
- b. Dismiss the members of Covenant Church to Berkley Greenfield Presbyterian, Farmington First Presbyterian or other church, as requested by each member;
- c. Appoint the Session of Covenant Presbyterian Church to provide all data required for the AC to complete administrative and financial tasks associated with dissolving the congregation and corporation;
- d. Report final plans for distribution of funds at a subsequent meeting of Presbytery, after determining net amount in escrow;
- e. Authorize the AC to plan a celebration of the legacy of Covenant Presbyterian Church during the May 2022 Presbytery meeting, and that docket time be provided for the celebration.
- f. Develop a thorough equipping and training curriculum for ACs, including both Presbytery Stated Clerk and Presbytery executive.

**Rationale**

At the January 2021 meeting, the Presbytery approved an AC to work with Covenant Presbyterian Church, Southfield, with the following function, powers, and responsibilities:

Function: The commission shall visit Covenant Presbyterian Church Southfield which has been reported to be affected with disorder and inquire into and settle the difficulties therein.

(G-3.0109b(5))

Powers: The commission shall assume original jurisdiction if it determines that the Session is unable or unwilling to exercise its authority and manage its affairs wisely (G-3.0303e). The commission shall report its action to assume original jurisdiction to the next stated meeting of the Presbytery of Detroit.

Purpose: To provide guidance and leadership for Covenant Church as it seeks to discern the way forward by creating and developing a written plan for the congregation's future.

Focus Items:

1. To assist in the overall financial structure of the Church. This includes budgeting, accounting, checks and balances/reporting and procedures.
2. To assist in identifying grants/1001/new church development that Covenant Church would have available.
3. To assist with identifying a good fit for transitional pastoral leadership.
4. To help Covenant Church discern the way forward as it relates to the best congregational structure (including closing, merging, yoking, nesting, etc.).

Upon motion from the Committee and by unanimous consent, the Presbytery appointed the following persons to serve as members of the Administrative Commission to work with Covenant Presbyterian Church of Southfield, Michigan. The quorum for the commission shall be a majority of its members.

Ruling Elders: Greg Sykes; Stefanie Lewis

Teaching Elders: Kent Clise, Chair; Karen Stunkel

The AC formed and was trained by the Transitional General Presbyter on March 4, 2021, and has been meeting twice monthly. The AC observed at all regular Session meetings.

When the AC formed and met with the Session of Covenant Presbyterian Church for the first time on March 15, 2021, it discovered that train had left the station. The church, along with Presbytery Trustees, was already in final negotiations to sell the church property to Kingdom Builders Christian Church. The final details of the sale were pending resolution of the requirement to remove an oil tank buried on property. The

closing date was scheduled with Presbytery Trustees and the bank to occur by March 23, 2021. Covenant Church planned to lease the chapel of the property and continue to worship as a congregation there. The Presbytery Trustees had already created an escrow account to maintain accountability for the proceeds of the sale of the property. Our AC elected to trust the process occurring between the Session and the Presbytery Trustees regarding the sale of the property.

As the AC continued its investigation into the origin, history, and current state of Covenant Church, it became apparent that there was unreadiness among the Session, a lack of transparency with the congregation on the plan for the church, and distrust of the Presbytery in past and present involvement with Covenant Church. Covenant elders *indicated* a contradiction in advice from Presbytery leadership. The AC heard the elders say that they were tired and frustrated with Presbytery. Our AC listened carefully and took these feelings seriously.

After guiding the Session to petition the Presbytery Trustees for a \$26,000 to underwrite the total cost of the removal of the underground tank and the complete restoration of the property following the tank removal, the Trustees agreed to hold in escrow all proceeds from any ultimate resolution of the Covenant Church property. Further investigation by the AC determined that there would be viability issues for the small congregation to lease the chapel at the agreed to price. The AC then assisted the Session in securing the services of a consultant to guide the Session in discerning the future of this congregation without its property. Considerations included remaining in the chapel, nesting in another facility, merging with another congregation, yoking with another congregation, and/or dissolving the congregation. The estimated time for discernment was 60-90 days, with the result being a plan to be reported to the AC. The plan would clarify congregational outcomes such that there is unity in the decision. The Session approved the proposal at their June regular Session meeting. The AC secured \$5066 monthly from the Presbytery Trustees to subsidize Covenant Church operating expenses and an additional \$2500 per month for the services of the consultant during the development and implementation of the plan. This money would come from the escrow account.

Beginning August 2021, under the guidance of the consultant, the Session researched its options for the future of the church, including surveys of the congregation, congregation town hall to improve transparency, and cancellation of 2 Sundays of December worship to attend Berkley Greenfield and Farmington First Presbyterian Churches.

On January 17, 2022, Session presented its plan to the AC, which included a recommendation that AC request of Presbytery the dissolution of Covenant Presbyterian Church. Upon receipt of the plan, AC requested from the Stated Clerk the process associated with implementation of the plan. The AC discovered that no policy, other than P-21, exists that addresses all options associated with a plan for dissolution of a congregation. While other ACs are wrestling with similar options, their considerations were shared with this AC.

At a called congregational meeting on February 13, 2022, the Session's proposal was presented to the congregation, which held an advisory vote to affirm the plan and a recommendation to the AC for Presbytery vote. The congregation unanimously supported the plan to request the AC to dissolve the congregation. Additionally, an AC consideration for the distribution of funds was presented, which initiated heated debate.

Stefanie Lewis, clerk  
Administrative Commission,  
Covenant Presbyterian Church

**Trumbull Avenue Presbyterian Church & Society**  
**Report of the Administrative Commission**  
**The Presbytery of Detroit**  
**February 26, 2022**

***“For everything there is a season, and a time for every purpose under heaven.”***  
*Ecclesiastes 3:1*

The Administrative Commission has been privileged to serve with the members of Trumbull Avenue Presbyterian Church & Society as they have concluded their ministry as a worshipping congregation. Over the last 7 months, we have prayed together, laughed together, and reminisced about the great work of this congregation since it was formed in 1881.

We have also engaged in the tasks required to dissolve a congregation. The four remaining active members have transferred their memberships to Park United Presbyterian Church in Highland Park. We are grateful that they have found a new church home.

Having original jurisdiction, we worked with our Stated Clerk, Marianne Grano, to close the corporation with the State of Michigan. Pamela Walker-Dawson and Diane Brasie-Agnew were added to the checking account and assumed the role of treasurers. We closed a small account belonging to a Presbyterian Women’s Circle. According to the wishes of the members, gifts were made to Park United Presbyterian Church, Trinity Community Presbyterian Church, the Presbytery’s Hunger Ministries Program, Presbyterian Women in the Presbytery of Detroit and the Adrienne Adams Scholarship Fund of the Michigan Black Presbyterian Caucus. Because the congregation no longer owns a building, there are no outstanding property issues.

We are currently securing the records of the congregation and will send them to the Presbyterian Historical Society in Philadelphia, PA where they will be preserved.

A final worship service will be held on Saturday, May 21, 2022 at Westminster Presbyterian Church, Detroit. We invite the presbytery to attend. Following this service, the Administrative Commission will pay any remaining invoices and the balance of the funds will be turned over to the Presbytery of Detroit. (It is estimated to be in the range of \$5,000.)

Although we grieve the loss of this congregation, we rejoice in the ministry they provided over the last three centuries! Their season as a worshipping congregation may be concluding, but their legacy in the Presbytery of Detroit remains.

*Therefore, after consultation with the members, the Administrative Commission moves that the Trumbull Avenue Presbyterian Church & Society be dissolved, and that all property of the church be turned over, transferred, and conveyed to the Trustees of the Presbytery of Detroit following the closing worship service, pursuant to the Book of Order; said property to be held in escrow by the Trustees pending further recommendation of the Administrative Commission and direction by the Presbytery.*

Respectfully submitted by the Administrative Commission;

The Rev. Eddie Jusino, Ruling Elder Diane Brasie-Agnew, and Ruling Elder Pamela Walker-Dawson

## Proposed Special Rules of Order

*For A Hybrid Meeting (in person or electronically via Zoom)*

The Following Rules are proposed for adoption at the meeting by the Stated Clerk:

1. Participants joining the meeting in person:
  - a. Will seek recognition by raising their hands,
  - b. When recognized to speak, will move to the lectern at the front of the center aisle.
2. Participants joining the meeting electronically are encouraged to use a desktop or laptop computer. The following are requirements for such computers:
  - a. High speed internet access.
  - b. Sound output device (*preferably* a headset, earbuds, or Bluetooth device that delivers the sound directly to the participant's ear rather than into an open room),
  - c. A microphone device.
  - d. A webcam (optional).

If joining by computer is not possible, those joining electronically may use a tablet or smart phone device, using the free "Zoom" app, available from the device's app store. Regarding audio/visual devices, the same requirements and preferences exist as for computers.

3. The following rules also apply to those joining the meeting electronically:
  - a. The "raise hand" feature will be used for both seeking recognition and voting. Raise hand is accessed by clicking on the word "Reactions" on the bottom of the main Zoom window (or top right on some tablet/phone devices), then clicking on the "Raise Hand" bar. Clicking on raise hand causes a "virtual hand" to be raised both on your webcam feed and beside your name on the Participants list (which you may also access by clicking on the word "Participants").
  - b. Please *do not* lower your own hand. The hosts are responsible for lowering virtual hands. When multiple participants are seeking recognition, once the moderator has called on someone, all other raised hands will be lowered. If you have an "interrupting motion" (a point of order, a request for preference in recognition, etc.), raise your hand *again* after it has been lowered by a host. If you are not immediately recognized, you may unmute your microphone and say "Mr/Madam Moderator!"
  - c. If you wish to offer a motion other than a procedural motion, it should be entered in writing into the participant "chat," after which you should seek recognition. When called upon, you should note that the motion is in the chat, and move its adoption.
4. A vote taken by means of raised hands (for both in person and electronic participants) is a "division," not a "counted vote" – meaning that the moderator will quickly assess the raised hands for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the moderator is uncertain, he or she may order a counted vote – or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote). In the case of a counted vote, those present in person will stand while the count proceeds, while those present electronically will continue to use the raise hand feature.

May 10, 2022

To: Presbytery of Detroit

From: Westminster Church of Detroit: Camp Westminster AC

Following actions of the AC

1. Permission to sell property in Roscommon MI approved by session and congregation.
2. Search committee appointed to determine executive director

**Final Report of the Administrative Commission for  
Trumbull Avenue Presbyterian Church  
to the Presbytery of Detroit  
May 24, 2022**

The Administrative Commission for the Trumbull Avenue Presbyterian Church was elected by the Presbytery of Detroit on July 13, 2021. The AC was tasked with helping the church discern how to conclude its ministry as a congregation and to assist them in taking the necessary steps toward dissolution.

On February 26, 2022, upon the recommendation of the Administrative Commission, the Presbytery of Detroit took action to formally dissolve the congregation.

A Service of Dissolution was held on May 21, 2022 signifying the end of Trumbull Avenue's 141 year ministry in the Presbytery of Detroit.

In the next 60 days, the Administrative Commission will pay any outstanding bills and will send the records of Trumbull Avenue to the Presbyterian Historical Society in Philadelphia. The remaining funds (approximately \$4,500) will be given to the Presbytery of Detroit to be used at the direction of the Planning & Visioning Team. At the conclusion of these tasks, we will provided the Stated Clerk with the minutes of our work.

***Therefore, we move that the Administrative Commission for Trumbull Avenue Presbyterian Church be dissolved pending transfer of the remaining funds and records.***

It has been an honor to walk with the members of Trumbull Avenue and we continue to give thanks for their ministry over the last three centuries.

In Gratitude to God,

Members of the Administrative Commission

Ruling Elder Diane Agnew

The Rev. Eddie Jusino

Ruling Elder Pamela Walker-Dawson

## *Order of Worship*

*May 24th, 2022*

*Presbytery of Detroit*

### *Call to Worship*

Cry out with joy to the Lord, all the earth.

**Worship the lord with gladness. Come into God's presence with singing.**

The grace of the Lord Jesus Christ be with you all.

**And also with you.**

### *Hymn*

**For all the Saints 326 V1,4**

### *Prayer of the Day*

Almighty God, to whom all hearts are open, all desires known, and from whom no secrets are hid: Cleanse the thoughts of our hearts by the inspiration of your Holy Spirit, that we may perfectly love you and worthily magnify your holy name through Christ our Lord. **Amen.**

### *Call to Confession*

If we say we have no sin, we deceive ourselves, and the truth is not in us. But when we confess our sins, God who is faithful and just will forgive us our sins and cleanse us from all unrighteousness.

### *Prayer of Confession*

**Merciful God, we confess that we have sinned against you in thought, word, and deed, by what we have done, and by what we have left undone. We have not loved you with our whole heart and mind and strength. We have not loved our neighbors as ourselves.**

### *Scripture Reading*

**Hebrews 11:1-3**

*Now faith is the assurance of things hoped for, the conviction of things not seen. 2 Indeed, by faith our ancestors received approval. 3 By faith we understand that the worlds were prepared by the word of God, so that what is seen was made from things that are not visible.*

## *Message*

Faith Journey  
Rev. Jasmine Smart & Elder Kevin Smith

### *G/A Commissioning*

Do we, members of Detroit Presbytery, accept Elder Stephen Benton, Pastor Bethany Peerbolt, Elder Mary Lloyd, Pastor Charles Sadler, Elder Daryl Taylor, Pastor Jasmine Smart, and Youth Advisory Delegate Layla Humphreys as Commissioners to the 225th General Assembly, chosen by God through the voice of the church, to guide us in the way of Jesus Christ?

**We do.**

Do we promise to support and encourage them as they seek to fulfill their responsibilities in this ministry?

**We do.**

### *Commissioning Prayer (laying on of hands)*

Almighty God, in Jesus Christ you called disciples and, by the Holy Spirit, unified them as one church by faith to serve you. Be with members of the Detroit Presbytery: the commissioners, advisory delegates, committee leaders, the stated clerk and presbytery executives. We offer a special prayer for Rev. Jenny Saperstein who will be preaching for the assembly. Help them to welcome new things you are doing in the world and to respect old things you keep and use. In their deliberation, bring about what is best for us and for all people. As they meet, let your Spirit guide so that the whole church may be joined in love and service to Jesus Christ, who, having gone before us, is coming to meet us in the promise of your kingdom. Amen.

### *Prayers of the People & Lord's Prayer*

### *Hymn*

**I Will Call upon the Lord 621**

### *Benediction*

The Presbytery of Detroit  
Statement of Revenues and Expenditures  
From 1/1/2022 through 4/30/2022

*100 - Operating Fund  
(In Whole Numbers)*

	<u>This Month</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual Budget</u>	<u>Percent of Total</u> <u>Budget Remaining</u>
<b>67% of the year remains</b>				
<b>Revenue</b>				
Shared Mission	11,268	24,843	140,000	82 %
Per Capita	16,163	72,131	382,298	81 %
Investments (Fund 200)	10,948	48,107	155,245	69 %
Joy & McKay Endowments	19,619	75,927	186,596	59 %
Social Justice	0	0	6,300	100 %
Other	0	0	0	
<b>Total Revenue</b>	<u>57,998</u>	<u>221,008</u>	<u>870,439</u>	<u>75%</u>
<b>Expense</b>				
Committee on Ministry	0	0	14,600	100 %
Preparation for Ministry	0	0	4,000	100 %
Trustees	6,128	37,515	141,383	73 %
Presbytery Operations	41,017	158,253	530,616	70 %
Congregation Develop't & Transform'n	4,150	7,675	9,000	15 %
Social Justice	4,200	15,100	30,000	50 %
Mission Interpretation	5,000	5,000	46,500	89 %
Leadership Equipping Ministry Team	0	0	25,300	100 %
New Church Dev/Redevelopment	0	15,000	15,000	0 %
Multicultural Ministry Team	0	0	6,200	100 %
Planning & Visioning	0	400	21,000	98 %
Coordinating Cabinet	0	600	11,700	95 %
Anti-Racism Committee	0	0	23,000	
<b>Total Expense</b>	<u>60,495</u>	<u>239,543</u>	<u>878,299</u>	<u>73 %</u>
<b>Revenues Over (Under) Expenditures</b>	<u>(2,497)</u>	<u>(18,535)</u>	<u>(7,860)</u>	

*Total Shared Mission Received YTD:*  
*Total Shared Mission Spending YTD:*

*24,843*  
*42,775*

**Presbytery of Detroit  
Report of the Trustees  
May 24, 2022**

The Trustees recommend that Presbytery:

1. Approve the sale of the property of the Westminster Presbyterian Church of Detroit (consisting of a residential house in Roscommon, Michigan) at 104 S. Fifth Street, and legally described as:

Lots 6 and 7 Block 24, Village of Roscommon.  
Parcel ID # 055-724-006-0000.

with final approval of the contract and sale price at fair market value to be determined by Trustees.

2. Approve the sale of the property of the Royal Oak Presbyterian Church (consisting of a parking lot) legally described as:

The land situated in the City of Royal Oak, County of Oakland, State of Michigan, and described as follows:

Part of Lot 70 described as commencing at the Northwest corner of said Lot 70, thence North 68 degrees 30 minutes 60 seconds, East 23.85 feet along the North line of said Lot 70; thence South 35 degrees 49 minutes 40 seconds West 113.13 feet more or less to the Northeasterly along said Northeasterly line of Hendrie Boulevard 79.65 feet more or less; thence North 36 degrees 49 minutes 40 seconds East 116.57 feet more or less to the point of beginning, of Hendrie Boulevard Subdivision as recorded in Liber 7 of plats, page 30 of Oakland County records.

with final approval of the contract and sale price at fair market value to be determined by Trustees.

3. Approve the sale of the property of the South Lyon Presbyterian Church (consisting of a manse and a vacant lot) legally described as:

PARCEL 2: Tax id: 22-20-361-025  
PARCEL 3: Tax id: 21-20-361-026

Pending review and receipt of appropriate documents by Trustees, with final approval of the contract and sale price at fair market value to be determined by Trustees.

4. Approve the sale of the property of Saline-First (consisting of two parking lots) legally described as:

Lot 8 of Assessor's Plat No. 6  
Lot 9 of Assessor's Plat No. 6 Exemption 211.7' South

The South 50 feet of Lot No. 10 of Assessor's Plat 6

And

Tax ID No. 18-18-01-107-05

Pending approval of the sale by the Committee on Ministry, and with final approval of the contract and sale price at fair market value to be determined by Trustees.

The Trustees report the following for the information of Presbytery:

1. The Trustees determined to continue with the present auditor for 2022.
2. The Trustees approved disbursement of the Faith In Action grants according to the Committee recommendation.
3. The Trustees approved disbursement of the Grand River funds (Barnabas) according to the Committee's recommendation.
4. The Trustees approved distribution of \$500 to the YMCA and \$500 to the YWCA from the McKay account per the provisions of the will.
5. The Trustees approved disbursement of the funds of the Ranney-Balch fund according to the distribution proposed by Social Justice, pending approval by Presbytery.

**Presbytery of Detroit**  
**Committee on Nominations**

**May 24, 2022**

At the meeting on April 4, 2022, the Committee on Nominations, upon motion, approved following names to present to the Coordinating Cabinet which will also be presented to the Presbytery of Detroit.

The Nominating Committee is informing you of the concern regarding the lack of interest of diversity and we are asking Coordinating Cabinet to make this issue a priority.

We would empathize also, the concern applies to all committees, ministry teams and work groups. It is important for us to remember the vows we took at our ordination as a Teaching Elder and Ruling Elder as found in the Book of Order. (W-4.4003)

“Will you **share** in government and discipline serving **councils** of the church?” (Ruling Elders)

“Will you be **active** in government and discipline, serving in the **councils** of the church?”  
(Teaching Elders)

This report has many vacancies which this committee has tried and continue trying to fill, in some cases, it is significant. Of course, nominations can be made from the floor by you or someone else. It is our hope that you will contact this committee before the next presbytery meeting to fill some of these vacancies.

The Committee on nominations is submitting the following names for nomination.

<b>Position/Class</b>	<b>Nominee</b>	<b>Church affiliation</b>
<b>Committee on Ministry (COM)</b>		
Class-23	VACANCY	
Class-24	VACANCY	
Class-24	VACANCY	
Class-24	VACANCY	
<b>Committee on Preparation (CPM)</b>		
Class-22	VACANCY	
Class-22	VACANCY	
Class-23	VACANCY	

Class-24 VACANCY  
Class-24 VACANCY  
Class-24 VACANCY  
Class-24 VACANCY  
Class-24 VACANCY

**Permanent Judicial Commission**

Chair-22 TBD

**Planning and Visioning Ministry Team**

Class-22 VACANCY  
Class-22 VACANCY

**Presbytery Operations Ministry Team**

Class-24 VACANCY

**Congregational Development and Transformation**

Class-23 Rev. Barbara Swartzel Hope

**Committee on Representation**

Chair-22 VACANCY  
Class-23 VACANCY

**Mission Interpretation**

Chair-22 Sandy Jensen Greenfield  
Class-24 Sandy Jensen Greenfield

**Presbytery Response Team, committee (Replaced Pastoral Response Team, COM Work Group)**

Class -22      VACANCY

Class-23      VACANCY

Class-23      VACANCY

Class-24      VACANCY

**This new Presbytery Response Team is looking for people to enforce the Sexual Misconduct Policy by reviewing sexual misconduct matters that come to the attention of Presbytery, and invoking the Book of Order disciplinary process when appropriate. They would also assist in ensuring that the Presbytery provide boundary and prevention training.**

**The Presbytery Committee on Nominations is looking for TE and RE with the following passion and skills:**

- **A heart for prevention of, and proper response to, sexual misconduct in all forms**
- **An ability to investigate and consider different testimonies to evaluate matters and determine when further action is appropriate**
- **An ability to interpret policies and procedures**
- **An ability to speak and listen with potential victims in a kind and compassionate manner**

**(The Committee on Nominations must be nominated by the Presbytery)**

**COMMITTEE on NOMINATIONS**

**Class-23      VACANCY**

**Class-24      VACANCY**

**Class-24      VACANCY**

**Class-24      VACANCY**

Rosy M Latimore, Chair, Committee on Nominations

[Rolatimo2@aol.com](mailto:Rolatimo2@aol.com)

**Presbytery of Detroit**  
**Report of the Coordinating Cabinet**  
**May 24, 2022**

The Coordinating Cabinet recommends that Presbytery:

1. Dissolve the call of Rev. Dr. Floretta Barbee-Watkins as Transitional General Presbyter of the Presbytery of Detroit, effective immediately. Rev. Barbee-Watkins has accepted a call as Lead Presbyter for the Presbytery of The James.
2. Approve the location of the September 27<sup>th</sup>, 2022 4:00PM Presbytery meeting as Detroit-Westminster (hybrid).
3. Amend the Presbytery Bylaws Article IX. Pastoral Committees and Teams, Section 3) Leadership Equipping Team by striking “d) Shall maintain oversight of the worship life of the Presbytery, to include (but not be limited to) preparing worship at all Presbytery meetings.” and insert it in Article IV. Officers, Section 4) Moderator, as b), and renumber b) to c); and also insert it in Section 5) Vice Moderator, as b) and renumber b) to c).

Rationale – The Moderator and Vice Moderator are closest to the pulse of the Presbytery and the relationship between that, themes, and the implementation of Presbytery mission and vision. In addition, they have been instrumental in developing the worshipping portion of the Presbytery meeting, and Leadership Equipping has not for several years.

4. Amend Article IV. Officers, Section 4) Moderator b) and Section 5) Vice Moderator b) to add “in collaboration with Planning and Visioning” at the end of the sentence.

Rationale – Planning & Visioning is the keeper of the mission and vision and also strives to understand the statuses of the ministry teams and committees.

5. Reinstate a brief survey at the end of each Presbytery meeting to capture feedback concerning the meeting.

Rationale – to document feedback and give all attendees the opportunity to provide that feedback for continuous improvement of our meetings.

6. Approve the distribution of the Ranney-Balch funds according to the Social Justice Ministry Team’s recommendation (Paper F-1).
7. Approve the job description for the Transitional General Presbyter. (Paper F-2).
8. Amend the 2022 budget to increase the Operations budget \$3k as a budget overrun for temporary administrative assistance in 75 hours of data entry, to be hired through a temporary hiring agency.

The Coordinating Cabinet reports the following for the information of Presbytery:

1. Cabinet approved that the Operations Ministry Team, in consultation with Strategic Planning, shall present a contract for an Acting Head of Staff to the Coordinating Cabinet for Presbytery approval, with a term of employment of six months, with terms of contract not to exceed those of the past Co-Acting Heads of Staff.

2. Cabinet determined to meet within the next 70 days, at the call of the Chair.
3. Cabinet concurred with the COVID protocols for the summer 2022 trip to Ohio submitted by Presbyterian Youth Connection.
4. Cabinet approved the service of communion on the summer 2022 trip to Ohio held by Presbyterian Youth Connection.
5. Cabinet referred the matter of a new standard file sharing platform for all Presbytery entities to a committee to be named by the Chair.
6. Cabinet discussed a recommended bylaw amendment to allow the Committee on Ministry to appoint Administrative Commissions for dissolutions and mergers. After amendment and discussion, the motion was referred to the Bylaws Committee for further discussion and recommendation.
7. Cabinet approved a motion regarding Resource Center materials, to be added to the Omnibus Motion #2.

## 2022 Ranney Balch Grants Proposal

On behalf of the Social Justice Ministry Team (via Metro-Urban Workgroup),

We are submitting for your affirmation the distribution of 2022 Ranney-Balch funds as outlined below. We followed the guidance below with some wording from the original will.

"Emphasis will be given to efforts focused on creating healthy congregations across the Presbytery of Detroit that will be enabled by the use of grant monies to carry out collaborative ministries of proclamation, evangelism, and reconciliation, focusing specifically of the creation of "healthy congregations". Targeted groups as laid out in the will are:

- Aged poor within congregations of the Presbytery of Detroit
- Underprivileged groups within the boundaries of the Presbytery of Detroit
- Christian work among Italian, Negro, and other underprivileged groups within the boundaries of the Presbytery of Detroit

Each application has been reviewed, and can be made available at your request. A brief description accompanies each ministry.

### **2022 Ranney-Balch Grant Distribution** (approved by Social Justice Ministry Team)

**\$3,000 Park United Presbyterian Church** (Highland Park)

~ *Community Youth Outreach Center*

**\$2,920 Celtic Cross Presbyterian Church** (Warren)

~ *Feeding Macomb County Homeless (MCREST)*

**\$5,000 Calvary Presbyterian Church** (Detroit)

~ *Technology Advancement to reach community and members*

**\$8,000 Starr Presbyterian Church** (Royal Oak)

~ *Serving South Oakland Homeless County (Welcome Inn & Welcome Home)*

**\$11,717 First Presbyterian Church** (Pontiac)

~ *Emergency Food Pantry*

**\$11,717 Fort St Presbyterian Church- Open Door Ministry** (Detroit)

~ *Serving Detroit's homeless and disenfranchised (hot meals, groceries, and various social services)*

**\$10,000 Southwest Detroit Immigration Refugee Center** (Detroit)

~ *Serving 'asylum seekers' needing temporary housing and legal aid*

**\$52,354.00 Total**

Grateful for the opportunity to support ministries within the Presbytery of Detroit.

*Social Justice Ministry Team*

Rev. Sarah Logemann

Rev. Gretchen Denton

Rev. Judy Shipman

Pamela Walker-Dawson

Sheila Deskens

Doug Kee

REPORT OF THE OPERATIONS TEAM  
May 2022

MOTION:

The Operations Ministry Team moves to amend the 2022 budget. We propose to increase the 2020 budget by the amount of \$3,000.00, pending approval by P & V. This money will be used to hire temporary clerical staff for approximately seventy-five (75) hours. Individuals will be hired through an agency to perform data entry tasks.

Rationale:

When the office staff was reorganized in 2021, job descriptions were changed, and the office was not fully staffed for a period of time. Hiring temporary staff to “catch up” data entry tasks, including updating the directory, will allow our current staff to handle their day-to-day duties without the backlog of data entry growing. After much discussion, the Operations Team recommends that the temporary help be hired through an agency. This allows the Presbytery to know the cost of the employee, paying a set fee for their services instead of having to add them to payroll and add the bookkeeping of taxes and other costs associated with hiring. The agency would also be responsible for vetting personnel and conducting background checks.

MOTION:

The Operations Ministry Team moves to approve the job description for the Transitional General Presbyter. (See p.2.)

Rationale: Pursuant to our bylaws, all job descriptions for called staff must be presented and approved by the Presbytery. As the Operations Team continues to improve records keeping and clarify job descriptions it was discovered that this job description was intended to be presented at the March 2020 presbytery meeting. Due to the pandemic, that meeting was cancelled, and the job description was never presented. This motion is being brought in an attempt to remedy that omission.

**Job Description**  
**Transitional General Presbyter**  
**Presbytery of Detroit**

**Title:**

Transitional General Presbyter (TGP)

**Purpose:**

The purpose of this position is to lead the Presbytery of Detroit through a process of healing and discernment such that the at the end of the contract period, the presbytery is healthier, better connected and has a clear sense of its corporate mission.

**Job Duties:**

**Head of Staff:** the TGP will serve a head of staff, ensuring good communication and relationships among the various members of Presbytery staff as well as ensuring that staff are carrying out the functions assigned to them. In conjunction with the Operations Team (responsible for staff relationships) the TGP will conduct annual staff reviews.

**Staff Liaison:** The TGP will serve as the liaison between presbytery staff and the following committees:

**Trustees** (Who are responsible for the finances of presbytery)

**Planning and Visioning** (Who are responsible for long term vision casting and preparation of the annual budget)

**Operations** (Who are responsible for oversight of presbytery staff)

**Ex-officio:** will serve ex-officio on the Coordinating Cabinet and other committees and work groups as necessary

**Relationship Building:** The TGP will intentionally build relationships with pastors, elders and congregations in order to build trust with presbytery leadership

**Accountability and Review:**

This position is accountable to the Coordinating Cabinet and the Presbytery for implementation of decisions and matters of strategy, program, and resources.

This position will be reviewed annually by the Operations Team

**Contract:** this is a contract position, with the length of the contract being two years with the possibility of extending it a year at a time if necessary.

**Drafted: 4/2020**

**Ratified:**

CPM Report to Cabinet/Presbytery May 3, 2022

CPM met as scheduled at 10.00 am via ZOOM with devotional material provided by Elder Dave Bunch.

ACTION ITEMS taken by the committee:

CPM met with Inquirer Lon Kuehn, Starr, Royal Oak, Moody and sustained his Annual Consultation.

CPM met with ECRE Anne Lyke, First, South Lyon, and sustained her Annual Consultation.

CPM met with Inquirer Sarang Kang, Kirk, Bloomfield Hills, and sustained her Annual Consultation.

There are no Candidates to be brought before the May Presbytery Meeting for examination.

INFORMATION:

CPM reviewed and updated the list of Educational and Field Ed requirements in POD's Manual; checking to see that the manual is posted on the POD website.

CPM reviewed Liaison Reports and discussed the timing of taking Ordination Exams; the topic to be continued at the June meeting.

CPM reminded Inquirers, Candidates, CREs and members that scholarship money is available; checking to see that the application form is on the POD website.

Respectfully submitted,

Jim Faile, Marilyn Thibodeau co-chairs CPM

REPORT OF THE COMMITTEE ON MINISTRY  
May 2022

**RECOMMENDATIONS TO THE PRESBYTERY**

THE COMMITTEE ON MINISTRY RECOMMENDS THAT PRESBYTERY:

**Calls**

**Contracts**

- Approve the Part-Time Interim contract between First Presbyterian Church Port Huron and Rev. Roxie Davis. Terms of Call: 18 hours per week. Annual Compensation: \$27,966, Medical Deducible \$2,000, Continuing Education, \$2,000, Professional Expenses \$2,000. Total Cost to the Church \$33,966. 6 weeks vacation including 6 Sundays, 2 weeks study leave including 23 Sundays. The church will pay for and allow time for the pastor to attend a Pastors in Transition workshop.
- Approve the Interim contract between Southminster Presbyterian Church and Rev. Beth Delaney.
- Approve the Stated Supply Associate Contract between Lakeshore Presbyterian Church and Rev Diane Oswald. Terms of call: 2 hours per week. Annual Compensation : \$3,120 plus \$150 for each Sunday the Stated Supply, Associate Pastor preaches / leads worship. Total cost to church: \$5,670.00. 4 weeks vacation including 4 Sundays, 2 weeks study leave including 2 Sundays.
- Approve the Stated Supply contract between Lakeshore Presbyterian Church and Rev. William Davis. Terms of call: 8 hours per week, Preach every 3 weeks. Annual compensation \$13, 873.00, \$2,850 medical deductible or contribution to flexible spending account. Total cost to church \$16,723.00. 7 weeks vacation including 7 Sundays, 2 weeks study leave including 2 Sundays. Church to pay for and allow pastor to attend the Pastor's in Transition Workshop.
- Approve the Stated Supply contract between South Lyon Presbyterian Church and Rev. Linda Anderson. Terms of Call: 20 hours per week. Annual compensation: \$36,327, professional expenses \$750. Total cost to church \$37,077. 4 weeks vacation including 4 Sundays, 2 weeks study leave including 2 Sundays. Church will pay for and allow pastor to attend the Pastors in Transition Workshop.
- Approve the Parish Associate Contract between First Presbyterian Birmingham and Rev. Julie Madden. No compensation
- Approve the Parish Associate Contract between First Presbyterian Birmingham and Rev. Ted Thode. No Compensation
- Approve the Parish Associate Contract between First Presbyterian Birmingham and Rev. Kathryn Thoreson. No Compensation
- Approve the Stated Supply Contract between Rev. Rufus Hatcher and Trinity Community Church pending change to a newly formatted form. Terms of Call: 15 hours per week the first, third, and fifth week of each month. Annual compensation: \$24, 564, Medical deductible \$1,100, Professional expenses \$1,100. Total cost to church \$29,939. 4 weeks

vacation including 4 Sundays, 2 weeks study leave including 2 Sundays. Church to pay for and allow Pastor to attend the Pastors in Transition Workshop.

- Approve the Parish Associate Contract between Rev. Jill Mills and Northside Presbyterian Church, Ann Arbor. Terms of call: 7 hours per month with no compensation. Pulpit Supply and moderator fees will be paid for pulpit supply opportunities as well as coverage for the maternity leave of Pastor Jenny Saperstein.
- Approve the Parish Associate contract between Grosse Pointe Memorial Church and Rev. Susan d'Olive Mozena. Terms of Call: 3 hours per week. Annual compensation \$4,761, reimbursements not to exceed \$500 for materials and books. No vacation and study leave.
- Approve the Stated Supply Contract between Rev Barb Swartzel and Hope Presbyterian Church. Terms of Call: 15 hours per week. Annual Compensation: \$16,673, Expenses: \$3,769, long-term care insurance \$1,180. Total cost to church \$21,622. Vacation 4 weeks including 4 Sundays, 2 weeks Study leave including 2 Sundays. Church will allow and pay for pastor to attend a pastor s in transition workshop
- Approve the Assistant Pastor Contract between Rev. Moon and The Korean Presbyterian Church. Rev. Moon will be required to be ordained into the PCUSA with the requirement of completing coursework in Presbyterian Polity, Reformed Theology, and Reformed Worship and Sacrament, and to take Ordination Exams. Rev. Moon must begin the process withing six months.

### Commissions

- Approve the CRE contract and commission CRE Nancy Bass at Celtic Cross Presbyterian Church. Terms of Call: 25 hours per week. Annual compensation \$29,504. Medical \$11,986.08, dental \$495.12. Study allowance \$1,000, Professional expenses \$1,500. Total cost to church \$44,486.08. 4 weeks vacation including 4 Sundays. 2 weeks study leave including 2 Sundays. Church to pay for and allow CRE to attend Pastors in Transition Workshop.

### Installation Commissions

- Approve the Installation Commission for the Rev Edwin Estevez as Associate Pastor at Kirk in the Hills. Commission consists of: Rev Neeta Nichols, **Rev Angela Ryo**, Rev Keith Provost, Adam Delezene, Charon Barconey, and Ruth Reading. Vice-Moderator Kevin Smith **will preside**.
- Approve the Installation Commission for the Rev. Jeff Lincione as Pastor / Head of Staff at Grosse Pointe Memorial Church. Commission consists of Rev Marianne Grano, Rev Sarah Godbehere, Stefanie Lewis, and John Lovegrin.

### Administrative Commissions

- Clarify the previous action of the presbytery and grant the Administrative Commission of Joslyn Presbyterian Church original jurisdiction.

- Clarify the previous action of the presbytery and grant the Administrative Commission of Littlefield Presbyterian Church original jurisdiction.

### **Retirements**

- Upon request of the congregation at Grosse Isle Presbyterian Church as voted on at the Congregational meeting on November 14<sup>th</sup>, 2021 to recommend the honorable retirement of Rev. Dr. Phillip Reed effective May 31<sup>st</sup>, 2022.
- Acknowledge the retirement of Rev. Oppleton Parker, Broadstreet
- Acknowledge the retirement of Rev Rafael Francis, Trinity

### **Transfers into the Presbytery of Detroit**

### **Transfers out of the Presbytery of Detroit**

### **FOR INFORMATION OF THE PRESBYTERY**

- Approved changes to the Saline Presbyterian Church's Ministry Information Form.
- Approved First Presbyterian Church Birmingham's Self Study and granted permission for them to form a PNC.
- Granted permission for the Rev Charles Sadler to labor outside the bounds of the Presbytery of Detroit as staff chaplain and member of the spiritual care team at Ascension Health Care in Grand Blanc, Michigan.
- Granted permission for Ann Arbor First Presbytery Church to proceed with the process of moving Rev Mark Meres from Assistant Pastor to Associate Pastor. The church will hold a congregational meeting and return to COM with a contract.
- Approved the Transition of Rev. Edwin Estevez at Kirk in the Hills from Assistant Pastor to Associate Pastor.
- Approved the position description for Associate Pastor at Korean Presbyterian Church.
- Validated the position of Program and Youth Director at Camp Westminster / Westminster Church of Detroit.
- Approved the position description for CRE at Celtic Cross Presbyterian Church.
- Granted permission to CRE Nancy Bass to administer the sacraments and moderate the session only at Celtic Cross until such time she is commissioned.
- Approved the position description of Senior Pastor of Discipleship at Grosse Pointe Memorial Church.
- Granted Permission to First Presbyterian Church Ann Arbor to call a congregational meeting to elect a pastor.
- Granted permission to Rev Dan Michalek to labor outside the bounds of the Presbytery of Detroit to serve as visiting pastor of the American Church in Paris, France from June 2022 to March 2023.

- Granted the Request of Dr. Judy Shipman and Rev. William Zamboni to labor outside the bounds of the Presbytery for the purpose of officiating at the marriage of Steven Simpson and Melissa Smith in Tulsa, Oklahoma on June 26, 2022.
- Granted permission to Rev Kevin Johnson, Honorably Retired, to celebrate the Lord's Supper at the Michigan Black Presbyterian Caucus Regional Conference in October 2022.
- Approved the sale of property by South Lyon Presbyterian Church, legally described as:
  - Parcel 2: (Manse with garage) tax ID 22-20-361-025
  - Parcel 3: (vacant lot) tax ID 21-20-361-026
 With final approval of the contract and sale price at fair market value. Fair market value to be determined by the trustees. This is to concur with the action of the session on May 3, 2022, pending approval of the congregation.
- Provided APNC checklist to the Korean Presbyterian Church and asked them to provide a rationale of how the position of Associate Pastor will further their mission and goals.
- Approved the request of the Administrative Commission of Westminster Presbyterian Church to sell a building used as a rental property in Roscommon that had been purchased by Camp Westminster. Both the session and congregation of Westminster have approved the sale. Trustees have approved the sale of the property of Westminster Presbyterian Church, a residential house in Roscommon, MI. Commonly known as 104 South Fifth Street, and legally describes as Lots 6 and 7, Block 24, Village of Roscommon, PARCEL ID #055-724-006-0000.
- Approved First Presbyterian Church of Royal Oak's sale of the Hendrie Boulevard parking lot, formally described as part of lot 70, Hendrie Boulevard subdivision. The sale may be made in single or multiple parcels and may be made directly to a purchaser or by listing with a real-estate agent or broker. The congregation retains its authority to approve any agreement to sell the property as stated in the Book of Order G-1.9503.
- Rev. Jasmine Smart will be gathering information about Chaplains in the Presbytery so that they may be assigned a COM liaison.

**RECOMMENDATIONS OF STATED CLERK MARIANNE GRANO  
TO THE PRESBYTERY OF DETROIT  
May 24, 2022**

**RECOMMENDATIONS UNDER BUSINESS**

**FOR ACTION AFTER DISCUSSION:**

1. The motion of the Administrative Commission for Trumbull Avenue Detroit (Paper A-5).
2. The motions of the Administrative Commission for Southfield-Covenant (Paper I-2).

**FOR ACTION AS OMNIBUS MOTION (2):**

1. ADMINISTRATIVE COMMISSIONS:

Approve the reports of the following Administrative Commissions:

Interim Report of the Administrative Commission for Westminster Detroit (Paper A-4)

Interim Report of the Administrative Commission for St. John's Detroit (Paper I-3)

Interim Report of the Administrative Commission for Dearborn-Littlefield (Paper I-4)

Interim Report of the Administrative Commission for Pontiac-Joslyn (Paper I-5)

Report of the Administrative Commission for the Installation of Edwin Estevez (Paper I-6)

Report of the Administrative Commission for the Installation of Jeffrey Lincicome (Paper I-7)

2. REVIEW OF RECORDS: Approve the following results of the Review of Records, following completion of a Financial Review:

**Approved Without Exceptions:**

Berkley-Greenfield

Berkley- Drayton

3. To dissolve the Resource Center in its current state, donate appropriate materials to ETS and other institutions, and retain some materials for a smaller Presbytery Educational Library.

**FOR INFORMATION**

1. TRANSFERS COMPLETED:

From Detroit Presbytery:

**Rev. Bryant Anderson to St. Augustine**

**Rev. Joseph Chapman to Giddings-Lovejoy**

**Rev. Judith Irene McMillan to Arkansas**

**Rev. Paul H. Thwaite to Pittsburgh**

To Detroit Presbytery:

**Rev. Megan Berry, from Heartland**

**Rev. Theda McBryde, from Wabash Valley**

2. The review of the Presbytery's 2020 minutes was completed by the Synod of the Covenant. The minutes were approved with one exception, that the expiration of terms of members of the Permanent Judicial

Commission was not reported per Synod requirement. That correction was made.

**Report of the Administrative Commission for  
Covenant Presbyterian Church  
Southfield, Michigan**

The Administrative Commission for Covenant Presbyterian Church of Southfield, Michigan recommends that the Presbytery approve the following motions:

- Under advisement of the Stated Clerk of the Presbytery of Detroit, the Administrative Commission of Covenant Presbyterian Church (AC) moves the Presbytery amend the charge of the Administrative Commission by inserting:

**5. When dissolution has been discerned as the way forward, to take all necessary steps proper to dissolve the congregation, including:**

- a. assisting in the preservation and distribution of records,**
- b. overseeing the transfer of the membership to other congregations,**
- c. filing appropriate paperwork with the State of Michigan,**
- d. bringing a recommendation to Presbytery as to the distribution of Covenant's funds and other assets.**

- Approve the plan for distribution of funds after all debts have been settled (Attachment 1), pending approval of the Committee on Ministry and the Board of Trustees
- Develop a thorough equipping and training curriculum for ACs, including both Presbytery Stated Clerk and Presbytery Executive.

**Rationale**

At the January 2021 meeting, the Presbytery approved an AC to work with Covenant Presbyterian Church, Southfield, with the following function, powers, and responsibilities:

Function: The commission shall visit Covenant Presbyterian Church Southfield which has been reported to be affected with disorder and inquire into and settle the difficulties therein.

(G-3.0109b(5))

Powers: The commission shall assume original jurisdiction if it determines that the Session is unable or unwilling to exercise its authority and manage its affairs wisely (G-3.0303e). The commission shall report its action to assume original jurisdiction to the next stated meeting of the Presbytery of Detroit.

Purpose: To provide guidance and leadership for Covenant Church as it seeks to discern the way forward by creating and developing a written plan for the congregation's future.

Focus Items:

1. To assist in the overall financial structure of the Church. This includes budgeting, accounting, checks and balances/reporting and procedures.
2. To assist in identifying grants/1001/new church development that Covenant Church would have available.
3. To assist with identifying a good fit for transitional pastoral leadership.
4. To help Covenant Church discern the way forward as it relates to the best congregational structure (including closing, merging, yoking, nesting, etc.).

Upon motion from the Committee and by unanimous consent, the Presbytery appointed the following persons to serve as members of the Administrative Commission to work with Covenant Presbyterian Church of Southfield, Michigan. The quorum for the commission shall be a majority of its members.

Ruling Elders: Greg Sykes; Stefanie Lewis

Teaching Elders: Kent Clise, Chair; Karen Stunkel

At the same meeting in January and prior to the formation of the AC, the Presbytery approved a motion by the Board of Trustees to sell the Covenant Church property "for at least \$830,000 to Kingdom Builders

Christian Church, and that the funds be held in escrow until their release is approved by Committee on Ministry and the Board of Trustees.”

The AC formed and was trained by the Transitional General Presbyter on March 4, 2021, and has been meeting twice monthly. In addition, the AC observed at all regular Session meetings of Covenant Presbyterian Church.

When the AC formed and met with the Session of Covenant Presbyterian Church for the first time on March 15, 2021, the church, along with Presbytery Trustees, was already in final negotiations to sell the church property to Kingdom Builders Christian Church. The final details of the sale were pending resolution of the requirement to remove an oil tank buried on property. The closing date was scheduled with Presbytery Trustees and the bank to occur by March 23, 2021. Covenant Church planned to lease the chapel of the property and continue to worship as a congregation there. The Presbytery Trustees had already created an escrow account to maintain accountability for the proceeds of the sale of the property. Our AC elected to trust the process occurring between the Session and the Presbytery Trustees regarding the sale of the property pending the results of our investigation as charged.

As the AC continued its investigation into the origin, history, and current state of Covenant Church, it became apparent that there was unreadiness among the Session, a lack of transparency with the congregation on the plan for the church, and distrust of the Presbytery in past and present involvement with Covenant Church. Covenant elders perceived a contradiction in advice from Presbytery leadership. The AC heard the elders say that they were tired and frustrated with Presbytery. Our AC listened carefully and took these feelings seriously.

Based on the progress of sale negotiations, the AC guided the Session to petition the Presbytery Trustees for \$26,000, to be repaid from the escrow account, to underwrite the total cost of the removal of the underground tank and the complete restoration of the property following the tank removal. Further investigation by the AC determined that there would be viability issues for the small congregation to lease the chapel at the agreed to price. In addition, the property sale agreement stipulated that Covenant vacate the premises by March 31, 2022, when it could then begin its lease at the negotiated price. With this deadline in mind, the AC assisted the Session in securing the services of a consultant to guide the Session in discerning the future of this congregation without its property. Considerations included remaining in the chapel, nesting in another facility, merging with another congregation, yoking with another congregation, and/or dissolving the congregation. The estimated time for discernment was 60-90 days, with the result being a plan to be reported to the AC. The plan would clarify congregational outcomes such that there is unity in the decision. The Session approved the proposal at their June regular Session meeting. The AC secured \$5066 monthly from the Presbytery Trustees to subsidize Covenant Church operating expenses and an additional \$2500 per month for the services of the consultant during the development and implementation of the plan. This money would come from the escrow account.

Beginning August 2021, under the guidance of the consultant, the Session researched its options for the future of the church, including surveys of the congregation, congregation town hall to improve transparency, and cancellation of 2 Sundays of December worship to attend Berkley Greenfield and Farmington First Presbyterian Churches as possible locations for mergers, nesting, or new congregation member homes.

On January 17, 2022, Session presented its plan to the AC, which included a recommendation that AC request of Presbytery the dissolution of Covenant Presbyterian Church. Upon receipt of the plan, AC requested from the Stated Clerk the process associated with implementation of the plan. The AC discovered that no Presbytery policy, other than P-21, exists that addresses all options associated with a plan for dissolution of a congregation. While other ACs are wrestling with similar options, their considerations were shared with this AC.

At a called congregational meeting on February 13, 2022, the Session's proposal was presented to the congregation, which held an advisory vote to affirm the plan and to request the AC move forward in obtaining Presbytery approval to dissolve. Additionally, an AC consideration for the distribution of funds was presented, which initiated debate.

At a subsequent Session meeting on February 21, 2022, the Session asked the AC to consider their request to increase possible allocation of funds to the Southfield community in the final determination of funds distribution. After prayerful discernment, the AC made adjustments to the original plan for disbursement of funds after all debts have been settled.

The Presbytery approved dissolution of Covenant Presbyterian Church with final worship service on Sunday, March 20, 2022. Final worship service was held on March 20, with Moderator of the Presbytery participating in the service. Subsequently the AC assumed original jurisdiction over the Session to oversee actions necessary to conclude the dissolution. The presentation celebrating the legacy of Covenant Church is included as Attachment 2, and is presented to the Presbytery at this meeting.

**ADMINISTRATIVE COMMISSION  
FOR COVENANT PRESBYTERIAN CHURCH SOUTHFIELD**

The total amount presently in escrow from the sale of Covenant Presbyterian Church is \$721,153.09. Known debts as of May 9, 2022, totaling approximately \$15,067, leave a present balance of approximately \$706,086. Note that total of debts has yet to be determined and settled. In addition, The Session of Covenant Presbyterian Church distributed the funds from its operating account to local missions in the area totaling \$17,446:

<b>Mission Project</b>	<b>Donation</b>
Welcome Inn	\$2500.00
Transfiguration Food Bank	\$2000.00
Southfield Fire Fighters Charity	\$500.00
Igbere School	\$500.00
Oakland County Meals on Wheels	\$1000.00
Lighthouse/SOS	\$2500.00
Forgotten Harvest	\$500.00
Detroit Rescue Mission	\$1000.00
COTS	\$1000.00
Capuchin Soup Kitchen	\$1000.00
American Red Cross	\$500.00
Filipino American Fund	\$3846.00
Bentley Historical Society	\$200.00
Redford Historical Society	\$200.00
Southfield Historical Society	\$200.00

In adherence to the Trustee motion approved at the January 26, 2021 stated Presbytery meeting, the Administrative Commission for Covenant Presbyterian Church, Southfield, moves the Presbytery approve the distribution of remaining funds, after all debts associated with Covenant Presbyterian Church are settled, and charge the Committee on Ministry and Board of Trustees to approve the release of funds in the following manner:

- 1) 31% of the remaining funds to be distributed as follows:
  - a) \$100,000 to Berkley Greenfield Presbyterian Church
  - b) \$100,000 to Farmington First Presbyterian Church
  - c) \$21,000 to a fund for benefitting the Southfield community, to be determined by the former congregation of Covenant Presbyterian Church and to be distributed within 12 months
- 2) 66% of the remaining funds to establish a Covenant Presbyterian Church Legacy. This money may be used for new and/or innovative missions within the Presbytery, and particularly for aiding in securing the vitality and viability of Presbytery presence in Detroit. Presbytery approved guidelines and criteria will be developed prior to fund distribution. Any or all of the money may be distributed. (approximately \$465,000)
- 3) \$20,000 (3%) be held in escrow to cover any additional debt. Any money remaining after all debts are settled will be added to the Covenant Presbyterian Church Legacy.

Stefanie Lewis, Ruling Elder, Clerk  
Karen Stunkel, Teaching Elder  
Gregory Sykes, Ruling Elder  
Kent Clise, Teaching Elder Retired, Moderator

**Report of the Administrative Commission for St. John's Presbyterian Church**

**May 10, 2022**

During the past few months, the Administrative Commission (AC) has continued to work collaboratively with Commissioned Ruling Elder Caleb Jones, and the chairs and members of the various standing committees. Church rolls, financial reports, and Minutes of AC meetings, acting as the Session, are all in the process of being compiled. We are also working together with the church to address building issues, particularly the unusually high water bills and the roof leaks. We are working with the personnel committee to update job descriptions. In the coming months, we will work with Pastor Jones and the lay leadership to cultivate new leaders for the time when the AC will eventually step back. Pastor Jones has helped instill a new energy into St. John's, for which we are grateful.

Respectfully submitted,

Joshua Archey, CRE, Clerk of the AC

Rev. Lindsey Anderson and Rev. Laura Kelsey, Co-Chairs

Ruling Elder Rosy Latimore, Ruling Elder Tim Ngare, and Rev. Paul Stunkel, HR.

Littlefield Administrative Commission Report

May 24, 2022

Rev. Tim Marvel, Ken Hollowell, Wendy Back and I have been to the Littlefield Church 4 times and met by Zoom 8 times. We have been making plans but hampered in execution by not having original jurisdiction, especially since there is no session or active congregation.

However, we have invited members and friends of the congregation to meet with us at Cherry Hill on May 22, 2 pm. Our intention is to hear any concerns and update them on what we have been doing and plan to do.

Since the building is to be demolished due to severe mold, we have been working with the non-profit, Care Village Outreach, Inc., to salvage what they can from the building to use to help with building projects for orphans in South Africa.

We are also going through the membership records to determine who still needs to be transferred or removed.

Once we have original jurisdiction, we can do a financial audit, proceed in planning to demolish building, and recommend to presbytery to close the congregation.

Rev. Kenneth Kaibel,  
Chairperson

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT

\*

The Commission to **install Rev Edwin Estevez as Associat Pastor of Kirk in the Hills Presbyterian Church to the ordered ministry of teaching elder** for installation was convened with prayer by the Vice-Moderator, Kevin Smith, at 9:40am, on April 24<sup>th</sup>, 2022, at Kirk in the Hills Presbyterian Church. The Commission members present were:

<b>The Rev. Neeta Nichols</b>	<b>Honorably Retired</b>
<b>The Rev. Angela Ryo</b>	<b>of Kirk in the Hills Presbyterian Church</b>
<b>The Rev. Keith Provost</b>	<b>Honorably Retired</b>
	<b>Elder Adam Delezenne of First Presbyterian Church</b>
	<b>Warren</b>
	<b>Elder Charon Barconey Elder and Associate Executive</b>
	<b>Presbyter, Presbytery of Detroit</b>
	<b>Elder Ruth Reading of Kirk in the Hills Presbyterian</b>
	<b>Church</b>

**The Commission approved the seating of the following members as corresponding members:**

**The Rev. Jim Moseley of Presbytery or the James**  
**The Rev. Tom Dickelman of Chicago Presbytery**

The Commission invited the following persons to participate in the worship service:

**Elder Amy Davis of Kirk in the Hills Presbyterian Church,**

**Reverend Jasmine Smart of Kirk in the Hills Presbyterian Church**

**Linda Juracek-Lipa of Kirk in the Hills Presbyterian Church**

After approving the order of worship, the Commission proceeded to worship, where it **installed Rev Edwin Estevez as Associat pastor of Kirk in the Hills Presbyterian Church to the validated ministry as \***. **In the course of the ordination service, Rev Edwin Estevez gave affirmation to the obligations undertaken in the ordination questions found in W-4.4003.** Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Rev. Edwin Estevez.

Kevin Smith  
Vice-Moderator

Date: 04/24/22

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
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Kevin Smith  
Vice-Moderator

Date: 04/24/22

April 6, 2022

To: Clerk of Session and Moderator

From: Barnabas Grand River Distribution Committee

Re: Distribution of Funds Balance of \$110,375.00

As you know, the Barnabas Opportunities Center was closed and the building which housed this mission was sold.

At a meeting of the Presbytery, it approved the revenue from the sale of the building would be distributed to churches in Detroit. A committee would be selected by the moderator to undertake this responsibility.

A committee was formed and the Trustees informed the committee, after the building was sold and deduction of expenses, that the net revenue was \$168,375.00.

In April of 2020, the committee approved a Covid-19 distribution to eleven city churches for \$5,000.00 and \$3,000.00 to one city church, to further their ministry.

At a committee meeting on March 30, 2022, they approved the distributions of the funds balance of \$110,375.00 as follows; \$8,670.00 would be distributed to eleven Detroit City Churches and \$15,000.00 to The Congregational Development and Transformation Ministry Team, as requested, to help with resources for the Vital Congregation Initiative, of which eight city churches are involved.

May these funds be received to further your ministry in the City of Detroit.

The committee is very appreciative of the opportunity to distribute these funds.

In Christ,

Rosy Latimore, Chair

Deborah Fair

Kara Hildebrant

Paul Stunkel

Michael Starynychak



# The Synod of the Covenant

Presbyterian Church (U.S.A.)

**Synod of the  
Covenant Assembly  
Meeting  
Consent Agenda and Clerk's  
Report  
May 3, 2022**

1. **To seat** as corresponding members the following executive presbyters, general presbyters, presbytery leaders and stated clerks in attendance at this meeting: Elder Lisa Allgood (Cincinnati), Rev. Erwin Goedicke (Cincinnati), Rev. Floretta Barbee-Watkins (Detroit), CRE Charon Barconey (Detroit), Rev. Marianne Grano (Detroit), Rev. Cathy Ulrich (Eastminster), Rev. Ted McCulloch (Lake Huron), Rev. Fran Lane-Lawrence (Lake Michigan), Rev. Cal Bremer (Lake Michigan), Elder Kay Morrill (Mackinac), Rev. Matt Meinke (Maumee Valley), Rev. Dean McGormley (Maumee Valley), Rev. Terry Kukuk (Miami Valley), Rev. Lynn Bova (Miami Valley), Rev. Matt Skolnik (Muskingum Valley), CRE Tim Pollock (Muskingum Valley), Rev. Jeannie Harsh (Scioto Valley), Rev. Bill Gause (Scioto Valley), Rev. Sharon Core (Western Reserve), Elder Judy Mitchell (Western Reserve).
2. **To excuse** the following commissioners at their request: Jonathan Carlisle (TE-Scioto Valley).
3. **To seat** as corresponding members guest teaching elders and ruling elders from congregations within the Synod of the Covenant in attendance at this meeting.
4. **To approve** the Minutes of the Assembly of the Synod of the Covenant of February 1, 2022. (CA-1 in the Assembly Papers)
5. **To receive** the following 2021 Annual Report from the Synod of the Covenant Scholarship and Grants Team. (CA-2 in the Assembly Papers)
6. **To receive** the following information item: the Rev. Dr. Charles B. Hardwick, Interim Synod Executive, on behalf of the Synod of the Covenant Board of Trustees, will be working with presbytery leaders to identify ruling elders and teaching elders from member presbyteries that can serve on a Synod Investment Task Force and on a Synod Audit/Review Task Force. The term is one year, or until the Synod has adopted by-laws with respect to

these responsibilities, whichever comes first. (Members are eligible to continue to serve.) Both task forces will be under the leadership of the Synod of the Covenant Board of Trustees, and include the Interim Synod Executive as an ex officio member with voice but no vote.

7. **To receive** the following Report of the Governance Committee:

**Synod of the Covenant  
Governance Committee Report  
May 3, 2022**

The Governance Committee continues to meet regularly to work on Bylaws and Policies for the Synod of the Covenant. There are no actions to report to the Synod at this time.

Respectfully Submitted, Andy Thorburn

8. **To receive** the following Report of the Budget and Finance Committee/Trustees regarding actions taken on behalf of the Synod (CA-3 fuller report in the Assembly Papers):
1. A motion prevailed to approve the following people as signatories for the PILP Money Market Account: Frank L. Walburg, President (Muskingum Valley) and Martha R. Blenman, Treasurer (Detroit), until policy is made by the SOC
  2. A motion prevailed to give authority to the Treasurer, Martha R. Blenman (Detroit) to maintain the Chase accounts at or below \$250,000, transferring (or restoring to that limit) the balances through the PILP Money Market Mission Account.
  3. A motion prevailed to approve the Treasurer, Martha R. Blenman (Detroit) and Corporate President, Frank Walburg (Muskingum Valley) as points of contact to engage DeMarco & Associates (our CPA firm) to sort out federal, state, and local tax withholding issues, credit card distribution and accounting issues, bank reconciliations for Chase Bank, and underlying deficient issues discovered during this process.
  4. A motion prevailed to authorize the Treasurer to give DeMarco & Associates access to the Synod's Electronic Federal Tax Payment System (EFTPS) online account to review federal tax withholding payments.
  5. A motion prevailed to authorize the Corporate President, Frank Walburg (Muskingum Valley), to give DeMarco & Associates Powers of Attorney to review Synod's tax withholding payments to the federal government, and others as may be necessary.
  6. Approvals related to engagement letter with Skillman Group PLC. The approved

engagement letter is provided in the Assembly Papers and Frank Walburg, President, will provide verbal report about this item of business.

7. A motion prevailed to designate the Treasurer, currently Martha Blenman (Detroit), the Trustee President, currently Frank Walburg (Muskingum Valley), Trustee Vice-Chair, currently Ted Fines (Mackinac), and Trustee Clerk, currently Joe Salvato (Cincinnati), as signers on the Synod of the Covenant Accounts with the Presbyterian Foundation (New Covenant Funds and New Covenant Trust Fund), and the Presbyterian Investment and Loan Program, with two signers required.
8. A motion prevailed to authorize Marth Blenman (Detroit), Treasurer, to complete and sign the attached “Certification Regarding Beneficial Owners of Legal Entity Customers” for as the Control Person. (This action is required by the Patriot Act).
9. **To receive** the Report of the Stated Clerk for today as follows:

**Report of the Stated Clerk**

**Fran Lane-Lawrence**

**February 1, 2022**

1. **REVIEWS OF 2020 AND 2021 PRESBYTERY MINUTES:** Reviews of the 2020 and 2021 Presbytery Minutes are ongoing. A report will be presented at the October Synod Assembly.
2. **REPORTS OF ADMINISTRATIVE COMMISSIONS**

**Synod of the Covenant**

**Report of the Administrative Commission to the Presbytery of Detroit**

**May 3, 2022**

The Synod of the Covenant’s Administrative Commission for the Presbytery of Detroit (SOCDetroit AC) has been meeting since mid-February, 2022.

Members are Carmen Cox Harwell (TE, Western Reserve), Chair; Jeanne Gay (TE, Maumee Valley), Clerk; Andrew Pomerville (TE, Lake Huron); Betsy Rees (RE, Mackinac); and Robert Sullivan (RE, Cincinnati).

The Commission has been gathering and studying documentation and looks forward to interviewing presbytery members and staff in the next few weeks.

Respectfully submitted, Jeanne Gay

3. **APPEAL PRESBYTERY OF LAKE MICHIGAN (PLM) V NORTH KENT PRESBYTERIAN CHURCH (NKPC):** The Complaint and Request for Stay of Enforcement were filed by North Kent Presbyterian Church, Rockford, MI, with the

Synod of the Covenant Permanent Judicial Commission (SPJC) on October 12, 2020. The Presbytery of Lake Michigan provided an answer to the Session filings on November 11, 2020. On December 22, 2020, six members of the SPJC granted a stay of enforcement of the PLM's September action to create the AC. The SPJC rendered a Decision on October 30, 2021. The Presbytery of Lake Michigan filed an Appeal and a Request for a Stay of Enforcement with the General Assembly Permanent Judicial Commission (GAPJC) on November 24, 2021. The GAPJC granted a Stay of Enforcement to the Presbytery of Lake Michigan on November 30, 2021. The Hearing on the Appeal before the GAPJC was held on April 1, 2022. The GAPJC rendered its Decision in writing on April 3, 2022. A copy of the complete Decision of the General Assembly Permanent Judicial Commission can be found in the Synod Papers for the Assembly Meeting of May 3, 2022 (A-9). The complete Decision of the GAPJC will be entered into the Minutes of May 3, 2022. A summary of the Decision is as follows:

#### **Order**

IT IS THEREFORE ORDERED that the decision of the Permanent Judicial Commission of the Synod of the Covenant is reversed, and this matter is concluded.

IT IS THEREFORE ORDERED that the Clerk of the Session of North Kent Presbyterian Church report this Decision to the Session at the first meeting after receipt, that the Session enter the full Decision upon its minute, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

IT IS THEREFORE ORDERED that the Stated Clerk of the Presbytery of Lake Michigan report this Decision to the Presbytery at the first meeting after receipt, that the Presbytery of Lake Michigan enter the full Decision upon its minutes, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

IT IS FURTHER ORDERED that the Stated Clerk of the Synod of the Covenant report this Decision to the Synod of the Covenant at the first meeting after receipt, that the Synod of the Covenant enter the full Decision upon its minutes, and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

#### **4. LEADERWISE TRAINING for 2022:**

- *Journey Groups*, meet monthly March through November – meeting times to be set by each group, designed for Pastors/CREs in any ministry. The deadline for registration is February 15, 2022. The cost per participant is \$100; the remaining costs are paid by the Synod and Presbyteries.
- *Adaptive Leadership Workshops and Practicum*, August 1, September 1 October 6, November 3 from 9:00 a.m. to 3:00 p.m. each day. The deadline

for registration is July 23, 2022. The cost is fully paid by the Synod and the Presbyteries.

- *Not Just Sundays*, Coming September 2022. Registration deadline to be announced. The cost is fully paid by the Synod.

**5. LEADERWISE BOUNDARY AND ETHICS TRAINING for 2022:**

- *Introduction to Boundaries*, November 16-17, 2022, from 6:00 p.m. - 9:30 p.m.

Deadline for Registration is November 7 for November. Participants must be present for all 5 hours of training to receive credit. The cost is fully paid by the Synod and Presbyteries.

- *Healthy Church Boundaries*, October 4-5, 2022, from 6:30 p.m. - 9:00 p.m. For teaching elders, ruling elders, and members of congregations. The deadline to register is September 23, 2022. The cost is fully paid by the Synod and Presbyteries.

**6. MEETINGS OF THE SYNOD ASSEMBLY:** The dates for Synod Assemblies in 2022 and 2023 are as follows:

- a. Friday – Saturday, October 21-22 Retreat and Annual Meeting – Maumee Bay Lodge
- b. Tuesday, January 31, 2023 at 4:30 p.m.
- c. Tuesday, May 2, 2023 at 4:30 p.m.
- d. Friday – Saturday, October 20-21, 2023 Retreat and Annual Meeting - TBD

Executive and General Presbyters, Stated Clerks and any other interested parties are welcome to attend.

***THIS ENDS THE CONSENT AGENDA AND REPORT OF THE STATED CLERK***

**The Next Synod Assembly is scheduled  
For October 21-22, 2022, at 4:30 p.m. at  
Maumee Bay Lodge  
1750 State Park Road #2  
Oregon, Ohio 43616  
(800) 282-7275**



**The Synod of the Covenant**  
Presbyterian Church (U.S.A.)

**WHO IS ROBERT, AND WHY ALL THE RULES?**

**HELPFUL HINTS OF PARLIAMENTARY PROCEDURE**

Many people come to a meeting and get intimidated by *Robert's Rules of Order*. At the time being, however, they're mandated by the Book of Order, which is part of the Constitution of the Presbyterian Church. But the basics of Robert's Rules and parliamentary procedure are fairly simple, and are all most people need to be able to participate effectively in a meeting.

Here's some helpful information about the types of motions you may make in a meeting and the rules concerning them:

**ROBERTS RULES CHEAT SHEET**

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

**Other Important Motions:**

**Commit or Refer to a committee:** "I refer that we refer X to X Committee." This motion requires a second, is debateable and amendable, requires a majority vote, and it can be reconsidered if voted down.

**Amend or Rescind Something Previously Adopted:** "I move to rescind/amend the motion previously adopted to X (by adding, inserting, and/or striking words, if amending)." This motion requires a second, is debateable and amendable, requires a 2/3 vote unless previous notice has been given, and it cannot be reconsidered if voted down.

**Call For the Order of the Day:** "I call for the order of the day." This motion forces the assembly to return to the docket. It can interrupt a speaker and no second or vote is required. The moderator will then return the assembly to the business

listed on the docket at that time. But a member may make another motion and say “I move to suspend the rules to allow five more minutes to debate and vote on the pending question.” This motion would require a 2/3 vote.

**Fix the Time To Which To Adjourn:** “I move to fix the time (or the place) to which to adjourn to...” This motion is a good motion to make if the meeting has run very long and you think it would be better to end the meeting and take up the business another day. It’s also a good motion when you don’t have a quorum. It must be seconded, it is not debateable but it is amendable, it requires a majority vote, and it can be reconsidered.

**Withdraw a Motion:** The maker of a motion may move to withdraw it. However, if the motion has already been seconded and stated by the chair, it will take a majority vote of the assembly to withdraw the motion.

### When do you reconsider, rescind, or renew?

Reconsider may only be used at the same meeting or session and it must be made by someone who voted on the prevailing side. Let’s say you voted for a motion, it passed then there was a dinner break and you talked to someone and gained information you didn’t have before. You may now move to reconsider the previous motion, and make sure you tell the moderator you voted for the motion last time.

Rescind or Amend Something Previously Adopted may be used when you want to change something the assembly had voted on previously. Previous notice of this motion can be helpful in getting it on the docket, and it typically changes the vote needed to pass from 2/3 to simple majority, so make sure that you submit the motion to the Stated Clerk prior to the meeting.

Renew may be used when the assembly voted something down, and you want the assembly to consider it again. However, Renew may not be used at the same meeting as the original vote, you have to wait until the next meeting. On the other hand, if the motion was withdrawn, it may be considered again at that meeting.

There is an established order of precedence to main motions and twelve subsidiary motions (motions that have to do with the main motion). See below. As an example, if a main motion and a motion to refer to a committee are pending, you could move to lay the motion on the table, but not a motion to amend.

