

**Presbytery of Detroit  
Minutes of the Stated Meeting  
January 24, 2017**

**WE GATHERED IN GOD'S NAME**

The Presbytery of Detroit convened with prayer in a stated meeting at 4:03 on January 24, 2017 at Hope Presbyterian Church. Beth Delaney moderated the meeting.

The Moderator declared the presence of a quorum.

**WE CELEBRATED OUR CONNECTIONS IN CHRIST**

The Moderator appointed Michael Barconey the Assistant to the Clerk.

The Moderator welcomed new commissioners and members.

Upon motion of the Stated Clerk, the Presbytery approved the docket

Upon motion of the Stated Clerk, Presbytery approved the excuses of those who have requested to be excused.

Upon motion the Presbytery enrolled Ruling Elder Doug Portz and Teaching Elder James Rissler (Pittsburgh Presbytery) as corresponding members of Presbytery.

Commissioned Ruling Elder Charon Barconey welcomed Presbytery to Hope Church.

**Reports from Presbytery Affiliated Organizations**

**Board of Pensions.**

Doug Portz, Presbytery's rep at the Board of Pensions reported that the state of the pension fund is strong: it is 123% funded. He noted some changes, including the requirement that churches as employers must annually report their annual benefits, and members must annually register. The Board has expanded its program to allow enrollment of non-ordained church employees.

**Presbyterian Investment and Loan Program.**

James Rissler, the president of the Presbyterian Investment and Loan Program explained the kinds of loans they make available to churches, including loans for energy conservation and handicap accommodation. The program encourages borrowers to invest in PILP as a part of its funding process. If over 20% of the loan amount, it will rebate funds to those churches. Since the Trustees have invested Presbytery funds in PILP, Mr Rissler delivered \$11,000 in refund checks to five churches.

**WE LISTENED FOR THE WORK OF THE SPIRIT IN OUR COMMUNITY**

**Reports**

**Trustees .**

Martha Blenman reported for the Trustees.

The Trustees reported the following for the information of Presbytery:

1. The Trustees have released funds for the following grants from the Ranney Balch Fund:

Covenant	\$7,000.00
Southwest Immigrant	\$7,000.00
Second Mile	\$3,765.00
Gratiot	\$3,750.00
St John - Pretty Brown Girl	\$3,000.00
Trinity	\$3,750.00
St John – Community	\$3,750.00
Open Door	\$3,750.00

Broadstreet	\$3,750.00
Hope	\$3,200.00
Westminister	\$3,200.00

The Trustees have not released funds for the following grant pending further review:

Barnabas	\$7,000.00
----------	------------

2. The Trustees have approved a grant loan to Gratiot Avenue Church for up to \$40,000k, with a mortgage to be recorded, for the purpose of roof repairs.
3. The Trustees have elected the following officers of the corporation:
  - President. Martha Blenman
  - VP. Mike Starynychak
  - Corporate Secretary. Allen Timm
  - Assistant Treasurer. Kara Hildebrandt
4. The Trustees have appointed the following Committee Chairs:
  - Investment. Mike Starynychak
  - Howell Nature Center. John Buell
  - Insurance. Mike Starynychak
  - Property (Sale of churches). Lou Prues.
  - Audit. Jamie Millhench

#### **Fort Street Administrative Commission.**

Jean Loup reported for the Fort Street Administrative Commission. The Commission report is appended to the minutes.

#### **Flint Water Crisis**

Mary Loyd reported on the Flint Water Crisis.

#### **One Great Hour of Sharing**

Diane Agnew reported on One Great Hour of Sharing.

#### **Hands-on Mission**

Tom Neil reported on the 2016 activities of Hands-On Mission.

### **WE RESPONDED TO CHRIST'S CALL TO MISSION AND MINISTRY**

#### **Executive Presbyter's Report**

Mr Timm gave his annual report to the Presbytery. The report is appended to the minutes.

Mr Timm offered a prayer for the Ministries of Henry Borchardt and his wife Judy

The Moderator offered a prayer for openness.

#### **Committee Items for Action:**

#### **Coordinating Cabinet**

Stefanie Lewis reported for the Coordinating Cabinet.

Presbytery considered and voted *yes* on Amendment 16-H. Directory for Worship.

Upon motion of the Coordinating Cabinet, Presbytery voted to:

1. Approve the Extra Commitment Opportunities for 2017. (Appended to the minutes.)
2. Approve the 2017 Ranney-Balch grants. (Appended to the minutes.)
3. Approve the celebration of the Lord's Supper as follow:
  - Care and Preparation for Ministry Committee Retreat February 7
  - Coordinating Cabinet retreat, March 6, 7.

- Presbyterian Women March 4, 2017
4. There being no nominations from the floor, elect Elder Joo Hyun Choi, Southfield Korean Presbyterian Church of Metro Detroit to the Class of 2019 of the Nominating Committee.
  5. Amend the November action on meeting locations to read that the November 18, 2017 meeting will be at Shelby St Thomas

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

1. The Coordinating Cabinet approved the celebration of the Lord's Supper at the MLK Celebration on January 16 and Presbyterian Pilgrimage on November 10 – 13.
2. The Coordinating Cabinet has received the staffing report from the Presbytery Operations Team with a request to give the Team feedback.

### **Committee on Preparation for Ministry**

Michael Gaubatz reported for the Committee.

Upon motion of the Committee, Presbytery approved the following resolution:

*Upon her request*, the Remove candidate **Christine Sackett (Garden City)** from the rolls of those under care of the Presbytery of Detroit.

The Committee reported the following for the information of Presbytery:

The Committee has made the following consultations:

#### ***For Teaching Elder***

1. CPM met with the following Finally Assessed Candidate of the Presbytery of New Brunswick and voted to approve recommending her to the Presbytery of Detroit for examination for ordination to the ordered ministry of "Teaching Elder," also called "Minister of the Word and Sacrament," ***pending her receipt of a call.***

***Jasmine Smart      January 3, 2017      Princeton Theological Seminary***

#### ***For Commissioned Ruling Elder***

1. CPM met with the following Commissioned Ruling Elder Trainee, sustained her annual consultation, and recommended her for commissioning (now designated as an Eligible Commissioned Ruling Elder).

***Ruth Azar      January 3, 2017      Grosse Pointe Memorial, Grosse Pointe***

### **Committee on Ministry**

Mary Austin reported for the Committee.

Upon motion of the Committee, Presbytery voted to:

#### ***Contracts:***

1. **Approve** the call between **Grosse Pointe Woods Church** and the **Rev. Edward E. Dunn, Jr.** as Pastor, effective January 1, 2017, with the following terms of call: Cash Salary of \$37,680, Housing and Utility Allowance of \$20,500; Deferred Compensation of \$3000; SECA Reimbursement of \$4,552 (7.65% of Effective Salary), Dues for the Benefit Plan of the Board of Pensions of \$22,331; Medical Deductible Reimbursement of \$440; Dental Plan \$1,650; Continuing Education Reimbursement of \$1,000; Business Expenses of \$2,033; Total compensation \$93,186. Vacation of 4 weeks including 4 Sundays; Study Leave of 2 weeks including 2 Sundays. The Church will also pay for the new Pastor to attend a Pastors in Transition retreat. AA/EEO guidelines of the denomination have been followed during the search process.
2. **Approve** the call between **Garden City Church** and the **Rev. Ruthanne Herrington** as Pastor, effective February 1, 2017, with the following terms of call: Cash Salary of \$14,000; Housing and Utility Allowance of \$30,000; SECA Reimbursement of \$3,366 (7.65% of Effective Salary); Dues for the Benefits Plan of the Board of Pensions of \$17,692; Business Expenses of \$4,942; Total Compensation \$70,000. Vacation of 4 weeks including 4 Sundays, Study Leave of 2 weeks including 2 Sundays; Planning Leave of 1 week including 1 Sunday. The Church will also pay for

the new Pastor to attend a Pastors in Transition retreat. AA/EEO guidelines of the denomination have been followed during the search process.

3. **Approve** the contract renewal between **Commissioned Ruling Elder Charon Barconey and Hope Presbyterian Church**. Terms of Call: Part-time position, 13 hours per week, 12 months beginning January 1, 2017. Salary \$0, Housing \$15,600, fee to moderate Session \$100 per meeting, funerals \$125 per service for members and families of the congregation, Continuing Education/Travel \$300. Health Insurance Benefits 2017 Per approval by the Board of Pensions and Operation of the Presbytery of Detroit, Charon's hours between Hope Presbyterian Church (13 hours) and her *Youth Mission Coordinator* position at the Presbytery of Detroit (19 hours) will be combined, so that she is eligible for the Affiliate Health Benefits through BoP. Payment for 2017 will be split between Charon Barconey, Hope Presbyterian Church and the Presbytery of Detroit (Congregational Development and Transformation grant and pastoral support funds from Committee of Ministry). Hope Church will be listed as employer and receive invoice from BoP. Total health and dental cost 2017 \$8, 148. Vacation of 4 weeks including 4 Sundays per year. Study leave of 2 weeks, including 2 Sundays per year.
4. **Approve** the Stated Supply Pastor contract between the **Rev. Hotek Tan and the Taiwanese Fellowship of Ann Arbor**, one year beginning January 2, 2017. Terms of Call: Cash Salary \$35,508, Housing Allowance \$14,376, Utilities Allowance \$3,203, Social Security (7.65% of Effective Salary) \$4,061, Full Pension (3.65% of Effective Salary) \$19,377, Medical Deductible \$710, Continuing Education \$1,014, Auto/Travel and other Business expenses \$1,521, Total \$79,770. Vacation of one month including 4 Sundays per year pro rated over the life of the contract, Study leave of 2 weeks per year pro rated over the life of the contract.
5. **Approve** the Quarter Time Assistant Pastor contract renewal between the **Rev. Dan Heaton and First Presbyterian Church, Mt. Clemens MI**. beginning August 1, 2016. This is the final one year renewal. Terms of Call: 12 13 hours per week. Salary \$18,000, Travel Reimbursement \$250, Study Leave Reimbursement \$2,000. Total compensation \$20,250. Vacation 4 weeks including 4 Sundays. Study leave 2 weeks including 2 Sundays. The church will pay for and allow time for attendance at one of the Presbytery's Pastors in Transition retreats.

#### ***Dissolutions***

1. **Concur** in the action of **Waterford Community Church's** congregation to dissolve its pastoral relationship with the **Rev. Thomas Hartley** effective June 30, 2017, and grant him the status of Honorably Retired effective July 1, 2017.

The Committee reported the following actions taken under the authority that has been granted to it. It has:

#### ***Contracts:***

1. **Approved** the contract between **Assistant Pastor Linda Cochran and Plymouth First**. Terms of Call: Salary \$42,000, Housing Allowance \$38,000, Continuing Education \$1,000. Other Professional Expenses \$2,000. Vacation 4 weeks including 4 Sundays, Study Leave 2 weeks including 2 Sundays. The church will pay for and allow time for attendance at one of the Presbytery's Pastors in Transition retreats.

#### ***Transfers***

1. **Approved** the following transfers: the **Rev. Emily Beghin** from Grand Canyon, the **Rev. James Gear** to Redstone, the **Rev. Elizabeth Rice** to Scioto Valley, the **Rev. Robert Sheldon** to Peace River, the **Rev. Carol Tate** to Middle Tennessee, the **Rev. Peter Smith** to Chicago, the **Rev. Nancy DeVries** to Minnesota Presbytery.

#### ***Validations***

1. **Validated** the ministry of Second Mile Center to participate with the Board of Pensions, as a ministry of the Presbytery, pending documentation.

The Committee reported the following for the information of Presbytery. It has:

1. **Granted** permission for the PNC at **Bloomfield, Kirk in the Hills** to request the Session call a Congregational Meeting February 5, 2017 to act on the report of the PNC regarding calling a Pastor (Head of Staff).
2. **Approved** the Administrative Commission to install the Rev. **Kellie Whitlock** to the position of Pastor at **Livonia Rosedale Gardens** on Sunday, January 22, 2017, at 4:00 p.m. Members of the Commission: Moderator's Designee Beth Delaney; Teaching Elders Joel Puntigam, Anne Schaefer, Rick Peters; Ruling Elders MaryAnn Brantley (Detroit Gratiot Avenue), Maureen Klein (Allen Park), Larry Gage (Farmington First).
3. **Approved** co-opting the **Rev. Bill Davis** to continue his work for COM with **Troy, First** and co-opting the **Rev. James Russell** to continue his work for COM.
4. **Approved the Rev. Neeta Nichols** to moderate the congregational meeting at **Garden City Presbyterian** on January 15, 2017.
5. **Appointed the Rev. Brewster Gere** to moderate the Session at **Kirk in the Hills**, effective December 1, 2016.
6. **Commissioned Gordon Seiler, ECRE** to celebrate the sacraments at **St. Andrew's** in March, 2017.
7. **Approved the Rev. John Mishler** to moderate the **Grosse Pointe Woods** Congregational meeting on Sunday, December 18, 2016, for the purpose of acting on the report of the PNC.
8. **Approved** the MIF for Milan, Peoples.

**Treasurer** Timothy Ngare reported.

Mr Ngare described his intention for reporting in the future.

**Committee on Nominations.** David Bunch reported for the Committee.

Upon nomination of the Committee, there being no nominations from the floor, Presbytery voted to elect the following:

Mission Interpretation Ministry Team, Chair for 2017: Ruling Elder Bobby Ponder, Detroit Fort Street, to replace Rev. Heidi Church, Belleville, at her request. (Rev. Church remains on MIMT in the Class of 2018. Elder Ponder is in the Class of 2019.)

**Stated Clerk.** Edward Koster reported.

Upon motion of the Stated Clerk, Presbytery voted to approve the minutes of November 19, 2016.

The Stated Clerk reported the following for the information of Presbytery:

1. TRANSFERS COMPLETED
  - a) From the Presbytery of Detroit:
    - i) Nancy DeVries to Minnesota Valleys Presbytery
    - ii) James Gear to Redstone Presbytery
    - iii) Elizabeth Rice to Scioto Valley Presbytery
    - iv) Robert Sheldon to Peach River Presbytery
    - v) Peter Smith to Chicago Presbytery
    - vi) Carol Ann Tate to Middle Tennessee Presbytery
  - b) To the Presbytery of Detroit:
    - i) Emily Beghin from Grand Canyon
    - ii) Jaco Bester from the Uniting Presbyterian Church of Southern Africa
  - c) To the Church Triumphant:
    - i) Henry Borchardt on 12/13/16.
2. Ann Arbor First was reported in error in November as not having had its minutes read. They were read and approved with no exceptions.

Speaking for the Planning & Visioning Team, Kevin Johnson and Bryan Smith reported on the accomplishments of last year's theme, *Seek the Welfare of the City*. They presented the theme for 2017: *The promotion of social righteousness. F-1.0304. "Blessed are those who hunger and thirst for righteousness, for they will be filled" Matt 5:6 (NRSV)*.

The Presbytery recessed for dinner at 6:00 p.m.  
The Moderator offered thanksgiving and grace for our dinner.

Presbytery convened after dinner at 7:30 p.m.

### **WE PROCLAIMED THE GOOD NEWS**

Presbytery worshiped God, celebrating the sacrament of the Lord's Supper. In the course of the worship service, Presbytery installed Ruling Elder Stefanie Lewis and Teaching Elder John Judson as the Moderator and Vice Moderator for 2017.

Stefanie Lewis began moderating the meeting.

### **WE GAVE THANKS TO GOD**

Presbytery offered prayers of petition, joys, and thanksgiving.

The Presbytery adjourned with prayer and benediction at 8:40 p.m.

The next meeting of the Presbytery will be Saturday, March 25, 2017 at 9:00 a.m. at Taylor, Southminster.

ATTEST:

*Edward H Koster*

EDWARD KOSTER, Stated Clerk  
ATTACHMENT ONE: The Roll  
APPENDICES:

Report of the Fort Street Administrative Commission  
Executive Presbyter's Annual Report  
Extra Commitment Opportunities for 2017  
Ranney Balch Grants

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR \*

CHURCHES: Of 79 churches, 41 were represented and 38 were not.

COMMISSIONERS: Of 144 eligible commissioners, 57 enrolled, and 87 did not.

OTHER RULING ELDERS (Officers, Members of Council)::

Of 11 total, 8 were present, of whom 1 counted as commissioners, leaving 7 as the unduplicated count: 0 excused, and 3 absent.

TEACHING ELDERS: Of the 129 non-retired teaching elders on the combined rolls of active members and members-at-large, 45 were present, 20 were excused, and 64

were absent.

Of the 89 retired teaching elders on the rolls, 9 were present and 80 were excused.

**COMMISSIONED LAY  
PASTORS AND  
CERTIFIED EDUCATORS:**

Of the 5 serving Commissioned Ruling Elders on the rolls, 2 were present, 0 excused, 3 absent

Of the 0 serving Certified Christian Educators on the rolls, 0 were present, 0 excused, 0 absent.

**SUMMARY**

**VOTING MEMBERS PRESENT**

57 Elder Commissioners  
+ 7 Other Ruling Elders  
+ 45 Non-retired teaching elders  
+ 9 Retired teaching elders  
+ 2 Commissioned Ruling Elders.  
+ 0 Certified Christian Educators.  
= 120 Voting members present.

**OTHERS PRESENT**

7 Non-voting attendees  
2 Corresponding members

**ATTENDANCE CHURCHES AND COMMISSIONERS**

**ALLEN PARK, Allen Park**

1 JANET MORTON  
2 BOB MORTON  
3 MARGARET POJNUCES

**ANN ARBOR, Calvary**

1 NOT REPRESENTED

**ANN ARBOR, First**

1 BEN VANTUYL

2

3

4

5

**ANN ARBOR, Northside**

1 JEAN LOUP

**ANN ARBOR, Westminster**

1 DOUG FRANKLIN  
2 NED SIMPSON

**AUBURN HILLS, Auburn Hills**

1 NOT REPRESENTED

**BELLEVILLE, Belleville**

1 NOT REPRESENTED

**BERKLEY, Greenfield**

1 CHRISTINA JENSEN

2

**BEVERLY HILLS, Northbrook**

1 DOROTHY WARREN

2

**BIRMINGHAM, First**

1 ROSY M LATIMORE

2 DIANE K LEA

3

**BLOOMFIELD HILLS, Kirk/Hills**

1 NOT REPRESENTED

2

3

4

5

**BRIGHTON, First**

1 ANDREA CAMPBELL

2 SUZANNE SKWASKI

3 HENRY BUDESKY

**CANTON, Geneva**

1 MICHAEL GAUBATZ

**CLARKSTON, Sashabaw**

1 NOT REPRESENTED

**DEARBORN, Cherry Hill**

1 WENDY SOLGAN

**DEARBORN, First**

1 NOT REPRESENTED

2

**DEARBORN, Littlefield**

1 EMILY NIETERING

**DEARBORN HGTS, St. Andrew's**

1 NOT REPRESENTED

**DETROIT, Broadstreet**

1 SHARON OGLESBY

2

**DETROIT, Calvary**

1 JANIFER BIXNIN

2 EDWIN FABRE

**DETROIT, Calvin East**

1 NOT REPRESENTED

2

**DETROIT, First**

1 NOT REPRESENTED

**DETROIT, Fort Street**

1 BOB PONDER

2

**DETROIT, Gratiot Avenue**

1 MARYANN BRANTLEY

2

**DETROIT, Hope**

1 MARRY GREEN

2 DONALD HUDSON

**DETROIT, Jefferson Avenue**

1 JOHN LOVEGREN

2 SHARON LAWSON

3

**DETROIT, St. John's**

1 JEANE V MOORE

2 CHARLENE SMITH

**DETROIT, Trinity Community**

1 NATALIE BROTHERS

2

**DETROIT, Trumbull Avenue**

1 MARTHA SINGLEY

2 ELEANOR WILLIAMS

**DETROIT, Westminster**

1 JEANNINE HOWARD

2

3

**FARMINGTON, First**

1 EDDIE MATTESON

2 MATT MATA YA

**FERNDALE, Drayton Avenue**

1 KEN SEAWELL

**FORT GRATIOT, Lakeshore**

1 NOT REPRESENTED

**GARDEN CITY, Garden City**

1 GAIL MAIN

**GROSSE ILE, Grosse Ile**

1 NOT REPRESENTED

2

3

**GROSSE POINTE, Memorial**

1 NOT REPRESENTED

2

3

4

**GROSSE PTE WOODS, Woods**

1 PATRICIA CHASTEEN

**HIGHLAND PARK, Park United**

1 MARIE HUGHLEY

2

**HOWELL, First**

1 DAWAIN RIEBOW

2

**LINCOLN PARK, Lincoln Park**

1 NOT REPRESENTED

**LIVONIA, Rosedale Gardens**

1 DYCHE ANDERSON

2

3

**LIVONIA, St. Paul's**

1 NOT REPRESENTED

**LIVONIA, St. Timothy's**

1 NOT REPRESENTED

**MILAN, Peoples**

1 NOT REPRESENTED

**MILFORD, Milford**

1 CAROL ENGELSMAN

2 LESLIE NAVE

3

**MT. CLEMENS, First**

1 NOT REPRESENTED

2

**NORTHVILLE, First**

1 JUDY EDWARDS

2

3

**NOVI, Faith Community**

1 NOT REPRESENTED

2

**ORCHARD LAKE, Community**

1 MIKE STARYNCHAK

2

3

**PLYMOUTH, First**

1 NOT REPRESENTED

2

3

4

**PONTIAC, First**

1 NOT REPRESENTED

**PONTIAC, Joslyn Avenue**

1 NOT REPRESENTED

**PORT HURON, First**

1 RICHARD LAUBE

2

**REDFORD, St. James**

1 NOT REPRESENTED

**ROCHESTER, University**

1 DOUG DENTON

2 DAN GRANTHAM

3

**ROSEVILLE, Erin**

1 KEVIN SMITH

**ROYAL OAK, First**

1 NORM DELL

2 JULIE MATTHEWS

3 ELLEN BURNS

**ROYAL OAK, Starr**

1 NOT REPRESENTED

**SALINE, First**

1 NOT REPRESENTED

2

**SHELBY TWP., St. Thomas**

1 NOT REPRESENTED

2

**SOUTH LYON, First**

1 KATHRYN SCHULTZ

**SOUTHFIELD, Covenant**

1 BARBARA SMITH

**SOUTHFIELD, Korean**

1 NOT REPRESENTED

2

3

4

**SOUTHFIELD, New Hope**

1 NOT REPRESENTED

2

**ST. CLAIR SHORES, Heritage**

1 NOT REPRESENTED

**ST. CLAIR SHORES, Lake Shore**

1 NOT REPRESENTED

2

**STERLING HGTS, New Life**

1 NOT REPRESENTED

**TAYLOR, Southminster**

1 DALE SIMON

**TROY, First**

1 NOT REPRESENTED

**TROY, Korean First**

1 NOT REPRESENTED

2

**TROY, Northminster**

1 MACOCKRTHA BAB

**WALLED LAKE, Crossroads**

1 NOT REPRESENTED

**WARREN, Celtic Cross**

1 NOT REPRESENTED

**WARREN, First**

1 MAC McDOUGALL

**WATERFORD, Community**

1 CHRIS HARTLEY

**WESTLAND, Kirk of Our Savior**

1 NOT REPRESENTED

**WHITE LAKE, White Lake**

1 NOT REPRESENTED

**WYANDOTTE, Wyandotte**

1 NOT REPRESENTED

**YPSILANTI, First**

1 NOT REPRESENTED

**ATTENDANCE TEACHING AND RULING ELDER MEMBERS****A. RULING ELDER MEMBERS ON CABINET**

P ADAMS, ADRIENNE  
 P BLENMAN, MARTHA  
 P BUNCH, DAVE  
 A CAMPBELL, DORIS  
 P FAIR, DEBORAH  
 P JOHNSON, KATHI  
 P LEWIS, STEFANIE  
 A LOCKARD, JOAN  
 P NGARE, TIMOTHY  
 C PONDER, BOB  
 A SADLER, CHUCK

**B. TEACHING ELDERS**

A ADAMS, WILLIAM L III  
 P ALLEN, ROBERT  
 E ANDERSON, BRYANT  
 A ANDERSON, LINDA  
 A ANDERSON, LINDSEY  
 A AUE, CRAIG  
 P AUSTIN, MARY  
 E BAHR-JONES, MARY  
 E BECKMAN, MICHAEL  
 A BEGHIN, EMILY  
 A BESTER, JACO  
 E BLAIR, JOANNE  
 A BOLT, KENNETH  
 A BOUSQUETTE, PAUL  
 A CAMPBELL, EMILY

A CARL, STEPHEN  
 P CASTEEL, PEGGY  
 A CHOI, SEUNG KOO  
 P CHUNG, ISAAC  
 A CHURCH, HEIDI  
 A COCHRAN, LINDA  
 P CORNFIELD, KEITH  
 P COZIER, CLINTON  
 A DE ORIO, ANTHONY  
 P DELANEY, BETH  
 P DELEZENNE, JULIE  
 A DOWNS, ELIZABETH  
 A DOYLE-HOHF, KATHLEEN  
 E DUNN, EDWARD  
 P DUNN, JOANNA  
 E DYKSTRA, CRAIG R.  
 A ERVIN, DANIEL  
 P FAILE, JAMES  
 E FAIR, FAIRFAX  
 A FERGUSON, GUY THOMAS  
 A FORGER, DEBORAH  
 P FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 A GEISELMAN, KEITH  
 A GODBEHERE, SARAH  
 A GRANO, MARIANNE  
 A GROSCH, ADAM  
 A HANNA, RAAFAT  
 E HARRIS, R. JOHN

P HARTLEY, THOMAS  
 A HAUSER-BRYDON, JESSICA  
 A HAUSER-BRYDON, TROY  
 P HAYES, FRANCES  
 A HEATON, DAN  
 A HENRY, PETER J. M.  
 P HERRINGTON, RUTHANNE  
 P HILDEBRANDT, KARA  
 P HORLOCKER, MICHEL  
 E JAMES, MICHELLE  
 E JAMES, THOMAS  
 P JOHNSON, KEVIN  
 A JU, GWANGWOO  
 P JUDSON, JOHN  
 P JUSINO, EDDIE  
 P KAIBEL, KENNETH  
 P KELSEY, LAURA  
 A KIM, MIN SOON  
 E KIM, Y. MONCH  
 E KIM, YOUNGCHUL  
 A KLINGER, JAMIE  
 P KOSTER, EDWARD H.  
 A LEE, ESTHER  
 P LINN, SARAH  
 A MABEE, CHARLES  
 A MADDEN, JULIE  
 A MARKS, JULIE  
 P McCLOSKEY-TURNER, CATHARINE  
 E MCGOWAN, EVANS



A	McMILLAN, JUDITH	E	ANDREWS, DOYLL	E	PETERS, RICHARD
A	McRAE, BARBARA	E	AUSTIN, LARRY	E	POLKOWSKI, WILLIAM
P	MEANS, MATTHEW	P	BEERY, ELDON	E	PRICE, MICHAEL T.
A	MEILANDS, PAMELA	E	BENEDICT, IVAN L.	E	PROVOST, KEITH
P	MILLER, J. SCOTT	E	BLEIVIK, DAVID	E	PRUES, LOUIS J.
A	MILLS, JILL	E	BOEVE, PETER	E	RATCLIFFE, ALBERT H.
A	MONNETT, JAMES	P	BROWNLEE, RICHARD	E	ROBERTSON, ANN
E	MOOK, SHARON	E	BYARS, RONALD	E	ROBERTSON, WILLIAM
A	MOON, SUNG-JOON	E	CAPPS, HARRY	E	RUSSELL, JAMES P.
P	MOORE, PETER	E	CARLE, NANCY	E	SCRIBNER, LOREN
E	MORGAN, AMY	E	CARTER, DOUGLAS D.	P	SHIPMAN, JUDY
P	MORGAN, JOANNE	E	CATER, LAWRENCE H.	E	SKIMINS, JAMES
E	MORROW, DUKE	E	CHAMBERLAIN, LAWRENCE	E	SOEHL, HOWARD
A	MOZENA, SUSAN	E	CHAMBERS, JAMES C.	E	SUTTON, PAUL
P	NICHOLS, NEETA	E	CHOI, IN SOON	P	SWARTZEL, BARBARA G.
A	NUSS, STEVEN	E	CLISE, W. KENT	E	TAYLOR, J. BERNARD
A	ONBERG, ARTHUR	E	COBLEIGH, GERALD R.	E	TAYLOR, THEODORE, II
A	OSWALD, DIANE	E	COLON, LOIS	E	THORESEN, KATHRYN R.
A	OUELLETTE, EMMA	E	CONLEY, JAMES H.	E	VANDERBEEK, RONALD
P	PARKER, OPELTON	E	CORSO, LINDA	E	WINGROVE, WILLIAM N
P	PAVELKO, JOHN H.	E	COWLING, NEIL D.	E	WRIGHT, DONALD
P	PHILLIPS, MARK	E	CRILLEY, ROBERT	E	YOON, HAK SUK
P	PHILLIPS, SCOTT	E	CROSS, PAUL D.	E	YUE, MYUNG JA
A	PICKRELL, BROOKE	E	DAVIS, ROXIE ANN	E	ZAMBON, WILLIAM
A	PIECUCH, KEVIN	E	DAVIS, WILLIAM	E	ZIEGLER, JACK T.
P	PITTMAN, JASON	E	DENNIS, WARREN		
E	PITTMAN, KELLY	P	DENTON, GRETCHEN		<b>D. STAFF &amp; OTHERS</b>
P	PORTER, JAMES	P	DOWNTON, DAVID	P	AGNEW, DIANE
A	PORTICE, GEORGE	E	DUNIFON, WILLIAM	C	JENSEN, CHRISTINA
E	PRENTICE-HYERS, MARY ELIZABETH	E	ELLENS, J. HAROLD	P	JENSEN, SANDRA
P	PRIEST, TOM	E	FINDLAY, WILLIAM	P	O'NEILL, SADIE BOLOS
P	PUNTIGAM, JOEL	E	FORSYTH, E. DICKSON		
E	REED, PHILIP	E	FOSTER, JOHN		<b>E. CERT. ASSOC. CHRISTIAN ED.</b>
A	RIKE, JENNIFER	E	GEPFORD, WILLIAM G.	P	MERTEN, CINDY
A	ROEDERER, RENEE	E	GERE, BREWSTER	A	PRICE, LAURA
A	ROGERS, MELISSA ANNE	E	GLENN, LAWRENCE T.		
A	RYAN, BREANNE	E	HANNA, J. RICHARD		<b>F. COMMISSIONED RULING ELDERS</b>
A	RYO, ANGELA	E	HARP, WILLIAM S.	P	BARCONEY, CHARON
A	SANDERFORD, JOHN	E	HATCHER, RUFUS	P	BASS, NANCY
P	SCHAEFER, ANNE N.	E	HELMKE, BEN	A	HOFFMAN, MICHAEL
A	SIAS-LEE, LAURA	E	HENDERSON, RICHARD	A	HUTCHENS, PAMELA
E	SIMONS, SCOTT W.	E	JANSEN, ROBERT	A	SINGLEY, LINDA
P	SMITH, BRYAN DEAN	E	JEFFREY, JOHN		
A	SOHN, YO SUP	E	KIM, T. ANDREW		<b>H. PAST RULING ELDER MODERATORS</b>
P	SOMMERS, CHARLOTTE	E	KNUDSEN, RAYMOND		<b>NOT ON CABINET</b>
A	STUNKEL, KAREN	E	KOGEL, LYNNE	E	BOSTIC-ROBINSON, DIANE, PM 2011
P	STUNKEL, PAUL	E	KREHBIEL, DAVID E.	E	ELAM, DIXIE, PM 2007
A	TAN, HOTEK	E	LANGWIG, JANICE	P	ELLIS, HAROLD, PM 2014
A	THODE, TED	E	LANGWIG, ROY	E	HYLKEMA, CAROL, PM 1991
A	THOMAS, CHRISTOPHER	E	LISTER, KENNETH D.	C	LOUP, JEAN, PM 2013
P	THWAITE, PAUL	E	LONGWOOD, MARJORIE	E	MORRISON, HELEN, PM 1995
P	TIMM, ALLEN D	E	MacINNES, JOHN D.	P	SEABROOKS, DOROTHY, PM 1999
A	TUCKER-LLOYD, IRIS	E	McINTYRE, DEWITT		WINSLOW, PAUL, PM 1997
A	WHITLOCK, KELLIE	E	MICHALEK, DANIEL		
P	WILHELMI, MARJORIE	E	MIHOCKO, DAVID		<b>G. CORRESPONDING MEMBERS</b>
P	YU, SEUNG WON	E	MISHLER, JOHN		DOUGLAS PORTZ
		E	NUSSDORFER, GUS		BOARD OF PENSIONS
	<b>C. RETIRED TEACHING ELDERS</b>	E	OLIVER, GARY		JIM RISSLER
P	AARON, ESTELLE	E	ORR, ROBERT C.		PCUSA INVESTMENT & LOAN
P	AGNEW, ROBERT	E	OWEN, DAVID		
E	ALBRECHT, GLORIA	P	OXTOBY, THOMAS		

## FORT STREET ADMINISTRATIVE COMMISSION

The Fort Street AC was elected at the April 2014 Presbytery meeting, almost 3 years ago. You charged us with building trust with the Session, Congregation and Pastor; to listen prayerfully and carefully to all parties; and to become partners with the Session and Pastor ... to advance God's mission in Detroit.

Our first meeting was with Phil Reed, then chair of COM, and included a discussion of our charge, a report of what led to the creation of the AC, and prayer. Our work through these 3+ years has always begun with devotions and prayer.

As we began working with the Session, we slowly identified areas that needed evaluation – personnel matters – the financial situation – the Open Door – through the current review of the wedding program. This is a fairly normal part of the temporary supply/interim process: identifying issues, addressing them, and preparing the way for the new called pastor. At Fort Street, however, the history of conflict with the pastor and within the congregation is long, longer than just one pastor, or within just one program. So in some ways we were charged with changing the culture of this church.

We have been blessed with the great work done by the temporary pastors who've come to work with us, first, Sue Melrose who stepped in right after the resignation of the Pastor and helped to calm an anxious congregation; and then, Bob Agnew, who has been a blessing to the AC, the Session and the congregation. Thanks go to both of them. We also thank the Board of Trustees who provided funding for our work. Last April we brought in an outside organizational consultant who led the Session and Deacons in a day-long retreat and came for a follow-up discussion in December.

We've worked hard and we are most pleased that the Session and Pastor have worked hard, too. The progress is significant though there is still work to be done. At its December meeting the Session named

three members (two from the Session and one from the Deacons) to work with two members of the AC on the task of calling an interim pastor. We're hopeful that individual can be in place later this spring.

## State of the Presbytery - January, 2017

The Rev. Dr. Allen D. Timm, Executive Presbyter

I read two influential articles last year that I believe speak to the church today. You can find them on the Texas Methodist Foundation website. These articles are by Dr. Gil Rendle, a Methodist Pastor and expert in organizational development. If you can't find them, send me an email and I will gladly, with their permission, share them. They make excellent articles for your next session retreat or orientation.

One article is, "Waiting for God's New Thing: Spiritual and Organizational Leadership in the In-Between Time Or Why Better Isn't Good Enough" (2015) The other article is "Be Strong and of Good Courage: A Call to Quiet Courage in an Anxious Time" (2016) Both articles emerged from a texts Gil wrestled with from the Scriptures.

The prophet Isaiah said, *Do not remember the former things, or consider the things of old. I am about to do a new thing; now it springs forth, Do you not perceive it (43:18-19 NRSV)?*

And the article on courage reminds us that Moses challenged the Israelites as they crossed into the promised land to *"be strong and of good courage" (Deut 31:6 RSV).*

Here are the points Rendle makes and with which I agree:

- Dynamic churches both help people improve what they offer in worship and education and outreach, so that they continue to equip disciples to serve. But at the same time they explore what new thing the Spirit is leading them to do that will serve those who are not inside the church.
- Dynamic churches take good courage. They look for outcomes, the difference that will be made by activities or projects. They keep an eye on the mission field so that they are allocating their resources to fulfill their purpose. They cut expenditures that do not produce outcomes.

Why do I bring them up when I am talking about the State of the Presbytery?

I suggest that if churches are going to extend the mission of Jesus Christ, they are going to have to be of good courage and find creative ways to serve those outside their doors.

Yes, once again the Presbytery declined in membership. We lost 1494 members. It could be that their neighborhood can no longer sustain a congregation. We do know that people are no longer seeking us out. But I maintain that if we offer life to the neighborhood around us, they will see our good works, and give glory to our father who is in heaven, as Jesus said. Even if the neighbors around our church don't join us, they will see what we, and those with whom we collaborate, have to offer.

But I challenge that these congregations to look outward, to find out the needs of their neighbors, to look for willing partners, and then to show the love of Jesus Christ. And I suggest that a church does not have to be large to take up the cross gives them to carry.

But not all the churches declined. Here are the churches that grew in membership in 2015: Ann Arbor, First; Auburn Hills; Berkley, Greenfield; Canton, Geneva; Dearborn, Littlefield; Detroit, Broadstreet; Detroit, Gratiot Avenue; Fort Gratiot, Lakeshore; Grosse Ile; Lincoln Park; Milford; Plymouth, First; Pontiac, First; South Lyon, First; Southfield, Korean Metro; Warren, First. Once again the Korean Metro Church of Detroit grew by the most, 48 net new members.

Here is the point I want to make in my 2017 statement about the health of the Presbytery of Detroit is. The churches that grew are all strong in worship, education and mission. They are seeking the guidance of the Holy Spirit to improve their ministry, while being creative in serving

those in their community. They are taking good courage to stay with the purpose and mission of the church. They have heard Christ's call to "take up their cross and follow after him." They are willing to lose their lives for Jesus Christ because they know that in dying they will rise, and their ministry will bring the joy of the living God to the lives of people in their community.

These congregations hear the pain that God has when God's people suffer. They hear a call to stand with other groups, churches, and even governments, to right the wrongs that break God's heart. I would like to lift up the ministry of the South Lyon Presbyterian Church.

South Lyon went to the Principal of a school and asked what her concerns were. She said, it is for the at-risk kids in her school. Now they are one of the churches who have joined together with Kids Hope to reach at-risk kids. The First Presbyterian church of Plymouth can tell you the same story.

At the 185<sup>th</sup> anniversary celebration of the South Lyon Church, they lifted up other ministries as well. They join with the other congregations in the community to run a health clinic quarterly. They have a community wide food distributions program. South Lyon hosts a Boy Scout and Girl Scout troop. And they send volunteers each month to serve meals at Everybody Eats in Detroit. They know Christ is calling them to stand with their neighbors. They are making a difference and they are excited about their ministry.

A church doesn't have to be large to serve those in need. We could give shout outs to a number of churches that are serving their communities. It only takes two or three members to start a mission. Those two or three can invite their friends and share what God is doing through them.

But it takes courage. It takes the courage to pray and ask for guidance from the Lord. Guidance to hear the call; time to go talk to leaders in the community and ask for advice; the willingness to talk to neighbors about what concerns them and what a church could do to help solve the problems.

I am proud to say that the Presbytery teams and workgroups offer many opportunities to train congregational leaders to learn how to serve their neighbor. They offer ministries that strengthen and transform congregations to be missional, pastoral and prophetic. There is a Leadership Training Day this week that offers training.

There are a few other things that the Presbytery is doing that I want to share with you. The Planning and Visioning Team established a work group to review and set new goals for the presbytery. But they did not stop there. They established another work group to provide that the goals are met. The first goal established a theme for Presbytery Assemblies, and for 2016 the theme was "Seek the Welfare of the City." This theme will help us all seek the welfare of the community in which we live and also the metropolitan community of Detroit. For as the prophet Jeremiah said for God, that we should pray for them, because "In their welfare, you will find your welfare." This builds on other areas that work toward serving our community such as the Second Mile Center and the Barnabas Youth Opportunities. The Hands on Mission Team is close to calling a Site Coordinator for the new mission to help young adults find their vocation, the Motor City Mission Corps. Our Presbytery will host a site for young adults who are exploring their vocation and want to serve in Detroit for a year.

About ten years ago the Pastors in Transition Workgroup set as a goal that their work would make the Presbytery of Detroit a “destination presbytery.” They have accomplished a lot. New clergy find help in their start-up of ministry, through training events and follow-up action learning groups. They follow the Lilly Foundation findings, that vital pastorates include meeting regularly in a group to share learning about ministry. These pastors support one another through study, sharing, and prayer. Pastors who lead vital congregations find refreshment and new ideas through their study experiences away from the church. I want to thank those congregations who encourage their pastors to go away for study and to bring back new ideas.

As I reflect back over 2016, I want to thank those congregations who went beyond their per capita support and gave to Shared Mission and Special Offerings. Many congregations extended their mission through their giving to Extra Commitment Opportunities. Others gave directly to missions in their community and to mission co-workers supported by the PCUSA. Thanks!

I am proud that the budget process for 2017 included this question: “What change will occur that strengthens congregations? What difference will the activities you sponsor make?” The budget reflects diligent efforts to predict the impact spending of dollars will make.

Last year we had a few staff changes. Our Accounting Manager, Bev Auger, retired. We hired a new Accounting Manager, an elder and Trustee from Allen Park Presbyterian, Pat McBride. Our Bookkeeper resigned so she could earn hours toward her license as a social worker. When we reduced the position, she applied and was rehired. Beverly Knox retired and the Operations Team is studying how to replace her and what needs we have. Meanwhile, Operations has asked the Rev. Neeta Nichols to fill in as Temporary Executive Assistant.

As your Executive Presbyter I continue to feel honored to be your leader. I continue to engage members in ministry and to help people with a similar call find each other. I welcome invitations to special events of congregations. My prayer is that the Presbytery will continue to strengthen its congregations so they can provide a word of hope to their neighborhood, and be a catalyst for change. May our love and outreach show a way of life that others emulate. I hope that as we Presbyterians in this metropolitan area continue to “lift high the cross, the love of God proclaim, that all the world may adore his (Christ’s) sacred name.”

## PRESBYTERY OF DETROIT 2017 EXTRA COMMITMENT OPPORTUNITIES (ECO)

This is a list of ministries approved by Presbytery for giving beyond shared mission contributions.

### SOCIAL JUSTICE

- **A Place of Refuge**  
Provides transitional housing for youth aging out of the foster care system.
- **Everyone Eats**  
An ecumenical initiative to nourish, empower, and educate God's people in body and soul.
- **Hagar's Fund (formerly Michigan Presbytery Black Charitable Organization)**  
To help citizens re-entering society from prison by providing housing, support, accountability, job training, and Christian fellowship.
- **Hunger Ministries Fund**  
To provide financial support of the Presbytery's Churches with food programs.
- **2 Cents per Meal (Cents-Ability)**  
To raise awareness and funds to help reduce the hunger problem locally, nationally, and globally.
- **Response to Flint Water Crisis**  
This is a long term response to provide financial, spiritual, physiological, psychological, health, environmental, and education to meet the needs and concerns of the residents of Flint, MI.
- **Southwest Detroit Immigrant and Refugee Center**  
To help the Latino immigrants and refugees in southwest Detroit with immigration issues.

### MISSION INTERPRETATION

- **Baby Basics of Troy Ministry**  
A non-profit volunteer organization that provides and distributes diapers and kindness to working low-income families who do not receive governmental cash assistance. 100% of our donations go directly towards the purchase of diapers
- **Barnabas Youth Opportunities Center**  
To offer training designed to enable youth to discover, prepare for, and engage in meaningful, purposeful, and fulfilling work. While supported by the Presbytery budget, additional funds are required. Located at Trumbull and Grand River Avenue, the Barnabas Project also works to keep young people out of the drug culture. There is also a computer center for homework and tutoring.
- **Campus Ministry**  
To provide general support to our campus ministry programs at U of M, Eastern, Wayne State, and Oakland University.
- **Fort Street Open Door**  
To serve the homeless and poor in downtown Detroit.

- **Habitat for Humanity**  
To build houses for families in need of housing who contribute with sweat equity.
- **Hands-On Mission**  
To furnish supplies for mission projects to help congregations get involved in mission.
- **Howell Nature Center**  
To provide financial assistance for campers in need in order to attend summer camp programs and the Heifer program, a project, this prepares Christians to be citizens of the world.
- **Month of Mission**  
To provide financial assistance to pay the air fare of missionaries that come to speak in our churches.
- **Presbyterian Villages of Michigan**  
To provide financial support to residents of PVM that serves the needs of older adults with more than a dozen senior living communities and outreach services throughout Michigan.
- **Second Mile Center**  
To provide outreach to youth and families on the East Side of Detroit by the Presbyterian Women in the Presbytery of Detroit.
- **Thika Partnership**  
To continue support of the established 5 year International Partnership agreement with the Thika Presbytery in Kenya, including the drilling of wells to provide much needed water.
- **Young Adult Volunteer (YAV) Mission Detroit**  
To provide an opportunity for young adults to serve in Detroit while learning about mission and sorting out their vocation.

## **LEADERSHIP EQUIPPING**

- **Ecumenical Theological Seminary**  
To provide general support to the Ecumenical Theological Seminary, an accredited Seminary uniquely equipped to prepare individuals for ministry in urban centers.
- **Samaritan Counseling Center**  
To provide counseling assistance and training events.

## **NEW CHURCH DEVELOPMENT**

- **Comunidad los Del Camino**  
Bringing the Gospel to Southwest Detroit by providing them a CRE as their pastor. The CRE is trained as a community organizer and will bring to the community not only the Gospel, but also skills in building community relationships and action around common needs.



On behalf of the Metropolitan Urban Ministry Work Group we move the following distribution of the Ranney-Balch fund for approval by Social Justice and Peacemaking Committee. The recommendation still needs to be approved by the Trustees and the Coordinating Cabinet. If approved, the motion to distribute funds would be on the January Presbytery docket.

We received twelve grant applications and had \$52,915.00 to distribute. After prayerful deliberation and utilization of application rubrics previously established, we recommend the following distribution of Ranney-Balch funds:

Barnabas	\$7,000.00
Covenant	\$7,000.00
Southwest Immigrant	\$7,000.00
Second Mile	\$3,765.00
Gratiot	\$3,750.00
St John - Pretty Brown Girl	\$3,000.00
Trinity	\$3,750.00
St John – Community	\$3,750.00
Open Door	\$3,750.00
Broadstreet	\$3,750.00
Hope	\$3,200.00
Westminister	\$3,200.00

Please see page 2 for a brief description of the ministries and how they fit in with the provisions the Ranney-Balch Fund.

The Metropolitan Urban Ministry work group was encouraged by the numerous very worthy ministries that applied for funds. Thank you for this opportunity to be of service to the Presbytery and to the Kingdom.

Trina Erwin, Chair

The Metropolitan Urban Ministry Work Group

**Barnabas Youth Opportunities Center** provides training, job skills, life skills and mentoring for youth in Detroit with emphasis on youth from broken homes and/or abusive families. Barnabas also works to provide assistance to adult parents & relatives in parenting skills, relationships building, and accessing other family and social agencies. Ninety-five percent of the youth served at Barnabas are either African-American or Hispanic.

**Covenant - Welcome Inn** is a day center caring for the homeless of the Metro-Detroit area operating out of Covenant Presbyterian Church from mid-December through mid-March. Providing care to over 65 men and women, Welcome Inn guests are offered food, clothing, medical-care and case management. The scope of services will also include educational and group support classes including Bible study, literacy and 12- step based recovery programs.

**Southwest Detroit Immigrant and Refugee Center** provides services to “arriving aliens” and “defensive” asylum seekers unable to find legal counsel to represent them at Immigration Court in Detroit. This ministry includes Advocacy, Legal services and Housing/incarceration alternatives.

**Second Mile provides** programming to enrich Biblical knowledge with the aim of making disciples among the underprivileged and underserved children and youth and to connect youth in the community with other Presbytery of Detroit ministries.

**Gratiot Ave Breakfast Program** reaches out into the neighborhood to help build community and to share God’s love with those outside the church walls. Providing breakfast has proved to be an avenue to build relationship and community in an area beset by a high crime rates and low social economic status.

**St. John – Pretty Brown Girl** seeks to provide a safe place for the voices of girls to heard, to help improve self-image and perspective on diversity, and to provide positive support and encouragement to make healthy choices. The vast majority of the youth served are underprivileged minorities.

**Trinity - Community Outreach Tutoring** is an educational outreach program targeting students in elementary school with a special focus on fifth graders who are in need of bringing up their grades to the level of preparedness to enter Middle School, with focus on Reading, English and Mathematic skills.

**St. John – Community Resource** is a ministry to increase mission work and expand community outreach to evangelize with surrounding neighborhood which is growing for some and displacing others. This ministry will engage with the neighbors by creating programs of interest, allowing community usage of the St. John facility and support family and multigenerational religious services and activities.

**Fort Street – Open Door** is a mission to provide comfort, care for and encourage the homeless and the indigent people of Detroit by ministering to their physical, social, and spiritual needs,

**Broadstreet Tutoring** Project provides educational assistance and support to families in the neighborhood. The tutoring provides opportunities for Pre-K-8 youth to develop social and spiritual skills, mathematics and reading skills, as well as basic computer and related technical skills.

**Westminster Mobile Classroom** this is ministry to expand mission efforts and go into the community with a mobile classroom to bring together data, resources, tools and teachers to positively impact teaching, and learning.

**Hope” I am”** is seeking to expand community outreach by serving the community around Meyers & Fenkell through providing information and resources for the community to gather, engage, and connect with agencies that provide city services and community safety. This ministry will also include outreach through PVM Harmony Manor.

**THE PRESBYTERY OF DETROIT  
MINUTES OF THE MEETING OF MARCH 25, 2017**

The Presbytery of Detroit convened with prayer and worship at 9:00 a.m. on March 25, 2017 at Southminster Church, Taylor. Stefanie Lewis moderated the meeting.

**WE PROCLAIMED THE GOOD NEWS**

The Presbytery worshipped God.

**The Promotion of Social Righteousness  
Welcoming the Stranger in Our Midst**

Kevin Piecuch, an attorney and teaching elder member of Presbytery, reported on his ministry as the Executive Director of the Southwest Detroit Immigration and Refugee Center. Presbytery also heard from refugee programs at Grosse Ile and Grosse Pointe Memorial, and from the Berkley United Methodist Church on its sanctuary program.

**WE CELEBRATED OUR CONNECTIONS IN CHRIST**

The Moderator declared the presence of a quorum.

The Moderator appointed Connie Dainus the assistant to the Stated

The Moderator welcomed new members and commissioners.

Upon motion of the Stated Clerk, Presbytery approved the docket.

Upon motion of the Stated Clerk, Presbytery excused those who have requested to be excused.

Upon motion of Mr Timm Presbytery seated Rafaat Zaki, member of Grace Presbytery, the Synod executive as a corresponding member.

Clint Cozier welcomed Presbytery to Southminster Church.

**WE LISTENED FOR THE WORK OF THE SPIRIT IN OUR COMMUNITY**

**Reports**

The Presbytery heard reports from Hands-on Mission, and the Motor City Mission Corps

**WE RESPONDED TO CHRIST'S CALL TO MISSION AND MINISTRY**

**Executive Presbyter's Report.** Allen Timm reported.

Mr Timm celebrated anniversaries of ordination. He reported on the Self Development of Peoples, the Presbyterian Disaster Assistance, and that the Committee on Ministry is in the process of visiting congregations. He offered prayers for the family of David Krehbiel and Ann Shaefer..

The Moderator offered a prayer for openness.

**Business adopted by Motion and Debate  
Committee Items for Action:**

**Committee on Preparation for Ministry.** Edward Dunn reported for the Committee.

The Committee presented Jasmine Smart for examination for ordination. Ms. Smart, was finally assessed by the New Brunswick Presbytery, has met the requirements for ordination in this presbytery, has received her M. Div. from Princeton Theological Seminary, and has received a call to serve as Temporary Supply Pastor / Director of Adult Ministries at Kirk in the Hills, Bloomfield. Ms Smart presented her statement of faith, and Presbytery examined her on her Christian faith and views in theology, the Sacraments, and the government of this church. Upon motion of Mr Gere, the Presbytery voted to arrest her examination. Upon motion of the Committee, the Presbytery voted to approve the examination of Jasmine Smart. The Moderator called Ms Smart and her family and friends forward for a brief prayer.

The Committee reported the following for the information of Presbytery:

1. Consultation Reports

CPM met with the following Inquirers and voted to sustain their annual consultations and continue with them in the inquiry phase.

<i>Christina Hallam</i>	<i>March 7, 2017</i>	<i>Westminster, Detroit</i>
<i>Charles Sadler</i>	<i>March 7, 2017</i>	<i>St. Thomas, Shelby Twp.</i>
<i>Joseph Sheeran</i>	<i>March 7, 2017</i>	<i>Faith Community, Novi</i>

2. CPM met with *Dwight Walker* to begin a conversation about the process of transferring into the Presbyterian Church (USA) as a Teaching Elder.

**Coordinating Cabinet**

Teaching Elder Beth Delaney reported for the Coordinating Cabinet.

Presbytery voted to approve the following amendments to the Book of Order:

- 16-D. Relationship to the PC(USA) of a Person Who Has Renounced Jurisdiction of the Church
  - 16-D. Relationship to the PC(USA) of a Person Who Has Renounced Jurisdiction of the Church
  - 16-D.2. On Amending D-10.0401
- 16-E. Certified Service Requirements On Amending G-2.1101.

Upon motion of the Coordinating Cabinet, Presbytery voted by ballot to:

1. Elect Edward Koster to a 3-year term as Stated Clerk of the Presbytery, effective January 1, 2017.
2. Elect Timothy Ngare to a 3-year term as Treasurer of the Presbytery, effective January 1, 2017

The report on the search for Treasurer and Stated Clerk is appended to the minutes.

The Moderator appointed the following tellers: Dorothy Gillespie, Phyllis Find, Phyllis Hunt, Pat Tucker.

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

The Presbytery Operations Team has reported it has hired Adam Delezenne as Motor City Mission Corps Site Coordinator. It is a part-time position. The report on the Motor City Mission Corps Site Coordinator Search is appended to the minutes.

The report on the search for the Motor City Mission Corps Site Coordinator is appended the minutes.

**Omnibus motion.** Stated Clerk

Upon motion the Stated Clerk, Presbytery voted that the report of report from the Trustees be received and entered into the minutes:

1. The Trustees continue the process of accessing the request by the Barnabas Youth Opportunity, Inc. for Ranney Balch funding. An onsite meeting was held in late February with Mr. Edwards to tour the building. The program has not operated per Mr. Edwards since Thanksgiving weekend, 2016.

The Trustees requested in writing (three dates in January, February and March) from Mr. Edwards financial, program and certificate of occupancy information. To date none have been received. In addition, the Trustees have been advised that the building needs a new boiler (approximately \$25,000). At the request of the Trustees a building inspection & assessment has taken place to determine the overall usability of the facility for future programming. The report is pending.

2. The Trustees have appointed Robert Geake to the Board of the Howell Nature Center, Inc.
3. The Trustees expect to have the 2016 Audit ready for the June meeting of Presbytery.
4. Trustees voted to move all funds invested with PILP into higher interest longer term paper to increase the rate of return. Presbytery investment in PILP funds generates discounts for churches who borrow from PILP.
5. The Trustees have approved the proposal of the Insurance Board for Presbytery coverage.
6. The Trustees have approved on behalf of Presbytery the sale of a property owned by Jefferson Avenue Church as follows:

The land located in the City of Detroit, County of Wayne, State of MI and described as follows:

Lots 53 and 54 of Everding's Subdivision, according to the Plat thereof recorded in Liber 13 of Plats, Page 53 of Wayne County Records.

Also known as 971 Fischer, Detroit, County of Wayne, MI to Carol Mason LLC for \$75,000 cash.

Rationale for approving on behalf of Presbytery: The buyer is ready, church is ready, no need to delay.

7. Since there are a number of churches in various stages of planning regarding issues of membership, ministry, and building, the Trustees are considering the creation of a committee under Policy P-21, Policy on Special Committees for Local Church Matters, to address multiple churches simultaneously.

The Moderator announced the following teller reports:

For Stated Clerk:

Number of ballots cast:	107
Illegal votes	0
Votes yes	93
Votes no	14

For Treasurer:

Number of ballots cast:	101
Illegal votes	0
Votes yes	98

Votes no 03

The Moderator declared that Edward Koster and Timothy Ngare have been elected.

**Committee on Ministry.** Mary Austin reported for the Committee

Upon motion of the Committee, Presbytery voted to:

***Contracts:***

1. **Approve** renewal of the part-time (4 hours per week) contract between **Commissioned Ruling Elder Michael J. Hoffman** and **First Presbyterian Church, Dearborn** beginning August 1, 2016 and renew his commission, effective August 1, 2016. Terms of Call: Salary \$4,914; up to \$500 for continuing education; up to \$500 for business; total compensation \$4,914. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays.  
For information, the church and COM have been in conversation about this since the summer.
2. **Approve** the Interim Pastor contract between the **Rev. Daniel Frank Michalek** and **Faith Community Presbyterian Church, Novi** beginning March 15, 2017. Terms of Call: Salary \$65,872; FICA & Medicare \$5,039.21; Reimbursable Expenses \$11,970 (professional expenses, family medical co-pays, study leave, continuing education, air fare, car rental, lodging & meals, business miles, meals or entertainment, books & periodicals); Total Compensation \$82,881.21. Vacation 4 weeks including 4 Sundays; Study Leave 2 weeks including 2 Sundays. In addition, the church will pay for and allow time for the Temporary Supply Associate Pastor to attend one of the Presbytery's Pastors in Transition retreats.
3. **Approve** renewal of the Interim Pastor contract between the **Rev. Dr. Judy Shipman** and **Westminster Presbyterian Church of Ann Arbor** beginning February 1, 2017. Terms of Call: Total annualized compensation \$79,310; post-retirement service dues (12% of Salary, Housing & Utilities) and SECA (7.65%). Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays.
4. **Approve** renewal of the part-time (13 hours per week) Commissioned Ruling Elder contract between **Ruling Elder Nancy Bass** and **Erin Presbyterian Church** beginning February 1, 2017. Terms of call: Salary \$15,600; Professional Expenses & travel/study leave \$380; Total compensation \$15,980. Vacation 4 weeks including 5 Sundays; Study Leave 2 weeks including 2 Sundays. In addition, the church will pay for and allow time for the CRE to attend one of the Presbytery's Pastors in Transition retreats. She will seek a scholarship from the presbytery.
5. **Approve** the half-time Temporary Supply Associate Pastor contract between **Jasmine Smart** and **Kirk in the Hills, Bloomfield Hills** beginning April 1, 2017 contingent upon approval for ordination. Terms of call: Salary \$28,727.50; Medical Reimbursement \$2,400; Professional Reimbursement \$1,000; Study Leave \$1,000; Total compensation \$33,127.50. Vacation- 1 month including 4 Sundays; Study Leave- 2 weeks including 2 Sundays. In addition, the church will pay for and allow time for the Temporary Supply Associate Pastor to attend one of the Presbytery's Pastors in Transition retreats.
6. **Grant permission** to **Teaching Elder Doyll Andrews** to labor outside the bounds of Presbyterian Church (USA) and accept the call of the Congregational UCC Church of Armada MI with whom we are in corresponding communion. Contract begins February 27, 2017 as Pastor and Teacher. Terms of Call: Salary \$11,825; Housing Allowance \$11,825. Vacation-9 weeks including 9 Sundays.

***Dissolutions:***

7. **Concur** in the action of Livonia Rosedale Gardens Church to close the Associate Pastor position effective November 1, 2016.

Presbytery celebrated the retirement of Charlotte Summers.

The Committee reported the following actions taken under the authority granted it. It has:

**Contracts:**

1. **Approved** the call between **Bloomfield Kirk in the Hills** and the **Rev. Nathaniel D. Phillips** as Pastor-Head of Staff, effective March 13, 2017, with the following terms of call: Cash Salary of \$98,200; Housing and Utility Allowance of \$40,000; SECA Reimbursement of \$10,572 (7.65% of Effective Salary); Dues for the Benefits Plan of the Board of Pension of \$47,180; Medical Deductible Reimbursement of \$2,800; Dental Plan \$1,632; Auto/Travel Reimbursement of \$2,000; Continuing Education Reimbursement of \$2,500; Other Reimbursements (cell plan, Kirk Preschool, entertainment) of \$5,138; Total compensation \$210,022; Vacation of 4 weeks including 4 Sundays; Study Leave of 2 weeks including 2 Sundays. The Kirk will comply with the Presbytery's Paternity Policy, will grant a sabbatical per Kirk's policy, and desire that Dr. Phillips attend one national conference annually (may include a Sunday). A one time moving expense up to \$15,000. The Kirk will also pay for Dr. Phillips to attend a Pastors in Transition program. AA/EEO guidelines of the denomination have been followed during the search process.
2. **Approved** the contract between the **Rev. Heidi K. Church** and **Belleville Presbyterian Church** as Stated Supply Pastor for 6 months beginning on February 1, 2017; it is expected the contract will be for 20 hours per week (80 hours in a 4 Sunday month and 100 hours in a 5 Sunday month. Terms of Call: Housing Allowance \$12,251; Professional Expense Reimbursements \$1000; Total Cost to the Church \$13,251. Vacation: 2 weeks including 2 Sundays; Study Leave: 1 week including 1 Sunday. The church will pay up to \$300 for the Stated Supply Pastor to attend one of the Pastors in Transition Retreats.
3. **Approved** the contract between the **Rev. Keith Provost** and **Rosedale Gardens Presbyterian Church**, Livonia as part-time (estimated 17 hours per week) Parish Associate for one year beginning on February 1, 2017. Terms of Call: Deferred Compensation \$9,000; Housing \$13,470; SECA (7.65% of Salary, Housing) \$1,030; Professional/Auto \$750; Study Allowance \$750; Total Salary Package \$25,000.

**Dissolutions:**

4. **Concurred** in the action of **Troy Northminster Church** to dissolve the pastoral relationship with the **Rev. Charlotte Summers** effective May 31, 2017.

**Validations:**

5. **Approved** the validation of the position of Chaplain for Presbyterian Villages in Westland, Michigan.
6. **Approved** the validation of the **Rev. J. Bernard Taylor** to be validated to the ministry at Presbyterian Villages Westland, The reporting of all communions served will become a part of the annual report to COM.

**Transfers:**

7. **Approved** the transfer of the Rev. **Emma Ouellette** to the Presbytery of Eastern Virginia to serve as the Associate Pastor of the Bayside Presbyterian Church in Virginia Beach, VA.
8. **Approved** the request from **San Jose Presbytery** to transfer **Teaching Elder Yo Sup Sohn** to said presbytery per their request.



The Committee reported the following for the information of Presbytery. It has:

1. **Approved** the Administrative Commission to install the **Rev. Edward Dunn** to the position of Pastor at **Grosse Pointe Woods** on Sunday, February 12, 2017, at 3:00 p.m. Members of the Commission: Moderator Stefanie Lewis; Teaching Elders Allen Timm, John Mishler, Neeta Nichols; Ruling Elders John Chasteen (Grosse Pointe Woods), MaryAnn Brantley (Detroit Gratiot Avenue), Judi Armstrong (Mt. Clemens First).
2. **Approved** the request of **Pat Johnson, CRE**, to be removed from the Pulpit Supply List.
3. **Approved** the **Rev. Scott Miller** and **CRE Nancy Bass, CRE**, to attend Interim Training.
4. **Appointed** the **Rev. Neeta Nichols** as moderator for the Session of **Fort Street Presbyterian**.
5. **Authorized Gordon Seiler** to administer the sacraments at **St. Andrew's Presbyterian** on April 2, 2017.

**Treasurer.** Timothy Ngare reported.

Mr Ngare reported to the Presbytery. He described the procedures he follows in reviewing expenditures for approval.

**Committee on Nominations** Dave Bunch reported for the Committee.

Upon nomination of the Committee, there being no nominations from the floor, Presbytery voted to elect the following to fill vacancies::

To the Congregational Development & Transformation Ministry Team, Class of 2018:  
Ruling Elder Charles Ten Broeck, Canton Geneva

To the Leadership Equipping Ministry Team, Class of 2017: Ruling Elder Ruth Azar,  
Grosse Pointe Memorial

**Social Justice Ministry Team.** Laura Kelsey reported for the team.

Upon motion of the Team, Presbytery voted to approve the PDA Domestic Refugee Grant Partnership for the Freedom House. The grant is appended to the minutes.

**Report of the Stated Clerk.** Edward Koster reported.

Upon motion of the Stated Clerk, Presbytery voted to:

1. Approve the minutes of January 24, 2017.
2. Approve the report of the following Administrative Commission:
  - a) Installation of Edward Dunn as the pastor of Grosse Pointe Woods Presbyterian Church on February 12, 1017. The report is appended to the minutes.
3. Approve the 2017-18 Elder Equalization. Paper B-4. (The report is appended to the minutes.)
4. Approve the following 2016 Annual Report to the General Assembly:

Ministers on Roll (Retired and active) 12/31/15	<b>231</b>
Died	3
Dismissed to other Presbyteries	15
Dismissed to other denominations	2
Other removals (administrative)	0
Total Losses:	20
Received from other Presbyteries	4
Ordained	2
Restored	1

<u>Received from other denominations</u>	4
Total Gains:	<u>9</u>

**Ministers on Roll (Retired and active) 12/31/16: 220**

	Churches	Membership
<b>Number of churches</b>		
12/31/15	80	23,142
Dissolved:	1	
Dismissed to other denomination	0	
Member decrease		832
12/31/16	<b>79</b>	<b>22,310</b>

The statistical reports are appended to the minutes.

#### FOR INFORMATION

1. TRANSFERS COMPLETED
  - a) From the Presbytery of Detroit:
    - i) Yo Sup (Joseph) Sohn to San Jose Presbytery
  - b) To the Presbytery of Detroit:
    - i) Nate Phillips from New Castle Presbytery
  - c) To the Church Triumphant:
    - i) Lawrence Cater on 1/26/17
    - ii) David Krehbiel on 2/23/17

Charon Barconey lifted up prayers of joy and concern, thanks and intercession.  
Presbytery adjourned with charge and benediction at 11:50 a.m.

The next meeting of the Presbytery will be June 13, 2017 at 4:00 p.m. at Detroit Westminster.

ATTEST:

*Edward W Koster*

EDWARD KOSTER, Stated Clerk

ATTACHMENT ONE: The Roll

APPENDICES:

PDA Domestic Refugee Grant Partnership  
Report on the search for Stated Clerk and Treasurer  
Report on the Motor City Mission Corps Site Coordinator Search  
Installation Commission Report for Edward Dunn  
2017-18 Elder Equalization  
Annual Statistical report

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR March 25, 2017

CHURCHES:	Of 79 churches, 44 were represented and 35 were not.
COMMISSIONERS:	Of 144 eligible commissioners, 64 enrolled, and 80 did not.
OTHER RULING ELDERS (Officers, Members of Council)::	
	Of 11 total, 7 were present, of whom 1 counted as commissioners, leaving 6 as the unduplicated count: 1 excused, and 3 absent.
TEACHING ELDERS:	Of the 129 non-retired teaching elders on the combined rolls of active members and members-at-large, 41 were present, 22 were excused, and 66 were absent.
	Of the 87 retired teaching elders on the rolls, 5 were present and 82 were excused.
COMMISSIONED LAY PASTORS AND CERTIFIED EDUCATORS:	Of the 5 serving Commissioned Ruling Elders on the rolls, 1 was present, 1 excused, 3 absent
	Of the 0 serving Certified Christian Educators on the rolls, 0 were present, 0 excused, 0 absent.

## SUMMARY

## VOTING MEMBERS PRESENT

	64	Elder Commissioners
+	6	Other Ruling Elders
+	41	Non-retired teaching elders
+	5	Retired teaching elders
+	1	Commissioned Ruling Elders.
+	0	Certified Christian Educators.
=	117	Voting members present.

## OTHERS PRESENT

	3	Non-voting attendees
	1	Corresponding members

## ATTENDANCE CHURCHES &amp; ELDER COMMISSIONERS

**ALLEN PARK, Allen Park**

1 JANET MORTON  
2 BOB MORTON  
3 MARGARET PAGNUCCO

**ANN ARBOR, Calvary**

1 JUNE ESCARA-WILKE

**ANN ARBOR, First**

1 HENRY JOHNSON  
2 KARLA OLSON-BELLFI  
3 HANK MCQUEEN  
4 BEN VANTUYL

**ANN ARBOR, Northside**

1 NOT REPRESENTED

**ANN ARBOR, Westminster**

1 NOT REPRESENTED

2

**AUBURN HILLS, Auburn Hills**

1 NOT REPRESENTED

**BELLEVILLE, Belleville**

1 NOT REPRESENTED

**BERKLEY, Greenfield**

1 SUSAN BAKKE  
2 STACY PETERSON

**BEVERLY HILLS, Northbrook**

1 MICHAEL BAUHOF

2

**BIRMINGHAM, First**

1 ROSY LATIMORE

2

3

**BLOOMFIELD HILLS, Kirk/Hills**

1 GARY GALLO

2 CHIP TALLINGER

3 BOB BECK

4

5

**BRIGHTON, First**

1 DOUG BECKER

2 ALICE ROUERICH

3

**CANTON, Geneva**

1 MICHAEL GAUBATZ

**CLARKSTON, Sashabaw**

1 NOT REPRESENTED

**DEARBORN, Cherry Hill**

1 MARY BOUDREAU

**DEARBORN, First**

1 NOT REPRESENTED

2

**DEARBORN, Littlefield**

1 ROBERT STEAD

**DEARBORN HGTS, St. Andrew's**

1 NOT REPRESENTED

**DETROIT, Broadstreet**

1 NOT REPRESENTED

2

**DETROIT, Calvary**

1 JAMES WILLIAMS

2 EDWIN FABRE

**DETROIT, Calvin East**

1 NOT REPRESENTED

2

**DETROIT, First**

1 NOT REPRESENTED

**DETROIT, Fort Street**

1 BOB PONDER

2

**DETROIT, Gratiot Avenue**

1 MARYANN BRANTLEY

2

**DETROIT, Hope**

1 MARY GREEN

2 ROY WHITAKER

**DETROIT, Jefferson Avenue**

1 WANDA BROCK

2

3

**DETROIT, St. John's**

1 NOT REPRESENTED

2

**DETROIT, Trinity Community**

1 NOT REPRESENTED

2

**DETROIT, Trumbull Avenue**

1 MARTHA SINGLEY

2 ELEANOR WILLIAMS

**DETROIT, Westminster**

1 DORIS GREER

2 LOUIS FISHER

3

**FARMINGTON, First**

1 KAREN SPICA

2 DEB JACKSON LUM

**FERNDALE, Drayton Avenue**

1 KEM SEAWELL

**FORT GRATIOT, Lakeshore**

1 NOT REPRESENTED

**GARDEN CITY, Garden City**

1 GAIL MAIN

**GROSSE ILE, Grosse Ile**

1 JEANNE KENNEDY

2 TERI HUNTOR

3

**GROSSE POINTE, Memorial**

1 NOT REPRESENTED

2

3

4

**GROSSE PTE WOODS, Woods**

1 SANDY FULLERTON

**HIGHLAND PARK, Park United**

1 MARIE HUGHLEY

2

**HOWELL, First**

1 DAWAIN RIEBOW

2

**LINCOLN PARK, Lincoln Park**

1 CHRIS GRUNDY

**LIVONIA, Rosedale Gardens**

1 DYCHE ANDERSON

2

3

**LIVONIA, St. Paul's**

1 NOT REPRESENTED

**LIVONIA, St. Timothy's**

1 NOT REPRESENTED

**MILAN, Peoples**

1 NOT REPRESENTED

**MILFORD, Milford**

1 MARLENE NEFF

2 VIRGINIA O'BRIEN

3

**MT. CLEMENS, First**

1 LORETTA FREEMAN-MORTIN

2

**NORTHVILLE, First**

1 JUDY EDWARDS

2

3

**NOVI, Faith Community**

1 NOT REPRESENTED

2

**ORCHARD LAKE, Community**

1 SALLY MONTERA

2 MIKE STARYNCHAK

3

**PLYMOUTH, First**

1 LOU MACERATINI

2

3

4

**PONTIAC, First**

1 NANCY KEITH

**PONTIAC, Joslyn Avenue**

1 NOT REPRESENTED

**PORT HURON, First**

1 NOT REPRESENTED

2

**REDFORD, St. James**

1 NOT REPRESENTED

**ROCHESTER, University**

1 DOUG DENTON

2

3

**ROSEVILLE, Erin**

1 NOT REPRESENTED

**ROYAL OAK, First**

1 NORM DELL

2 ELLEN BURNS

3 KATIE HILL

**ROYAL OAK, Starr**

1 NOT REPRESENTED

**SALINE, First**

1 MARGO BROWN

2 CARTER BISHOP

**SHELBY TWP., St. Thomas**

1 NOT REPRESENTED

2

**SOUTH LYON, First**

1 DONNA RAE

**SOUTHFIELD, Covenant**

1 BARBARA SMITH

**SOUTHFIELD, Korean**

1 MICHAEL JONG

2

3

4

**SOUTHFIELD, New Hope**

1 NOT REPRESENTED

2

**ST. CLAIR SHORES, Heritage**

1 NOT REPRESENTED

**ST. CLAIR SHORES, Lake Shore**

1 NOT REPRESENTED

2

**STERLING HGTS, New Life**

1 DAVID KONLKSON

**TAYLOR, Southminster**

1 DALE SIMON

**TROY, First**

1 NOT REPRESENTED

**TROY, Korean First**

1 NOT REPRESENTED

2

**TROY, Northminster**

1 CLAY DOBROVOLEC

**WALLED LAKE, Crossroads**

1 NOT REPRESENTED

**WARREN, Celtic Cross**

1 NOT REPRESENTED

**WARREN, First**

1 MARIJO HOCKLEY

**WATERFORD, Community**

1 NOT REPRESENTED

**WESTLAND, Kirk of Our Savior**

1 MADELINE CARPENTER

**WHITE LAKE, White Lake**

1 NOT REPRESENTED

**WYANDOTTE, Wyandotte**

1 NOT REPRESENTED

**YPSILANTI, First**

1 NOT REPRESENTED

## ATTENDANCE TEACHING ELDERS AND RULING ELDER MEMBERS

**A. RULING ELDER MEMBERS ON CABINET**

P ADAMS, ADRIENNE  
 P BLENMAN, MARTHA  
 P BUNCH, DAVE  
 A CAMPBELL, DORIS  
 A FAIR, DEBORAH  
 P JOHNSON, KATHI  
 P LEWIS, STEFANIE  
 E LOCKARD, JOAN  
 A MATERS, BRUCE  
 P NGARE, TIMOTHY  
 C PONDER, BOB

**B. TEACHING ELDERS**

A ADAMS, WILLIAM L III  
 A ALLEN, ROBERT  
 E ANDERSON, BRYANT  
 A ANDERSON, LINDA  
 P ANDERSON, LINDSEY  
 P AUE, CRAIG  
 P AUSTIN, MARY  
 A BAHN-JONES, MARY  
 P BECKMAN, MICHAEL  
 A BEGHIN, EMILY  
 P BESTER, JACO  
 P BLAIR, JOANNE  
 A BOLT, KENNETH  
 A BOUSQUETTE, PAUL  
 A CAMPBELL, EMILY  
 A CARL, STEPHEN  
 P CASTEEL, PEGGY  
 E CHOI, SEUNG KOO  
 P CHUNG, ISAAC  
 A CHURCH, HEIDI  
 A COCHRAN, LINDA  
 P CORNFIELD, KEITH  
 P COZIER, CLINTON  
 A DE ORIO, ANTHONY  
 P DELANEY, BETH  
 P DELEZENNE, JULIE  
 A DOWNS, ELIZABETH  
 A DOYLE-HOHF, KATHLEEN  
 P DUNN, EDWARD  
 P DUNN, JOANNA  
 E DYKSTRA, CRAIG R.  
 A ERVIN, DANIEL  
 A FAILE, JAMES  
 A FAIR, FAIRFAX  
 A FERGUSON, GUY THOMAS  
 A FORGER, DEBORAH  
 A FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 A GEISELMAN, KEITH  
 P GODBEHERE, SARAH  
 A GRANO, MARIANNE  
 P GROSCH, ADAM  
 A HANNA, RAAFAT  
 E HARRIS, R. JOHN  
 E HARTLEY, THOMAS  
 P HAUSER-BRYDON, JESSICA  
 A HAUSER-BRYDON, TROY  
 P HAYES, FRANCES  
 A HEATON, DAN  
 A HENRY, PETER J. M.  
 E HERRINGTON, RUTHANNE  
 P HILDEBRANDT, KARA  
 P HORLOCKER, MICHEL  
 A JAMES, MICHELLE  
 A JAMES, THOMAS

P JOHNSON, KEVIN  
 A JU, GWANGWOO  
 P JUDSON, JOHN  
 E JUSINO, EDDIE  
 P KAIBEL, KENNETH  
 P KELSEY, LAURA  
 A KIM, MIN SOON  
 E KIM, Y. MONCH  
 E KIM, YOUNGCHUL  
 A KLINGER, JAMIE  
 P KOSTER, EDWARD H.  
 A LEE, ESTHER  
 A LINN, SARAH  
 A MABEE, CHARLES  
 A MADDEN, JULIE  
 A MARKS, JULIE  
 P McCLOSKEY-TURNER, CATHARINE  
 E McGOWAN, EVANS  
 E McMILLAN, JUDITH  
 A McRAE, BARBARA  
 E MEANS, MATTHEW  
 P MEILANDS, PAMELA  
 P MILLER, J. SCOTT  
 A MILLS, JILL  
 A MONNETT, JAMES  
 A MOOK, SHARON  
 A MOON, SUNG-JOON  
 P MOORE, PETER  
 E MORGAN, AMY  
 P MORGAN, JOANNE  
 A MORROW, DUKE  
 A MOZENA, SUSAN  
 P NICHOLS, NEETA  
 A NUSS, STEVEN  
 A OBERG, ARTHUR  
 A OSWALD, DIANE  
 A PARKER, OPELTON  
 E PAVELKO, JOHN H.  
 A PHILLIPS, MARK  
 A PHILLIPS, NATHANIEL  
 P PHILLIPS, SCOTT  
 A PICKRELL, BROOKE  
 P PIECUCH, KEVIN  
 E PITTMAN, JASON  
 A PITTMAN, KELLY  
 A PORTER, JAMES  
 A PORTICE, GEORGE  
 E PRENTICE-HYERS, MARY ELIZABETH  
 E PRIEST, TOM  
 A PUNTIGAM, JOEL  
 P REED, PHILIP  
 A RIKE, JENNIFER  
 P ROEDERER, RENEE  
 A ROGERS, MELISSA ANNE  
 E RYAN, BREANNE  
 A RYO, ANGELA  
 A SANDERFORD, JOHN  
 E SCHAEFER, ANNE N.  
 A SIAS-LEE, LAURA  
 E SIMONS, SCOTT W.  
 P SMITH, BRYAN DEAN  
 A SOHN, YO SUP  
 P SOMMERS, CHARLOTTE  
 E STUNKEL, KAREN  
 E STUNKEL, PAUL  
 A TAN, HOTEK  
 A THODE, TED  
 A THOMAS, CHRISTOPHER  
 P THWAITE, PAUL  
 P TIMM, ALLEN D

A TUCKER-LLOYD, IRIS  
 P WHITLOCK, KELLIE  
 P WILHELMI, MARJORIE  
 A YU, SEUNG WON

**C. RETIRED TEACHING ELDERS**

E AARON, ESTELLE  
 E AGNEW, ROBERT  
 E ALBRECHT, GLORIA  
 E ANDREWS, DOYLL  
 E AUSTIN, LARRY  
 P BEERY, ELDON  
 E BENEDICT, IVAN L.  
 E BLEIVIK, DAVID  
 E BOEVE, PETER  
 P BROWNLEE, RICHARD  
 E BYARS, RONALD  
 E CAPPS, HARRY  
 E CARLE, NANCY  
 E CARTER, DOUGLAS D.  
 E CHAMBERLAIN, LAWRENCE  
 E CHAMBERS, JAMES C.  
 E CHOI, IN SOON  
 E CLISE, W. KENT  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 P CONLEY, JAMES H.  
 E CORSO, LINDA  
 E COWLING, NEIL D.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 E DAVIS, ROXIE ANN  
 E DAVIS, WILLIAM  
 E DENNIS, WARREN  
 P DENTON, GRETCHEN  
 E DOWNTON, DAVID  
 E DUNIFON, WILLIAM  
 E ELLENS, J. HAROLD  
 E FINDLAY, WILLIAM  
 E FORSYTH, E. DICKSON  
 E FOSTER, JOHN  
 E GEPFORD, WILLIAM G.  
 P GERE, BREWSTER  
 E GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 E HATCHER, RUFUS  
 E HELMKE, BEN  
 E HENDERSON, RICHARD  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 E KIM, T. ANDREW  
 E KNUDSEN, RAYMOND  
 E KOGEL, LYNNE  
 E LANGWIG, JANICE  
 E LANGWIG, ROY  
 E LISTER, KENNETH D.  
 E LONGWOOD, MARJORIE  
 E MacINNES, JOHN D.  
 E McINTYRE, DEWITT  
 E MICHALEK, DANIEL  
 E MIHOCKO, DAVID  
 E MISHLER, JOHN  
 E NUSSDORFER, GUS  
 E OLIVER, GARY  
 E ORR, ROBERT C.  
 E OWEN, DAVID  
 E OXTOBY, THOMAS  
 E PETERS, RICHARD  
 E POLKOWSKI, WILLIAM

E PRICE, MICHAEL T.  
 E PROVOST, KEITH  
 E PRUES, LOUIS J.  
 E RATCLIFFE, ALBERT H.  
 E ROBERTSON, ANN  
 E ROBERTSON, WILLIAM  
 E RUSSELL, JAMES P.  
 E SCRIBNER, LOREN  
 E SHIPMAN, JUDY  
 E SKIMINS, JAMES  
 E SOEHL, HOWARD  
 E SUTTON, PAUL  
 E SWARTZEL, BARBARA G.  
 E TAYLOR, J. BERNARD  
 E TAYLOR, THEODORE, II  
 E THORESEN, KATHRYN R.  
 E VANDERBEEK, RONALD  
 E WINGROVE, WILLIAM N  
 E WRIGHT, DONALD  
 E YOON, HAK SUK  
 E YUE, MYUNG JA  
 E ZAMBON, WILLIAM  
 E ZIEGLER, JACK T.

**D. STAFF & OTHERS**

P DELEZENNE, ADAM  
 P JENSEN, CHRISTINA  
 P JENSEN, SANDRA

**E. CERT. ASSOC. CHRISTIAN ED.**

A MERTEN, CINDY  
 E PRICE, LAURA

**F. COMMISSIONED RULING ELDERS**

P BARCONEY, CHARON  
 E BASS, NANCY  
 A HOFFMAN, MICHAEL  
 A HUTCHENS, PAMELA  
 A SINGLEY, LINDA

**H. PAST RULING ELDER**

**MODERATORS NOT ON CABINET**

E BOSTIC-ROBINSON, DIANE, PM  
 E ELAM, DIXIE, PM  
 E ELLIS, HAROLD, PM  
 E HYLKEMA, CAROL, PM  
 E LOUP, JEAN, PM  
 E MORRISON, HELEN, PM  
 E WINSLOW, PAUL, PM

**G. CORRESPONDING MEMBERS**

ZAKI, RAAFAT  
 SYNOD OF THE COVENANT

## Domestic Refugee Grant Partnership

**NOTE:** The following application is to be submitted to the PDA Catalyst for Refugees and Asylum, Susan Krehbiel, [susan.krehbiel@pcusa.org](mailto:susan.krehbiel@pcusa.org). The grant request is to be accompanied by a letter of presbytery endorsement signed by someone with the authority to request funds for the program and e-mailed. If a grant is awarded, Grantee is expected to agree with the terms and guidelines. “How PDA Funds are Used” and reporting guidelines documents are attached and located on the PDA website. Please copy all requests to [beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org).

**Please fill out all information in the request unless specified.**

<b>1. General Information</b>	
Date of request	3-18-17
Type of grant	____ Special Program Grant
Total amount requested	\$7,500
This amount is ____% of the total cost of this program,	5.5% of total program costs

<b>2. Point of Contact Information</b>	
Grant Contact	
Name	Deborah Drennan
Title	Executive Director
Address (street/city/state/zip)	2630 W. Lafayette Detroit, MI 48216
Phone(s)	313-964-4320 ext. 11
Email	<a href="mailto:ddrennan@freedomhousedetroit.org">ddrennan@freedomhousedetroit.org</a>

<b>3. General Program Information</b>	
Name and description of program	New Beginnings  Freedom House was founded in 1983 as a temporary home for survivors of persecution seeking asylum in the United States and Canada. Our mission is to uphold a fundamental American principle, one inscribed on the base of the Statue of Liberty, of providing safety for those “yearning to breathe free.”

Guided by our the belief that all persons deserve to live free from oppression and deserve to be treated with justice, compassion, and dignity, Freedom House's goals are to offer a continuum of care and services to persons living in our shelter, as well as to other refugees in need, and to advocate for systemic change which more fully recognizes the rights of refugees and asylum seekers.

Freedom House is the only organization in the United States providing all manner of services, including supportive housing, at no cost to its participating asylum seekers. This is because Freedom House and its Board deeply understand that asylum seekers, while some of the most vulnerable individuals in the world, are also individuals with a great deal of capacity to provide and contribute to the United States. Thus, Freedom House makes a time-limited investment in the lives of individuals in order to stabilize them and assist them through the process of applying for refugee status in the States and Canada. The purpose of Freedom House's supportive housing model is to pursue the organization's vision of providing safety to those 'yearning to breathe free.'

Currently 98% of Freedom House's residents have been tortured, including some children. Many have seen watched loved ones murdered. Yet, if visiting the House on any given day, one will hear laughter, singing and music from many cultures. Visitors are always welcomed with broad smiles and hugs. The people who come to Freedom House challenge stereotypes about refugees. Residents are former business owners, nurses, economists, priests, and healthcare administrators, just to name a few. They are also brave individuals who have suffered because of their religious beliefs, their sexual orientation, or because they have stood up to repressive and violent regimes. They have suffered because they have allowed their wives to work or their daughters to attend school.

The asylum seekers accepted into Freedom House immediately gain an opportunity to hope for a better future thanks to the efforts of the organization's intensive, holistic, and expert services. Upon coming to Freedom House, an individual is provided with room and board, case management services, and medical care. Additionally, participants receive acculturation support, general education diploma (GED) test preparation classes, English as a second language (ESL) classes, workforce development and soft skill training, clothing, and ongoing counseling and support services. Freedom House accepts asylum seekers from all over the world. Currently,



	<p>100% of residents originate from sub-Saharan Africa, representing some of the most vulnerable regions in the world, and have lived through torture, extreme trauma, and experience fear and the death of community members and loved ones. Individuals who come to Freedom House may identify as lesbian, gay, bisexual, or transgender (LGBT) or belong to a vulnerable religious or ethnic group. Most individuals arriving at Freedom House leave behind family members who may also be living through threatening and traumatic experiences and would qualify as refugees.</p>
Communities and geographic area to be served by the proposed program	<p>Detroit, MI</p> <p>Our clients come from all around the world, although currently 100% of residents are from Sub-Saharan Africa.</p>
Program description / title	New Beginnings:
Program start date	Upon receipt of grant
Program end date	within 90-days of notice to proceed
Purpose/Expected outcome of program	To underwrite the efforts of support case management staff who provide services and basic needs to Freedom House participants, including children.
Does this program receive additional funding from other organizations? (If yes, list name(s) of organizations.	<p>Funding sources include the City of Detroit Community Development Block Grant, Community Foundation of Southeast Michigan HOPE Fund, the United Nations Voluntary Fund for Victims of Torture, and individual contributions, family foundations, and faith-based groups and communities.</p> <p>For over 20 years, primary funding came from the Housing and Urban Development (HUD.) However, in December 2016, Freedom House received word that HUD would not fund Freedom House in 2017. Denied this crucial funding, just over 60% of Freedom House’s organizational budget, and with only three months notice to fill the enormous gap its funding represents, created a significant funding gap.</p> <p>The impact is dire - the people supported by Freedom House may be without shelter and at risk for deportation, particularly under the new policies affecting legal immigrants here in the United States. Despite the fact that the organization is a conduit that provides the Detroit community and labor pool with capable and educated individuals and has remarkable success in building strong asylum cases, the organization is at risk of shuttering.</p> <p>The paradox is hugely unfortunate - there are no other organizations that provide the depth and breadth of cost-free services to asylum seekers in the entire nation.</p>

#### 4. Program Summary

*Briefly describe the activity for which the organization is seeking funds. The summary should elaborate on details from Section 3 (General Program Information). The summary should also include any additional information such as, overall objective of program and expected results. Also include a draft of the timeline of the program. **If funds are for a position, please attach a position description.***

Freedom House is seeking support of \$7,500 to underwrite the efforts of support staff who provide services and basic needs to Freedom House participants, including children. Many asylum seekers and their children come to Freedom House Detroit showing signs and symptoms of starvation, torture, post traumatic stress disorder (PTSD), nutritional deficiencies, untreated physical maladies, poor dental health, and undiagnosed/untreated psychiatric disorders, often stemming from circumstances from which asylum seekers are fleeing.

Freedom House Detroit works tirelessly to mitigate service expenses while retaining service standards for its clientele; thus, it works closely with several partners who help offset costs related to these needs, such as the University of Michigan's Medical School, providing medical and nursing student care to participants; Presbyterian Women; Most Holy Trinity School, ACCESS and Covenant Family Dental Center, among others. However, Freedom House Detroit still absorbs costs related to case management. Because residents' needs are often multi-faceted, Freedom House Detroit employs a case managers to help coordinate care, using a system-based theory of change to provide each resident with the necessary services. The cost of supporting case managers, in addition to childcare, medical and dental costs and other contracted services such as psychiatric care, comes to an approximate expense of \$141,000 each year. With a contribution of \$7,500, the Foundation will underwrite expenses related to services contributing towards the health and wellbeing of residents. With better health, residents are more able to adjust to their new lives, navigate complex bureaucracies, meet new friends, and remain hopeful and strong for loved ones.

## **5. Program Details**

*Give an assessment of the conditions on the ground (scope and number being served, etc.). This includes the geographic areas being addressed by this proposal and in which the program is taking place in some detail.*

In 2016, Freedom House enrolled 136 total clients (118 adults: 63 men and 55 women; 18 children, including 10 boys and 8 girls), with an average length of stay of 217 days. 91% exited into permanent housing without further subsidies.

26 countries were represented in 2016: Afghanistan, Angola, Burkina Faso, Burundi, Cameroon, Democratic Republic of Congo, The Gambia, Guinea, Jordan, Kenya, Liberia, Mexico, Mozambique, Palestine, Republic of Congo, Rwanda, Saudi Arabia, Somalia, South Africa, Sudan, Sweden (child born there from mother from African country), Syria, Tajikistan, Uganda, United States (babies born to women while enrolled at Freedom House), Zimbabwe.

In 2016, 14,172 total units of supportive services were offered to residents enrolled in the New Beginnings program:

4,995 classes on cultural and ethnic enrichment, life skills, financial literacy, job preparation, education, and GED classes

- 3,121 English as a Second Language classes
- 2,689 healthcare appointments

An additional 2,855 total units of legal aid we provided, including:

- 26 U.S. asylum applications submitted
- 6 interviews at our regional Asylum Office (Chicago, IL)
- 55 Employment Authorization Document applications submitted
- 16 asylum approvals
- 106 applications for Canadian refugee claimants
- 211 units of legal aid to Freedom House alumni

*Who are the expected beneficiaries of the proposed program? Please explain the process for beneficiaries to raise concerns/complaints to the organization regarding the proposed program.*

Freedom House provides client centered case management and assigns cases based on the gender and sexual orientation of the resident compared to the case manager. The organization considers the comfort levels of the its clients and their increased likeliness to disclose important, yet often embarrassing, personal information.

Programs and services are structured around clients' input and planning. Freedom House's program staff has an open-door policy for residents' access to easy accessibility for questions and/or concerns. A Resident Council comprised of a group of residents nominated and voted on by their peers has specific roles in welcoming newcomers, helping with program rules and orientation, and preparing rooms for newcomers, among other duties, etc.

Because many participants may initially be unable to trust authority, the Resident Council helps break the ice, helping newcomers adjust to authority and governance structures inside Freedom House. The Resident Council also helps with conflict resolution and cultural misunderstandings. They meet weekly with the Program Manager and report maintenance needs, house dynamics, or other issues that surface within the resident population. When a resident requests the support of a Resident Council member to translate a case session or work alongside a staff member, it signifies the success of the Council's impact in helping residents feel safe and welcome. It is endearing when a resident requests a Resident Council member to translate a case session or special request with staff. These small examples prove the Resident Council is effective in helping residents feel safe and welcome.

Weekly house meetings also provide an opportunity for input into the organization and programming. Meetings are agenda-driven, and involve updates on programming, reports from Resident Council, and always provide time for comments and questions from residents. These meetings are mandatory for all residents and are translated, as needed.

Programs are developed around resident's' needs and requests. Clients are asked at the beginning of any program series for topics of interest. Freedom House has an extraordinary staff commitment, providing flexible and need-based programming, including tutoring, stress management, and long-term self-sufficiency counseling. thus works to develop programs that will not only tutor residents, but inspire them and help reduce stress and anxiety for long-term self-sufficiency.

<p>A suggestion box is posted in a community area of the house, and client surveys are distributed to residents for their feedback and recommendations for improvement.</p>
<p>Freedom House Board of Directors bylaws require a former client sit on the Board and program committee. The input provided from former clients of Freedom House serves as an evaluation as well as a tool for improvement in client-centered best practices.</p>
<p><i>Provide a list of who has been/will be invited to participate in this program. Explain what each one will contribute to the program.</i></p>
<p>All enrolled residents at Freedom House will receive services from this grant.</p>
<p><i>Please provide any other information that may prove useful to know about this program.</i></p>
<p><b>6. Program Budget and Narrative (Use separate page(s) if necessary)</b></p>
<p><i>Provide a budget in detail for the use of the requested funds. Also show if funds are being provided from other sources.</i></p>
<p>\$7,500 will be used in the operations to underwrite the efforts of support case management staff who provide services and basic needs to Freedom House participants, including children.</p>
<p><b>7. Program Evaluation</b></p>
<p><i>Summarize how the organization will evaluate the program, including the indicators it will utilize, and how the organization plans to capture the quantitative and qualitative data needed for reporting. If funds are for a position, please list supervision contact information.</i></p>
<p>Freedom House measures and evaluates performance through scrupulous data collection; anecdotal data that includes case notes and client services; documented feedback from partners and cooperating agencies; asylum applications submitted; Alien numbers (A#'s) assigned; Employment Authorization Documents (EAD) approved and received; asylums granted; and number of asylees' family unifications. Residents participating in English as a Second Language (ESL) are given Pre and Post-tests. Scores are kept on file with ESL partners and case notes. Medical and mental health is measured and evaluated with by partners who provide health care, and including partnering hospitals and clinics; these partners record all information in patient medical records. Attendance and participation activity records are required for all program offerings; travel logs are maintained and kept on file for all transportation services.</p>

Client surveys and weekly house meeting minutes are used for feedback and analysis for all programs. Staff work conferences and staff meeting minutes; meeting minutes, are required to keep scrupulous case notes and meeting minutes consistently report and evaluate services offered.

The organization records and stores data relating to all volunteer service and hours; in-kind donations, and other volunteer services. This data is kept on file in the program office.

Finally, we evaluate funding renewal scores which are considered in our Freedom House's program and service evaluations by funding renewal scores. Each year, the organization's major funder, the Federal Department of Housing and Urban Development (HUD), requires a minimum score of 75% for organizations to be eligible for renewal funding. Freedom House routinely exceeds that requirement. The 2016 year's renewal score was is 85%.

### **8. Signature of Organization Executive**

Signature and printed name of Executive of Organization	Deborah A. Drennan
Organization Position	Executive Director
Phone Number	313-964-4320 ext. 11
Email	ddrennan@freedomhousedetroit.org

Revised 2017 (partnership)

### **POD Treasurer Clerk Search Committee Report**

Charles Tallinger, Chair

The Rev Allen Timm, Executive Presbyter

Stephanie Lewis, Moderator

Martha Blenman, Trustee

2/27/2017

#### **Treasurer**

The committee posted the POD Treasurer position on the POD website and sent it to all churches in POD. By mail and email. It was posted on the Presbytery bulletin board. The position was announced at Presbytery and shared with the Synod. It is a volunteer position similar to a church Treasurer.

We received a communication from Tim Ngare, CPA, incumbent Treasurer (an African American man) notifying us that he wanted to continue in the position. Tim has many years of accounting experience and has a MBA. Tim offered a workshop for church Treasurers and makes himself available to congregations to consult on computer software programs.

Another person applied, a female Caucasian, but her qualifications and experience were not as strong as the incumbent's.

After sharing concerns and affirming ideas for improvements for the Treasurer position within POD, the committee was unanimous in support of Tim Ngare to continue as POD Treasurer.

#### **Clerk, Stated**

The committee posted the POD Stated Clerk position on the POD website and sent it to all churches in POD by mail and email. It was posted on the Presbytery bulletin board. The position was shared with the Presbytery and Synod. This is a half time, 25 hour, salaried position, with benefits.

We received one communication from Rev. Ed Koster, J.D., incumbent Stated Clerk (a senior Caucasian American man) notifying us that he wanted to continue in the position. We also received an application from a Caucasian woman.

The Committee interviewed both candidates and unanimously supported Rev Ed Koster, J.D. for the position. Besides having many years of experience, he brings a pastor's heart and a legal mind to the office. Of note is his availability to clerks and congregations and his knowledge of Robert's Rules of Order and the Book of Order. He also teaches polity to officers and candidates for ministry.

#### **Motion**

The Operations Ministry Team moves that the Coordinating Cabinet recommend these two candidates to the Presbytery for the office of Treasurer and Stated Clerk, each for a three year term beginning April 1.

Respectfully submitted,  
Charles Tallinger, POD Operations Ministry Team

Motor City Mission Corps Site Coordinator Search  
Fall 2016 – Winter 2017

Recommendation to Operations Ministry Team: to extend a call to new MCMC Site Coordinator as a 20 hour per week employee of the Presbytery– Adam Delezenne.

Presbytery approved this position as a 20 hour, benefited position, as long as the program continues to be funded. Limited funding comes from the budget. Most funding comes from the participants and mission contributions of congregations. Volunteers and the Coordinator are responsible for fundraising.

Adam will report to the Rev. Dr. Allen D. Timm, Executive Presbyter, and his work will also be overseen by the Motor City Mission Corps Workgroup of Hands on Mission.

Adam comes to us with much experience and background. Adam has a Master of Theological Studies from McCormick Theological Seminary, and is finishing his last course towards a Master of Nonprofit Administration. His camping experience with Westminster Church, Detroit, and as a Co-Director of a Lutheran Camp gave him much experience mentoring young adults. He also has extensive communications skills, including website development, social media, and marketing. His experience also includes fundraising and financial management.

The search process began in October 2016. Kara Hildebrandt, Chair; Bob Ponder, Debbie Belovich, Jim Porter, Al Timm

Position was posted

- On the presbytery website, in the presbytery email newsletter
- Mailing to clerks and pastors
- Post on the bulletin board of the Presbytery
- On social media: Facebook
- Sent to Synod of the Covenant
- Word of mouth

We received 5 resumes

We conducted 3 in person interviews and 1 Google hangouts interview

Racial Balance

- 1 – African American Female
- 1 – Middle Eastern descent
- 1 – Caucasian female
- 1 – Caucasian male
- 1 – Race unknown, not interviewed

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
February 12, 2017

The Commission to install Edward Dunn as Teaching Elder of Grosse Pointe Woods Presbyterian Church was convened with prayer by the moderator, Stefanie Lewis, at 2:45 p.m. on Sunday, February 12, 2017, at Grosse Pointe Woods Presbyterian Church. The Commission members present were:

The Rev. Neeta Nichols	Elder Judy Armstrong, First Presbyterian Church, Mt. Clemens
The Rev. Al Timm	Elder MaryAnn Brantley, Gratiot Avenue Presbyterian Church, Detroit
The Rev. John Mishler	Elder John Chasteen, Grosse Pointe Woods Presbyterian Church

Corresponding members Elder Matthew Eardley was received.

After approving the Order of Worship, the Commission proceeded to worship. The Rev. Dr. Allen Timm proclaimed the Word based on a text from Ephesians 1:15-23. Elder Stefanie Lewis, Presbytery Moderator, stated the proceedings of the Presbytery in preparation for the installation and asked the Constitutional Questions to the candidate. Rev. Edward Dunn affirmed the obligations of the Constitutional questions laid out in W-4.4003. Elder David Benjamin asked the Constitutional Questions to the congregation. The pastor-elect then knelt and with prayer led by the Elder Matthew Eardley and the laying on of hands by the commissioners and all elders, the Commission installed him as Pastor of Grosse Pointe Woods Presbyterian Church.

Elder Judy Armstrong delivered the Charge to the Pastor and Elder John Chasteen delivered the Charge to the Congregation.

Upon conclusion of the worship service, the commission and congregation were adjourned with benediction by Rev. Dunn.

Stefanie W. Lewis  
Moderator, Presbytery of Detroit

Date: February 12, 2017



**EQUALIZATION OF ELDER COMMISSIONERS  
PRESBYTERY OF DETROIT**

**April 2017-March 2017**

The Book of Order requires the Presbytery to establish a plan to ensure there is parity at Presbytery meetings between teaching and ruling elders. The intention is to ensure that the number of ministers and elders is equal. G-3.0301

The Book of Order authorizes Presbyteries to assign certain representation according to the size of the church. By policy, the Presbytery of Detroit has given precedence to churches that have a majority of members who are an ethnic minority.

The number of ministers reported last year was 156. I report the number of active ministers this year as 149. I count the number of active ministers as those on the active roll who are resident in the area, plus those on the retired roll who are active in the life of Presbytery. I measured the latter by counting those retired ministers who are on a Presbytery committee, who have a position of some kind in a local congregation, or who attended a meeting last year.

The far-right column represents the number of commissioners a church should elect for the period March 26, 2017 to March 1, 2018. **Commissioners should report this new figure to Session so the proper number will come to the June meeting.**

City	Church	2016 Mbrs	2016- 2017 Elders	2017 Mbrs	Ethnic ?	2017-2018 Elders	Add to Equalize	Elders/ church
	Elder Members		12			11		<b>11</b>
	Allen Park	899	2	718		2	1	<b>3</b>
	Ann Arbor	1671	4	1657		4	1	<b>5</b>
	Ann Arbor	235	1	231		1	1	<b>2</b>
	Ann Arbor	43	1	44		1	0	<b>1</b>
	Ann Arbor	35	1	35		1	0	<b>1</b>
	Auburn Hills	42	1	42		1	0	<b>1</b>
	Belleville	69	1	71		1	0	<b>1</b>
	Berkley	227	1	221		1	1	<b>2</b>
	Beverly Hills	263	1	253		1	1	<b>2</b>
	Birmingham	869	2	865		2	1	<b>3</b>
	Bloomfield Hills	1932	4	1959		4	1	<b>5</b>
	Brighton	527	2	553		2	0	<b>2</b>
	Canton	210	1	213		1	1	<b>2</b>
	Clarkston	28	1	14		1	0	<b>1</b>
	Dearborn	393	2	363		2	0	<b>2</b>
	Dearborn	204	1	204		1	1	<b>2</b>
	Dearborn	59	1	53		1	0	<b>1</b>
	Dearborn Hts	82	1	70		1	0	<b>1</b>
	Detroit	419	2	362		2	0	<b>2</b>
	Detroit	296	1	296	Y	2	1	<b>3</b>
	Detroit	227	1	140		1	0	<b>1</b>
	Detroit	188	1	120	Y	2	0	<b>2</b>
	Detroit	88	1	85	Y	2	0	<b>2</b>
	Detroit	80	1	77	Y	2	0	<b>2</b>
	Detroit	71	1	72	Y	2	0	<b>2</b>
	Detroit	70	1	71	Y	2	0	<b>2</b>
	Detroit	54	1	47	Y	2	0	<b>2</b>
	Detroit	41	1	44	Y	2	0	<b>2</b>
	Detroit	36	1	36	Y	2	0	<b>2</b>
	Detroit	2	1	1		1	0	<b>1</b>
	Farmington	390	2	358		2	0	<b>2</b>
	Ferndale	91	1	84		1	0	<b>1</b>
	Fort Gratiot	71	1	62		1	0	<b>1</b>
	Garden City	137	1	144		1	0	<b>1</b>
	Grosse Ile	454	2	464		2	0	<b>2</b>
	Grosse Pointe	1126	3	1140		3	1	<b>4</b>
	Grosse Pte Wds	172	1	164		1	0	<b>1</b>
	Highland Park	43	1	40	Y	2	0	<b>2</b>
	Howell	321	2	266		1	1	<b>2</b>
	Lincoln Park	118	1	117		1	0	<b>1</b>
	Livonia	610	2	577		2	0	<b>2</b>
	Livonia	196	1	195		1	0	<b>1</b>

City	Church	2016 Mbrs	2016- 2017 Elders	2017 Mbrs	Ethnic ?	2017-2018 Elders	Add to Equalize	Elders/ church
Livonia	St. Timothy's	142	1	137		1	0	1
Milan	People's	108	1	111		1	0	1
Milford	Milford	516	2	472		2	0	2
Mt. Clemens	First	386	2	308		2	0	2
Northville	First	777	2	767		2	1	3
Novi	Faith Community	276	1	272		1	1	2
Orchard lake	Community	742	2	710		2	1	3
Plymouth	First	1153	3	1165		3	1	4
Pontiac	First	164	1	163		1	0	1
Pontiac	Joslyn Avenue	21	1	21		1	0	1
Port Huron	First	404	2	411		2	0	2
Redford	St. James	70	1	64		1	0	1
Rochester	University	605	2	585		2	0	2
Roseville	Erin	68	1	66		1	0	1
Royal Oak	First	646	2	634		2	1	3
Royal Oak	Starr	75	1	74		1	0	1
Royal Oak	Korean First	31	1	30	Y	2	0	2
Saline	First	285	1	290		1	1	2
Shelby Twp	St. Thomas	412	2	415		2	0	2
South Lyon	First	131	1	125		1	0	1
Southfield	Korean	914	3	939	Y	2	1	3
Southfield	Covenant	82	1	78		1	0	1
Southfield	New Hope	72	1	74	Y	1	0	1
St. Clair Shores	Lake Shore	345	2	346		2	0	2
St. Clair Shores	Heritage	69	1	66		1	0	1
Sterling Heights	New Life	204	1	198		1	0	1
Taylor	Southminster	130	1	130		1	0	1
Troy	Northminster	121	1	99		1	0	1
Troy	First	96	1	82		1	0	1
Walled Lake	Crossroads	68	1	65		1	0	1
Warren	First	139	1	138		1	0	1
Warren	Celtic Cross	129	1	125		1	0	1
Waterford	Community	210	1	200		1	0	1
Westland	Kirk of Our Savior	66	1	70		1	0	1
White Lake	White Lake	90	1	97		1	0	1
Wyandotte	First	92	1	52		1	0	1
Ypsilanti	First	214	1	203		1	1	2
<b>Totals:</b>		<b>23142</b>	<b>121</b>	<b>22310</b>		<b>129</b>	<b>20</b>	<b>149</b>

040172 Detroit

**Ministerial Necrology**

<u>Id</u>	<u>Name</u>	<u>Place of Death</u>	<u>Age</u>	<u>Date</u>
M00008523	Marvin, Frank C	Asheville NC	92	6/8/2016
M00018490	Smalley, Diane	Ypsilanti MI	67	7/4/2016

**Ministers Dismissed to Other Presbyteries**

<u>Id</u>	<u>Name</u>	<u>Dismissed To</u>	<u>Date</u>
M00034274	Bohn, Christine T	Holston	4/30/2016
M00002406	Clark, Jennifer Byler	Donegal	1/18/2016
M00002421	Clark, Steven Wayne	Donegal	1/14/2016
M00502069	Conrad, Lindsay Rae	Salem	1/14/2016
M00033369	Kidder, Annemarie	Maumee Valley	6/9/2016
M00007465	Krug, Ernest F	Genesee Valley	3/1/2016
M00502356	Rodawla, Laldinpuia	Charlotte	1/18/2016
M00039335	Shriver, Kelly B	The Cascades	4/15/2016

Please Complete & Return by mid-February 2017

M00032170 Wrzeszcz, Jennifer Parker

Chicago

1/18/2016

**Ministers Dismissed to Other Denominations**

<u>Id</u>	<u>Name</u>	<u>Dismissed To</u>	<u>Date</u>
M00032875	Campbell, Matthew Douglas	ECO: A Covenant Order of Evangelical Presbyterians	4/23/2016

**Permanent Removals From A Roll**

<u>Id</u>	<u>Name</u>	<u>Constitution Provision</u>	<u>Date</u>
-----------	-------------	-------------------------------	-------------

**Ministers Received From Other Presbyteries**

<u>Id</u>	<u>Name</u>	<u>Received From</u>	<u>Date</u>
M00032088	Jusino, Ed	Long Island	11/7/2016
M00018512	Phillips, Scott E	New Hope	4/25/2016

Please Complete & Return by mid-February 2017

M00502835	Ryo, Eun Joo	Chicago	1/26/2016
-----------	--------------	---------	-----------

**Ministers Ordained By This Presbytery**

<u>Id</u>	<u>Name</u>		<u>Date</u>
M00502976	Beckman, Michael		1/17/2016
M00503119	Ervin, Daniel		6/26/2016

**Ministers Received From Other Denominations**

<u>Id</u>	<u>Name</u>	<u>Received From</u>	<u>Date</u>
-----------	-------------	----------------------	-------------

**Ministers Restored To Roll**

<u>Id</u>	<u>Name</u>		<u>Date</u>
M00032823	Gast, Terri Irene	040172	7/12/2016

Please Complete & Return by mid-February 2017

### Minister Summary

**Recap**

<b>Losses</b>		<b>Gains</b>		Minister Total as of 1/1/2016	231
Necrology		Ordained		Subtract Losses	
Dismissed -Presby		Received - Denom		Add Gains	
Dismissed - Denom		Restored		Ministers On Roll as of 12/31/2016	
Other Removals		Received - Presby		In Transit	
<b>Total</b>		<b>Total</b>			

**In Transit**

Please Complete & Return by mid-February 2017

## Summary Of Church Changes for 2016

040/172 - Detroit

Beginning Number of Churches - 1/01/2016

A. 80

Number of Churches Organized

B. \_\_\_\_\_

<u>Pin</u>	<u>Name</u>	<u>Location</u>	<u>Organized Date</u>
_____	_____	_____	_____

Number of Churches Received From Other Presbyteries

C. \_\_\_\_\_

<u>Pin</u>	<u>Name</u>	<u>Presbytery</u>	<u>Received Date</u>
_____	_____	_____	_____

Number of Churches Received From Other Denominations

D. \_\_\_\_\_

<u>Pin</u>	<u>Name</u>	<u>Denomination</u>	<u>Received Date</u>
_____	_____	_____	_____

Total of Church Additions to Your Presbytery (Add lines B, C and D)

E. \_\_\_\_\_

Subtotal of Churches in Your Presbytery (Add lines A &amp; E)

F. \_\_\_\_\_

Number of Churches Dissolved

G. \_\_\_\_\_

<u>Pin</u>	<u>Name</u>	<u>Location</u>	<u>Dissolved Date</u>
_____	_____	_____	_____

Number of Churches Dismissed to Other Presbyteries

H. \_\_\_\_\_

<u>Pin</u>	<u>Name</u>	<u>Location</u>	<u>Dismissed Date</u>
_____	_____	_____	_____

Number of Churches Dismissed to Other Denominations

I. \_\_\_\_\_

<u>Pin</u>	<u>Name</u>	<u>Location</u>	<u>Dismissed Date</u>
_____	_____	_____	_____

Total Number of Church Losses (Add lines G, H and I)

J. \_\_\_\_\_

Subtotal (Subtract line J from line F)

K. \_\_\_\_\_

Mergers

<u>Pin</u>	<u>Name</u>	<u>Location</u>	<u>Merged Date</u>
_____	_____	_____	_____

Subtotal of Merges (Total Number of churches in the merger)

L. \_\_\_\_\_

Total Number of Churches as of 12/31/2016 (Subtract line L from line K)

M. \_\_\_\_\_

Please Complete &amp; Return by mid-February 2017

**NCD Churches**

<u>Pin</u>	<u>Name</u>	<u>Location</u>
11462	Taiwanese Community NCD	Ann Arbor
11799	Filipino American Flship	Berkley

---

**New Worshipping Communities**

<u>Name</u>
Converge NWC

---

Please Complete & Return by mid-February 2017



**Presbytery of Detroit  
Minutes of Presbytery  
June 13, 2017**

A quorum being present, the Presbytery of Detroit convened with prayer in a stated meeting at 4:02 p.m. on June 13, 2017 at Detroit Westminster Presbyterian Church. John Judson moderated the meeting.

**WE CELEBRATE OUR CONNECTIONS IN CHRIST (15)**

The Moderator appointed Don Brownell the Assistant to the Stated Clerk.

The Moderator welcomed new commissioners and ministers.

Upon motion of the Stated Clerk, the Presbytery voted to approve the docket

Upon motion of the Stated Clerk, Presbytery voted to excuse those members who have requested to be excused.

Upon motion of Presbytery voted Rev Rafaat Zaki, Executive of the Synod of the Covenant, to seat as a corresponding member.

Welcome from Host Church

Mary Austin welcomed Presbytery to Westminster Church.

**THE PROMOTION OF SOCIAL RIGHTEOUSNESS: REMEMBERING DETROIT 1967**

**WE WORSHIPPED GOD**

Presbytery worshipped God. The Rev Dr Wendell Anthony, Pastor of the Fellowship Chapel and president of the Detroit Chapter of the NAACP preached.

Presbytery was led in a dialogue on race by Kevin Johnson.

Presbytery discussed matters of race in small groups.

**WE SHARED GOD'S BOUNTY**

Presbytery recessed at 5:57 p.m. for dinner.

Presbytery convened after dinner at 6:59 p.m.

**WE LISTENED FOR THE WORK OF THE SPIRIT IN OUR COMMUNITY**

**Reports**

Presbytery heard reports on the Pastors in Transition coaching program, The Hunger Action Enabler on the cereal collection, the trip to Thika Presbytery, Presbyterian Church of East Africa, and the Barnabas Ministry.

**WE RESPONDED TO CHRIST'S CALL TO MISSION AND MINISTRY**

**Executive Presbyter's Report**

Presbytery heard the report of Mr Timm on the Yong Adult Volunteer to Colombia commissioned by Ann Arbor First, the Motor City Mission Corps, the Detroit Tour for new pastors, and ordination anniversaries.

The Moderator offered a prayer for openness.

**Business adopted by motion and debate.**

**Committee on Preparation for Ministry Teaching Elder Mary Bahr-Jones**

The committee presented Dorothy Parks Piatt, a candidate of the Presbytery of East Tennessee, for examination for ordination to the ordered ministry of teaching elder. Ms Piatt has met the requirements for ordination in this presbytery, has received her M. Div. from Vanderbilt Divinity School, and has received a call to serve as a *Resident Minister* at First Presbyterian Church, Ann Arbor. Ms Piatt presented her statement of faith and Presbytery examined her on her Christian faith and views in theology, the Sacraments, and the government of this church. Upon motion Ms Casteel, Presbytery voted to arrest her examination. By consent, Presbytery voted to ordain Ms Piatt to the ordered ministry of teaching elder and to grant permission for the Presbytery of East Tennessee to ordain Dorothy Parks Piatt and transfer her credentials to the Presbytery of Detroit.

The Moderator invited Ms Piatt and her friends and relatives forward, and offered a prayer of thanksgiving and blessing.

Upon nomination of the Committee, the Presbytery elected the following examination readers:

Teaching Elders: Marjorie Wilhelmi and Angela Ryo  
 Ruling Elders: Marlys Schutjer and Michael Gaubatz  
 Alternate: Teaching Elder Edward Dunn

The Committee reported the following consultation reports:

***For Teaching Elder***

1. CPM met with the following Candidate, sustained her annual consultation, and granted her Final Assessment – giving her permission to form and circulate her Personal Information Form (PIF) and seek a call.  

<i>Katelyn Nutter Dowling</i>	<i>May 2, 2017</i>	<i>Southminster, Taylor</i>
-------------------------------	--------------------	-----------------------------
2. CPM received a request from the following Inquirer, asking to be withdrawn from the inquiry process and removed from the rolls. CPM has honored the request of this individual.  

<i>Marshall Dicks</i>	<i>May 2, 2017</i>	<i>First, Dearborn</i>
-----------------------	--------------------	------------------------
3. A subcommittee of CPM met with the following Inquirer on May 22, 2017. Upon the subcommittee's recommendation, CPM voted to sustain his annual consultation and continue with him in the inquiry phase.  

<i>Andrew Spaulding</i>	<i>June 6, 2017</i>	<i>First, Ann Arbor</i>
-------------------------	---------------------	-------------------------
4. CPM met with the following individual and voted to enroll him as an Inquirer under the care of the Presbytery of Detroit.  

<i>Tyler Brinks</i>	<i>June 6, 2017</i>	<i>Kirk, Bloomfield Hills</i>
---------------------	---------------------	-------------------------------

***For Commissioned Ruling Elder***

1. CPM met with the following individual and voted to sustain her annual consultation and continue her in the Commissioned Ruling Elder program.  

<i>Kathleen Mackie</i>	<i>June 6, 2017</i>	<i>St. Paul's, Livonia</i>
------------------------	---------------------	----------------------------

**Committee on Ministry.**

Mary Austin reported for the committee.

Upon motion of the Committee, Presbytery voted to:

**Commissions:**

1. **Commission CRE Gordon Seiler to St. Andrew's, Dearborn Heights**, with permission to do baptisms, communion, weddings at the church and for members of the congregation and to moderate the Session
2. **Commission CRE Nancy Bass to Warren, First**, with permission to do baptisms, communion and weddings at the church and for members of the congregation.

The Moderator called Ms Bass and Mr. Seilor forward and asked her the questions found in W-4.4003, which they answered in the affirmative.

**Contracts:**

3. **Approve** the one-year Interim Pastor contract between the **Rev. Neeta Nichols and Northminster Presbyterian, Troy**, effective July 1, 2017. Terms of Call: Salary \$40,000, Housing \$25,000, Social Security \$4,973, Pension/Medical \$22,750, Dental \$450, Continuing Education \$2000, Professional Expenses \$2000, Medical Deductible \$650. Total: \$97,823. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays
4. **Approve** the part-time one-year Commissioned Ruling Elder contract between **Ruling Elder Gordon Seiler and St. Andrew's, Dearborn Heights**, effective July1, 2017. Terms of Call: Services of Worship \$150, Moderating meetings of the Session and Congregation \$100, Pastoral calls or other duties requested by Session \$25 per hour plus mileage 53.5¢, Weddings and Funerals to be paid by the family. In addition, the church will pay for and allow time for the Commissioned Ruling Elder to attend one of the Presbytery's Pastors in Transition retreats
5. **Approve** the part-time, one-year Commissioned Ruling Elder contract between **Ruling Elder Linda Singley and Trumbull Avenue Presbyterian**, effective May 1, 2017. Terms of Call: Compensation \$7,000. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. In addition, the church will pay for and allow time for the Commissioned Ruling Elder to attend one of the Presbytery's Pastors in Transition retreats for which she will seek scholarship assistance from the Committee on Ministry

**Administrative Commissions**

6. **Approve** the Administrative Commission to Install the **Rev. Ruthanne Herrington** on Sunday, July 9, 2017, at 2:00 p.m. as Pastor at **Garden City Presbyterian Church**. Members of the Commission: Moderator Stefanie Lewis; Teaching Elders Peter Moore and Julie Madden; Ruling Elders MaryAnn Brantley (Detroit, Gratiot Avenue) and Wendelin Hughes (Garden City).

**Validations**

7. **Validate** the position of Resident Minister at **Ann Arbor First and Dorothy Park-Piatt** to that position.

**Transfers**

8. **Approve** moving the **Rev. Daniel Ervin** from Validated Teaching Elder to At-Large Teaching Elder, effective August 15, 2017
9. **Approve** moving the **Rev. Angela Ryo** from Validated Teaching Elder to At-Large Teaching Elder, effective August 15, 2017
10. **Approve** moving the **Rev. Charlotte Sommers** to Retired, effective June 1, 2017

The Committee reported the following actions taken pursuant to authority given it. It has:

**Contracts:**

1. **Approved** the full-time six-month Interim Pastor contract between the **Rev. James M. Faile** and **Allen Park Presbyterian** beginning April 17, 2017. Terms of Call: Salary \$40,000, Housing Allowance \$25,000, Social Security \$4,973, Medical \$15,925, Pension \$7,150, Life Insurance \$650, Automobile Mileage \$2,000, Continuing Education \$1,200, Medical Deductible \$1,000. Total cost to the Church \$97,898. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays
2. **Rescinded** the **Rev. James Faile's Interim Pastor** contract of six months with **Allen Park Presbyterian** and **approve** the contract as it was but for twelve months, effective April 17, 2017. Terms of Call: Cash Salary \$40,000, Housing Allowance \$25,000, Social Security \$4,973, Medical \$15,925, Pension \$7,150, Death benefit \$650, Automobile Mileage \$2,000, Continuing Education \$1,200, Medical Deductible \$1,000. Total: \$97,898.  
Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays
3. **Approved** the full-time one-year Interim Pastor contract between the **Rev. Mary Bahr-Jones** and **New Life Presbyterian Church, Sterling Heights** beginning April 16, 2017. Terms of Call: Salary \$16,902, Housing Allowance \$30,000, Self-Employment Contribution Act Reimbursement \$3,588, BOP Medical \$11,491, BOP Pension \$5,159, BOP Death/Disability \$469, Dental \$1,632, Supplemental Life (spouse) \$258. Total cost to the church \$74,000. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays
4. **Approved** the part-time, 12-month Parish Associate contract between the **Rev. Kelly Pittman** and **Port Huron First**, effective March 15, 2017. Terms of Call: Salary \$300 per month, Travel reimbursed at IRS rate. Total: \$3,600
5. **Approved** the part-time one-year Commissioned Ruling Elder contract between **Ruling Elder Pamela Hutchens** and **Auburn Hills Presbyterian**, effective November 1, 2016. Terms of Call: Salary \$14,700, Other \$1,125. Total: \$15,825. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. The Church will pay for and allow time for the Commissioned ruling Elder to attend one of the Presbytery's Pastors in Transition retreats and she will seek scholarship assistance from the Committee on Ministry
6. **Approved** the part-time one-year Temporary Supply Pastor contract between the **Rev. Richard Griffith** and **Peoples Presbyterian of Milan**, effective May 16, 2017. Terms of Call: Salary \$45,775. Total: \$45,775. Vacation-7 weeks including 7 Sundays; Study Leave-4 weeks including 2 weeks rolled over from the original contract
7. **Approved** the part-time, one-year Commissioned Ruling Elder contract between **CRE Nancy Bass** and **Warren First** pending signatures and approval of finances, effective July 1, 2017. Terms of Call: Salary \$18,000, Study Allowance \$750, Professional Expenses and Travel \$750, Transitional/Interim Training part 2 \$2000. Total: \$21,000 (paid for from the sale of the Erin Church building). Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays
8. **Approved** the part-time, 12-month Parish Associate contract between the **Rev. Kelly Pittman** and **Port Huron First**, effective March 15, 2017. Terms of Call: Salary \$300 per month, Travel reimbursed at IRS rate. Total: \$3,600
9. **Approved** the part-time one-year Commissioned Ruling Elder contract between **Ruling Elder Pamela Hutchens** and **Auburn Hills Presbyterian**, effective November 1, 2016. Terms of Call: Salary \$14,700, Other \$1,125. Total: \$15,825. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. The Church will pay for and allow

time for the Commissioned ruling Elder to attend one of the Presbytery's Pastors in Transition retreats and she will seek scholarship assistance from the Committee on Ministry

***Dissolutions:***

- 10. Dissolve** the relationship between **Orchard Lake, Community** and the **Rev. Sarah B. Linn** as associate pastor effective April 30, 2017. And **approve** the transfer of the **Rev. Sarah B. Linn** to the **Pueblo Presbytery**

***Validations:***

- 11. Validated** the position of Chaplain at Beaumont Hospice, Dearborn and **validated** the **Rev. Craig Aue** to that position
- 12. Validated** the position of Psychologist at Senior Wellness Group of Michigan and **validated** the **Rev. Harry Capps** to that position
- 13. Validated** the position of Interim Executive Director of Samaritan Counseling Center, South Eastern Michigan and **validated** the **Rev. Sharon Mook** to that position
- 14. Validated** the position of Chaplain at Beaumont Hospital, Grosse Pointe and **validate** the **Rev. Susan Mozena** to that position
- 15. Validated** the position of Executive Director, Southwest Immigration & Refugee Center and **validated** the **Rev. Kevin Piecuch** to that position
- 16. Validated** the position of Hospice Chaplain McLaren Home Care Group, St. Clair County and **validated** the **Rev. Kelly Pittman** to that position
- 17. Validated** the position of "Nones & Dones", Ann Arbor and **validate** the **Rev. Renee Roederer** to that position.
- 18. Validated** the position of Worship Leader, Presbyterian Villages, Westland and **validated** the **Rev. Dr. J. Bernard Taylor** to that position
- 19. Validated** the position of Hospice Chaplain at **Assured Hospice** and the **Rev. Arthur Oberg** to that position pending receipt of background check.

***Administrative Commissions:***

- 20. Approved** the Administrative Commission to Ordain **Jasmine Smart** on Sunday, April 23, 2017, at 4:00 p.m. at **Bloomfield Hills, Kirk in the Hills**. Members of the Commission: Moderator Stefanie Lewis; Teaching Elders Nathaniel Philips, Jessica Hauser-Brydon, William (Tres) Adams III; Ruling Elders Bob Beck (Bloomfield Hills Kirk), Mary Gholz (Birmingham First), Elaine Roseborough (Royal Oak First). And **enroll** Ms. Smart on the Presbytery's Active Roll
- 21. Approved** the Administrative Commission to Install the **Rev. Eddie Jusino** as Pastor of **Farmington First** on Sunday, April 30, 2017, at 3:30 p.m. Members of the Commission: Moderator Stefanie Lewis; Teaching Elders Harold Ellens, Neeta Nichols, Robert Allen; Ruling Elders Shirley Henry (Northville First), Eddie Matteson (Farmington First), Charon Barconey (Southfield Covenant); and Corresponding Members Ruling Elders Wanda Nelson (Long Island Presbytery), Eugene and Charlotte Bierly (Capitol Presbytery)
- 22. Pending** Wabash Valley Presbytery's action to ordain, **approved** the Administrative Commission to Ordain **Bradley Rito** on Sunday, April 23, 2017, at 4:00 p.m. at **Grosse Ile Presbyterian Church**. Members of the Commission: Moderator's Designee John Judson; Teaching Elders Kara Hildebrandt, Phil Reed; Ruling Elders Cindi Jenkins (Grosse Ile), Ian Dittis (Bloomfield Hills Kirk); Corresponding Member Teaching Elder Barry Chance (South Louisiana Presbytery). And **transfer** Mr. Rito to the Presbytery of Wabash Valley at its request.

*Appointments:*

23. **Appointed** the **Rev. Dr. Allen Timm** as moderator of the congregational meeting on April 3, 2017 and the Session meeting on April 3, 2017 at **Bloomfield Hills, Kirk in the Hills**
24. **Appointed** the **Rev. Amy Morgan** as moderator at **Warren Celtic Cross**, effective May 1, 2017
25. **Appointed** the **Rev. Thomas Oxtoby** as moderator of **Saline First**, effective June 1, 2017
26. **Appointed** the **Rev. Dr. Robert Agnew** as moderator of Troy Northminster, effective June 1, 2017
27. **Appointed** the **Rev. Roy Langwig** as moderator of Waterford Community, effective July 1, 2017

*Transfers:*

28. **Approved** moving the **Rev. Linda Anderson** to At-Large Teaching Elder, effective June 1, 2017
29. **Approved** moving the **Rev. Craig Dykstra** to Retired, effective June 1, 2017
30. **Approved** moving the **Rev. Dr. Jim Monnett** to At-Large Teaching Elder, effective April 1, 2017
31. **Approved** moving the **Rev. Dr. Thomas Hartley** to Retired, effective July 1, 2017
32. **Approved** transferring the **Rev. Emily Beghin** to the Presbytery of Eastern Virginia, effective July 1, 2017
33. **Approved** transferring the **Rev. Stephen R. Carl** to the Presbytery of Eastern Oklahoma, effective June 1, 2017

*Sabbaticals*

34. **Approved** the sabbatical of the **Rev. Dr. Peter Henry**, Grosse Point Memorial, June 4-September 1, 2017
35. **Approved** the sabbatical of the **Rev. Brooke Pickrell**, Northside Presbyterian, Ann Arbor, June 1-September 1, 2018

The Committee reported the following for the information of Presbytery. It has:

1. **Approved** co-opting **Kimo Kim** to COM for the purpose of being the moderator at **Troy Korean First**
2. **Approved** the following MIFs:
  - Detroit, Jefferson Avenue (Pastor)
  - Royal Oak, First (Head of Staff)
  - Bloomfield Hills, Kirk in the Hills (Assistant Pastor)
  - Southfield New Hope (Pastor)
3. **Approved** adding the **Rev. Linda Anderson** to the Pulpit Supply List
4. **Approved** adding the **Rev. Robert Agnew** to the Pulpit Supply List
5. **Approved** removing the **Rev. Linda Cochran** from the Pulpit Supply List
6. **Approved** adding the **Rev. Duke Morrow** to the Pulpit Supply List
7. **Approved** adding **Inquirer Charles Sadler** to the Pulpit Supply List
8. **Approved** adding the **Rev. Heidi Church** to the Pulpit Supply List
9. **Approved** adding **Candidate Bethany Peerbolte** to the Pulpit Supply List
10. **Approved** adding the **Rev. James Russell** to the Pulpit Supply List
11. **Endorsed** the recommendation by Cabinet to the Presbytery of the P-21 Standing Committee (task force) for three years

12. **Approved** up to \$725 for 50% of 14 Coaching sessions for the **Rev. Julie Delezenne** and **CRE Nancy Bass** (\$525.00) and pulpit supply fee (\$200) to allow **Rev. Julie Delezenne** to preach at **Erin Presbyterian** during the transition/consolidation period.
13. **Approved** a donation of \$300 to the Ecumenical Center for Christian Leadership in Dewitt, Michigan
14. **Approved** the expenditure for 30 crosses for retiring pastors @ \$26.50 per cross plus shipping

Presbytery recognized the retirement of Thomas Hartley.

**Coordinating Cabinet.** Beth Delaney reported for the Cabinet.

The General Assembly having sent down amendments to the Constitution for the positive and negative votes of the presbyteries Presbytery voted to approve the following amendments to the Book of Order.

- 16-F. The Ministry of Members On Amending G-1.0304
- 16-G. Access to the Lord's Table On Amending W-2.4011a. and b.

Upon motion of the Coordinating Cabinet Presbytery voted to:

1. Approve the Child Protection Policy. The policy is appended to the minutes.
2. Approve the NCD amendment to the 2017 budget. The amendment is appended to the minutes.
3. Establish a P-21 Committee for a 3-year term for the purpose of assisting those churches who are in transition.

The motion was made to approve the modified staff design. The motion was made by Mr Johnson to postpone the resolution to the September meeting of Presbytery in order to present the specifics of the job description and budget costs. The motion to refer was not approved. The motion as proposed was approved. The staff design is appended to the minutes.

Upon nomination of the Coordinating Cabinet, there being no nominations from the floor, Presbytery voted to elect the following to the P-21 Committee just established:

Ruling elder Don Treadwell, Grosse Ile  
 Ruling Elder Ken Seawell, Ferndale Drayton Avenue  
 Ruling Elder Adrienne Adams, Detroit Calvary  
 Ruling Elder Sharon Moore, Detroit St John's  
 Teaching Elder Karen Stunkel  
 Teaching Elder Jo Morgan  
 (Staff: Ed Koster)

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

1. The Coordinating Cabinet heard and extensively discussed a broad and detailed report on the Barnabas Project by the Mission Interpretation Ministry Team.
2. The Coordinating Cabinet approved a waiver of its policy limiting reports to 5 minutes to allow the Thika Partnership to show a video. (This notice is required by the bylaws.)

**Treasurer.**

Timothy Ngare presented his report. His report is appended to the minutes.

**Committee on Nominations**

David Bunch reported for the committee. Upon nomination of the Committee, there being no nominations from the floor, Presbytery voted to elect the following to fill vacancies:

Committee on Ministry,

Class of 2019: Rev. James Russell, H.R.

Committee on Preparation for Ministry,

Co-chair for 2017: Rev. Edward Dunn, Grosse Pointe Woods

Committee on Preparation for Ministry, Class of 2018: Elder Steve Orr, Orchard Lake Community Congregational Development & Transformation Ministry Team,

Class of 2017: Rev. Judy Shipman, Interim, Ann Arbor Westminster

New Church Development Ministry Team,

Class of 2018: Grace Iglehart, Youth & Young Adults Coordinator, Grosse Ile

Social Justice Ministry Team,

Class of 2018: Elder Mary Lloyd, Grosse Pointe Memorial Mission

Interpretation Ministry Team,

Class of 2017: Elder Carolyn Maricq, Grosse Ile

Class of 2019: Elder Dennis Delezenne, Livonia St. Timothy

**Omnibus motion.** Stated Clerk (5)

Upon motion of the Stated Clerk the Presbytery voted to receive and enter the following report of the Trustees into the minutes of Presbytery:

1. The Trustees have continued their discussions about Barnabas. Mr Edwards and a member of his board were welcomed by Trustees in May to hear his case on the Ranney-Balch funding, which included a written report and testimonial. The Trustees have been in consultation with the Mission Interpretation Ministry Team regarding the viability of the mission. Contacts with Barnabas include a site visit to determine the condition of the building and the requirements for a certificate of occupancy. (Presbytery owns the building.) The Trustees have determined that extensive work is necessary, including significant clean-up, repair of a water leak, asbestos removal, and a new boiler. They have authorized \$50,000, but believe the cost may be higher.
2. The Trustees expect to complete the 2016 audit this summer for presentation to the Presbytery at the September meeting.
3. The Trustees have approved a loan to Gratiot Avenue Church for the repair of their roof.
4. The Trustees have reviewed the status of various churches who are in process of planning for transitions. They have endorsed the creation of a P-21 Committee that would provide assistance to these churches.
5. The Trustees have continued to seek a buyer for the Erin Church property.
6. The Trustees received a report from Mr Timm that the City of Detroit's assessment of churches and non-profits for water run-off has been delayed. But it will come eventually. There are steps that can be taken to reduce that fee; so far two city churches have attended information meetings put on by the city to give advice and suggestions for reducing the assessments.
7. The Trustees have confirmed insurance coverage for Presbytery, Second Mile Center, and Barnabas.
8. The Trustees are in consultation with Wyandotte and Lincoln Park regarding a potential consolidation of the two congregations.

Upon motion of the Stated Clerk, the Presbytery voted that that the following additional



report of the Trustees be received and entered into the minutes:

1. The Trustees have continued their discussions and consultations on the matter of the Ranney-Balch distribution to Barnabas. It is proceeding with necessary repairs and work on the Grand River property.
2. The Trustees have approved \$1000 for Gratiot Avenue Church to purchase a commercial refrigerator so it can participate in the Fort Street food distribution program.
3. The Trustees have approved a \$65000 line of credit for the use of Erin Church. It is in the process of consolidating with Warren First. The line of credit includes \$18,000 to fund the salary of Erin's Commissioned Ruling Elder for a year, contingent of approval by the Committee on Ministry.
4. The Trustees heard a report that the roofing work on the Gratiot Avenue church is complete.

**Stated Clerk.** Edward Koster reported.

Upon motion of the Stated Clerk, Presbytery voted to:

1. Approve the minutes of March 25, 2017.
2. Approve the reports of the following Commissions:
  - a) Installation of Eddie Jusino as Pastor of Farmington First Presbyterian Church on April 30, 2017.
  - b) The Ordination of Bradley Rito on April 23, 2017 at Grosse Ile Presbyterian Church
  - c) The ordination report of Jasmine Smart on April 23, 2017.

The Commission/Installation Reports are Paper B2.

3. Approve the records of the following churches as noted:

Allen Park, Allen Park With Exceptions	Brighton First No exceptions	Ft Gratiot Lakeshore With exceptions
Ann Arbor Calvary No exceptions	Canton Geneva With exceptions	and corrections
Ann Arbor Northside With exceptions and corrections	Dearborn Cherry Hill With exceptions	Garden City, Garden City
Ann Arbor Westminster No exceptions	Dearborn Littlefield No exceptions	With exception
Auburn Hills, Auburn Hills With exceptions and corrections	Detroit BROADSREET With exceptions	Grosse Ile, Grosse Ile No exceptions
Belleville, Belleville No exceptions	Detroit Calvary With exception and correction	Grosse Pointe, Memorial
Berkley Greenfield With exceptions	Detroit Hope With exceptions	No exceptions
Beverly Hills Northbrook With Exceptions	Detroit Jefferson Avenue With exceptions and corrections	Howell First With exception
Birmingham First No exceptions	Detroit Westminster With exceptions	Lincoln Park, Lincoln Park
	Farmington First With exceptions and corrections	With exceptions
		Livonia St. Paul's No exceptions
		Milan People's With exceptions
		Milford, Milford With exceptions and corrections

Mt Clemens First With exceptions	Saline First No exceptions	Troy First No exceptions
Northville First No exceptions	South Lyon First No exceptions	Troy Northminster No exceptions
Pontiac First With exceptions	St Clair Shores Heritage	Walled Lake Crossroads
Port Huron First No exceptions	No exceptions	No exceptions
Rochester Hills University	St Clair Shores Lake Shore	Waterford Community With exception
No exceptions	With exceptions and corrections	Westland Kirk of our Savior
Royal Oak First With exceptions	Sterling Heights New Life	With exception
Royal Oak Starr With exceptions and corrections	With exception	White Lake, White Lake
	Taylor Southminster No exceptions	With exceptions

The Stated Clerk reported the following for the information of Presbytery”

1. Transfers completed:
  - a) From the Presbytery of Detroit:
    - i) Brad Rito to Wabash Valley Presbytery
    - ii) Emily Beghin to Eastern Virginia Presbytery
    - iii) Emily Ouelette to Eastern Virginia Presbytery
  - b) To the Presbytery of Detroit:
    - i) Hotek Tan from the Taiwanese Presbyterian Church
    - ii) Nathaniel Phillips from New Castle Presbytery.
2. The 2016 minutes of the Presbytery have been reviewed by the Synod and have been approved without exception.
3. D-5.0206b requires that the Stated Clerk keep and report to Presbytery a roster of Permanent Judicial Commission members whose terms have expired within the last six years. That roster is:
 

Class of 2017	Ruling Elder Elizabeth Baergen
Class of 2017	Teaching Elder Bryan Smith
Class of 2017	Teaching Elder George Portice
Class of 2015	Teaching Elder Mark Schneider
Class of 2015	Ruling Elder Thomas McFarlane
Class of 2013	Teaching Elder Eldon Beery
Class of 2013	Ruling Elder Warfield Moore

### **Remembering Bev Knox**

Presbytery took time to remember the life and ministry of Beverly Knox.

### **WE GAVE THANKS TO GOD**

Presbytery shared joys and concerns, offered prayers of thanks and intercession, and shared Christ’s peace with each another.

The Presbytery adjourned with a prayer, charge and benediction at 9:13.

The next meeting of the Presbytery will be September 26, 2017 at Orchard Lak Presbyterian Church.

ATTEST:

*Edward W Koster*

EDWARD KOSTER, Stated Clerk

ATTACHMENT ONE: The Roll

APPENDICES:

Child Protection Policy  
Amendment to the 2017 Budget  
Staff Design  
Treasurer's Report

#### ATTACHMENT ONE: THE ROLL

#### ROLL OF PRESBYTERY FOR June 13, 2017.

CHURCHES: Of 79 churches, 49 were represented and 30 were not.

COMMISSIONERS: Of 138 eligible commissioners, 66 enrolled, and 72 did not.

OTHER RULING ELDERS (Officers, Members of Council)::

Of 11 total, 8 were present, of whom 3 counted as commissioners, leaving 5 as the unduplicated count: 1 excused, and 2 absent.

TEACHING ELDERS: Of the 122 non-retired teaching elders on the combined rolls of active members and members-at-large, 45 were present, 23 were excused, and 54 were absent.

Of the 87 retired teaching elders on the rolls, 10 were present and 77 were excused.

COMMISSIONED LAY PASTORS AND CERTIFIED EDUCATORS: Of the 5 serving Commissioned Ruling Elders on the rolls, 2 were present, 0 excused, 3 absent

Of the 0 serving Certified Christian Educators on the rolls, 0 were present, 0 excused, 0 absent.

#### SUMMARY

#### VOTING MEMBERS PRESENT

	66	Elder Commissioners
+	5	Other Ruling Elders
+	54	Non-retired teaching elders
+	10	Retired teaching elders
+	2	Commissioned Ruling Elders.

+ 0 Certified Christian Educators.

= 137 Voting members present.

#### OTHERS PRESENT

7 Non-voting attendees

1 Corresponding members

### Attendance: Clergy and Ruling Elder Members

<b>A. RULING ELDER MEMBERS ON CABINET</b>		
P	ADAMS, ADRIENNE	P HAYES, FRANCES
P	BLENMAN, MARTHA	A HEATON, DAN
C	BUNCH, DAVE	A HENRY, PETER J. M.
A	CAMPBELL, DORIS	P HERRINGTON, RUTHANNE
C	FAIR, DEBORAH	P HILDEBRANDT, KARA
P	JOHNSON, KATHI	E HORLOCKER, MICHEL
E	LEWIS, STEFANIE	A JAMES, MICHELLE
A	MATERS, BRUCE	A JAMES, THOMAS
P	MORTON, JANET	P JOHNSON, KEVIN
P	NGARE, TIMOTHY	P JU, GWANGWOO
C	PONDER, BOB	P JUDSON, JOHN
		P JUSINO, EDDIE
		P KAIBEL, KENNETH
		P KELSEY, LAURA
		E KIM, Y. MONCH
		A KLINGER, JAMIE
		P KOSTER, EDWARD H.
		A LEE, ESTHER
		A MABEE, CHARLES
		A MADDEN, JULIE
		A MARKS, JULIE
		E McCLOSKEY-TURNER, CATHARINE
		E McGOWAN, EVANS
		A McMILLAN, JUDITH
		A McRAE, BARBARA
		A MEILANDS, PAMELA
		P MILLER, J. SCOTT
		A MILLS, JILL
		P MONNETT, JAMES
		E MOOK, SHARON
		A MOON, SUNG-JOON
		E MOORE, PETER
		P MORGAN, AMY
		E MORGAN, JOANNE
		A MORROW, DUKE
		A MOZENA, SUSAN
		P NICHOLS, NEETA
		A NUSS, STEVEN
		A OBERG, ARTHUR
		A OSWALD, DIANE
		P PARKER, OPELTON
		A PAVELKO, JOHN H.
		P PHILLIPS, MARK
		A PHILLIPS, NATHANIEL
		P PHILLIPS, SCOTT
		A PICKRELL, BROOKE
		A PIECUCH, KEVIN
		E PITTMAN, JASON
		E PITTMAN, KELLY
		P PORTER, JAMES
		A PORTICE, GEORGE
		E PRENTICE-HYERS, MARY ELIZABETH
		E PRIEST, TOM
		P PUNTIGAM, JOEL
		P REED, PHILIP
		A RIKE, JENNIFER
		P ROEDERER, RENEE
		E ROGERS, MELISSA ANNE
		E RYAN, BREANNE
		A RYO, ANGELA
		P SANDERFORD, JOHN
		A SCHAEFER, ANNE N.
		A SIAS-LEE, LAURA
		E SIMONS, SCOTT W.
		A SMART, JASMINE
		E SMITH, BRYAN DEAN
		P STUNKEL, KAREN
		P STUNKEL, PAUL
		P TAN, HOTEK
		A THODE, TED
		A THOMAS, CHRISTOPHER
		E THWAITE, PAUL
		P TIMM, ALLEN D
		A TUCKER-LLOYD, IRIS
		A WHITLOCK, KELLIE
		E WILHELMI, MARJORIE
		A YU, SEUNG WON
<b>B. TEACHING ELDERS</b>		
A	ADAMS, WILLIAM L III	
P	ALLEN, ROBERT	
P	ANDERSON, BRYANT	
P	ANDERSON, LINDA	
A	ANDERSON, LINDSEY	
A	AUE, CRAIG	
P	AUSTIN, MARY	
P	BAHR-JONES, MARY	
P	BECKMAN, MICHAEL	
A	BEGHIN, EMILY	
E	BLAIR, JOANNE	
A	BOLT, KENNETH	
P	BOUSQUETTE, PAUL	
A	CAMPBELL, EMILY	
A	CARL, STEPHEN	
P	CASTEEL, PEGGY	
E	CHOI, SEUNG KOO	
P	CHUNG, ISAAC	
A	CHURCH, HEIDI	
A	COCHRAN, LINDA	
P	CORNFIELD, KEITH	
P	COZIER, CLINTON	
A	DE ORIO, ANTHONY	
P	DELANEY, BETH	
P	DELEZENNE, JULIE	
P	DOWNNS, ELIZABETH	
A	DOYLE-HOHF, KATHLEEN	
P	DUNN, EDWARD	
E	DUNN, JOANNA	
E	DYKSTRA, CRAIG R.	
A	ERVIN, DANIEL	
A	FAILE, JAMES	
P	FAIR, FAIRFAX	
A	FERGUSON, GUY THOMAS	
A	FORGER, DEBORAH	
P	FRANCIS, RAPHAEL B.	
A	GABEL, PETER W.	
A	GEISELMAN, KEITH	
P	GODBEHERE, SARAH	
A	GRANO, MARIANNE	
E	GROSCH, ADAM	
A	HANNA, RAAFAT	
E	HARRIS, R. JOHN	
P	HARTLEY, THOMAS	
A	HAUSER-BRYDON, JESSICA	
		<b>C. RETIRED TEACHING ELDERS</b>
		P AARON, ESTELLE
		P AGNEW, ROBERT
		E ALBRECHT, GLORIA
		E ANDREWS, DOYLL
		E AUSTIN, LARRY
		E BEERY, ELDON
		E BENEDICT, IVAN L.
		E BLEIVIK, DAVID
		E BOEVE, PETER
		P BROWNLEE, RICHARD
		E BYARS, RONALD
		E CAPPS, HARRY
		P CARLE, NANCY
		E CARTER, DOUGLAS D.
		E CHAMBERLAIN, LAWRENCE
		E CHAMBERS, JAMES C.
		E CHOI, IN SOON
		P CLISE, W. KENT
		E COBLEIGH, GERALD R.
		E COLON, LOIS
		E CONLEY, JAMES H.
		E CORSO, LINDA
		E COWLING, NEIL D.
		E CRILLEY, ROBERT
		E CROSS, PAUL D.
		P DAVIS, ROXIE ANN
		E DAVIS, WILLIAM
		E DENNIS, WARREN
		E DENTON, GRETCHEN
		E DOWNTON, DAVID
		E DUNIFON, WILLIAM
		E ELLENS, J. HAROLD
		E FINDLAY, WILLIAM
		E FORSYTH, E. DICKSON
		E FOSTER, JOHN
		E GEPFORD, WILLIAM G.
		E GERE, BREWSTER
		E GLENN, LAWRENCE T.
		E HANNA, J. RICHARD

E HARP, WILLIAM S.  
 E HATCHER, RUFUS  
 E HELMKE, BEN  
 E HENDERSON, RICHARD  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 E KIM, T. ANDREW  
 E KNUDSEN, RAYMOND  
 E KOGEL, LYNNE  
 E LANGWIG, JANICE  
 E LANGWIG, ROY  
 E LISTER, KENNETH D.  
 E LONGWOOD, MARJORIE  
 E MacINNES, JOHN D.  
 P MICHALEK, DANIEL  
 E MIHOCKO, DAVID  
 E MISHLER, JOHN  
 E NUSSDORFER, GUS  
 E OLIVER, GARY  
 E ORR, ROBERT C.  
 E OWEN, DAVID  
 P OXTOBY, THOMAS  
 E PETERS, RICHARD  
 E POLKOWSKI, WILLIAM  
 E PRICE, MICHAEL T.  
 E PROVOST, KEITH  
 E PRUES, LOUIS J.  
 E RATCLIFFE, ALBERT H.

E ROBERTSON, ANN  
 E ROBERTSON, WILLIAM  
 P RUSSELL, JAMES P.  
 E SCRIBNER, LOREN  
 E SHIPMAN, JUDY  
 E SKIMINS, JAMES  
 E SOEHL, HOWARD  
 E SOMMERS, CHARLOTTE  
 E SUTTON, PAUL  
 P SWARTZEL, BARBARA G.  
 E TAYLOR, J. BERNARD  
 E TAYLOR, THEODORE, II  
 E THORESEN, KATHRYN R.  
 E VANDERBEEK, RONALD  
 E WINGROVE, WILLIAM N  
 E WRIGHT, DONALD  
 E YOON, HAK SUK  
 E YUE, MYUNG JA  
 E ZAMBON, WILLIAM  
 E ZIEGLER, JACK T.

**D. STAFF & OTHERS**  
 P AGNEW, DIANE  
 P DELEZENNE, ADAM  
 P JENSEN, CHRISTINA  
 P JENSEN, SANDRA  
 P O'NEILL, SADIE BOLOS

**E. CERT. ASSOC. CHRISTIAN ED.**  
 A MERTEN, CINDY  
 A PRICE, LAURA

**F. COMMISSIONED RULING ELDERS**  
 P BARCONEY, CHARON  
 P BASS, NANCY  
 A HOFFMAN, MICHAEL  
 A HUTCHENS, PAMELA  
 A SINGLEY, LINDA

**H. PAST RULING ELDER  
 MODERATORS NOT ON CABINET**  
 E BOSTIC-ROBINSON, DIANE, PM  
 E ELAM, DIXIE, PM  
 P ELLIS, HAROLD, PM  
 P HYLKEMA, CAROL, PM  
 C LOUP, JEAN, PM  
 E MORRISON, HELEN, PM  
 E WINSLOW, PAUL, PM

**G. CORRESPONDING MEMBERS**  
 ZAKI, RAAFAT  
 SYNOD OF THE COVENANT

### Attendance: Churches and Elder Commissioners

#### ALLEN PARK, Allen Park

1 ROBERT MORTON  
 2  
 3

#### ANN ARBOR, Calvary

1 STEVEN BRADNER

#### ANN ARBOR, First

1 BEN VANTUYL  
 2 KATE SILBERT  
 3 CAROL SMITH  
 4 PAUL SMITH  
 5 TOM BRANOLT

#### ANN ARBOR, Northside

1 JEAN LOUP

#### ANN ARBOR, Westminster

1 RALPH LANGE  
 2 GAIL ARNOLD

#### AUBURN HILLS, Auburn Hills

1 NOT REPRESENTED

#### BELLEVILLE, Belleville

1 NOT REPRESENTED

#### BERKLEY, Greenfield

1 BARNEY BOURGEOIS  
 2 ANDY MALONIS

#### BEVERLY HILLS, Northbrook

1 TRICIA LASOTA  
 2

#### BIRMINGHAM, First

1 ROSY M LATIMORE  
 2  
 3

#### BLOOMFIELD HILLS, Kirk/Hills

1 NOT REPRESENTED

2

3

4

5

#### BRIGHTON, First

1 STEVE WILLIS

2

#### CANTON, Geneva

1 CAROL J BUNCH

2 DAVE BUNCH

#### CLARKSTON, Sashabaw

1 NOT REPRESENTED

#### DEARBORN, Cherry Hill

1 MARY BOUDREAU

2

#### DEARBORN, First

1 NOT REPRESENTED

2

#### DEARBORN, Littlefield

1 PHIL GIBBS

#### DEARBORN HGTS, St. Andrew's

1 NOT REPRESENTED

#### DETROIT, Broadstreet

1 SHARON OGLESBY

2

#### DETROIT, Calvary

1 PAMELA DAWSON

2 EDWIN FABRE

#### DETROIT, Calvin East

1 NOT REPRESENTED

2

#### DETROIT, First

1 NOT REPRESENTED

#### DETROIT, Fort Street

1 BOB PONDER

#### DETROIT, Gratiot Avenue

1 MARYANN BRANTLEY

2

#### DETROIT, Hope

1 PRISCILLA WASHINGTON

2 DARYL TAYLOR

#### DETROIT, Jefferson Avenue

1 SHARON LAWSON

2 PAULA COLE

#### DETROIT, St. John's

1 JEANE V MOORE

2 CHARLENE SMITH

#### DETROIT, Trinity Community

1 NATALIE BROTHERS

2

#### DETROIT, Trumbull Avenue

1 MARTHA SINGLEY

2 ELEANOR WILLIAMS

#### DETROIT, Westminster

1 DEBORAH FAIR

2

3

#### FARMINGTON, First

1 HOWARD TAYLOR

2 LESLIE BLACK

#### FERNDALE, Drayton Avenue

1 KIM TURNER

#### FORT GRATIOT, Lakeshore

1 NOT REPRESENTED

#### GARDEN CITY, Garden City

1 GAIL MAIN

#### GROSSE ILE, Grosse Ile

1 DIANE FLYNN

2 CAROLYN MAUEG

#### GROSSE POINTE, Memorial

1 NOT REPRESENTED

2

3

4

#### GROSSE PTE WOODS, Woods

1 SANDY FULLERTON

#### HIGHLAND PARK, Park United

1 MARIE HUGHLEY

2

#### HOWELL, First

1 DAWAIN RIEBOW

2 DAVE AHLQUIST

#### LINCOLN PARK, Lincoln Park

1 CHRIS GRUNDY

**LIVONIA, Rosedale Gardens**

1 DYCHE ANDERSON

2

**LIVONIA, St. Paul's**

1 NOT REPRESENTED

**LIVONIA, St. Timothy's**

1 NOT REPRESENTED

**MILAN, Peoples**

1 NOT REPRESENTED

**MILFORD, Milford**

1 RHETT B ROWE

2

**MT. CLEMENS, First**

1 GLORIA CYNOWA

2

**NORTHVILLE, First**

1 JUDY EDWARDS

2 DIANE MCCULLOCH

3

**NOVI, Faith Community**

1 ILLEGIBLE

2 TED MARTIN

**ORCHARD LAKE, Community**

1 NOT REPRESENTED

2

3

**PLYMOUTH, First**

1 ILLEGIBLE

2 TODD UNDERHILL

3

4

**PONTIAC, First**

1

**PONTIAC, Joslyn Avenue**

1

**PORT HURON, First**

1

2

**REDFORD, St. James**

1 MAUREEN BIANCHI

**ROCHESTER, University**

1 NOT REPRESENTED

2

**ROSEVILLE, Erin**

1 KEVIN SMITH

**ROYAL OAK, First**

1 SUZANNE LEWAND

2 JULIE MATTHEWS

3 JANE MAKEELSKI

**ROYAL OAK, Starr**

1 NOT REPRESENTED

**SALINE, First**

1 NOT REPRESENTED

2

**SHELBY TWP., St. Thomas**

1 NOT REPRESENTED

2

**SOUTH LYON, First**

1 NOT REPRESENTED

**SOUTHFIELD, Covenant**

1 NOT REPRESENTED

**SOUTHFIELD, Korean**

1 DAVID KIM

2

3

**SOUTHFIELD, New Hope**

1 NOT REPRESENTED

**ST. CLAIR SHORES, Heritage**

1 NOT REPRESENTED

**ST. CLAIR SHORES, Lake Shore**

1 NOT REPRESENTED

2

**STERLING HGTS, New Life**

1 MARGE KUNEY

**TAYLOR, Southminster**

1 DALE SIMON

**TROY, First**

1 NOT REPRESENTED

**TROY, Korean First**

1 NOT REPRESENTED

2

**TROY, Northminster**

1 NOT REPRESENTED

**WALLED LAKE, Crossroads**

1 NOT REPRESENTED

**WARREN, Celtic Cross**

1 NOT REPRESENTED

**WARREN, First**

1 LYNN MEUCHEL

**WATERFORD, Community**

1 CAM MCCAFFREY

**WESTLAND, Kirk of Our Savior**

1 MADELINE CAMPEATS

**WHITE LAKE, White Lake**

1 DEBBIE LENNIS

**WYANDOTTE, Wyandotte**

1 NOT REPRESENTED

**YPSILANTI, First**

1 NOT REPRESENTED

2

## **Presbytery of Detroit – Child/ Youth/Vulnerable Adult Protection Policy**

### **I. INTRODUCTION**

The Presbytery of Detroit takes seriously its responsibility to provide a safe and nurturing environment for children, youth, and vulnerable adults. To maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults Presbyteries, Synods, and the General Assembly of the Presbyterian Church (U.S.A.) and all entities of the General Assembly have adopted policies that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to follow. This policy applies to the Presbytery of Detroit (POD) and its constituent teaching elders, committee members, related agencies and staff and applies to all entity sponsored activities that involve children, youth, and vulnerable adults.

This policy does not replace or supersede the POD's P-2 Sexual Misconduct Policy and Procedures but rather serves as a companion policy to it by addressing the unique issues involved in monitoring children, youth, and vulnerable adult activities.

### **II. RATIONALE**

As stated in the PCUSA's Child/Youth/ Vulnerable Adult Protection Policy's rationale, the implementation and documentation of a Child/Youth/Vulnerable Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, "Let the little children come to me." The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.
- Any type of abuse involving children, youth, or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be a life-giving entity of Christ's healing and hope for community and individuals, not an entity that brings harm and hurt.
- The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occurs. The Church is crippled by the hurt, pain, and distrust that accompanies abuse. Not only does the Church lose its credibility at all levels, it also suffers considerable financial loss and loss of integrity. More importantly, in instances of child, youth, or vulnerable adult abuse within the Church, there is immeasurable spiritual, psychological, emotional, and physical harm perpetrated that woefully cripples God's call on the Church.

- The Book of Order states, “The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life,” and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church’s care, including children, youth, and vulnerable adults (Book of Order W-2.3013).
- Children and youth are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ’s love, in the same way taking up all children and youth into its arms and blessing them; providing for them a safe, thriving, and nurturing environments in which to grow in every way.

### III. DEFINITIONS

For the purpose of this policy:

**Child:** A child will be defined as a person between the ages of 0–11.

**Youth:** A youth will be defined as a person between the ages of 12–17.

**Minor:** A minor is any child or youth 0–17 years-old.

**Child/Youth Worker:** Any person, volunteer, paid staff or contractor, who participates at any level at Presbytery of Detroit sponsored events or activities involving children and/or youth.

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

**Vulnerable Adult Abuse:** Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult. This may include, but not be limited to, verbal abuse, physical abuse, bullying, neglect, sexual exploitation, inappropriate use of the internet, technology, and/or social media.

**Child/Youth Abuse:** Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth. This may include, but not be limited to, verbal abuse, physical abuse, bullying, neglect, sexual exploitation, inappropriate use of the internet, technology, and/or social media.

**Sexual Abuse:** In the Book of Order, sexual abuse is defined as, “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to



consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (Book of Order, D-10.0401c).

**Misuse of technology:** The use of technology that results in the harassing or abusing of a child/youth is strictly prohibited. This includes using technology to send suggestive, harmful, hateful, and/or misleading messages and images to a child or youth.

**Sponsoring Council:** Any council of the Presbytery of Detroit that is tasked with the responsibility of planning events and activities for children, youth, or vulnerable adults.

**Response Team:** shall consist of: The Executive Presbyter, Stated Clerk, Chair of the Committee on Ministry, Chair of the Presbyterian Youth Connection Workgroup or Christian Education [Workgroup](#), and the Pastor/Associate Pastor of the Congregation in which the minor belongs.

Note: Additional relevant definitions may be found in POD P-2 Sexual Misconduct Policy and Procedures

#### **IV. SCREENING, TRAINING, AND BACKGROUND CHECKS**

- A. An adult (18 years and older) must be actively associated with a church within the Presbytery of Detroit through regular worship attendance and participation in other church activities for a minimum of six (6) months before he/she will be considered for volunteer work with children/youth.
- B. All Staff and Volunteers are required to undergo a screening process including:
  1. Completion of a Staff or Volunteer Application for Children/Youth Work which includes:
    - a. References
    - b. Form for professional background check
    - c. Acceptance of the POD’s Child Protection Policy
    - d. Acceptance of the POD’s Sexual Misconduct Policy
  2. A documented reference check.
  3. Criminal Background Check: Prior to any planned event or activity, the host council will submit to the Presbytery of Detroit office, a complete listing of all volunteers directly associated with that event or activity to verify that each and all have successfully passed a national background check within the previous 12 months-
  4. All information obtained in the screening process, including any review/evaluation notes, and the Professional Background Check Report will become a part of the applicant’s permanent file.
- C. Any person who is currently under investigation by the authorities for, or who has been convicted of:
  - Criminal sexual misconduct
  - Neglect of a child
  - Physical abuse
  - Crimes related to the possession, use or sale of drugs or controlled substances
  - Other acts of violence
  - Other acts harmful to youth (harmful employment, abandonment, endangerment of a minor)

will be excluded from any, and all, positions, paid or volunteer, involving work with children/youth anywhere within the jurisdiction of the Presbytery of Detroit. In addition, if the POD is aware that an individual has a conviction for one of the above mentioned or related crimes, the individual **shall not be eligible to attend the event in any capacity.**

#### V. PROVIDING FOR A SAFE ENVIRONMENT FOR POD EVENTS

The Presbytery of Detroit shall ensure that the following measures be in place and actions taken for each event or activity involving children and youth:

1. **"Rule of 3"**: Also known as the "2&1" rule. During any situation there should be at least 2 youth and 1 adult present or 2 adults and 1 youth present. Youth and Adults should not be alone, 1 to 1. If a 1 to 1 situation is absolutely unavoidable, the adult should take care to keep the situation as public as possible (doors open, another adult notified and aware of the meeting). This rule requires that employees or volunteers are not alone with children or youth without another person in view. This reduces the opportunity for misconduct and provides a witness if complaints are made against a paid staff or volunteer worker

2. **Ratios**: The adult to child ratio for all child-related events/activities is 2:14. The adult to youth ratio for all youth-related events/activities is 2:14. There shall also be one adult of each gender when there is one or more minors of each gender in a group

3. **View Windows and Open Doors**: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view or, the Rule of 3 shall be followed with unencumbered visual access.

4. **Respect privacy**: Adult workers/caregivers should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking age-appropriate photographs and movies, not taking photographs of minors who are not fully clothed.) Adults and minors are required at all times to wear appropriate attire. The Presbyterian Youth Connection Workgroup shall determine and monitor the appropriate dress code for each event.

5. **Empowering minors to speak up**: A reminder to all participants shall be provided encouraging all participants to report to the parent/guardian or leader of the event of any behavior that makes them uncomfortable.

6. **Transportation**: All adult drivers at child/youth events must have valid license and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor under 8 years of age or shorter than 4 feet 9 inches tall may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five.

7. **Forms**: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent forms must be signed by legal guardians for any events. Completion of these forms includes permission for photos or videos to be used by social media or published material by the organizing council (last names omitted in captioning). All such forms must be stored at the event site, in a secure place with restricted access.

8. **Event rules/ code of conduct:** Each event/activity must ensure that rules are gone over with participants, all staff and volunteers at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.

9. **Showering/Grooming:** Children/youth and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.

10. **Sleeping quarters:** No adult shall ever be alone with a minor in sleeping quarters, especially if they are changing clothes.

## **VI. Reporting Requirements**

- A. Every Church Member, employee and person acting as a volunteer in Presbytery related programs involving Children or Youth shall immediately report and document any suspected Incident of Abuse of which such person has knowledge.
- B. An Incident of Abuse is any occurrence, in which any adult does, or is suspected of doing, any of the following:
1. Threatens or inflicts physical injury upon, or strikes, a Child or Youth other than by accidental means or in self-defense;
  2. Commits or allows to be committed any sexual offense against a Child or Youth
  3. Engages in any sexual contact with a Child or Youth;
  4. Enters into a dating relationship with a Youth
  5. With respect to a Child or Youth, makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or engages in other verbal, visual or physical conduct of a sexual nature.
  6. Neglects the overall welfare of a child
- C. **REPORTING PROCEDURES** for incidents of abuse or suspected abuse:
1. If there is an imminent threat of continued or additional abuse, any witness to an incident of abuse or suspected abuse shall immediately take measures to protect the alleged victim, this may include contacting the Police.
  2. After protective measures, have been taken, the person witnessing or suspecting an incident of abuse or suspected abuse shall report the incident immediately to local law enforcement &/or the mandated reporting hotline and all of the appropriate Presbytery of Detroit representatives explained below:
  3. After protective measures, have been taken, the person witnessing or suspecting an incident of abuse or suspected abuse shall report the incident immediately to the **On-site event coordinator** and the **Chair of the sponsoring Presbytery Workgroup or Committee**.
    - **Local Law Enforcement &/or Mandated Reporting Hotline**– All paid staff, Teaching Elders, and volunteers, even those who are not mandated reporters, to report to appropriate civil authorities immediately, without attempting any further investigation their knowledge of abuse of children or youth, if such knowledge is

- obtained while engaging in the ministries of the POD their knowledge of abuse of children or youth.
- Depending on the circumstances you will call the local law enforcement agency, county child abuse agency, or the **Mandated Reporter Hotline** at 1-877-277-2585. It is not sufficient to report it to the leader of the event, or a supervisor or other person in the Presbytery. The Michigan law is Act 238 of 1975, MCL 722.623.
  - The **Stated Clerk and Executive Presbyter** in all cases when a violation of this policy is reasonably suspected.
    - When the alleged accused is an Teaching Elder the incident shall be reported to the Stated Clerk. This triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II – Rules of Discipline.
    - When the allegation is of a sexual nature, refer to the sexual misconduct policy for specific procedures.
    - If the report is against a Ruling Elder, the response team will notify the session of membership that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II.
    - If the report is against an employee of the POD, the response team will notify the person(s) or committee responsible for supervision of the employee, Human Resources, and Legal Services. If the report is against an employee of sponsoring council or entity other than the POD, the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
    - If the report is against a volunteer, or nonmember of the POD the response team will request that the POD entity appoint an investigating committee of three persons to initiate an investigation of the allegations in order to:
      - gather any statements of abuse from those making the report, including any information from the Safety Response Team, and any party to the abuse;
      - gather any information from the accused;
      - make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.
2. The Executive Presbyter and/or the Stated Clerk, working with the sponsoring Presbytery workgroup/committee chair will see that the appropriate action is taken.
    - Notification of the Minor's parents (as directed by the Child Protective services), the Pastor of the Minor's congregation and an incident report being immediately given to the Response Team.
    - The violation of appropriate conduct shall be governed by inquiry and discipline as defined by the Book of Order, Rules of Discipline, with the POD P-2 SMP as a supplement.
  3. A report of suspicious or unusual activity is a serious allegation, and therefore, must include as much detail as possible that may include who, what, when, where and how, of

the alleged incident, however in the case of criminal violation any investigation shall be left to the civil authorities.

4. All reported incidents will be taken seriously, and handled in a manner that is discreet, timely, gentle and protective to both the victim and the alleged abuser.
5. The accused will be required to **immediately** stop all participation in children and youth activities until it is determined if further action shall be taken. In the event that the removal of an accused party from children or youth activities becomes necessary, care should be taken, to handle this in a discreet manner, recognizing that an investigation is still being conducted.
6. Response to any and all media inquiries shall be the sole responsibility of the Stated Clerk.
7. Appropriate pastoral counseling for all parties (victim, victim's family, accused, church, other's impacted by abuse) will be provided.
8. A written summary of any proceedings in such cases will be maintained by the POD.
9. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

#### **ADMINISTRATION OF THIS POLICY**

The Presbytery of Detroit event sponsoring entity shall be responsible for ensuring that the policy is followed for an event, including ensuring that all staff, paid and volunteers, provide the required documentation, have the required background and criminal checks, and have received the training as indicated in this policy.

This policy, including reporting procedures and response strategies shall be reviewed annually by a committee or work group identified by the POD Coordinating Cabinet. The Trustees will periodically do a needs/risk management assessment and update as to adequate liability insurance coverage as needed. The Presbyterian Youth Connection Workgroup will review this policy every five years.

***Note: An Appendix to this policy will be created with the Application form, consent to check references, background check consent form, health form sample permission slip, example of code of conduct for leaders and participants (refraining from drugs, alcohol, bullying, appropriate forms of discipline etc.).***

Presbytery of Detroit Ministry Team Budget Proposal (2017)			Ministry Team:	New Church Development
ACTIVITY BY PRIORITY	AMOUNT	IMPACT ON P.O.D. CONGREGATIONS	MULTI-YEAR CONSIDERATIONS	
		How will this impact our congregations/presbytery? How will this further the goals of the presbytery?		
Discerning, Identifying, and Training	\$ 10,000	<p>ACTIVITIES</p> <p>Connect with Churches and Pastors to continue the listening process begun in 2016. Through these conversations, identify and incubate innovators within church communities, and begin the process of helping each church develop, train, and sustain these innovators to imagine and form new worshipping communities. Provide support for the churches and these innovators by providing listening sessions, mentoring relationships, networking opportunities, and training events (local, regional, national).</p> <p>Send innovators and leaders to events such as the Go Disciple Live Conference (formerly Evangelism and Church Growth) put on by the PC(USA)</p> <p>OUTCOMES</p> <p>The NCD Team is in a season of discernment and listening. We hope that continued conversation will lead the Presbytery to see where God is already at work outside the walls of our churches and in the community. We hope to help churches identify and train innovators to begin new worshipping communities, by providing the support and training needed. Our goal would be to identify at least four innovators who God is already using in a way that could lead to a New Worshipping Community and to send them to the Go Disciple Live Conference. We will then continue to discern with them if God is calling them to grow into a New Worshipping Community with the support of their home Church/Ministry, along with providing training and mentoring.</p>	This program will vary year to year based on the plans of the NCD Ministry Team for discerning God's call to our Presbytery and training of potential/actual innovators for new worshipping communities. We expect this activity to ramp up <i>significantly</i> in future years as this process takes hold which will need a significant increase in funds at that time, especially for training costs.	
NCD/Transformation Consultant	\$ 37,106	Assist in the work of New Church Development and Church Transformation in coordination with the New Church Development Ministry Team and the Congregational Development Ministry Team. The Consultant for New Church Development and Transformation represents the Presbytery of Detroit and the Executive Presbyter in all public settings of this position.	This position is planned to continue into the following years with, at minimum, a 2% cost of living increase annually.	
Comunidad Los Del Camino	\$ 848	<p>ACTIVITIES</p> <p>1. A Community Group will be formed, and will have reviewed the needs of the neighborhood, and the vision for Comunidad, and made any necessary adjustments. The Group's review will take into consideration demographic data and other information gathered concerning the needs Southwest Detroit, and will develop a plan to bring Good News to the community. The Evangelist and the Discernment Team are working towards the development of a neighborhood/community group.</p> <p>2. A work group of the NCD Team and the Evangelist will use a system of communication the Work Group has developed to keep NCD, the Presbytery, and other interested parties of the development, learnings, and progress being made by the Evangelist and the Community Group.</p> <p>3. Grace In Action NCD and Comunidad will work cooperatively, with a clear understanding of the uniqueness and the mutuality of each other's ministries.</p> <p>OUTCOMES</p> <p>The Evangelist has establish a presence in the community of SW Detroit, establishing key relationships, and working alongside several groups, organizations, and individuals. The NCD Team and Presbytery will benefit from these relationships and the learnings of the Evangelist as we seek to identify and incubate innovators in churches and ministries involved in the area. It is a unique area of our Presbytery with our Evangelist as our key presence and networker.</p>	These are long term missions of the Presbytery of Detroit that will take years to develop and will need ongoing continued support. Grant money received into 500 accounts has been accounted for and planned for use in combination with the requested funds from budget for 2017. Along with our requests and grant/funding in 500 accounts we have also set goals for securing additional funding from partners through ECO donations.	
Innovative Community Grants	\$ 16,000	<p>ACTIVITIES</p> <p>1. \$15,000 will be used to provide two one-time seed grants in 2017. These grants will provide resources necessary for the creation of an innovative New Christ-centered community. The applicant for this grant shall be someone previously identified as a potential innovative leader who has gone through a process of discernment and training or an ecumenical partner who previously received the \$1,000 Ecumenical Partnership Grant below. This grant is designed to be a matching grant for the Presbyterian Church (U.S.A.) 101 New Worshipping Communities first level seed grant but is not limited to this initiative.</p> <p>2. \$1,000 will be used to provide one Ecumenical Partnership Grant. This grant is specifically for partners in innovative ministry outside of the Presbyterian Church (U.S.A.). This grant will help establish mutual partnership with groups desiring to do innovative ministry within the geographical scope of the Presbytery of Detroit that we may learn from their efforts and work together as the Body of Christ to impact the Metro Detroit and surrounding areas with the love of Jesus Christ. Persons that receive this grant may apply for the Seed Grant the following year.</p>	This program will be a two year experiment, to see if this approach to developing new Christ Centered Communities will work. The NCD Team will evaluate and report on the effectiveness of this approach as part of the 2019 budget request.	
<b>TOTAL</b>		\$ 63,954		
<b>Strengthening and transforming our congregations to be MISSIONAL, PASTORAL, and PROPHETIC.</b>				
1. Nourish relationships between people, churches, and ministries.				
2. Develop a communication action plan promoting fluency and positive messaging in the language of 21st century communication and social media.				
3. Emphasize the sacredness of time in how we schedule, construct, and conduct the work of the presbytery.				
4. Emphasize inclusivity of ideas new and old from diverse groups to promote a more unified and collaborative body to serve Christ and our congregations.				

## Presbytery of Detroit Staff Reorganization: An Overview

The Presbytery of Detroit finds itself at a significant crossroad as we consider how we will resource the member churches as they minister in, and to, a rapidly changing society. It is apparent to most that the traditional ways of being “church” are no longer as successful as in generations past as diminishing resources – both human and financial – require a re-prioritization of these assets in order to be effective witnesses to the gospel. The same is true for your presbytery. Where once a corporate-style hierarchy provided the necessary structure for each staff member to accomplish tasks, we now must consider a different method that promotes both autonomy and responsibility by each staff member in a more efficient, effective, and empowering model.

As the Presbytery of Detroit Operations Team, we have arrived at this proposal on the heels of consultation with Dr. Robert Hunter – who reviewed our current operational structure and its capacities – and, agreed with our assessment that change was required. Areas identified as unsustainable included, but were not limited to: an inordinate amount of responsibility assigned to the Executive Presbyter, reliance upon independent contractors/consultants to effect ministries within the bounds of the PoD, along with the necessity of improving both our internal and external communications methods. All of these items in keeping with the presbytery’s stated mission to be “Transforming and Strengthening Congregations to be Missional, Pastoral, and Prophetic.”

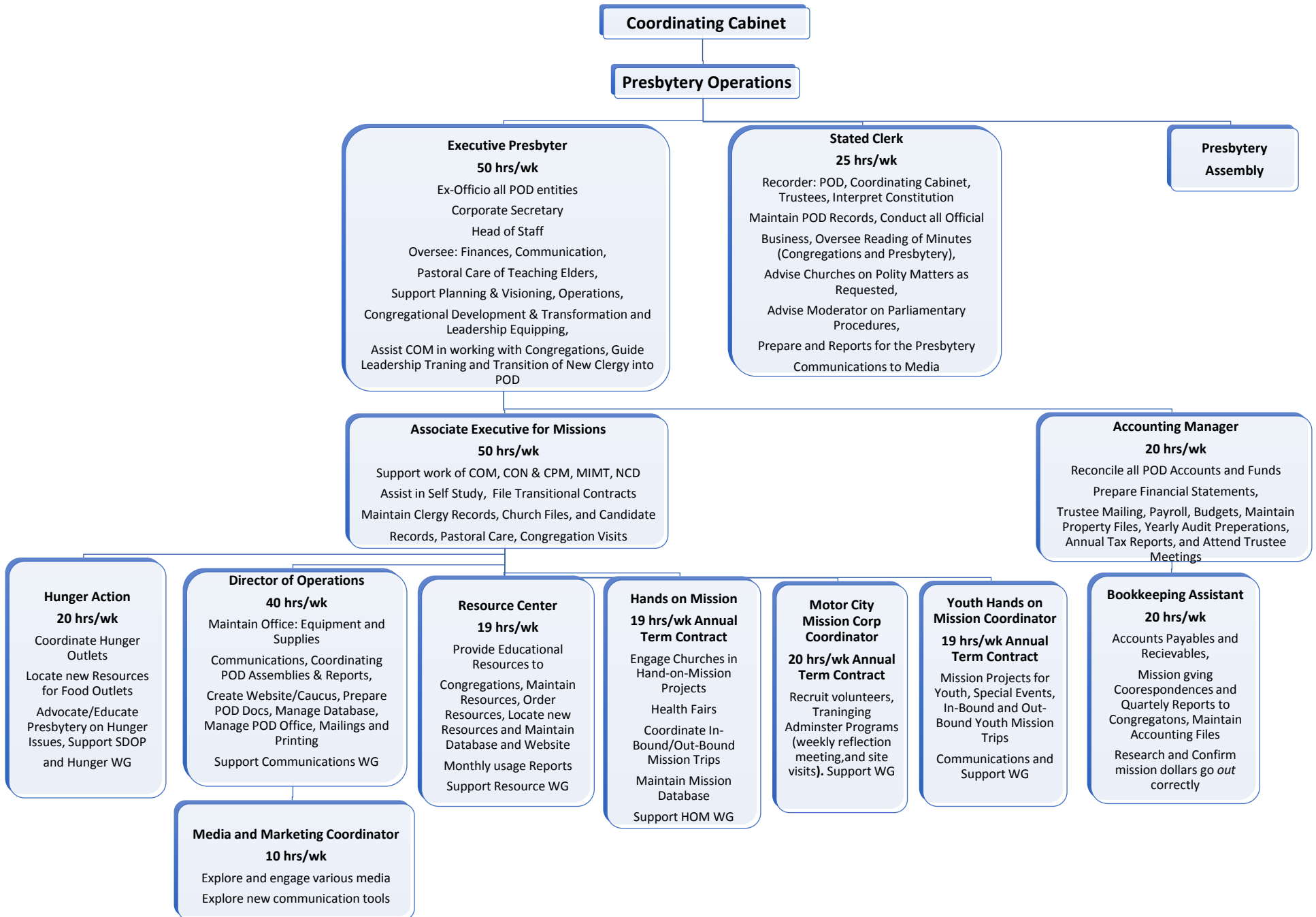
To sum up the proposed staffing redesign, we envision calling an *Associate Executive Presbyter* to complement the Rev. Dr. Al Timm as he appropriately divests himself of some current duties he currently oversees – duties which we feel distract him from the more important activities for which he is gifted. The addition of an AEP will allow the various committees and work groups to have more focused resourcing with an additional layer of leadership and focused expertise. In an adding the position of AEP, we will also propose the position of *Director of Operations* who will be charged with coordinating all of the more mundane day-to-day operations of the presbytery office including: maintaining the office and its equipment, coordinating PoD assembly reports, as well as being responsible for both internal and external communications media in conjunction with a part-time marketing and media specialist.

Overall, this proposal supports the essential functions of a presbytery our size in a way that “ministers” to our churches more personally and professionally as we maintain the three mission/ministry coordinators for Hunger Action, Hands on Mission, Motor City Mission Corp., and Youth Hands on Mission in addition to retaining the Presbytery Resource Center.

Please review the attached Organizational Chart for a visual overview of the proposed streamlining as we work to right-size the Presbytery of Detroit staff and position them for success as we move into the future. Once a final method is approved, the work of re-positioning our current staff (as we are able), the development of new/revised position descriptions, and beginning the search processes to fill any outstanding openings will begin.

*The Presbytery Operations Team*

# Presbytery of Detroit Organizational Chart





# THE PRESBYTERY OF DETROIT

## An informed Presbytery is a Responsible Presbytery

### TREASURER'S REPORT

June 13, 2017

- A) For period 1/1/2017 thru 4/30/2017
- 1) Nothing unusual noted in Revenues & Expenditures or budget variances, Attach I
  - 2) On comparative balance sheet note transfer of Cash at Comerica transferred to General Investments, Attach. II Note1
- B) Period ending 12/31/2016. (Note minor accruals and interfund due to/from are in process.)
- 1) Machinery & Maintenance expense has exceeded budget because of roof repairs at Second Mile not previously budgeted. Attach. III Note1
  - 2) Similarly Professional Expenses have exceeded budget due to additional legal work related to legal opinion regarding impact of stricter IRS interpretation of "Employees vs Contractor" classification of some Presbytery staff. Attach. III Note1
  - 3) Comparative Balance Sheet 2017 vs. 2016. Attach. IV
  - 4) Committee expenditures compared to Budget for 2016. One Exception, all under budget. Attach. V
  - 5) The External auditor is currently on location examining the books <sup>2016</sup>
- C) Status of Staff Training on the financial System
- 1) Training on June 2, 2017 focused on 12/31/2016 financial closing. A representative from our Financial System came to the Presbytery Office and helped generate a reliable Trial Balance and other reports for the Auditor while also training our Manager how to reproduce similar reports for future.
  - 2) Training included formatting of various reports with aim of producing reports that are more user friendly. Also the math problem issues reported at last Presbytery meeting have been resolved (had something to do with 2015 books still open, use of wrong budget #s, use of wrong date parameters etc. while generating reports.)
  - 3) There is still a lot of work to be done to use the MIP system effectively as reported in my "Comments ON MIP Training" Attach. VI
  - 4) The Trustees approved funding for additional staff training.

Presented by: Timothy Ngare, CPA



Treasurer

The Presbytery of Detroit  
Statement of Revenues and Expenditures Combined Funds  
From 4/1/2017 Through 4/30/2017

	Current Period Actual	Current Year Actual	Total Budget	Budget Variance	Percent Total Budget Remaining
<b>Mission Revenue</b>					
Shared Mission	18,569.81	78,756.45	332,400.00	(253,643.55)	(76.31)%
Per Capita	33,535.10	167,869.50	568,072.00	(400,202.50)	(70.45)%
Offerings and Donations	9,600.35	59,608.51	251,000.00	(191,391.49)	(76.25)%
POD ECO	6,626.31	13,693.56	135,000.00	(121,306.44)	(89.86)%
Directed Mission	0.00	261.47	5,000.00	(4,738.53)	(94.77)%
General Mission & Designated Projects	<u>9,866.00</u>	<u>17,751.14</u>	<u>121,000.00</u>	<u>(103,248.86)</u>	<u>(85.33)%</u>
<b>Total Mission Revenue</b>	<u>78,197.57</u>	<u>337,940.63</u>	<u>1,412,472.00</u>	<u>(1,074,531.37)</u>	<u>(76.07)%</u>
<b>Investments</b>					
Interest - General Investment	2,674.78	15,503.83	0.00	15,503.83	0.00%
Endowment Income	57,972.35	322,307.07	566,026.00	(243,718.93)	(43.06)%
Interest Income-Pod Church loans & Other	<u>17.72</u>	<u>4,969.82</u>	<u>99,714.00</u>	<u>(94,744.18)</u>	<u>(95.02)%</u>
<b>Investment Income</b>					
<b>Total Investments</b>	<u>60,664.85</u>	<u>342,780.72</u>	<u>665,740.00</u>	<u>(322,959.28)</u>	<u>(48.51)%</u>
<b>Grant Income</b>	1,719.87	34,939.74	49,500.00	(14,560.26)	(29.41)%
<b>Other Income</b>	500.00	500.00	2,000.00	(1,500.00)	(75.00)%
<b>Total Revenues</b>	<u>141,082.29</u>	<u>716,161.09</u>	<u>2,129,712.00</u>	<u>(1,413,550.91)</u>	<u>(66.37)%</u>
<b>Mission Expense</b>					
Shared Mission	6,106.71	19,168.73	66,000.00	46,831.27	70.96%
Per Capita	13,280.04	60,720.07	244,842.00	184,121.93	75.20%
Offerings and Donations	9,478.10	64,862.51	226,000.00	161,137.49	71.30%
POD ECO	5,002.50	8,592.75	123,800.00	115,207.25	93.06%
GA & Synod ECO	0.00	0.00	41,000.00	41,000.00	100.00%
General & Other Mission Expense	<u>5,552.49</u>	<u>12,188.55</u>	<u>49,300.00</u>	<u>37,111.45</u>	<u>75.28%</u>
<b>Total Mission Expense</b>	<u>39,419.84</u>	<u>165,532.61</u>	<u>750,942.00</u>	<u>585,409.39</u>	<u>77.96%</u>
<b>Investment</b>					
Endowment Distribution	54,189.44	327,763.14	302,003.00	(25,760.14)	(8.53)%
Bank & Investment Fees	<u>2.47</u>	<u>18,524.61</u>	<u>95,800.00</u>	<u>77,275.39</u>	<u>80.66%</u>
<b>Total Investment</b>	<u>54,191.91</u>	<u>346,287.75</u>	<u>397,803.00</u>	<u>51,515.25</u>	<u>12.95%</u>
<b>General Operating Expenses</b>					
Machinery & Maintenance	2,343.23	9,878.64	35,366.00	25,487.36	72.07%
Professional Expense	250.00	250.00	16,250.00	16,000.00	98.46%
Office & Other Expense	(4,447.53)	(245.36)	33,100.00	33,345.36	100.74%
Rent & Security	3,632.71	14,530.84	42,974.00	28,443.16	66.19%
Insurance & Umbrella Liability	876.34	<u>6,134.36</u>	<u>11,500.00</u>	<u>5,365.64</u>	<u>46.66%</u>
<b>Total General Operating Expenses</b>	<u>2,654.75</u>	<u>30,548.48</u>	<u>139,190.00</u>	<u>108,641.52</u>	<u>78.05%</u>
<b>Total Ministry Teams (Committees) Expense</b>	21,197.21	93,043.93	358,785.57	265,741.64	74.07%
<b>Administrative Expenses</b>					
Salary & Benefits	29,788.97	135,832.72	414,569.64	278,736.92	67.24%
Payroll Taxes	<u>2,297.96</u>	<u>9,700.86</u>	<u>31,966.70</u>	<u>22,265.84</u>	<u>69.65%</u>
<b>Total Administrative Expenses</b>	<u>32,086.93</u>	<u>145,533.58</u>	<u>446,536.34</u>	<u>301,002.76</u>	<u>67.41%</u>
<b>Grant Expense</b>	<u>12,700.00</u>	<u>34,419.87</u>	<u>8,625.00</u>	<u>(25,794.87)</u>	<u>(299.07)%</u>
<b>Total Expenditures</b>	<u>159,595.89</u>	<u>784,817.74</u>	<u>1,962,691.91</u>	<u>1,177,874.17</u>	<u>60.01%</u>
<b>Total Income Before Net Realized/Unrealized Gain Or Loss</b>	<u>(18,513.60)</u>	<u>(68,656.65)</u>	<u>167,020.09</u>		
<b>Net Unrealized/Realized Endowment Gain or</b>	<u>31,687.84</u>	<u>312,595.87</u>	<u>77,000.00</u>		
<b>Unrealized Gain/Loss - General Investments</b>	<u>6,303.14</u>	<u>38,346.30</u>	<u>0.00</u>		
<b>Total Income After Net Realized/Unrealized Gain or Loss</b>	<u>13,174.24</u>	<u>243,939.22</u>	<u>244,020.09</u>		

The Presbytery of Detroit  
 Statements of Financial Position - 2017 Overall Compare  
 As of 4/30/2017

<b>ASSETS</b>	<u>April 30, 2017</u>	<u>April 30, 2016</u>	<u>Current Year Change</u>
Cash and Cash Equivalents	213,041.89	1,861,140.27	(1,648,098.38) <i>Note 1</i>
Presbyterian Investment Loan Program - P.I.L.P	526,174.22	525,849.99	324.23
Investment Securities			
General Investments	2,047,233.26	0.00	2,047,233.26 <i>Note 1</i>
Endowment - Comerica	18,394,809.96	17,630,777.36	764,032.60
Investment - Life Income Fund	<u>1,673.55</u>	<u>1,673.55</u>	<u>0.00</u>
Total Investment Securities	20,443,716.77	17,632,450.91	2,811,265.86
Notes Receivable			
Loan Receivables Presbytery	1,143,660.85	1,305,717.93	(162,057.08)
Notes Rec PCUSA Loans, and Grant Mortgages			
PCUSA Grant Mortgage Receivable	214,007.81	214,007.81	0.00
POD Grant Mortgage	407,533.12	382,573.12	24,960.00
PCUSA Grant Mortgage Reserve	(214,018.05)	(214,018.05)	0.00
PCUSA Guaranteed Loans	70,890.95	90,003.42	(19,112.47)
P.I.L.P. Guaranteed Loans	<u>2,305,958.69</u>	<u>2,575,768.14</u>	<u>(269,809.45)</u>
Total Notes Rec PCUSA Loans, and Grant Mortgages	2,784,372.52	3,048,334.44	(263,961.92)
Notes Receivable from Synod of Covenant			
Synod Grant Loans	53,787.26	53,787.26	0.00
Synod Grant Reserve	<u>(53,787.26)</u>	<u>(53,787.26)</u>	<u>0.00</u>
Total Notes Receivable from Synod of Covenant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Notes Receivable	3,928,033.37	4,354,052.37	(426,019.00)
Other Assets			
Prepaid Assets	<u>(3,505.36)</u>	<u>739.36</u>	<u>(4,244.72)</u>
<b>Total Assets</b>	<u>25,107,460.89</u>	<u>24,374,232.90</u>	<u>733,227.99</u>
<b>NET ASSET/EQUITY &amp; LIABILITIES</b>			
General Mission Payable	<u>866.28</u>	<u>(126.26)</u>	<u>992.54</u>
Total General Mission Payable	866.28	(126.26)	992.54
Notes Payable to Presbyterian Church (U.S.A.)			
Note Payable - PCUSA	70,890.95	90,003.42	(19,112.47)
Note Payable P.I.L.P	<u>2,305,958.69</u>	<u>2,575,768.14</u>	<u>(269,809.45)</u>
Total Notes Payable to Presbyterian Church (U.S.A.)	2,376,849.64	2,665,771.56	(288,921.92)
Total Liabilities	<u>2,377,715.92</u>	<u>2,665,645.30</u>	<u>(287,929.38)</u>
Net Assets/Equity			
Unrestricted	5,884,175.51	5,521,864.92	362,310.59
Temporarily Restricted	1,872,332.78	1,761,641.77	110,691.01
Permanently Restricted	<u>14,973,236.68</u>	<u>14,425,080.91</u>	<u>548,155.77</u>
Total Net Assets/Equity	22,729,744.97	21,708,587.60	1,021,157.37
<b>Total Net Assets/Equity &amp; Liabilities</b>	<u>25,107,460.89</u>	<u>24,374,232.90</u>	<u>733,227.99</u>

The Presbytery of Detroit  
Statement of Revenues and Expenditures Combined Funds  
From 12/1/2016 Through 12/31/2016

REVENUES	Current Month	Current Year	Total Budget	Budget Variance	Percent Total
	Actual	Actual			Budget
Mission Revenue					
Shared Mission	68,643.74	334,617.83	355,000.00	(20,382.17)	(5.74)%
Per Capita	128,424.43	596,385.01	616,885.00	(20,499.99)	(3.32)%
Offerings and Donations	50,346.42	255,330.62	226,000.00	29,330.62	12.98%
POD ECO	42,424.30	79,907.08	135,000.00	(55,092.92)	(40.81)%
GA & Synod	229.50	688.50	45,000.00	(44,311.50)	(98.47)%
Directed Mission	1,300.00	3,425.00	5,000.00	(1,575.00)	(31.50)%
General Mission & Designated Projects	7,482.81	56,806.71	125,000.00	(68,193.29)	(54.55)%
Total Mission Revenue	298,851.20	1,327,160.75	1,507,885.00	(180,724.25)	(11.99)%
Investments					
Interest - General Investment	17,611.03	34,632.89	0.00	34,632.89	0.00%
Endowment Income	133,494.81	900,144.74	645,701.00	254,443.74	39.41%
Int Inc - Pod Church loans & Inv Inc	59,796.73	89,178.82	60,153.00	29,025.82	48.25%
Total Investments	210,902.57	1,023,956.45	705,854.00	318,102.45	45.07%
Grant Income	5,675.69	60,922.82	21,000.00	39,922.82	190.11%
Other Income	887.14	5,907.20	2,000.00	3,907.20	195.36%
<b>Total Revenues</b>	<b>516,316.60</b>	<b>2,417,947.22</b>	<b>2,236,739.00</b>	<b>181,208.22</b>	<b>8.10%</b>
<b>EXPENSES</b>					
Mission Expense					
Shared Mission	14,332.32	72,774.72	71,000.00	(1,774.72)	(2.50)%
Per Capita	50,111.77	231,683.94	255,475.00	23,791.06	9.31%
Offerings and Donations	48,035.39	254,423.79	226,000.00	(28,423.79)	(12.58)%
POD ECO	29,716.67	63,237.90	144,200.00	80,962.10	56.15%
GA & Synod ECO	2,137.68	2,596.68	49,000.00	46,403.32	94.70%
General & Other Mission Expense	3,810.00	72,531.88	200,700.00	128,168.12	63.86%
Total Mission Expense	148,143.83	697,248.91	946,375.00	249,126.09	26.32%
Investment					
Endowment Distribution	29,615.24	589,168.33	337,972.00	(251,196.33)	(74.32)%
Bank & Investment Fees	(35.00)	62,526.78	95,300.00	32,773.22	34.39%
Total Investment	29,580.24	651,695.11	433,272.00	(218,423.11)	(50.41)%
General Operating Expenses					
Machinery & Maintenance	8,178.26	61,009.06	33,996.00	(27,013.06)	(79.46)% (1) ← Note
Professional Expense	1,634.00	24,523.85	15,500.00	(9,023.85)	(58.22)% (1) ← Note
Office & Other Expense	3,866.10	21,359.95	33,100.00	11,740.05	35.47%
Rent & Security	3,632.71	42,974.20	42,974.00	(0.20)	(0.00)%
Insurance & Umbrella Liability	(223.29)	11,215.00	17,500.00	6,285.00	35.91%
Other Expense	0.00	2,133.76	0.00	(2,133.76)	0.00%
Total General Operating Expenses	17,087.78	163,215.82	143,070.00	(20,145.82)	(14.08)%
Total Ministry Teams (Committees) Expense	29,775.51	265,343.64	424,312.53	158,968.89	37.47%
Administrative Expenses					
Salary & Benefits	38,654.76	420,294.57	415,369.97	(4,924.60)	(1.19)%
Payroll Taxes	1,827.67	26,847.73	24,776.03	(2,071.70)	(8.36)%
Total Administrative Expenses	40,482.43	447,142.30	440,146.00	(6,996.30)	(1.59)%
Grant Expense	525.00	44,999.75	32,875.00	(12,124.75)	(36.88)%
<b>Total Expenditures</b>	<b>248,507.01</b>	<b>2,106,429.71</b>	<b>2,276,980.53</b>	<b>170,550.82</b>	<b>7.49%</b>
Total Inc Before Net Real/Unreal Gain Or Loss	267,809.59	311,517.51			
Net Unreal/Real Endowment Gain or Loss	179,395.38	723,427.14			
Unrealized Gain/Loss - General Investments	14,024.49	(8,572.53)			
<b>Total Inc After Net Real/Unreal Gain or Loss</b>	<b>447,204.97</b>	<b>1,034,944.65</b>			

The Presbytery of Detroit  
Statements of Financial Position  
As of 12/31/2016

	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>Current Year Change</u>
<b>ASSETS</b>			
Cash and Cash Equivalents	349,598.82	1,759,599.96	(1,410,001.14)
Presbyterian Investment Loan Program - P.I.L.P	526,174.22	525,526.08	648.14
Investment Securities			
General Investments	1,846,485.44	0.00	1,846,485.44
Endowment - Comerica	18,184,468.85	17,510,238.41	674,230.44
Investment - Life Income Fund	<u>1,673.55</u>	<u>1,673.55</u>	<u>0.00</u>
Total Investment Securities	20,032,627.84	17,511,911.96	2,520,715.88
Notes Receivable			
Loan Receivables Presbytery			
Church Loan Receivable - Module	1,150,769.65	1,195,516.10	(44,746.45)
Accounts Receivable Year End	<u>135,209.10</u>	<u>375,313.48</u>	<u>(240,104.38)</u>
Total Loan Receivables Presbytery	1,285,978.75	1,570,829.58	(284,850.83)
Notes Rec PCUSA Loans, & Grant Mortgages			
PCUSA Grant Mortgage Receivable	214,007.81	214,007.81	0.00
POD Grant Mortgage	382,573.12	382,573.12	0.00
PCUSA Grant Mortgage Reserve	(214,018.05)	(214,018.05)	0.00
PCUSA Guaranteed Loans	76,501.57	96,882.58	(20,381.01)
P.I.L.P. Guaranteed Loans	<u>2,405,335.58</u>	<u>2,709,251.01</u>	<u>(303,915.43)</u>
Total Notes Rec PCUSA Loans, & Grant Mortgages	2,864,400.03	3,188,696.47	(324,296.44)
Notes Receivable from Synod of Covenant			
Synod Grant Loans	53,787.26	53,787.26	0.00
Synod Grant Reserve	<u>(53,787.26)</u>	<u>(53,787.26)</u>	<u>0.00</u>
Total Notes Receivable from Synod of Covenant	0.00	0.00	0.00
Total Notes Receivable	4,150,378.78	4,759,526.05	(609,147.27)
<b>Total Assets</b>	<u>25,058,779.66</u>	<u>24,556,564.05</u>	<u>502,215.61</u>
 <b>TOTAL NET ASSETS/EQUITY &amp; LIABILITIES</b>			
Liabilities			
Accounts Payable - Module	98,687.68	135,578.83	(36,891.15)
General Mission Payable	246.90	0.00	246.90
Notes Payable to Presbyterian Church (U.S.A.)			
Note Payable - PCUSA	76,501.57	96,882.58	(20,381.01)
Note Payable P.I.L.P	<u>2,405,335.58</u>	<u>2,709,251.01</u>	<u>(303,915.43)</u>
Total Notes Payable to Presbyterian Church (U.S.A.)	2,481,837.15	2,806,133.59	(324,296.44)
<b>Total Liabilities</b>	<u>2,580,771.73</u>	<u>2,941,712.42</u>	<u>(360,940.69)</u>
Net Assets/Equity			
Unrestricted	5,536,108.30	3,929,422.29	1,606,686.01
Temporarily Restricted	2,516,818.72	2,456,285.06	60,533.66
Permanently Restricted	<u>14,425,080.91</u>	<u>15,229,144.28</u>	<u>(804,063.37)</u>
Total Net Assets/Equity	22,478,007.93	21,614,851.63	863,156.30
<b>Total Net Assets/Equity</b>	<u>25,058,779.66</u>	<u>24,556,564.05</u>	<u>502,215.61</u>

The Presbytery of Detroit  
 Statement of Revenues and Expenditures by Committee  
 From 12/1/2016 Through 12/31/2016

2016  
 COMMITTEE EXPENDITURES COMPARED TO BUDGET

Committee Name	This Month Actual	Year to Date Actual	2016 Budget	Percent Total Budget Remaining - Original
	Representation	0.00	354.00	500.00
Committee on Ministry	275.77	7,634.58	8,400.00	9.11%
Preparation for Ministry	0.00	1,263.68	2,850.00	55.66%
Trustees	21,422.30	131,123.43	145,870.00	10.11%
Presbytery Operations	39,112.11	443,406.20	447,146.00	0.84%
Congregational Devpt & Ministry Team	8,075.50	24,036.39	22,360.00	(7.50)%
Social Justice	6,645.55	71,263.70	86,745.00	17.85%
Mission Interpretation	6,792.18	60,972.18	78,744.00	22.57%
Leadership Equipping Ministry Team	5,913.21	69,248.33	74,518.00	7.07%
New Church Dev/Redevelopment	1,197.84	42,337.72	71,178.00	40.52%
Multicultural Ministry Team	192.00	1,472.37	8,000.00	81.60%
Planning & Visioning	0.00	619.51	3,546.53	82.53%
Coordinating Cabinet	0.00	1,607.42	3,450.00	53.41%
<b>Total Expense</b>	<u>89,626.46</u>	<u>855,339.51</u>	<u>953,307.53</u>	<u>10.28%</u>

~~2~~ Attch. V

Page 6/7

Page 4

Attch. V

# THE PRESBYTERY OF DETROIT

## COMMENTS ON MIP TRAINING

I attended a basic class on MIP System and the following are the resulting ideas comments:

1. Clean up the system files

- a) Remove old reports and create a name scheme that allows better organization. Once a report is created it stays in System until removed.
- b) Recurring transactions file is 32 pages and therefore not functioning correctly. Use the reversal feature in the System to set up accruals
- c) Items in suspense need to be attended monthly to avoid accumulation
- d) Data Integrity Checks should be done quarterly and annually

2. Automate bank reconciliation by importing Comerica electronic bank statement and matching to the MIP files. Similarly for investment files.

3. Set up Electronic Funds Transfers for recurring payment PCUSA and the Synod

4. MIP structure for the Presbytery needs to be revisited as the organization has changed since installation

5. Improve reporting for ECO ( fund 510) accounts. Currently the accounting for the cumulative balances on these accounts is maintained outside the System on an excel worksheet. Automating this process would improve reporting for the Committees. (Note: Consider using offsets)

6. Establish protocol for emailing reports to Trustees, for example

7. Budget preparation should be done so as to allow monthly, quarterly and annual comparison. It should also take seasonal impacts into consideration e.g. Per Capita

8. Have the System Administrator update the "NTO" server which is a duplicate sample data base (the sand box) for training and practice without fear of impacting the live System.

9) System Administrator needs to activate the Systems "Remote Desk Connection" or allow access via the Cloud to allow remote access to System. Of the 40 people in the class half had remote access to their systems via RDS or Cloud. The Cloud option depends on what version of MIP we have. (Other options mentioned were Team Viewer for training and Abila on line. Of course concern for security should be a consideration, but I am sure there is a way to allow remote access without jeopardising our System as all these other entities have taken security into account.

Based on my experience, I believe Pat, Accounting Manager, needs to take Intermediate MIP and a class on reporting. It would be a good idea to have training for Rhonda, Bookkeeper as well. In each case a Presbytery of Detroit procedures manual for each position should be prepared. This would allow easier transition for future employees.

Prepared by: Timothy Ngare, 5/24/2017

Attach. VI

**PRESBYTERY OF DETROIT  
MINUTES OF SEPTEMBER 26, 2017**

**WE GATHERED IN GOD'S NAME**

The Presbytery of Detroit convened with prayer in a stated meeting at Orchard Lake Community Presbyterian Church on September 26, 2017, at 4:01 p.m. Stefanie Lewis moderated the meeting.

The Moderator declared the presence of a quorum.

The Moderator appointed Gordy Steele the Assistant to the Stated Clerk

Upon motion of the Stated Clerk, the Presbytery approved the docket as corrected.

Paul Thwaite welcomed Presbytery to Orchard Lake Community Church, Presbyterian.

**WE PROCLAIMED THE GOOD NEWS**

**The Promotion of Social Righteousness**

Preaching: Rev. Jimmie Hawkins, Director of the Presbyterian Office for Public Witness

Presbytery heard responses to opening worship

Presbytery discussed social righteousness in small groups.

**WE RESPONDED TO CHRIST'S CALL TO MISSION AND MINISTRY**

**Committee on Preparation for Ministry:** Rev. Mary Bahr-Jones/Rev. Edward Dunn

The Committee presented the following for the information of Presbytery:

The Committee has sustained the annual consultation with the following persons under care:

Joelly Chiangong, CRE candidate

Sadie Bolos O'Neill, Inquirer

The Committee presented the following for the action of Presbytery:

Matthew Bauhoff, a candidate of the Presbytery of Detroit, has received a call to Plymouth Church, United Church of Christ in Shaker Heights, Ohio, and has met the requirements for ordination. The Committee presented him for examination for ordination. Mr Bauhoff gave his statement of faith, and the Presbytery examined him as to his personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. Upon motion of Peggy Casteel, Presbytery voted to arrest the examination. Upon motion of the Committee, Presbytery voted validate his call to the Plymouth UCC Church, Shaker Heights, Ohio, to sustain his examination and proceed to ordination. Upon motion of the Committee the Presbytery voted to transfer him to Western Reserve Presbytery when the way is clear.

Leia Battaglia, a candidate of the Presbytery of San Jose, has received a call to People's Presbyterian Church of Milan, and has met the requirements for ordination. The Committee presented her for examination for ordination to the Ministry of Word and Sacrament. Ms Battaglia gave her statement of faith, and the Presbytery examined her as to her personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. Upon motion Presbytery voted to arrest the examination.



Upon motion of the Committee, Presbytery voted to sustain her examination and proceed to ordination, and to request San Jose ordain her and transfer her to us.

Having met with inquirer Joseph Chapman, a member under care of the session of Northside Presbyterian Church and a student at San Francisco Theological Seminary, the Committee on Preparation for Ministry presented him to Presbytery for examination on his sense of call for enrollment as a candidate for the Ministry of Word and Sacrament. Presbytery examined Mr Chapman about his sense of call and experience.

The Presbytery recessed for dinner at 6:15.

### **WE SHARED GOD'S BOUNTY**

The Presbytery reconvened at 7:03

#### **Committee on Preparation for Ministry (continued)**

The Presbytery resumed its examination of Joseph Chapman. Upon motion of the Committee, Presbytery voted to arrest the examination. Upon motion of the Committee, Presbytery voted to enroll Mr Chapman as a candidate for the Ministry of Word and Sacrament.

Blair Buckley, a candidate of the Presbytery of Pueblo, has received a call to Resident Minister of Ann Arbor First, and has met the requirements for ordination. The Committee presented her for examination for ordination to the Ministry of Word and Sacrament. Ms Buckley gave her statement of faith, and the Presbytery examined her as to her personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. Upon motion of Peggy Casteel, Presbytery voted to arrest the examination. Upon motion of the Committee, Presbytery voted to sustain his examination and request the Presbytery of Pueblo ordain her and transfer her credentials to us.

Eric Koenig-Reinke, a candidate of the Presbytery of Western Reserve, has received a call to Resident Minister of Ann Arbor First, and has met the requirements for ordination. The Committee presented him for examination for ordination to the Ministry of Word and Sacrament. Mr Koenig-Reinke gave his statement of faith, and the Presbytery examine him as to his personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. Upon motion of Peggy Casteel Presbytery voted to arrest the examination. Upon motion of the committee, Presbytery voted to sustain his examination and request the Presbytery of Western Reserve ordain him and transfer his credentials to us.

Having met with inquirer Christina Hallam, a member under care of the session of Westminster Church of Detroit, the Committee on Preparation for Ministry presented her to Presbytery for examination on her sense of call. Upon motion of the Committee Presbytery voted to arrest the examination. Upon motion of the Committee Presbytery voted she be enrolled as a candidate for the Ministry of Word and Sacrament.

The Moderator called Christina and Joseph forward along with their friends and family. She asked them the questions required by Presbytery Policy P21. On their affirmative answers,

she gave a brief charge, offered a prayer, and declared them enrolled as candidates for the Ministry of Word and Sacrament in the Presbyterian Church (U.S.A).

### **WE CELEBRATED OUR CONNECTIONS IN CHRIST**

The Moderator welcomed new members and commissioners to the meeting.

Upon motion of the Stated Clerk, Presbytery excused those who have requested to be excused.

### **CELEBRATION OF THE MINISTRY OF ERIN CHURCH**

Martha Blenman and Karen Stunkel led Presbytery in the recognition of the ministry of Erin Presbyterian Church, Roseville. Nancy Bass, the Commissioned Ruling Elder of Erin laid out the story of how the church came to bring their work to an end. The Presbytery saw a slide show of the history. The congregation will consolidate with Warren First.

### **WE LISTENED FOR THE WORK OF THE SPIRIT IN OUR COMMUNITY**

#### **Report:**

**Motor City Mission Corps.** Bob Ponder, Kara Hildebrandt, and Adam Delezenne reported. We did not get sufficient applicants from our initial solicitation. Mr Delezenne made a significant study on how we can engage with young adults. They expect to present what this new vision will look like.

**Executive Presbyter's Report.** Allen Timm reported.

Mr Timm celebrated anniversaries of ordination and ministry and the anniversary of Novi Church. He noted the recent wedding of Peggy Casteel.

Diane Agnew reported on the cereal campaign. Twenty-nine churches participated, donating 2478 boxes of cereal plus 2000 other items. The donations were distributed to daycare programs, schools, food pantries. Etc.

### **WE RESPOND TO CHRIST'S CALL TO MISSION AND MINISTRY (Continued)**

Prayer for Openness. The Moderator offered a brief prayer for openness.

### **Business Adopted by Motion and Debate**

#### **Presbytery Operations Team.**

Peggy Casteel and Rob Allen reported on the work of the Presbytery Operations Team.

In June, they spoke of the reorganization of the Presbytery, but she believes they should have done more preparation. She reported the Team had called a consultant, who made a study of the Presbytery structure. He interviewed all the staff and anyone who wanted to speak to him. Among other things, this resulted in an updated job description for Mr Timm and a new one for the Associate Executive Presbyter. Also included is the budget for personnel. New position for 15-20 hrs/week for social media for the Presbytery. These papers are appended to the minutes.

In proposing an Associate Executive for Mission, the hope is that he or she will be out in the congregations and will be of assistance to both the presbytery and the congregations.

Upon motion of the Team Presbytery voted approve the job description of the Associate Executive for Mission. (Appended to the minutes.)

**Coordinating Cabinet.** Beth Delaney reported for the Coordinating Cabinet.

Upon motion of Coordinating Cabinet, Presbytery voted to:

1. Approve the 2018 Mission Celebration Budget. (Appended to the minutes.)
2. The Policy on Public Statements for Social Justice. (Appended to the minutes.)

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

1. The Coordinating Cabinet has reviewed and endorses the job description for the Associate Executive Presbyter, which is presented by the Presbytery Operations Team.
2. The Coordinating Cabinet has reviewed a proposed policy on guns and has referred it to the Trustees.
3. The Coordinating Cabinet heard a report on the Motor City Mission Corps. (Appended to the minutes.)
4. The Trustees heard a report from the Executive Presbytery regarding a statement he prepared and distributed in response to the events in Charlottesville. (Appended to the minutes.)

**Committee on Ministry.** Mary Austen reported for the Committee.

Upon motion of the Committee, Presbytery voted to:

### ***Presbytery Business***

1. Approve the 2018 Minimum Terms of Call for Full Time Clergy. (Appended to the minutes.)

### ***Calls/Contracts:***

2. Approve the call between Milan Peoples Church and Leia Rose Battaglia as Pastor, effective October 15, 2017, with the following terms of call: Cash Salary of \$25,000; Housing Allowance of \$5,000; Use of Manse (\$15,000); SECA Reimbursement of \$3,443 (7.65% of Effective Salary); Dues for the Benefits Plan of the Board of Pensions of \$16,650; Medical Deductible Reimbursement of \$450; Dental Plan \$300; Auto/Travel Reimbursement of \$3,000; Continuing Education Reimbursement of \$1,000; Professional Expenses of \$1,500; Total compensation \$71,343.00; Vacation of 4 weeks including 4 Sundays; Study Leave of 2 weeks including 2 Sundays. A one-time moving expense up to \$10,000. The church will also pay for Ms. Battaglia to attend a Pastors in Transition program. AA/EEO guidelines of the denomination have been followed during the search process.
3. **Approve** the Interim Pastor contract between **Howell First Presbyterian Church** and the **Rev. Judith McMillan** beginning June 27, 2017. Terms of Call: Salary-\$16,500, Housing & Utility Allowance-\$38,000, Medical Deduction/Allowance-\$1,000, 403(b)-\$2,400, BoP dues-\$21,133.50, Dental-\$1,168.44, Social Security Allowance\$4,429.35, Auto Allowance, Continuing Education-\$3,950. Total-\$88,581.29. VacationOne month including 4 Sundays; Study Leave-2 weeks.
4. **Approve** the six-month half-time Temporary Supply Pastor contract between **Wyandotte First Presbyterian Church** and the **Rev. Barbara McRae** beginning June 1, 2017. Terms of Call: Housing-\$10,741.29, 403b-\$5,000, Social Security-\$821.71. Total-\$16,563.

Vacation-2 weeks including 2 Sundays; Study Leave-1 week including 1 Sunday. The church will pay for and allow time for the Temporary Supply Pastor to attend one of the Presbytery's Pastors in Transition retreats.

5. **Approve** the Assistant Pastor contract between **Korean Presbyterian Church of Metro Detroit, Southfield** and the **Rev. Sung Joon Moon** beginning November 17, 2017. Terms of Call: Salary-\$29,000, Housing Allowance-\$29,000, Pension, Medical, Dental, Death benefits-\$23,812.79, Automobile Mileage-\$7,200, Continuing Education & Books-\$1,000, Medical reimbursement-\$1,800, Cellphone & home internet service-\$3,000, Other professional expenses-\$2,871.30. Total-\$97,684.09. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. The church will pay for and allow time for the assistant pastor to attend one of the Presbytery's Pastors in Transition retreats. This is the final renewal.
6. **Approve** the Assistant Pastor contract between **Korean Presbyterian Church of Metro Detroit, Southfield** and the **Rev. Min Soon Kim** beginning November 17, 2017. Terms of Call: Salary-\$29,000, Housing Allowance-\$29,000, Benefits\$24,428.32, Automobile Mileage-\$7,200, Continuing Education & Books-\$1,000, Cell phone & internet-\$3,000, Medical reimbursements-\$1,800, SECA-\$2,769.30, Unemployment Tax-\$102. Total-\$98,299.62. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. The church will pay for and allow time for the Assistant Pastor to attend one of the Presbytery's Pastors in Transition retreats. This is the final renewal.

#### **Administrative Commissions**

7. Pending receipt of request from Lake Huron Presbytery, **approve** the Administrative Commission to **ordain Christina L. Jensen** on Saturday, October 28, 2017, 2:00 p.m., at **Westminster Church of Detroit**, to include the Sacrament of the Lord's Supper. Members of the Commission: Moderator Stefanie Lewis; Ministers of Word and Sacrament Peter Moore, Mary Austin, Raphael Francis; Ruling Elders Gale Musolf (Berkley Greenfield), Reshawn Whetstone (Detroit Westminster), Rosy Latimore (Birmingham First); and Corresponding Members Ruling Elder Dale Nester (Lake Huron), Rev. Dr. David Weber (Lake Michigan).

#### **Validations**

8. **Validate** the two-year position of **Resident Minister at Ann Arbor First Presbyterian Church** and **Blair Buckley** to that position beginning August 15, 2017, pending a successful examination for ordination by Detroit Presbytery. (Terms included for information.) Terms of Call: Salary & Housing-\$45,000, SECA-\$3,442.50, Travel Allowance-\$500, Professional Allowance-\$1,000, Continuing Education/Study Allowance\$1,000. Includes full participation in the Board of Pensions Medical, Pension and Death/Disability plan for Clergy or Clergy/Spouse/Families. Vacation-4 weeks of vacation including 4 Sundays; Study Leave-2 weeks including 2 Sundays. Moving expenses of at least \$500. Clergy attire will be purchased if needed-black suit, neckband clergy shirts, collars and collar buttons.
9. **Validate** the two-year position of **Resident Minister at Ann Arbor First Presbyterian Church** and **Eric Koenig** to that position beginning August 15, 2017, pending a successful examination for ordination by Detroit Presbytery. (Terms included for information.) Terms of Call: Salary & Housing-\$45,000, SECA-\$3,442.50,

Travel Allowance-\$500, Professional Allowance-\$1,000, Continuing Education/Study Allowance\$1,000. Includes full participation in the Board of Pensions Medical, Pension and Death/Disability plan for Clergy or Clergy/Spouse/Families. Vacation-4 weeks of vacation including 4 Sundays; Study Leave-2 weeks including 2 Sundays. Moving expenses of at least \$500. Clergy attire will be purchased if needed-black suit, neckband clergy shirts, collars and collar buttons.

10. **Validate** the position of **Hospice Chaplain at Assured Hope** and the Rev. **Arthur Oberg** to the position.

### **Transfers**

11. Pending **Leia Rose Battaglia's** successful examination, **approve** that Detroit Presbytery request that the Presbytery of San Jose ordain her on our behalf and then transfer her membership to Detroit.
12. **Request** the transfer of credentials for the **Rev. Jeffery Ott** from Lake Erie Presbytery to be received as a Member at Large.

The Committee reported the following for the information of Presbytery:

1. COM **approved** the **Saline First** Self Study and granted them permission to proceed to nominate and elect a PNC.
2. Pending approval of **Plymouth First** Session, COM approved the Plymouth First Self Study and granted them permission to proceed to nominate and elect a PNC.
3. COM **approved** the **Rev. Mike Horlocker** for Interim Training.

The Committee reported actions taken under the authority given it. It has:

### **Contracts:**

1. **Approved** the 80% time Interim Pastor contract between the **Rev. Dr. Robert Agnew** and **Celtic Cross, Warren** beginning August 15, 2017. Terms of Call: Salary-\$28,000, Employee 403b contribution \$10,000, Employer 403b contribution \$10,000, Self-employment contribution act reimbursement \$3,672, BOP Family Medical \$13,536, Medical deductible \$940, study allowance \$5,250, professional expenses \$3,346. Total: \$74,744. Vacation-5 weeks including 5 Sundays; Study Leave-3 weeks including 3 Sundays. The church will pay BOP post retirement church dues \$5,760. In addition, the church will pay for and allow time for the Interim Pastor to attend one of the Presbytery's Pastors in Transition retreats.
2. **Approved** the Interim Pastor contract between the **Rev. Dr. James Monnett and First Presbyterian, Saline** beginning June 25, 2017. Terms of Call: Salary\$43,500, Housing Allowance-\$21,000, Self-employment contribution act reimbursement-\$4,934.25, Benefits-36.5%-\$23,542.50, Accountable professional expense reimbursements-\$3,000. Total: \$95,976.75. Vacation-4 weeks including Sundays; Study Leave-2 weeks including 2 Sundays. In addition, the church will pay for and allow time for the Interim Pastor to attend one of the Presbytery's Pastors in Transition retreats.
3. **Approved** the half-time Interim Pastor contract between the **Revs. Ann B. and William O. Robertson and First Presbyterian, Troy** beginning June 26, 2017. Terms of Call: Salary-\$34,700, Reimbursement for pastoral care expenses-\$250. Total: \$34,950. Vacation-

4 weeks; Study Leave-2 weeks. In addition, the church will pay for and allow time for the half-time interims to attend one of the Presbytery's Pastors in Transition retreats.

4. **Approved** the Interim Pastor contract between the **Rev. Dr. Kenneth Kaibel** and **Jefferson Avenue, Detroit** beginning September 1, 2017. Terms of Call: Salary-\$31,110, Housing Allowance-\$24,000, BOP 403b-\$24,000, Medical reimbursement-\$3,500, Professional expenses-\$5,000. Total: \$87,610. Vacation-5 weeks including 4 Sundays; Study leave-2 weeks including 2 Sundays.
5. **Approved** the Assistant Pastor contract between the **Rev. Fernando Rodriguez** and **Kirk in the Hills, Bloomfield Hills** beginning June 15, 2017. Terms of Call: Salary-\$42,000, Housing Allowance-\$18,000, BOP dues-\$21,900, SECA-\$4,590, Dental-\$1,632.36, Medical reimbursement-\$1,500. Mileage-\$1,300, Continuing Education\$500, Other professional expenses-\$1,100. Total: \$92,522.36. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. One-time expenses: Moving-\$6,000, Temporary housing expenses-\$12,000. In addition, the church will pay for and allow time for the Interim Pastor to attend one of the Presbytery's Pastors in Transition retreats.
6. **Approved** the Assistant Pastor contract between the **Rev. Angela Ryo** and **Kirk in the Hills, Bloomfield Hills** beginning July 15, 2017. Terms of Call: Salary\$9,100, Housing-\$42,000, BOP dues-\$18,651.50, SECA-\$3,900, Dental-\$1,632.36, Cell phone-\$600, Accountable professional expense reimbursements-\$3,000. Total: \$78,884.50. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. One-time expense: Housing bonus-\$7,000. In addition, the church will pay for and allow time for the Assistant Pastor to attend one of the Presbytery's Pastors in Transition retreats.
7. **Approved** renewal of the half-time Temporary Supply Pastor contract between **the Rev. Keith Cornfield** and **Calvary, Ann Arbor** beginning June 16, 2017. Terms of Call: Housing-\$28,200, Salary-\$5,245, Social Security reimbursement-\$2,000. Total: \$38,000. Vacation-5 weeks including 5 Sundays; Study Leave-2 weeks including 2 Sundays.
8. **Approved** the Interim Pastor contract between the **Rev. Beth Delaney** and **Community Presbyterian, Waterford** beginning September 1, 2017. Terms of Call: Salary-\$10,000, Housing \$39,000, Deferred Compensation \$4,000, Self-Employment Contribution Act Reimbursement \$3,700, BOP Pensions \$5,830, BOP Death /Disability \$530, Study Allowance \$1500, Professional expenses \$1,695. Total-\$86,255. Vacation-5 weeks including 5 Sundays; Study Leave-2 weeks including 2 Sundays.

***Appointments:***

9. **Approved** the **Rev. Dr. Robert Agnew** to moderate the Session at **Celtic Cross, Warren** beginning August 1, 2017.
10. **Approved** the **Rev. Beth Delaney** to moderate the Session at **Waterford Community** beginning August 1, 2017.
11. **Approved** the **Rev. Beth Delaney** as moderator of Session for **Joslyn Ave.** (meets in Waterford Community) beginning August 1, 2017.
12. **Approved** the **Rev. David Downton** to moderate the Session at **Belleville** beginning August 1, 2017.

***Transfers:***

13. **Approved** transferring the **Rev. Amy Morgan** to Plains & Peaks Presbytery, Colorado.

**14. Approved** transferring the **Rev. Thomas Priest** to the Presbytery of New Hope, North Carolina.

***Sabbaticals***

**15. Approved** a 3-month sabbatical for Rev. Dr. Seung Yu between February and August, 2018.

The Committee reported the following for the information of Presbytery. It has:

1. **Approved** adding **Daniel Ervin** to the pulpit supply list.
2. **Approved** request for **Rev. Jaime Klinger** to attend Interim Training.
3. **Approved** removing the **Rev. Dr. Robert Agnew** from the Pulpit Supply list.
4. **Approved** ratifying the communion served by **Ruling Elder Joelly Chiangong** at **Park United** on July 2, 2017; one time only.
5. **Approved** the MIF for **Beverly Hills Northbrook** Assistant Pastor position.

**Committee on Nominations.** Dave Bunch reported for the Committee:

Upon nomination of the Committee, there being no nominations from the floor, Presbytery elected:

**To the Committee on Preparation for Ministry, Class of 2019:** Elder Steve Orr, Orchard Lake Community (correction of Class from the June 13, reported incorrectly as Class of 2018)

**To the Congregational Development & Transformation Ministry Team, Class of 2018:** Rev. Eddie Jusino, Farmington First.

**Treasurer.** Timothy Ngare reported. His report is appended to the minutes.

**Omnibus motion.**

Upon motion of the Stated Clerk on behalf of the Trustees, the presbytery voted to receive and enter into the minutes the following report for information:

1. The Trustees have reviewed and endorsed the 2018 Mission Budget proposed by the Coordinating Cabinet. The Trustees note that income estimates are prepared by the Trustees, and that over the last year they have reconfigured our investments and holdings in a way that makes more funds available for the Mission Budget (Fund 100). Specifically, \$45,277.53 from the Capital Fund (200), \$55,000 from the General Investment Income, and \$66,000 Interest on POD Loan Payments.
2. The asbestos has been removed from the Grand River building. Estimates on the cost of making the building habitable for use have risen to more than \$100,000. The Trustees are in consultation with the Mission Interpretation Ministry Team about the future use of the Grand River property.
3. The Trustees have requested that Presbytery Operations Team add one day a week for the accounting manager (8 hours) for the remainder of the 2017 year.
4. The Trustees voted to increase the line of credit to Erin Church to \$106,000 to be repaid from the proceeds of the sale of their property.
5. The Trustees authorized the purchase of a laptop and appropriate software for use at Presbytery meetings.
6. The Trustees have approved a \$50,000 line of credit for First Presbyterian Church Wyandotte, to be repaid on the sale of their property.

7. The Trustees have purchased software to allow integration and information updates of data bases.
8. At the Request of the New Church Development Team, the Trustees have opened a new New Church Development Training and Discernment 510 account, and transferred to it funds allocated for the Far West (\$9269), Comunidad (\$24,199), and NCD site (\$4500). The Trustees voted to return the \$3,913 for Riverside to Fund 200.
9. The Trustees have received \$3600 from Kirk in the Hills for funds they received for an Iraqi worshipping community which was not established. They have voted to return the funds to the GA and Synod in proportion to the amounts they donated.
10. The Trustees received a proposed gun policy referred by the Coordinating Cabinet, and have postponed consideration to the next meeting.
11. The Trustees voted to amend Trustee Policy T-7, Article VIII: Portfolio Performance & Measurement, paragraph B by deleting “4. Fixed Income: BC Interim Gov./Credit” and inserting “4. Fixed income: Barclay’s Aggregate.”

Upon motion of the Stated Clerk on behalf of the Social Justice Ministry Team, Presbytery voted to approve the request for the Hunger Action Enabler Grant. The Grant is appended to the minutes.

**Stated Clerk.** Edward Koster reported.

Upon motion of the Stated Clerk, Presbytery voted to:

1. Approve the minutes of June 13, 2017.
2. Approve the reports of the following Commission: Ruth Herrington as Pastor of the Garden City Presbyterian Church on 7/9/2017. (Appended to the minutes)
3. Approve the following reviews of session records:
  - Grosse Pointe Woods
    - Approved with exceptions
  - Warren, Warren First
    - Approved with no exceptions
  - Dearborn Heights, St Andrew’s
    - Approved with exceptions

The Stated Clerk reported the following for the information of Presbytery:

1. TRANSFERS COMPLETED
  - a. From the Presbytery of Detroit:
    - i. Sarah Linn to Pueblo Presbytery
    - ii. Bradley Rito to Wabash Valley Presbytery
    - iii. Stephen Carl to Eastern Oklahoma Presbytery
  - b. To the Church Triumphant:
    - i. Paul Sutton on 8/23/17
2. I have received a disciplinary complaint against a member of the Presbytery. Investigating Committee 2017-1 has been formed with the following members:
  - The Rev. Dan Michalek
  - The Rev. Phil Reed
  - Commissioned Ruling Elder Charon Barconey



3. Parliamentary note. At the June 13 meeting, a motion was made to “table” a resolution. That was put by the Moderator as a motion to “postpone to . . . .” This is more than a technicality. A motion to “table” allows no debate. One cannot table a motion to a particular time; in order to go back to it, a motion must be approved to “lift it from the table.” Robert’s rules says, “This motion is commonly misused in ordinary assemblies—in place of the motion to Postpone Indefinitely (11), to Postpone to a Certain Time (14), or other motions. Particularly in such misuses, it also is known as a motion ‘to table’”. A motion to postpone to a definite time is debatable as to the merits of postponing. Robert’s Rules does not like the *table* motion because it can effectively dispose of a resolution without debate, so it limits use of the motion to *table* to “when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed, . . .” Robert’s Rules of Order Newly Revised (11<sup>th</sup> ed.) pp 209ff.

I recommend our moderators rephrase any motion “to table” as a motion “to postpone.”

The presbytery took time to fill out meeting evaluations.

After sharing joys and concerns, prayers of thanks and intercession, and Christ’s peace with one another, Presbytery adjourned with prayer and benediction at 9:00 p.m.

The next meeting of the Presbytery will be Saturday, November 18, 2017 at 9:00 a.m. at St Thomas Community Presbyterian Church.

ATTEST:

*Edward H Koster*

EDWARD KOSTER, Stated Clerk

ATTACHMENT ONE: The Roll

APPENDICES:

Presbytery Operations Team papers re staffing  
 Associate Executive Presbyter Position Description  
 2018 Mission Celebration Budget  
 Policy on Public Statements for Social Justice  
 Motor City Mission Corps Analysis  
 Statement on Events in Charlottesville  
 Minimum Terms of Call  
 Treasurer’s Report  
 Hunger Action Enabler Grant  
 Commission Minutes for the Installation of Ruth Herrington

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR SEPTEMBER 23, 2017

CHURCHES: Of 79 churches, 44 were represented and 35 were not.

COMMISSIONERS: Of 138 eligible commissioners, 71 enrolled, and 67 did not.

OTHER RULING ELDERS (Officers, Members of Council)::

Of 11 total, 7 were present, of whom 2 counted as commissioners, leaving 5 as the unduplicated count: 0 excused, and 4 absent.

**TEACHING ELDERS:** Of the 118 non-retired teaching elders on the combined rolls of active members and members-at-large, 52 were present, 19 were excused, and 47 were absent.

Of the 85 retired teaching elders on the rolls, 15 were present and 70 were excused.

**COMMISSIONED LAY PASTORS AND CERTIFIED EDUCATORS:** Of the 6 serving Commissioned Ruling Elders on the rolls, 2 were present, 0 excused, 4 absent

Of the 0 serving Certified Christian Educators on the rolls, 0 were present, 0 excused, 0 absent.

#### SUMMARY

#### VOTING MEMBERS PRESENT

71 Elder Commissioners  
 + 5 Other Ruling Elders  
 + 52 Non-retired teaching elders  
 + 15 Retired teaching elders  
 + 2 Commissioned Ruling Elders.  
 + 0 Certified Christian Educators.  
 = 145 Voting members present.

#### OTHERS PRESENT

5 Non-voting attendees  
 2 Corresponding members

#### ATTENDANCE OF ELDER COMMISSIONERS AND CHURCHES

##### **ALLEN PARK, Allen Park**

1 BOB MORTON  
 2  
 3

##### **ANN ARBOR, Calvary**

1 EXCUSED

##### **ANN ARBOR, First**

1 CHRISTOPHER DAHL  
 2 HENRY JOHNSON  
 3 BEN VANTUYL

4 HANK McQUEEN

5 KATE SILBEA

##### **ANN ARBOR, Northside**

1 CAROLINE RICHARDSON

##### **ANN ARBOR, Westminster**

1 RALPH LAMGE  
 2 PHOEBE VANCE

##### **AUBURN HILLS, Auburn Hills**

1 MARYANNE CHRISMAN

##### **BELLEVILLE, Belleville**

1 NOT REPRESENTED

##### **BERKLEY, Greenfield**

1 BOB BLAKELY  
 2 ALAN GEBAUER

##### **BEVERLY HILLS, Northbrook**

1 AMY ANVILL

2 PENNY WILLEY  
**BIRMINGHAM, First**  
 1 ROSY LATIMORE  
 2 MARION REY  
 McINTYRE  
 3  
**BLOOMFIELD HILLS,  
 Kirk/Hills**  
 1 CHIP TALLINGER  
 2 JAN KEELEY  
 3 ARNOLD  
 KUMMERON  
 4  
 5  
**BRIGHTON, First**  
 1 JUDY WORKMAN  
 2 ANDREA  
 CAMPBELL  
**CANTON, Geneva**  
 1 MIKE GAUBITZ  
 2 DAVE BUNCH  
**CLARKSTON,  
 Sashabaw**  
 1 NOT  
 REPRESENTED  
**DEARBORN, Cherry  
 Hill**  
 1 KRISTEN  
 WILLIAMS  
 2  
**DEARBORN, First**  
 1 NOT  
 REPRESENTED  
 2  
**DEARBORN,  
 Littlefield**  
 1 BEN HYLKEMA  
**DEARBORN HGTS,  
 St. Andrew's**  
 1 NOT  
 REPRESENTED  
**DETROIT, Broadstreet**  
 1 NOT  
 REPRESENTED  
 2  
**DETROIT, Calvary**

1 LORN COLEMAN  
 2  
**DETROIT, Calvin East**  
 1 NOT  
 REPRESENTED  
 2  
**DETROIT, First**  
 1 NOT  
 REPRESENTED  
**DETROIT, Fort Street**  
 1 BOBBY PONDER  
**DETROIT, Gratiot  
 Avenue**  
 1 MARY ANN  
 BRANTLEY  
 2  
**DETROIT, Hope**  
 1 DARYL TAYLOR  
 2 AUDREY E KIDD  
**DETROIT, Jefferson  
 Avenue**  
 1 BOB RUSSETTE  
 2 CAMERON  
 RAMSEY  
**DETROIT, St. John's**  
 1 SHARON MOORE  
 2 JEANE V MOORE  
**DETROIT, Trinity  
 Community**  
 1 NATALIE  
 BROTHERS  
 2  
**DETROIT, Trumbull  
 Avenue**  
 1 MARTHA SINGLEY  
 2  
**DETROIT,  
 Westminster**  
 1 KRISTEN  
 GETSCHMAN  
 2 LOUIS FISHER  
 3 JOANNE WHITE  
**FARMINGTON, First**  
 1 JANICE  
 DENNISON  
 2 EDDIE MATTESON

**FERNDALE, Drayton  
 Avenue**  
 1 LEZLIE HART  
**FORT GRATIOT,  
 Lakeshore**  
 1 NOT  
 REPRESENTED  
**GARDEN CITY,  
 Garden City**  
 1 NOT  
 REPRESENTED  
**GROSSE ILE, Grosse  
 Ile**  
 1 NOT  
 REPRESENTED  
 2  
**GROSSE POINTE,  
 Memorial**  
 1 NOT  
 REPRESENTED  
 2  
 3  
 4  
**GROSSE PTE  
 WOODS, Woods**  
 1 NOT  
 REPRESENTED  
**HIGHLAND PARK,  
 Park United**  
 1 MARIE HUGHLEY  
 2  
**HOWELL, First**  
 1 NOT  
 REPRESENTED  
 2  
**LINCOLN PARK,  
 Lincoln Park**  
 1 CHRIS GRUNDY  
**LIVONIA, Rosedale  
 Gardens**  
 1 DYCHE  
 ANDERSON  
 2  
**LIVONIA, St. Paul's**  
 1 NOT  
 REPRESENTED

**LIVONIA, St.****Timothy's**

1 NOT  
REPRESENTED

**MILAN, Peoples**

1 DORIS A  
CAMPBELL

**MILFORD, Milford**

1 LESLIE NAVE  
2 SANDY COLE

**MT. CLEMENS, First**

1 NOT  
REPRESENTED

2

**NORTHVILLE, First**

1 VIVIENNE WARD  
2 DAWN

MACADDINO

3 KAREN KITTNELL

**NOVI, Faith****Community**

1 MARK TURNER  
2

**ORCHARD LAKE,****Community**

1 MIKE  
STARYNCHAK

2 DALE BENEDICT

3 SALLY MUNTERO

**PLYMOUTH, First**

1 JANET SIBBOLD  
2 KATHY BERNARD

3

4

**PONTIAC, First**

1 NOT  
REPRESENTED

**PONTIAC, Joslyn****Avenue**

1 NOT  
REPRESENTED

**PORT HURON, First**

1 SUE MURVICH  
2

**REDFORD, St. James**

1 NOT  
REPRESENTED

**ROCHESTER,  
University**

1 DOUG DENTON  
2 DOUG FRYER

**ROSEVILLE, Erin**

1 KEVIN SMITH

**ROYAL OAK, First**

1 SANDY BELANSA  
2 JANE MAKULSKI

3 BARBARA  
FERRIBY

**ROYAL OAK, Starr**

1 NOT  
REPRESENTED

**SALINE, First**

1 NOT  
REPRESENTED

2

**SHELBY TWP., St.****Thomas**

1 NOT  
REPRESENTED

2

**SOUTH LYON, First**

1 NOT  
REPRESENTED

**SOUTHFIELD,****Covenant**

1 NOT  
REPRESENTED

**SOUTHFIELD, Korean**

1 NOT  
REPRESENTED

2

3

**SOUTHFIELD, New****Hope**

1 NOT  
REPRESENTED

**ST. CLAIR SHORES,****Heritage**

1 NOT  
REPRESENTED

**ST. CLAIR SHORES,  
Lake Shore**

1 NOT  
REPRESENTED

2

**STERLING HGTS,****New Life**

1 MARGE KUNZ

**TAYLOR,****Southminster**

1 CONNIE DAINUS

**TROY, First**

1 NOT  
REPRESENTED

**TROY, Korean First**

1 NOT  
REPRESENTED

2

**TROY, Northminster**

1 THERESA  
CLANCY

**WALLED LAKE,****Crossroads**

1 NOT  
REPRESENTED

D

**WARREN, Celtic****Cross**

1 NOT  
REPRESENTED

**WARREN, First**

1 NINA WASH

**WATERFORD,****Community**

1 NOT  
REPRESENTED

**WESTLAND, Kirk of****Our Savior**

1 EXCUSED

**WHITE LAKE, White  
Lake**

1 LARRY CURRIN

**WYANDOTTE,****Wyandotte**

1 NOT  
REPRESENTED

YPSILANTI, First

1 NOT  
REPRESENTED

2

## ATTENDANCE CLERGY AND ELDER MEMBERS

<b>A. RULING ELDER MEMBERS ON CABINET</b>	P DOWNS, ELIZABETH	P KOSTER, EDWARD H.
A ADAMS, ADRIENNE	A DOYLE-HOHF, KATHLEEN	A LEE, ESTHER
P BLENMAN, MARTHA	P DUNN, EDWARD	A MABEE, CHARLES
C BUNCH, DAVE	P DUNN, JOANNA	P MADDEN, JULIE
A CAMPBELL, DORIS	A ERVIN, DANIEL	A MARKS, JULIE
A FAIR, DEBORAH	E FAILE, JAMES	P McCLOSKEY- TURNER, CATHARINE
P JOHNSON, KATHI	A FAIR, FAIRFAX	E McGOWAN, EVANS
P LEWIS, STEFANIE	A FERGUSON, GUY THOMAS	E McMILLAN, JUDITH
A MATERS, BRUCE	A FORGER, DEBORAH	P McRAE, BARBARA
P MORTON, JANET	P FRANCIS, RAPHAEL B.	P MEILANDS, PAMELA
P NGARE, TIMOTHY	A GABEL, PETER W.	P MILLER, J. SCOTT
C PONDER, BOB	A GEISELMAN, KEITH	A MILLS, JILL
<b>B. TEACHING ELDERS</b>	A GODBEHERE, SARAH	P MONNETT, JAMES
A ADAMS, WILLIAM L III	A GRANO, MARIANNE	E MOOK, SHARON
P ALLEN, ROBERT	P GROSCH, ADAM	A MOON, SUNG-JOON
E ANDERSON, BRYANT	A HANNA, RAAFAT	P MOORE, PETER
E ANDERSON, LINDA	E HARRIS, R. JOHN	P MORGAN, JOANNE
P ANDERSON, LINDSEY	P HAYES, FRANCES	A MORROW, DUKE
E AUE, CRAIG	A HEATON, DAN	A MOZENA, SUSAN
A AUSTIN, MARY	A HENRY, PETER J. M.	P NICHOLS, NEETA
A BAHR-JONES, MARY	P HERRINGTON, RUTHANNE	A NUSS, STEVEN
E BECKMAN, MICHAEL	P HILDEBRANDT, KARA	P OBERG, ARTHUR
P BLAIR, JOANNE	A HORLOCKER, MICHEL	A OSWALD, DIANE
A BOLT, KENNETH	E JAMES, MICHELLE	A PARK-PIATT, DOROTHY
A BOUSQUETTE, PAUL	P JAMES, THOMAS	P PARKER, OPELTON
A CAMPBELL, EMILY	P JOHNSON, KEVIN	A PAVELKO, JOHN H.
P CASTEEL, PEGGY	A JU, GWANGWOO	P PHILLIPS, MARK
E CHOI, SEUNG KOO	P JUDSON, JOHN	P PHILLIPS, NATHANIEL
P CHUNG, ISAAC	P JUSINO, EDDIE	P PHILLIPS, SCOTT
A CHURCH, HEIDI	P KAIBEL, KENNETH	E PICKRELL, BROOKE
A COCHRAN, LINDA	P KELSEY, LAURA	A PIECUCH, KEVIN
E CORNFIELD, KEITH	A KIM, MIN SOON	P PITTMAN, JASON
P COZIER, CLINTON	E KIM, Y. MONCH	E PITTMAN, KELLY
A DE ORIO, ANTHONY	A KLINGER, JAMIE	A PORTER, JAMES
P DELANEY, BETH		A PORTICE, GEORGE
P DELEZENNE, JULIE		

E PRENTICE-HYERS,  
 MARY ELIZABETH  
 P PUNTIGAM, JOEL  
 P REED, PHILIP  
 E RIKE, JENNIFER  
 A RODRIGUEZ,  
 FERNANDO  
 P ROEDERER, RENEE  
 E ROGERS, MELISSA  
 ANNE  
 A RYAN, BREANNE  
 P RYO, ANGELA  
 P SANDERFORD, JOHN  
 P SCHAEFER, ANNE N.  
 A SIAS-LEE, LAURA  
 E SIMONS, SCOTT W.  
 P SMART, JASMINE  
 P SMITH, BRYAN DEAN  
 P STUNKEL, KAREN  
 P STUNKEL, PAUL  
 P TAN, HOTEK  
 A THODE, TED  
 A THOMAS,  
 CHRISTOPHER  
 P THWAITE, PAUL  
 P TIMM, ALLEN D  
 A TUCKER-LLOYD, IRIS  
 A WHITLOCK, KELLIE  
 P WILHELMI,  
 MARJORIE  
 A YU, SEUNG WON

**C. RETIRED**  
**TEACHING ELDERS**  
 P AARON, ESTELLE  
 P AGNEW, ROBERT  
 E ALBRECHT, GLORIA  
 E ANDREWS, DOYLL  
 E AUSTIN, LARRY  
 P BEERY, ELDON  
 E BLEIVIK, DAVID  
 E BOEVE, PETER  
 P BROWNLEE,  
 RICHARD  
 E BYARS, RONALD  
 E CAPPS, HARRY

E CARTER, DOUGLAS  
 D.  
 E CHAMBERLAIN,  
 LAWRENCE  
 E CHAMBERS, JAMES  
 C.  
 E CHOI, IN SOON  
 P CLISE, W. KENT  
 E COBLEIGH, GERALD  
 R.  
 E COLON, LOIS  
 E CONLEY, JAMES H.  
 E CORSO, LINDA  
 P COWLING, NEIL D.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 P DAVIS, ROXIE ANN  
 E DAVIS, WILLIAM  
 E DENNIS, WARREN  
 P DENTON,  
 GRETCHEN  
 E DOWNTON, DAVID  
 E DUNIFON, WILLIAM  
 E DYKSTRA, CRAIG R.  
 E ELLENS, J. HAROLD  
 E FINDLAY, WILLIAM  
 E FORSYTH, E.  
 DICKSON  
 E FOSTER, JOHN  
 E GERE, BREWSTER  
 E GLENN, LAWRENCE  
 T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 P HARTLEY, THOMAS  
 E HATCHER, RUFUS  
 E HELMKE, BEN  
 E HENDERSON,  
 RICHARD  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 E KIM, T. ANDREW  
 E KNUDSEN,  
 RAYMOND  
 E KOGEL, LYNNE  
 E LANGWIG, JANICE

E LANGWIG, ROY  
 E LISTER, KENNETH D.  
 E LONGWOOD,  
 MARJORIE  
 E MacINNES, JOHN D.  
 P MICHALEK, DANIEL  
 E MIHOCKO, DAVID  
 E MISHLER, JOHN  
 E NUSSDORFER, GUS  
 E OLIVER, GARY  
 E ORR, ROBERT C.  
 E OWEN, DAVID  
 P OXTOBY, THOMAS  
 E PETERS, RICHARD  
 E POLKOWSKI,  
 WILLIAM  
 E PRICE, MICHAEL T.  
 E PROVOST, KEITH  
 E PRUES, LOUIS J.  
 E RATCLIFFE, ALBERT  
 H.  
 P ROBERTSON, ANN  
 P ROBERTSON,  
 WILLIAM  
 E RUSSELL, JAMES P.  
 E SCRIBNER, LOREN  
 E SHIPMAN, JUDY  
 P SKIMINS, JAMES  
 E SOEHL, HOWARD  
 P SOMMERS,  
 CHARLOTTE  
 E SWARTZEL,  
 BARBARA G.  
 E TAYLOR, J.  
 BERNARD  
 E TAYLOR,  
 THEODORE, II  
 E THORESEN,  
 KATHRYN R.  
 E VANDERBEEK,  
 RONALD  
 E WINGROVE, WILLIAM  
 N  
 E WRIGHT, DONALD  
 E YOON, HAK SUK  
 E YUE, MYUNG JA

E ZAMBON, WILLIAM  
E ZIEGLER, JACK T.

**D. STAFF & OTHERS**

P AGNEW, DIANE  
P DELEZENNE, ADAM  
P JENSEN, CHRISTINA  
P JENSEN, SANDRA

**E. CERT. ASSOC.  
CHRISTIAN ED.**

A MERTEN, CINDY  
P PRICE, LAURA

**F. COMMISSIONED  
RULING ELDERS**

P BARCONEY,  
CHARON  
P BASS, NANCY  
A HOFFMAN, MICHAEL  
A HUTCHENS, PAMELA  
A SEILER, GORDON  
A SINGLEY, LINDA

**H. PAST RULING  
ELDER**

**MODERATORS NOT  
ON CABINET**

E BOSTIC-ROBINSON,  
DIANE, PM  
E ELAM, DIXIE, PM  
P ELLIS, HAROLD, PM

E HYLKEMA, CAROL,  
PM  
E LOUP, JEAN, PM  
E MORRISON, HELEN,  
PM  
E WINSLOW, PAUL, PM

**G. CORRESPONDING  
MEMBERS**

P ZAKI, RAAFAT  
SYNOD OF THE  
COVENANT  
P HAWKINS, JIMMIE  
PRESBYTERY OF  
NEW HOPE/ OFFICE  
OF PUBLIC WITNESS

# Presbytery of Detroit Ministry Team Budget Proposal (2018)

17  
**Ministry Team: Operatons Mministry Team**

***Strengthening and transforming our congregations to be MISSIONAL, PASTORAL, and PROPHETIC.***

Through all times and places, God has called women and men to be transformative in their particular time and place. Just as God called a people out of bondage in Egypt and just as God opened the ears of all to hear the gospel on the Day of Pentecost, so God is continuing to call and send us out into the freedom of new life in Christ. Trusting in God, the Presbytery of Detroit submits to the transforming work of Jesus Christ in this time and place. In gratitude for all signs of God’s grace, we will seek to continually recognize and celebrate manifestations of the Kingdom of God in our midst.

Please review your **objectives** and **outcomes**. An **objective** is a plan stated to reach a desired outcome or end. An **outcome** is a positive change stated as a completion (Gil Rendle). Objective example: two training events for Holy Conversations consultants. Outcome example: six congregations started a new mission project with community partners.

ACTIVITY BY PRIORITY	AMOUNT	OBJECTIVES & OUTCOMES How will this impact our congregations/presbytery? How will this further the goals of the presbytery?	MULTI-YEAR CONSIDERATIONS
Salary and Benefits 2017 Budget	\$ 437,611.00	includes salary for executive assistant	
Reductions to Budget Reduce overtime	\$ (6,500.00)	due to adding one day to two positions (see below)	
Transfer within budget NCD to AEP	\$ 39,050.00	money moves from mission budget to committees	
Increases in 2018 Budget			
Add one day to two positions	\$ 24,000.00	office needs more time	
Social Media Position	\$ 21,530.00	publicity	
Cost for AEP above trans and Asst	\$ 23,850.00	additional funding needed for AEP	
Dues increase for medical	\$ 1,177.00	traditional plan increase in dues of .5%	
GA expenses called staff	\$ 7,500.00	expense for called staff every other year	
2.5 COLA	\$ 7,930.00	adjustment for cost of living	
Total Increases to 2018 Budget	\$ 85,987.00		
Salary and Benefits 2018 Budget	\$ 556,148.00	Increases covered by interest on POD Capital fund and existing but newly invested assets	

- GOALS 2020** ***Strengthening and transforming our congregations to be MISSIONAL, PASTORAL, and PROPHETIC.***
1. Nourish relationships between people, churches, and ministries.
  2. Develop a communication action plan promoting fluency and positive messaging in the language of 21st century communication and social media.
  3. Emphasize the sacredness of time in how we schedule, construct, and conduct the work of the presbytery.
  4. Emphasize inclusivity of ideas new and old from diverse groups to promote a more unified and collaborative body to serve Christ and our congregations.



## Presbytery of Detroit Staff Reorganization: A Revised Overview from the Operations Ministry Team

The Presbytery of Detroit finds itself at a significant crossroad as we consider how we will resource the member churches as they minister in, and to, a rapidly changing society. It is apparent to most that the traditional ways of being “church” are no longer as successful as in generations past as diminishing resources – both human and financial – require a re-prioritization of these assets in order to be effective witnesses to the gospel. People used to seek out a church. Churches counted on being found. Many turned inward and stopped serving their community. Now the church needs to do something different to show the face of the gospel to the community. The church needs to “deny themselves, take up their cross, and follow Jesus.” They need to be servants in their community.

To meet the changing needs of the church, the Operations Ministry Team proposed a new staff model with which to serve the Presbytery.

As the Presbytery of Detroit Operations Team, we have arrived at this proposal on the heels of consultation with the Rev. Robert Hunter, who reviewed our current operational structure and its capacities. Robert Hunter’s report of his surveys and consultations with stakeholders in the Presbytery stated three areas of concern:

1. “The EP needs help with all of the administrative tasks for which he carries responsibility.
2. “The Office Manager needs the kind of administrative support previously provided by the Administrative Assistant to the EP, who has now retired.
3. “An accessible and user-friendly website is an ongoing concern for numerous stakeholders.”

The Presbytery’s Auditor, Anita Tellis, CPA, told us that our Accounting Manager needs an extra day per week due to the increasing complexity of Presbytery finances.

Two other reasons for a revised staffing plan include:

1. Increasing technology has changed office needs. All staff do most of their administration of phone calls, communications (now email rather than letters), and scheduling.
2. Meanwhile, more congregations need help thinking of new ways to reach their communities with the love of Christ. The Executive Presbyter needs help visiting congregations.

Taking Mr. Hunter’s report and this additional input, the Operations Ministry Team proposed a new staff design, approved at the June 2017 Presbytery Assembly, that:

1. Calls for an Associate Executive Presbyter who will be full time, 50 hours per week, including visiting congregations 3 out of 4 Sundays. This will increase the amount of support given to congregations and pastors. This person will help congregations strategize to show the love of Jesus Christ to their communities in word and in deed. The Associate Executive will also support the work of the New Church Development Ministry Team in their effort to start New Worshiping Communities. By supporting some of the Presbytery committees, the Executive Presbyter will have more time to spend with leaders.
2. Increases time to two positions:

- a. The Director of Operations (formerly called Office Manager) will have one more day per week to support the running of the office and the administration of the Presbytery, including preparing for Presbytery meetings and communications.
- b. The Accounting Manager will have one more day a week to manage our accounting.
3. Adds a Media Coordinator. This person will take what is sent to the office and use social media to get the word to church members about programs the Presbytery offers.
4. Maintains all current staff, except the Consultant for Transformation.

To sum up, all of these items in keeping with the presbytery's stated mission to join Christ in "Transforming and Strengthening Congregations to be Missional, Pastoral, and Prophetic." Overall, this proposal supports the essential functions of a presbytery our size in a way that "ministers" to our churches more personally and professionally.

### **How will we pay for this?**

The budget proposal for 2018 includes the changes outlined above. It will cost more money than the 2017 budget. Here is what is proposed in the 2018 budget.

1. Additional money needed for Associate- \$23,800 (above budget for Exec Assistant and Transformation Consultant)
2. Add one day to each of two positions - - \$24,000
3. Add a part time social media position - \$21,300
4. Additional increases for medical dues, General Assembly attendance and a cost of living increase (2.5%) - \$16,607

Operation Ministry Team is asking for a total increase for staff of \$85,987 in the 2018 budget.

### **Where will the additional funds come from?**

We are aware that in the proposed 2018 budget, the Trustees of the Presbytery have made additional revenues available. Instead of returning interest from loans to the Capital Fund, and by better management of the cash reserves of the presbytery, they have made more revenue available to support the mission and ministry of the Presbytery. \$148,000.

Please review the attached Organizational Chart and the 2018 Operations budget proposal for a visual overview of the proposed streamlining as we work to right-size the Presbytery of Detroit staff and position them for success as we move into the future. Once the 2018 budget is approved, the work of re-positioning our current staff (as we are able), the development of new/revised position descriptions, and beginning the search processes to fill any outstanding openings will begin.

*The Presbytery Operations Team*

# PRESBYTERY OF DETROIT

## POSITION DESCRIPTION

Rev. 170725

### 1. **TITLE: Executive Presbyter, Presbytery of Detroit**

### 2. **PURPOSE**

The Executive Presbyter will provide spiritual and administrative leadership, guidance and oversight for the Presbytery. The position is guided by the Presbytery's mission, goals and values, and is committed to Presbyterian polity and governance.

### 3. **ACCOUNTABILITY AND RELATIONSHIPS**

The Executive Presbyter is accountable to the Presbytery through the Presbytery Coordinating Cabinet and the Operations Ministry Team as delegated by the Presbytery.

### 4. **RESPONSIBILITIES**

- Provide leadership and collegiality as the head of staff and chief administrative officer in the implementation of Presbytery decisions in the matters of programs, strategy and resources
- Serve as ex-officio member without vote of the Coordinating Cabinet and all Committees, Ministry Teams, Team entities and Cabinets as defined by the Presbytery.

Required Committees include:

- A. Committee on Ministry
- B. Committee on Representation
- C. Trustees
- D. Planning and Visioning Team
- E. Leadership Equipping Ministry Team
- F. Congregational Development and Transformation Ministry Team

- Provide support and leadership working with the Operations Ministry Team to implement the Presbytery's plan for a new structure and operating mode.
  - With the Operations Ministry Team evaluate personnel positions, structure, responsibilities and compensation. Supervise the day-to-day staff operations.
  - With the Trustees review accounting procedures, purchasing procedures, payroll, and budget reports. Supervise the day-to-day financial operation.
- Direct the resources of the Presbytery's primary staff to Presbytery Ministry Teams and Cabinet to assist them in:
  - Enabling team chairpersons to plan team meetings, implement team decisions and fulfill team responsibilities.
  - Providing information to teams that will keep them updated on the latest developments in the wider church pertinent to the work of the team.
  - Advising on strategy, process and procedure to enable teams to fulfill assigned responsibilities.
  - Advising the Cabinet as it carries out its responsibilities for strategy, planning and financial oversight.
- Endorse a ministry team and network that allows for the providing of pastoral care to the minister members and congregations of the Presbytery. Be available to personally counsel within this network as requested.
- Foster good multidirectional communications and relationships between the parts of the Presbytery, its congregations, Synod and General Assembly.
- Enhance the Presbytery's image and programs to ecumenical and interfaith agencies and to the overall metropolitan community of which the Presbytery is part.

### 5. **EVALUATION**

- There is an ongoing performance review and evaluation conducted by the Operations Ministry Team, reported in writing annually to the Presbytery Coordinating Cabinet.
- Compensation and benefit reviews are conducted annually by the Operations Ministry Team and reported/recommended to the Presbytery.

### 6. **TERM**

Elected by the Presbytery for an indefinite term.

**PRESBYTERY OF DETROIT  
PRESBYTERIAN CHURCH (U.S.A.)**

**POSITION:** Associate Executive Presbyter for Congregational Outreach and Nurture

**PURPOSE:** Engage in the mission of Jesus Christ by working with the Executive Presbyter, Committees, Ministry Teams, Work Groups and staff in supporting the vision, mission and program priorities of the Presbytery, to strengthen congregations missionally, pastorally, and prophetically.

**RESPONSIBLE TO:** Executive Presbyter

**QUALIFICATIONS:**

A. Professional Qualifications

1. Experience as a church pastor or active elder with experience in congregational development and transformation.
2. Experienced in strategic planning, visioning, multi-task planning, equipping laity, and organizational development.
2. Understanding, through experience and/or training, the characteristics and dynamics, propelling the life of churches, and continually build effective, vital and faithful congregations
3. Experience in community organization and energizing to achieve mission.
4. Service, as called staff or ordained active participant, at Presbytery, Synod or General Assembly level
5. Knowledge of and experience with 21<sup>st</sup> century technology.

B. Personal Qualifications

1. Evidences a commitment to Jesus Christ as Savior and Lord, and a faithful witness to Jesus Christ in word and deed.
2. Shares a commitment to the Presbyterian Church (U.S.A.).
3. Demonstrates ability to work with diverse groups without regard to gender, age, racial ethnic background, differing social, economic, or cultural backgrounds.
4. Is passionate and enthusiastic about the work, affirming and encouraging in manner, articulate and reliable, trustworthy in character, diligent in performance of assignments, flexible and collegial in relationships.
5. Able to embrace knowledge and skills needed to carry out the position faithfully.
6. Demonstrates openness to insights of others.
7. Shares vision and imagination with creative energy.
8. Demonstrates ability to work well with others.

**RESPONSIBILITIES:**

1. Work with the Executive Presbyter providing leadership to the Presbytery in setting and achieving its goals and objectives

2. Assist chairs of the ministry teams in imparting the vision the Presbytery, assisting them in maintaining the big picture; and assist the Committees, Ministry Teams and Work Groups in setting measurable goals for achievement and advancement in ministry throughout the year, with the expectation of year-end assessment and evaluation.
3. Maintain broad oversight and support of various Ministry teams of Presbytery and advise the Executive Presbyter as to progress of the committees in carrying out their goals and objectives:
  - a. Give specific staff support to New Church Development Ministry Team in their work of helping congregations develop New Worshiping Communities
  - b. Support the Care and Preparation for Ministry Committee, including securing their records.
  - c. Support the work of the Committee on Ministry, accept assignments as asked, and maintain the files of the clergy and congregations.
  - d. Support the work of the Mission Ministry Team and the Social Justice Ministry Team.
  - e. Aid and assist the Committee on Nominations in recruiting and training leaders for the Presbytery
4. Supervise staff: Hunger Action Coordinator, Resource Center Director, Motor City Mission Corps Coordinator, youth Hands on Mission Coordinator, and the Adult Hands on Mission Coordinator.
5. Provide support to the pastors and leaders of the Presbytery through regular visits and hospital calls, in consultation with the EP.
6. Visit in churches of the Presbytery, preaching in or worshipping with the congregations, to provide support when asked by session or pastor.

Accept and fulfill assignments upon the request of the Executive Presbyter, Coordinating Cabinet, and Teams/Committees

**RELATIONSHIPS:** The Associate Executive Presbyter will be accountable to Presbytery through the Executive Presbyter who serves as Head of Staff of all administrative staff and to Presbytery Coordinating Cabinet through its Operations Ministry Team.

### 2018 Presbytery Mission Celebration Summary Operating Budget- draft

	Operating funds	Flow Thru Funds	2016 Budget	2017 Budget
<b>General and Undesignated Revenue</b>				
Shared Mission GA		56,100.00	60,350.00	56,100.00
Shared Mission Synod		9,900.00	10,650.00	9,900.00
Shared Mission POD	266,400.00		284,000.00	266,400.00
Per Capita (Apportionment) GA		172,456.30	175,408.00	169,631.00
Per Capita (Apportionment) Synod		72,507.50	80,067.00	75,211.00
Per Capita (Apportionment) POD	342,458.50		361,410.00	355,229.70
Forecast of Per Cap fund Shortage		-13,500.00	(25,000.00)	
Prior Year Per Capita Receipts	30,889.40		25,000.00	25,000.00
Directed Mission (Budget Support)	5,000.00		5,000.00	5,000.00
Offering		226,000.00	226,000.00	226,000.00
Endowment Income (fund 100)	255,598.98		183,527.00	254,850.18
Endowment Realized Gains (Fees Paid-Pass Thru)		65,000.00	95,000.00	77,000.00
Endowment Income (fund 200) Capital	45,277.53		43,504.00	42,249.00
Endowment Income (fund 410) Other Presbyteries		43,931.75	42,316.00	40,993.23
Endowment Income (Pass Thru) Fort Street		238,707.26	229,919.00	222,740.58
Ranney Balch Endowment Income		53,484.48	51,435.00	49,907.01
Interest (fund 100)			2,153.00	
General Investment Income -Interest A/c 4511	55,000.00			50,000.00
Presbyterian Women	2,000.00	0.00	2,000.00	2,000.00
PCUSA Grant Hunger Coordinator	6,000.00	0.00	6,000.00	6,000.00
<b>Total General and Undesignated Revenue</b>	<b>1,008,624.41</b>	<b>924,587.29</b>	<b>1,858,739.00</b>	<b>1,934,211.70</b>
<b>Pass-Through and Designated Revenue</b>				
POD ECO		135,000.00	135,000.00	135,000.00
Denomination ECO Support			45,000.00	0.00
Non-Denomination Support		25,000.00	25,000.00	25,000.00
Interest on POD Loan Payments	56,000.00		58,000.00	55,000.00
GA & Other Synod Grants		40,000.00	15,000.00	40,000.00
NCD Synod and Synod Campus Ministry Grants		3,500.00		3,500.00
Howell Conference and Nature Center				
Committee Project Revenue		96,000.00	100,000.00	96,000.00
<b>Total Pass-Through and Designated Revenue</b>	<b>56,000.00</b>	<b>299,500.00</b>	<b>378,000.00</b>	<b>354,500.00</b>
<b>Total Revenue</b>	<b>1,064,624.41</b>	<b>1,224,087.29</b>	<b>2,236,739</b>	<b>2,288,712</b>
<b>Ecclesiastical Committee Expenditures</b>				
Committee on Ministry		12,900.00	8,400.00	8,900.00
Committee on Prep for Ministry		3,500.00	2,850.00	2,850.00
Trustees		138,301.00	145,870.00	140,490.00
Operations		556,148.00	447,146.00	455,536.34
Nominations			0.00	0.00
Representations			500.00	2,500.00
<b>Total Ecclesiastical Committee Expenses</b>	<b>710,849.00</b>	<b>0.00</b>	<b>604,766.00</b>	<b>610,276.34</b>
<b>Ministry Team Expenditures</b>				
Congregational Development and Transformation Team	32,500.00		22,360.00	33,000.00
Outdoor Ministries	0.00		0.00	0.00
Social Justice	77,645.00		58,745.00	62,223.14
Mission Interpretation	105,077.00		65,869.00	87,904.43
Leadership Equipping Ministry Team	79,424.90		74,518.00	70,445.95
NCD	19,000.00		61,213.00	63,012.31
Planning & Visioning	9,000.00		1,200.00	17,346.53
Multiculturalism Ministry Team	9,000.00		8,000.00	8,000.00
Coordinating Cabinet	4,750.00		3,450.00	3,450.00
<b>Total Ministry Team Expenditures</b>	<b>336,396.90</b>	<b>0.00</b>	<b>295,355.00</b>	<b>345,382.36</b>
<b>Pass-Through and Designated Expenditures</b>				
POD ECO		135,000.00	135,000.00	135,000.00
Denomination ECO Support		0.00	45,000.00	0.00
Non-Denomination Support		25,000.00	25,000.00	25,000.00
Interest on POD Loan Payments			58,000.00	55,000.00
GA & Other Synod Grants		40,000.00	0.00	40,000.00
Synod NCD & Campus Ministry Grants		3,500.00	15,000.00	3,500.00
Howell Conference and Nature Center				
Committee Project Expense		96,000.00	100,000.00	96,000.00
General Assembly Portion of Shared Mission		56,100.00	60,350.00	56,100.00
General Assembly Portion of Per Capita		172,456.30	175,408.00	169,631.00
Per Capita funding Shortage GA		(13,500.00)	0.00	(13,500.00)
General Assembly Offering		226,000.00	226,000.00	226,000.00
Synod Portion of Shared Mission		9,900.00	10,650.00	9,900.00
Synod Portion of Per Capita		72,507.50	80,067.00	75,211.00
Other Presbyteries (from endowment fund)		43,931.75	42,316.00	43,491.00
Disbursement from Endowment Fund Fund200			0.00	
Disbursement from Endowment Fund Fort Street		238,707.26	229,919.00	236,305.00
Comerica/Munder Mgmt Fees		65,000.00	95,000.00	77,000.00
Ranney Balch Portion of Endowment Fund		53,484.48	51,435.00	52,915.00
<b>Trustee's Fund 200, Buildings, Legal &amp; SW</b>	<b>0.00</b>		<b>0.00</b>	
<b>Total Pass-Through and Designated Expenditures</b>	<b>0.00</b>	<b>1,224,087.29</b>	<b>971,145.00</b>	<b>1,301,053.00</b>
<b>Total Expenditures</b>	<b>1,047,245.90</b>	<b>1,224,087.29</b>	<b>1,871,266.00</b>	<b>2,256,711.70</b>
Transfer in from Fund 200 to cover Deficit in fund 100				
<b>Net Income</b>	<b>\$ 17,379</b>	<b>\$ -</b>	<b>\$ 365,473</b>	<b>\$ 32,000</b>

2015	
\$	7.07
\$	3.25
\$	14.47
\$	24.79
2016	
\$	7.12
\$	3.25
\$	15.35
\$	25.72
2017	
\$	7.33
\$	3.25
\$	15.35
\$	25.93
2018	
\$	7.73
\$	3.25
\$	15.35
\$	26.33

draft 2018 Budget	
	56,100.00
	9,900.00
	266,400.00
	172,456.30
	72,507.50
	342,458.50
	(13,500.00)
	30,889.40
	5,000.00
	226,000.00
	255,599.00
	65,000.00
	45,278.00
	43,932.00
	238,707.00
	53,484.00
	55,000.00
	2,000.00
	6,000.00
	1,933,212
	135,000.00
	0.00
	25,000.00
	56,000.00
	40,000.00
	3,500.00
	96,000.00
	355,500.00
	2,288,712
	12,900.00
	3,500.00
	138,301.00
	556,148.00
	0.00
	0.00
	710,849.00
	32,500.00
	0.00
	77,645.00
	105,077.00
	79,424.90
	19,000.00
	9,000.00
	9,000.00
	4,750.00
	336,396.90
	135,000.00
	0.00
	25,000.00
	40,000.00
	3,500.00
	96,000.00
	56,100.00
	172,456.30
	(13,500.00)
	226,000.00
	9,900.00
	72,507.50
	43,931.75
	238,707.26
	65,000.00
	53,484.48
	0.00
	1,224,087.29
	2,271,333.19
	17,379

Membership has decreased by 3.6% from 2015 to 2016

<b>Assumptions:</b>	
<b>Ecclesiastical Committees</b>	
Presbytery Per Capita	40,000
Endowment Income Fund 100 & 200	3,500
Interest Income	
<b>Ministry Teams Funded By:</b>	96,000
Presbytery Shared Mission	355,500
Presbytery Women Donation	
PCUSA Hunger Grant	

Howell Nature Center Separate Budget

This is Not a Expense to the POD

Separate LLC not funded by POD

## 2018 Presbytery Mission Celebration

## Committee on Ministry Expense Budget

	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	
Clergy Support	\$ 3,800.00	\$4,000.00	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00	
Consulting Fee						
Dues and Membership	\$ 100.00		\$ 100.00	\$ 100.00	\$ 100.00	
Legal Fees						
Registration Fees						
Mileage Reimbursed	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	
Meeting Exp	\$ 100.00					
Background checks			\$ 100.00			This is in Trustee's Budget
Lead Local Program			\$ 3,000.00			
Training	\$ 2,000.00	\$1,000.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	
Interim Ministry consultant						
Tri Annual Visits						
Discerment Sub Committee		\$ 500.00	\$ 500.00		\$ 4,000.00	
Adjustment for 2015						
<b>Total</b>	<b>\$ 7,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 11,500.00</b>	<b>\$ 8,900.00</b>	<b>\$ 12,900.00</b>	

2018 Presbytery Mission Celebration

Committee on Prep for Ministry Expense Budget

	Modified						2018 Budget
	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget	
Postage		\$ 50.00	\$ 50.00				
Printing	\$ -	\$ 50.00	\$ 50.00				
Consultations							
Psychological Evaluation	\$ 2,200.00	\$ 2,750.00	\$ 2,200.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Candidate Support							
Training Programs	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Travel Expense	\$ 300.00	\$ 150.00	\$ 150.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Hispanic CLP Program							
Clergy Development/Continuing Ed							
Background checks			\$ 72.00				\$ 650.00
Adjustment for 2015							
<b>Total CPM</b>	<b>\$ 2,500.00</b>	<b>\$ 4,000.00</b>	<b>\$ 3,522.00</b>	<b>\$ 2,350.00</b>	<b>\$ 2,850.00</b>	<b>\$ 2,850.00</b>	<b>\$ 3,500.00</b>



2018 Presbytery Mission Celebration

Trustees Expense Budget

Modified

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	
Computer System - support/maintain	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,400.00	\$ 5,000.00	\$ 5,000.00	Abilia , PC and Backup RDSC
Freight Charges	\$ 250.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	POD & Meeting Packs
Copier - Meter Charges & Supplies	\$ 8,800.00	\$ 8,800.00	\$ 2,520.00	\$ 2,600.00	\$ 3,250.00	\$ 2,900.00	\$ 2,900.00	Combined into one line # Staples
Computer software	\$ 1,000.00	\$ 1,000.00			\$ 200.00	\$ 150.00	\$ 150.00	
Maintenance and Repair -Buildings								
Maintenance & Repair - Equip						\$ 500.00	\$ 500.00	
Minor Equipment Purchase			\$ 500.00	\$ 500.00	\$ 650.00	\$ 500.00	\$ 500.00	minor equip/software
Supplies	\$ 10,750.00	\$ 10,500.00	\$ 10,838.00	\$ 11,000.00	\$ 12,000.00	\$ 12,100.00	\$ 12,100.00	Provisional Estimate
Postage	\$ 6,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	Provisional Estimate
Printing	\$ 1,000.00	\$ 850.00	\$ 850.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Provisional Estimate
Telephone- Usage & Maintenance	\$ 14,000.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,600.00	\$ 13,500.00	\$ 13,500.00	Cell phones included
Equipment Lease	\$ 26,500.00	\$ 26,500.00	\$ 24,046.00	\$ 24,046.00	\$ 24,046.00	\$ 24,046.00	\$ 24,046.00	Copiers
Occupancy - Rent & Security	\$ 38,100.00	\$ 38,100.00	\$ 40,346.25	\$ 40,346.00	\$ 42,974.20	\$ 42,974.00	\$ 42,974.00	Contract with Westminster
Real Estate Tax - Presby Owned Property					\$ -			
Audit & Accounting Fees	\$ 10,500.00	\$ 10,500.00	\$ 11,250.00	\$ 11,250.00	\$ 12,000.00	\$ 12,750.00	\$ 12,750.00	Letter of engagement
Bank Charges	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 300.00	\$ 800.00	\$ 800.00	
Insurance Expense	\$ 11,000.00	\$ 11,500.00	\$ 16,000.00	\$ 14,600.00	\$ 17,500.00	\$ 11,500.00	\$ 10,600.00	POD only fund 100 ; Fund 200 for Southwest Barnabas and Morang
Legal Fees	\$ 3,000.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
Meeting Expense				\$ 2,000.00	\$ 2,000.00			
Background checks			\$ 87.75	\$ 100.00	\$ 100.00	\$ 120.00	\$ 120.00	
Travel Budget			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Internet Website & Constant Contact			\$ 800.00	\$ 1,000.00	\$ 1,200.00	\$ 2,000.00	\$ 2,000.00	
							\$ (1,289.00)	
<b>Total Trustees</b>	<b>\$ 135,000.00</b>	<b>\$ 133,000.00</b>	<b>\$ 135,488.00</b>	<b>\$ 136,892.00</b>	<b>\$ 145,870.20</b>	<b>\$ 140,490.00</b>	<b>\$ 138,301.00</b>	

2018 Presbytery Mission Celebration  
Operations Committee Expense Budget

	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>
Staff	\$ 446,547.00			\$ 448,636.34
In depth Study of Staff Needs				\$ 6,000.00
Increased Disability & Life adjustment	\$ (27,767.00)			\$ 900.00
Total Staff	\$ 418,780.00	\$ 432,089.00	\$ 447,146.38	\$ 455,536.34

2018 Presbytery Mission  
Nominations Committee E:

	2014 Budget
General Items	0
Total Nominations	0

2018 Presbytery Mission Celebration  
Representation Committee Expense Budget

	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>
General Items			\$ 2,500.00
Adjustment for 2015			\$ -
Total Representation		\$ -	\$ 2,500.00

## 2018 Presbytery Mission Celebration

## onal Development and Transformation Mir

<b>Modified</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 budget</b>
Consultant Fees				
Church Grants	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
1st Korean				
Erin Program				
Macomb Ch of the Covenant				
Church Support				
Self Study	\$ 300.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Evangelism	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00
Partnering				
Worship Revitalization	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Lead Local			\$ 6,000.00	\$ 6,000.00
New Day			\$ 1,500.00	\$ 1,500.00
Postage and Mailing				
Congregational Vision				
Percept Tech				
Adjustment for 2016		\$ (3,640.00)		\$ (500.00)
Total Congregational Life	\$ 22,300.00	\$ 22,360.00	\$ 33,000.00	\$ 32,500.00

## 2018 Presbytery Mission Celebration

## Social Justice Expense Budget

	2014 Budget	2015 Budget	2016 Budet	2017 Budget	2018 Budget
Metro Urban Expenses	\$ 4,500.00	\$ 2,902.00	\$ 2,775.00		
Postage					
Printing					
Hunger Work Group	\$ 39,698.00	\$ 39,998.00	\$ 48,910.00	\$ 54,123.14	\$ 59,745.00
All God's Children		\$ 1,798.00	\$ 2,200.00	\$ 2,600.00	\$ 2,600.00
Gun Violence Prevention				\$ 500.00	\$ -
Health Care				\$ 1,500.00	
Flint Water Crisis WG				\$ 3,000.00	\$ 1,800.00
Inclusion Ministry				\$ 500.00	
Gender based					\$ 10,000.00
PCUSA GTANT for Hunger					
place of refuge					\$ 2,500.00
Restoring Creation					
MOSES					
Other Support transfer 510 to support					\$ 1,000.00
Ecumenical Interfaith	\$ 1,000.00	\$ 1,635.00	\$ 1,500.00		
Middle East					
Domestic Violence	\$ 6,500.00	\$ 5,927.00	\$ 7,250.00		
Unallocated Budget					
Economic Justice /peacemaking		\$ 4,088.00	\$ 5,000.00		
Parish Nursing					
Place of Refuge	\$ 1,750.00	\$ 1,962.00	\$ 2,400.00		
Literacy	\$ 250.00				
Scholarships	\$ 850.00				
Adjustment for 2016			\$ (14,007.00)		
Total Social Justice	\$ 54,548.00	\$ 58,310.00	\$ 56,028.00	\$ 62,223.14	\$ 77,645.00

PCUSA Grant of \$6,300 is used to offset Hunger Coordinator's payroll costs

2018 Presbytery Mission Celebration  
 Mission Interpretation Expense Budget

	<b>Modified</b>						
	<b>2012 Budget</b>	<b>2013 Budet</b>	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Printing							
Postage							
Kenya Work group	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 4,000.00		\$ 5,000.00
2014 Thika Presbytery Trip			\$ 6,000.00				
Hand on Mission	\$ 19,500.00	\$ 20,000.00	\$ 21,200.00	\$ 21,602.00	\$ 21,836.00	\$ 21,904.43	\$ 27,577.00
Month of Mission	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00
Mission Interpretation							
Howell Center Mission (Global Vill: Presbytery-wide Project	\$ 1,600.00	\$ 600.00	\$ 2,500.00	\$ 2,000.00			\$ 2,500.00
Barnabas Center	\$ 10,000.00	\$ 6,500.00	\$ 7,000.00	\$ 6,500.00	\$ 8,000.00	\$ 7,500.00	\$ 7,500.00
Campus Ministries	\$ 3,266.00	\$ 5,000.00		\$ 11,500.00	\$ 24,000.00		
Ann Arbor						\$ 8,000.00	\$ 10,000.00
EMU						\$ 8,000.00	\$ 10,000.00
Oakland U						\$ 8,000.00	\$ 10,000.00
Wayne State U						\$ 8,000.00	\$ 10,000.00
Howell Center Mission					\$ 8,000.00	\$ 2,500.00	
Second Mile Center	\$ 3,333.00	\$ 4,000.00	\$ 7,000.00	\$ 6,500.00	\$ 8,000.00	\$ 7,500.00	\$ 7,500.00
Young Adult Volunteer				\$ 98.00	\$ 5,000.00		
Motor City Mission Corp						\$ 8,000.00	\$ 10,000.00
Thika Partnership						\$ 5,000.00	
Adjustment for 2016					\$ (16,467.20)		
<b>Total Mission Interpretation</b>	<b>\$ 49,699.00</b>	<b>\$ 48,600.00</b>	<b>\$ 56,200.00</b>	<b>\$ 54,200.00</b>	<b>\$ 65,868.80</b>	<b>\$ 87,904.43</b>	<b>\$ 105,077.00</b>

2018 Presbytery Mission Celebration  
Leadership Equipping Ministry Team Budget

	2016 Budget	2017 Budget	2017 Budget	2018 Budget
Special Events Pby Pilgrimage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	2000
Theological Education Fund Publicity				
Clergy Retreats/Clergy in Transition	\$ 6,500.00	\$ 5,100.00	\$ 5,100.00	6500
Church Leadership Training	\$ 25,250.00	\$ 10,000.00	\$ 10,000.00	7500
Retired Clergy				
Youth Council	\$ 4,950.00			7500
Youth Council - Buses to Prudue Triennium	\$ 7,000.00	\$ 7,200.00		
Youth Mission Consultant	\$ 30,568.00	\$ 30,995.95	\$ 31,429.90	39825
Triennium Savings for Future Year (510)*				
Welcome Lunch				
Stewardship	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	1000
Worship Life				
Spiritual Connection Workgroup				
Christian Education	\$ 8,250.00	\$ 9,650.00	\$ 9,650.00	9600
Resource Center	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	5500
Adjustment for 2016	\$ (12,532.52)		\$ 15,745.00	
<b>Total Nature &amp; Support</b>	<b>\$ 76,985.48</b>	<b>\$ 70,445.95</b>	<b>\$ 79,424.90</b>	<b>\$ 79,425.00</b>



2018 Presbytery Mission Celebration  
New Church Development Expense Budget

	Modified						
	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Postage							
Printing							
Probes	\$ 1,000.00						
General							
Comunidad Los Del Camino	\$ 40,000.00	\$40,000.00	\$50,000.00	\$40,000.00	\$29,800.00	\$16,848.00	\$16,848.00
Training and Support	\$ -		\$5,000.00	\$3,000.00	\$5,000.00	\$10,000.00	\$10,000.00
Gratiot							
Southfield Presbyterian							
Transformation Coordination	\$ 26,000.00	\$26,000.00	\$35,000.00	\$35,665.00	\$36,378.30	\$36,164.31	
New Transformation Projects/Eveni	\$ 1,000.00						
MLK/Morang St							
Vietnamese Fellowship							
Far West	\$ 7,000.00	\$18,700.00	\$25,000.00	\$28,000.00			
Fellowship							
NCD							-\$4,000.00
Adjustment for 2016					-\$9,964.96		-\$3,848.00
<b>Total NCD Expense</b>	<b>\$ 75,000.00</b>	<b>\$84,700.00</b>	<b>\$115,000.00</b>	<b>\$106,665.00</b>	<b>\$61,213.34</b>	<b>\$63,012.31</b>	<b>\$19,000.00</b>

|

## 2018 Presbytery Mission Celebration

## Planning &amp; Visioning Expense Budget

	<b>Modified 2012 Budget</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Postage							
Printing							
Unallocated Budget	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00
Gender Violence Work Group						\$ 7,200.00	
Miscellaneous expenses						\$ 8,946.53	
Adjustments for 2016					\$ (300.00)		\$ 7,800.00
<b>Total P&amp;V Expenses</b>	<b>\$ 2,000.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,200.00</b>	<b>\$ 17,346.53</b>	<b>\$ 9,000.00</b>

## 2018 Presbytery Mission Celebration

## Coordinating Cabinet Expense Budget

	<b>Modified 2012 Budget</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Gifts and Flowers	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
General Budget	\$ 100.00	\$ 100.00	\$ 100.00				
Task Force Expense					\$ 1,200.00		
Caucus	\$ 800.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		
Resource Material	\$ 89.55	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00	\$ 400.00	\$ 400.00
Subscription							
Postage							
Printing							
General Assembly Expense	\$ -						
Moderator/Vice Mod expense	\$ 200.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00
Meeting Expense	\$ 350.00	\$ 300.00		\$ 400.00	\$ 400.00	\$ 900.00	\$ 900.00
Multicultural Task Force							
Exec. Presbyter Search							
MLK Convocation							
Travel for Moderator			\$ 500.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Adjustemnts for 2016					\$ (900.00)		\$ 1,300.00
<b>Total Coordinating Cabinet Expen</b>	<b>\$ 1,539.55</b>	<b>\$ 2,250.00</b>	<b>\$ 3,450.00</b>	<b>\$ 3,650.00</b>	<b>\$ 4,000.00</b>	<b>\$ 3,450.00</b>	<b>\$ 4,750.00</b>

## 2018 Presbytery Mission Celebration

## Multicultural Ministry Team Budget

	<b>Modified</b>				<b>2015</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>Budget</b>			
Multiculturalism	\$ 3,158.00	\$ 5,138.00	\$ 6,300.00	\$ 9,200.00	\$ 9,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Adjustment s for 2016					\$ -	\$ (2,000.00)	\$ (2,000.00)	\$ (2,000.00)
								\$ 1,000.00
<b>Total</b>						\$ 8,000.00	\$ 8,000.00	\$ 9,000.00

## **POLICY ON PUBLIC STATEMENTS FOR SOCIAL JUSTICE**

The Presbytery of Detroit has the call for justice and equality deep in its roots and DNA. As such we as a Presbytery look to our Executive Presbyter and Moderator to lead us. In such leadership we find it is necessary for the Executive Presbyter and/or Moderator of the Presbytery to respond orally and in writing during such times and events of injustice and inequality. As a church called to live out our faith in the world we authorize our Executive Presbyter and/or Moderator to respond when an important event occurs and in concurrence with Scripture, the Book of Order, our presbytery approved statements on record, statements from the General Assembly, and the Book of Confessions in a timely fashion. Such public statements will include written letters to our member congregations and pastors in active service, at large and honorably retired, as well as the bodies where such events have taken place, news outlets and those in public office when appropriate. Events where a response is expected but not limited to are events of racism, prejudice, inequality, terrorism and natural or unnatural disaster. We understand that Christ is Lord of conscience and ask that the Executive Presbyter and/or the Moderator inform Cabinet if for any reason they cannot in conscience fulfill this portion of their duties.

### Rationale:

Over and over again members of the Presbytery and our member congregations comment on the absence of the Presbytery's voice when these events of racism, injustice, terrorism or disaster occur. What are we doing as a presbytery? How are we responding in public and in action? Do we even care? Are we praying for those affected and for a difference to happen in our communities and world?

This Policy aids the Presbytery of Detroit in being able to respond promptly and in line with our past statements as well as those statements and policies of the wider PC(USA). When we wait to respond until the next presbytery meeting, which can be as late as two months after the fact, we have lost much of the power we have as a larger grouping of churches we know as the Presbytery of Detroit. Our communities are looking for us when the event is occurring and if we are indeed standing with them.

As we have an increase of racist actions in particular in our country and local communities, it is the belief of many that this will continue to occur and more often. We need to be able to allow our Executive Presbyter and/or Moderator to speak on our behalf and provide mutual aid to those affected by these areas of injustice in our communities, country and world. In adding our voice publicly we are opening up to the possibilities of being a voice at the table working for peace, justice and compassion in our local communities and world.

The power of God is great and we must not silence the voice of God to call out such injustice in our midst and to stand with those affected, bringing to light what others seek to let stay in the darkness. When we do so, we will see a unity in our communities to be proud of and that we can all celebrate together. As the Rev. Dr. Martin Luther King Jr. once said, "Our lives end the day we become silent about something that matters."



# MOTOR CITY MISSION CORPS

Presbytery of Detroit  
17575 Hubbell St.  
Detroit, MI 48235

Adam Delezenne  
Site Coordinator  
adam@detroitpresbytery.org  
734-713-8072

August 25, 2017

The Motor City Mission Corps started as a Detroit site for the Young Adult Volunteer Program of the PCUSA. Though YAV declined to take us on as a new placement, we have maintained much of their program model for our first year.

During the recruiting season the working group elected to make some modifications to the YAV model in response to what we were seeing and hearing from candidates. Though the program changed slightly our commitment to connect young adults with the service work of the Church remains.

## 2017 Recruiting Results and Analysis

In our four months of active recruiting we received three applications, two of which fell through. We had previously determined that three participants was the minimum viable number needed to run the program.

Our site coordinator created a report on the recruiting season in order to provide some context to our results. We looked at how we compare with similar programs, our target market, and a deeper dive into recruiting results. The full report is available upon request.

Five factors were identified that, together, shaped our recruiting results:

1. Limited time frame (four months) for active recruiting, and that after many potential candidates have made decisions about their next year.
2. We were poorly differentiated from other programs that prospects might be choosing from.
3. We had underestimated the indirect costs of participation such as loss of job prospects, leaving family and/or supportive networks, sharing housing.
4. Through the structure of the program we had created unintentional barriers that made participation much easier for people of privilege over people of color.
5. We made assumptions about what young adults want and how they understand their needs.

We remain committed to our purpose of connecting young adults with the work of the Church but were convicted by how our program seemed to be built for an elite few. The working group is currently considering how best to move forward faithfully, both in terms of how we spend the church's resources and how we ensure our program is as authentically open as possible.

Today, we stand together to condemn the recent acts of racial violence and hatred that took place in Charlottesville Virginia this past Saturday which caused the death of one woman, two state troopers and serious injuries to innocent people. As men and women of faith, we vehemently oppose such verbal and physical violence committed in the name of white nationalism and supremacy.

So, we are gathered here, pastors from many different ethnicities and nationalities, to support racial equality, racial harmony and peace, in the understanding and celebration of our differences and our commonalities. Together, with our Creator, we are determined to overcome this evil.

**Today, we commit to the following:**

1. To commit to be advocates for peace, justice, equality and the elimination of racial hate, prejudice and bigotry
2. To educate my friends, family and community of faith to recognize hate and injustice and to work for justice and equality in America.
3. To reach beyond the boundaries of comfort in ethnicity and race to strive together for the beloved community of harmony as preached by Jesus Christ.
4. To challenge hate, injustice and inequality anytime, anyplace, and anywhere.
5. To encourage my church or community of faith, this Sunday to initiate prayers for peace, justice and equality and to transcend racial hate and bigotry.

**2018 MINIMUM TERMS OF CALL FOR FULL-TIME CLERGY****The Committee on Ministry-Presbytery of Detroit**

The POD effective salary for 2018 is a minimum 2.5% increase over 2017.

*BOP requires that Medical dues be based on effective salary but not less than \$44,000 and not more than 124,000.*

*Social Security, Pensions, and Death/Disability are based on effective salary.*

	2017	2018
<b>I. Effective Salary *(POD Minimum)</b>		
a. Cash Salary, Housing Allowance & Deferred Compensation	\$43,440	\$44,526
b. Self-Employment Contribution Act Reimbursement (Any portion over 7.65% of Effective Salary)		
<b>TOTAL EFFECTIVE SALARY*</b>	<b>\$43,440</b>	<b>\$44,526</b>
<b>II. Benefits</b>		
a. BOP Medical 24.5% minimum \$44,000 (2017)	\$10,780	
BOP Medical 25% Effective Salary \$44,000 (2018)		\$11,132
b. BOP Pensions 11% Effective Salary	\$4,778	\$4,898
c. BOP Death/Disability 1% Effective Salary	\$434	\$445
d. Social Security Reimbursement (7.65% of Effective Salary*)	\$3,323	\$3,406
<b>TOTAL BENEFITS</b>	<b>\$19,315</b>	<b>\$19,881</b>
<b>III. Reimbursed Expenses (as designated by the pastor)</b>		
a. Med. Deductible (per <i>Call to Health</i> )	\$434	\$445
b. Study Allowance Reimbursed	\$1,000	\$1,000
c. Professional Expenses (Vouchered & Reimbursed)	\$1,500	\$1,500
Auto Reimbursement at IRS allowable rate (currently .535 cents/mile)		
Business Expenses (books, dues, etc.)		
<b>TOTAL REIMBURSED EXPENSES</b>	<b>\$2,934</b>	<b>\$2,945</b>
<b>GRAND TOTAL MINIMUM TERMS OF CALL</b>	<b>\$65,689</b>	<b>\$67,352</b>

**Other Requirements:**

- Attend Transition in Ministry Workshop. All new and existing full-time calls are required to meet the minimum. Less than full time calls are prorated.
- Four weeks' vacation (including 4 Sundays); and two weeks study leave (including 2 Sundays) are required.
- Study Allowance and Leave may be accumulated up to 6 weeks, upon Session action.
- All installed positions require participation in the Board of Pensions.
- BOP Median Salary for 2018 is \$58,000.

\* POD minimum effective salary. Manse value is considered 30% of this total by the Board of Pensions. Cash housing allowance is flexible, but must reflect actual expenses of operating the home.

Detroit Presbytery requires Employing Organizations to pay all dues for Mandated Plan Member Medical Insurance through the Board of Pensions and where needed, for Dependent Medical Insurance through the Board of Pensions. We encourage Employing Organizations to verify appropriate, comparable insurance coverage for dependents who choose to opt-out of BOP coverage.

APPROVED by Committee on Ministry: September 14, 2017  
APPROVED by Presbytery of Detroit:



# THE PRESBYTERY OF DETROIT

*An informed Presbytery is a  
Responsible Presbytery*

## TREASURER'S REPORT

September 26, 2017

# Assets: As Of 7/31/17

Cash and Cash Equivalents	299,360
Presbyterian Investment Loan Program	526,174
Investment Securities	20,651,422
Notes Receivable	3,849,470
Other Assets	692
Total Assets	<u><u>25,327,118</u></u>

# Net Assets/Equity & Liabilities: As Of 7/31/17<sup>44</sup>

Notes Payable PCUSA & Other Liabilities	2,314,213
---	-----------

## Net Assets/Equity

Unrestricted	5,960,296
--------------	-----------

Temporarily Restricted	2,079,372
------------------------	-----------

Permanently Restricted	<u>14,973,237</u>
------------------------	-------------------

Total Net Assets/Equity	<u>23,012,905</u>
-------------------------	-------------------

Total Net Assets/Equity/Liability	<u><u>25,327,118</u></u>
-----------------------------------	--------------------------

# REVENUES - 1/1/17 – 7/31/17

Mission Revenue	689,169
Investments Income	557,200
Grant Income & Other Income	<u>41,201</u>
Total Revenues	<u>1,287,570</u>

# **EXPENDITURES - 1/1/17 – 7/31/17<sup>46</sup>**

Mission Expense	357,257
Investment Distribution & fees	488,890
General Operating Expenses	90,680
Total Ministry Teams (Committees) Exp.	216,107
Admin. Expenses - Salary & Benefits	239,373
Grant Expense	35,996
Total Expenditures	<u>1,428,303</u>

# General Operating Expenses

## Include:

Machinery & Maintenance (copiers etc)

Professional Expense

Office & Other Expense

Rent & Security

General Insurance & Umbrella Liability Ins.

# Income/(Loss) 1/1/17 - 7/31/17

Total Revenues	1,287,570
Total Expenditures	<u>1,428,303</u>
Total Income Before Net Realized/ Unrealized Gain Or Loss	(140,733)
Net Unrealized/Realized Endow & Gen Invest Gain or Loss	<u>676,506</u>
Total Income After Net Realized/ Unrealized Gain or Loss	<u>535,773</u>

**From 1/1/17 – 7/31/17**

The Major Revenue categories –  
variance from budget  $S/B = 41.67\%$



	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>Current</u> <u>Year</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Budget</u> <u>Variance</u>	<u>Percent</u> <u>Total</u> <u>Budget</u> <u>Remaining</u>
<b>Shared Mission</b>	16,499	148,987	332,400	183,413	55.18%
<b>Per Capita</b>	90,511	332,414	568,072	235,658	41.48%
<b>Offerings and Donations</b>	19,675	151,812	251,000	99,188	39.52%

## **Report from the Social Justice Ministry Team**

**Motion to Presbytery of Detroit: The Social Justice Ministry Team moves the approval of the annual grant request of \$6,300 from the Presbyterian Hunger Program which provides salary support for the Hunger Action Coordinator.**

Each year, the Presbyterian Hunger Program asks presbyteries with Hunger Action Advocates to submit an application for matching funds to support the salary of the Hunger Action Advocate. This request is made through an on-line application. Approval/affirmation is required of the presbytery.

In the Presbytery of Detroit, our Hunger Action Advocate is Diane Agnew. (Our title for the position is Hunger Action Coordinator.) The covenant application was received on June 1, 2017. The deadline for submission to the Presbyterian Hunger Program was August 1.

The covenant application was submitted to the Hunger Ministries Workgroup for comments and approval for submission. The Social Justice Ministry Team was asked to place the motion for approval on the docket for the September presbytery meeting.

The role of the Hunger Action Coordinator in the presbytery of Detroit is to educate, enable and assist the presbytery and congregations in their commitment to the hungry both locally and globally; to supervise the presbytery's hunger partner; to secure volunteers for hunger efforts; to communicate hunger issues; to facilitate communication with groups from the PC(USA) or other groups; and to network with community agencies. This role is in keeping with the requirements of the Presbyterian Hunger Program.

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
Sunday, July 9, 2017

The Commission to **install Ruthanne Herrington as Pastor of Garden City Presbyterian Church** was convened with prayer by the moderator, Stefanie Lewis, at 1:40 P.M. on July 9, 2017, at Garden City Presbyterian Church. The Commission members present were:

**The Rev. Peter Moore**

**Elder MaryAnn Brantley of Gratiot Avenue  
Presbyterian Church**

**The Rev. Jullie Madden**

**Elder Wendelin Hughes of Garden City Presbyterian  
Church**

**There were no corresponding commissioners.**

The Commission invited the following persons to participate in the worship service: Rev. Dr. Allen Timm

After approving the order of worship, the Commission proceeded to worship, where it **installed Ruthanne Herrington as Pastor of Garden City Presbyterian Church. In the course of the installation service, Rev. Herrington gave affirmation to the obligations undertaken in the installation questions found in W-4.4003.** Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Rev. Herrington.

/s Stefanie W. Lewis  
Moderator

Date: July 9, 2017

**Presbytery of Detroit  
Minutes of the Stated and Annual Meeting  
November 18, 2017**

**WE CELEBRATED OUR CONNECTIONS IN CHRIST**

The Presbytery of Detroit convened with prayer in its stated and annual meeting on November 18, 2017 at 9:03 a.m. at St Thomas Church, Shelby Township. Stefanie Lewis moderated the meeting.

The Moderator declared the presence of a quorum.

Upon motion of the Stated Clerk, the Presbytery approved the docket.

**PROMOTION OF SOCIAL RIGHTEOUSNESS**

**WE PROCLAIMED THE GOOD NEWS.**

Daniel Michalek preached on 2 Samuel 13, “The Cry of Tamar”

Presbytery heard and participated in a panel discussion on domestic violence in today’s world.

**WE CELEBRATED OUR CONNECTIONS IN CHRIST (continued)**

The Moderator appointed Lori Sadler the Assistant to the Stated Clerk.

The Moderator welcomed new members and commissioners.

Upon motion of the Stated Clerk Presbytery voted to excuse those who had requested to be excused.

Upon motion Presbytery seated the following corresponding members:

Christina Jensen from Lake Huron Presbytery

Anne Lange from Whitewater Valley Presbytery

Revs Jim Porter and Jaime Klinger welcomed Presbytery to St Thomas Church.

**CELEBRATION OF THE MINISTRY OF FIRST PRESBYTERIAN CHURCH  
WYANDOTTE**

Barb McRae reviewed the 161 year ministry of Wyandotte First and how the church came to close and consolidate with Lincoln Park. Kara Hildebrandt reported on the consolidation.

**WE LISTENED FOR THE WORK OF THE SPIRIT IN OUR COMMUNITY**

Report from the Planning & Visioning Team. Kevin Johnson reported on the ACSWP of the General Assembly, Gospel from Detroit at the 2014. The response was so encouraging so we set *the promotion of social righteousness* as a theme for 2016. Next year the theme will be *the exhibition of the Kingdom of heaven to the world*.

**WE RESPONDED TO CHRIST’S CALL TO MISSION AND MINISTRY**

**Executive Presbyter’s Report.** Allen Timm reported.

Mr Timm welcomed new pastors and led the Presbytery in singing happy birthday to Fran Hayes. He announced the sudden death of George Portice at University Church. He

reported on the activities of the Month of Mission, and a group from Presbytery who just returned from hurricane relief in Louisiana. He thanked those who were going off committees, and Beth Delaney for her work as Moderator. He noted that Nate Phillips, pastor of Kirk in the Hills has written a new book, which is reviewed in Grapevine.

The Moderator offered a prayer for openness.

**Committee Items for Action:**

**Treasurer:** Timothy Ngare reported.

Mr Ngare presented his report. (Appended to the minutes.)

Upon motion of Mr Ngare, the Presbytery adopted the 2016 audit. (Appended to the minutes.)

**Coordinating Cabinet:** Beth Delaney reported.

Upon motion of the Coordinating Cabinet, Presbytery voted to:

1. Approve the 2018 terms of call for the Presbytery Executive and Stated Clerk as follow:

A 2.5% increase in salary and housing with the following new terms of call:

The Rev. Dr. Allen D. Timm, Executive Presbyter

Approve a 2.5% increase in salary and housing (increase of \$1706)

\$37023	Salary
50,000	Housing Allowance
1,000	Medical reimbursement
6,657	SECA allowance
23,670	Board of Pensions Medical dues
10,415	Board of Pensions Pension dues
947	Board of Pensions Life and Disability Insurance dues
125	Workmen's Comp insurance dues
6,660	Reimbursement for travel expenses (at IRS rate)
4,000	Reimbursement for Professional Business Expenses
<u>3,000</u>	<u>Reimbursement for Continuing Education</u>
\$143,497	Total Compensation

The Rev. Edward H. Koster, J.D., Stated Clerk

Approve a 2.5% increase salary and housing (increase of \$668, half-time position):

\$3,765	Salary
30,300	Housing Allowance
518	Medical reimbursement
2,606	SECA allowance
12,657	Board of Pensions medical dues
5569	Board of Pensions pension dues
506	Board of Pension Life insurance and disability
125	Workmen's comp insurance
1,400	Reimbursement for travel expenses (at IRS rate)
1,400	Reimbursement for business expenses
<u>1,000</u>	<u>Reimbursement for Continuing Education</u>
\$59,847	Total Compensation

2. Approve the Media and Market Coordinator Position Description. (Appended to the minutes)
3. Elect an Associate Executive Presbyter search committee comprised of seven persons selected by each of the following committees.

Two Operations Ministry Team Members – Chip Tallinger, Harold Ellis, Co-Chairs  
Each of the following committees will nominate a member:

Committee on Ministry  
Care and Preparation for Ministry  
New Church Development Ministry Team  
Committee on Representation  
At-large Member, selected by Operations

Executive Presbyter – ex officio

The report of the Presbytery Operations Team, which includes the procedures for conducting the search, is appended to the minutes.

4. Elect the following Chair and Vice Chair of the Nominating Committee:  
Chair-18 M 0 Jan 18 C 3/5 Rev Peter Henry Grosse Pointe Memorial  
Vice Chair-18 F 0 Jan 18 AA Elder MaryAnn Brantley (CC Rep) Detroit Gratiot Avenue.  
There were no nominations from the floor

The Coordinating Cabinet reported the following concern from the Committee on Nominations:

“The Nominations Committee lodges its concern at the absence of interest and diversity of General Assembly applicants and requests the Coordinating Cabinet to establish it as a priority of its concerns.” We would point out also, that this concern really applies to all committees, ministry teams, and work groups, including (as noted above) the Committee on Nominations. We all need to remember the vows we took at our ordination, whether for ruling elder or minister, as found in the Directory for Worship: “Will you share [for ruling elders, or “be active” for ministers] in government and discipline, serving in councils of the church?” (W-4.04i)

5. Change P-27, title “Policy on Parental Leave” to “Policy on Family Leave.”
6. Approve Communion at the Pastors in Transition Retreat on January 29-31, 2018.
7. Accept invitations to the 2018 Presbytery from:  
Tuesday, January 24 at 4:00 p.m.: Birmingham First  
Saturday, March 10 at 9:00 a.m.: Grosse Ile  
Tuesday, June 13 at 4:00 p.m.: Kirk in the Hills  
Tuesday, September 26 at 4:00 p.m.: Dearborn First  
Saturday, November 18 at 9:00 a.m.: Warren First

The motion was made to approve the Presbytery Policy on Guns. The motion was made to refer the policy back to committee to clarify the matter of law enforcement personnel. The motion was not approved. The motion was made to amend line 6 by inserting “except where permitted by state or federal law.” The motion was not approved. Upon motion the Presbytery voted to amend by inserting at line 6, “except where required by state or federal law.” The Policy as amended was approved.

The motion was made to approve the Guidelines for sessions. The motion was made to send the guidelines back to committee for clarification on posting a sign. The motion was not approved by a vote of 33 *yes*, 48 *no*. Upon motion the guidelines were amended by inserting at line 27 “and post a sign declaring the church property a gun-free zone.” The vote was 47 *yes*, 32 *no*.

The Policy and Guidelines are appended to the minutes.

**The Coordinating Cabinet reported the following for the information of Presbytery:**

1. The Coordinating Cabinet heard a report from the Presbytery Operations Team on the hiring of the Hands-On Mission Coordinator. Michael Barconey has been hired. The report of the process is appended to the minutes.
2. The Coordinating Cabinet has approved communion for the Pastors in Transition retreat on October 30, 31, 2017.
3. The Coordinating Cabinet has approved the 2018 Presbytery Assembly theme: The Great Ends of the Church: The exhibition of the Kingdom of Heaven to the world.

**Committee on Nominations** Dave Bunch reported for the Committee.

There being no nominations from the floor, Presbytery elected the following:

**GA Commissioners**

GA 2018 Clergy	Rev	John Judson	Birmingham, First
2018 Clergy	Rev	Bob Agnew	Warren, Celtic Cross
GA 2018 Clergy	Rev	Kara Hildebrandt	Lincoln Park
GA 2018 Elder	CRE	Charon Barconey	Detroit, Hope
GA 2018 Elder	Elder	Kevin Smith	Warren, First
GA 2018 Elder	Elder	Ellen Schreuder, esq	Detroit, Calvin East
GA 2018 YAAD	Elder	Katie Baker	Mt Clemens, First
Alternate Clergy	Rev	Mark Phillips	Dearborn, Cherry Hill
Alternate Elder	Elder	Katie Baker	Mt Clemens, First
Alternate YAAD	YAAD	Jeffrey Kindt	Mt Clemens, First

**Synod of Covenant Commissioners**

Class-20	Elder	Daryl Taylor	Detroit, Hope
Class-20	Rev	Estelle Aaron	H.R.
Class-20	YAAD	VACANCY	

**Officers of the Presbytery**

Moderator -18	Rev	John Judson	Birmingham, First
---------------	-----	-------------	-------------------

Vice-moderator -18 CRE Charon Barconey Detroit, Hope

### **Committee on Ministry (COM)**

Chair-18	Rev	Mary Austin	Detroit, Westminster
Class-19	Rev	Ken Kaibel	Detroit, Jefferson Ave
Class-19	Elder	Ronald C. Hughes	Livonia, Rosedale Gardens
Class-20 Turner	Rev	Catherine McCloskey-At-Large	Plymouth, First
Class-20	Rev	Anne Schaefer	St. Clair Shores, Lakeshore Detroit, Gratiot
Class-20	Rev	Adam Grosch	Ave.
Class-20	Elder	MaryAnn Brantley	
Class-20 (Daniel) Chang	Elder	Dr. Hyun Sik	Southfield, KPCMD Mt. Clemens, First
Class-20	Elder	William Herhilan	Waterford, Community
Class-20	Rev	Beth Delaney	Orchard Lake, Community Dearborn,
Class-20	Rev	Paul Thwaite	Cherry Hill
Class-20	Elder	Mary Boudreau	Pontiac, Joslyn Ave.
Class-20	Elder	Tom Kostrzewa	

### **Committee on Preparation for Ministry (CPM)**

Co-Chair-18	Rev	Edward Dunn	Grosse Pointe Woods
Co-Chair-18	Rev	Mary Bahr-Jones	Sterling Heights, New Life
Class-18	Elder	Michael Gaubatz	Canton, Geneva
Class-19		VACANCY	
Class-20	Rev	Mary Bahr-Jones	Sterling Heights, New Life
Class-20	Rev	Pamela Meilands	Royal Oak, First
Class-20	Elder	Bob Steed	Dearborn, Littlefield
Class-20	Rev	Jim Faile	Allen Park
Class-20		VACANCY	
Class-20		VACANCY	
Class-20		VACANCY	

### **Congregational Development and Transformation Ministry Team**

Chair-18	Rev	Joanne Morgan	South Lyon, First
Class-18		VACANCY	
Class-20	Elder	Joanne Morgan	
	Rev		South Lyon, First
Class-20	Rev	Judy Shipman	Ann Arbor, Westminster

### **Leadership Equipping Team Ministry Team**



Chair-18	Elder	Doris Campbell	Milan, People's
Class-20	Elder	Ruth Azar	Grosse Pointe Memorial
Class-20	Rev	Joel Puntigam	Livonia, St. Timothy

#### **Mission Interpretation Ministry Team**

Chair-18	Elder	Bobby Ponder	Detroit, Fort Street
Class-20	Elder	Carolyn Maricq	Grosse Ile
Class-20	VACANCY		

#### **Multicultural Ministries Ministry Team**

Chair-18 VACANCY  
 Class-18 VACANCY  
 Class-20 VACANCY  
 Class-20 VACANCY

#### **New Church Development Ministry Team**

Chair-18	Rev	Chris Thomas	Dearborn, First
Class-20	CRE	Mike Hoffman	Dearborn, First
Class-20	Rev	Isaac Chung	White Lake

#### **Permanent Judicial Commission**

Class-23	Elder	Howard Hill, esq	Grosse Pointe Memorial
Class-23	Rev	Seung Won Yu	Southfield, KPCMD
Class-23	Rev	Laura Sias-Lee	Clarkston, Sashabaw

#### **Planning & Visioning Ministry Team**

Chair-18	Rev	Bryant Anderson	Milford
Class-20	Rev	Bryant Anderson	Milford
Class-20	Rev	Sung Joon Moon	Southfield, KPCMD
Class-20	Elder	Lorn Coleman	Detroit, Calvary

#### **Presbytery Operations Ministry Team**

Chair-18	Rev	Peggy Casteel-Huston	Mt. Clemens, First
Class-20	Rev	Opelton Parker	Detroit, Broadstreet
Class-20	VACANCY		

#### **Committee on Representation**

Chair-18	Elder	Deborah Fair	Detroit, Westminster
----------	-------	--------------	----------------------

Class-18	Elder	Ruth Azar	Grosse Pointe Memorial
Class-20	Rev	Barbara Swartzel	H.R.
Class-20	Rev	Raphael Francis	Detroit, Trinity

### **Social Justice Ministry Team**

Chair-18	Rev	Laura Kelsey	Pontiac, First
Class-20	Elder	Henry Gaffney	Detroit, Calvary
Class-20	Rev	Estelle Aaron	H.R.

### **Trustees**

Chair-18	<b>Trustees elect their own Chair</b>		
Class-20	Elder	Martha Blenman	Birmingham, First
Class-20	Rev	Ruthanne Herrington	Garden City
Class-20	Elder	Margaret Williamson	Detroit, Jefferson Ave.

**Committee on Preparation for Ministry.** Edward Dunn reported for the Committee.

The Committee presented the following for the information of Presbytery:

1. CPM met with Bethany Peerbolte, a Candidate under care of the presbytery, and sustained her annual consultation, and granted a Final Assessment – giving her permission to form and circulate her Personal Information Form and seek a call.
2. CPM met with Kevin Krawczyk, and voted to enroll him/her as an Inquirer under the care of the Presbytery of Detroit.
3. CPM took action to remove Melissa Naveen, an Inquirer, from the care of the Presbytery of Detroit.

*Jacqueline Spycher*, a candidate Finally Assessed by the Presbytery of Lake Huron, has met the requirements for ordination in this presbytery, has received a M.Div. from Yale Divinity School, and has received a call to serve as Assistant Pastor at Northbrook Presbyterian Church.

The Committee presented Ms Spycher for examination by the Presbytery on any statement on her Statement of Faith or in relation to her preparedness for ordained ministry. Ms Spycher presented her statement of faith and was examined by the Presbytery. Upon motion of Ms Delezene, Presbytery voted to arrest the examination. Upon motion of the Committee, Presbytery voted to approve Ms Spycher for ordination.

The Moderator invited Ms Spycher, her friends and family forward for a prayer.

*Eric Lange*, a Candidate Finally Assessed by the Presbytery of Whitewater Valley, has met the requirements for ordination in this presbytery, has received a M. Div. from Princeton Theological Seminary, and has been chosen to serve as Co-Interim Pastor at Fort Street Presbyterian Church.

The Committee presented Mr Lange for examination by the Presbytery on any statement on his Statement of Faith or in relation to his preparedness for ordained ministry

may be asked. Mr Lange presented his statement of faith and was examined by the Presbytery. Upon motion of Mr Clise Presbytery voted to arrest his examination. Upon motion of the Committee Presbytery voted to approve Mr Lange for ordination.

Upon motion of the Committee, Presbytery voted to request Whitewater Presbytery ordain Mr Lange and transfer him to us.

The Moderator called Mr Lange, his friends and family forward for a prayer.

**Committee on Ministry** Neeta Nichols reported for the Committee.

Upon motion of the Committee, Presbytery voted to:

### **Calls/Contracts**

1. **Approve** the call between **Detroit Jefferson Avenue Church** and the **Rev. Matthew Nickel** as Pastor, effective January 7, 2018. Terms of Call: Cash Salary \$60,000, Use of Manse \$18,600, Deferred Compensation \$2,000, SECA Reimbursement \$6,013, Dues for the Benefits Plan of the Board of Pension \$29,822, Medical Deductible Reimbursement \$1,612, Auto/Travel Reimbursement \$1,500, Continuing Education Reimbursement \$1,000, Business Expenses \$1,500. Total Compensation \$122,047. Vacation of 4 weeks including 4 Sundays; Study Leave of 2 weeks including 2 Sundays; paid Parental Leave of 4 weeks including 4 Sundays. Sabbatical Leave per the recommended terms of the Presbytery. A one-time moving expense up to \$5,000. The church will also pay for Rev. Nickel to attend a Pastors in Transition program. AA/EEO guidelines of the denomination have been followed during the search process. And request the transfer of Rev. Nickel from Mid-Kentucky Presbytery.
2. **Approve** the Interim Pastor contract between the **Rev. Karen R. Stunkel** and **The New Hope Church, Southfield** effective October 12, 2017. Terms of Call: Cash Salary \$33,960, Housing Allowance \$23,601, Deferred Compensation \$4,800, Self-Employment Contribution Act Reimbursement \$2,598, BOP Medical \$15,591, BOP Pensions \$5,860, BOP Death/Disability \$624, Medical Deductible \$805, Study Allowance \$1,200, Professional Expenses \$1,000. Total: \$96,039. Vacation-5 weeks including 5 Sundays; 2 family Sundays as needed with Session approval; Study Leave-2 weeks including 2 Sundays. The church will pay for and allow time for the Interim Pastor to attend one of the Presbytery's Pastors in Transition retreats.

### **Transfers**

1. **Approve** the transfer of the **Rev. Douglas Blaikie** to the Presbytery of Providence, South Carolina.
2. **Approve** the transfer of the **Rev. Anne Reed Lange** from the White Water Valley Presbytery.
3. **Approve** the transfer of the **Rev. Fernando Rodriguez** from the New Castle Presbytery.

### **Miscellaneous:**

1. **Approve** the 2017 Terms of Call spreadsheet. (Appended to the minutes.)

The Committee reported the following for the information of Presbytery. It has:

1. **Approved** the **Rev. Michelle James** for Interim Training.
2. **Approved** the MIF for Howell First.
3. **Approved** the appointment of the **Rev. Joanna Dunn** as moderator of Session and Acting Head of Staff at University Church effective October 29, 2017.

4. **Approved the Rev. Dr. Al Timm** as moderator of Session at University Church on October 29, 2017.
5. **Approved** adding the **Rev. Neil Cowling** and the **Rev. Thomas Hartley** to the Pulpit Supply list.
6. **Approved** the acceptance of the **Rev. Dr. J. Bernard Taylor's** resignation from his validated ministry and removing him from the Pulpit Supply list.
7. **BY MOTION, COM affirmed** the naming of the **Rev. Dr. Norman Pritchard** as Pastor Emeritus at **Kirk in the Hills**. Recognition will be November 19, 2017.
8. **Approved** removing the Rev. Barbara Swartzel and the Rev. Thomas DeOreo from the Pulpit Supply list if no sexual misconduct form is submitted.
9. **Approved** removing the Rev. Harold Ellens, the Rev. Daniel Ervin, and Christina Jensen from the Pulpit Supply list.
10. **Elected** Dr. Daniel Chang to the Associate Executive Presbyterian's Search Committee.
11. **Elected** Jin Lee of New Hope to The Pastoral Response Team (a sub-workgroup of COM).

The Committee reported actions taken under the authority given it. It has:

1. **Approved** the one-year Parish Associate contract between **First Presbyterian Church of Mount Clemens** and the **Rev. Daniel Heaton** beginning September 1, 2017. Terms of Call: Salary-\$18,000, Travel-\$250, Study Leave-\$2,000. Total: \$20,250. The Session is encouraged to pay for and allow time for the Parish Associate to attend one of the Presbytery's Pastors in Transition Retreats along with attending interim training.
2. **Approved** the one-year Interim Ministry contract between **First Presbyterian Church of Royal Oak** and the **Rev. W. Kent Clise** beginning October 16, 2017. Terms of Call: Salary-\$89,428, Social Security-\$6,841, Professional Expenses-\$3,000. Total-\$99,269. Vacation-one month including 4 Sundays; Study Leave-2 weeks.
3. **Approved** the part-time one-year Interim Co-Pastor contract between **Fort Street Presbyterian Church, Detroit** and the **Rev. Anne Lange** beginning October 15, 2017. Terms of Call: Salary\$12,000, Housing \$30,000, BOP Medical-\$11,000, BOP Pensions-\$4,620, BOP Death/Disability-\$420, Social Security-3,213, Medical Deductible\$840, Continuing Education-1,000, Professional Expenses-\$1500. Total\$64,593. The Session will provide, as necessary, for maternity/paternity leave. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. The church will pay for and allow time for the Interim Pastor to attend one of the Presbytery's Pastors in Transition retreats and Week 2 of Interim Training.
4. **Approved** the part-time one-year Interim Co-Pastor contract between **Fort Street Presbyterian Church, Detroit** and **Mr. Eric Lange** beginning October 15, 2017. The Session contracts with Mr. Eric Lange to begin all aspects of this Interim position prior to his ordination as Minister of Word and Sacrament with the exception of those duties for which ordination is required. Terms of Call: Salary\$42,000, BOP Pension-\$4,620, BOP Death/Disability-\$420, Social Security-\$3,213, Medical Deductible-\$840, Continuing Education-\$1,000, Professional Expenses-\$1,500. Total: \$53,593. The Session will provide, as necessary, for maternity/paternity leave. The Church will provide a one-time moving expense of up to \$5,000. Vacation-4 weeks including 4 Sundays; Study Leave-2

weeks including 2 Sundays. The church will pay for and allow time for the Interim Pastor to attend one of the Presbytery's Pastors in Transition retreats and Week 1 of Interim Training.

5. **Approved** the one-year Assistant Pastor contract between **Northbrook Presbyterian Church, Beverly Hills** and **Ms. Jacqueline Spycher** beginning October 15, 2017. The Session contracts with Ms. Jacqueline Spycher to begin all aspects of this interim position prior to her ordination as Minister of Word & Sacrament with the exception of those duties for which ordination is required. Terms of Call: Salary\$22,500, Housing-\$22,500, Medical-\$10,364, Dental-\$462, Pension\$4,950, Death/Disability-\$450, Social Security-\$2,725, Professional Expenses-\$1,500, Continuing Education-\$1,000, Medical Deductible-\$450. Total: \$66,901. Vacation-4 weeks including 4 Sundays; Study Leave-2 weeks including 2 Sundays. The church will pay for and allow time for the Assistant Pastor to attend one of the Presbytery's Pastors in Transition retreats. The church also agrees to pay the moving costs for Ms. Spycher.

### 2017 Non-Reporting Churches and Pastors

It is the policy of Detroit Presbytery, that annually the salary packages of all pastors will be recorded in the minutes of the Presbytery. This is for the protection of clergy and congregations should there ever be a dispute about the pastor's compensation. The following have failed to make a timely report this year:

Bloomfield Hills, Kirk In The Hills:	Angela Ryo
Detroit, Trinity:	Raphael Francis
Fort Gratiot, Lake Shore	Bill Davis
Novi, Faith Community	Dan Michalek
Plymouth, First	Anne Schaefer
Pontiac, First	Laura Kelsey
Southfield, Covenant:	Thomas James

**Omnibus motion.** The Stated Clerk reported.

Upon motion from the Trustees, the Presbytery voted to:

1. Close Erin Presbyterian Church
2. Dismiss the Erin P-21 Committee with thanks.

Upon motion from the Trustees, Presbytery voted to receive and enter into the minutes the following for the information of Presbytery:

1. The Trustees approved the increase in the line of credit for Erin Church to \$125,000.
2. The Trustees have approved the following resolution:

Acting on behalf of the Presbytery of Detroit pursuant to authority given it by the Presbytery, the Trustees approve the sale of the property of Erin Presbyterian Church described as:

Land situated in the City of Roseville, County of Macomb, State of Michigan, described as:

That part of Lots 1 through 15, lying East of a line 40.0 feet East of the centerline of Northbound Highway US 25, Lots 26 through 29 and the West 40 feet of Lot 30, Home Land Subdivision, according to the plat thereof, as recorded in Liber 6, Page 40 of Plats Macomb County Records; Also Lots 17 through 22, Common Place Subdivision, according to the plat thereof, as recorded in Liber 4 Page 67 of Plats, Macomb County Records; also an unplatted parcel of land in the East 1/2 of the Southwest 1/4 of Section 9, Town 1 North, Range 13 East, described as follows: the North 50 feet lying North and adjacent to Lot 22 and West of and Adjacent to Lot 20 Common Place Subdivision.

Tax 10 Number: 14-09-178-024

Commonly known as: 30000 Gratiot Avenue, Roseville, MI 48066  
to Gratiot STA, LLC, whose address is 29850 Northwestern Hwy, Suite 200,  
Southfield, MI 48076, for the sum of Seven Hundred and Fifty Thousand and 00/100  
(\$750,000.00) Dollars.

The distribution of the proceeds should be \$124,795 to Presbytery, remainder to Erin Presbyterian Church.

The Trustees approved this sale on behalf of the Presbytery because of the complexity and fragility of the sale and the need to close at a date before the next meeting of Presbytery.

3. The Trustees have moved the utilities at 3530 Grand River (Barnabas) into the name of the Presbytery.
4. (Withdrawn for separate consideration.)
5. The Trustees have leased a new copier to replace the one currently used. It will have the ability to make color copies.
6. The Trustees are consulting with St. Timothy on the sale of property.
7. The Trustees are consulting with the Southwest Detroit Refugee and Immigration Center to find a means of assisting in funding for the renovation of a purchased property.
8. The Trustees are developing a policy on the handling of funds when churches are sold.
9. The Trustees have elected Kirk C. Waibel, David Williams, and Alita Marlowe Buford to the board of the Howell Nature Center.
10. The Trustees have approved receipt of payment in full of principal and accrued interest from the Howell Nature Center on its existing loan of \$1,120,000, which it will pay from a loan from the Presbytery Investment and Loan Program. These funds will go into Fund 200 (Capital Fund). The effect of this will be to increase funds for Presbytery use.
11. The Trustees have purchased a C.D. from the Presbytery Investment and Loan Program in the amount of \$224,023 (the Howell Nature Center payoff amount) with an interest rate of 1.8%.
12. The Trustees have reviewed a proposed gun policy and referred it back to the Coordinating Cabinet.
13. The Trustees have reviewed and endorsed the 2016 audit that will be proposed for adoption by the Treasurer.
14. The Trustees have approved a set of criteria for release of Ranney-Balch funds and submitted it to the Social Justice Team.

Upon motion from the Social Justice Team, Presbytery voted to approve the Presbyterian Disaster Assistance Domestic Refugee Grant Partnership Application. ( ed to the minutes.)

Item considered separately after being withdrawn from the Omnibus Motion.

For the information of Presbytery from the Trustees:

4. After consultation with the Mission Interpretation Ministry Team, the Trustees have voted to sell the property at 3530 Grand River. (This will be presented for presbytery approval before the sale is made.)

The motion was made by Mr Johnson: I move that the motion to sell the Grand River property designate 80 percent of net proceeds [after all loans, mortgages, and other obligations have been paid] from the sale of this property be used for urban ministries to impoverished, at risk people within the bounds of the Presbytery of Detroit and that the remaining 20 percent be given to the Freedom Rising Initiative of the General Assembly (approved by the 222<sup>nd</sup> General Assembly of the PCUSA).

Upon motion of Ms Blenman the motion was referred to the Trustees for consideration.

**Stated Clerk:** Edward Koster reported.

Upon motion of the Stated Clerk, Presbytery voted to:

1. Approve the minutes of September 27, 2017.
2. Approve the reports of the following Commissions:
  - Installation of Nate Phillips as pastor of Kirk of in the Hills on September 17, 2017
  - The ordination of Matthew Bauhof on October 7, 2017
  - The ordination of Christina Jensen on October 28, 2015
 Appended to the minutes.
3. Approve the review of session records of the following churches:
  - Detroit, Gratiot Avenue
  - With no exceptions
  - Orchard Lake, Orchard Lake
  - With no Exceptions

The Stated Clerk reported the following for the information of Presbytery:

TRANSFERS COMPLETED

- a) From the Presbytery of Detroit:
  - i) Doug Blaikie to Providence Presbytery
  - ii) Matthew Bauhof to Western Reserve Presbytery
  - iii) Amy Morgan to Plains & Peaks Presbytery
  - iv) Thomas Priest to New Hope Pby
  - v) Christina Jensen to Lake Huron Presbytery
- b) To the Presbytery of Detroit:
  - i) Jeff Ott from Lake Erie Presbytery
- c) To the Church Triumphant:
  - i) George Portice on 10/26/17

The Presbytery took time to fill a meeting evaluation.

The Presbytery adjourned with prayer at 12:54.

The next meeting of the Presbytery will be Tuesday, January January 23, 2018 at 4:00 p.m. at Birmingham First Presbyterian Church.

ATTEST:

*Edward W Koster*

EDWARD KOSTER, Stated Clerk

ATTACHMENT ONE: The Roll

APPENDICES:

Report of the Treasurer  
 2016 Audit  
 Media and Market Coordinator Position Description  
 Procedures for conducting the search for the Associate Executive Presbytery  
 Gun Policy and Session Guidelines  
 Hiring process for the Hands-on Mission Coordinator  
 2017 Terms of Call  
 Ordination/Installation Reports of Nate Phillips, Matthew Bauhof, Christina Jensen

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR NOVEMBER 18, 2017

CHURCHES: Of 78 churches, 33 were represented and 45 were not.

COMMISSIONERS: Of 137 eligible commissioners, 53 enrolled, and 84 did not.

OTHER RULING ELDERS (Officers, Members of Council):

Of 12 total, 9 were present, of whom 3 counted as commissioners, leaving 6 as the unduplicated count: 1 excused, and 2 absent.

TEACHING ELDERS: Of the 120 non-retired teaching elders on the combined rolls of active members and members-at-large, 34 were present, 20 were excused, and 66 were absent.

Of the 85 retired teaching elders on the rolls, 12 were present and 73 were excused.

COMMISSIONED LAY PASTORS AND CERTIFIED EDUCATORS: Of the 6 serving Commissioned Ruling Elders on the rolls, 2 were present, 0 excused, 4 absent

Of the 0 serving Certified Christian Educators on the rolls, 0 were present, 0 excused, \* absent.

SUMMARY

VOTING MEMBERS PRESENT

	53	Elder Commissioners
+	6	Other Ruling Elders
+	34	Non-retired teaching elders
+	12	Retired teaching elders
+	2	Commissioned Ruling Elders.



+ 0 Certified Christian Educators.

= 107 Voting members present.

**OTHERS PRESENT**

4 Non-voting attendees

2 Corresponding members

**ATTENDANCE CHURCHES AND ELDER COMMISSIONERS**

**ALLEN PARK, Allen Park**

1 SUSAN INGERSOLL

2 BOB MORTON

3

**ANN ARBOR, Calvary**

1 NOT REPRESENTED

**ANN ARBOR, First**

1 NOT REPRESENTED

2

3

4

5

**ANN ARBOR, Northside**

1 NOT REPRESENTED

**ANN ARBOR, Westminster**

1 NOT REPRESENTED

2

**AUBURN HILLS, Auburn Hills**

1 NOT REPRESENTED

**BELLEVILLE, Belleville**

1 NOT REPRESENTED

**BERKLEY, Greenfield**

1 ALAN GEBAUER

2

**BEVERLY HILLS, Northbrook**

1 BILL JORDAN

2 MATT BROADWELL

**BIRMINGHAM, First**

1 JOHN NAGGENTY

2 KEITH TERMAAT

3 ROSY LATIMORE

**BLOOMFIELD HILLS, Kirk/Hills**

1 ARNIE KUMMEROW

2

3

4

5

**BRIGHTON, First**

1 DOUG BECKER

2 KAREN DIAZ

**CANTON, Geneva**

1 MIKE GAUBATZ

2 DAVE BUNCH

**CLARKSTON, Sashabaw**

1 NOT REPRESENTED

**DEARBORN, Cherry Hill**

1 MARY BOUDREAU

2

**DEARBORN, First**

1 NOT REPRESENTED

2

**DEARBORN, Littlefield**

1 PAMELA MOORE

**DEARBORN HGTS, St. Andrew's**

1 NOT REPRESENTED

**DETROIT, Broadstreet**

1 JANET GLENN

2

**DETROIT, Calvary**

1 JANIFER BINION

2

**DETROIT, Calvin East**

1 NOT REPRESENTED

2

**DETROIT, First**

1 NOT REPRESENTED

**DETROIT, Fort Street**

1 BOB PONDER

**DETROIT, Gratiot Avenue**

1 MARY ANN BRANLEY

2

**DETROIT, Hope**

1 MARY GREEN

2 PRISCILLA WASHINGTON

**DETROIT, Jefferson Avenue**

1 BRYAN SUNISLOE

2 BYRUM PATRICK

**DETROIT, St. John's**

1 JEANE V MOORE

2 SHARON MOORE

**DETROIT, Trinity Community**

1 NATALIE BROTHERS

2

**DETROIT, Trumbull Avenue**

1 NOT REPRESENTED

2

**DETROIT, Westminster**

1 JANN PALMER

2

3

**FARMINGTON, First**

1 CHRIS DAVIS

2 RICK FULLER

**FERNDALE, Drayton Avenue**

1 NOT REPRESENTED

**FORT GRATIOT, Lakeshore**

1 NOT REPRESENTED

**GARDEN CITY, Garden City**

1 GAIL MAIN

**GROSSE ILE, Grosse Ile**

1 DAVID FIGG

2

**GROSSE POINTE, Memorial**

1 NOT REPRESENTED

2

3

4

**GROSSE PTE WOODS, Woods**

1 SANDY FULLERTON

**HIGHLAND PARK, Park United**

1 NOT REPRESENTED

2

**HOWELL, First**

1 DAWAIN RIEBOW

2

**LINCOLN PARK, Lincoln Park**

1 CHRIS GRUNDY

**LIVONIA, Rosedale Gardens**

1 DYCHE ANDERSON

2

**LIVONIA, St. Paul's**

1 ALLEN NICHOLAS

**LIVONIA, St. Timothy's**

1 NOT REPRESENTED

**MILAN, Peoples**

1 DORIS CAMPBELL

**MILFORD, Milford**

1 KRISTIN CONNOLLY

2 BRUCE GILBERT

**MT. CLEMENS, First**

1 NOT REPRESENTED

2

**NORTHVILLE, First**

1 NOT REPRESENTED

2

3

**NOVI, Faith Community**

1 NOT REPRESENTED

2

**ORCHARD LAKE, Community**

1 HEATHER STEGGALL

2

3

**PLYMOUTH, First**

1 NOT REPRESENTED

2

3

4

**PONTIAC, First**

1 NOT REPRESENTED

**PONTIAC, Joslyn Avenue**

1 NOT REPRESENTED

**PORT HURON, First**

1 JANET HANSON

2

**REDFORD, St. James**

1 NOT REPRESENTED

**ROCHESTER, University**

1 DOUG DENTON

2

**ROYAL OAK, First**

1 SUZANNE LEWARD

2 SCOTT RIECH

3 JAMES ETTLES

**ROYAL OAK, Starr**

1 NOT REPRESENTED

**SALINE, First**

1 NOT REPRESENTED

2

**SHELBY TWP., St. Thomas**

1 MARGARET DE ZNCH

2 JON KRING

**SOUTH LYON, First**

1 NOT REPRESENTED

**SOUTHFIELD, Covenant**

1 NOT REPRESENTED

**SOUTHFIELD, KPCMD**

1 NOT REPRESENTED

2

3

**SOUTHFIELD, New Hope**

1 NOT REPRESENTED

**ST. CLAIR SHORES, Heritage**

1 NOT REPRESENTED  
**ST. CLAIR SHORES, Lake Shore**  
 1 NOT REPRESENTED  
 2  
**STERLING HGTS, New Life**  
 1 VALERIE ROBBINS  
**TAYLOR, Southminster**  
 1 NOT REPRESENTED  
**TROY, First**  
 1 RUTH FEDOR  
**TROY, Korean First**

1 NOT REPRESENTED  
 2  
**TROY, Northminster**  
 1 CHRIS KONDAK  
**WALLED LAKE, Crossroads**  
 1 NOT REPRESENTED  
**WARREN, Celtic Cross**  
 1 NOT REPRESENTED  
**WARREN, First**  
 1 KEITH CARLSON  
**WATERFORD, Community**

1 NANCY HUNT  
**WESTLAND, Kirk of Our Savior**  
 1 MADELINE CARPENTER  
**WHITE LAKE, White Lake**  
 1 NOT REPRESENTED  
**WYANDOTTE, Wyandotte**  
 1 NOT REPRESENTED  
**YPSILANTI, First**  
 1 NOT REPRESENTED  
 2

## ATTENDANCE CLERGY AND ELDER MEMBERS

### A. RULING ELDER MEMBERS ON CABINET

A ADAMS, ADRIENNE  
 P BLENMAN, MARTHA  
 C BUNCH, DAVE  
 C CAMPBELL, DORIS  
 P FAIR, DEBORAH  
 E JOHNSON, KATHI  
 P LEWIS, STEFANIE  
 A MATERS, BRUCE  
 P MORTON, JANET  
 P NGARE, TIMOTHY  
 C PONDER, BOB  
 P TALLINGER, CHIP

### B. TEACHING ELDERS

A ADAMS, WILLIAM L III  
 A ALLEN, ROBERT  
 P ANDERSON, BRYANT  
 A ANDERSON, LINDA  
 A ANDERSON, LINDSEY  
 A AUE, CRAIG  
 E AUSTIN, MARY  
 P BAHR-JONES, MARY  
 P BATTAGLIA, LEIA  
 P BECKMAN, MICHAEL  
 P BLAIR, JOANNE  
 A BOLT, KENNETH  
 A BOUSQUETTE, PAUL  
 A BUCKLEY, BLAIR  
 A CAMPBELL, EMILY  
 E CASTEEL-HUSTON, PEGGY  
 A CHOI, SEUNG KOO  
 A CHUNG, ISAAC  
 A CHURCH, HEIDI  
 A COCHRAN, LINDA  
 E CORNFIELD, KEITH  
 E COZIER, CLINTON  
 A DE ORIO, ANTHONY  
 P DELANEY, BETH  
 P DELEZENNE, JULIE  
 A DOWNS, ELIZABETH  
 A DOYLE-HOHF, KATHLEEN  
 P DUNN, EDWARD  
 P DUNN, JOANNA  
 A ERVIN, DANIEL  
 E FAILE, JAMES  
 E FAIR, FAIRFAX  
 A FERGUSON, GUY THOMAS  
 A FORGER, DEBORAH  
 P FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 A GEISELMAN, KEITH  
 P GODBEHERE, SARAH

A GRANO, MARIANNE  
 A GROSCH, ADAM  
 A HANNA, RAAFAT  
 E HARRIS, R. JOHN  
 P HAYES, FRANCES  
 A HEATON, DAN  
 A HENRY, PETER J. M.  
 P HERRINGTON, RUTHANNE  
 P HILDEBRANDT, KARA  
 A HORLOCKER, MICHEL  
 P JAMES, MICHELLE  
 A JAMES, THOMAS  
 P JOHNSON, KEVIN  
 A JU, GWANGWOO  
 P JUDSON, JOHN  
 E JUSINO, EDDIE  
 P KAIBEL, KENNETH  
 P KELSEY, LAURA  
 E KIM, Y. MONCH  
 P KLINGER, JAMIE  
 A KOENIG, ERIC  
 P KOSTER, EDWARD H.  
 A LEE, ESTHER  
 A MABEE, CHARLES  
 A MADDEN, JULIE  
 A MARKS, JULIE  
 P McCLOSKEY-TURNER, CATHARINE  
 A McGOWAN, EVANS  
 A McMILLAN, JUDITH  
 P McRAE, BARBARA  
 A MEILANDS, PAMELA  
 E MILLER, J. SCOTT  
 A MILLS, JILL  
 A MONNETT, JAMES  
 E MOOK, SHARON  
 A MOON, SUNG-JOON  
 E MOORE, PETER  
 A MORGAN, JOANNE  
 A MORROW, DUKE  
 A MOZENA, SUSAN  
 P NICHOLS, NEETA  
 A NUSS, STEVEN  
 A OBERG, ARTHUR  
 A OSWALD, DIANE  
 A OTT, JEFF  
 A PARK-PIATT, DOROTHY  
 A PARKER, OPELTON  
 P PAVELKO, JOHN H.  
 A PHILLIPS, MARK  
 A PHILLIPS, NATHANIEL  
 A PHILLIPS, SCOTT  
 A PICKRELL, BROOKE  
 P PIECUCH, KEVIN  
 E PITTMAN, JASON

E PITTMAN, KELLY  
 P PORTER, JAMES  
 E PRENTICE-HYERS, MARY ELIZABETH  
 P PUNTIGAM, JOEL  
 P REED, PHILIP  
 A RIKE, JENNIFER  
 A RODRIGUEZ, FERNANDO  
 A ROEDERER, RENEE  
 E ROGERS, MELISSA ANNE  
 E RYAN, BREANNE  
 A RYO, ANGELA  
 A SANDERFORD, JOHN  
 A SCHAEFER, ANNE N.  
 E SIAS-LEE, LAURA  
 E SIMONS, SCOTT W.  
 A SMART, JASMINE  
 E SMITH, BRYAN DEAN  
 P STUNKEL, KAREN  
 P STUNKEL, PAUL  
 A TAN, HOTEK  
 A THODE, TED  
 A THOMAS, CHRISTOPHER  
 P THWAITE, PAUL  
 P TIMM, ALLEN D  
 A TUCKER-LLOYD, IRIS  
 A WHITLOCK, KELLIE  
 P WILHELMI, MARJORIE  
 A YU, SEUNG WON

### C. RETIRED TEACHING ELDERS

P AARON, ESTELLE  
 P AGNEW, ROBERT  
 E ALBRECHT, GLORIA  
 E ANDREWS, DOYLL  
 E AUSTIN, LARRY  
 P BEERY, ELDON  
 E BLEIVIK, DAVID  
 E BOEVE, PETER  
 E BROWNLEE, RICHARD  
 E BYARS, RONALD  
 E CAPPS, HARRY  
 E CARTER, DOUGLAS D.  
 E CHAMBERLAIN, LAWRENCE  
 E CHAMBERS, JAMES C.  
 E CHOI, IN SOON  
 P CLISE, W. KENT  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 E CONLEY, JAMES H.  
 E CORSO, LINDA  
 P COWLING, NEIL D.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 E DAVIS, ROXIE ANN

E DAVIS, WILLIAM  
 E DENNIS, WARREN  
 P DENTON, GRETCHEN  
 E DOWNTON, DAVID  
 E DUNIFON, WILLIAM  
 E DYKSTRA, CRAIG R.  
 E ELLENS, J. HAROLD  
 E FINDLAY, WILLIAM  
 E FORSYTH, E. DICKSON  
 E FOSTER, JOHN  
 E GERE, BREWSTER  
 E GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 P HARTLEY, THOMAS  
 E HATCHER, RUFUS  
 E HELMKE, BEN  
 E HENDERSON, RICHARD  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 E KIM, T. ANDREW  
 E KNUDSEN, RAYMOND  
 E KOGEL, LYNNE  
 E LANGWIG, JANICE  
 E LANGWIG, ROY  
 E LISTER, KENNETH D.  
 E LONGWOOD, MARJORIE  
 E MacINNES, JOHN D.  
 P MICHALEK, DANIEL  
 E MIHOCKO, DAVID  
 E MISHLER, JOHN  
 E NUSSDORFER, GUS

E OLIVER, GARY  
 E ORR, ROBERT C.  
 E OWEN, DAVID  
 P OXTOBY, THOMAS  
 E PETERS, RICHARD  
 E POLKOWSKI, WILLIAM  
 E PRICE, MICHAEL T.  
 E PROVOST, KEITH  
 E PRUES, LOUIS J.  
 E RATCLIFFE, ALBERT H.  
 P ROBERTSON, ANN  
 P ROBERTSON, WILLIAM  
 E RUSSELL, JAMES P.  
 E SCRIBNER, LOREN  
 E SHIPMAN, JUDY  
 E SKIMINS, JAMES  
 E SOEHL, HOWARD  
 P SOMMERS, CHARLOTTE  
 E SWARTZEL, BARBARA G.  
 E TAYLOR, J. BERNARD  
 E TAYLOR, THEODORE, II  
 E THORESEN, KATHRYN R.  
 E VANDERBEEK, RONALD  
 E WINGROVE, WILLIAM N  
 E WRIGHT, DONALD  
 E YOON, HAK SUK  
 E YUE, MYUNG JA  
 E ZAMBON, WILLIAM  
 E ZIEGLER, JACK T.

**D. STAFF & OTHERS**  
 P AGNEW, DIANE

P DELEZENNE, ADAM  
 P JENSEN, SANDRA

**E. CERT. ASSOC. CHRISTIAN ED.**

A MERTEN, CINDY  
 P PRICE, LAURA

**F. COMMISSIONED RULING ELDERS**

P BARCONEY, CHARON  
 P BASS, NANCY  
 A HOFFMAN, MICHAEL  
 A HUTCHENS, PAMELA  
 A SEILER, GORDON  
 A SINGLEY, LINDA

**H. PAST RULING ELDER**

**MODERATORS NOT ON CABINET**

E BOSTIC-ROBINSON, DIANE, PM  
 E ELAM, DIXIE, PM  
 P ELLIS, HAROLD, PM  
 E HYLKEMA, CAROL, PM  
 E LOUP, JEAN, PM  
 E MORRISON, HELEN, PM  
 E WINSLOW, PAUL, PM

**G. CORRESPONDING MEMBERS**

JENSEN, CHRISTINA  
 LAKE HURON PRESBYTERY  
 LANGE, ANNE  
 WHITE WATER VALLEY

**Paper C**

**Paper C**

**THE PRESBYTERY OF DETROIT**  
*An informed Presbytery is a  
 Responsible Presbytery*  
**TREASURER'S REPORT**  
 [including 2016 Audit]  
 November 18, 2017

---

---

---

---

---

---

---

---

**Assets: As Of 9/30/17**

Cash and Cash Equivalents	234,478
Presbyterian Investment Loan Program	526,831
Investment Securities	21,019,528
Notes Receivable	3,819,012
Other Assets	<u>2,391</u>
<b>Total Assets</b>	<b><u>25,602,240</u></b>

---

---

---

---

---

---

---

---

**Net Assets/Equity & Liabilities: As Of 9/30/17**

Notes Payable PCUSA & Other Liabilities	2,322,689
<b>Net Assets/Equity</b>	
Unrestricted	6,094,805
Temporarily Restricted	2,211,509
Permanently Restricted	<u>14,973,237</u>
<b>Total Net Assets/Equity</b>	<b><u>23,279,551</u></b>
<b>Total Net Assets/Equity/Liability</b>	<b><u>25,602,240</u></b>

---

---

---

---

---

---

---

---

**Paper C****REVENUES - 1/1/17 - 9/30/17**

Mission Revenue	854,401
Investments Income	710,282
Grant Income & Other Income	<u>28,269</u>
Total Revenues	<u>1,592,952</u>

---



---



---



---



---



---

**EXPENDITURES - 1/1/17 - 9/30/17**

Mission Expense	416,838
Investment Distribution & fees	566,723
General Operating Expenses	128,497
Total Ministry Teams (Committees) Exp.	310,832
Admin. Expenses - Salary & Benefits	313,081
Grant Expense	41,316
Total Expenditures	<u>1,777,287</u>

---



---



---



---



---



---

**Income/(Loss) 1/1/17 - 9/30/17**

Total Revenues	1,592,952
Total Expenditures	<u>1,777,287</u>
Total Income Before Net Realized/ Unrealized Gain Or Loss	(184,335)
Net Unrealized/Realized Endow & Gen Invest Gain or Loss	<u>1,020,418</u>
Total Income After Net Realized/ Unrealized Gain or Loss	<u>836,083</u>

---



---



---



---



---



---

**Paper C**

**From 1/1/17 – 9/30/17**

The Major Revenue categories –  
variance from budget S/B = 0.75%

---

---

---

---

---

---

---

---

	<u>Current Year Actual</u>	<u>9-Month Budget</u>	<u>Budget Variance</u>	<u>Percent Total Budget Remaining</u>
Shared Mission	200,565	186,975	13,590	7.27%
Per Capita	399,852	319,540	80,312	4.03%
Offerings and Donations	166,434	166,187	247	0.15%

---

---

---

---

---

---

---

---

**INDEPENDENT AUDITOR'S REPORT**

- a) Includes Audited Statements of Financial Position as of December 31, 2016  
Statement of Activities and statement of Cash Flows for same period
- b) First time Howell Nature Center financial activity not included
- c) Clean opinion issued on August 15, 2017

---

---

---

---

---

---

---

---

**THE PRESBYTERY OF DETROIT, INC.**

Financial Statements  
Independent Auditor's Report  
with Comparative and Supplementary Information  
December 31, 2016 and 2015

**THE PRESBYTERY OF DETROIT, INC.**  
Financial Statements  
Independent Auditor's Report  
with Comparative and Supplementary Information  
December 31, 2016 and 2015

**TABLE OF CONTENTS**

	<b>Page</b>
Independent Auditor's Report	1
Financial Statements:	
Statements of Financial Position	2
Statements of Activities and Changes in Net Assets	3
Statements of Cash Flows	4
Notes to Financial Statements	5-12
Supplementary Information	13-14
Schedules of Indebtedness of Churches and the Presbytery of Detroit, Inc. to other Presbytery's Organizations	





Anita R. Tellis, CPA, MST

15 E. Kirby St., Suite 106  
 Detroit, Michigan 48202  
 (313) 873-3812  
 (313) 873-3816 Fax  
[www.tellisandcompanycpas.com](http://www.tellisandcompanycpas.com)

## Independent Auditor's Report

To the Presbytery Board of Trustees of  
 The Presbytery of Detroit, Inc.

We have audited the accompanying financial statements of The Presbytery of Detroit, Inc. (a nonprofit organization) which comprise the statements of financial position as of December 31, 2016 and the related statements of activities, and statements of cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, except for the effects of the unrecorded net book value of capital assets, the depreciation expense and the related entities excluded from the report as in Note 1 to the financial statements, the financial statements referred to above present fairly, in all material respects, the financial position of The Presbytery of Detroit, Inc. as of December 31, 2016 and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

A PROFESSIONAL LIMITED LIABILITY COMPANY

Members of Private Companies Practice Section of the American Institute of Certified Public Accountants and Michigan Association of Certified Public Accountants

Independent Auditor's Report  
(Continued)

**Report on Summarized Comparative Information**

We have previously audited The Presbytery of Detroit, Inc. 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated August 31, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Other Matters**

As more fully described in Note 5 to the financial statements, certain capital expenditures were not capitalized or depreciated as assets by The Presbytery of Detroit, Inc. Also, as discussed in Note 1, not all entities under the control of The Presbytery of Detroit are included. Accounting principles generally accepted in the United States of America require that such assets be capitalized and depreciated, and all entities are included in consolidated reporting. The effect of these departures from generally accepted accounting principles on financial position, results of operations, and cash flows has not been determined.

**Supplementary Information**

The accompanying additional information on page 14 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Tellis and Company, PLLC*

Detroit, Michigan  
August 15, 2017

## THE PRESBYTERY OF DETROIT, INC.

Statements of Financial Position  
As of December 31, 2016 and 2015

	<b>Assets</b>	
	<u>2016</u>	<u>2015</u>
<b>Cash and Cash Equivalents</b>	\$ 351,024	\$ 1,759,600
<b>Presbyterian Investment Loan Program</b> (Note 2)	528,504	527,200
<b>Investment Securities</b> (Notes 3 and 7)	20,030,954	17,510,238
<b>Notes Receivable</b> (Note 1)		
Notes Receivable	<u>1,577,723</u>	<u>1,638,539</u>
Total Notes and Land Contracts Receivable	<u>1,577,723</u>	<u>1,638,539</u>
<b>Other Assets</b>		
Other Receivables (Note 1)	<u>2,540,545</u>	<u>3,084,565</u>
Total Assets	<u>\$ 25,028,750</u>	<u>\$ 24,520,142</u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities:</b>		
Notes Payable to Presbyterian Church (U.S.A.) (Note 1)	\$ 2,481,837	\$ 2,806,134
General Mission payable	98,688	135,579
Accrued Liabilities	256	-
Total Liabilities	<u>2,580,781</u>	<u>2,941,713</u>
<b>Net Assets:</b>		
Unrestricted		
General Operating (Deficit)	(50,416)	(61,899)
Designated for Long-Term Investment and Other (Note 10)	5,802,537	5,598,434
Temporarily Restricted (Note 8)	1,722,612	1,616,814
Permanently Restricted (Note 9)	<u>14,973,236</u>	<u>14,425,080</u>
Total Net Assets	<u>22,447,969</u>	<u>21,578,429</u>
Total Liabilities and Net Assets	<u>\$ 25,028,750</u>	<u>\$ 24,520,142</u>

The accompanying notes are an integral part of these financial statements.

**THE PRESBYTERY OF DETROIT, INC.**  
**Statements of Activities and Changes in Net Assets**  
**For the Years Ended December 31, 2016 and 2015**

	Unrestricted			Temporarily Restricted	Permanently Restricted	Total 2016	Total 2015
	General Operating	Designated	Total Unrestricted				
<b>Changes In Net assets</b>							
Revenue, gains, and other support							
Per capita apportionments	\$ 328,653	\$ -	\$ 328,653	\$ -	\$ -	\$ 328,653	\$ 368,927
Presbytery Mission giving	253,489	-	253,489	-	-	253,489	196,192
Grants	24,273	36,650	60,923	-	-	60,923	52,936
Offerings/Donations	27,447	146,124	173,571	-	-	173,571	207,261
Other Income (Loss)	2,000	-	2,000	34,507	-	36,507	2,516
Net realized and unrealized gains	-	48,580	48,580	67,821	598,654	714,855	(845,509)
Sale, Disposal of Fixed Assets	-	(2,134)	(2,134)	-	-	(2,134)	(158,285)
Interest and dividends	2,090	90,257	92,347	-	-	92,347	58,028
Endowment income	228,525	51,261	279,786	55,105	487,238	822,127	740,631
Net assets released from restrictions- Satisfaction of program restrictions	597,169	(6,000)	589,169	(51,435)	(537,734)	-	-
Total revenue, gains, and other support	1,463,646	362,738	1,826,384	105,798	548,156	2,480,338	623,695
<b>Expenses:</b>							
Program expenses (Note 12)	1,316,363	158,635	1,474,998	-	-	1,474,998	1,721,893
Management and general (Note 12)	131,123	4,677	135,800	-	-	135,800	124,834
Total expenses	1,447,486	163,312	1,610,798	-	-	1,610,798	1,846,727
Increase (Decrease) In Net Assets -- Before transfers	16,160	199,426	215,586	105,798	548,156	869,540	(1,223,032)
Transfers	(4,677)	4,677	-	-	-	-	-
Increase (Decrease) In Net Assets	11,483	204,103	215,586	105,798	548,156	869,540	(1,223,032)
Net Assets - January 1,	(61,899)	5,598,434	5,536,535	1,616,814	14,425,080	21,578,429	22,801,461
Net Assets - December 31,	\$ (50,416)	\$ 5,802,537	\$ 5,752,121	\$ 1,722,612	\$ 14,973,236	\$ 22,447,969	\$ 21,578,429

The accompanying notes are an integral part of these financial statements.

**THE PRESBYTERY OF DETROIT, INC.**  
**Statements of Cash Flows**  
**For the Years Ended December 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Cash Flows from Operating Activities</b>		
Changes in net assets	\$ 869,540	\$ (1,223,032)
Adjustments to reconcile changes in net assets to net cash from operating activities:		
Depreciation	-	-
Net realized and unrealized (gains) losses on investments (Net of Income and Transfers)	(1,120,290)	943,788
<b>Changes in assets and liabilities:</b>		
(Increase) Decrease in Presbytery causes receivable	60,816	428,888
(Increase) Decrease in other receivables	544,020	294,581
Increase (Decrease) in general mission payable	(36,891)	92,906
Increase (Decrease) in accrued liabilities	<u>247</u>	<u>-</u>
Net cash provided by (used in) operating activities	<u>317,442</u>	<u>537,131</u>
<b>Cash Flows In Investing Activities</b>		
Net (Purchases) Sales of investment securities	(1,401,721)	40,956
Issuance (Proceeds) from receipt of payment on notes receivables from churches	<u>(324,297)</u>	<u>(169,037)</u>
Net cash provided by (used in) investing activities	<u>(1,726,018)</u>	<u>(128,081)</u>
<b>Cash Flows In Financing Activities</b>	-	-
Net Increase in Cash and Cash Equivalents	(1,408,576)	409,050
Cash and Cash Equivalents - Beginning of year	<u>1,759,600</u>	<u>1,350,550</u>
Cash and Cash Equivalents - End of year	<u>\$ 351,024</u>	<u>\$ 1,759,600</u>

**Supplemental Cash Flow Disclosures**

Cash Paid During the Year for Interest	\$ <u>-</u>	\$ <u>-</u>
--	-------------	-------------

The accompanying notes are an integral part of these financial statements.

**THE PRESBYTERY OF DETROIT, INC.**  
 Notes to Financial Statements  
 For the Years Ended December 31, 2016 and 2015

---

**Note 1 - Nature of Operations and Significant Accounting Policies:**

The Presbytery of Detroit, Inc. (the "Presbytery") is one of the presbyteries that comprise the Synod of the Covenant, which is a member of the Presbyterian Church (U.S.A.). The Presbytery consolidation policy is to include all entities under its common control. These financial statements include: the "Presbytery" only. These financial statements exclude the following related entity: "Presbyterian Women in the Presbytery of Detroit" (PWPD). The effect on the consolidated report as of December 31, 2016 and 2015 has not been determined.

In addition to starting and sustaining new churches in southeastern Michigan, the Presbytery provides program leadership and resources to help meet the educational needs of the churches.

Effective as of July 1, 2016 "Howell Nature Center, LLC", (in which the Presbytery was the Managing Member) had a structure change, and transferred all of its assets to "Howell Nature Center", an independent entity. Therefore, "Howell Nature Center" is not included in these financial statements.

**Significant accounting policies are as follows:**

The financial statements of the Presbytery have been prepared on the accrual basis of accounting. The Presbytery records transactions based on the nature of the activity as unrestricted, temporarily restricted, or permanently restricted.

**Unrestricted Assets** - Unrestricted net assets of the Presbytery consist of general operations and programs. Unrestricted designated funds consist of amounts received or receivable that the Presbytery, Council, or Trustees have earmarked for a specific purpose. Unrestricted property and equipment consist of the Presbytery's investment in tangible property.

Gifts of cash or other assets that must be used to acquire long-lived assets initially are reported as restricted support. Absent donor stipulations about how long these long-lived assets must be maintained, the Presbytery reports expirations of donor restrictions when the acquired long-lived assets are placed in service.

**Temporarily Restricted Assets** - Temporarily restricted assets of the Presbytery consist of amounts received from donors who have specified the time and purpose for which the funds are to be spent. When a donor restriction is accomplished, temporarily restricted net assets are released to unrestricted net assets.

**Permanently Restricted Assets** - Permanently restricted assets of the Presbytery consist of amounts received from donors who have specified that the principal of the donation is to remain intact for investment purposes. Realized and unrealized gains on these assets are also permanently restricted. Annual earnings on these assets are released to unrestricted or temporarily restricted net assets.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses and changes in net assets during the reporting period. Actual results could differ from those estimates.

**Cash Equivalents** - The Presbytery considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

**THE PRESBYTERY OF DETROIT, INC.**  
 Notes to Financial Statements  
 For the Years Ended December 31, 2016 and 2015

**Note 1 - Nature of Operations and Significant Accounting Policies: (Continued)**

**Functional Basis and Allocation** – Indirect costs have been allocated between the program and support services based on activity-based costing methods. Although the methods of allocation used are considered appropriate other methods could be used that would produce different amounts.

**Concentration of Credit Risk Arising From Deposit** – The Presbytery maintains cash balances with different banks. Accounts at each institution are insured by Federal Deposit Insurance Corporation (FDIC). At December 31, 2016 the Operating Account had deposits of \$76,635 in excess of the FDIC limits.

**Risks and Uncertainties** – The Presbytery invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that change in the values of investment securities may occur in the near term and those changes could materially affect the amounts reported in the consolidated statement of financial position.

**Notes Receivable, Other Receivables and Payable** - The Presbyterian Church (U.S.A.) makes loans to various churches within The Presbytery of Detroit, Inc.'s jurisdiction, and the Presbytery cosigns for these loans. Included in notes receivable balance from Presbytery churches is \$2,617,046 and \$3,181,447 at December 31, 2016 and 2015. Of this amount \$2,481,837 for December 31, 2016 and \$2,806,134 for December 31, 2015 is due on Presbyterian Church (U.S.A.) loans. Principal and interest payments on these loans are made directly by the churches to the Presbyterian Church (U.S.A.), and include interest rates from 3 percent to 5 percent due at various maturity dates through 2037. The Notes receivable are reviewed periodically throughout the year and assessed for collectability. An allowance for doubtful accounts is set-up once a receivable collectability is in doubt. The allowance (shown net) is \$0 for the year ended December 31, 2016 and \$36,423 as of December 31, 2015.

**Property, Building, and Equipment** - As further discussed in Note 5, certain capital expenditures are not recorded as assets by the Presbytery.

**Investment Fees** - The investment management fee is paid by a reduction in trust principal only.

**Income Tax Status** - The Presbytery is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code and did not conduct any unrelated business activities during the calendar year. Therefore, The Presbytery has no provision for federal income taxes in the accompanying financial statements.

**Donated Property and Services** – The Presbytery records donated property at its estimated market value only. Additionally, the Presbytery members provided volunteer services in many activities of the entity. These volunteers have a significant impact on making the ministry effective. However, the values of those services are not reflected herein inasmuch as the amount of services provided is indeterminable.

**Subsequent Events** - The Presbytery management has evaluated events and transactions for potential recognition or disclosure through the date of the auditor's report August 15, 2017, which is the same date the financial statements were available to be issued.

**Pension Plan** - Certain members of the Presbytery's staff are participants in a pension plan that is administered by the Board of Pensions, which is governed by the Presbyterian Church (U.S.A.). The Presbytery's contributions are calculated as a percentage of eligible wages and are funded as accrued. Pension expense was \$14,031 and \$13,728 for the years ended December 31, 2016 and 2015. While contributions are based on fixed rates, federal laws impose certain contingent liabilities on contributors to multiemployer plans. In the event of withdrawal from the plan and under certain other conditions, a contributor to a multiemployer pension plan may be liable to the plan in accordance with formulas established by law.

**THE PRESBYTERY OF DETROIT, INC.**  
Notes to Financial Statements  
For the Years Ended December 31, 2016 and 2015

**Note 1 - Nature of Operations and Significant Accounting Policies: (Continued)**

**Trustee Expenses** – These expenses represent non-salaried expenses used to run the day-to-day operation of the Presbytery office.

**Note 2 - Investment Loan Program**

At December 31, 2016 and 2015, the Presbytery has \$528,504 and \$527,200 in a money market fund with the Presbytery Church (U.S.A.) Investment Program. Under this program, loans are made to churches for capital investments or improvements. The investments are available for allocation to reduce interest charged on loans to local churches participating in the program. Under, this program the Presbytery is required to maintain a balance of twenty-five percent (25%) of the outstanding balance in liquid assets. The Presbytery is contingently liable for the full amount of the loan outstanding should an individual church default on its loan and the proceeds from the liquidation of the collateral is insufficient to satisfy the outstanding balance. Periodic assessments are made to determine the exposure to the Presbytery for this contingency.

**Note 3 - Investment Securities**

	<u>2016</u>	<u>2015</u>
The fair market value of securities is as follows:		
Corporate stocks and bonds	\$11,555,254	\$ 9,887,821
Mutual Funds	8,093,571	7,335,988
Money market securities	<u>382,129</u>	<u>286,429</u>
Total	<u>\$20,030,954</u>	<u>\$17,510,238</u>

Net investment income for the period consist of:

	<u>2016</u>	<u>2015</u>
Net realized and unrealized gains (losses) on investments	\$ 714,855	\$( 845,509)
Dividends and Interest	906,319	799,657
Investment fees	<u>( 62,680)</u>	<u>( 71,877)</u>
	<u>\$1,558,494</u>	<u>\$( 117,729)</u>



**THE PRESBYTERY OF DETROIT, INC.**  
Notes to Financial Statements  
For the Years Ended December 31, 2016 and 2015

---

**Note 3 - Fair Value Measurement (Continued)**

The Presbytery adopted the Fair Value Measurements of its Investments. This accounting standard establishes a fair value hierarchy that measures the difference market participant assumptions developed based on market data obtained from sources independent of the Presbytery (observable inputs) and the reporting Presbytery's own assumptions about market participant assumptions developed based on the best information available in the circumstances (unobservable inputs). The Fair Value measurement also include an adjustment for risk if market participants would include one in pricing the related asset or liability, even if the adjustment is difficult to determine. Fair Value further reports and discloses its results on one of the three levels:

Level 1 – Quoted market prices in an active market for the same assets or liabilities.

Level 2 – Observable market based inputs or unobservable inputs that are corroborated by market data.

Level 3 - Unobservable inputs that are not corroborated by market data.

The Presbytery holds investments in corporate stock and bonds, Mutual Funds and Money Market Securities. These investments are based upon quoted prices and determined to be Level 1's for the year ended December 31, 2016.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Corporate Stock and bonds	\$11,555,254	\$ -	\$ -	\$11,555,254
Mutual Funds	8,093,571	-	-	8,093,571
Money Market Securities	<u>382,129</u>	<u>-</u>	<u>-</u>	<u>382,129</u>
Totals	<u>\$20,030,954</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$20,030,954</u>

**Note 4 – Property, Buildings, and Equipment**

As further discussed in Note 5, certain capital expenditures are not recorded as assets by the Presbytery.

**Note 5 – Depreciation of Assets**

During 1989, Accounting Standards "Accounting For Depreciation of Assets" became effective for all not-for-profit organizations. This statement required the Presbytery to record as assets all capital expenditures since inception, and record depreciation charges each year over their estimated useful lives. Prior to 2010 the Presbytery recorded, as assets, all expenditures of a capital nature since 1983 and was recognizing their cost over the estimated useful lives through depreciation charges. In 2010 the Presbytery removed all of their assets from their books. Effective as of July 1, 2016 "Howell Nature Center, LLC", (in which the Presbytery was the Managing Member) had a structure change, and transferred all of its assets to "Howell Nature Center, Inc.", an independent entity.

**THE PRESBYTERY OF DETROIT, INC.**  
Notes to Financial Statements  
For the Years Ending December 31, 2016 and 2015

---

**Note 6 – Leases**

The Presbytery rents its office facility from a member church under a thirty-six month lease commencing January 1, 2010 and expiring August 31, 2015. This lease was renewed on September 1, 2015 for another thirty-six months, with options for renewal for two (2) extended terms of twelve (12) month's each. Rent expense, including costs of security, was \$42,974 for 2016 and \$42,047 for 2015. The Presbytery also leases photocopier equipment under an operating lease agreement expiring October, 2018, with monthly payments of \$1,795. The lease expense for the year ended December 31, 2016 amounted to \$66,854.

Future minimum lease payments required under all of the leases are as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2017	\$ 65,136
2018	64,021
2019	47,921
2020	<u>32,772</u>
Total	<u>\$ 209,850</u>

**Note 7 – Net Assets (Endowment Funds)**

As described in Notes 8 and 9, the Presbytery has temporarily and permanently restricted net assets. These funds are invested in a common account managed by Comerica Bank according to investment policies determined by the Presbytery. The primary objective of these policies is to outline the investment objective of the Presbytery so that a maximum total rate of return will be realized given a level of risk consistent with the preservation of capital and anticipated future cash flow requirements. This objective is accomplished utilizing a balanced strategy of equities, fixed income securities and cash equivalents in a mix which is conducive to participation in rising markets while allowing for adequate protection in falling markets. Certain investments commonly known as alternatives are generally not allowed in the portfolio.

All of the temporarily and permanently restricted net assets are restricted by the donor whereby only the income may be spent for the purpose stipulated by the donor. The principal of the permanently restricted fund may not be spent below its original amount. The Presbytery has also followed the guideline that the principal amount of the temporarily restricted fund may also not be spent below its original amount.

Expenditures from the funds are dictated by the donor for the stated purpose and amount. Amounts are determined based on the investment performance of the managed Comerica account.

A summary of the activity in the Comerica account for the years ended December 31, 2016 and 2015 is as follows:

	<u>2016</u>	<u>2015</u>
Account balance, beginning of the year	\$17,510,238	\$18,479,787
Contributions	2,608,030	11,715
Investment gain (loss)	714,270	( 289,240)
Distributions	( 738,904)	( 613,982)
Expenses	<u>( 62,680)</u>	<u>( 78,042)</u>
Account balance, end of year	<u>\$20,030,954</u>	<u>\$17,510,238</u>

**THE PRESBYTERY OF DETROIT, INC.**  
Notes to Financial Statements  
For the Years Ending December 31, 2016 and 2015

---

**Note 8 – Temporarily Restricted Net Assets**

Temporarily restricted net assets are available for the following purposes:

Presbytery of Detroit – Ranney-Balch Fund are available to provide aid to the aged, poor, and/or for the benefit of Christian work among Italian, Negro, and other underprivileged groups within the boundaries specified in this fund.

Presbytery of Detroit - Mission Fund represents funds (per capita, shared and directed missions, offerings, etc.) collected from the various church entities on behalf of General Assembly and the Synod. The fund balances as of December 31, 2016 and 2015 reflects excess dollars paid out during this time period than collected. The excess represents a temporary timing difference.

	<u>2016</u>	<u>2015</u>
Ranney-Balch Fund	\$1,742,012	\$1,670,721
Mission Fund	<u>( 19,400)</u>	<u>( 53,907)</u>
	<u>\$1,722,612</u>	<u>\$1,616,814</u>

**Note 9 – Permanently Restricted Net Assets**

Permanently restricted net assets are investments of the following amounts. The income on such investments is specified by the donor to be used for the purposes noted:

	<u>2016</u>	<u>2015</u>
McKay Fund - Provide funding for new Presbyterian churches and Missions within the city of Detroit	\$ 465,954	\$ 451,500
James Joy Fund - Provide funding to support the Fort Street Presbyterian Church, and missions of the Presbyterian throughout Michigan		
- Fort Street Presbyterian has a (50%) ownership interest		
- Presbytery of Detroit, Inc. has a (40%) ownership interest		
- And (10%) ownership interest is shared between Lake Michigan, Lake Huron and Mackinaw Presbyterian Churches	13,902,160	13,390,910
Connor Fund - Earnings used to support Fort Street Presbyterian Church	<u>605,122</u>	<u>582,670</u>
Total permanently restricted net assets	<u>\$14,973,236</u>	<u>\$14,425,080</u>

**THE PRESBYTERY OF DETROIT, INC.**  
 Notes to Financial Statements  
 For the Years Ending December 31, 2016 and 2015

---

**Note 10 - Designated Net Assets**

Certain unrestricted gifts and revenue have been designated for specific purposes by the Presbytery for unique causes sponsored by the Presbytery. The specific purposes are as follows:

	<u>2016</u>	<u>2015</u>
Funds available to provide financial assistance to new and Established churches – Capital Fund	\$5,645,677	\$5,462,497
Funds designated for Presbytery projects	<u>156,860</u>	<u>135,937</u>
Total designated net assets	<u>\$5,802,537</u>	<u>\$5,598,434</u>

**Note 11 – Transfers**

The transfers represent revenue and expense transferred within the unrestricted net assets funds for 2016. These funds were transferred during the year because the Presbytery maintains only one operating checking account.

**THE PRESBYTERY OF DETROIT, INC.**  
Notes to Financial Statements  
For the Years Ended December 31, 2016 and 2015

**Note 12 - Unrestricted Expenses**

Unrestricted program and management and general expenses for the year were as follows:

	<u>2016</u>	<u>2015</u>
Program expenses:		
Operations	\$ 1,316,363	\$ 1,498,649
Designated Funds:		
NCD Hispanic Ministry	9,965	-
Hand on Missions Project	3,561	25,156
Ecumenical Theological Seminary	-	2,550
Barnabas	-	4,100
Fort Street Open Door	15,426	15,260
Two Cents A Meal	13,490	2,250
Clergy in Transit	4,555	3,620
Helping Hand Fund	8,000	-
Social Economic Justice / Pro Literacy	25,000	-
Park United Roof	5,000	-
Presbyterian Village	-	3,928
Hunger Program	-	14,060
NCD Commuidad 4500 (Rent)	-	14,758
A Place of Refuge	2,350	1,500
Detroit Inbound Mission	13,455	2,320
Second Mile Center	24,355	56,700
Dexter/Chelsea NCD Grants Synod, PCUSA	-	46,509
Presbyterian Men	1,015	3,153
Other Expenses	<u>32,463</u>	<u>27,380</u>
Total Program Expenses	<u>\$ 1,474,998</u>	<u>\$ 1,721,893</u>
Management and general expenses:		
Trustees (Note 1)	\$ 131,123	\$ 118,669
Investment fees	<u>4,677</u>	<u>6,165</u>
Total Management and General Expenses	<u>\$ 135,800</u>	<u>\$ 124,834</u>

## **Supplementary Information**

**THE PRESBYTERY OF DETROIT, INC.**  
**Schedule of Indebtedness of Churches and the Presbytery of Detroit**  
**to Other Presbyterian Organizations**  
**For the Year Ended December 31, 2016**

Church Name	Loans from General Assembly	Grant Mortgage (Deferred Payment) Loans	Presbyterian Investment Loan Program	Loans from Presbytery	Total
Ann Arbor, Calvary	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Ann Arbor, Calvary	-	9,000	-	-	9,000
Detroit, St John's	15,093	-	-	-	15,093
Dearborn, Cherry Hill	-	28,940	-	-	28,940
Dearborn, Littlefield	-	17,083	-	-	17,083
Churches of Detroit	-	-	-	-	-
Broadstreet	-	20,000	-	5,886	25,886
Calvin East	-	29,050	-	-	29,050
Grandale	-	20,000	-	-	20,000
Outer Drive	-	21,664	-	-	21,664
Eunmenical Center & International Residence	-	53,787	-	-	53,787
Farmington, First Presbyterian	-	-	237,147	-	237,147
Drayton Plains, Community	-	28,688	-	-	28,688
Howell, First Presbyterian	-	-	234,694	-	234,694
Livonia, St. Pauls	-	10,000	-	-	10,000
New Life Presbyterian	-	-	-	949	949
Northville, First Presbyterian	-	-	991,903	-	991,903
Novi, Faith Community	-	-	281,881	-	281,881
Pontiac, Joslyn Ave.	-	22,175	-	-	22,175
Redford, Village	-	11,418	-	-	11,418
Rochester University	-	-	679,711	-	679,711
Sterling Heights, Utica	24,499	-	-	-	24,499
Sterling Heights, Utica	36,909	-	-	-	36,909
Howell Nature Center	-	373,573	-	1,111,813	1,485,386
<b>Total Loans - Churches</b>	<b>\$ 76,501</b>	<b>\$ 650,378</b>	<b>\$ 2,405,336</b>	<b>\$ 1,118,648</b>	<b>\$ 4,250,863</b>



---

Anita R. Tellis, CPA, MST

15 E. Kirby St., Suite 106  
Detroit, Michigan 48202  
(313) 873-3812  
(313) 873-3816 Fax  
[www.tellisandcompanycpas.com](http://www.tellisandcompanycpas.com)

August 15, 2017

To the Senior Management  
of Presbytery, Inc. and the Audit Committee

In planning and performing our audit of the financial statements of Presbytery of Detroit, Inc., for the year ended December 31, 2016, we considered the Company's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of some matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions concerning those matters.

The accompanying comments and recommendations are intended solely for the information and use of the board of directors, management, and others within the organization and should not be used by anyone other than these specified parties.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Presbytery of Detroit, Inc. personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

*Anita Tellis*



**PRESBYTERY OF DETROIT, INC.**  
**TABLE OF CONTENTS**

<u>Recommendations</u>	<u>Page</u>
1. Develop a Year-ended Closing Schedule	1.
2. Assess the Accounting Department Staffing Needs	1.
3. Investigate Difference between the Bank Reconciliation Balance and the General Ledger	1.
4. Eliminate Uninsured Cash Balances	1.
5. Review General Ledger Account Posting in the Voucher System	1.

## **1. Develop a Year-ended Closing Schedule**

This year's closing process was delayed because some important procedures were not performed on time, such as the closing of 2015 books and records which caused the final trial balance number's, general ledger, bank reconciliation, and other required reports needed by the auditor to be inaccurate. As a result the Organization incurred additional audit fees because the auditor had to perform some duplication of work.

We believe that the year-end closing could process more quickly by developing a closing schedule that indicates who will perform each procedure and when completion of each procedure is due and accomplished. Timing of specific procedures could be coordinated with the timing of management's or the auditor's need for the information. The due dates could be monitored to determine that they are being met.

## **2. Assess the Accounting Department Staffing Needs**

It has become apparent with the recent change in the accounting staff a strain has been placed on the accounting department. We recommend assessing the current staff skills and knowledge and the necessary training be obtained whether it is software training, financial statement preparation, and/or nonprofit accounting training. And, ensure there is sufficient amount of time spent in the department to complete the necessary task.

## **3. Investigate Difference between the Bank Reconciliation Balance and the General Ledger**

We noted that at year-ended the bank reconciliation had a difference between the bank reconciliation and the general ledger. It is important for the control over cash that this account is reconciled to the penny. Unreconciled differences that appear immaterial can obscure significant but offsetting items (such as bank errors or improperly recorded transactions) that would be cause for investigation if the items were apparent. Also, if small differences are not reconciled on a monthly basis, over time, they can build up to a significant amount that will be difficult to reconcile. In preparing the bank reconciliations, all items should be investigated and corrected in that period.

## **4. Eliminate Uninsured Cash Balances**

During the current year-ended the Organization had an excess cash balance of \$76,635 in the general operating account. Since individual accounts are currently insured for a maximum of \$250,000, we recommend that the Organization not keep a balance greater than that amount in accounts with any one class/type of account.

## **5. Review General Ledger Account Posting in the Voucher System**

A voucher system is generally an effective tool for maintaining control over expenditures posted into the accounting system. It helps to ensure that authorized expenditures are being posted correctly. During the audit it was noted that several accounts were posted to the wrong accounts. We recommend that the existing voucher system be reviewed and approved before each data entry is made into the accounting system.

**PRESBYTERY OF DETROIT**  
**POSITION DESCRIPTION**  
**DATED 9/13/2017**

TITLE: Media and Marketing Coordinator

PURPOSE: To integrate and lead the media and marketing efforts for the Presbytery of Detroit by exploring and integrating various media technologies and communication tools bringing the media and communications for the POD into the 21<sup>st</sup> century.

STRUCTURE: Part-time, hourly, Annual Term Employee – Average 10 hours/week.

ACCOUNTABILITY: To the Director of Operations.

OTHER RELATIONSHIPS: The Executive Presbyter and Associate Executive for Missions along with the communications work group and the Presbytery of Detroit.

PRIMARY RESPONSIBILITIES:

- Serve as primary person for marketing the Presbytery of Detroit using social and other media.
- Work with the Director of Operations to continue the development of our current webpage into a tool that serves the Presbytery of Detroit.
- Be a resource to the Presbytery staff for their media needs including assembly meetings, special events hosted by the Presbytery.
- Develop and implement a communication plan, in conjunction with the committees of the POD and the communications workgroup, to promote the activities of the presbytery.
- Work with committee chairs to be sure that their media needs are met.
- Integrate the POD website, Facebook and other social media into a coherent marketing strategy.
- Help congregations initiate a social media presence.
- Participate as required in staff meetings.

QUALIFICATIONS:

- Degree, experience or advanced course work in computer media technology.
- Web and social media-related experience.
- Ability to work effectively with staff.
- Ability to work independently.
- Exceptional oral and written communication skills.
- Encouraged to be an active part of the Presbytery of Detroit.

EVALUATION:

A annual review will be conducted by the Operations Team of the Presbytery of Detroit.

## Associate Executive Presbytery Search Committee

The Coordinating Cabinet the Presbytery voted to recommend Presbytery elect an Associate Executive Presbyter search committee comprised of seven persons selected by each of the following committees.

Two Operations Ministry Team Members – Chip Tallinger, Harold Ellis, Co-Chairs

Each of the following committees will nominate a member:

Committee on Ministry

Care and Preparation for Ministry

New Church Development Ministry Team

Committee on Representation

At-large Member, selected by Operations

Executive Presbyter – ex officio

Committee on Nominations  
Report to Coordinating Cabinet  
Presbytery of Detroit  
October 23, 2017

In accordance with the by-laws of the Detroit Presbytery, candidates for election to the Committee on Nominations must be nominated by Coordinating Cabinet, based on recommendations from the Committee on Nominations. Unfortunately, the CoN has not yet been able to finalize a list of names, and therefore will continue to work on this at our November meeting, and beyond, if necessary, and will bring a slate to the January 2018 Cabinet meeting, for election at the January Presbytery meeting.

Please see the next page for the current make-up of the committee, showing the 5 continuing members, the 7 positions to be filled, including vacancies, and the nominees for chair and vice chair for 2018.

### **General Assembly Commissioners**

At its meeting on September 11, 2017, the Committee reviewed the GA Endorsement forms for Clergy Commissioners, Ruling Elder Commissioners, and Young Adult Advisory Delegates (YAADs). The committee was disheartened by the apparent lack of interest in next year's General Assembly, having received only 4 clergy applications (including the Moderator), 3 ruling elder applications (including the Vice Moderator), and 2 YAAD applications (one of whom is also an elder).

At this point, the Committee is prepared to nominate 3 clergy commissioners (2M, 1F) plus one alternate (M); 3 ruling elder commissioners (2F, 1M) plus one alternate (F, who would also be the YAAD), and one YAAD (F, who would also be the alternate elder commissioner) plus one YAAD alternate (M). This total group is predominantly Caucasian, with one African American, although diversity by age and gender is very good.

Therefore, the committee, upon motion, adopted the following resolution to present to Coordinating Cabinet:

“The Nominations Committee lodges its concern at the absence of interest and diversity of General Assembly applicants and requests the Coordinating Cabinet to establish it as a priority of its concerns.”

We would point out also, that this concern really applies to all committees, ministry teams, and work groups, including (as noted above) the Committee on Nominations. We all need to remember the vows we took at our ordination, whether for ruling elder or minister, as found in the Directory for Worship:

“Will you share [for ruling elders, or “be active” for ministers] in government and discipline, serving in councils of the church?” (W-4.04i)

Dave Bunch, Chair  
Committee on Nominations

Position Class	M F	YS	1st Term	2nd Term	R	Age Dis		Elected (Nominee)	Church affiliation
* Chair-18	M	0	Jan 18		C	3/5	Rev	Peter Henry	Grosse Pointe Memorial
* Vice Chair-18	F	0	Jan 18		AA		Elder	MaryAnn Brantley (CC Rep)	Detroit Gratiot Avenue
Class-18	M	2	Jan 16		C	3/5	Rev	Peter Henry	Grosse Pointe Memorial
Class-18	F	2	Jan 16		C	>5	Elder	Barbara Russell	Birmingham First
Class-18	M	2	Jun 16		AA	>5	Elder	Edwin Fabre	Detroit Calvary
* Class-18		0	Jan 18					Vacancy	
Class-19	F	1	Jan 17		AA		Elder	MaryAnn Brantley	Detroit Gratiot Avenue
Class-19	M	1	Jan 17		A		Elder	Joo Hyun (Jay) Choi	Southfield KPCMD
* Class-19		0	Jan 18					Vacancy	
* Class-19		0	Jan 18					Vacancy	
* Class-20		0	Jan 18						
* Class-20		0	Jan 18						
* Class-20		0	Jan 18						
* Class-20		0	Jan 18						

Must be 8 Ruling elders and 4 clergy

**Code:** \* indicates positions to be filled for election

**M/F** Gender

**YS** Partial year counts as one full year served

“2nd Term” refers to 2nd consecutive term

“YS” includes current year

**Age**

**U** = Under 35

**3/5** = 35-55

**>5** = 55+

**D**= Disabilities

**R = Race**

**AA** African American

**A** Asian

**H** Hispanic

**NA** Native American

**C** Caucasian

**ME** Middle Eastern

## Proposed Gun Policy October 23, 2017

### Presbytery Policy on Guns

No person is authorized to carry a gun of any kind to any Presbytery event or any event sponsored by the Presbytery of Detroit.

If an incident with a gun occurs or is suspected, the police shall immediately be called.

If any person suspects there may be a danger to any person or group by a potential assailant, that person should immediately inform those officiating at the meeting.

### Guidelines for Sessions

The Book of Order does not give the authority to require sessions to take steps on guns in their churches. But the presence of a gun in church raises many issues of safety.

Michigan law, MCL 28.425o says that no one may carry a concealed weapon in a church unless the session permits it.

Michigan law makes a church responsible for a gun incident in a church only in those cases where the church is informed of a foreseeable act by a third party that poses a risk of imminent harm to a specific member or members of the congregation. Only then does a church have a duty to use reasonable care to protect their congregation from the criminal acts of a third party. *See Bailey v. Schaaf*, Michigan Supreme Court, 2013. If an incident should occur, then police must be informed immediately.

There is, of course, the moral responsibility to protect our congregation. This raises the matter of likelihood that there will be a gun event in a church. That likelihood is very small. Even though some cases make the news, this must be understood in the context of number of churches and synagogues: something around 350,000. A significant number of gun incidents involve family disputes or other quarrels. Moreover the probability of injury to innocent bystanders goes way up in any kind of gun incident.

With this in mind, Presbytery encourages sessions to declare a strict no-gun policy, but if they decide to allow guns in their church, then the presbytery recommends the following guidelines concerning guns in churches:

- *If session decides it is necessary to allow guns on the property, it should:*
  - Conduct a background check on the requester;
  - Require the person present a certification of training in the use of firearms;
  - Require the person present a valid firearm registration and permit to carry;
  - Require the person provide references;
  - Make a full inquiry into specific experience in the use of firearms as a security person;
  - Inform the congregation of who is seeking this permission and whether permission is granted;
  - Inform the church's insurance company, and purchase any additional coverage that might be required;
  - Contact all local law enforcement agencies and seek their advice;
  - Notify Presbytery of their decision or intention;
  - Require any decision to be made in considering such a request be made only after full discussion and debate in a proper session meeting, that the recommended documentation be presented, and that the results of this consideration be laid out fully in the minutes of session;
  - Prepare a written policy for what shall be done should a shooter come on the premises.
    - This policy should require that the immediate response be to call the police.
  - Direct that if a person has a suspicion that any person is in danger from a potential assailant that the person leading the event is informed.
  - Ensure that the designated person carrying a gun is immediately identifiable so that first responders will not mistake him/her for the potential assailant.

**PRESBYTERY OF DETROIT**  
**POSITION DESCRIPTION**  
**DATED 9/13/2017**

**TITLE:** Media and Marketing Coordinator

**PURPOSE:** To integrate and lead the media and marketing efforts for the Presbytery of Detroit by exploring and integrating various media technologies and communication tools bringing the media and communications for the POD into the 21<sup>st</sup> century.

**STRUCTURE:** Part-time, hourly, Annual Term Employee – Average 10 hours/week.

**ACCOUNTABILITY:** To the Director of Operations.

**OTHER RELATIONSHIPS:** The Executive Presbyter and Associate Executive for Missions along with the communications work group and the Presbytery of Detroit.

**PRIMARY RESPONSIBILITIES:**

- Serve as primary person for marketing the Presbytery of Detroit using social and other media.
- Work with the Director of Operations to continue the development of our current webpage into a tool that serves the Presbytery of Detroit.
- Be a resource to the Presbytery staff for their media needs including assembly meetings, special events hosted by the Presbytery.
- Develop and implement a communication plan, in conjunction with the committees of the POD and the communications workgroup, to promote the activities of the presbytery.
- Work with committee chairs to be sure that their media needs are met.
- Integrate the POD website, Facebook and other social media into a coherent marketing strategy.
- Help congregations initiate a social media presence.
- Participate as required in staff meetings.

**QUALIFICATIONS:**

- Degree, experience or advanced course work in computer media technology.
- Web and social media-related experience.
- Ability to work effectively with staff.
- Ability to work independently.
- Exceptional oral and written communication skills.
- Encouraged to be an active part of the Presbytery of Detroit.

**EVALUATION:**

A annual review will be conducted by the Operations Team of the Presbytery of Detroit.



October 19, 2017

To: Coordinating Cabinet

Re: Search Process for the Associate Executive Presbyter

Motion: The Operations Ministry Team recommends that Presbytery elect an Associate Executive Presbyter search committee comprised of six persons from each of the following committees.

Two Operations Ministry Team Members – Chip Tallinger, Harold Ellis, Co-Chairs

Each of the following committees will nominate a member:

Committee on Ministry:

Care and Preparation for Ministry:

New Church Development Ministry Team:

At-large Member, nominated by Operations:

Executive Presbyter – ex officio

Search Process:

The AEP Search Committee will report to the Operations Ministry Team for review: (1) the search process and (2) the qualifications of the successful candidate. Following the review, the Operations Ministry Team will submit the name of the successful candidate to the Presbytery for Election by the Presbytery. This is a called position.

To assure an open, nationwide search, the AEP Search Committee will utilize, but not be limited to: ad in Outlook and Christian Century, the Church Leadership Connection of the PCUSA, and networking with appropriate groups such as the Association of Executive Presbyters and the National Black Presbyterian Caucus. The position will be posted via the Presbytery and Synod. Additionally, referral of candidates and suggestions for other promotional venues are welcomed from any church member, individual, self-referral, and the Presbytery's Committee on Representation to assure the deepest possible pool of qualified candidates.

## Gun Policy and Session Guidelines October 23, 2017

### Presbytery Policy on Guns

No person is authorized to carry a gun of any kind to any Presbytery event or any event sponsored by the Presbytery of Detroit except where required by state or federal law.

If an incident with a gun occurs or is suspected, the police shall immediately be called.

If any person suspects there may be a danger to any person or group by a potential assailant, that person should immediately inform those officiating at the meeting.

### Guidelines for Sessions

The Book of Order does not give the authority to require sessions to take steps on guns in their churches. But the presence of a gun in church raises many issues of safety.

Michigan law, MCL 28.425o says that no one may carry a concealed weapon in a church unless the session permits it. Those with a permit may openly carry a weapon in church.

Michigan law makes a church responsible for a gun incident in a church only in those cases where the church is informed of a foreseeable act by a third party that poses a risk of imminent harm to a specific member or members of the congregation. Only then does a church have a duty to use reasonable care to protect their congregation from the criminal acts of a third party. *See Bailey v. Schaaf*, Michigan Supreme Court, 2013. If an incident should occur, then police must be informed immediately.

There is, of course, the moral responsibility to protect our congregation. This raises the matter of likelihood that there will be a gun event in a church. That likelihood is very small. Even though some cases make the news, this must be understood in the context of number of churches and synagogues: something around 350,000. A significant number of gun incidents involve family disputes or other quarrels. Moreover the probability of injury to innocent bystanders goes way up in any kind of gun incident.

With this in mind, Presbytery encourages sessions to declare a strict no-gun policy and post a sign declaring the church property a gun-free zone, but if they decide to allow guns in their church, then the presbytery recommends the following guidelines concerning guns in churches:

- *If session decides it is necessary to allow guns on the property, it should:*
  - Conduct a background check on the requester;
  - Require the person present a certification of training in the use of firearms;
  - Require the person present a valid firearm registration and permit to carry;
  - Require the person provide references;
  - Make a full inquiry into specific experience in the use of firearms as a security person;
  - Inform the congregation of who is seeking this permission and whether permission is granted;
  - Inform the church's insurance company, and purchase any additional coverage that might be required;
  - Contact all local law enforcement agencies and seek their advice;
  - Notify Presbytery of their decision or intention;
  - Require any decision to be made in considering such a request be made only after full discussion and debate in a proper session meeting, that the recommended documentation be presented, and that the results of this consideration be laid out fully in the minutes of session;
  - Prepare a written policy for what shall be done should a shooter come on the premises.
    - This policy should require that the immediate response be to call the police.
  - Direct that if a person has a suspicion that any person is in danger from a potential assailant that the person leading the event is informed.
  - Ensure that the designated person carrying a gun is immediately identifiable so that first responders will not mistake him/her for the potential assailant.

HANDS-ON MISSION WORK GROUP  
PRESBYTERY OF DETROIT

Wednesday, September 20, 2017

## **Report to Operations**

Subject: Hiring Process for Hands-On Mission Coordinator

We did the following in hiring our new Hands-On Mission Coordinator:

### **Notice of Search**

1. Posted an ad on Presbytery's Website during the month of August
2. Sent letter to all pastors and clerks in Presbytery.
3. Posted ad with Synod

### **Number of applicants**

1. Had 6 apply
2. 5 were female
3. 2 were African/American and 4 were Caucasian

### **Interviews**

1. Held 3 interviews selected from the 6 applications on Monday, September 18
2. The interviewers included Peg Carpenter, April Shields, Tom Lahiff and myself from HOM, Bob Ponder from MIMT and sitting in were Rev. Al Timm and Rev. Peggy Huston
3. One of the African/Americans we scheduled to interview withdrew beforehand
4. After interviews were completed we unanimously select Michael Barconey as our coordinator. He met all the qualifications and showed confidence and knowledge in working with people in the past in a mission capacity.

Thanks to Rev. Dr. Al Timm and Operations Chair Rev. Peggy Huston for helping make sure the process was open and done well.

Tom Neal, Chair

Hands-On Mission Work Group

Attn: Coordinator Job description 2017

Want Ad HOM

Email from Michael Barcone, Aug 9, 2017

Dear Hands-On Mission Work Group,

In response to the Presbytery Update emailed on August 3rd, I am submitting my resume for consideration for the Hands-On Mission Coordinator position.

I have been actively involved in all aspects of mission work for the past seven years through the Presbytery of Detroit. I started as a participant and through the *Presbyterian Youth Connection* I have had the opportunity to work on recruitment of groups, advertising and facilitating service projects.

I am currently beginning my fourth year at *The University of Detroit Mercy* with a major in **Religious Studies**. I am passionate about my faith and I believe God has called us to serve our brothers and sisters in their time of need.

I am excited about this opportunity and I pray you will consider me as a serious candidate for the position. I look forward to meeting with your work group and feel free to contact me if you have any questions.

Sincerely,

J. Michael Barcone



# h | Barconey

5735 St. Clair Detroit, MI. 48213

C) 313.903.6609



## Professional Summary

---

Because of my faith, I am eager to develop mission oriented relationships between the church and the community.

Served in a leadership capacity with the Presbyterian Youth Connection for **over 7 years**

Facilitating mission projects for **over 5 years**

Professionally speaking for **over 4 years**

## Skills

---

- Social Media Proficient
- Creative Problem Solver
- Microsoft Proficient
- Innovative
- Strong Client Relations
- Quick Learner
- Adapt to Diverse Groups
- Excellent People Skills

## Work History

---

**Audi CXC Regional Advocate I** Audi of America (Auburn Hills, MI) 3/2017 to CURRENT

- Provides Audi owners with an elite service experience that drives customer loyalty and enthusiasm. Works as a "concierge" to build a relationship between the customers and the Audi brand; focuses on creating lifetime Audi owners, while working to answer inquiries, resolve concerns and anticipate future needs.
- As a customer advocate, I learned the importance of exhibiting the bravery to go above and beyond for every customer demonstrating professionalism, active listening, written and oral communication skills. Also, identifying needs while fostering relationships with customers and business partners.

**Sales Professional to Assistant Store Manager | True Religion** (Auburn Hills to Troy, MI) 11/2015 to 06/2016 to 10/2016

- *Top Sales Professional*- Sales per hour (SPH) of \$750 with a goal of \$250, Sold **11K** worth of product in one weekend
- *The Trifecta*- Actively pursued personal learning and development opportunities, fostered a positive cultivated customer-focused shopping environment, and educated customers about the brand to incite excitement about the company's mission and values
- Implementing training programs; monitoring staff training in product knowledge, customer service and selling skills. Also assisting with staff supervision and maintaining company merchandising standards

**Social Media Advocate for The University of Detroit Mercy** (Detroit, MI) 9/2014 to 9/2016

- Branding the University to encompass key pillars the institution was built upon
- Educating prospective students on the history of the University and answering questions
- In addition to the social media aspect, occasional touring of the University for prospective students

## Education

---

**University High School Academy** (Southfield, MI)

-High School Diploma

2014

**The University of Detroit Mercy** (Detroit, MI)

- Bachelor of Arts: Religious Studies Major

2014- Current

## Accomplishments & Affiliations

---

- 2014 Lifetime Achievement Edler G. Hawkins Award (Presented by the National Black Presbyterian Caucus)
- Young Adult Advisor Delegate 1221st General Assembly of the Presbyterian Church, USA
- 2017 Young Adult Synod Delegate (Synod of the Covenant)
- Chapter President of the Pi Upsilon Chapter of Alpha Phi Alpha Fraternity, Inc. (Pi Upsilon- University of Detroit Mercy, Marygrove College, and University of Michigan Dearborn)



## **Wanted: Hands-On Mission Coordinator**

The Hands-On Mission Work Group is planning to hire a part-time coordinator to help foster their mission work inside the Presbytery of Detroit.

*What would be some of the duties?*

1. Provide work group link to church mission committees to engage in Presbytery Hands-On projects
2. Communicate resources and projects to church congregations
3. Coordinate Health Fairs throughout Presbytery with Synod
4. Help handle coordination of inbound mission groups
5. Help handle coordination of outbound mission groups
6. Develop and foster link with project partners in whole area

Please pass on this information to anyone you think might be interested. Tell them to send a cover letter and their resume to [missihoodetroit@detroitpresbytery.org](mailto:missihoodetroit@detroitpresbytery.org) or mail to Presbytery of Detroit, 17575 Hubbell, Detroit MI48235 by August 31, 2017.



**Hands-On  
Mission**

**Characteristics and background for Coordinator for Mission:**

1. Commitment to Jesus Christ as Lord and Savior and a faithful witness in word and deed.
2. Demonstrated passion for mission and service to the "least of these"
3. Previous experience in leading mission ministry and/or mission outreach programs
4. College degree preferred
5. Religious studies preferred
6. Computer skills and familiarity social media
7. Event planning experience
8. Skilled coordinator and an effective collaborator
9. Outgoing and articulate
10. Presbyterian

**2018 Coordinator Compensation:**

19 hours per week X 52 weeks = 988 total hours

Total compensation is \$29,812 (MIMT 2018 budget for position) for full year. Rate of pay is \$27,577 plus employer portion of FICA, \$2110 plus worker's comp \$125.

Therefore, hourly compensation = \$30.17

## **Hands on Mission Coordinator**

### **Presbytery of Detroit**

**Overview:** The Coordinator for Hands-On Mission (HOM) will provide support in the area of practical mission outreach to the Mission Interpretation Ministry Team (MIMT), the Hands-On Mission Work Group (HOMWG) and the Presbytery of Detroit (POD) congregations.

**Purpose:** Assist members of congregations in seeing Jesus Christ at work through hands-on mission work in their community.

**Working Relationships:** The Coordinator for HOM will work closely with HOMWG and collaborate with the Executive Presbyter. The Coordinator will have an annual review with HOMWG and one member of the Operations Ministry Team as outlined by Operations. The Coordinator will function as a contract employee of the Presbytery.

**Terms of Contract:** Maximum billable hours will average 19 hours per week on an annual basis.

**Term:** One year, renewable annually at the discretion of the Hands-On Mission Work Group (HOMWG), Mission Interpretation Ministry Team, and Presbytery Operations.

#### **Job Functions:**

- Connect churches with organizations to do hands-on work so they can learn the value of mission and then they might start their own program.
- To coordinate inbound and outbound mission work groups with HOMWG, partner organizations and churches.
- To organize and mobilize the health festivals with churches and Synod
- To provide information and resources to congregations and other groups of the POD about mission and the work of the HOMWG.
- To assist in communicating and promoting HOM events and programs in conjunction with the HOMWG through the HOM website, the POD website, throughout the POD congregations and through various channels in the metro Detroit area.
- Learn what congregations are doing to connect in their local community by mission outreach projects. Determine if HOM can help promote successful projects within POD to help other congregations connect with their communities.
- To create and maintain a database(s) of pertinent (mission) information of the congregations of the POD (i.e. HOM contact list, Disaster volunteers list, project and agency contacts, financial information, etc.).
- File brief monthly report with HOMWG regarding key developments in each focus ministry and provide copies to the EP.



Terms of Call 2017  
Presbytery of Detroit

CHURCHES	Membership	DETAILED LIST OF ITEMS INCLUDED IN THE STANDARD CALL														SUMMARY OF ITEMS INCLUDED IN THE STANDARD CALL						
		BASIC COMPENSATION							BASIC BENEFITS		PROFESSIONAL EXPENSES				OTHER ITEMS		SUB TOTALS					
		Cash Salary	Housing & Utility Allowance	Use of Manse	Medical Ded./Allow.	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security (SECA) Allow.	Study Allowance	Professional Expenses	Other (Description)	Other (Amount)	Vacation	Study Leave	Basic Comp.	Basic Benefits	Pro. Expenses	GRAND TOTAL (package)	Change over 2016		
ALLEN PARK	899																					
JAMES FAILE	INT PASTOR	\$40,000	\$25,000		\$1,000			\$23,725	\$4,973	\$1,200	\$2,000					7	7	\$65,000	\$28,698	\$4,200	\$97,898	Same
MICHELLE JAMES	ASSOCIATE	\$43,440	\$7,826		\$1,025			\$17,943	\$3,922	\$1,000	\$1,500					28	14	\$51,266	\$21,865	\$3,525	\$76,656	Same
ANN ARBOR CALVARY	35																					
KEITH CORNFIELD	TEMP SUPPLY PASTOR	\$5,245	\$28,200		\$0			\$0	\$2,555		\$2,000					35	14	\$33,445	\$2,555	\$2,000	\$38,000	Higher
ANN ARBOR FIRST	1671																					
FAIRFAX FAIR	PASTOR	\$58,384	\$75,000					\$47,239	\$10,204	\$3,500	\$6,000	Cell Phone	\$1,250			35	14	\$133,384	\$57,443	\$10,750	\$201,578	Higher
JOHN SANDERFORD	ASSOCIATE	\$40,000	\$25,799		\$0		\$0	\$23,935	\$5,034	\$1,200	\$1,500	Cell phone	\$1,000			28	14	\$65,799	\$28,969	\$3,700	\$101,182	Higher
MELISSA ANNE ROGERS	ASSOCIATE	\$28,943	\$38,831					\$26,370	\$5,185	\$1,200	\$1,500	Cell Phone	\$1,000			28	14	\$67,774	\$31,555	\$3,700	\$103,029	Same
BLAIR BUCKLEY	RESIDENT MINISTER	\$45,000	\$0		\$484			\$16,425	\$3,443	\$1,000	\$1,000	Travel	\$500			28	14	\$45,000	\$19,868	\$2,984	\$67,851	-
DOROTHY PARKS-PIATT	RESIDENT MINISTER	\$26,000	\$19,000					\$16,425	\$3,443	\$1,000	\$1,500					28	14	\$45,000	\$19,868	\$2,500	\$67,368	-
ERIC KOENIG-REINKE	RESIDENT MINISTER	\$45,000	\$0					\$16,425	\$3,443	\$1,000	\$1,500					28	14	\$45,000	\$19,868	\$2,500	\$67,368	-
ANN ARBOR NORTHSIDE	43																					
BROOKE PICKRELL	PASTOR	\$17,733	\$17,658		\$665		\$1,000	\$17,449	\$2,790	\$1,040	\$500					28	28	\$36,391	\$20,239	\$2,205	\$58,915	Higher
ANN ARBOR WESTMINSTER	235																					
JUDY SHIPMAN	INT PASTOR	\$38,310	\$34,000		\$0			\$0	\$5,532	\$500	\$3,500	Med. Sup.	\$3,000			30	14	\$72,310	\$5,532	\$7,000	\$84,842	Higher
AUBURN HILLS	42																					
PAMELA HUTCHENS	PT CRE																					
BELLEVILLE	69																					
VACANT	PASTOR																					
BERKLEY GREENFIELD	227																					
PETER MOORE	PASTOR	\$11,300	\$39,000		\$4,800		\$11,200	\$24,080	\$865	\$0	\$0	Misc.	\$24,000			28	14	\$61,500	\$24,944	\$28,800	\$115,244	Higher
BEVERLY HLS, NORTHBROOK	263																					
MARJORIE WILHELM	PASTOR	\$33,790	\$22,500		\$4,500		\$7,500	\$24,189	\$4,306	\$2,600	\$2,000					28	14	\$63,790	\$28,495	\$9,100	\$101,385	Higher
VACANT	ASSOCIATE																					
BIRMINGHAM FIRST	869																					
JOHN JUDSON	PASTOR	\$63,043	\$30,000				\$2,000	\$33,961	\$6,513	\$1,000	\$3,000					24	12	\$93,043	\$40,474	\$4,000	\$137,517	Same
JOANNE BLAIR	ASSOCIATE	\$37,000	\$15,000		\$540	HCA	\$2,000	\$19,710		\$1,000	\$4,000					20	10	\$54,000	\$19,710	\$5,540	\$79,250	Higher
BLMFLD HILLS KIRK	1932																					
NATE PHILLIPS	PASTOR	\$98,200	\$40,000		\$2,800			\$52,075	\$10,572	\$5,137	\$2,500					28	21	\$138,200	\$62,185	\$9,637	\$210,022	-
WILLIAM ADAMS III	ASSOCIATE	\$32,315	\$30,000		\$2,400			\$21,186	\$4,767	\$1,600	\$1,398					28	14	\$62,315	\$25,953	\$5,398	\$93,666	Higher
FERNANDO RODRIGUEZ	ASSISTANT	\$42,000	\$18,000		\$1,500			\$23,532	\$4,590	\$500	\$2,400					28	14	\$60,000	\$28,122	\$2,900	\$92,522	-
ANGELA RYO	ASSISTANT																					
JASMINE SMART	ASSISTANT	\$28,728	\$-					\$0		\$1,000	\$1,000	Medical	\$2,400			28	14	\$28,728	\$0	\$4,400	\$33,128	-
BRIGHTON FIRST	527																					
SCOTT PHILLIPS	PASTOR	\$52,000	\$30,000		\$3,000			\$29,930	\$6,273	\$1,000	\$1,500	Auto	\$1,500			28	14	\$82,000	\$36,203	\$4,000	\$125,203	Higher
CANTON GENEVA	210																					
BRYAN SMITH	PASTOR	\$31,420	\$41,066		\$3,200			\$24,644		\$2,500	\$3,600					28	14	\$72,486	\$24,644	\$9,300	\$106,430	Higher
CLARKSTON SASHABAW	28																					
LAURA SIAS-LEE	PASTOR 2/3 Time	\$9,078	\$15,450		\$491			\$10,488		\$500	\$1,300	Books	\$700			28	14	\$24,528	\$10,497	\$2,991	\$48,513	Higher
DEARBORN CHERRY HILL	204																					
MARK PHILLIPS	PASTOR	\$36,000	\$24,000		\$600			\$21,443	\$4,590	\$1,000	\$1,500					28	14	\$60,000	\$26,033	\$3,100	\$89,133	Higher
DEARBORN FIRST	393																					
CHRISTOPHER THOMAS	PASTOR	\$48,200	\$20,000					\$27,393	\$5,217	\$1,800	\$2,500					28	14	\$88,200	\$30,223	\$4,300	\$102,723	Higher
MICHAEL HOFFMAN	PT CRE																					
DEARBORN LITTLEFIELD	59																					
FRANCES HAYES	PASTOR	\$34,538	\$27,111		\$628		\$1,200	\$21,996	\$4,808	\$1,000	\$1,500	\$0	\$0			28	14	\$62,849	\$28,689	\$3,128	\$92,781	Lower
DBN HGTS/ST ANDREW'S	82																					
GORDON SEILER	PT CRE																					
DETROIT BROADSTREET	71																					
OPELTON PARKER	1/4 STATED SUPPLY	\$10,320	\$6,000					\$0		\$0	\$0					28	0	\$16,320	\$0	\$0	\$16,320	Same
DETROIT CALVARY	188																					
KEVIN JOHNSON	PASTOR	\$53,600	\$6,000				\$2,400	\$24,901	\$4,743	\$0	\$0					30	14	\$62,000	\$29,824	\$0	\$91,824	Lower
DETROIT CALVIN EAST	54																					
VACANT	PASTOR																					
DETROIT FORT STREET	227																					
VACANT	PASTOR																					
DETROIT GRATIOT AVE.	41																					
VACANT	PASTOR																					
DETROIT HOPE	70																					
CHARON BARCONY	1/4 TIME CRE																					
DETROIT JEFFERSON AVE	419																					
KEN KAIBEL	INT PASTOR	\$31,110	\$24,000		\$3,500	MED REIMB	\$24,000	\$0	\$0	\$2,000	\$3,000	\$0	\$0			35	14	\$55,110	\$0	\$8,500	\$87,610	Higher
DETROIT ST. JOHN'S	80																					
VACANT	PASTOR																					

Terms of Call 2017  
Presbytery of Detroit

CHURCHES	Membership	DETAILED LIST OF ITEMS INCLUDED IN THE STANDARD CALL														SUMMARY OF ITEMS INCLUDED IN THE STANDARD CALL				
		BASIC COMPENSATION				BASIC BENEFITS		PROFESSIONAL EXPENSES				OTHER ITEMS		SUB TOTALS						
		Cash Salary	Housing & Utility Allowance	Use of Manse	Medical Ded./Allow.	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security (SECA) Allow.	Study Allowance	Professional Expenses	Other (Description)	Other (Amount)	Vacation	Study Leave	Basic Comp.	Basic Benefits	Pro. Expenses	GRAND TOTAL (package)	Change over 2016
DETROIT TRINITY	88																			
<b>RAPHAEL FRANCIS</b>	<b>PT STATED</b>																			
DETROIT TRUMBULL AVE	36																			
LINDA SINGLEY	PT CRE																			
DETROIT WESTMINSTER	296																			
MARY AUSTIN	PASTOR	\$ 20,000	\$ 36,000		\$ -		\$20,440	\$4,284	\$1,000	\$4,000			35	14	\$56,000	\$24,724	\$5,000	\$85,724	Same	
FARMINGTON FIRST	390																			
EDDIE JUSINO	PASTOR	\$ 40,000	\$ 30,000				\$26,950	\$5,355	\$1,000	\$2,000			28	14	\$70,000	\$32,305	\$3,000	\$105,305	Same	
FERNDALE DRAYTON AVE	91																			
J. SCOTT MILLER	PASTOR	\$ 28,536	\$ 37,700		\$ 1,124		\$26,366	\$5,526	\$1,300	\$3,500			28	14	\$72,236	\$31,892	\$5,924	\$110,052	Same	
FORT GRATIOT LAKE SHORE	71																			
<b>BILL DAVIS</b>	<b>1/4 STATED SUPPLY</b>																			
GARDEN CITY	137																			
RUTHANNE HERRINGTON	PASTOR	\$ 14,000	\$ 30,000				\$0				Misc.	\$4,942	28	21	\$44,000	\$21,058	\$4,942	\$70,000	Same	
GROSSE ILE	454																			
PHILIP REED	PASTOR	\$ 33,000	\$ 34,405		\$ 1,650	MED REIM	\$ 15,105	\$30,106	\$6,600	\$0	\$2,000		28	14	\$82,605	\$36,706	\$4,650	\$120,413	Higher	
VACANT	ASSOCIATE																			
GROSSE PTE MEMORIAL	1,140																			
PETER HENRY	PASTOR	\$ 77,383	\$ 63,985		\$ 2,400		\$ 47,928	\$ 9,731	\$ 2,100	\$ 6,700					\$141,368	\$57,659	\$8,800	\$210,227	Higher	
SARAH GODBEHERE	ASSOCIATE	\$ 30,320	\$ 26,138		\$ 1,600		\$ 21,838	\$ 4,319	\$ 2,000	\$ 2,000			22	10	\$56,458	\$26,157	\$5,600	\$88,215	Higher	
GROSSE POINTE WOODS	164																			
EDWARD DUNN	PASTOR	\$ 37,680	\$ 20,500		\$ 440		\$ 3,000	\$ 23,981	\$ 4,552	\$ 1,000	\$ 2,033		28	14	\$61,180	\$28,533	\$3,033	\$92,746	Higher	
VACANT	ASSOCIATE																			
HIGHLAND PARK / PARK UNITED	40																			
VACANT	PASTOR																			
HOWELL FIRST	266																			
JUDITH McMILLIAN	INT. PASTOR	\$ 16,500	\$ 38,000		\$ 1,000		\$ 2,400	\$ 21,937	\$ 4,353	\$ 2,450	\$ 1,500		28	14	\$56,900	\$26,290	\$4,950	\$88,140	Same	
LINCOLN PARK	117																			
KARA HILDEBRANDT	PASTOR	\$ 33,681	\$ 18,000		yes		\$ -	yes	\$ 1,000	\$ 1,500	Med. Ded.	\$ 517	28	14	\$51,681	\$22,817	\$2,017	\$77,515	Higher	
LIVONIA ROSEDALE GDNS	577																			
KELLIE WHITLOCK	PASTOR	\$ 49,767	\$ 24,270		\$ 5,500		\$ 2,400	\$ 27,900	\$ 5,664	\$ 1,000	\$ 1,500		28	14	\$76,437	\$33,564	\$8,000	\$118,000	Higher	
LIVONIA ST. PAUL'S	195																			
PAUL STUNKEL	PASTOR	\$ 33,301	\$ 16,500				\$ 4,800	\$ 1,092	\$ 4,177	\$ 1,100	\$ 4,900		28	14	\$54,601	\$27,121	\$6,000	\$87,722	Higher	
LIVONIA ST. TIMOTHY	137																			
JOEL PUNTINGAM	PASTOR	\$ 30,131	\$ 27,542		\$ 1,653		\$ 22,683	\$ 4,412	\$ 1,000	\$ 2,000			28	14	\$57,673	\$27,095	\$4,653	\$89,421	Same	
MILAN PEOPLES	111																			
VACANT	PASTOR																			
MILFORD	472																			
BRYANT M. ANDERSON	PASTOR	\$ 54,796	\$ 33,000		\$ 2,400		\$ 33,682	\$ 6,716	\$ 1,000	\$ 2,500			28	14	\$87,796	\$40,398	\$5,900	\$134,094	Higher	
MT CLEMENS FIRST	308																			
PEGGY CASTEEL-HUSTON	PASTOR	\$ 35,271	\$ 25,000		\$ 663		\$ -	\$ 21,999	\$ 4,611	\$ 2,500	\$ 2,400		28	14	\$60,271	\$26,610	\$5,563	\$92,444	Higher	
DAN HEATON	PT ASSISTANT	\$ 18,252	\$ -		\$ -		\$ -	\$ -	\$ -	\$ 2,000	\$ 250	\$ -	\$ -	28	14	\$18,252	\$0	\$2,250	\$20,502	Higher
NORTHVILLE FIRST	767																			
ROBERT ALLEN	PASTOR	\$ 55,994	\$ 40,000		\$ 1,920		\$ 35,942	\$ 7,344	\$ 1,680	\$ 4,500	Misc.	\$ 3,900	28	28	\$95,994	\$43,276	\$8,100	\$155,470	Same	
VACANT	ASSOCIATE																			
NOVI FAITH COMMUNITY	272																			
<b>DAN MICHALEK</b>	<b>INT PASTOR</b>																			
ORCHARD LK COMMUNITY	710																			
PAUL THWAITE	PASTOR	\$ 50,891	\$ 26,000		\$ 1,075		\$ 2,860	\$30,742	\$6,101	\$1,500	\$3,500	403(b) Match	\$1,430	28	14	\$79,751	\$36,843	\$7,505	\$124,098	Higher
VACANT	ASSOCIATE																			
PLYMOUTH FIRST	1,165																			
<b>ANNE SCHAEFER</b>	<b>INT PASTOR</b>																			
EMILY CAMPBELL	ASSOCIATE	\$ 36,313	\$ 38,365				\$ 4,100	\$28,754		\$2,000	\$3,675		28	14	\$78,778	\$28,754	\$5,675	\$113,207	Higher	
LINDA COCHRAN	ASSISTANT	\$ 42,000	\$ 38,000				\$0	\$0		\$1,000	\$2,000		28	7	\$83,000	\$0	\$3,000	\$83,000	Same	
PONTIAC FIRST	163																			
<b>LAURA KELSEY</b>	<b>PASTOR</b>																			
PONTIAC JOSLYN AVE	21																			
VACANT	PASTOR																			
PORT HURON FIRST	411																			
JASON PITTMAN	PASTOR	\$ 45,570	\$ 20,554		\$ 1,323		\$25,768	\$5,059	\$1,000	\$2,000			30	14	\$66,124	\$30,827	\$4,323	\$101,274	Higher	
REDFORD ST. JAMES	64																			
PAUL BOSQUETTE	PASTOR	\$ 40,000	\$ 15,000		\$ 1,000		\$18,700	\$3,000	\$1,000	\$6,400			28	14	\$55,000	\$21,700	\$8,400	\$84,400	Same	
ROCHESTER UNIVERSITY	585																			
VACANT	PASTOR																			
JOANNA DUNN	ASSOCIATE	\$ 28,690	\$ 26,364		\$ 1,407		\$0	\$0	\$1,241	\$2,289			28	14	\$55,054	\$25,372	\$3,530	\$85,363	Higher	

Terms of Call 2017  
Presbytery of Detroit

CHURCHES	Membership	DETAILED LIST OF ITEMS INCLUDED IN THE STANDARD CALL												SUMMARY OF ITEMS INCLUDED IN THE STANDARD CALL						
		BASIC COMPENSATION				BASIC BENEFITS		PROFESSIONAL EXPENSES				OTHER ITEMS		SUB TOTALS						
		Cash Salary	Housing & Utility Allowance	Use of Manse	Medical Ded./Allow.	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security (SECA) Allow.	Study Allowance	Professional Expenses	Other (Description)	Other (Amount)	Vacation	Study Leave	Basic Comp.	Basic Benefits	Pro. Expenses	GRAND TOTAL (package)	Change over 2016
ROYAL OAK FIRST	634																			
W. KENT CLISE	INT. PASTOR	\$ 89,428	\$ -				\$0	\$6,841	\$0	\$3,000			28	14	\$89,428	\$6,841	\$0	\$99,269	Same	
PAMELA MEILANDS	ASSOCIATE	\$ 27,540	\$ 19,380		\$ 913		\$17,459	\$3,589	\$1,200	\$1,500			20	10	\$46,920	\$21,048	\$3,613	\$71,581	Same	
ROYAL OAK STARR	74																			
MARIANNE GRANO	PT PASTOR	\$ -	\$ 25,148		\$ 400		\$16,060	\$0	\$315	\$600			28	14	\$25,148	\$16,060	\$1,315	\$42,523	Same	
ST CLAIR SHORES HERITAGE	66																			
KENNETH BOLT	3/4 TIME PASTOR	\$ 15,327	\$ 14,400		\$ -		\$13,634	\$2,244	\$1,000	\$1,500	Misc.	\$1,200	56	14	\$29,327	\$15,878	\$3,700	\$48,905	Same	
ST CLAIR SHORES LAKE SHORE	346																			
ADAM GORSCH	PASTOR	\$ 40,856	\$ 25,470		\$ -	\$ 3,020	\$26,221	\$5,305	\$1,500	\$4,000			28	14	\$69,346	\$31,526	\$5,500	\$106,373	Higher	
SALINE	290																			
JAMES MONNETT JR	INT PASTOR	\$ 43,500	\$ 21,000		\$ 1,290		\$23,543	\$4,934	\$0	\$3,000			28	14	\$64,500	\$28,477	\$4,290	\$95,977	Higher	
SHELBY ST THOMAS	415																			
JAIME KLINGER	CO-PASTOR	\$ 33,115	\$ 10,159			FSA	\$ 1,000	\$18,404	\$3,274	\$1,500	\$2,668		28	14	\$44,274	\$21,679	\$4,168	\$25,847	Higher	
JAMES PORTER	CO-PASTOR	\$ 44,762	\$ 22,438			FSA	\$ 1,500	\$27,304	\$5,058	\$2,000	\$3,575		28	14	\$68,700	\$32,362	\$5,575	\$106,637	Higher	
SO UTHFIELD NEW HOPE	74																			
KAREN STUNKEL	INT. PASTOR	\$ 33,960	\$ 23,601		\$ 805		\$ 4,800	\$23,075	\$2,598	\$1,200	\$6,000		35	14	\$62,361	\$23,673	\$8,005	\$96,039	Higher	
SOUTHFIELD KOREAN	939																			
SEUNG WON YU	PASTOR	\$ 51,142	\$ 40,400		\$ 1,800		\$34,418	\$0	\$1,000	\$10,200	Phone	\$3,000	28	14	\$911,542	\$34,318	\$16,000	\$141,860	Higher	
GWANG JU	ASSOCIATE	\$ 31,000	\$ 30,000		\$ 1,800		\$0	\$0	\$1,000	\$7,500	Cell & Inter	\$3,000	28	14	\$61,000	\$28,020	\$13,300	\$102,320	Higher	
ESTHER LEE	ASSOCIATE	\$ 31,000	\$ 30,000		\$ 610	\$ 2,739	\$23,707	\$0	\$1,000	\$4,800	Misc.	\$3,400	28	14	\$61,000	\$23,707	\$7,410	\$94,517	Higher	
MIN SOON KIM	ASSISTANT	\$ 29,000	\$ 29,000		\$ 1,800	\$ 7,200	\$0	\$2,769	\$1,000	\$0	Cell & Inter	\$3,000	28	14	\$85,200	\$24,428	\$5,800	\$95,428	Same	
SUNG JOON MOON	ASSISTANT	\$ 29,000	\$ 29,000		\$ 1,800	MISC	\$ 39,684	\$0	\$1,000	\$7,200			28	14	\$97,684	\$23,813	\$13,000	\$97,684	Higher	
SO UTHFIELD COVENANT	78																			
THOMAS JAMES	PASTOR																			
SOUTH LYON	125																			
MICHAEL HORLOCKER	PASTOR	\$ 36,000	\$ -	\$ 10,800	\$ 936		\$ -	\$17,082	\$3,580	\$3,002	\$2,600	\$0	\$0	35	14	\$46,800	\$20,662	\$6,538	\$74,000	Higher
STERLING HGTS NEW LIFE	198																			
MARY BAHR-JONES	TEMP. SUPPLY	\$ 16,902	\$ 30,000		\$ 2,000	DENTAL		\$18,750	\$3,588	\$1,000	\$1,500		28	14	\$46,902	\$19,010	\$4,500	\$74,000	Higher	
TAYLOR SOUTHMINSTER	130																			
CLINT COZIER	PASTOR	\$ 26,000	\$ 15,000		\$ 1,000		\$ 6,958	\$17,505	\$3,669	\$1,200	\$5,625		28	14	\$47,958	\$69,131	\$7,825	\$76,956	Higher	
TROY FIRST	82																			
ANN ROBERTSON	INT CO PASTORS	\$ 17,350	\$ -				\$ -	\$1,908	\$0	\$0	\$0	Unusual Exp	\$125	28	14	\$17,350	\$1,908	\$125	\$19,383	Higher
WILLIAM ROBERTSON	INT CO PASTORS	\$ 17,350	\$ -				\$ -	\$1,909	\$0	\$0	\$0	Unusual Exp	\$125	28	14	\$17,350	\$1,909	\$125	\$19,384	Higher
TROY KOREAN FIRST	30																			
VACANT	PASTOR																			
TROY NORTHMINSTER	99																			
NEETA NICHOLS	INT PASTOR	\$ 25,000	\$ 25,000		\$ 650		\$ 15,000	\$22,840	\$973	\$2,000	\$2,000		28	14	\$65,000	\$27,813	\$4,650	\$97,823	Higher	
WALLED LAKE CROSSROADS	65																			
JOHN PAVELKO	PT PASTOR	\$ 9,365	\$ 21,000		\$ 880	FSA	\$ 4,485	\$17,692	\$2,323	\$778	\$1,170		35	14	\$34,851	\$20,015	\$2,828	\$57,694	Higher	
WARREN CELTIC CROSS	125																			
ROBERT AGNEW	INT PASTOR	\$ 28,000	\$ -		\$ 940		\$ 10,000	\$13,536	\$3,672	\$5,250	\$3,346		35	21	\$48,000	\$17,208	\$9,546	\$80,200	-	
WARREN FIRST	138																			
JULIE DELZENNE	PASTOR	\$ 29,416	\$ 18,000		\$ 948			\$18,582	\$3,627	\$1,000	\$1,500		28	14	\$47,416	\$22,209	\$3,448	\$73,074	Higher	
WATERFORD COMMUNITY	200																			
BETH DELANEY	INT PASTOR	\$ 10,000	\$ 39,000			LIFE INS	\$ 4,000	\$6,360	\$3,700	\$1,500	\$1,695		35	14	\$53,000	\$10,600	\$3,195	\$66,255	-	
WESTLAND KIRK/SAVIOR	70																			
MICHAEL BECKMAN	PASTOR	\$ 21,032	\$ 18,279					\$15,497	\$3,007	\$900	\$1,350		28	14	\$39,311	\$18,504	\$2,250	\$60,065	Higher	
WHITE LAKE	97																			
ISAAC CHUNG	PASTOR	\$ 19,000	\$ 25,000		\$ 4,000			\$16,060	\$3,366	\$2,000	\$5,298		28	14	\$44,000	\$19,426	\$11,298	\$74,724	Higher	
WYANDOTTE, FIRST	52																			
BARBARA MCRAE	TRANSITIONAL MINISTER	\$ -	\$ 23,126		\$ -		\$ 10,000	\$0	\$0	\$0	\$0		35	14	\$33,126	\$0	\$0	\$33,126	Higher	
YPSILANTI, FIRST	203																			
KEITH GEISELMAN	PASTOR	\$ 10,000	\$ 35,841		\$ 10,000			\$16,732	\$3,440	\$1,500	\$6,500	Depen Care	\$5,000	35	14	\$45,841	\$20,172	\$13,000	\$89,513	Higher

## Domestic Refugee Grant Partnership

**NOTE:** The following application is to be submitted to the PDA Catalyst for Refugees and Asylum, Susan Krehbiel, [susan.krehbiel@pcusa.org](mailto:susan.krehbiel@pcusa.org). It is to be accompanied by a proposal signed by someone with the authority to request funds for the program and e-mailed. If a grant is awarded, Grantee is expected to agree with the terms and guidelines. I understand that a request for funds implies that PDA may send a national response volunteer team, at our expense, to assess the needs of the community. “How PDA Funds are Used” and reporting guidelines documents are attached and located on the PDA website. Please copy all requests to [beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org).

**Please fill out all information in the request unless specified.**

<b>1. General Information</b>	
Date of request	October 23, 2017
Type of grant	Special Program Grant
Total amount requested	\$25,000
This amount is 33% of the total cost of this program.	Thirty-three (33) percent.

<b>2. Point of Contact Information</b>	
Grant Contact	
Name	Kevin J. Piecuch
Title	Executive Director
Address (street/city/state/zip)	174 Ridge Rd. Grosse Pointe Farms, MI 48236
Phone(s)	248-752-6610 (cell); 313-881-2903 (office)
Email	<a href="mailto:kevin@detimmigrantcenter.com">kevin@detimmigrantcenter.com</a>

<b>3. General Program Information</b>	
Name and description of program	<b>Volunteer Engagement Program</b> As the caseload of the Southwest Detroit Immigrant and Refugee Center (SWIRC) grows, we need an effective volunteer recruitment/training /engagement program. Staffing two weekly free legal clinics, including one located in the First Presbyterian Church in Pontiac, and representing nearly 50 individuals in removal proceedings in various immigration courts (Detroit, Baltimore, Boston and New York) and before the Board of

	Immigration Appeals (Falls Church, VA) and at the Sixth Circuit Court of Appeals (Cincinnati, OH) requires a significant number of volunteers. Identifying, training and engaging volunteers, now more than ever, is crucial so that SWIRC can continue delivering consistent, high-quality, professional services to destitute immigrants and refugees. In 2017, 36 volunteers have assisted in the work of SWIRC. However, there is no program in place to manage initial contacts with volunteers, to train them, and then engage with them on an ongoing basis with training, encouragement, and feedback opportunities. Our continued success requires this program now.
Communities and geographic area to be served by the proposed program	SWIRC volunteers are based in metropolitan Detroit, Michigan.
Program description / title	<b>SWIRC Volunteer Engagement Project</b>
Program start date	January 1, 2018
Program end date	Ongoing (once tools and systems in place)
Purpose/Expected outcome of program	This Project will help SWIRC identify volunteers, train them for service, and engage them in regular, ongoing feedback.
Does this program receive additional funding from other organizations? (If yes, list name(s) of organizations.	SWIRC's financial partners include the Ford Fund, the Ranney Balch Fund, Drake & McCormick, PLLC, the Oakland County Bar Foundation, Freedom House, individual churches and religious orders, and private donors. SWIRC's outreach to refugees has been approved as an Extra Commitment Opportunity of the Presbytery of Detroit. Virtually all funds received directly support services to clients. We spend no money for fundraising or marketing, and our administrative costs are less than 5% of our annual budget.

#### **4. Program Summary**

*Briefly describe the activity for which the organization is seeking funds. The summary should elaborate on details from Section 3 (General Program Information). The summary should also include any additional information such as, overall objective of program and expected results. Also include a draft of the timeline of the program.*

Changes enacted this year by the U.S. Department of Justice, the U.S. Department of Homeland Security, and by presidential executive orders have had a profound impact upon immigrants and refugees in the United States. Besides the panic experienced by DACA recipients, many of whom stand to lose their legal protections early in 2018, shifting enforcement priorities by Immigration and Customs Enforcement (ICE) has resulted in the incarceration and removal of thousands of immigrants with criminal records. Detroit, with its large population of Middle Easterners, has seen a spike in ICE incarcerations, especially among native Iraqis. SWIRC now represents nine Iraqis—on top of a growing number of clients from Mexico, Central America and the Caribbean. Added to our growing caseload in immigration court is the continued expansion of our Free Legal Clinic in Southwest Detroit—which has seen a 20% increase in weekly attendance this year. On top of our growth in SW Detroit, SWIRC has added a new free legal clinic in Pontiac, Michigan. This new clinic was the dream of members of First Presbyterian Church in Pontiac (after hearing a presentation by PDA staff on immigration) and came to life thanks to a seed money grant (\$25,000) from the Oakland County Bar Foundation's Access to Justice program. Fortunately, many volunteers have stepped forward to support these efforts.

Our programs provide a crucial bulwark so that immigrants and refugees have true access to justice in the U.S. At Detroit’s Immigration Court fewer than 20 percent of the defendants have professional legal counsel. And, other than SWIRC, free and/or low cost legal services are all but impossible to find. It’s no surprise that unrepresented immigrants and refugees win fewer than 5 percent of their cases in Detroit. However, simply by adding legal counsel, their likelihood for success improves more than 8 fold.

Right now, the executive director interviews volunteers, who are asked to fill out a brief application and sign a confidentiality statement. Training involves observing experienced counselors assisting clients, and, when the volunteer feels comfortable, they are permitted to counsel clients. We have no system in place for scheduling volunteers or for soliciting their feedback. Already, we see a rather rapid turnover in volunteers—who stay with us a few weeks, then drop off. Typically, more experienced volunteers embrace the opportunity and seem able to assist others almost from their first week with us. However, less experienced volunteers may have a big heart to serve, but become discouraged by language barriers, lack of familiarity with certain legal issues, and the sheer “neediness” of many immigrants facing legal struggles. Unfortunately, SWIRC has no ongoing feedback and support system available for its volunteers. Without these systems, our programs are in danger of lacking sufficient human resources to serve our clients.

## **5. Program Details**

*Give an assessment of the conditions on the ground (scope and number being served, etc.). This includes the geographic areas being addressed by this proposal and in which the program is taking place in some detail.*

SWIRC is now the largest provider of free and low-cost legal services for immigrants and refugees in metropolitan Detroit. With more than 1,000 satisfied clients sharing our story in the community, it’s no surprise that we are packed with clients even though we make no efforts to advertise our services. And, because we are the only non-profit that represents incarcerated aliens, we received nearly daily requests for assistance.

Changes in immigration policies at the federal level have created a surge in interested volunteers for SWIRC. Some find us through our website, others express interest following speaking engagements. Two persons volunteered after the SWIRC executive director preached at a local Presbyterian church on World Communion Sunday. Many are students at local universities and laws schools (University of Detroit Mercy, Wayne State University), others are legal practitioners appalled by the rising tide of anti-immigrant rhetoric and policies. These volunteers need vetting, training and ongoing engagement if we want to keep them for more than a few weeks. Thanks to the grant from the Oakland County Bar Foundation, we have funds to hire a volunteer coordinator (Jonathan Contreras) who will be responsible for training and evaluating volunteers. Jonathan will determine where volunteers are needed and will schedule them accordingly. He also will follow up with weekly reminders and solicit written follow up. Funds from the PDA will be used specifically to create a volunteer training curriculum. This will have the greatest impact upon the volunteers at the new clinic in Pontiac, that will be onboarding 5 – 10 volunteers in early 2018—however it will be used for all SWIRC volunteers.

Besides the training curriculum, PDA funds will be used for volunteer engagement—which will include structured feedback and ongoing training—and volunteer appreciation activities including quarterly multicultural events and the ability to attend training seminars sponsored by CLINIC (Catholic Legal Immigration Network), the largest interfaith group of non-profit, legal services providers in the United States.

<p><i>Who are the expected beneficiaries of the proposed program? Please explain the process for beneficiaries to raise concerns/complaints to the organization regarding the proposed program.</i></p>
<p>The expected beneficiaries of this program are SWIRC clients. With better trained volunteers, clients will receive better services. It's no surprise that many clients specifically ask to work with our best-known attorneys and volunteers. By increasing the effectiveness of all volunteers, clients will enjoy more satisfying counseling experiences with all volunteers. Also, better training and structured engagement will increase the length of time volunteers stay with SWIRC, reducing our need for finding additional volunteers. Consistent services from regularly scheduled, committed, and well-trained volunteers will greatly improve the impact of our Free Legal Clinics.</p> <p>If SWIRC clients are unhappy with the services they receive from SWIRC, they currently express their displeasure to our clinic intake coordinator—who assigns clients to volunteers and asks them about their experience when their sessions are finished. Through this system we gather helpful feedback from our clients.</p>
<p><i>Provide a list of who has been/will be invited to participate in this program. Explain what each one will contribute to the program.</i></p>
<p>Current Participants:  Kevin Piecuch, Esq.—executive director of SWIRC. Determines which cases to accept, supervises, reviews every asylum application. He serves as lead counsel during most Immigration Court proceedings. He also has been the initial point of contact for recruiting volunteers;  Jonathan Contreras, Esq.—legal director. This newly hired addition to the SWIRC staff adds much-needed capacity to our programs. A native Spanish speaker, Jonathan has a background in community organizing. He will direct our volunteer engagement program.  Maria Flores--a bilingual paralegal with many year's experience at Detroit Legal Aid and Defender, provides translation services, completes client intake (lengthy questioning);  Pamela Morrow—a PC(USA) lay volunteer supervises intake at the Free Legal Clinic in SW Detroit. She has put into place systems that better track clients and their experiences at SWIRC.  Clarisa Piecuch--a bilingual professional offers translation services;</p>
<p><i>Please provide any other information that may prove useful to know about this program.</i></p>
<p>Kevin Piecuch, executive director of SWIRC, is an ordained Presbyterian (U.S.A.) minister. He is also a University of Michigan Law School graduate licensed to practice law in several state and federal courts and in Immigration Court. His call to lead SWIRC is recognized as a validated ministry by the Presbytery of Detroit. Rev. Piecuch speaks Spanish and reads Arabic. He is married to Clarisa Piecuch, a naturalized U.S. citizen and a PC(USA) elder who is a native of Panama. All four of their children identify as Hispanic. Rev. Piecuch is a member of the State Bar of Michigan and is admitted to practice law at all Immigration Courts, two federal district courts and before the Sixth Circuit Court of Appeals.</p>
<p><b>6. Program Budget and Narrative (Use separate page(s) if necessary)</b></p>
<p><i>Provide a budget in detail for the use of the requested funds. Also show if funds are being provided from other sources.</i></p> <p><b>SWIRC Volunteer Engagement Program Budget Expenses:</b></p>

<p>\$60,000 – Volunteer Coordinator (Jonathan Contreras, Esq.)—salary, taxes, payroll, expenses benefits.  \$5,000 – Volunteer training program materials—onboarding power point/video, curriculum, follow up.  These costs are one-time.  \$10,000 – Volunteer engagement—quarterly activities, additional training/workshops.  Cost: \$75,000</p> <p>Source of Funds:  \$25,000 Oakland County Bar Foundation  \$25,000 Presbyterian Disaster Assistance Program  \$15,000 Ford Fund  \$10,000 contributions from individual churches/persons  Proposed Funding: \$75,000</p>
<p>Past PDA Funds</p> <p>2015 Funds (\$25,000) received from the PDA provided resources that SWIRC used to represent of 7 asylum seekers and 1 person seeking cancellation of removal. PDA funds also helped SWIRC prepare and present three appeals for clients who lost their initial removal hearings. Specifically, PDA funds covered professional services (\$20,000); and trial and trial preparation expenses (\$3,000). The balance of the grant (\$2,000) reimbursed staff and volunteers for out-of-pocket expenses.</p> <p>2016 Funds (\$20,000) were used to create communication programs that gave us a higher profile in the community and allowed us to purchase client tracking software and case management programs that has greatly increased our efficiency in providing services.</p>
<p><b>7. Program Evaluation</b></p> <p><i>Summarize how the organization will evaluate the program, including the indicators it will utilize, and how the organization plans to capture the quantitative and qualitative data needed for reporting.</i></p>
<p>SWIRC follows a multifaceted review process.</p> <ol style="list-style-type: none"> <li>1. Review Time sheets. All staff (paid and pro bono) complete time sheets which indicate the hours spent on specific client matters. That allows us to determine our client capacity.</li> <li>2. Staff Evaluation. After we receive verdicts in asylum petition cases the professional staff meet to evaluate our professional performance--especially areas where we can improve. We also determine next steps: e.g. whether or not to appeal, possible agency “hand offs” (e.g. enrolling in ESL classes, job placements, etc.)</li> <li>3. Client Satisfaction Survey. When representation is completed, clients are given a chance to share their opinion of our services: what we did well; how we can improve.</li> </ol>

<b>8. Signature of Organization Executive</b>	
Signature and printed name of Executive of Organization	Kevin J. Piecuch
Organization Position	Executive Director
Phone Number	248-752-6610
Email	<a href="mailto:kevin@detimmigrantcenter.com">kevin@detimmigrantcenter.com</a>



COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
September 17, 2017

The Commission to **install** Rev. Dr. Nathaniel D. Phillips as **Pastor of Kirk in the Hills Presbyterian Church** was convened with prayer by the moderator, Stefanie Lewis, at 9:05 a.m., on September 17, 2017, at Kirk in the Hills Presbyterian Church. The Commission members present were:

<b>The Rev. Keith Provost</b>	<b>Elder Nancy Lau of Kirk in the Hills Presbyterian Church</b>
<b>The Rev. Dr. Al Timm</b>	<b>Elder John Crawford of Birmingham First Presbyterian Church</b>
<b>The Rev. Tres Adams</b>	<b>Elder Sue Acton of Grosse Pointe Memorial Presbyterian Church</b>

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

**Dr. Craig Barnes of Princeton Seminary**  
**The Rev. Edwin Estevez of New Castle Presbytery, Newark Delaware**

After approving the order of worship, the Commission proceeded to worship, where it **installed Nate Phillips as Pastor of Kirk in the Hills Presbyterian Church. In the course of the installation service, Rev. Phillips gave affirmation to the obligations undertaken in the constitutional questions found in W-4.4003.** Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Rev. Phillips.

/s Stefanie W. Lewis  
Moderator

Date: September 17, 2017

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
October 7, 2017

The Commission to ordain Matthew David Bauhof to the ordered ministry of Minister of Word and Sacrament was convened with prayer by the moderator, Stefanie Lewis, at 10:38 A.M., on October 7, 2017, at Northbrook Presbyterian Church. The Commission members present were:

The Rev. Marjorie Wilelmi	Elder Michael Bauhof of Northbrook Presbyterian Church
The Rev. Peter Moore	Elder Ruth Alzar of Grosse Pointe Memorial Presbyterian Church

There were no corresponding members:

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

- Rev. Tyler Orem, Whitewater Valley Presbytery
- Lesli Deslauriers, 2<sup>nd</sup> Presbyterian Church, Chicago, Illinois
- Rev. Shawnthea Monroe

After approving the order of worship, the Commission proceeded to worship, where it ordained Matthew Bauhof to the validated ministry as Minister of Word and Sacrament. In the course of the ordination service, Matthew 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. Matthew Bauhof.

/s Stefanie W. Lewis  
Moderator

Date: October 7, 2017

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
October 28, 2017

The Commission to ordain Christina Jensen to the ordered ministry of Minister of Word and Sacrament was convened with prayer by the moderator, Stefanie Lewis, at 1:25 P.M., on Saturday, October 28, 2017, at Westminster Presbyterian Church. The Commission members present were:

<b>The Rev. Peter T. Moore</b>	<b>Elder Gale Musolf of Berkley Presbyterian Church</b>
<b>The Rev. Mary E. Austin</b>	<b>Elder Reshawn Whetstone of Westminster Presbyterian Church</b>
<b>The Rev. Raphael Francis</b>	<b>Elder Rosy Latimore of First of Birmingham Presbyterian Church</b>

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

**The Rev. Dr. David Weber of Lake Michigan Presbytery**  
**Elder Dale Nester of Lake Huron Presbytery**

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

**Rev. Dr. Allen Timm**

After approving the order of worship, the Commission proceeded to worship, where it ordained Christina Jensen to the validated ministry as Minister of Word and Sacrament. In the course of the ordination service, Christina 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. Christina Jensen.

/s Stefanie W. Lewis  
Moderator

Date: October 28, 2017