

**Minutes of the  
Presbytery of Detroit  
Presbyterian Church  
(USA)  
2003**

**Presbytery of Detroit  
Minutes of the Stated Meeting  
February 8, 2003**

A quorum being present, the Presbytery of Detroit convened with prayer in a stated meeting at the Southfield Presbyterian Church on February 8, 2003 at 9:42 a.m. Vice-Moderator Smith moderated the meeting.

The Moderator appointed Russell Reynolds as the assistant to the Stated Clerk.

The Moderator welcomed the confirmation class of Ann Arbor Westminster and Southfield Churches. New Commissioners were introduced.

Upon motion, Presbytery approved the docket.

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

Upon motion, Presbytery seated Arlene Gordon of San Francisco Presbytery, Paul Peterson of Yellowstone Presbytery, and Roger Pohl of the United Church of Christ as corresponding members

Ms. Acton, the pastor of Southfield Church, and Ms Ayap, pastor of the Filipino-American New Church Development welcomed the Presbytery to the church.

**Report of the Presbyterian Women.**

Nancy Duffield presented the annual report of Presbyterian Women of the Presbytery of Detroit. Her oral report was augmented by a written report.

Francile Anderson introduced the members of the Coordinating Cabinet.

**Committee on Preparation for Ministry.** Dixie Elam reported.

The Committee presented Paula Alstetter, from Belleville Presbyterian Church, to be enrolled as a candidate for the Ministry of Word and Sacrament. After the Presbytery discussed with her her sense of call, Presbytery voted to enroll her as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Ms. Alstetter the questions required by the Constitution, and gave her a brief charge.

The Committee presented Meghan Gage, from Farmington First Presbyterian Church, to be enrolled as a candidate for the Ministry of Word and Sacrament. After the Presbytery discussed with her sense of call, Presbytery voted to enroll her as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Ms. Gage the questions required by the Constitution, and gave her a brief charge.

The Committee presented Andrew Holmes, from Grosse Ile Presbyterian Church, to be enrolled as a candidate for the Ministry of Word and Sacrament. After the Presbytery discussed with him his sense of call, Presbytery voted to enroll him as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Mr. Holmes the questions required by the Constitution, and gave him a brief charge.

The Committee presented Matthew Schramm, from Royal Oak First Presbyterian Church, to be enrolled as a candidate for the Ministry of Word and Sacrament. After the Presbytery discussed with him his sense of call, Presbytery voted to enroll him as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Mr. Schramm the questions required by the Constitution, and gave him a brief charge.

The Presbytery recessed at 10:55 for worship, including the sacrament of communion and the installation of Moderator Smith and Vice-Moderator Denton.

After worship, Presbytery had lunch together.

The Presbytery reconvened at 1:05 p.m.

### Committee on Preparation for Ministry Report (Continued)

Having met the requirements of G-1.0310 of the Book of Order, having completed an appropriate theological degree, and having received a call to be Associate Pastor of the Korean Presbyterian Church of Metropolitan Detroit, the Committee presented Paul S. Kim, a candidate of Seattle Presbytery, to the Presbytery for examination of his Christian Faith and views in theology, the Bible, the Sacraments, and the government of the church.

After examination of Mr. Kim, the Presbytery voted to sustain his examination and proceed to ordination.

The Committee reported the following for the information of Presbytery:

1. On December 3, 2002, CPM removed **Don MacKay** (Plymouth, First) from the roll of Inquirers.
2. On December 3, 2002, CPM endorsed **Marianne Smith** (Grosse Pointe, Memorial) as Inquirer.
3. On the dates indicated, CPM conducted a final assessment (G-14.0310a) with the following Candidates for Minister of Word and Sacrament, granting them permission to circulate a PIF:
 

Duke Morrow	Canton, Geneva	December 3, 2002
Opelton Parker	Detroit, Broadstreet	December 3, 2002
Christine Barnes	Saline, First	February 4, 2003
4. CPM sustained Annual Consultations with the following Inquirers and Candidates on the dates indicated:

Rebecca Dean, Candidate	Beverly Hills, Northbrook	Grad/Princeton	11/5/02
Penny Pitts, Inquirer	Grosse Pointe, Memorial	ETS-McCormick	11/5/02
Ruthanne Bourlier, Inquirer	Livonia, St. Paul's	ETS-McCormick	11/5/02
Julie Madden, Inquirer	Livonia, St. Paul's	ETS-McCormick	11/5/02
Elizabeth Downs, Inquirer	Livonia, St. Paul's	ETS-McCormick	11/5/02
Jeffrey Harris, Inquirer	Howell, First	Pittsburgh	11/9/02
Terry Chaney, CLP	Troy, Northminster	MVP Training	12/3/02
Donna Gates, CLP	Taylor, Southminster	MVP Training	12/3/02
Dave Gowen, CLP	Belleville	MVP Training	12/3/02
Pam Hutchens, CLP	Taylor, Southminster	MVP Training	12/3/02
Duke Morrow, Candidate	Canton, Geneva	ETS-McCormick	12/3/02

Meghan Gage, Inquirer	Farmington, First	Princeton	1/7/03
Matt Schramm, Inquirer	Royal Oak, First	Princeton	1/7/03
Christine Barnes, Candidate	Saline, First	ETS-McCormick	2/4/03
Brenda Wilkison, CLP	Milan People's	MVP Training	2/4/03
Dana Wilmot, Inquirer	Walled Lake	Gordon Conwell	2/4/03
Lonnie Bryant, Candidate	Detroit, Calvary	Grad/McCormick	2/4/03

Mr. Cowling reported on the need for African Americans to be readers for the ordination exams. He offered to relinquish his appointment as a reader for an African American who wishes to read exams.

#### **Executive Presbyter.**

Ms. Gordon reported on the state of the Detroit Presbytery. Ms. Gordon said the church has spent too much time addressing conflict at the expense of the church in favor of individual agendas. She prays for peace and reconciliation. The Presbytery must continue to address the effects of prejudice and racism. We must pay attention to our children. We appear to have taken a detour from our former strengths. Many congregations are in financial difficulties: they need to either address the issues or die, for the sake of the Gospel. We need a clear strategy and vision for who we are, and what we want to be. She believes we need to form a special task group to develop a comprehensive plan and vision for the Presbytery.

Ms. Gordon asked for continuing prayers for our members who are in difficulty. She called the Presbytery's attention to the denomination's new Christian Education curriculum.

Ms. Gordon introduced Brad Vincent, the new Financial Administrator. Mr. Vincent made a preliminary (un-audited) budget report to Presbytery for the year 2002. In 2002, Presbytery budgeted for \$1,129,819 in income, and \$1,204,972 in expenses. Actual expenses were \$1,177,269, but income was only \$1,066,679, leaving a deficit of \$110,590. Most of the shortfall in expected income was accounted for by churches who did not pay their per capita (6 churches, accounting for \$42,397), and decreased mission giving by the churches (\$414,882 rather than the \$470,000 budgeted for). Seventeen churches gave no mission support to the Presbytery at all.

#### **BUSINESS TO BE ADOPTED BY MOTION AND DEBATE.**

The Moderator led Presbytery in a brief prayer.

#### **Motions from The Floor.**

Upon motion of Carol Hylkema and Helen Morrison, Presbytery voted to approve the following resolution:

#### ***RESOLUTION ON SUPPORTING THE MODERATOR OF THE 214<sup>TH</sup> GENERAL ASSEMBLY AND THE STATED CLERK***

*In these times of intense theological discussion and conflict over interpretation of the Constitution of the PC(USA), the members and churches of the Presbytery of Detroit call ourselves and our brothers and sisters in the Presbyterian fellowship to a time of prayer, repentance and reconciliation. We affirm that we seek the peace, unity and purity to which we are called by the Gospel of Jesus Christ and in obedience to our baptismal and ordination vows.*

*The Presbytery of Detroit offers its full support and encouragement to the Reverend Fahed Abu-Akel, Moderator of the 214<sup>th</sup> General Assembly, and the Reverend Clifton Kirkpatrick, Stated Clerk of the General Assembly. We trust that they have faithfully and carefully carried out the requirements of the Constitution of the Presbyterian Church (U.S.A.) in accordance with their respective leadership offices and have directed their colleagues in the Office of the General Assembly to do the same.*

*We recognize that there is strong disagreement within the denomination about how its churches, governing bodies and officers are to carry out the mandates of our covenanted life as expressed through the Constitution of the PC(USA). We pray that our leaders will remain at the table of fellowship to continue to explore those differences. At the same time, the Presbytery of Detroit objects to the tactics of personal attack and disinformation used by some to discredit the leadership of the Moderator and Stated Clerk. The members of this presbytery call for an end to the attempts to force to act outside the boundaries of their offices and apart from the polity established by the Constitution that guides all governing bodies and leaders in our church.*

*The Presbytery of Detroit stands in alliance with the Moderator and the Stated Clerk in seeking the path of reconciliation through this time of brokenness and disharmony in our church. Trusting on the guidance of the Holy Spirit, we seek to be faithful to the love of Jesus Christ and to the Christian life we share in Him. May God forgive our divisiveness and show us the path of peace, unity and purity.*

*Voted on the 8<sup>th</sup> day of February 2003 at its stated meeting held at the Southfield Presbyterian Church in Southfield, Michigan.*

Peter Moore moved the following overture to the 215<sup>th</sup> General Assembly:

*The Presbytery of Detroit respectfully overtures the 215th General Assembly (2003) to approve the following authoritative interpretation:*

- 1. The 215th General Assembly recognizes that within our denomination, people of good character and principle differ in their understanding of human sexuality, and in those differences we are called to exercise mutual forbearance toward each other. (G- 1.0305)*
- 2. The 215th General Assembly reminds the church that freedom of conscience with respect to the interpretation of Scripture is to be maintained. (G- 1.0108)*
- 3. The 215th General Assembly declares that no further force or effect shall be given to the statement of definitive guidance by the 190th General Assembly (1978) of the United Presbyterian Church in the United States of America that characterizes the practice of homosexuality as sin and instructs that unrepentant homosexual practice does not accord with the constitutional requirements for ordination.*
- 4. The 215th General Assembly declares that no further force or effect shall be given to the interpretation of the 119th General Assembly (1979) of the Presbyterian Church in the United States that states "homosexuality falls short of God's plan."*

5. *The 215th General Assembly declares that all subsequent General Assembly statements that have affirmed the 1978 and 1979 guidance on homosexuality and ordination shall be given no further force or effect.*

Upon motion, Presbytery voted to amend by striking the word “further” in paragraphs 3, 4, and 5.

The motion was made to postpone until the next meeting of Presbytery. The moderator ruled the motion out of order because the effect of postponing would be to kill the motion, since it an overture requiring Constitutional interpretation and must be submitted by February 15<sup>th</sup>, and Presbytery does not meet again until April 22<sup>nd</sup>.

Upon motion, Presbytery voted to end debate.

The motion was made to vote by ballot. The motion was defeated by a vote of 63 yes, 96 no.

The main motion was defeated by a count of 80 yes, 81 no.

**Coordinating Cabinet.** Francile Anderson Reported.

Ms. Anderson presented the report of the Presbytery Council.

The proper notice having been given, upon motion of Presbytery Council, Presbytery approved the following amendments to the Bylaws of the Presbytery of Detroit:

**Substantive Changes**

- a. **To Article IV, Officers, Section 8, Treasurer, a. Duties.** Delete, “The Treasurer shall be responsible for the receipt, deposit, and disbursement of all funds belonging to the Presbytery, and for the proper accounting of all financial transactions together with supporting vouchers,” and insert “The duties of the Treasurer are as in the Book of Order and the approved job description,” so that the provision will read:
  - a) *“Duties. The duties of the Treasurer are as in the Book of Order and the approved job description. The Treasurer is responsible to the Presbytery, its Coordinating Cabinet, and the Trustees.”*
- b. **To Article V The Coordinating Cabinet. Section 1 Responsibilities, subsection a.** Delete “evaluating” and insert “coordinating,” so that the provision reads:
  - a) *“This cabinet will function as a coordinating and advisory body to the Ministry Teams and the required committees of Presbytery. It will coordinate the work of these areas to insure that their work is in line with the mission and vision of the Presbytery.”*
- c. **To Article V Coordinating Cabinet, Section 2 Composition of the Coordinating Cabinet, subsection iv:** Delete “ Stated Clerk, Treasurer, the coordinator of the Synod commissioners, and members of the executive staff as designated by the Executive Presbyter,” and insert, “The Executive Presbyter and/or designated staff,” so that the provision reads:
  - “iv) *The Executive Presbyter and or designated staff shall serve ex officio without vote.*”
- d. **To Article VI Planning and Visioning Team, Section 2, Composition of the Planning and Visioning Team, sub section c.** Delete “and other appropriate staff,” so that the provision reads:
  - “c) *The Executive Presbyter will serve ex officio without vote.*”
- e. **To Article VII, Ministry Teams, Section 1, Responsibilities of a Ministry**

**Team.**

- i. **In subsection a, delete** “It shall create task forces, work groups, committees, or other entities as it deems necessary to fulfill its duties. To which end, it shall:”, and insert the following so that subsection reads:
 

*“a. It shall create task forces, work groups, ad hoc committees, or other entities, as it deems necessary to fulfill its duties. The work of the Ministry Team will be guided by the core values contained in the Mission and Vision documents.”*
- ii. **Insert new subsection b** as follows:
 

*“b. To that end, it shall:”*

and renumber current subsections b, c, and d.
- iii. **In new subsection 1.b.i., Delete** “description” and insert “purpose,” so that new subsection 1.b.i. reads:
 

*“i. Report to the Coordinating Cabinet and Presbytery the creation, purpose, and membership requirements of each team.”*
- f. **To Article VII, Ministry Teams, Section 2. Composition of Ministry Teams and Subordinate Entities.** To Section 2.a., **insert** the following at the end, “recommended by the nominating committee,” so that the provision reads:
 

*“2.a. Each ministry Team shall be comprised of six members recommended by the nominating committee.”*
- g. **To Article VII Ministry Team, Section 3.a. Presbytery operations.**
  - i. **Delete** the words “The Presbytery Operations Ministry Team shall have the responsibility for the day-to-day operating and administrative functions of the Presbytery, including, but not limited to, personnel, information technology, Resource Center, and review of session records,” and **insert**, “ *The Presbytery Ministry team shall have general oversight of the operating and administrative functions of the Presbytery.*”
  - ii. **Delete** the word “including” after the word “compensation” and **insert** the word “and.”
  - iii. **Delete** the words “appropriate Ministry Teams” after “hearing recommendations from,” and **insert** the words “*Executive Presbyter.*”
  - iv. **Delete** the words “for approval” after the words “Coordinating Cabinet.” So that Article VII.3.a. Presbytery Operations reads:
 

*“The Presbytery Operations Team shall have general oversight of operating and administrative functions of the Presbytery. The team shall recommend to the Coordinating Cabinet for Presbytery approval the annual compensation and benefits of the Stated Clerk, Recording Clerk, the Treasurer and the Executive Staff after hearing recommendations from the Executive Presbyter. It shall recommend position descriptions and staff assignments to the Coordinating Cabinet. In consultation with Planning and Visioning Team and the Coordinating Cabinet, the Presbytery Operations team shall bring changes of staff designs to the Presbytery for its approval.”*
- h. **To Article VII Ministry Team, Section 3.e. Nurture and Support of Clergy and Lay Leadership.** **Insert** at the end, “It shall be a pro-active conduit for

information and an advocate for cutting-edge ministries and leadership,” so that the provision shall read:

*“The Nurture and Support of Clergy and Lay Leadership Team shall be responsible for developing relationships and programs that sustain and strengthen the leadership of the Presbytery and its churches, both clergy and laity. It shall be a pro-active conduit for information and an advocate for cutting-edge ministries and leadership.”*

i. **To Article IX, Committee Organization, add a new section six:**

*“6. Meetings by telephone conference. Committees, teams, cabinets, and other units may meet by telephone conference. All other requirements for a meeting shall be met, including the requirement that members present be able to communicate simultaneously with all other members present.”*

j. **Add new Article V and renumbering successive articles, as follows:**

**Article V. Administration**

1) *The Presbytery shall have an Executive Presbyter, who shall serve as chief administrator of the Presbytery, accountable to the Coordinating Cabinet and the Presbytery for implementation of decisions and matters of strategy, program, and resources. The Executive Presbyter shall supervise Presbytery operations and staff, and provide for staff services for the agencies and committees of the Presbytery. The Executive Presbyter shall be an ex officio member without vote of all committees, teams, and Team entities, and cabinets of Presbytery.*

2) *Term and Election. The Executive Presbyter shall be presented to the Presbytery for a call of indefinite period by a special committee of Presbytery elected to search for an Executive Presbyter.*

3) *Vacancy. If there is a vacancy in the office of Executive Presbyter, the Coordinating Cabinet, in consultation with the Presbytery Operations Ministry Team, shall propose an Acting Executive Presbyter to Presbytery for its election.*

**Editorial Changes**

k. **To Article II, Section 5.** Capitalize “Corporate.”

l. **To Article IV Officers.** Changes to add or delete the word “and” between the lists of officers in sections 1, 2, 3.

m. **To Article V The Coordinating Cabinet, Sections 1b and 1f** to insert the words “and” between the lists of officers, replacement of “be” with “by” in 1b, and replacing “including” with “and” in 1f.

Upon motion of Council, Presbytery approved the following:

1. Approve a policy that all other continuation of budget funds from one year to the next requires approval by the Planning and Visioning Team and by Presbytery at its November (or last) meeting of the year
2. Join with Farmington First in extending an invitation of the GA to worship on May 23, 2004 with Farmington First.
3. Employ Brad Vincent as Financial Administrator with the following terms through 2003:
 

Status:	Exempt-Full time
Vacation:	22 days
Sick Time:	4 hours per pay period



Personal:	3 days per year	
Date:	October 24,2002	
Salary:	\$46,906	
Business Expense	\$1000	
Benefits:	\$13,603	
Med Reimbursement	\$1,000	
FICA	\$3,049	
Cont. Ed	\$1,000	
Worker's Comp	\$134	
Total Compensation		\$66,692

4. Approve the following ECO's for 2003:

- a) Alma College  
*The only Presbyterian-related four-year liberal arts college in the state of Michigan.*
- b) Presbyterian Villages of Michigan  
*Presbyterian Villages of Michigan provide safe and secure housing for senior adults in a pleasant, Christian atmosphere.*
- c) Grandale Mission Center  
*A Presbytery partnership of church revitalization and mission outreach to an economically marginal community providing opportunity for Presbytery and suburban congregations to be directly involved in "hands on ministries" with the community and the Grandale congregation. Particular ministries focus on hospitality for the homeless, women's ministries, feeding programs, a mid-week program for children, and a tutoring program for youth.*
- d) Helping Hand Fund \$10,000  
*This is the Presbytery's emergency assistance fund. Upon referrals by pastors in the Presbytery, one-time grants are made to assist with utilities, rent and rent deposits, emergency medical care, and other urgent needs. These grants are often made in tandem with social services agencies in order to help individuals qualify for other benefits.*
- e) New Church Developments
  - i) Hartland Presbyterian Church \$15,000
  - ii) Filipino \$30,000
  - iii) Church of the Covenant (Macomb) \$10,000
- f) Howell Development Program of Howell Conference Center \$20,000  
*To raise funds to assist with retiring debt incurred in the development of the Howell Center.*
- g) Summer Camp Camperships of Howell Conference Center \$7,000  
*To provide funds for camperships for campers needing financial assistance to attend our summer camps.*
- h) Presbytery of Detroit Anti-Racism Teams \$9,000  
*To allow congregations to sponsor room and board for team members to attend training events.*
- i) Presbyterian Economic Development Corporation \$10,000  
*To engage in economic development activity and to encourage same in urban neighborhoods.*

- j) International Partnerships \$10,000  
*To establish a Presbyterian International Partnership for a 5-year period with a Presbytery in Kenya.*
- k) Barnabas Project \$40,000  
*A presbytery sponsored Youth Opportunities Center offering training designed to enable youth to discover, prepare for, and engage in meaningful, purposeful and fulfilling work. While supported in part by the Presbytery budget, additional funds are always required to insure the continuation of the project. Located at Trumbull and Grand River Avenue, the Barnabas Project also works to keep young people out of the drug culture.*
- l) Fort Street Open Door \$80,000  
*The Open Door is Fort Street Church's ministry with the homeless and poor in Metro Detroit. The ministry began in 1967. In addition to meals served it offers the following services to the poor: haircuts and showers, medical care, counseling, clothing, and transportation.*
- m) Morang Street Mission \$5,000  
*The mission continues some of the same programs (youth counseling, computer skills) that were previously part of the Martin Luther King, Jr. NCD. It is a transitional period.*
- n) Ann Arbor Campus Ministry \$25,000  
*This ministry is supported partially by Synod Campus Ministry funds and Presbytery funds. Additional programs are being put in place that exceed the funding from Presbytery and Synod and are used to promote a Christian witness to students at Michigan University.*
- o) Ecumenical Theological Seminary \$25,000
- p) Campus Ministry of Eastern Michigan University
- q) Campus ministry of Oakland University
- r) Campus ministry of Wayne State University

Council reports the following for the information of Presbytery:

1. Council voted to invite the President of Alma College to address the April meeting of Presbytery.
2. Council approved the following job description for the Associate for Congregational Outreach and Nurture:

*Exempt Position (Full-time)*

*POSITION TITLE: Associate for Congregational Outreach and Nurture*

*SUPERVISOR: Executive Presbyter*

*DATE: October 2002*

*PURPOSE OF POSITION:*

*In keeping with the vision statement adopted by the Presbytery, the Associate for Congregational Outreach and Nurture will provide assistance to the Presbytery in motivating its members through implementation of mission and leadership development ministries; and to encourage proclamation of the Gospel for the salvation of humankind and the promotion of social righteousness in the context of global, national and local mission.*

*Specific Duties:*

- A. *To consult with congregations regarding special ministry needs.*
- B. *To consult with congregation regarding Christian Education.*
- C. *To work with congregations to develop and provide leadership training.*
- D. *Coordinate Presbytery events, including training for youth and young adults.*
- E. *To resource the following committees:*
  1. *Congregational Life*
  2. *Social Justice and Peacemaking*
  3. *Mission Interpretation/Projects/Partnerships*
  4. *Spiritual Formation and Faith Development*
  5. *New Church Development/Redevelopment*
  6. *Committee on Preparation*
  7. *Committee on Representation*
- F. *Supervising the Hunger Enabler*
- G. *Additional duties as assigned by Executive Presbyter.*

*[Additional unspecified paragraph regarding cooperation with other staff.]*

3. Council amended the 10/8/02 Personnel Handbook by deleting the Family Medical leave section, sec. 7.09, and reverting to the original policy regarding the accumulation of sick and family leave found in the January, 2001 handbook.
4. As of the December 9 meeting of Council, Presbytery is running a deficit through November of roughly \$200,000. Council hopes that this amount will lessen as the churches send in year-end contributions
5. Council voted that except for established reserved funds, all other accrued reserve dollars for 2000 and 2001 be considered under previous and present Presbytery policy concerning budget carry-overs from one year to the next, and be considered non-payable and be removed from the accrual balance.
6. Council voted that only non-budgeted funds in established reserve accounts be continued from year to year.
7. Council voted that 2002 funds for the Kenya Partner Mission Program be carried over through the Presbytery's approved multi-year timeline.
8. Council approved the following resolution:
 

“That Council joins with the interfaith community in urging all to view a telecast called Muhammad, Legacy of the Prophet, which will premier on PBS on Wednesday, December 18 at 9:00. Council authorizes officers of the Council to review any publication and authorize it once they have seen it.”
9. Council has been informed that the Synod of the Covenant has established an administrative review committee to inquire if proper procedures have been followed in a disciplinary matter involving a member of the Presbytery.
10. Council voted that the ECO Policy include the following:
  - A listing of all Presbytery and Presbytery-related mission units requesting such listing, be published semi-annually by Presbytery.
  - A record of ECO giving and a record of Direct-giving to Presbytery-related projects will be recorded by Presbytery if reported.
  - Presbytery vision statement will be used to evaluate inclusion of an ECO.

- The ECO designated mission programs be permitted to solicit funds.
11. Council asked Mr. Barranger and Mr. Johnson to be in consultation with the Trustees and the Moderator to form the commission on the Morang Street Mission
  12. Council referred a request for a permanent table at Presbytery meetings for the task force on homosexuality to the Social Justice and Peacemaking Team.
  13. Council approved the expenditure of funds from the Peacemaking Entrusted account as follows:
    - \$1,000 to the Charles Booker Hirsch travel and legal expense fund
    - \$2,000 to M.O.S.E.S.

Ms. Anderson placed on the floor Amendments to the Constitution. Presbytery voted on the Amendments as follow:

A1: Add Teacher as a pastoral office.	No
A2: Educational Requirements for Educational Ministry.	No
A3: Lesson plan as an alternative to sermon.	No
A4: Alternate means for ordination. (limited time)	No
A5: Certified Educator can succeed to Associate Pastor (limited time)	No
C1: Two levels of Christian Educators.	Yes
C2: Standards for Educational Ministry.	Yes
C3: Listing of Christian Educators.	Yes.
C4: Establishing compensation and benefit guidelines.	Yes.
C5. Include Christian Educators in Committee on Ministry care.	No

#### Stated Clerk

Upon motion of the Stated Clerk, Presbytery voted to:

1. Amend the motion approved at the November meeting of Presbytery that designated the salary of the Interim Presbytery Executive as \$38,729 and the housing allowance as \$25,165 by reversing the figures, so that the salary is \$25,165 and the housing allowance is \$38,729.
2. Approve the minutes of November 9, 2002.
3. Approve the report of the Commission for the installation of Michael Burns as Pastor of Northbrook Presbyterian Church on November 17, 2002.

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

1. TRANSFERS COMPLETED
  - a) From the Presbytery of Detroit:
    - i) Richard Lanning to the Evangelical Presbyterian Church
    - ii) David Lenz to the Twin Cities Area Presbytery
    - iii) Paul Malles to Geneva Presbytery
    - iv) John Rodkey to the Presbytery of Southern New England
    - v) Louis Sandos to Wabash Valley Presbytery
  - b) To the Presbytery of Detroit:
    - i) William Yeager from the Twin Cities Area Presbytery
2. The Stated Clerk reported the Policies and Procedures Manual for a first reading. At the April meeting, he will move to rescind all prior Presbytery policies and adopt the Policies and Procedures Manual. The Manual is also on the Presbytery Web Site.

The Stated Clerk reported the following correspondence:

1. Correspondence from the Office of the General Assembly confirming receipt of the overture approved at the November meeting. The overture number is 03-9, *On expressing Concern to the General Motors Corporation Over Chevrolet's New Marketing Strategy—From the Presbytery of Detroit.*
2. Correspondence from the Stated Clerk of the General Assembly thanking the Presbytery of Detroit for our full payment of *per capita* apportionment for the year 2002.

### Committee on Ministry

Sue Melrose reported for the Committee.

Upon motion of the Committee, Presbytery voted to:

1. Approve, pending successful completion of ordination exams by Presbytery on February 8, 2003, call of **Korean Presbytery Church of Metro Detroit, Southfield**, to **Paul S. Kim** as Associate Pastor (English Speaking), effective March 1, 2003, with the following terms: Salary \$24,575.23; Housing allowance \$12,193.69; Auto allowance \$3,000; Medical deductible \$1,050; Study leave allowance \$2,000; Pension \$10,479.14; FICA \$2,812.82; One month vacation, including 4 Sundays; Two weeks study leave. AA/EEO guidelines of the denomination have been followed during the search process.
2. Grant the Committee on Ministry the authority permitted in G.11.0502 between meetings of the presbytery provided that all actions shall be reported to the next stated meeting of the presbytery.
  - a) To find in order calls issued by churches;
  - b) To approve and present calls for service of ministers;
  - c) To approve the examinations of ministers transferring from other presbyteries;
  - d) To dissolve pastoral relationship in cases where the congregation and pastor concur;
  - e) To grant permission to labor within or outside the bounds of the presbytery;
  - f) To dismiss ministers to other presbyteries.

Upon motion, the Presbytery voted to:

Transfer the **Rev. Harry Ladley** to the Pittsburgh Presbytery so that he can accept the call as pastor of the Good Shepherd United Presbyterian Church of Oakdale, PA. Effective date of the call is November 3, 2002.

The Committee on Ministry reported that pursuant to authority given it, it has:

1. Approved request of **St. Paul's Church, Livonia**, to dissolve the APNC and close the Associate Pastor position as voted by congregation November 3, 2002.  
Approved request that pastoral relationship between **Westminster Church, Ann Arbor** and the **Rev. David Lenz** be dissolved, effective November 8, 2002, and transfer Mr. Lenz to the Presbytery of the Twin Cities upon its request.
2. Approved request that pastoral relationship between **Erin Church, Roseville** and the **Rev. John Rodkey** be dissolved, effective January 20, 2003, and transfer Mr. Rodkey to the Presbytery of Boston upon its request.
3. Approved the following Administrative Commission to install the **Rev. Michael Burns** as pastor of **Northbrook Church, Beverly Hills**, on Sunday, November 17, 2002, at 4:00 p.m.:  
Clergy: In Soon Choi, James Kesler. Elders: Dorothy Seabrooks, Moderator's designee (Detroit, St. John's), Donna Johnston (Grosse Pointe Memorial), Karen VanderWeide

(Beverly Hills, Northbrook). Corresponding member: The Rev. Donald Bruggink, (Reformed Church of America).

4. Approved request of the **Rev. V. Bruce Rigdon** that he be granted the status of Honorably Retired, effective December 31, 2002.
5. Approved request of congregation of **Grosse Pointe Memorial Church**, meeting November 10, 2002, to grant the **Rev. V. Bruce Rigdon** status of Pastor Emeritus.
6. Approved request of the **Rev. Louis Sandos** that he be transferred from Honorably Retired status in Presbytery of Detroit to Honorably Retired status in the Presbytery of Wabash, and granted him permission to labor outside the bounds until transfer is complete.
7. Approved termination of Interim Pastor contract between **Belleville Church** and the **Rev. Paul Malles**, effective November 9, 2002, and moved him to at-large status.
8. Approved six-month extension of Temporary Supply contract between **Southwest Church, Detroit** and **Duke Morrow**, effective November 1, 2002, with the following annual terms:

	<u>Nov-Dec 2002</u>	<u>Jan-April 2003</u>
Salary	\$15,150.00	\$15,980.42
Housing allowance	\$20,200.00	\$20,200.00
Social Security	\$ 2,704.28	\$ 2,767.80
Medical Insurance	\$ 1,143.96	\$ 1,143.96
Study Lv allowance	\$ 2,121.00	\$ 2,000.00

Travel at \$0.365 per mile not to exceed \$1,500 per year; Vacation of four weeks, including 4 Sundays pro-rated over the life of contract; Study leave of two weeks pro-rated over life of contract.

9. Appointed the following Moderators:
 

Ann Arbor, Westminster	Clover Bailey
Belleville	Neil Cowling
Milan, Peoples	Annemarie Kidder
10. Approved 12 month extension of Interim Pastor contract between **Southminster Church, Taylor** and the **Rev. Philip Olson**, effective December 1, 2002, with the following terms: Salary \$22,500; Housing allowance \$19,500; Medical reimbursement \$600; Dental Insurance \$619; Full pension \$12,317; Mileage \$2,000; Professional expenses \$4,000; Study leave allowance \$750; One month vacation, including 4 Sundays; Two weeks study leave.
11. Approved termination of Parish Associate contract between **Peoples Church, Milan**, and the **Rev. Juliann Joy**, effective November 12, 2002, and moved her to at-large status.
12. Approved Temporary Supply Contract between **Peoples Church, Milan** and the **Rev. Juliann Joy**, effective November 12, 2002 through December 31, 2002, with the following terms: 15-28 hours/week as required; Monthly compensation (Based on 15 hours/week; additional work hour remuneration, when required, will be compensated at a value of up to \$1,000/month): Salary \$900; Housing \$100; Mileage \$0.345/mile for pastoral visits.
13. Approved termination of Temporary Supply contract between **Peoples Church, Milan** and the **Rev. Juliann Joy**, effective December 31, 2002, and moved her to at-large status.
14. Approved, if the way be clear, the **Rev. Juliann Joy's** request to labor outside the bounds in an independent Congregational Church in Wayne, Michigan.
15. Approved 12 month, one-half time Stated Supply contract between **Ecorse Church** and the **Rev. E. Dickson Forsyth**, effective December 15, 2002, with the following terms: Salary \$1.00; Housing allowance \$15,766; Social Security \$3,032; 403B Savings Plan \$5,200;

Three weeks vacation, including 3 Sundays, per year pro-rated over life of contract; One week study leave per year, pro-rated over life of contract.

16. Approved 8-month Interim Pastor contract between **Belleville Church** and the **Rev. Neeta Nichols**, effective January 1, 2003, with the following terms: Salary \$20,000; Tax deferred annuity \$3,600; Housing allowance \$18,000; Full pension \$11,856; FICA \$3,182; Medical deductible \$415; Dental insurance \$330; Study and clergy expenses \$750; Mileage \$1,870; One month vacation, including 4 Sundays; Two weeks study leave including 2 Sundays. Appointed Ms. Nichols Moderator.
17. Approved 12-month, half-time Interim Pastor contract between **Hope Church, Detroit**, and the **Rev. Raphael Francis**, effective January 1, 2003, with the following terms: Salary \$11,886; Housing allowance \$5,900; Medical deductible \$356; Pension \$2,182; Social Security \$1,388; Car allowance \$950; Study leave allowance \$400; Miscellaneous \$150; Two weeks vacation, including 2 Sundays; One week study leave. Appointed Mr. Francis Moderator.
18. Approved the following 2002 Terms of Call for the Rev. George Portice, Pastor, University Church, Rochester: Salary \$45,555; Housing allowance \$3,600; Use of Manse; Pension \$18,850; Medical \$3,560; Travel allowance \$3,570; Study allowance \$1,600; Social Security \$4,785.
19. Dismissed the **Rev. Paul Malles** to Presbytery of Geneva at its request that he may accept call as pastor of First Church, Penn Yan, New York, effective December 15, 2002.
20. Approved request of the **Rev. Alfredo Baliad** that he be granted status of Honorably Retired, effective July 1, 2002.
21. Approved request of **Calvin East Church, Detroit** and the **Rev. Richard Lanning**, to dissolve pastoral relationship, effective January 5, 2003, and dismiss Mr. Lanning to the Evangelical Presbyterian Church, Synod of Michigan-Ohio at its request, that he may accept a call as Associate Pastor in a church in Cincinnati.
22. Approved the following Administrative Commission to install the **Rev. J. Scott Miller** as pastor at **Drayton Avenue Church, Ferndale**, on Sunday January 12, 2003, at 10:00 a.m.: Clergy: Peter Moore, Gerald Voie. Elders: Kenneth Smith, Moderator (Southfield, Southfield), Richard Elling (Ferndale, Drayton Avenue), Joan Hanpeter (Bloomfield Hills, Kirk in the Hills).
23. Approved termination of Temporary Supply contract between **Westminster Church, Ann Arbor**, and the **Rev. Laurence Woodruff**, effective January 20, 2003, and moved him to at-large status.
24. Approved termination of Interim Associate Pastor contract between **First Church, Birmingham**, and the **Rev. Kenneth Kaibel**, effective January 20, 2003, and moved him to at-large status.
25. Approved 12 month Interim Pastor contract between **Westminster Church, Ann Arbor**, and the **Rev. Kenneth Kaibel**, effective January 20, 2003, with the following terms: Salary \$38,000; Housing allowance \$29,000; Pension/medical \$19,095; Medical supplement \$4,000; Professional expenses \$2,726; Continuing education \$1,000; One month vacation, including 4 Sundays (vacation not used may be accrued and remunerated as if regular working time at the end of contract); Two weeks Study leave including 2 Sundays, accruable in the same manner as vacation; Military leave of two weeks with pay. Appointed Mr. Kaibel Moderator.

- Salary and Benefit Continuation Contingency: Mr. Kaibel will be paid full compensation for a period not to exceed one month (30 days) from the date a new pastor begins his/her service at Westminster, or until Mr. Kaibel begins elsewhere as installed or interim pastor (this does not include such vacation as may be due upon the beginning of service by the new pastor). If at the end of this one month (30 day) period, Mr. Kaibel has not begun work as installed or interim pastor, Westminster will pay full medical/pension benefits for a period not to exceed an additional two months (60 days) or until Mr. Kaibel begins elsewhere as installed or interim pastor.
26. Appointed the **Rev. Larry Austin**, Moderator at **Calvin East, Detroit**, effective January 5, 2003.
  27. Appointed the **Rev. Kenneth Lister**, Moderator at **Erin Church, Roseville**, until Interim Pastor is named.
  28. Approved twelve-month extension of Interim Associate Contract between **Grosse Pointe Woods Church** and the **Rev. Edward Dunn, Jr.**, effective February 1, 2003, with the following terms: Salary \$20,664; Housing allowance \$21,630; Full pension \$12,054; Social Security \$3,235; Study leave/professional expenses \$1,721; One month vacation, including 4 Sundays; Two weeks study leave.
  29. Dismissed the **Rev. A. Williams Hockey** to the Presbytery of Genesee Valley at its request.
  30. Approved 12-month Interim Pastor contract between **First Church, Ann Arbor** and the **Rev. Bruce G. Ingles**, effective February 1, 2003, with the following terms: Salary \$55,000; Housing allowance \$40,000; Social Security \$7,267.50; Full pension \$26,052; Medical deductible \$1,900; Travel allowance \$3,500; Study leave allowance \$1,413.25; Full moving expenses; One month vacation, including 4 Sundays per year pro-rated over life of contract; Two weeks study leave per year pro-rated over life of contract. Appoint Mr. Ingles Moderator and enroll him as a member of the Presbytery of Detroit upon receipt of his credentials from the Peace River Presbytery.
  31. Approved thirteen-week parental leave as negotiated between **First Church, Warren** and the **Rev. Tiffany Nicely Holleck**.

The Committee on Ministry reported the following for the information of Presbytery:

1. Elder Margaret Whitehead (Detroit, Westminster) has been co-opted to act as secretary for the committee in 2003.
2. Please note that medical dues to the Board of Pension will increase by 1%, effective July 1, 2003, and that change should be reflected in Terms of Call for 2003.
3. Ms Melrose made the following report to Presbytery pertaining to the work of one of our pastoral search committees.

*The search process is quasi confidential, so I will not be using names, but I want this to heard as a word to those of you who are concerned about this to know that we are as well. There was a congregational meeting called by one of our congregations to elect an associate pastor. It had been called by the Session after being informed by the Associate Pastor PNC that it was ready to report. COM concurred with the readiness of the call, the selection of the candidate, the terms of call, and the call of the meeting. In the week prior to the meeting, the APNC met and voted to rescind the nomination of the previously announced candidate. I and other members of the Committee on Ministry were informed that the candidate had been contacted and so informed, and the offer withdrawn, and the Session had been asked to cancel the called meeting. This action is certainly unusual, but more importantly does raise serious concerns about proper*



*procedure and the care of persons who seek calls for positions in our Presbytery. I want to assure each and every one of you that representatives of the Committee on Ministry are already meeting with that APNC, and that the Committee on Ministry will continue with an in depth inquiry into the factors and issues that led to these events, including compliance with the Presbytery's AAEEEO Guidelines. Because the previously announced candidate for the position is under the care of this Presbytery, and has been fully certified by the Committee on Preparation as eligible to receive a call to ministry of Word and Sacrament, the Committee on Ministry will work in concord with the Committee on Preparation to support and encourage the candidate, as well as to respond to what I understand is the Committee on Preparation's desire to join us in the inquiry. We ask your prayers for particular congregations, for candidates, and for the committees as we proceed to inquire into this matter.*

### **Committee on Nominations.**

Kenneth Collinson reported for the Committee.

Upon nomination from the Committee and after nominations were opened to the floor, the Presbytery elected the following:

#### Committee on Ministry

Class of 2005	Rev. Judy Borchardt	at large
Class of 2005	Elder Ron Case	Grosse Ile
Class of 2005	Elder Helen Dusenbury	Royal Oak – First

#### Committee on Preparation for Ministry

Class of 2005	Elder Jim Harrington	Livonia – St. Timothy
Class of 2005	Rev. Mark Peake	Grosse Ile

#### Congregational Life Team

Chairperson	Elder Richard Huebler	Allen Park
Class of 2003	Rev. Olen Bruner	Detroit - Trinity
Class of 2005	Elder Richard Huebler	Allen Park

#### Pastoral Response Team

Class of 2003	Rev. Craig Aue	Royal Oak – Starr
Class of 2003	Elder Marcus Moore	Detroit - Trinity
Class of 2004	Rev. Roxie Ann Davis	Mt. Clemens – First
Class of 2004	Elder Ruth McKinnon	Farmington – First
Class of 2005	Rev. David Krehbiel	Ann Arbor – First

#### Presbytery Operations Team

Class of 2003	Elder Henry (Bud) Kimpel	Livonia – St. Paul's
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#### Spiritual Formation & Faith Development Team

Class of 2003	Elder Kathy Nyberg	Birmingham, First
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#### Synod of the Covenant Youth Advisory Delegate

Christina L. Jensen	Berkley - Greenfield
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#### Social Justice & Peacemaking Team,

##### Anti-Racism/Reconciliation Team

Class of 2003	Elder Francile Anderson	Waterford - Community
Class of 2003	Rev. Dr. Henry Borchardt	at large
Class of 2003	Rev. Judith Borchardt	at large
Class of 2003	Elder Natalie Brothers	Detroit – Trinity Community
Class of 2003	Elder James Shirley	Detroit - Westminster

Class of 2003	Rev. Bryan Smith	Canton - Geneva
Class of 2003	Elder Orlean Warren	Detroit – Trumbull Avenue
Class of 2003	Elder Kathryn Woodyard	Detroit – Trinity Community
Class of 2004	Rev. Dr. Gloria Albrecht	at large
Class of 2004	Elder Al Glover	Northville - First
Class of 2004	Elder Carol Hylkema	Dearborn - Littlefield
Class of 2004	Elder William Iverson	Detroit - Westminster
Class of 2004	Elder Barbara Smith	Southfield
Class of 2004	Elder Kenneth Smith	Southfield
Class of 2005	Geraldine Adams-Jones	Detroit – Fort Street
Class of 2005	Rev. Dr. Lawrence Glenn	at large
Class of 2005	Elder Vivian Glenn	Detroit - Broadstreet
Class of 2005	Rev. Frances Hayes	Dearborn - Littlefield
Class of 2005	Rev. Dr. Virgil Jones	at large
Class of 2005	Elder Helen Morrison	Grosse Ile
Class of 2005	Elder Duke Morrow	Detroit - Southwest
Class of 2005	Elder Judith Perryman	Birmingham - First

### Special Nominating Committee

Paul Winslow reported for the Committee.

Upon nomination of the Committee and after nominations were opened from the floor, the Presbytery elected the following persons to the Nominating Committee:

<b>Chairperson:</b>	Elder Kenneth Collinson	Grosse Pointe Memorial
Class of 2004	Rev. Michael Fonfara	Sterling Heights, Utica

### Trustees

Al Glover reported for the Trustees.

Upon motion of the Trustees, Presbytery voted to:

1. Approve the agreement of Faith Church Novi to repay the \$120,000 loan made in 1980 by Presbytery to Faith Novi over a 20-year period starting 10/21/03. Interest will start in September 2003 at 6.25% pr annum. Monthly payments will be \$877.11. Final payment will be September 1, 2023. Further, not to inflate the \$120,000 original loan by CPI increases since 1980 as indicated in the original loan agreement.
2. Approve the request of Northville Church to increase the mortgage authorization from \$1.9 million approved in 2001 to \$2.4 million.
3. Approve a revocable license agreement between the Presbytery of Detroit and Parks Culinary Arts, Inc. for use of the Morang Street property, Detroit, for a period of 6 months at \$1,000/month, with the following provisions:
  - Beginning 2/10/03
  - specific rooms to be used:
    - the kitchen on the lower level adjoining Freedom Hall
    - computer room subject to existing agreements
    - Freedom Hall
  - Hours of operation 4-9 pm, Monday-Friday.
  - 30-day termination any time after July 1, 2003.

In accordance with authority granted it at the November 8, 2002 Presbytery meeting, the Trustees have:

1. Approved the loan request of Faith Church Novi from a private bank for the purpose of consolidation for \$513,030 (payoff of the existing loan, plus costs of approximately \$17,000, plus additional funds of roughly \$135,000 for improvements), contingent upon agreement by Faith Presbyterian Church and the Board of Trustees of a repayment plan for the grant loan acknowledged in writing on 8/1/80, indexed according to the authorizing motion by the Presbytery action of 6/26/79, and the 12/11/92 loan.  
A committee has been appointed to work with Faith Church.
2. Approved the request of West Bloomfield Church of Our Savior to borrow up to \$50,000 at 4.75% interest for funds to repair the manse, to be paid off over 8.33 years.

The Trustees report the following for the information of Presbytery.

1. Re: Morang Street property. The Trustees approved a Service Agreement for the Computer Lab. The boiler has been repaired. The alarm system has been upgraded and repaired. The Trustees are negotiating a license agreement with the Detroit Medical Center for the use of the facility. The Trustees have contracted with Michigan Environmental Auditors, Inc. to do mold removal at a cost of \$7,540
2. The Trustees have approved a contract with Plante and Moran to conduct the 2002 audit, at a cost not to exceed \$20,000.
3. The Trustees have elected Al Glover as the President of the Corporation and moderator of the Trustees, Don Brownell as the Vice-President of the Corporation, and Arlene Gordon as the Secretary of the Corporation.
4. The Trustees reviewed an offer of Mr. Edwin Masters to donate property to the Presbytery. The property is roughly 10 acres about 4 miles south of Ortonville, straddling the Groveland Township line, north of Bald Eagle Lake Road, approximately half way between Pontiac and Flint. It is a large hill accessible via dirt roads and trail only, none of which are platted or dedicated. It is without any utilities or buildings. It is heavily wooded with a cleared man-made flat top, and offers a spectacular view of Bald Eagle Lake and surrounding areas. Because the property is apparently not suitable for a church, and because there are no plans for any new camping or retreat facilities, the Trustees voted to decline the offer with great thanks.
5. The Trustees are participating in discussions regarding the corporate status of the Outdoor Ministries program.
6. The buyers of the Sarah Grindley property have requested a reduction in sales price of \$20,000 because of unexpected levels of arsenic in the well water. The Trustees authorized an expenditure of up to \$3500 to drill a new well on the property.
7. Trustees have authorized the expenditure of up to \$2400 to purchase doors at the Morang Street property.

### **Planning and Visioning**

David Robertson Reported for the Team. Mr. Robertson reported on the duties of the Team and challenges facing Presbytery. He told Presbytery that if we continue in our current financial trajectory we will be in very serious financial difficulties by the end of the year. The Team is looking at how we can act together to effectively and vigorously to meet our vision.

### **Presbytery Operations Team.**

Rosy Latimore reported for the Team.

Upon motion of the Team, Presbytery voted to:

1. Call a full-time Interim Associate for Congregational Outreach and Nurture with the following job description and compensation:

**PURPOSE OF POSITION:**

In keeping with the vision statement adopted by the Presbytery, the Associate for Congregational Outreach and Nurture will provide assistance to the Presbytery in motivating its members through implementation of mission and leadership development ministries; and to encourage proclamation of the Gospel for the salvation of humankind and the promotion of social righteousness in the context of global, national and local mission.

**SPECIFIC DUTIES:**

- A. To consult with congregations regarding special ministry needs.
- B. To consult with congregations regarding Christian Education.
- C. To work with congregations to develop and provide leadership training.
- D. Coordinate Presbytery events, including training for youth and young adults.
- E. To resource the following committees:
  1. Congregational Life
  2. Social Justice and Peacemaking
  3. Mission Interpretation/Projects/Partnerships
  4. Spiritual Formation and Faith Development
  5. New Church Development/Redevelopment
  6. Committee on Preparation for Ministry
  7. Committee on Representation
- F. Supervise Hunger Action Coordinator.
- G. Additional duties as assigned by Executive Presbyter

**RELATIONSHIPS:**

The Interim Associate for Congregational Outreach and Nurture shall Report directly to the Executive Presbyter and work in a collegial team Relationship with all other members of the Presbytery staff.

**TERM:**

The employment contract will be for an initial 12-18 months with the option of renewal, and may be terminated by either the interim Associate for Congregational Outreach and Nurture or the Presbytery Operations Ministry Team with a thirty days notice.

**COMPENSATION PACKAGE: \$75,829**

Salary/Housing \$49,591, Benefits \$14,381, Travel/Bus. \$5,500, Contd. Ed. \$2,000, Med. Reimb. \$1,000 FICA \$3223 Worker's. Comp. \$134

2. Appoint the Presbytery Operations Ministry team act as the Search Committee for the Interim Associate for Congregational Outreach and Nurture.

**Social Justice and Peacemaking Team.**

Barbara Swartzel reported for the Team.

Upon motion of the Team, Presbytery directed that the Presbytery of Detroit, through our interim Presbytery Executive, Dr. Arlene Gordon, communicate to the Worldwide Ministry Division our invitation to host a Christian-Muslim dialogue team.

**New Church Development/Redevelopment Team.**

Anna Marie Austin reported for the Team. . Ms. Austin introduced Fe Ayap, the organizing pastor of the Filipino American Presbyterian New Church Development. Ms. Ayap gave an update on the progress of the NCD.

Presbytery adjourned with prayer at 3:59 p.m.

The next meeting of Presbytery will be Tuesday, April 22, 2003 at First Presbyterian Church Farmington at 5:30 p.m..

ATTEST:

  
EDWARD KOSTER, Stated Clerk

ATTACHMENT ONE: The Roll

APPENDICES:  
Installation Commission of Michael Burns

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR February 8, 2003

CHURCHES: Of 90 churches, 67 were represented and 23 were not.

COMMISSIONERS: Of 167 eligible commissioners, 115 enrolled, and 52 did not.

OTHER ELDERS (Officers, Members of Council):

Of 19 total, 11 were present, of whom 3 counted as commissioners, leaving 8 as the unduplicated count: 0 excused, and 8 absent.

MINISTERS: Of the 165 non-retired ministers on the combined rolls of active members and members-at-large, 79 were present, 34 were excused, and 52 were absent.

Of the 79 retired ministers on the rolls, 14 were present and 65 were excused.

SUMMARY

	VOTING MEMBERS PRESENT	
	115	Elder Commissioners
+	8	Other Elders
+	79	Non-retired ministers
+	14	Retired Ministers
=	216	Voting members present.
		Attendance

**ALLEN PARK, Allen Park**  
 1 JAMES M SAYO  
 2 DEBORAH HELSTOWSKI  
 3 MELVIN BRANDT  
 4  
**ANN ARBOR, Calvary**  
 1 NORMA SCHEIDER  
**ANN ARBOR, First**  
 1 BETSY CAMP  
 2 BEN VANTUYL  
 3 RODNEY BENTZ  
 4 SUE LEONG  
 5  
 6  
**ANN ARBOR, Northside**  
 1 NOT REPRESENTED  
**ANN ARBOR, Westminster**  
 1 MARY HAMMOND  
 2 VERN TERPSTRA  
**AUBURN HILLS, Auburn Hills**  
 1 ROBERT CHUSMIN  
**BELLEVILLE, Belleville**  
 1 CONNIE ETTER  
**BERKLEY, Greenfield**  
 1 WINN SIMPSON  
**BEVERLY HILLS, Northbrook**  
 1 CHERYL CLEMENS  
 2 JOSEPHINE COLWILE  
**BIRMINGHAM, First**  
 1 CAROL HELD  
 2 MARILYN DONNELLY  
 3 GLENISE TYNDALL  
 4 BILL BILEEN  
 5 MARGARET DUNIFON  
**BLOOMFIELD HILLS, Kirk/Hills**  
 1 ROBERT SIERFERT  
 2 ALFRED PING  
 3 SAM CLARK  
 4  
 5  
 6  
**BRIGHTON, First**  
 1 NANCY DEMPSTER  
 2 MARK MICHAELS  
 3 KEN STONE  
**CANTON, Geneva**  
 1 JOE STOEHL  
**CLARKSTON, Sashabaw**  
 1 NOT REPRESENTED  
**CLINTON TWP, Peace**  
 1 ANNE HOFFMEYER  
**DEARBORN, Cherry Hill**  
 1 ANITA POLZIN  
 2 ANDY TUPBETT  
**DEARBORN, Dearborn Woods**  
 1 NOT REPRESENTED  
**DEARBORN, First**  
 1 STEVE LIGHT  
 2  
 3  
**DEARBORN, Littlefield**  
 1 ROGER SCHEBOR  
**DEARBORN HGTS, St. Andrew's**  
 1 ALICE WRIGHT  
**DETROIT, Broadstreet**  
 1 LEOLA BLACK  
 2 ALVIN SMITH  
**DETROIT, Calvary**  
 1 MARVA BANKS  
 2  
**DETROIT, Calvin East**  
 1 BOB JONES  
**DETROIT, First**  
 1 NOT REPRESENTED  
**DETROIT, Fort Street**  
 1 NANCY JACKSON  
 2 PAUL WINSLOW  
**DETROIT, Grandale/Master**  
 1 NOT REPRESENTED  
 2  
**DETROIT, Gratiot Avenue**  
 1 MILDRED SHEPHERD  
 2  
**DETROIT, Hope**  
 1 BEATRICE THOMAS  
 2 RAYMOND MORELAND  
**DETROIT, Jefferson Avenue**  
 1 DAN ISENSCHMID  
 2 JOHN O'BRIEN  
**DETROIT, Redford Avenue**  
 1 NOT REPRESENTED  
**DETROIT, Southwest United**  
 1 NOT REPRESENTED  
**DETROIT, St. John's**  
 1 JOSEPH GERMAN  
 2 LARRY HUDSON  
**DETROIT, Trinity Community**  
 1 NATALIE BROTHERS  
 2 MARTHA WOODS  
**DETROIT, Trumbull Avenue**  
 1 MARTHA SINGLEY  
 2 ORLEAN WARREN  
**DETROIT, Westminster**  
 1 WILLIAM IVERSON  
 2 DAN STOEPKER  
 3 MARGARET WHITEHEAD  
**ECORSE, Ecorse**  
 1 BETTY OWEN  
**FARMINGTON, First**  
 1 LAURA HEELGROWTH  
 2 TRAVIS LINDEN  
**FERNDALE, Drayton Avenue**  
 1 LOUISA HALMI  
**FORT GRATIOT, Lakeshore**  
 1 NOT REPRESENTED  
**GARDEN CITY, Garden City**  
 1 WENDLIN HUGHES  
**GROSSE ILE, Grosse Ile**  
 1 KATHY STRAIN  
 2 JOHN REPP  
**GROSSE POINTE, Memorial**  
 1 RONALD BARROWS  
 2 KEN COLLINSON  
 3 LINDA GREENFIELD  
 4 DONNA JOHNSTON  
 5 LONELL FERGUSON  
**GROSSE PTE WOODS, Woods**  
 1 ELLEN SCHREUDER  
 2  
 3  
**HARTLAND, Hartland**  
 1 PEGGY McLEOD  
**HIGHLAND PARK, Park United**  
 1 NOT REPRESENTED  
 2  
**HOWELL, First**  
 1 NOT REPRESENTED  
 2  
**LINCOLN PARK, Lincoln Park**  
 1 NOT REPRESENTED  
**LIVONIA, Rosedale Gardens**  
 1 DYCHE ANDERSON  
 2 JIM ELAM  
 3 DIXIE ELAM  
**LIVONIA, St. Paul's**  
 1 JAY HOHENSIL  
 2 GEORGE IRWIN  
 3 JEANNE GERRITSEN  
**LIVONIA, St. Timothy's**  
 1 LINDA PELLICIONI  
**MACOMB, Church/Covenant**  
 1 NOT REPRESENTED  
**MILAN, Peoples**  
 1 BRENDA WILKISON  
**MILFORD, Milford**  
 1 KEN LANG  
 2 DAN DENNISTON  
 3 NANCY CHAUROCKI  
**MT. CLEMENS, First**  
 1 CAROLYN SOLLENBERGER  
 2  
**NORTHVILLE, First**  
 1 MICHELLE BOSCHART  
 2 BOB GEAKE  
 3 LYNNE BOYLE  
 4  
**NOVI, Faith Community**  
 1 NOT REPRESENTED  
 2  
**ORCHARD LAKE, Community**  
 1 RICK HEBARD  
 2 LYNN LOTOCZKY  
 3 EMILY GRAKUL  
 4  
**PLYMOUTH, First**  
 1 RON WALLIS  
 2 DON MORGAN  
 3  
 4  
**PONTIAC, First**  
 1 PEDRO GUZMAN  
**PONTIAC, Joslyn Avenue**  
 1 JOHN LUSK  
**PORT HURON, First**  
 1 HOWARD BORGMAN  
 2 JANIS VAN PELT  
**PORT HURON, Westminster**  
 1 LARRY WEDE  
**REDFORD, St. James**  
 1 NOT REPRESENTED  
**ROCHESTER, University**  
 1 DOUG DENTON  
 2 JILL KELLY  
 3  
**ROSEVILLE, Erin**  
 1 SUE MacALLISTER  
**ROYAL OAK, First**  
 1 DAN OLAH  
 2 HELEN DUSENBURY  
 3 DAVE NELSON  
 4  
**ROYAL OAK, Korean First**  
 1 NOT REPRESENTED  
 2  
**ROYAL OAK, Point of Vision**  
 1 NOT REPRESENTED  
**ROYAL OAK, Starr**  
 1 NOT REPRESENTED  
**SALINE, First**  
 1 MELISSA ZIMMERMAN

SHELBY TWP., St. Thomas  
 1 JERRY BENSON  
 2 ELSTON COLVERT  
 SOUTH LYON, First  
 1 ANNE LYKE  
 SOUTHFIELD, Korean  
 1 CHOON LEE  
 2 YOUNG KIM  
 3  
 4  
 SOUTHFIELD, Southfield  
 1 RUTH WILL  
 ST. CLAIR SHORES, Heritage  
 1 BOB WEIL  
 ST. CLAIR SHORES, Lake Shore  
 1 NOT REPRESENTED

## C. ELDER MEMBERS

A ADAMS, MARY GRACE  
 P ANDERSON, FRANCILE  
 A BACALIS, JESSE  
 P BROWNELL, DONALD  
 C COLLINSON, KENNETH  
 A DUFFIELD, NANCY  
 A ELAM, DIXIE  
 P GLOVER, AL  
 A HUEBLER, RICHARD  
 P HYLKEMA CAROL,  
 C IRWIN, GEORGE  
 A LATIMORE, ROSY  
 P MORRISON, HELEN  
 P PITTS, FRANCES  
 P SEABROOKS, DOROTHY M.  
 A SEATON, JEROME  
 P SMITH, KENNETH  
 A VAN TIL, LAWRENCE  
 C WINSLOW, PAUL

## D. NON-RETIRED MINISTERS

P ABBOTT, DAVID W.  
 P ACTON, ELLEN  
 P ALBRECHT, GLORIA  
 A AUE, CRAIG  
 P AUSTIN, LARRY  
 P AYAP, FE ESPERANZA  
 A BAILEY, CLOVER  
 A BAIRD, GRAHAM  
 A BARRANGER, DOUGLAS  
 P BENNETT, JOHNIE  
 A BENSON-NICOL, NANCY  
 P BIERSDORF, JOHN  
 P BISHOP, BENJAMIN  
 A BLAIKIE, DOUGLAS  
 P BLAIR, MICKY RAY  
 P BOHLMAN, KELLIE  
 A BOLT, KENNETH  
 P BOOKER-HIRSCH, CHARLES  
 A BOUSQUETTE, PAUL  
 P BROWN, ROBERT O.  
 A BRUNER, OLEN  
 E BURNS, MICHAEL  
 P BUSH, JOHN C  
 E \*BYARS, RONALD  
 E \*CAMPBELL, DOUGLAS  
 E CANADA, ARTHUR W.  
 A CAPPS, HARRY  
 A CARTER, DOUGLAS D.  
 E CHOI, IN SOON  
 E \*CHOI, SEUNG KOO  
 P CLISE, W. KENT

2  
 STERLING HGTS, Utica  
 1 NOT REPRESENTED  
 TAYLOR, Southminster  
 1 PAMELA HUTCHENS  
 TROY, First  
 1 RUSSELL ANDERSON  
 TROY, Northminster  
 1 NOT REPRESENTED  
 WALLED LAKE, Crossroads  
 1 NOT REPRESENTED  
 WARREN, Celtic Cross  
 1 ALICE ZECKER  
 WARREN, First  
 1 JOHN JOWERS  
 WATERFORD, Community

A COCHRAN, LINDA  
 A COONS, SHAWN  
 A CORSO, LINDA  
 P COWLING, NEIL D.  
 A CULLEN, RANDOLPH  
 P DAVIS, ROXIE ANN  
 P DAVIS, WILLIAM  
 E \*DENNIS, WARREN  
 P DENTON, GRETCHEN  
 P DUNBAR, FRANK  
 A DUNCAN, THOMAS  
 P DUNIFON, WILLIAM  
 P DUNN, EDWARD  
 P DUNN, JOANNA  
 E \*DYKSTRA, CRAIG R.  
 E EGGBEEN, THOMAS  
 P ELE, HERSHEL  
 A EPHRAIM, JAMES JR  
 P ESCHENBRENNER, CARL F.  
 P FAILE, JAMES  
 E FONFARA, MICHAEL  
 P FORSYTH, E. DICKSON  
 A FOSTER, JOHN  
 P FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 E GARWIG, ROBERT A.  
 E \*GAST, TERRI  
 A GEISELMAN, KEITH  
 P GERHART, ANDREW  
 A HANNA, DAVID J.  
 A HANNA, RAAFAT  
 E \*HARRIS, CHRISTOPHER  
 E HARRIS, R. JOHN  
 P HARTLEY, THOMAS  
 P HAYES, FRANCES  
 P HENDERSON, RICHARD  
 E HOCKEY, A. WILLIAM  
 P HOLLECK, TIFFANY  
 P INGLES, BRUCE  
 E INTSIFUL, JOSEPH, JR  
 A JOHNSON, KEVIN  
 A JONES, LARRY PAUL  
 P JONES, MELODIE  
 E JONES, RICHARD  
 E JOY, JULIANN  
 P JUN, SAM  
 P KAIBEL, KENNETH  
 A KEELY, MARK J.  
 P KERR, DEBORAH  
 P KIDDER, ANNEMARIE  
 A KIM, Y. MONCH  
 A KLINGER, JAMIE

1 NANCY HUNT  
 2  
 WAYNE, First  
 1 NOT REPRESENTED  
 W. BLOOMFIELD, Church/Savior  
 1 JAN DOLAN  
 WESTLAND, Kirk of Our Savior  
 1 BOB TAYLOR  
 WHITE LAKE, White Lake  
 1 MARY VOORHEIS  
 WYANDOTTE, Wyandotte  
 1 DEBBIE KULBERG  
 YPSILANTI, First  
 1 NOT REPRESENTED  
 2

E KNUDSEN, RAYMOND  
 A KOGEL, LYNNE  
 P KOSTER, EDWARD H.  
 E KREHBIEL, DAVID E.  
 P KRUG, ERNEST  
 P LANGWIG, JANICE  
 P LANGWIG, ROY  
 A LASWELL, SAMUEL  
 P LEE, JOON WON  
 P LOWRY, ROBERT  
 A MABEE, CHARLES  
 E MACONCHIE, LINDA  
 E McCLINTON, SANDRA LEE  
 A McCLOSKEY-TURNER, CATHARINE  
 P McRAE, BARBARA  
 P MELROSE, SUE ELLIS  
 P MICHALEK, DANIEL  
 P MICKA, GRETCHEN  
 P MIHOCKO, DAVID  
 E MILAM, DAVID  
 P MILLER, J. SCOTT  
 A MILLER, KIRK  
 A MISHLER, JOHN  
 A MONNETT, JAMES  
 P MOORE, PETER  
 P MUGLER, W ALAN  
 P NICHOLS, NEETA  
 P NOBLE, DAVID  
 P NOBLE-RICHARDSON, JANET  
 A NUSSDORFER, IRVIN  
 P NYLUND, JESSICA  
 A O'BRIEN, H. WILKES  
 A OLSON, PHILIP  
 E ORR, ROBERT C.  
 E OSBORN, MARGIE  
 P OTT, JEFFREY  
 A PARK, SUNJIN  
 A PAVELKO, JOHN H.  
 P PEAKE, MARK  
 P PERDUE, ROBERT J.  
 A PETERS, RICHARD  
 E \*PETERSON, CHRISTOPHER  
 A PIECUCH, KEVIN  
 A POLKOWSKI, WILLIAM  
 A PORTER, JAMES  
 P PORTICE, GEORGE  
 E PRITCHARD, NORMAN  
 A PRUES, LOUIS J.  
 P RICE, ELIZABETH  
 P RICE, THOMAS  
 A RIKE, JENNIFER  
 P RIZER, JAMES A

P ROBERTSON, DAVID W.  
 A ROGERS, MELISSA ANNE  
 P RUSSELL, JAMES P.  
 P RUSSELL, WILLIAM  
 E SAAD, JENNIFER  
 A SCHAEFER, ANNE N.  
 A SCHEIBER, ANNE  
 E \*SHIH, SHENG-TO  
 P SHIPMAN, JUDY  
 E SIAS-LEE, LAURA  
 E \*SIMONS, SCOTT W.  
 E SKIMINS, JAMES  
 P SMALLLEY, DIANE  
 P SMITH, BRYAN DEAN  
 A SMITH, PETER C.  
 P SOEHL, HOWARD  
 P SWARTZEL, BARBARA  
 P SWEET, BARRY D.  
 P THOMAS, MARK P.  
 P THOMPSON, G. PATRICK  
 P THORESEN, KATHRYN R.  
 P TILLER, CHRISTINE  
 P TRAVIS, KARL  
 E \*VAN SLUIJS, HENDRICK  
 A VANDERBEEK, RONALD  
 P VOIE, GERALD  
 E WIGGINS, GREGORY L.  
 A WINGROVE, WILLIAM N  
 A WOODRUFF, ROBERT  
 P YEAGER, WILLIAM

#### D. RETIRED MINISTERS

E AINSWORTH, LAWRENCE  
 E ANDERSON, JAMES  
 P AUSTIN, ANNA MARIE  
 E BALIAD, ALFREDO E.  
 E BEERY, ELDON  
 E BENEDICT, IVAN L.  
 P BORCHARDT, HENRY  
 P BORCHARDT, JUDITH  
 E BRAND, J. KENNETH

P CALDWELL, MARK  
 E CAMPBELL, VERN  
 E CATER, LAWRENCE H.  
 P CHAMBERS, JAMES C.  
 E CLYDE, J. DOUGLAS  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 P CONLEY, JAMES H.  
 E COTTER, LEE M.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 E DANIELAK, RICHARD  
 E DICKSON, ROBERT L.  
 E ELLENS, J. HAROLD  
 E FLOWERS, DONALD  
 E FREEDMAN, DAVID NOEL  
 E GEISSINGER, HARRY L.  
 P GEPFORD, WILLIAM G.  
 P GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 E HARPER, F. NILE  
 P HEINRICH, THOMSON  
 E HERSHEY, GALEN E.  
 E HILLEGONDS, WILLIAM  
 E IHRIE, A. DALE  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 P JONES, VIRGIL L.  
 E KEEBLER, ROLAND  
 E KESLER, JAMES W.  
 E KIM, T. ANDREW  
 E KIND, GEORGE E.  
 E KIRKMAN, THOMAS W.  
 E LAMBERT, ROY F.  
 E LARSON, ROBERT F.  
 E LINDSEY, ROBERT L.  
 P LISTER, KENNETH D.  
 E LUMLEY, RAYMOND W.  
 E MacDONALD, JOSEPH R.  
 E MacINNES, JOHN D.

E MAGEE, PHILIP R.  
 E MARLOW, ROBERT J.  
 E MARVIN, FRANK C., JR.  
 E MAYES, ILA  
 P McCLOSKEY, CHARLES  
 E McINTYRE, DEWITT  
 E MECOUCH, JOHN R.  
 E MUENCH, DONALD  
 E OWEN, DAVID  
 E PALMER, F. WILLIAM  
 E PETERSON, LEROY J.  
 E PRICE, MICHAEL T.  
 E RAMSEY, GEORGE W.  
 E RATCLIFFE, ALBERT H.  
 E RIEKER, WILLIAM J.  
 E RIGDON, V. BRUCE  
 P SEFCIK, JOHN K.  
 E SMITH, J. CYRUS  
 E SOMMERS, CHARLES A.  
 E STRIBE, RALPH  
 E SUNDERMAN, HUBERT L.  
 E SUTTON, PAUL  
 P TAYLOR, THEODORE, II  
 E VAN LEUVEN, GEORGE  
 E WILLIAMS, RICHARD H.  
 E WOHRLE, THOMAS  
 E WOODRUFF, LAURENCE N.  
 E YOON, HAK SUK  
 E ZIEGLER, JACK T.

#### E. CORRESPONDING MEMBERS

GORDON, ARLENE W.  
 SAN FRANCISCO  
 PAUL PETERSON  
 YELLOWSTONE  
 ROGER POHL  
 ECUMENICAL CENTER  
 U OF M, ANN ARBOR



**COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
February 8, 2003**

**Installation of Michael P. Burns**

The Commission to install Michael P. Burns as Pastor of Northbrook Presbyterian Church was convened with prayer by the moderator, Dorothy Seabrooks, at 3:30 p.m., on November 17, 2002, at Northbrook Presbyterian Church. The Commission members present were:

The Rev. James Kessler	Elder Karen Vander Weide of Northbrook Presbyterian Church
The Rev. In Soon Choi	Elder Donna Johnston of Grosse Pointe Memorial Presbyterian Church
	Elder Dorothy Seabrooks of St. John's Presbyterian Church

The Commission invited the following persons to participate in the worship service: The Rev. Donald Bruggink.

After approving the order of worship, the Commission proceeded to worship, where it installed Michael Burns as Pastor of Northbrook Presbyterian Church. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Michael Burns..

/s Dorothy Seabrooks  
Moderator

Date: 11-18-2002

**The Presbytery of Detroit  
Minutes of the Stated Meeting of April 22, 2003  
First Presbyterian Church, Farmington, MI**

A quorum being present, the Presbytery of Detroit was called to order by Moderator Kenneth Smith in a stated meeting at the First Presbyterian Church, Farmington on April 22, 2003 at 5:33 p.m.

The Moderator appointed Barbara Howe as the assistant to the Stated Clerk

The moderator welcomed new members and guests.

Upon motion of the Stated Clerk, the Presbytery voted to:

1. Adopt the docket.
2. Excuse all continuing members of Presbytery and elder members of Council who have asked to be excused.
3. Seat as corresponding members all eligible persons who are presented to the Presbytery and who register on the enrollment sheet for corresponding members.

David Noble from First Church welcomed the Presbytery to Farmington First.

Dr. Sandra Tracy, President of Alma College, brought the greetings of Alma College to the Presbytery.

**Interim Executive Presbyter.** Arlene Gordon reported. She encouraged members to come to the April 29th visit of the Moderator of the General Assembly. The Presbytery of Detroit has been awarded the Ecumenical Service Recognition Award of the PC(USA), which will be awarded at the General Assembly. She gave credit to Bill Gepford for this award. She announced that the Presbytery of Detroit is among the top 10 givers to the GA mission.

Ms. Gordon invited Brad Vincent to report. He reported a \$46,336 surplus for the first quarter, but he noted that shared mission giving is behind.

The Presbytery recessed for worship, during which it commissioned the Commissioners to the 215<sup>th</sup> General Assembly.

Before moving to business by motion and debate, the Moderator gave a short prayer.

There were no motions from the floor.

**Report of the Stated Clerk.** Upon motion of the stated Clerk, the Presbytery voted to:

1. Rescind all policies of the Presbytery of Detroit and adopt the Policies and Procedures Manual (as amended). (The manual is attached as an appendix to the minutes) [Not distributed with the minutes, but will be included in the official version; it is on line at the Presbytery web site.]
2. Approve the minutes of February 8, 2003.
3. Approve the reports of the following Commissions and append them to the minutes:

- a) Installation of Herschel Ele as Pastor of Garden City Presbyterian Church on March 9, 2003.
- b) Installation of Paul S. Kim as Associate pastor of the Korean Presbyterian Church of Metro Detroit on March 16, 2003.

## 4. Approve the following Annual Report to the General Assembly:

<b>Ministers on Roll (Retired and active) 12/31/01</b>		<b>229</b>
Died		0
Dismissed to other Presbyteries		8
Dismissed to other denominations		0
Other removals		0
<b>Total Losses:</b>		<b>8</b>
Received from other Presbyteries		19
Ordained		2
Received from other denominations		1
<b>Total Gains:</b>		<b>22</b>
<b>Ministers on Roll (Retired and active) 12/31/02:</b>		<b>243</b>
Number of churches	Churches	Membership
12/31/01	90	38,230
12/31/02	90	37,795
Change:	0	-445

## 5. Approve the 2003-2004 Equalization of Elders:

**EQUALIZATION OF ELDER COMMISSIONERS  
PRESBYTERY OF DETROIT  
MAY, 2002-APRIL, 2003**

The Book of Order requires the Stated Clerk annually to ascertain the members of Presbytery who are active in the life of the Presbytery in order to determine the appropriate number of commissioners that the churches should be sending. The intention is to ensure that the number of ministers and elders is equal. G-11.0101

The Book of Order specifies certain representation according to the size of the church. G-11.0101a. It further states that if additional commissioners are needed to bring the representation to equal numbers, a Presbytery may select its own for granting additional commissioners. By policy, the Presbytery of Detroit has given precedence to churches who have a majority of members who are an ethnic minority.

The number of ministers reported last year was 181. I report the number of active ministers this year as 182. 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 May 1, 2002 to April 30, 2003. Commissioners should report this new figure to Session so the proper number will come to the May meeting.

City	Church	2001 Mbrs	2002-03 Elders	2002 Mbrs	Ethnic ?	Book of Order	Add to Equalize	2003- 2004 Elders
Elder Members		13						18
Cert Lay Pastor		1						0
Allen Park	Allen Park	1224	4	1231		3	1	4
Ann Arbor	Calvary	76	1	56		1	0	1
Ann Arbor	First	2232	6	2277		5	1	6

City	Church	2001 Mbrs	2002-03 Elders	2002 Mbrs	Ethnic ?	Book of Order	Add to Equalize	2003- 2004 Elders
Ann Arbor	Northside	56	1	55		1	0	1
Ann Arbor	Westminster	562	2	586		2	0	2
Auburn Hills	Auburn Hills	137	1	141		1	0	1
Belleville	Belleville	200	1	143		1	0	1
Berkley	Greenfield	308	1	293		1	0	1
Beverly Hills	Northbrook	616	2	619		2	0	2
Birmingham	First	1578	5	1576		4	1	5
Bloomfield Hills	Kirk in the Hills	2550	6	2515		5	1	6
Brighton	First	874	3	908		2	1	3
Canton	Geneva	321	1	335		1	0	1
Clarkston	Sashabaw	50	1	30		1	0	1
Clinton Twp	Peace United	182	1	154		1	0	1
Dearborn	Cherry Hill	509	2	501		2	0	2
Dearborn	Dearborn Woods	135	1	138		1	0	1
Dearborn	First	785	3	782		2	1	3
Dearborn	Littlefield	132	1	124		1	0	1
Dearborn Hts	St. Andrew's	179	1	171		1	0	1
Detroit	Broadstreet	96	2	90	Y	1	1	2
Detroit	Calvary	237	2	226	Y	1	1	2
Detroit	Calvin (East)	146	1	141		1	0	1
Detroit	First	37	1	26		1	0	1
Detroit	Fort Street	463	2	411		1	1	2
Detroit	Grandale/Master	56	2	56	Y	1	1	2
Detroit	Gratiot Avenue	64	2	73	Y	1	1	2
Detroit	Hope	191	2	194	Y	1	1	2
Detroit	Jefferson Avenue	530	2	532		2	0	2
Detroit	Redford	239	1	226		1	0	1
Detroit	Southwest United	80	1	80		1	0	1
Detroit	St. John's	245	2	227	Y	1	1	2
Detroit	Trinity Community	212	2	213	Y	1	1	2
Detroit	Trumbull Avenue	48	2	48	Y	1	1	2
Detroit	Westminster	542	3	536	Y	2	1	3
Ecorse	Ecorse	89	1	69		1	0	1
Farmington	First	517	2	498		1	1	2
Ferndale	Drayton Avenue	262	1	240		1	0	1
Fort Gratiot	Lakeshore	125	1	140		1	0	1
Garden City	Garden City	290	1	295		1	0	1
Grosse Ile	Grosse Ile	574	2	570		2	0	2
Grosse Pointe	Grosse Pte Memorial	1936	5	1884		4	1	5
Grosse Pte Wds	Grosse Pte	641	3	649		2	0	2

City	Church	2001 Mbrs	2002-03 Elders	2002 Mbrs	Ethnic ?	Book of Order	Add to Equalize	2003- 2004 Elders
	Woods							
Hartland	Hartland	95	1	110		1	0	1
Highland Park	Park United	78	2	86	Y	1	1	2
Howell	First	550	2	560		2	0	2
Lincoln Park	Lincoln Park	162	1	161		1	0	1
Livonia	Rosedale Gardens	723	3	731		2	1	3
Livonia	St. Paul's	765	3	687		2	0	2
Livonia	St. Timothy's	263	1	253		1	0	1
Macomb Cty	Church / Covenant	120	1	143		1	0	1
Milan	People's	236	1	246		1	0	1
Milford	Milford	955	3	1021		3	1	4
Mt. Clemens	First	402	2	412		1	1	2
Northville	First	1176	4	1245		3	1	4
Novi	Faith Community	494	2	495		1	1	2
Orchard lake	Community	1009	4	1013		3	1	4
Plymouth	First	1279	4	1309		3	1	4
Pontiac	First	319	1	323		1	0	1
Pontiac	Joslyn Avenue	74	1	71		1	0	1
Port Huron	First	597	2	574		2	0	2
Port Huron	Westminster	75	1	79		1	0	1
Redford	St. James	188	1	159		1	0	1
Rochester	University	712	3	695		2	1	3
Roseville	Erin	205	1	216		1	0	1
Royal Oak	First	1028	4	974		2	1	3
Royal Oak	Korean First	43	2	60	Y	1	1	2
Royal Oak	Point of Vision	21	1	22		1	0	1
Royal Oak	Starr	181	1	171		1	0	1
Saline	First	286	1	310		1	0	1
Shelby Twp	St. Thomas	349	2	348		1	1	2
South Lyon	First	181	1	180		1	0	1
Southfield	Korean	953	4	895	Y	2	2	4
Southfield	Southfield	248	1	174		1	0	1
St. Clair Shores	Heritage	129	1	123		1	0	1
St. Clair Shores	Lake Shore	623	2	614		2	0	2
Sterling Heights	Utica	334	1	306		1	0	1
Taylor	Southminster	328	1	324		1	0	1
Troy	First	261	1	257		1	0	1
Troy	Northminster	213	1	204		1	0	1
Walled Lake	Crossroads	213	1	167		1	0	1
Warren	Celtic Cross	292	1	290		1	0	1
Warren	First	251	1	240		1	0	1
Waterford	Community	357	2	300		1	0	1
Wayne	First	39	1	36		1	0	1
West Bloomfield	Church of Our Saviour	131	1	125		1	0	1
Westland	Kirk of Our Savior	173	1	152		1	0	1

City	Church	2001 Mbrs	2002-03 Elders	2002 Mbrs	Ethnic ?	Book of Order	Add to Equalize	2003- 2004 Elders
White Lake	White Lake	213	1	192		1	0	1
Wyandotte	First	246	1	253		1	0	1
Ypsilanti	First	429	2	430		1	1	2
<b>Totals:</b>		<b>38325</b>	<b>181</b>	<b>37795</b>		<b>131</b>	<b>33</b>	<b>182</b>

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

**TRANSFERS:**

- 1) From the Presbytery of Detroit:
  - a) Mickey Blair to Lake Huron Presbytery
  - b) James Ephraim to Sheppards & Lapsley Presbytery
  - c) William Hockey to Genesee Valley Presbytery
  - d) Harry Ladley to Pittsburgh Presbytery
- 2) To the Presbytery of Detroit:
  - a) Bruce Ingles from Peace River Presbytery
  - b) One Ho Park from Long Island Presbytery
- 3) To the Church Triumphant:
  - a) Galen Hershey on 12/9/02
  - b) George Kind on 5/22/02

The Stated Clerk reported the following communications to the Presbytery:

1. From the Stated Clerk of the General Assembly, thanking the Presbytery of Detroit for its resolution of support.
2. From the Office of the General Assembly informing us that Overture 01-34, *On Revising the Book of Confessions to Include Sensitive, Inclusive Language*, will be before the 215<sup>th</sup> GA as a "referral in progress." They are still working on it.

**Social Justice and Peacemaking Team.** Barbara Swartzel reported for the Team.

Orlean Warren and Barbara Smith reported for the Anti Racism Reconciliation Team. The following churches were recognized the following churches who have adopted the Detroit Pledge for Racial Justice: Ann Arbor Northside, Detroit Southwest, Detroit Trinity, Detroit Westminster, Northminster Troy.

**Committee on Nominations.** Ken Collinson reported for the Committee.

Upon nomination by the committee, the Presbytery elected the following:

**Committee on Ministry**

Class of 2003      Rev. Douglas Blaikie      Allen Park

**Committee on Representation**

Class of 2005      Rev. Paul S. Kim      Southfield – Korean

**Synod of the Covenant Permanent Judicial Commission**

Class of 2004      Elder Mary Waterstone      Detroit Jefferson Avenue

The Committee on Nominations has received and reviewed the following from the Social Justice & Peacemaking Ministry Team, and places in nomination these people:

**Anti-Racism/Reconciliation Team**

Class of 2005	Rev. Olen Bruner	Detroit – Trinity
Class of 2005	Elder Alicia Jay	Detroit – Broadstreet
Class of 2005	Jane Johnson	Detroit – St. John’s
Class of 2005	Elder Helen Morrison	Grosse Ile
Class of 2005	Elder Leroy Shepherd	Detroit - Gratiot Avenue

**Work Group – Homosexuality & the Church**

Class of 2003	Elder Ken Collinson, Chair	Grosse Pointe Memorial
Class of 2003	Elder Dan Stoepker	Detroit – Westminster
Class of 2004	Rev. Charles Booker-Hirsch	Ann Arbor – Northside
Class of 2004	Jim McWatt	Grosse Pointe Memorial
Class of 2005	Rev. Ellen Acton	Southfield - Southfield
Class of 2005	Elder Helen Howe	Highland Park – Park United

The Nominating Committee reported the following for information regarding the 215<sup>th</sup> (2003) General Assembly:

The following three elected Commissioners to the 215<sup>th</sup> (Denver) General Assembly (2003) have resigned as Commissioners:

Rev. Clover Bailey	Chaplain - Veteran’s Hospital
Rev. Benjamin Bishop	Birmingham - First
Elder Holly Logan	Detroit – St. John’s

The following three elected alternates have agreed to serve as replacements respectively for the above:

Rev. Janet Noble Richardson	Livonia – St. Timothy
Rev. Edward Dunn	Grosse Pointe Woods
Elder Alicia Jay	Detroit - Broadstreet

**Trustees.** Al Glover reported for the Trustees.

Upon motion of the Trustees, Presbytery voted to:

1. Ratify the Trustees’ decision to approve the Office Usage Agreement for the Morang Street Property between the Presbytery of Detroit and the Detroit Medical Center for the period September 1, 2001 to June 30, 2003 at a rent of \$2,083.33/month.
2. Ratify the Trustees’ decision to approve the following property transfers by St. James Presbyterian Church to Presbyterian Villages of Michigan as follow:

- a. The following non-exclusive easements for ingress and egress in land in Redford Township, Wayne County, Michigan, described as follows:

A part of the Southwest ¼ of Section 8, T.-1.S., R.-10.-E., Redford Township, Wayne County, Michigan, being more particularly described as: Commencing at the South ¼ corner of said Section 8, thence S. 88°01’00” W., 1,011.61 feet along the South line of said Section 8 (Six Mile Road); thence N. 01°47’25” W., 60.00 feet to the point on the North right-of-way line of Six Mile Road, the Point of Beginning; thence S. 88°01’00” W., 34.15 feet; thence N. 01°33’06” W., 79.53 feet; thence N. 33°52’48” E., 39.66 feet; thence N. 01°52’46” W., 231.98 feet; thence N. 88°30’19”E., 10.89 feet; thence S. 01°49’00” E., 343.56 feet to the Point of Beginning and containing 0.14 acres.

A part of the Southwest ¼ of Section 8, T.-1.S., R.-10.-E., Redford Township,

Wayne County, Michigan, being more particularly described as: Commencing at the South  $\frac{1}{4}$  corner of said Section 8, thence S.  $88^{\circ}01'00''$  W., 1,011.61 feet along the South line of said Section 8 (Six Mile Road); thence N.  $01^{\circ}47'25''$  W., 60.00 feet to the point on the North right-of-way line of Six Mile Road; thence S.  $88^{\circ}01'00''$  W., 267.10 feet to the Point of Beginning; thence S.  $88^{\circ}01'00''$  W., 41.90 feet; thence N.  $01^{\circ}49'00''$  W., 345.19 feet; thence N.  $88^{\circ}30'19''$  E., 41.90 feet; thence S.  $01^{\circ}49'00''$  E., 345.83 feet to the Point of Beginning and containing 0.33 acres.

A part of the Southwest  $\frac{1}{4}$  of Section 8, T.-1.-S., R.-10.-E., Redford Township, Wayne County, Michigan, being more particularly described as: Commencing at the South  $\frac{1}{4}$  corner of said Section 8; thence S  $88^{\circ}01'00''$  W, 1011.61 feet along the South line of said Section 8 (Six Mile Road); thence N  $01^{\circ}47'25''$  W, 60.00 feet to the point on the North right-of-way line of Six Mile Road, the point of commencement; thence S  $88^{\circ}01'00''$  W, 309.00 feet; thence N  $01^{\circ}49'00''$  W, 346.19 feet; thence N  $88^{\circ}30'19''$  E, 41.90 feet to the Point of Beginning; thence N  $88^{\circ}30'19''$  E, 247.21 feet; thence S  $01^{\circ}52'41''$  E, 94.91 feet; thence S  $88^{\circ}05'52''$  W, 46.15 feet; thence S  $01^{\circ}34'50''$  E., 60.01 feet; thence S  $88^{\circ}25'10''$  W, 200.91 feet; thence N  $01^{\circ}49'00''$  W, 155.55 feet to the Point of Beginning and containing 0.82 acres.

- b. and grant a quitclaim deed for parcel in Redford Township, Wayne County, Michigan, described as follows

A part of the Southwest  $\frac{1}{4}$  of Section 8, T.-1.-S., R.-10.-E., Redford Township, Wayne County, Michigan, more particularly described as: Commencing at the South  $\frac{1}{4}$  corner of Section 8, thence S.  $88^{\circ}01'00''$  W., 682.37 feet along the South line of said Section 8 (Six Mile Road); thence N.  $01^{\circ}47'25''$  W., 60.00 feet to a point on the North right-of-way line of Six Mile Road; thence S.  $88^{\circ}01'00''$  W., 329.24 feet along said line; thence N.  $01^{\circ}49'00''$  W., 343.56 feet to the Point of Beginning; thence S.  $88^{\circ}30'19''$  W., 309.00 feet to a point on the East line of "Frischkorn's Golf Heights Sub. No. 2" as recorded in Liber 74, Page 41 of Plats, Wayne County Records; thence N.  $01^{\circ}49'00''$  W., 153.81 feet along said line; thence N.  $88^{\circ}01'00''$  E., 309.00 feet; thence S.  $01^{\circ}49'00''$  E., 156.44 feet to the Point of Beginning and containing 1.100 acres.

[previously transferred but improperly recorded] to Presbyterian Villages of MI, all for \$1., subject to indemnification and maintenance agreements included in the easement agreement.

3. Reaffirm the requirement that the Director for the Howell Center is required to live in a Presbytery provided home on site, a requirement that has been in place since 1984.

Upon motion of Mr. Glover, the Presbytery approved the following motion:

To amend the action of the Presbytery of Detroit taken on September 24, 2002 approving the sale of Camp Sarah Grindley by deleting the figure "\$450,000" and inserting the figure "\$440,000," and either by deleting the figure "\$345,000" and inserting the figure "\$335,000," or deleting the figure "\$105,000" and inserting the figure "95,000" (as negotiated) so that the pertinent portions read:



Approve the sale of property in Lyndon Township, Michigan, commonly known as Camp Sarah Grindley, together with all buildings, improvements and fixtures located thereon and the stove now located in the lodge . . . to Frank and Deborah Bruening by land contract for \$440,000. The purchasers shall pay an initial payment of \$105,000 [or \$95,000] cash, with the balance of \$335,000 [or \$345,000] to be paid within 24 months. There shall be no interest for the first six months of the term of the Land Contract. From the seventh through the twenty fourth month, the interest shall be 7% per annum, and 11% per annum in the case of default by the purchaser.

Final approval of this sale is contingent upon review and approval by the Trustees.

The Trustees reported the following for the information of Presbytery:

1. The Trustees voted to hire Bertha Marsha the current person to open and close the building and other duties at \$7.50/hour, up to 40 hrs/week, for 26 weeks, beginning May 3, 2003. There will be no benefits other than unemployment insurance and FICA.
2. The fire department has cited Presbytery for the Morang Street property and requires that the ceiling tiles be replaced because of condition. The Trustees voted that the Basement ceiling tiles at the Morang Street Property be properly removed and replaced by Michigan Environmental Auditors, Inc for \$2,650.
3. The Trustees approved payment of bills for work from Honigman Miller for work at Novi Faith and Sarah Grindley in the amount of \$3198.37.
4. Revenue and expense sheets for the Morang Street Mission from July, 2002, and 2003 show deficits through the end of 2002 were \$14,919, and the projected deficit for 2003 is \$20,382 (assuming receipt of hoped-for grants of \$10,000).
5. The Trustees voted to approve a loan of up to but less than \$25,000, at 6.25%, repayable in equal monthly payments of principle and interest over 7 years, to Trinity Church for roof repairs, contingent on 2 additional bids and approval by the congregation.
6. Based on a FEMA finding in its report that the building is in a zone C flood hazard area, dated 3/14/03, the Trustees voted to remove the requirement for flood insurance for Macomb Covenant Church.

**Planning and Vision Team.** David Robertson reported.

The financial picture is flat. Income for 2003 is moving close to though slightly less than last year's income. If we want to avoid a deficit we will need to reduce our spending to last year's level or less.

**Presbytery Operations Team.** Rosy Latimore reported.

Upon motion of the team, the Presbytery voted to extend the contract of Dr. Gordon for 6 months, with an option of an additional 6 months and a 60-day cancellation clause by either Dr. Gordon or the Presbytery Operations Ministry Team/Coordinating Cabinet. The Compensation package will be prorated on the basis of the package approved in November 2002 of \$106,398.

**Spiritual Formation and Faith Development Team.** Juliann Joy reported.

Upon motion of the Team, the Presbytery endorsed enthusiastically the objectives of the Michigan Center for Early Christian Studies in its support and promotion of Christian Studies in the Department of Near Eastern Studies at the University of Michigan.

**New Church Development and Redevelopment Team.** Kevin Johnson reported.

Mr. Johnson introduced Diane Smalley, who reported on the mission and ministry at Gratiot Avenue Church, and redevelopment efforts there.

**Committee on Ministry.** Mark Thomas reported.

The committee honored the ministry and retirement of the Rev. Bruce Rigdon.

Upon motion of the Committee, Presbytery voted to:

1. Approve the following Administrative Commission to ordain **Woong-Sik Timothy Chon** at the request of Presbytery of Lake Michigan on Sunday, June 15, 2003, at 4:00 p.m. at Korean Presbyterian Church of Metropolitan Detroit, Southfield: Clergy: In Soon Choi, Paul Kim, David Noble, Hak Suk Yoon. Elders: Kenneth Smith, Moderator (Southfield Church, Southfield). Jung Ung Jong (Korean Presbyterian Church of Metropolitan Detroit, Southfield), Dixie Elam (Livonia, Rosedale Gardens). Invited to participate: Chung Kook Kim (Korean Presbyterian Church of Metropolitan Detroit, Southfield). Transfer Mr. Chon to Presbytery of Lake Michigan upon ordination.
2. Approve six month extension of Temporary Supply Contract between **Southwest Church, Detroit and Duke Morrow**, effective May 1, 2003, with the following terms: Cash salary \$17,180.42; Housing \$20,200; FICA \$2,859.60; Medical \$1,143.96; Study leave allowance \$800; One month vacation, including 4 Sundays and Two weeks study leave, pro-rated over life of contract.
3. Approve validation of ministry of the **Rev. Hendrik Adriaan vanSluijs** as Program Director for the Center of Urban Ministry in San Diego, California, and grant him permission to labor outside the bounds.
4. Direct the Moderator of Presbytery to appoint a task force to study and propose to the Presbytery revisions or replacement of the current Sexual Misconduct Policy.

Upon motion of Mr. Thomas, Presbytery voted to appoint the Rev. James Chambers, Moderator of Park United Church, Highland Park, effective April 1, 2003.

The Committee on Ministry reported the following actions taken under the authority granted it:

1. Approved twelve month Interim Pastor Contract between **Erin Church, Roseville**, and the **Rev. Kenneth Lister**, effective January 26, 2003, with the following terms: Salary \$25,000; Housing allowance \$24,000; Social Security \$3,038; Full pension (retiree) \$5,880; Auto allowance \$2,000; Study leave allowance \$600; Miscellaneous \$1,000; One month vacation, including 4 Sundays; Two weeks study leave.
2. Approved twelve month Interim Pastor Contract between **Peoples Church, Milan** and the **Rev. J. Harold Ellens**, effective March 1, 2003, with the following terms: Cash Salary \$20,674; Housing/Utilities allowance \$34,202; Vacancy pension dues \$5,273; Social Security \$4,198; One month vacation, including 4 Sundays; Two weeks study leave, including two Sundays; Appointed Mr. Ellens Moderator.
3. Approved twelve month extension of Interim Pastor Contract between **Dearborn Woods Church** and the **Rev. Linda Maconochie**, effective September 1, 2002, with the following

terms: Salary \$32,612; Use of Manse; Utilities \$1,500; Social Security \$2,396; Full pension \$13,500; Medical deductible \$928; Study leave allowance \$618; Professional journals \$673; Professional expenses \$335; One month vacation, including 4 Sundays; Two weeks study leave.

4. Approved twelve month extension of Parish Associate Contract between **St. Paul's Church, Livonia**, and the **Rev. Robert C. Orr**, effective February 1, 2003, with the following terms: Housing allowance \$2,336.74; Pension \$1,188; Medical \$3,920.40; Death/Disability insurance \$108; Mileage reimbursement @\$0.36/mile.
5. Approved twelve month extension of Parish Associate contract between **Jefferson Avenue Church, Detroit**, and the **Rev. Louis J. Prues**, effective March 1, 2003, with the following terms: Salary \$11,753; Study leave allowance \$500.
6. Approved twelve month extension of Parish Associate Contract between **St. Timothy Church, Livonia**, and the **Rev. G. Richard Danielak**, effective February 4, 2003, with the following terms: Salary \$10,750; Social Security \$806; Pastoral expenses \$444.
7. Approved twelve month extension of Parish Associate Contract between **Celtic Cross Church, Warren**, and the **Rev. Linda Cochran**, effective August 1, 2002, with no change in terms.
8. Approved call of the **Korean Church of Metropolitan Detroit, Southfield** to the **Rev. One Ho Park** as Co-Pastor, effective April 1, 2003, with the following terms: Cash salary \$36,000; Housing allowance \$20,000; Utilities \$2,000; Social Security \$4,284; Full pension \$15,960; Medical/dental reimbursement \$1,120; Travel reimbursement up to \$5,000; Continuing education reimbursement up to \$3,000; Moving expenses at cost; One month vacation, including 4 Sundays; Two weeks Study leave.

Appointed Mr. Park co-moderator, and enrolled him as a member of Presbytery of Detroit upon receipt of his credentials from Presbytery of Long Island. AA/EEO guidelines of the denomination have been followed during the search process.

9. Approved the following Administrative Commission to install the **Rev. Herschel Ele** as Pastor of **Garden City Church** on Sunday, March 9, 2003, at 4:00 p.m.: Clergy: Neil Cowling, Sue Ellis Melrose. Elders: Kenneth Smith, Moderator (Southfield, Southfield), Steve Salo (Garden City), Margaret Whitehead (Westminster, Detroit). Corresponding member: The Rev. Rhashel Hunter, Presbytery of Lake Huron. Invited to participate: The Rev. Lisa Raglene-Barnes (Good Hope Lutheran Church ELCA, Garden City), The Rev. Jerome Smith (First United Methodist Church, Garden City).
10. Approved the following Administrative Commission to install the **Rev. Paul Kim** as Associate Pastor of **Korean Church of Metropolitan Detroit, Southfield**, on Sunday March 16, 2003, at 4:00 p.m.: Clergy: In Soon Choi, Melodie Jones, Joon Won Lee. Elders: Kenneth Smith, Moderator (Southfield, Southfield), Sung Jae Hong (Korean Presbyterian Church of Metropolitan Detroit, Southfield), Joan Hanpeter (Bloomfield Hills, Kirk in the Hills. Invited to participate: Jin Guk Kim (Korean Presbyterian Church of Metropolitan Detroit, Southfield), Do-Yeon Sohn (Korean Presbyterian Church of Metropolitan Detroit, Southfield). Corresponding member: The Rev. S. Brian Stratton (Presbytery of Lake Huron).
11. Approved parental leave as negotiated between **Grosse Pointe Memorial Church** and the **Rev. Joanna Dunn**.
12. Approved dismissal of the **Rev. James Ephraim** to the Presbytery of Sheppards and Lapsley at its request.

13. Approved, if the way be clear, dismissal of the **Rev. Mickey Blair** to the Presbytery of Lake Huron upon receipt of its request.
14. Appointed the following Moderators:
- |                  |  |
|------------------|--|
| David Abbott     | Highland Park, Park United (Feb. and March 2003) |
| Nile Harper      | Milan, Peoples (to moderate 1/26/03 annual mtg.) |
| Judith Borchardt | Royal Oak, Point of Vision                       |
| Melissa Rogers   | Ann Arbor, Westminster                           |

**Committee on Preparation for Ministry.** Dixie Elam reported.

The Committee reported the following for the information of Presbytery.

1. CPM sustained Annual Consultations with the following Inquirers and Candidates on the dates indicated:
- |                            |                            |               |
|----------------------------|----------------------------|---------------|
| Estelle Aaron, Candidate   | Detroit, Trinity           | March 4, 2003 |
| Susan Thomas, Inquirer     | Berkley, Greenfield        | March 4, 2003 |
| Jong Kim, Candidate        | Southfield, Korean         | March 4, 2003 |
| Matthew Means, Inquirer    | Shelby, St. Thomas         | April 1, 2003 |
| Martha Landmann, Candidate | Royal Oak, Point of Vision | April 1, 2003 |
| Catherine King, Inquirer   | Plymouth, First            | April 1, 2003 |
| Robert Seymour, Inquirer   | Livonia, St. Paul's        | April 1, 2003 |
2. On March 4, 2003, CPM enrolled the following persons as Inquirers:
- |               |             |
|---------------|-------------|
| Brenda Jarvis | Garden City |
| Keith Provost | Allen Park  |

**Mission Interpretation /Projects/Partnerships Team.** Barry Sweet reported for the Team.

**Congregational Life Team.** Richard Huebler reported for the Team.

**Coordinating Cabinet.** Francile Anderson reported.

Ms. Anderson introduced David Milam, who reported for the Nurture and Support of Clergy and Lay Leadership Team.

Ms. Anderson reported that she is proud of the leadership team of the Coordinating Cabinet.

Upon motion, Presbytery adjourned with prayer at 8:40 pm.

ATTEST:



EDWARD KOSTER, Stated Clerk

The next meeting of the Presbytery of Detroit will be Tuesday, June 24, 2003 at St. John's Presbyterian Church.

ATTACHMENT ONE: The Roll

APPENDICES:

- a) Installation of Herschel Ele as Pastor of Garden City Presbyterian Church on March 9, 2003.
- b) Installation of Paul S. Kim as Associate pastor of the Korean Presbyterian Church of Metro Detroit on March 16, 2003.
- c) The Policies and Procedures Manual of the Presbytery of Detroit

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR April 22, 2003:

CHURCHES: Of 90 churches, 65 were represented and 25 were not.

COMMISSIONERS: Of 167 eligible commissioners, 110 enrolled, and 57 did not.

OTHER ELDERS (Officers, Members of Council)::

Of 18 total, 15 were present, of whom 3 counted as commissioners, leaving 12 as the unduplicated count: 2 excused, and 1 absent.

MINISTERS: Of the 164 non-retired ministers on the combined rolls of active members and members-at-large, 77 were present, 34 were excused, and 53 were absent.

Of the 76 retired ministers on the rolls, 14 were present and 62 were excused.

SUMMARY

VOTING MEMBERS PRESENT

110 Elder Commissioners  
 + 12 Other Elders  
 + 77 Non-retired ministers  
 + 14 Retired Ministers  
 = 213 Voting members present.

ALLEN PARK, Allen Park  
 1 SHIRLEY SLATKA  
 2  
 3  
 4  
 ANN ARBOR, Calvary  
 1 NOT REPRESENTED  
 ANN ARBOR, First  
 1 BEN VANTUYL  
 2 BETSY CAMP  
 3 HENRY ZELISSE  
 4  
 5  
 6  
 ANN ARBOR, Northside  
 1 JOAN PENNER-HAHN  
 ANN ARBOR, Westminster  
 1 ELIZABETH TIDD  
 2  
 AUBURN HILLS, Auburn Hills  
 1 KEN DINGEL  
 BELLEVILLE, Belleville  
 1 CONNIE ETTER

BERKLEY, Greenfield  
 1 KIM OUBBIER  
 BEVERLY HILLS, Northbrook  
 1 SHERRILL HEINRICHS  
 2 PAULETTE LEWIS  
 BIRMINGHAM, First  
 1 GLENISE TYNDALL  
 2 MARILYN DONNELLY  
 3 CAROL HELD  
 4 JEFF JONES  
 5  
 BLOOMFIELD HILLS, Kirk/Hills  
 1 PAUL LAY  
 2 MARY JOHNSON  
 3 AL PING  
 4 BOB LOTT  
 5  
 6  
 BRIGHTON, First  
 1 DAVID HUSAK  
 2 ALICE NODERAK  
 3 JOHN GALBRAITH  
 CANTON, Geneva

1 PHYLLIS REDFERN  
 CLARKSTON, Sashabaw  
 1 NOT REPRESENTED  
 CLINTON TWP, Peace  
 1 DONNA MALICK  
 DEARBORN, Cherry Hill  
 1 HOWARD RENTON  
 2 SUE BARON  
 DEARBORN, Dearborn Woods  
 1 NOT REPRESENTED  
 DEARBORN, First  
 1 JANET COVERT  
 2  
 3  
 DEARBORN, Littlefield  
 1 NOT REPRESENTED  
 DEARBORN HGTS, St. Andrew's  
 1 ALICE WRIGHT  
 DETROIT, Broadstreet  
 1 ALICIA JAY  
 2 ALVIN SMITH  
 DETROIT, Calvary  
 1 KAREN HERBERT

2 STANLEY EDWARDS  
 DETROIT, Calvin East  
 1 LINDA AUSTIN  
 DETROIT, First  
 1 NOT REPRESENTED  
 DETROIT, Fort Street  
 1 RON FRANZEL  
 2 JOHN NEWMAN  
 DETROIT, Grandale/Master  
 1 NOT REPRESENTED  
 2  
 DETROIT, Gratiot Avenue  
 1 MILDRED SHEPHERD  
 2 CHARON BANCONEY  
 DETROIT, Hope  
 1 JAMES WALKER  
 2 DONALD HUDSON  
 DETROIT, Jefferson Avenue  
 1 KATHY HORLOCKER  
 2  
 DETROIT, Redford Avenue  
 1 BARBARA PERKINS  
 DETROIT, Southwest United  
 1 ILLEGIBLE  
 DETROIT, St. John's  
 1 KIMBERLY PITTS  
 2  
 DETROIT, Trinity Community  
 1 NATALIE BROTHERS  
 2 GWEN WILSON  
 DETROIT, Trumbull Avenue  
 1 ORLEAN WARREN  
 2 MARTHA SINGLEY  
 DETROIT, Westminster  
 1 ALICE HOSBACK  
 2 DAN STOEPKER  
 3 MARGARET WHITEHEAD  
 ECORSE, Ecorse  
 1 JAMES RICK  
 FARMINGTON, First  
 1 DONALD HOWE  
 2 JOANNE BOYD  
 FERNDALE, Drayton Avenue  
 1 LOUISA HALMI  
 FORT GRATIOT, Lakeshore  
 1 NOT REPRESENTED  
 GARDEN CITY, Garden City  
 1 BRENDA JARVIS  
 GROSSE ILE, Grosse Ile  
 1 RON SCHMAEMAN  
 2 JEANNE KENNEDY  
 GROSSE POINTE, Memorial  
 1 KEN COLLINSON  
 2 LYNN TURNER  
 3 MARY GRACE ADAMS  
 4 HELEN MUYERING  
 5 DONNA JOHNSTON  
 GROSSE PTE WOODS, Woods  
 1 ELLEN SCHREUDER  
 2  
 3  
 HARTLAND, Hartland  
 1 NOT REPRESENTED

## C. ELDER MEMBERS

C ADAMS, MARY GRACE  
 P ANDERSON, FRANCILE  
 E BACALIS, JESSE

HIGHLAND PARK, Park United  
 1 NOT REPRESENTED  
 2  
 HOWELL, First  
 1 NOT REPRESENTED  
 2  
 LINCOLN PARK, Lincoln Park  
 1 NOT REPRESENTED  
 LIVONIA, Rosedale Gardens  
 1 ALICE McCLOSKEY  
 2 DYCHE ANDERSON  
 3 DIXIE ELAM  
 LIVONIA, St. Paul's  
 1 GEORGE IRWIN  
 2 JAY HOHENSIL  
 3 JEANNE GERRITSEN  
 LIVONIA, St. Timothy's  
 1 NORMAN BOYNER  
 MACOMB, Church/Covenant  
 1 BARBARA O'MARA  
 MILAN, Peoples  
 1 BRENDA WILKINSON  
 MILFORD, Milford  
 1 LEE VANDENBUSSCHE  
 2 ROGER ST. JOHN  
 3 JANINE DeBONA  
 MT. CLEMENS, First  
 1 BECKY VESROSS  
 2 CAROLYN SOLLENBERGER  
 NORTHVILLE, First  
 1 ROBERT GALL  
 2 MICHELLE BOSCHET  
 3 JIM COOPER  
 4 ROBERT GEAKE  
 NOVI, Faith Community  
 1 ILLEGIBLE  
 2 TAMMY JOHNSON  
 ORCHARD LAKE, Community  
 1 BRENDA STARYNCHAK  
 2 BETSY TELFORD  
 3 LINDA ELDRIDGE  
 4 BOB ANDERSON  
 PLYMOUTH, First  
 1 DON MORGAN  
 2  
 3  
 4  
 PONTIAC, First  
 1 PEDRO GUZMAN  
 PONTIAC, Joslyn Avenue  
 1 JOHN LUSK  
 PORT HURON, First  
 1 THERESA ROBINSON  
 2 HOWARD BORGMAN  
 PORT HURON, Westminster  
 1 LARRY WEDE  
 REDFORD, St. James  
 1 MAUREEN BIANCHI  
 ROCHESTER, University  
 1 DAN HUL  
 2  
 3  
 ROSEVILLE, Erin

P BROWNELL, DONALD  
 P COLLINSON, KENNETH  
 P DUFFIELD, NANCY  
 C ELAM, DIXIE

1 SUE ELLEN MacALLISTER  
 ROYAL OAK, First  
 1 DAN OLAH  
 2 HELEN DUSONBURY  
 3  
 4  
 ROYAL OAK, Korean First  
 1 NOT REPRESENTED  
 2  
 ROYAL OAK, Point of Vision  
 1 NOT REPRESENTED  
 ROYAL OAK, Starr  
 1 NOT REPRESENTED  
 SALINE, First  
 1 NOT REPRESENTED  
 SHELBY TWP., St. Thomas  
 1 LORI SADLER  
 2 ELSTON COLVERT  
 SOUTH LYON, First  
 1 SUE KUNZ  
 SOUTHFIELD, Korean  
 1 NOT REPRESENTED  
 2  
 3  
 4  
 SOUTHFIELD, Southfield  
 1 RUTH WELL  
 ST. CLAIR SHORES, Heritage  
 1 CLYDE MOTTO  
 ST. CLAIR SHORES, Lake Shore  
 1 NOT REPRESENTED  
 2  
 STERLING HGTS, Utica  
 1 NOT REPRESENTED  
 TAYLOR, Southminster  
 1 NOT REPRESENTED  
 TROY, First  
 1 RUSSELL ANDERSON  
 TROY, Northminster  
 1 NYELL JANES  
 WALLED LAKE, Crossroads  
 1 NOT REPRESENTED  
 WARREN, Celtic Cross  
 1 NOT REPRESENTED  
 WARREN, First  
 1 REBEKAH LANGRILL  
 WATERFORD, Community  
 1 TOM ANTRAM  
 2 SUE GAVETTE  
 WAYNE, First  
 1 NOT REPRESENTED  
 W. BLOOMFIELD, Church/Savior  
 1 NOT REPRESENTED  
 WESTLAND, Kirk of Our Savior  
 1 JAN DOLAN  
 WHITE LAKE, White Lake  
 1 MARY VOORHEIS  
 WYANDOTTE, Wyandotte  
 1 ROBERT PALMER  
 YPSILANTI, First  
 1 NOT REPRESENTED  
 2

P GLOVER, AL  
 P HUEBLER, RICHARD  
 E HYLKEMA CAROL,  
 C IRWIN, GEORGE

P LATIMORE, ROSY  
 P MORRISON, HELEN  
 A PITTS, FRANCES  
 P SEABROOKS, DOROTHY M.  
 P SEATON, JEROME  
 P SMITH, KENNETH  
 P WINSLOW, PAUL

D. NON-RETIRED MINISTERS

P ABBOTT, DAVID W.  
 P ACTON, ELLEN  
 A ALBRECHT, GLORIA  
 P AUE, CRAIG  
 P AUSTIN, LARRY  
 P AYAP, FE ESPERANZA  
 A BAILEY, CLOVER  
 A BAIRD, GRAHAM  
 A BARRANGER, DOUGLAS  
 A BENNETT, JOHNNIE  
 A BENSON-NICOL, NANCY  
 A BERSDORF, JOHN  
 P BISHOP, BENJAMIN  
 A BLAIKIE, DOUGLAS  
 A BOHLMAN, KELLIE  
 E BOLT, KENNETH  
 P BOOKER-HIRSCH, CHARLES  
 P BOUSQUETTE, PAUL  
 P BROWN, ROBERT O.  
 P BRUNER, OLEN  
 P BURNS, MICHAEL  
 P BUSH, JOHN C  
 E \*BYARS, RONALD  
 E \*CAMPBELL, DOUGLAS  
 E CANADA, ARTHUR W.  
 A CAPPS, HARRY  
 P CARTER, DOUGLAS D.  
 P CHOI, IN SOON  
 E \*CHOI, SEUNG KOO  
 E CLISE, W. KENT  
 A COCHRAN, LINDA  
 P COONS, SHAWN  
 A CORSO, LINDA  
 P COWLING, NEIL D.  
 P CULLEN, RANDOLPH  
 P DAVIS, ROXIE ANN  
 P DAVIS, WILLIAM  
 E \*DENNIS, WARREN  
 P DENTON, GRETCHEN  
 A DUNBAR, FRANK  
 A DUNCAN, THOMAS  
 P DUNIFON, WILLIAM  
 P DUNN, EDWARD  
 E DUNN, JOANNA  
 E \*DYKSTRA, CRAIG R.  
 E EGGEBEEN, THOMAS  
 P ELE, HERSCHEL  
 A ESCHENBRENNER, CARL F.  
 P FAILE, JAMES  
 P FONFARA, MICHAEL  
 P FORSYTH, E. DICKSON  
 A FOSTER, JOHN  
 A FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 A GARWIG, ROBERT A.  
 E \*GAST, TERRI  
 E GEISELMAN, KEITH  
 P GERHART, ANDREW  
 A HANNA, DAVID J.  
 A HANNA, RAAFAT  
 E \*HARRIS, CHRISTOPHER

A HARRIS, R. JOHN  
 P HARTLEY, THOMAS  
 P HAYES, FRANCES  
 E HENDERSON, RICHARD  
 E \*HOCKEY, A. WILLIAM  
 P HOLLECK, TIFFANY  
 P INGLES, BRUCE  
 P INTSIFUL, JOSEPH, JR  
 P JOHNSON, KEVIN  
 P JONES, LARRY PAUL  
 P JONES, MELODIE  
 P JONES, RICHARD  
 P JOY, JULIANN  
 A JUN, SAM  
 E KAIBEL, KENNETH  
 P KEELY, MARK J.  
 P KERR, DEBORAH  
 A KIDDER, ANNEMARIE  
 P KIM, PAUL S  
 E \*KIM, Y. MONCH  
 A KLINGER, JAMIE  
 E KNUDSEN, RAYMOND  
 A KOGEL, LYNNE  
 P KOSTER, EDWARD H.  
 E KREHBIEL, DAVID E.  
 E KRUG, ERNEST  
 P LANGWIG, JANICE  
 P LANGWIG, ROY  
 P LASWELL, SAMUEL  
 P LEE, JOON WON  
 E LOWRY, ROBERT  
 A MABEE, CHARLES  
 P MACONOCHE, LINDA  
 E \*McCLINTON, SANDRA LEE  
 A McCLOSKEY-TURNER, CATHARINE  
 A McRAE, BARBARA  
 E MELROSE, SUE ELLIS  
 P MICHALEK, DANIEL  
 P MICKA, GRETCHEN  
 P MIHOCKO, DAVID  
 P MILAM, DAVID  
 P MILLER, J. SCOTT  
 A MILLER, KIRK  
 A MISHLER, JOHN  
 A MONNETT, JAMES  
 P MOORE, PETER  
 P MUGLER, W ALAN  
 P NICHOLS, NEETA  
 P NOBLE, DAVID  
 E NOBLE-RICHARDSON, JANET  
 A NUSSDORFER, IRVIN  
 P NYLUND, JESSICA  
 A O'BRIEN, H. WILKES  
 P OLSON, PHILIP  
 A ORR, ROBERT C.  
 E OSBORN, MARGIE  
 P OTT, JEFFREY  
 A PARK, SUNJIN  
 P PAVELKO, JOHN H.  
 A PEAKE, MARK  
 P PERDUE, ROBERT J.  
 A PETERS, RICHARD  
 E \*PETERSON, CHRISTOPHER  
 A PIECUCH, KEVIN  
 A POLKOWSKI, WILLIAM  
 P PORTER, JAMES  
 E PORTICE, GEORGE  
 P PRITCHARD, NORMAN  
 A PRUES, LOUIS J.  
 A RICE, ELIZABETH

E RICE, THOMAS  
 A RIKE, JENNIFER  
 P RIZER, JAMES A  
 P ROBERTSON, DAVID W.  
 A ROGERS, MELISSA ANNE  
 P RUSSELL, JAMES P.  
 A RUSSELL, WILLIAM  
 A SAAD, JENNIFER  
 A SCHAEFER, ANNE N.  
 A SCHEIBER, ANNE  
 E \*SHIH, SHENG-TO  
 E SHIPMAN, JUDY  
 A SIAS-LEE, LAURA  
 E \*SIMONS, SCOTT W.  
 P SKIMINS, JAMES  
 P SMALLEY, DIANE  
 P SMITH, BRYAN DEAN  
 A SMITH, PETER C.  
 P SOEHL, HOWARD  
 P SWARTZEL, BARBARA  
 P SWEET, BARRY D.  
 P THOMAS, MARK P.  
 P THOMPSON, G. PATRICK  
 P THORESEN, KATHRYN R.  
 E TILLER, CHRISTINE  
 P TRAVIS, KARL  
 E \*VAN SLUIJS, HENDRICK  
 A VANDERBEEK, RONALD  
 P VOIE, GERALD  
 E \*WIGGINS, GREGORY L.  
 A WINGROVE, WILLIAM N  
 A WOODRUFF, ROBERT  
 P YEAGER, WILLIAM

D. RETIRED MINISTERS

E AINSWORTH, LAWRENCE  
 E ANDERSON, JAMES  
 E AUSTIN, ANNA MARIE  
 E BALIAD, ALFREDO E.  
 P BEERY, ELDON  
 E BENEDICT, IVAN L.  
 P BORCHARDT, HENRY  
 P BORCHARDT, JUDITH  
 E BRAND, J. KENNETH  
 P CALDWELL, MARK  
 P CAMPBELL, VERN  
 E CATER, LAWRENCE H.  
 E CHAMBERS, JAMES C.  
 E CLYDE, J. DOUGLAS  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 E CONLEY, JAMES H.  
 E COTTER, LEE M.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 E DANIELAK, RICHARD  
 E DICKSON, ROBERT L.  
 P ELLENS, J. HAROLD  
 E FLOWERS, DONALD  
 E FREEDMAN, DAVID NOEL  
 E GEISSINGER, HARRY L.  
 P GEPFORD, WILLIAM G.  
 E GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 E HARPER, F. NILE  
 P HEINRICH, THOMPSON  
 E HILLEGONDS, WILLIAM  
 E IHRIE, A. DALE  
 P JANSEN, ROBERT

E JEFFREY, JOHN  
 E JONES, VIRGIL L.  
 E KEEBLER, ROLAND  
 P KESLER, JAMES W.  
 E KIM, T. ANDREW  
 E KIRKMAN, THOMAS W.  
 E LAMBERT, ROY F.  
 E LARSON, ROBERT F.  
 E LINDSEY, ROBERT L.  
 P LISTER, KENNETH D.  
 E LUMLEY, RAYMOND W.  
 E MacDONALD, JOSEPH R.  
 E MacINNES, JOHN D.  
 E MAGEE, PHILIP R.  
 E MARLOW, ROBERT J.  
 E MARVIN, FRANK C., JR.  
 E MAYES, ILA

P McCLOSKEY, CHARLES  
 E McINTYRE, DEWITT  
 E MECOUCH, JOHN R.  
 E MUENCH, DONALD  
 E OWEN, DAVID  
 E PALMER, F. WILLIAM  
 E PETERSON, LEROY J.  
 E PRICE, MICHAEL T.  
 E RAMSEY, GEORGE W.  
 E RATCLIFFE, ALBERT H.  
 E RIGDON, V. BRUCE  
 P SEFCIK, JOHN K.  
 E SMITH, J. CYRUS  
 E SOMMERS, CHARLES A.  
 E STRIBE, RALPH  
 E SUNDERMAN, HUBERT L.  
 P SUTTON, PAUL

E TAYLOR, THEODORE, II  
 E VAN LEUVEN, GEORGE  
 E WILLIAMS, RICHARD H.  
 E WOEHRLE, THOMAS  
 E WOODRUFF, LAURENCE N.  
 E YOON, HAK SUK  
 E ZIEGLER, JACK T.

E. CORRESPONDING MEMBERS  
 GORDON, ARLENE W.  
                   SAN FRANCISCO  
 PETERSON, PAUL  
                   YELLOWSTONE  
 POHL, ROGER  
                   ECIR, ANN ARBOR





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**PRESBYTERY POLICIES**

**P-1 MISSION STATEMENT PRESBYTERY OF DETROIT**

We, the Presbytery of Detroit, are bound together by our common faith in our Lord and Savior Jesus Christ, the great head of the church.

Led by the Holy Spirit and guided by our confessions, we depend upon the Scriptures as the standard of our common faith. We embrace the diversity of our Presbyterian Heritage which gives us an appreciation of what the church has done and affords us insight into what remains to be accomplished.

We welcome the partnership of the Gospel which we share with Christians here and around the world. We commit ourselves to seeking ecumenical involvements in carrying out the mission of the whole church.

The great ends of the Church and of this Presbytery are: The proclamation of the Gospel for the salvation of humankind; the shelter, nurture and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the kingdom of Heaven to the world (G.1.0200).

Our continuing responsibility calls us:

To serve and support the churches within our bounds, including clergy and laity, in ways that will strengthen their mutual ministry, mission and life together.

To be the church in our geographical area, engaging in ministries that individual congregations are unable to do alone.

To promote and participate in the mission of the Presbyterian Church (USA) in ways which will inspire an attitude of mutuality, trust and cooperation.

To share in the governing and administrative requirements of the denomination, providing a connecting link and serving as advocate among all the governing bodies.

To this end, we will adopt on a regular basis, at least every three to five years, specific Mission Directions and Goals.

## **P-2 THE PRESBYTERY OF DETROIT MISSION DIRECTIONS Toward The Year 2000**

- I. Intentionally build community with the churches, clergy, staff and members within our bounds, seeking to create a more “user friendly” environment.**
  - 1) Organize periodic cluster meetings for clergy, church staff members and lay leadership to promote spiritual growth, fellowship, planning, dialogue, etc.
  - 2) Dialogue and consult regularly with the elected leadership (Elders, Trustees, Deacons, Presbyterian Women) of local congregations; with special outreach to congregations who do not actively participate in the life of the presbytery.

- 3) Invite and utilize retired clergy to serve as mentors and resource persons for congregational ministry.
- 4) Update and clarify Presbytery processes and operations:
  - a) Distribute Presbytery meeting highlights to congregations immediately following a Presbytery meeting;
  - b) Publish annually Topical Directory and Organizational Chart;
  - c) Annotate Presbytery Directory to list key contacts;
  - d) Develop and utilize a Skills Bank Inventory;
  - e) Update and publish Presbytery Policies for the Manual of Administrative Operations.
- 5) Facilitate ease of communication between Presbytery and its congregations (i.e. fax machines, computers, video presentations).

**II. Establish new congregations and help revitalize and redevelop existing congregations to reach people and communities not served by our denomination.**

- 1) Utilize closed church properties, when consistent with Mission Directions, as sites of Presbytery ministry and mission.
- 2) Establish three (3) new churches over the next five (5) years, when consistent with Mission Directions (one of which shall be racial/ethnic).
- 3) Revitalize/redevelop three (3) existing congregations over the next five (5) years, when consistent with Mission Directions (one of which shall be racial/ethnic).

Identify and empower current church members to seed new congregation and renew existing congregations.

- 4) Identify and empower current church members to seed new congregations and renew existing congregations.
- 5) Explore unconventional and creative models, including collaboration with other faith groups, to create new congregations and redevelop/revitalize existing congregations.

**III. Support and challenge congregations to maintain “growing edges” in their local ministries as they seek to proclaim the Good News of Jesus Christ.**

- 1) Equip and train congregational leadership to provide members with opportunities for spiritual growth, nurture, and evangelism.
- 2) Highlight and share with the Presbytery what our congregations are experiencing and encourage exchanging resources and expertise.
- 3) Revise Presbytery Bylaws to designate Council members as liaisons with congregations to promote awareness and dialogue about their ministries.
- 4) Create a Council sub-committee on Congregational Care & Nurture:
  - a) to oversee and direct the Council’s contact with congregations;
  - b) to coordinate, whenever possible, the Presbytery’s work with congregations, insuring a team approach when more than one Presbytery committee is working with a congregation.
- 5) Target and work with four (4) churches (one to be African American and one to be a Detroit City church non African American) each year in utilizing PERCEPT data to evaluate current and future ministries.

**IV. Engage in partnerships with congregations, governing bodies and community social**

**agencies to carry out ministries of compassion and empowerment.**

- 1) Form and support with office resources a grant-writing team to assist the Presbytery, its congregations and organizations, to carry out mission.
- 2) Intentionally increase the number of Urban/Suburban church and ethnically diverse partnerships and help coordinate these efforts.
- 3) Create coalition efforts which promote mission and secure funding for them (i.e. Motor City Mission Mania, Habitat for Humanity, etc.).
- 4) Develop a position description and engage a Volunteer In Mission to serve as coordinator of volunteer activities and to publish periodically various volunteer opportunities within the Presbytery.
- 5) Increase opportunities for Mission Work Camps for all ages and levels of expertise within the Presbytery.

**P-3 Vision Statement**

The Holy Spirit calls us to so love God and one another that we work through our differences as we become a powerful witness of Christ's transforming love in the world.

**P-4 SEXUAL MISCONDUCT POLICY**

PREFACE

The Presbytery of Detroit affirms the policy of the Presbyterian Church (U.S.A.) that all ministers, church members, employees, volunteers and officers of governing bodies and entities of the Church are to maintain the integrity of ministerial employment and professional relationship at all times. Ethical conduct of all who serve in the name of Jesus Christ is of vital importance to the Church for through these representatives is conveyed an understanding of God and the good news of the Gospel. Whoever serves the Church is in a position of great trust and responsibility and carries authority and power over persons affected by the Church's ministry and mission.

PURPOSES

The Presbytery of Detroit adopts this policy on sexual misconduct to govern the behavior of all ministers, employees, volunteers and officers who serve the Presbyterian Church (U.S.A.) within the bounds of the Presbytery. Its purpose is:

1. To set and enforce standards of ethical behavior consistent with Scripture and secular law.
2. To provide procedures for inquiry and effective response to allegations of sexual misconduct.
3. To serve as a guide for the application of power under the Form of Government and the Rules of Discipline. See Book of Order D.1.0100.
4. To provide guidelines for the administration of employer/employee and volunteer relationships with the Church, its governing bodies and entities.
5. To serve as a guide for the prevention of sexual misconduct.

6. To demonstrate pastoral concern for all who are affected by allegations of, and proven, sexual misconduct.
7. To promote the peace, purity, health and unity of the Church.

SEXUAL MISCONDUCT POLICY  
PRESBYTERY OF DETROIT

The Presbytery of Detroit has adopted as its Standard of Conduct that it is unethical and unacceptable for ministers, presbytery employees, volunteers, or officers of the Church to have sexual relations with anyone served or employed by the Church other than a spouse, or to engage in sexually harassing activities. The application of this Standard is not meant to cover relationships between spouses nor is it meant to restrict church professionals from having normal, mutual, social, intimate or marital relationships.

I. PROCEDURAL OVERVIEW

Toward the end of maintaining the peace and health of its particular churches or agencies, and exercise its responsibility for them and for the ministers under its care, upon receipt of information of alleged offense involving sexual misconduct, properly filed, the Presbytery of Detroit, shall move promptly to undertake investigation of all allegations [Book of Order G-10.0201, G-11.0502i; D-10.0000] and shall:

- A. direct the Stated Clerk to request the Moderator to appoint an Investigating Committee (IC) in consultation with the Stated Clerk and the Nominating Committee; (see Appendix A)
- B. direct the Stated Clerk to notify the Committee on Ministry (COM) to appoint a Pastoral Response team; (see Appendix B)
- C. expect that those appointed shall do all in their power to maintain the confidentiality of all names and particular churches involved;
- D. provide through the Coordinating Cabinet and the Pastoral Response Team resources for the counseling of the accused and the accuser.
- E. provide through the IC advocates for the accused and the accuser.
- F. work through the Pastoral Response Team and COM with the particular church's session to keep the particular church appropriately informed.
- G. when the work of the IC is finished, the Presbytery shall proceed with whatever disciplinary action may be called for.
- H. work through the COM with the particular church to ameliorate, where possible, the pain, hurt and grief people experience.
- I. retain and utilize legal counsel if and as needed;
- J. direct the Stated Clerk and/or the COM to counsel those contemplating filing allegations that false or unwarranted allegations are punishable by church law and may be grounds for civil suit;
- K. direct the COM to provide guidelines for the development of a sexual misconduct policy by sessions for use within particular churches; (see Exhibit A).
- L. direct the COM to develop a covenant form relating to ethical guidelines for ministers of the Presbytery, with the understanding that signing this form is mandatory.
- M. direct the COM to develop employment questionnaires relating to sexual misconduct for its use and use by particular churches; (see Exhibit C).

## II. THEOLOGICAL AFFIRMATIONS

Who we are and what we do as members of the Presbytery of Detroit is based on our understanding of God and our faith in God. God's expectations for humanity have been made known through Scripture. In the life of the people of Israel, in the voices of the prophets, in the person of Jesus Christ, in the gift of the Holy Spirit, in the words of the Apostles, we have learned what God wants from us as we relate to the gifts of Creation and to each other. God calls us to share the good news of the Gospel with love in our hearts and integrity in our actions.

This policy on sexual misconduct is based on these truths and the following affirmations:

- Human sexuality is a gift from God and, at all times, should be expressed in a manner which affirms the goodness of Creation and enhances the innate self-worth of each of God's children.
- God has forged a covenant with us and calls us to live in a covenant relationship with each other. This covenant is based on God's act of redemption and liberation in Jesus Christ, our willingness to accept this reality and our desire to live in obedience to theological and ethical truths which form the foundation for faithful living in all arenas of human existence, including the expression of our sexuality.
- As we live in a covenant relationship with God and each other we know Shalom which brings health, wholeness, unity and peace.
- When we, or others, break this covenant with God and each other we know sin and experience its consequences which are oppression, injustice, pain and death.
- Each one of us is a sinner, falling short of God's glory and the ethics of God's kingdom.
- God wants us to confess our sinfulness and acknowledge our need for redemption and forgiveness.
- God offers us salvation for this life and eternity through the death and resurrection of Jesus of Nazareth.
- The Church and all who serve it are called to express, in word and action, God's vision for humanity and should stand in judgment against anyone who violates God's will in abusing covenant relationships.
- The Holy Spirit in God's gift to the Church and can enable all of us who serve the Church to be faithful adherents to God's Word as we share our lives and express our sexuality.

## III. STANDARD OF CONDUCT

As God who called you is holy,  
be holy yourselves in all your conduct

.....

Tend the flock of God that is your charge,  
not under compulsion but willingly,  
not for sordid gain but eagerly,  
not lord it over those in your charge  
but be example to the flock.

.....

You know that we who teach



shall be judged with greater strictness.

I Peter 1:15; 5-2; James 3:1, NRSV

- A. The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the Church because through these representatives are conveyed an understanding of God and the gospel's good news. Their manner of life should be a demonstration of the Christian gospel in the church and the world, G.6.0106.
- B. The basic principles guiding this policy are as follows:
1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisers of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students.
  2. Sexual misconduct is a misuse of authority and power which breaches Christian ethical principles by misusing a trust relation to gain advantage over another for self-aggrandizement in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the pastor's, counselor's, officer's, or supervisor's responsibility to maintain the appropriate role and prohibit a sexual relationship.
  3. Sexual misconduct takes advantage of the vulnerability of children and persons who are less powerful to act for their own welfare. It is antithetical to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

While it is unconscionable that anyone would violate these principles for the sake of personal gratification, the Presbytery of Detroit recognizes that it does happen. Sexual misconduct is not only a violation of the principles set forth in Scripture, but also of the ministerial employment and professional relationship and is never permissible.

It is the full intention of the Presbytery of Detroit to protect its members and those served by the Church from acts of sexual misconduct. When a breach of ethics takes place, this transgression will be dealt with expeditiously, with fairness and justice. While the Church is called to offer forgiveness to all persons, it is not called to overlook acts of misconduct by any person. Justice calls for corrective action. Forgiveness for persons who have violated trust should not be quickly or lightly given. The goal should always be to restore fellowship with God and communion with the Church, even when forgiveness and reconciliation cannot be extended to include restoration to a former position or responsibilities. The goal for the person who has experienced sexual misconduct is healing and full restoration through the compassionate enfolding of the church.

#### IV. DEFINITIONS

Accused is the term used to represent the person against whom a claim is made of sexual conduct.

Accuser is the term used to represent the person claiming knowledge of sexual misconduct by a

person covered by this policy.

Advocate is a trained person who on request stands with the accuser or accused throughout the process of inquiry and adjudication; holds confidences; but is not legal counsel.

Child Sexual Abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

Church when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.).

Church when spelled with the initial in lowercase refers to local churches. The word congregation is used loosely for members and participants.

Employee is the comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

Entity is the term used to refer to any program or office managed by a board, committee, council, or other body whose membership is elected by a governing body. See manual of the General Assembly, Standing Rule 47.

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

High Risk Occupation is that which calls for a person to work in close contact with those who are vulnerable and less capable of protecting themselves, with children, elderly persons, those who are wholly or partially incapacitated, or counseling clients having emotional or personal problems.

Inquiry is the term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body. See Book of Order D.10.0200.

Investigation is the term generally used by policy, secular prosecutors, and child protective services when responding to allegations of an offense.

Pastoral Response Team is a body constituted by the Presbytery to facilitate the process of pastorally responding to allegations of sexual misconduct. The structure and function of the response team are detailed in Section VIII of this report.

Persons Covered by this policy include church members, church officers, ministers, and non-members who are employees or volunteers under the supervision of governing bodies or entities, including those who are accused of sexual misconduct under circumstances in which (1) access to the victim is related to some form of service to or appointment by governing bodies or entities of the Church, or (2) sexual misconduct in a non-Church related setting raises questions of character and effectiveness. For example, this policy covers a non-member adult who sexually abuses a non-member teenager while "helping out" on a church-sponsored camping trip.

Reasonable Suspicion is a subjective criterion that refers to a belief or opinion based on facts or circumstances that are sufficient for a prudent person to want to inquire further, to take protective action, or report to authorities. State child abuse reporting laws may include wording that indicates what degree of suspicion or knowledge gives rise to the duty to report.

Response is the action taken by the governing body or entity when a report of sexual misconduct

is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for victims and their families and others, and (4) pastoral care and rehabilitation for the perpetrators and care for their families.

Secular Authorities are the governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children. The structure and identity of such secular authorities will vary from jurisdiction to jurisdiction but basic responsibilities to detect, deal with, and resolve such crimes and offenses will follow generally recognized patterns.

Secular Law is the body of municipal, state, and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular law.

Sexual Harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender and other undesirable verbal, visual, or physical conduct of a sexual nature. It may involve a wide range of behavior. The following list is an attempt to list instances in order of seriousness;

- a. unwelcome remarks, jokes or innuendoes about a person's clothing, body or sexual activities.
- b. verbal abuse or sexual nature.
- c. leering or other gestures associated with sexuality.
- d. displaying pornographic pictures.
- e. indirect or explicit invitations to engage in sexual activities.
- f. unnecessary physical contact such as touching, patting, pinching or constantly brushing against a person's body.
- g. demanding sexual favors accompanied by implied or overt threats concerning a person's job performance, evaluation, promotion, or termination of a person's position or standing within a particular group or congregation.

Sexual Misconduct is the comprehensive term used in this policy to include:

- a. Sexual harassment as defined above.
- b. Child sexual abuse as defined above.
- c. Rape or sexual contact by force, threat, or intimidation.
- d. Sexual Malfeasance. Sexual malfeasance as defined for this policy is as follows: the broken trust resulting from genital/sexual contact within a ministerial (e.g. clergy with a member of their congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member, presbytery executive with a lay employee). Adultery and fornication are never appropriate behaviors.

Volunteer is the term used for those who provide services for governing bodies and entities of the Church and receive no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, committees, and other groups. For purposes of this policy volunteers are treated the same as employees. Liabilities of the governing body or entity are the same for volunteers as for employees.

## V. PROCEDURE IN CASES OF ALLEGED SEXUAL MISCONDUCT BY MINISTERS, AN EMPLOYEE, VOLUNTEER, OR OFFICER OF THE CHURCH

A. Presentation of Accusation

1. Any member of a church, volunteer, or a person employed or being served by the Presbyterian Church (U.S.A.) who feels that sexual misconduct has taken place by a minister of the Word and Sacrament or who believes in good faith that there has been a violation of this policy should contact the Executive Presbyter, Presbytery's Moderator, or Chair of the Committee on Ministry.

2. The person contacted is responsible to hear the complaint and explain the available options for reconciliation and/or resolution.

a. The person who feels that sexual misconduct has taken place might request that a meeting between the accused, accuser and the contacted person be held to discuss the matter and seek resolution. When children are involved, we must be particularly sensitive to the rights of children.

b. The person who feels that sexual misconduct has taken place may elect to file a formal complaint in writing, detailing the nature of the accusation, to the Stated Clerk of the Presbytery. A copy of this policy shall be provided to the involved parties.

c. The person who feels that sexual misconduct has taken place may choose to notify secular authorities. If this results in a police investigation, filing of criminal charges, civil lawsuit, or inquiry by any governmental agency, all efforts by the Church to seek resolution of the complaint will cease until the secular authorities complete their work.

B. Actions of the Stated Clerk

1. The Stated Clerk, upon receipt of a written accusation, shall:

a. Report to the chair of the Pastoral Response Team that a formal complaint has been made.

b. Immediately provide for the appointment of a Investigating Committee in keeping with the procedures outlined in the Book of Order and the Presbytery By-Laws.

c. The Clerk shall notify the accuser in writing that he complaint has been received and that appropriate actions are being taking in accord with this policy and the Rules of Discipline.

2. The Stated Clerk shall act in accordance with D.10.000 informing Presbytery and the Investigating Committee of their rights and responsibilities.

C. Responsibility of the Presbytery Nominating Committee

The Nominating Committee shall submit a list of potential Investigating Committee (IC) members, looking for knowledge of law, church polity, and sexual misconduct concerns. These persons shall be elected by the presbytery and receive training arranged for by the Stated Clerk of the Presbytery, so that they are ready to respond quickly when allegations are filed.

D. Initial Step of the Investigating Committee

- As soon as an allegation of sexual misconduct is filed with the Stated Clerk of the Presbytery, the IC should be appointed and begin its initial investigation.
- Timeline: When the IC receives from the Stated Clerk the statement of the allegation, the IC should complete the process of initial interviews and dealing with the parties involved.
- Responsible parties must cooperate with this timeline.

- The IC will interview the accused and the accuser separately.
- The IC will give the accused a copy of the statement of the alleged offense and the identity of the accuser.
- The IC will determine whether or not the accuser had dealt with the accused as outlined in the policy. (See steps noted on page 19 of this policy).
- The IC would determine where allegation fits in the prioritized list of sexual misconduct/harassment definitions (see page 9, definition of sexual harassment).
- If both parties are willing, an attempt would be made for reconciliation of the accused and the accuser, which may or may not result in resolution. If reconciliation is achieved, conditions may be mutually established and agreed upon in writing. The IC would be responsible for follow-through.
- If there is not reconciliation, the allegations would be dealt with in the process outlined in this policy.
- If warranted, the IC could recommend to the Committee of Ministry administrative leave with pay, or limited suspension of duties related to the allegation. It is the responsibility of COM to take this action. (See Appendix A).
- This process is to be kept confidential at all times, with only the responsible parties being informed of the proceedings. Both the accused and the accuser must accept responsibility for confidentiality.
- If confidentiality is breached, in order to preserve the peace and unity of the Church, the appropriate governing body may take disciplinary action under the Book of Order.

E. Actions of the Investigating Committee

1. If the IC determines that a full investigation is called for, it shall begin its work within one week, and conclude its inquiry within thirty days.
2. The IC investigation at this state is limited to the allegations as filed.
3. The IC in consultation with the accuser shall offer an advocate for the accuser who shall be present at all appearances before the committee.
4. The IC in consultation with the accused shall offer an advocate for the accused who shall be present at all appearances before the committee.
5. The IC shall meet separately with the accused and the accuser as it carries out the responsibilities listed in the Book of Order D.10.0102.
6. When the IC has completed its investigation, a meeting shall be held with the accused, the accuser and the advocate and counsel for each. The Committee shall present its findings and its recommendations.
7. When the IC has decided the disposition of the accusations, it shall:
  - a. If charges will be brought, immediately deliver them in writing to the Stated Clerk and prepare to prosecute the case. (The Stated Clerk will inform the Presbytery and notify the accuser and the accused and the employer when it is a governing body/entity of the church).
  - b. If charges will not be brought, notify the Stated Clerk who will inform the Presbytery, the accuser and the accused, in writing (and employer when it is a governing body/entity of the Church). If the accused was on a "leave of absence" from his/her employment, there will be an immediate restoration to the full function of his/her professional and volunteer duties.
  - c. Persons shown to have filed false accusations are subject to

disciplinary action.

F. Response of the Governing Body

1. If charges are brought, the Clerk or Stated Clerk upon receipt of those charges shall immediately convey them to the Session or a Permanent Judicial Commission.
2. The Session or Permanent Judicial Commission shall:
  - a. Set a time for a preliminary hearing not later than 30 (30) days after receipt of charge(s). (D.10.0405).
  - b. Through its clerk, notify the accused, the counsel and advocate for the accused, the Investigating Committee, counsel and advocate for the accuser of the time and place of the hearing (D.10.0405a) and furnish the accused a copy of the charge(s).

G. Role of the Committee on Ministry

1. When the charges are filed against a minister, an employee, volunteer or officer of the church, Committee on Ministry (COM) will not conduct its own investigation. COM will provide at least one member of COM to serve on the Pastoral Response Team. The COM member(s) will be aware of the counseling and financial resources available. (The work of the Pastoral Response Team is detailed in Section VII).
2. The COM member of the Pastoral Response Team (PRT) will be available to meet with the governing body or entity involved, under the authority granted under G.11.0502j. COM will determine the timing and extent of information to be shared with the governing body or entity. The COM member shall:
  - a. Make sure the governing body or entity has available the Presbytery's Sexual Misconduct Policy and the "Statement of Sexual Harassment Rights and Procedures". (see Section VIII).
  - b. Inform the governing body or entity about the judicial process, and the need for confidentiality;
  - c. Help the governing body or entity deal with rumors or conflict in the church or entity relating to this matter;
  - d. Be available to the accused as supportive listeners;
  - e. Share Presbytery policy regarding leave, if appropriate;
  - f. Use available financial resources to help provide therapy to the accuser and the accused in conjunction with their own health policy provisions. Extent of participation to be determined by the Presbytery;
  - g. Contact the chair of the IC to maintain communications with the PRT which do not infringe on confidentiality or work of the IC.
3. After the IC has reached a conclusion, representatives of COM shall meet with the governing body or entity and process the results of the report of the IC with special attention to any recommendations for disciplinary actions and the implications of such action. COM shall follow the same procedure after the report of the Permanent Judicial Commission (PJC). COM shall aid the governing body or entity in developing appropriate information for the church or entity.
4. If the IC or PJC finding results in the termination of a minister, employee, volunteer or officer of the church:
  - a. COM will shepherd that termination through existing COM and

governing body guidelines for terminations.

b. In the case of a minister in a congregation, COM will guide the Session through the process of finding interim leadership for the church if a minister's service has been terminated.

5. When the IC and PJC process does not result in a termination of services, COM will help the governing body or entity in its work to bring reconciliation to the church or body involved.

6. COM will aid the governing body or entity in developing appropriate communication with the congregation or body involved about the charges and the findings of the IC and/or PJC.

7. Committee on Ministry also shall:

a. Have annual training on issues of professional misconduct in matters of sexuality.

b. Provide for regular educational opportunities for Sessions on professional misconduct. This will be done in conjunction with Professional Growth and Development and other interested group.

c. Encourage the Sessions to share information regarding the topic of sexual misconduct with the congregation.

d. Carry out this policy of the Presbytery.

e. Distribute a Covenant of Christian Ethics, which when approved will be signed annually by ministers of the Presbytery.

f. Develop and use reference check questions regarding sexual misconduct to be used by COM and the Executive Presbyter.

g. Use the same questions in interviewing candidates for ministerial positions.

h. Identify and keep a list of counseling resources.

i. Write a Covenant of Christian Ethics for use by Sessions and send it out with the annual reports on compensation.

## VI. TREATMENT AND CARE OF THOSE AFFECTED BY CHARGES OF SEXUAL MISCONDUCT

### A. Accusers and Families

The church shall offer treatment and care to the accusers of sexual misconduct and their families. Sometimes the accuser is blamed for causing the behavior or for disrupting the church. Sometimes the accuser or family is so angry and alienated from the church that offers of help have been perceived as insincere or attempts at a cover-up. If the accuser or family at first refuses, the church should continue to offer help. Above all the church should not act in a self-protective manner by ignoring the accusers and their families.

Although the extent of the damage to the accusers of sexual misconduct will vary from person to person, being influenced by such factors as the degree or severity of abuse, the age and emotional condition of the accuser, personality dynamics, and the importance of the religious faith, the governing body, entity, and Response Team is to assume in all cases that the accuser has been wounded by the experience.

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community, and

family are frequent injuries suffered by accusers. It is important for the Response Team to be sensitive to the accuser's pain and need for healing, and to act by making appropriate pastoral care available.

B. Congregation, Governing Body or Entity

The Church should be aware of the problems a congregation, governing body or entity may experience when allegations are made of sexual misconduct by a minister, employee, volunteer or officer. The allegations may polarize the congregation or organization, damage morale, and create serious internal problems. Efforts shall be taken to recognize and identify the problems and heal the damage done to the congregation, governing body or entity.

C. The Accused

The church shall offer treatment and care for the accused as well as accusers and families. Persons accused of rape or other sexual offenses do not aspire sympathy. There is evidence that persons accused of rape find it more difficult to obtain a lawyer than people accusers of other crimes. News media often give much attention to the arrest and opening of the trial, while little or nothing is said if the accused is acquitted. There have been false accusations filed in cases of sexual harassment, child molestation, and sexual misconduct. For these and other reasons it is important that the church does not make a presumption of guilt or over-react to charges.

If a person is acquitted of charges, the church shall see that the acquittal is publicized as widely as possible when requested to do so by the accused.

D. Families of the Accused

Special care should be offered to the family members of persons accused of sexual misconduct. Families may suffer disruption of marital relationships, parent-child relationships, as well as ostracism within the congregation and community. Where there is denial on the part of the spouse, proffered care is often rejected, but the church should continue to let its concern be known.

## VII. THE PASTORAL RESPONSE TEAM

A. The Formation of the Pastoral Response Team

1. The Presbytery, through its Nominating Committee, shall nominate and elect a group of people to serve as potential members of a Pastoral Response Team. This Response Team is to serve as a sub-committee of COM. The individuals recommended should become familiar with the Presbytery's Policy on Sexual Misconduct and the Disciplinary procedures outlined in the Book of Order. Training shall be provided to equip them to be sensitive to the various issues surrounding charges of sexual misconduct and the appropriate ways of responding to accuser, accused and their families.

2. When charges of sexual misconduct are submitted in writing to the Stated Clerk of the Presbytery, the Stated Clerk shall notify the chair of the Pastoral Response Team subcommittee of the Committee on Ministry (COM). The chair of the subcommittee shall then appoint, from the membership pool, three (3) members to serve on a Pastoral Response Team and the Chair of COM shall appoint at least one COM member to serve on the team. At least two members of the Pastoral Response Team will be of the same gender as the accuser.

B. Responsibilities of a Pastoral Team

1. The Team shall make clear to all concerned that it has no investigatory role. Its sole purpose is to provide pastoral support to those affected by charges of sexual



misconduct.

2. The Team shall offer the accuser(s) and the accused the opportunity to have a Team member designated to be with each one throughout the investigation and possible trial. This Team member would seek to provide spiritual nurture and personal support.

3. The Team shall respond to the accused with sensitivity and care, recognizing that accusations are too often viewed as an indication of guilt.

4. The Team shall remember and remind everyone affected by charges of sexual misconduct that justice must be sought through the courts of the Church and with due process. The decisions of these courts shall be faithfully and clearly reported to the accuser, accused, employing congregation or entity, and the Presbytery.

5. If issues arise in the congregation as a result of allegations, it is the responsibility of the Session to consult with the Committee on Ministry to address those issues.

## VIII. STATEMENT ON SEXUAL HARASSMENT, RIGHTS AND PROCEDURES

The policy is available from the Clerk of Session upon request.

### A. RIGHTS OF EMPLOYEES, VOLUNTEERS AND PARISHIONERS

All employees, volunteers and parishioners of the Presbyterian Church (U.S.A.) and its governing bodies and entities have the right to work in an environment free of discrimination and any form of sexual harassment. It is the policy of the Church to maintain a work place free of any form of sexual harassment or sexual intimidation from any Church employee or volunteer. Any form of sexual harassment is unacceptable behavior in the workplace and subject to appropriate disciplinary action.

### B. STEPS TO FOLLOW IN CASE OF SEXUAL HARASSMENT

If an employee or volunteer believes he/she is being subjected to any form of sexual harassment, the following steps should be observed;

The individual should exercise the right and responsibility to say no. It should be made clear to the harasser that the behavior is unwelcome and inappropriate. This should be said firmly and without apology, documented and dated.

A journal should be kept of the times, places and witnesses present whenever the harassment occurs. It should record exactly what was said or done. Any letters, gifts and notes should be saved. The journal and supporting evidence should not be left in the workplace.

The harasser should be asked to stop the inappropriate behavior. This should be followed by a letter, detailing the specific things which were offensive. A copy should be given to the harasser, to a witness if appropriate, and kept for future documentation.

If the behavior persists, was so offensive, or results in discrimination, the individual should speak to someone in authority to seek resolution or formal action. In the local congregation, this might be the Pastor, Chair of a personnel committee, or a member of the Session. In the Presbytery, persons to contact would include the immediate supervisor, the Executive Presbyter, Chair of Staff Services or Chair of Committee on Ministry.

### C. INVESTIGATION OF SEXUAL HARASSMENT CLAIMS

The Equal Employment Opportunity Commission has published in its Compliance Manual the method it will follow in investigating sexual harassment claims. Logically, the church should follow this same investigative procedure on its own, before a charge is filed alleging sexual harassment. That procedure, contained in section 625.4 of the EEOC compliance Manual, is paraphrased as follows:

1. The Person contacted (or appropriate representative should interview the complainant to:
  - a. Identify in detail the conduct which is alleged to constitute sexual harassment. Include the type(s) of conduct, the frequency of occurrence, and the date(s) on which or the time period over which the conduct occurred.
  - b. Ascertain the specific context(s) in which the conduct occurred. Include the nature and general description of the workplace and the specific location and circumstances in which the conduct occurred.
  - c. Determine the effect of the conduct on the complainant: the type(s) of effect (e.g., economic, non-economic, and/or psychological), and detail the specific consequences involved. (For example, if the employee/volunteer was discharged for rejecting a supervisor's sexual advances, determine whether and to what extent (s)he suffered economic harm (including wages lost less other income earned, benefits lost, and expenses incurred).
  - d. Establish the time relationship between the occurrence of conduct and its effect on the complainant.
  - e. If the alleged harasser was a co-worker or a non-employee, determine whether supervisor, executive, or pastor knew or should have known of the alleged sexual harassment. In this regard ascertain whether:
    - (1) The complainant, or any other person reported or complained of the harasser's conduct to a supervisor, executive or pastor.
    - (2) A supervisor, pastor, or executive observed or was in a position to observe the conduct; or
    - (3) A supervisor, pastor, or executive should have been otherwise alerted to the conduct (if, for example, the conduct was discussed in the presence of supervisor, pastor or executive).
    - (4) Obtain copies of any available documentation (e.g., letters, memoranda, reports, statements) which would support a conclusion that such persons know or had reason to know of the sexual harassment.
  - f. Document what specific steps, if any, the complainant took to follow the sexual harassment policy or practice.
2. Interview the appropriate individual(s) who had supervisory or management responsibilities to:
  - a. Ascertain whether other persons were subjected to similar conduct or were treated differently by the alleged harasser.
  - b. Identify the relationship of the alleged harasser to the employee; was (s)he an agent of the employer, a supervisory employee, a non-supervisory employee (co-worker), or non-employee.
  - c. If the alleged harasser was a non-employee, ascertain the extent of the employer's control over, and legal responsibility for, the conduct of the harasser.

3. Interview other witnesses:
  - a. Obtain statements from witnesses or other persons, if any, who can corroborate or support any of the allegations.
  - b. Obtain statements from other persons, if any, who are or have been victims of sexual harassment by the alleged harasser.
4. Interview the alleged harasser:
  - a. Obtain a statement from the alleged harasser. He/She should be told that an admission of wrongdoing may result in discipline.
  - b. Obtain statements from witnesses or other persons, if any, who can corroborate or support the alleged harasser's statements.
  - c. If adverse employment action was taken against the complainant, ascertain the alleged harasser's reason(s) for the action and obtain any information or documentation which would bear on the legitimacy of the reason given.

For example, if a supervisor discharges the employee because of his/her deteriorating work performance or absenteeism and the employee's poor record is the result of sexual harassment, the supervisor's reason may be a pretext for unlawful discrimination. Where an adverse action is taken, compare the employee's performance (or record) before and after the alleged harassment and note whether the supervisor provided the charging party with any notice (e.g., a written warning) prior to taking the adverse action.

5. Conduct of Interview:
  - a. The interviews must be handled in a confidential manner. All witnesses should be assured that no retaliatory action will be taken against them as a result of their participation in the investigation. Witnesses should be informed, however, that their statements may have to be used in defense of any charge that may result.
  - b. The interviews and conclusions drawn from them should be documented and filed in a locked container. Witness comments should be labeled as hearsay, rumor or first-hand knowledge. Signed statements by the witnesses should not be created unless the investigation is conducted by an attorney.
6. Findings and Conclusions of Inquiry:
  - a. If reasonable grounds exist to believe that sexual harassment has taken place, the complainant and the offending employee/volunteer should be notified. A formal complaint should be filed with the Clerk of the Session or the Stated Clerk of the Presbytery. At that time, the procedures outlined in the Sexual Misconduct Policy of the Presbytery of Detroit shall take effect.

Any discriminatory action taken against the complainant should be rectified. The individual should be offered, or placed in, the position he/she would have occupied but for the harassment (such as reinstated to employment, given a deserved promotion, etc.)

- b. If reasonable grounds do not exist to support the allegation of sexual harassment, the complainant and the alleged harasser shall be notified.

## APPENDIX A

### SEXUAL MISCONDUCT POLICY, PRESBYTERY OF DETROIT

#### ADMINISTRATIVE LEAVE POLICE FOR THE PRESBYTERY OF DETROIT



Employed by: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Your Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Employed from (Month/Year): \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Employed by: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Your Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Employed from (Month/Year): \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Please complete the following certification:

I certify that (a) no civil, criminal ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct; or (c) I have never been required to receive professional treatment for reasons to sexual misconduct on my part.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Note: If you are unable to make the above certification you may instead give in the space provided a description of the complaint, termination, or course of treatment you have been involved in, giving dates, names, and addresses of employers or physicians, the outcome of the situation and any explanatory comments you care to add.

\_\_\_\_\_  
\_\_\_\_\_

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The information I have provided on this questionnaire is accurate to the best of my knowledge and may be verified by the Employing Entity.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position with the Employing Entity. I also agree that I will hold harmless the Employing Entity, as well as any prior employer, psychologist, psychiatrist, mental health professional, physician, law enforcement authority, or judicial authority from any and all claims, liabilities, and cause of action for the release or the use of any information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

EXHIBIT B  
COVENANT ON CHRISTIAN SEXUAL ETHICS  
AND STANDARD OF CONDUCT  
FOR CHURCH EMPLOYEES, VOLUNTEERS AND OFFICERS

Presbytery of Detroit  
Synod of the Covenant

The Presbytery of Detroit has adopted as its Standard of Conduct that it is unethical and unacceptable for ministers, Presbytery employees, volunteers, or officers of the church to have sexual relations with anyone served or employed by the church (other than a spouse, and includes pastor, teacher, youth leader, elder, committee chair, congregant, scout leader, etc.), or to engage in sexually harassing activities. Such behavior is a breach of ethics, violates trust and abuses relationships in the community of faith.

The Presbytery of Detroit expects everyone who serves the church within the bounds of the Presbytery to follow and demonstrate adherence to this Covenant. Anyone who does not shall be subject to disciplinary action based on the following assumptions:

Any allegation that this Covenant or its Standard of Conduct were violated, which was reported in writing to the Stated Clerk of the Presbytery, Moderator or Clerk of a Session, Presbytery executive, or executive director of a church-related governing body or entity, shall begin the disciplinary process in accordance with the Rules of Discipline of the Book or Order (chapter D.7), the Presbytery's Policy on Sexual Misconduct, and the appropriate governing body's/entity's personnel guidelines.

In the case of administrative leave the church, in the case of a minister or church employee, or the presbytery in the case of an employee, shall bear the cost of administrative leave. The pay includes salary, housing, utilities, pension and medical. It does not include any expense allowances. The Committee on Ministry shall instruct the employer that no judgments or decision should be made until the charges are adjudicated.

The Presbytery shall make certain that personal support and spiritual nurture are provided to the accused and his/her family during the investigation and any prosecution. If the Presbytery conducts the inquiry, it will ensure a fair, just and expeditious process in accordance with the Rules of Discipline of the Book of Order (chapter D.7).

Any decision supporting the charge(s) of sexual misconduct will be divulged on receipt of a reference check for other employment.

I have read this Covenant on Christian Sexual Ethics. I understand the consequences of unethical sexual behavior or sexually harassing activities. I commit myself to adhere to the Presbytery's Standard of Conduct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

EXHIBIT C  
CONFIDENTIAL

Employment Reference

1. Name of Applicant: \_\_\_\_\_
2. Reference or church contacted (if a church, identify both the church and person contacted): \_\_\_\_\_  
\_\_\_\_\_
3. Date and time of contact: \_\_\_\_\_
4. Person contacting the reference or church: \_\_\_\_\_
5. Method of contact (telephone, letter, personal conversation): \_\_\_\_\_  
\_\_\_\_\_

6. Summary of conversation, (summarized the reference's remarks concerning the applicant's fitness and suitability for the position, any allegations of sexual misconduct or child sexual abuse): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXHIBIT D  
FORM FOR IMPLEMENTING POLICY OF SEXUAL MISCONDUCT  
ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge that I received on \_\_\_\_\_, a copy of  
(date)  
the Presbytery of Detroit's "Policy and Procedure on Sexual Misconduct" dated \_\_\_\_\_,  
that I have read the policy, understand its meaning, and agree to conduct myself in  
accordance with policy.

\_\_\_\_\_  
Signature

**EXHIBIT E  
PRESBYTERY OF DETROIT  
ACCUSATION OF SUSPECTED SEXUAL MISCONDUCT**

DATE OF REPORT \_\_\_\_\_



DATE RECEIVED BY STATED CLERK \_\_\_\_\_

**I. ACCUSER INFORMATION (PLEASE PRINT)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_ / \_\_\_\_ - \_\_\_\_

CHURCH MEMBERSHIP \_\_\_\_\_

ORDINATION: \_\_\_\_ ELDER \_\_\_\_ DEACON \_\_\_\_ MINISTER

**II. ALLEGED VICTIM INFORMATION (If different than accuser) (PLEASE PRINT)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_ / \_\_\_\_ - \_\_\_\_

CHURCH MEMBERSHIP \_\_\_\_\_

ORDINATION: \_\_\_\_ ELDER \_\_\_\_ DEACON \_\_\_\_ MINISTER

**III. ACCUSED INFORMATION (PLEASE PRINT)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_ / \_\_\_\_ - \_\_\_\_

CHURCH MEMBERSHIP \_\_\_\_\_

ORDINATION: \_\_\_\_ ELDER \_\_\_\_ DEACON \_\_\_\_ MINISTER

**IV. ALLEGATION**

Being as specific as possible, please list incident(s) of suspected sexual misconduct, including date(s), times(s) and location(s). If more space is needed, staple additional comments to this form.

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**V. POSSIBLE WITNESSES**

Please list the name, address and phone of persons who may have information related to or pertinent to this accusation that you believe should be contacted.

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**VI. OTHER INFORMATION**

Identify any other information which may be helpful to the investigation.

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**P-5 CONTROVERSIAL ISSUES**

Whenever Presbytery is considering controversial issues:

1. The proposed resolution (whenever possible) should be distributed to each member church at least ten days before the meeting of Presbytery at which the resolution will be presented;
2. If the procedure of advance notice cannot be followed, the resolution shall be identified at the

- beginning of the Presbytery meeting, and the time for the discussion shall be announced;
3. Whenever practical, a resolution designated as controversial shall be presented to a Presbytery meeting for a 'first reading'; at the next Presbytery meeting following the first reading, the prepared resolution shall be placed before the Presbytery for a second reading, and then, for debate and action;
  4. The action taken by Presbytery in regard to said resolution shall be distributed to member churches with the next official mailing.

#### **P-6 EQUALIZATION OF ELDERS**

The Book of Order requires the Stated Clerk annually to ascertain the members of Presbytery who are active in the life of the Presbytery in order to determine the appropriate number of commissioners that the churches should be sending. The intention is to ensure that the number of ministers and elders is equal. G-11.0101

The Book of Order specifies certain representation according to the size of the church. G-11.0101a. It further states that if additional commissioners are needed to bring the representation to equal numbers, a Presbytery may select its own for granting additional commissioners. Those churches that have racial-ethnic minorities as a majority of their membership shall be given priority in assigning additional commissioners..

To equalize the number, the Stated Clerk shall 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, measured 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.

#### **P-7 RESIGNATIONS FROM PRESBYTERY COMMITTEES**

Resignations from Presbytery positions shall be presented in writing to the units involved who may accept them. The units shall report their action to the Committee on Nominations.

#### **P-8 ABSENCES FROM COMMITTEE MEETINGS**

Committees of Presbytery having members absent for three consecutive meetings without acceptable reason may declare the position vacant and refer the vacancy to the Committee on Nominations.

#### **P-9. DISTRIBUTION OF FUNDS COLLECTED AS OFFERING DURING AN INSTALLATION OR ORDINATION SERVICE.**

Funds collected during an afternoon or evening service shall be transmitted to the Committee on Candidates for the Theological Education Fund. Funds collected during a regular Sunday worship shall be distributed as follows: pledged funds to the church where the service is held, loose offering to the Committee on Candidates.

#### **P-10 COMMISSION ON RECONCILIATION**

##### INTRODUCTION:

The church universal, which professes faith in Christ as Lord, has always responded positively to the mandate in His great prayer for the church "that they may be one." (John 17:21) As

stated in the Presbyterian Church (USA) Book of Order: "The unity of the church is a gift of its Lord and finds expression in its faithfulness to the mission to which Christ calls it. The Church is a fellowship of believers which seeks the enlargement of the circle of faith to include all people and is never content to enjoy the benefits of Christian community for itself alone. There is one Church." (G-4.0201) "The nature of Presbyterian order is such that it shares power and responsibility. The system of governing bodies...sustains such mutual relationships within the structures as to express the unity of the church." (G-4.0302) It is the intent of the Presbytery of Detroit, in dealing with potential disaffection among its churches to affirm and live within that unity.

The Church of Jesus Christ has never been free of conflict. As people of the church struggle with tension, they are periodically polarized. In its history as a North American denomination, the Presbyterian Church has split into competing religious entities over certain issues. The Presbyterian Church has also experienced reunion across some of those boundaries, most recently in the merger between the United Presbyterian Church USA and the Presbyterian Church US in 1983.

Whatever is happening at any given time that might cause individuals or churches to contemplate separation, the Presbytery of Detroit is firmly committed to unity, diversity, reconciliation and the management of differences that leads to harmony and co-operation. There is scriptural warrant for maintaining organic unity in the face of diversity. In its first century of existence, the church faced the problem of evangelism among the Gentiles. Should the Gentiles be required to observe the Jewish laws and rites in order to profess Christ as Lord, or should they be allowed to develop a different type of church life? Around that question centered the agenda for the Council of Jerusalem described in Acts 15. That controversy was settled in favor of multiple styles of ministry held together by a united church. There is also a confessional mandate for unity as highlighted in our Confession of 1967, which calls for reconciliation across various lines of conflict. The Book of Order describes inclusiveness and diversity as hallmarks of our church. (G.4.0400)

When faced with the possibility of any kind of organized separation, the Presbytery of Detroit is obligated to facilitate the maintenance and integrity of the Presbyterian system. We are a connectional church, which does not readily provide for the unilateral separation of a segment of the body from the rest of the body. Not only is the denomination a connectional church in the hierarchical sense: it is also connectional in a historic sense, linking past, present and future. The intentions of Presbyterians now dead must be honored in order to safeguard church life for Presbyterians not yet born. What may have been a controversial issue at a particular time may not be at another time.

The following strategic principles, therefore, are designed to maintain organic unity between the Presbytery of Detroit and its constituent congregations. When Presbytery's attempts to reconcile working relationships with particular churches fail, it will be prepared to help disaffected persons separate themselves. Therefore, its actions in the face of disaffection may include settlements regarding church property, as well as ministry with persons affected by the conflict.

#### STRATEGY:

The following options are action steps, designed to be used in ascending order.

1. Bring about improvements in the relationship between a particular church and the

presbytery in the area of the session and pastors' concerns.

The goal of presbytery under this option is reconciliation between itself and the congregation's leadership. This is based on the assumption that the current leadership in the congregation is willing to function on a continuing basis within the Presbyterian Church (USA), following its constitutional standards. It is based on the hope that present conflicts can be addressed within the provisions of those standards in the Book of Order. It is this assumption which the presbytery is making about all its congregations.

In its exercise of this option, an administrative commission of the presbytery would meet with the session of a particular church to deal with the questions and issues the church is raising. The commission could listen to the concerns of the congregation at large and, with the session, offer a pastoral presence. The commission and the session could agree to propose changes in the constitutional standards of the Presbyterian Church (USA) or proposals under consideration by governing bodies. The commission and the session would agree to work within the system to affect changes they mutually see as beneficial to the life of the denomination and the work of the Gospel. They could agree to draft overtures, to communicate with governing bodies, or to propose programs which correct situations they believe to be injurious.

Should this strategy succeed, major trauma could be avoided, and the relationship between the congregation and presbytery could be preserved and improved. Should the objectives reached between the commission and the session fail, the parties could consider other options.

2. Facilitate changes in the congregation's leadership.

This option would be exercised should all or part of the congregation's ordained leadership find themselves unable or unwilling to function within the Presbyterian Church (USA). To deal with the issue Presbytery would empower an administrative commission (G-9.0503 a.(3) to act on its behalf. Depending on where the problem lies and the numbers and roles in the church of persons expressing concern over the problem, the commission could recommend to the Committee on Ministry that it institute a process for dissolving the pastoral relationship. It could help the congregation elect part or all of a new session which would subsequently govern the congregation within the life of the Presbyterian Church (USA). It could help the congregation adjust its organization and finances to function as a body from whose membership a group has left. The Presbytery could redevelop the life of a congregation with a remnant of its members.

A commission of Presbytery functioning in this manner would be empowered to interview the pastor, the session, hold hearings involving all of the members, determine the range of attitudes toward the denomination within the congregation, and recommend to the session and to the Presbytery appropriate steps to assure productive functioning of the congregation as a Presbyterian Church (USA) in the future. It could find it necessary to recommend new powers be assigned it by the Presbytery under G-11.0103 s. "to assume original jurisdiction in any case in which it determines that a session cannot exercise its authority."

3. Facilitate the termination of the congregation as a particular church in the Presbyterian Church (USA).

Acknowledging that connectionalism is inherent to the Presbyterian system, the Presbytery is prepared to exercise wise stewardship and ethical responsibility. This option would be

exercised by the Presbytery only after having exhausted all the possibilities presented in the options above. An administrative commission, after consulting with the congregation in depth, could recommend to the Presbytery that the congregation be dissolved, or dismissed under the provision of G-11.0103i. This could happen if there is no group within the congregation sufficiently strong and motivated to continue the life of the congregation within the Presbytery.

Should this become the option of choice, the administrative commission working with the church would bring to the Presbytery a proposal which includes at least the following: a plan which honors the wishes of the persons intending to remain in the Presbyterian Church (USA) by empowering them to continue as a congregation, by transferring them to another church or hold them on a Presbytery role while they are exploring local church options. Our Constitution maintains that property is held in trust for the whole church (G-8.000) and that the controversial issues of a particular time should not lead us to relinquish resources that will be needed to facilitate the ministry and mission of the reformed faith as expressed in the Presbyterian Church (USA) in the future. The Presbytery shall develop a plan which assures appropriate financial compensation to the Presbytery in exchange for Presbytery's relinquishing its claim to financial assets and real property. (G-8.0201, 0401, and 0601).

The assets of these churches are prioritized as follows: (1) to empower those who wish to remain in the Presbyterian Church (USA), to continue as a congregation, (2) to develop a new congregation in the location the subject church occupied, (3) to facilitate ministry in the congregation or congregations adjacent to, or serving the same community as the subject church, or (4) to facilitate church development or redevelopment elsewhere in the Presbytery.

#### IMPLEMENTATION:

In order to carry out this strategy, Council recommends to the Presbytery of Detroit that it create an administrative commission with the powers stated below to work on behalf of the Presbytery to establish communication with particular churches expressing difficulty with any aspects of the life of the Presbyterian Church (USA), resolve those matters if possible, make recommendations to Presbytery for their resolution if not within the commission's assigned powers. Should it find its work overwhelming, the commission could recommend to Presbytery that additional similarly charged commissions be created.

Powers to be granted the administrative commission(s) with respect to any particular church:

1. The power to convene the session and any subsidiary boards or committees of the church.
2. The power to interview the pastor(s) and employed staff.
3. The power to call a congregational meeting and consult with the church's membership about the congregation's future.
4. The power to interview individual members of the congregation.
5. The power to require the production of session minutes, church rolls and any other documents the commission deems to be relevant in conducting its work.

Powers to be granted the administrative commission(s) in conducting its work not related to the congregation or congregations in question.

1. The power to engage the services of and consult with Presbytery staff, the stated

clerks of Presbytery, Synod and/or General Assembly.

2. The power to retain legal counsel.
3. The power to authorize expenditures from the Judicial Process Budget and the Judicial Process Reserves up to the limit of those accounts to do its work.
4. The power to secure and study minutes and records of the Presbytery of Detroit.
5. The power to consult with any appropriate committees of Presbytery or its representatives in the process of doing its work and preparing its recommendations.

Should the commission(s) be convinced that the session of a particular church should be dissolved, and Presbytery assume original jurisdiction (G-11.0103 s) additional action of the Presbytery must be taken. Should the commission be convinced that the pastoral relationship should be dissolved, it shall work through the committee on ministry.

The Moderator of the Presbytery, or in the Moderator's absence, the Vice Moderator, shall have the authority to appoint members to the commission(s) created by this action of Presbytery. The commission(s) shall be composed of 3 ministers and 4 elders, directed to report its progress at every stated meeting of council and Presbytery, completing its work and making its recommendations with all deliberate dispatch.

### **P-11 Criteria for Validated Ministry Within the Presbytery of Detroit**

Presbytery membership classifications include the following for ministers of the Word and Sacrament who are Continuing Members of Presbytery. (G-11.0406)

- A. **Active:** (G-11.0406a) Active members have been admitted to the Presbytery in accordance with G-11.0401 and engaged in a validated ministry that complies with criteria in G-11.0403 without exception,
- in service in a Presbyterian congregation
  - in other service of this church and honorably retired.

This status shall be reviewed every three years. An active member in service beyond the jurisdiction of this church whose ministry is validated shall have this status reviewed and renewed annually.

- B. **Members-at-Large:** (G-11.0406b; 0413) Members-at-large who have been previously admitted to the presbytery but without intentional abandonment of ministry are no longer engaged in an occupation that complies with all criteria in G-11.0403. This status shall be review annually.

- C. **Inactive:** (G11.0406c; 11.0413) Inactive members are previously active members of presbytery, voluntarily engaged in an occupation that does not comply with all the criteria in G-11.0403. This status shall be reviewed annually.

This position deals with the status of **active** membership of those who are engaged in service beyond the jurisdiction of this church. Such ministry in service beyond the jurisdiction of this church must be validated by the presbytery.

In order for a ministry to be validated it must comply with all the criteria in G-11.0403 which are as follows:

- a. "The ministry on continuing members shall be in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, the Book of

Confessions, and the Book of Order of this church.” (G-11.0403a)

Comment:

A statement of Mission is essential in order for presbytery to determine if a particular ministry is in “conformity with the mission of God’s people.” Such a statement should specify what the presbytery sees as its mission within its geographic bounds and should clarify the types of ministries needed in order to accomplish this mission. This statement should be as comprehensive as possible; it should be flexible and dynamic, periodically assessed and modified as new concerns emerge or new human resources become available.

A particular work should not be ruled invalid simply because it is not funded by the presbytery nor does all involvement in validated mission projects mean that the person serving there will automatically be validated.

- b. “The ministry shall be one that serves others, aids others, and enables the ministries of others.” (G-11.0403b)

Comment:

The primary thrust of the work being validated is toward serving people and enabling them to serve other peoples. Its primary thrust is not toward things, nor toward profit-making activities.

This does not mean that a person in a profit-making business cannot perform ministry, nor that a minister cannot be employed in a profit-making enterprise. The primary functions of one’s work should relate to the service of people rather than the production of goods or of profits. The special gifts and training of the minister of Word and Sacrament that provide a theological perspective on the life of people must be used in a validated ministry.

- c. “The ministry shall give evidence of theologically informed fidelity to God’s Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0202” (G-11.0403c)

Comment:

“Theologically informed fidelity to God’s Word” will be evident in the ministry if it requires the ability to apply theological competence to such skills as communication, interpretation, or the care and nurture of a person’s wholeness and growth. Key questions may be: Does the ministry relate God’s Word to life experience, to faith and service? Does the ministry gather persons for worship, support and study? If a proposed calling does not provide opportunity to articulate the Christian faith, questions should be raised as to whether it can be a validated ministry.

- d. “The ministry shall be carried on in accountability for its character and conduct to the presbytery and to other organizations, agencies and institutions.” (G-11.0403d)

Comment:

Accountability implies that a member of presbytery is answerable to the presbytery for agreed-upon end results or activities in addition to the “character and conduct” of one’s ministry. It must be clear from the outset what is expected in the ministry. Accountability involves intentionality. It includes a performance review by the employer and provides support from presbytery which enables the person to carry out the ministry with maximum effectiveness.

A person who is employed by a body other than the presbytery or a congregation will be accountable to an employer in ways which may not necessarily relate to the mission intention of that person or of the presbytery. Presbytery should ask that person to describe the specific ways in which his or her work contributes to the mission of



presbytery. Both presbytery and the person need to evaluate the ministry on a regular basis.

It may be helpful for presbytery to assign this accountability and support relationship not only to COM but to another committee whose responsibilities related in some closer way to the work of the minister concerned. Presbytery could assign a colleague group or another minister to meet with these persons at least once a year to discuss their ministry.

It is inadequate for a presbytery to exercise its accountability relationship solely by collecting and reviewing annual report forms. At the very least, accountability to the presbytery should involve a face-to-face review of the ministry every three years.

The same criteria used for full-time ministers should be used in determining the validity of part-time ministers. Presbytery may validate ministries for which there is no compensation. While neither the amount of time spent in the particular ministry nor the amount of compensation should be prime considerations in applying the criteria for validation, a lack of compensation and large time demands can be a means of misusing people and abusing the system of validation.

e. "The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation." (G-11.0403e)

Comment:

Minimum standards for involvement in presbytery and congregations include the following:

- persons with validated ministries shall attend at least one presbytery meeting per year
- persons with validated ministries shall be encouraged to participate in the committee life of presbytery
- persons with validated ministries shall be available to moderate sessions and preach in congregations
- persons with validated ministries shall regularly participate in worship in a congregation.

If one or more of the criteria (a-e) cannot be met, the continuing member should ask to be designated either a member-at-large or an inactive member of presbytery. If presbytery is unwilling to grant this then the continuing member should seek release from the exercise of ordained office (G-11.0414) until he or she receives a call to ministry that fulfills all five criteria.

Ordinarily, the presbytery needs to be a formal party to any call involving a minister of Word and Sacrament. While this is obvious for those engaged in ministries within a congregation, in ministries beyond the jurisdiction of the church, such calling process is less evident.

Normally, the agency or employer will participate as a third party to the call. If the employer does not wish to be involved in the call or if the minister does not wish to approach the employer about this matter, a call can still be validated if the function to be performed meets the criteria in G-11.0403.

The comments are adapted from the 1994 GA handbook for Committee on Ministries. The Book of Order is the primary resources for the above position paper on Validated ministries that are beyond the jurisdiction of this church.

## **P-12 Statement of Professional Ethics**

The following is a statement on expected professional ethics for the clergy of the Presbytery of Detroit. Accepting a professional role is unavoidably a promise-making act. Expectations

of conscientiousness, commitment, and competence are integral to ministry in the church. The current social environment is testing our commitment to certain standards of conduct that previously were assumed as normative. Thus, the Presbytery restates its understanding of what we hold in common as ethical standards of professional behavior and adopted in “Standards of Ethical Conduct” approved by the 210<sup>th</sup> General Assembly (1998) Presbyterian Church (U.S.A.), which is the current guideline for all governing bodies, officers, congregations, and personnel.<sup>1</sup>

1. **Services for Members of Another Church.** When a minister is called upon to officiate at a wedding, funeral or baptism for families who are not members of his/her congregation, he/she should ascertain whether they are members of another church or denomination. If they are members of another church or denomination, they should be asked to request the services of their own pastor.
2. **Local Membership Transfers.** When a person wants to change his/her church affiliation from another Presbyterian Church (USA) congregation within the same community, the receiving minister is to encourage the person to communicate his/her desire to the minister where he/she currently holds membership. The receiving minister is also to consult with the minister where he/she currently holds membership. These communications are designed to encourage the transferring person to consider seriously the change, and to remove possible misunderstandings between the ministers and sessions involved.
3. **Calling on Members of Neighboring Churches.** If a minister is asked to make a pastoral call on a member of another church, then the minister of that church shall be consulted. A minister is not to provide pastoral services to members of another church, unless asked to do so by the minister of that church or the governing body.
4. **Multiple Staff Relationships.** In staff relationships, as in all intra-church relationships, the objective is to work together with a spirit of cooperation in nurturing the whole church. The pastor has primary responsibility for establishing a harmonious relationship. To this end, all ministers should be understanding toward one another, respect the competence of each, offer constructive suggestions to one another, forgive misunderstandings, and be tolerant of differences of opinion and style of ministry. Innuendo and gossip should be strictly avoided. A minister should not aspire to succeed any other minister on the same church staff

Staff members should speak openly and frankly about their differences and problems to the individual(s) with whom they differ and to the Session’s personnel committee rather than to a third person. If a person working on a staff as pastor, co-pastor, associate, or parish associate feels unable to manage relationships with other staff members in a creative and effective manner, then she/he should consult with the Executive Presbyter and/or the Committee on Ministry for possible assistance in resolving the conflict. Mutual support among members of a staff, who do their work with enthusiasm and confidence in each other, exemplify the Gospel in word and deed.

- 5. When a Minister Leaves a Congregation.**<sup>2</sup> When the pastoral relationship between the permanent, designated, or temporary minister and the congregation is dissolved, the minister shall announce to the congregation that he/she is ending the pastoral relationship, and therefore, is not available for pastoral services. This includes funerals, weddings, baptisms, visiting the sick, and counseling. This fact is to be made clear in the liturgy of the final service, in the church newsletter, and in a personal letter from the minister to each member of the congregation.

The departing minister, particularly after an interim pastorate, should decline cordially invitations to perform pastoral duties in his/her former community (this includes pastoral calling, funerals, baptisms, and weddings)--even if such invitations come from the current pastor and/or session. He/she should recognize how difficult it is for the current pastor to say no to a family desiring the services of a former pastor, and that accepting such invitation establishes a precedent, which can damage congregational relationships. Moreover, once a former pastor accepts such an invitation, it is difficult for him/her ever to refuse another. If, for some compelling reason, a former pastor participates in any service, it shall be made clear that the current pastor is officiating and the former pastor is a guest.

The departing minister is encouraged to prepare a notebook or other resource explaining key elements of his/her ministry and of the congregation's life, both as an act of closure and as an aid to the new pastor's ministry.

When a minister is called to another church or retires, he/she is to exercise due care not to influence by direction or indirection, by spoken or written word, the selection of a successor. And after leaving, there is to be no influence over (or comment offered about) the policies of the session and the congregation.

- 6. When a Minister Enters a Congregation.** The successor has the responsibility to be courteous to his/her predecessor. Over years loyalties may have developed that are strong, and though a predecessor may do everything possible to discourage a family from seeking his/her services, it may be an act of grace in certain instances for the successor to invite the former minister. The wise minister will observe that such an attitude may do more to move people to accept his/her own ministry than would resistance and "standing for one's rights" as the installed minister.
- 7. The Interim Minister.** The purpose of an interim is to serve a congregation until a new minister is called. To this end, the interim is to help prepare the congregation for a new minister. The Interim Minister cannot become the Installed Minister.
- 8. Other Ministers.** Ministers-at-large are not to perform pastoral functions in a local church without an invitation from the Moderator, preferably in consultation with the Session, or the Committee on Ministry.

<sup>1</sup> Standards of Ethical Conduct (#OGA-98-009, 24pp), Presbyterian Distribution Service, 800-524-2612.

<sup>2</sup> Suggested resources: *Book of Occasional Services* (Geneva Press, 1999). Alban Institute: Ed

White, *Saying Goodbye*; Roy Oswald, *New Beginnings* and *Running Through the Thistles*. Available at Presbytery Resource Ctr.

### **P-13 Process for Alternative Ordination Examinations**

In order to fulfill the requirements of G-14 .0310b(4) for ordination to the ministry of Word and Sacrament, Detroit Presbytery's Committee on Preparation for Ministry (CPM) submits the following process to the Synod for approval concerning alternative examination of prospective candidates for ministry. (See G-14.0313(b) for guidelines)

Candidates who have previously failed the standard ordination exams twice or more are eligible to submit a written request to the CPM to take an alternate examination. After review and consultation with the candidate, the CPM will determine whether the prospective candidate should:

1. be authorized to re-take the Standard Ordination Exam; or
2. be recommended to the Presbytery of Detroit to take an alternate examination.

The CPM shall select qualified members of the Presbytery of Detroit currently not serving on CPM to prepare an alternative examination. The Exam Preparation Committee shall be composed of qualified individuals who are able to contribute to the:

- content area of the exam; i.e., Biblical exegesis, theology, polity, etc.;
- organization and preparation of the particular exam to be administered.

The Exam Preparation Committee may seek assistance in the preparation of the examination from the faculty at the candidate's theological institution.

The CPM shall also select a Work Group to administer and read the examination composed of:

- one individual from the Exam Preparation Committee;
  - one individual from the presbytery who is qualified and experienced at reading exams;
  - one individual who has previously served on CPM

This Work Group shall meet to identify the standards for passing the exam and then provide the evaluation of the exam by the candidate submitting alternative work in the area of examination. It will also arrange for the exam to be administered by a proctor either within the presbytery or at the candidate's theological institution.

All three members of the Work Group shall evaluate the exam. If two readers give an exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

**P-14 On Amending the Presbytery Budget**

Motions at a Presbytery meeting to increase or decrease the amounts in the Presbytery budget (once approved) require approval by a 2/3 vote instead of a simple majority.

**P-15 Non-payment of Per Capita**

When a congregation is unable or refuses to pay any part of its per capita apportionment to higher governing bodies, the Presbytery shall pay that apportionment.

**COMMITTEE GUIDELINES AND POLICIES****COORDINATING CABINET****CC--1 PRESBYTERY MEETING ARRANGEMENTS****CC 1.1 Official and Unofficial Tables.**

There shall be two tables at presbytery meetings: one for business papers and one for papers of an informational nature. Papers shall be germane to the programs and concerns of the Presbyterian Church (U.S.A.). Placing of papers on the tables must be approved by the Stated Clerk, the Executive Presbyter or a presbytery unit. The Stated Clerk shall be informed in advance of all papers which are to be distributed at a presbytery meeting. Business papers shall ordinarily be available to commissioners at the Presbytery office by noon on the Friday before the meeting of Presbytery.

**CC 1.2 DEADLINE FOR PAPERS FOR PRESBYTERY MEETINGS.**

Papers to be presented to Presbytery shall be submitted to the Presbytery office by the Wednesday preceding each meeting. (There is no guarantee that papers not submitted by the Wednesday preceding each meeting can be duplicated.)

**CC 1.3 Mailings for Presbytery Meetings**

Date Sent: The Friday or Tuesday eleven days before the Presbytery meeting.

How Sent: First Class in a 9" x 12" manila envelope.

To Whom: Each minister member of the Presbytery

Each elder commissioner a church is entitled to send, mailed to the church

Each elder who is

- an officer of the Presbytery
- the chairperson of a required committee of the Presbytery
- a past moderator of Presbytery who is a member of a church of the Presbytery
- a member of the Planning and Visioning Team

Each Clerk of Session

Others identified by the Stated Clerk

Contents: Call to the meeting, including an explanation of the arrangements  
 Proposed Docket  
 Minutes of the previous Presbytery meeting  
 Report of the Coordinating Cabinet  
 Report of the Trustees  
 Other papers on which action is requested at this meeting, as available.

**EXCEPTIONS:**

Committee on Ministry reports

Papers to be distributed for information at this meeting with votes docketed for the following meeting.

**Deadlines:**

- Action papers to be included in the Pre-Presbytery Mailing must be in the Presbytery office ready to be duplicated by the end of the day on the first Friday of the month for Tuesday meetings, and the third Friday of the preceding month for Saturday meetings. .
- Other papers that are to be duplicated for distribution at the Presbytery meeting must be in by the sixth day before the Presbytery meeting.

**PLANNING AND VISIONING GUIDELINES AND POLICIES**

**P&V-1 BUDGET**

**P&V 1.1 PROCEDURES FOR REQUESTING AND VALIDATING AN ECO**

What is a ECO?

A Extra Commitment Opportunity (ECO) is a project that has been through the budgeting and/or validating process. It is considered an approved project of the Presbytery to be supported by special designated contribution from churches or individuals over and above the Presbytery Mission Budget.

How do ECOs originate?

The request for inclusion in the Presbytery budget as a ECO, or designation of a current project as a ECO, shall be made by Committees, Teams, or Coordinating Cabinet of the Presbytery to the Planning and Visioning Team. The request shall be submitted on a "Extra Commitment Opportunity (ECO) Request Form". (See attached sample.) All portions of the request form shall be completed. ECO request forms for a budget year shall be completed and submitted on a date in October of the year prior to the budget year specified by the Planning and Visioning Team when the request forms are sent to the committees.

How is ECO status determined?

Upon receipt of a completed "Extra Commitment Opportunity (ECO) Request Form", the Planning and Visioning Team shall review all pertinent data and shall make a validation recommendation to the Coordinating Cabinet. Upon Cabinet recommendation and motion, the Presbytery shall vote for approval or disapproval of ECO status for a project.

Procedure for Validation of a ECO

Validation of a project for ECO status within the Presbytery of Detroit annual budget will be

determined using the following criteria applied to the responses to the questions and data requests set forth in the "Extra Commitment Opportunity (ECO) Request Form" and to project informational and financial data submitted.

#### Purpose

1. The purpose of the project shall be stated clearly.
2. The stated purpose of the project shall be consistent with the Mission Directions and Goals of the Presbytery of Detroit.
3. Normally, the projects should not compete for funds with a mission program of our denomination.
4. The activities of the project should be consistent with its statement of purpose.
5. Priority will be given to projects sponsored by Presbyterian agencies.

#### Funding/Financial

1. Promotion, fund raising and public information undertaken by the project must accurately identify the purpose, program and financial needs of the project.
2. At least 60% of annual expenses should support project program.
3. Annual fund raising expenses should not exceed 25% of income.
4. Normally, the project's reserve fund should not exceed two (2) times its annual expenditures.
5. An annual report, or equivalent package of documents, should be available on request and if required should include:
  - a. Explicit narrative description of project's major activities
  - b. Current audited financial statements
  - c. Current annual budget
  - d. List of project board members
6. Means of assessing success potential of project shall be stated.
7. Project should have success potential of Excellent or Good.

### **P&V-1.2 PER CAPITA APPORTIONMENT**

#### **PER CAPITA DEFINED**

The per capita apportionment of the Presbytery is for ecclesiastical expenses as defined by the Book of Order and administrative expenses as decided by Presbytery.

#### **A. General Assembly Definition**

'Definition: The Per Capita Apportionment is a means of providing for all members to share in the costs involved to conduct and administer the ecclesiastical, judicial, and legislative functions of the Presbyterian Church (U.S.A.).

#### **B. Presbytery of Detroit Definition**

The Per Capita Apportionment covers the administrative expenses of the following functions of the Presbytery:

1. Legislative functions, which include the work done by the Presbytery when it meets as a governing body, and the work done by its Administrative Commissions;
2. Judicial functions, which include the of the Permanent Judicial Commission, and Investigating Committees.
3. Ecclesiastical functions, which include the work done by the Committees on Ministry, Candidates, Nominations, Representation, the review of session records, Planning and Visioning Team, and Presbytery Operations Ministry Team.;
4. Managerial functions, which include the work done by the Coordinating Cabinet, the Planning

and Visioning Team, and the Presbytery Operations Team, to plan, oversee, and evaluate the Presbytery's program and mission.

Administrative expenses include the following:

- A. Meetings expenses of units which carry out the functions listed above;
- B. Operating expenses of units needed to carry out the functions listed above;
- C. Salaries and expenses of staff members who help the units carry out the functions listed above.
- D. Office expenses related to carrying out the functions listed above.

The Per Capita Apportionment is used for planning, overseeing, and evaluating the Presbytery's program and mission, but it is not used for the direct costs of the Presbytery's program and mission.

#### C. Allocation Of Line Items

In order to arrive at a recommendation of the amount of Per Capita Apportionment each year the Planning and Visioning Team shall identify which lines in the budget are to be covered by the Apportionment. If a line item is used primarily for the functions and expenses listed in the definition, the entire line item should generally be included. If only a small amount of it is used for such functions, generally none of it will be included.

In the case of staff salaries and expenses, those staff members whose position descriptions relate primarily to the functions listed in the definition should have their salaries and expenses included in full. Those whose position descriptions relate primarily to carrying out the Presbytery's program and mission should not be included at all. Using this guideline, the amounts for the Executive Presbyter; and the Business Administrator, Treasurer, and Stated Clerk are included, while those for Associate Executives are not.

The percentage of the office operations costs allocated to the Per Capita Apportionment also shall be determined by the proportion of staff that are paid from Per Capita Apportionment.

#### **P&V-1.3 CHANGES TO ADOPTED BUDGET**

1. All budget changes must be reported to the Planning and Visioning Team.
2. Budget changes within a committee responsible and not across category lines may be approved by the committee.
3. Budget changes affecting more than one department or division must be recommended to the Planning and Visioning Team.
4. Budget changes across category lines must be recommended to Planning and Visioning Team.

#### **P&V 1.4 BUDGET DEFICITS & SURPLUSES**

1. Deficits shall be handled in the same manner as surpluses; that is, they shall be carried in cash flow as a reduction in equity for one year, and in the second year shall be entered on the income projection, reducing the projected income for that year
2. Year-End Deficits



Year-end deficits are considered a reduction in equity for one year. In the next year, they are considered negative income."

### **P&V-1.5 BUDGET CONTROL**

1. Expenditure control of the Program Budget is lodged in the Planning and Visioning Team. All requests for adjustments in Program Budget allocations must have approval of the Planning and Visioning Team, which shall recommend any proposed amendments to the Coordinating Cabinet.
2. Standing Committee Financial Procedures
  - a) Teams, Cabinets, and Required Committees of the Presbytery are responsible directly to the Presbytery.
  - b) Annual budget requests are submitted to the Planning and Visioning Team and by it to the Coordinating Cabinet, that presents an annual Operating Budget for approval by the Presbytery.
  - c) Responsibility for approved budget management for their work rests with each Team, Cabinet, or Committee.
  - d) Requested expenditures will be within the Committee, Team, or Cabinet budget.
  - e) Required Committees may make necessary shifts within their budgets, but any significant variance in projected expenditures shall be reported by them to the Planning and Visioning Team.
3. NCD Financial Procedures
  - a) Where an administrative commission (G-9.0503) is elected by the presbytery and is given the powers of a session for each NCD, the following apply:
  - b) Any NCD Administrative Commission shall report directly to the Presbytery at least each quarter. Responsibility for approved budget management rests with each NCD Administrative Commission. NCDs receive shared funding from Synod of the Covenant, GA and the Presbytery, their budgets must be approved annually by the Presbytery.
  - c) Annual budgets shall be presented by each NCD Administrative Commission to the Planning and Visioning Team, before the end of the third quarter, for approval by the Presbytery. The budget presented by an NCD Administrative Commission must be consistent with the financial plan approved by Presbytery, Synod and GA in their original request for funding.
  - d) If variation from the original financial plan should be necessary, such changes will be presented for approval by the participating governing bodies.
  - e) Requests for any disbursement of funds by Presbytery financial officers will be consistent with the administrative commission and Planning and Visioning Team approved budget.
  - f) NCD Administrative Commissions may make necessary shifts within line items of their budgets. Should budgeted receipts fall more than ten percent below approved budget projections, further expenditures will require specific prior approval by the particular NCD Administrative Commission and be reported by them to the Planning and Visioning Team.
4. Funds from the sale of capital assets shall ordinarily be regarded as continuing capital assets.
5. The books of presbytery are closed for income and disbursements for the preceding year, on January 31.

## P&V-1.6 NON-BUDGETED FUNDS IN RESERVE ACCOUNTS

Only non-budgeted funds in established reserve accounts may be continued from year to year.

## COMMITTEE ON MINISTRY

### COM-1 Involuntary Dissolution of Pastoral Services

Pastoral calls are established and dissolved by the Presbytery. The Presbytery, through the COM, is a party to the negotiations in involuntary dissolutions and resignation agreements to ensure fairness and unity of purpose.

It is understood that this guideline is applicable to those situations after the Committee on Ministry, the Session and the minister have done all in their power to seek reconciliation and peace. But the matter remains unresolved.

The Committee on Ministry shall be involved in the guidance and counsel process, recommending to Presbytery the dissolution of the pastoral relationship. All negotiated agreements shall be documented in writing and signed by the Session representative, Pastor, and COM representative. The Committee on Ministry must be satisfied that these terms meet the guidelines of COM before recommending the dissolution to Presbytery.

### PROCEDURES AND GUIDELINES

Salary and Pension/Medical Provisions: Recognizing that clergy do not have access to unemployment security payments, we recommend that full salary, housing, pension, medical deductible and Social Security payments already agreed upon be paid for three months minimum to six months maximum beyond the effective date of dissolution, or until the minister has found full-time employment, whichever occurs first. The Presbytery will not assume financial liability for severance agreements.

Church-owned manse: If a manse has been provided, but it seems appropriate to arrange for other housing prior to the effective dissolution date, the church shall provide for other housing. Otherwise, manse occupancy is expected to terminate on the effective dissolution date, and definitely at the end of the support period. A thorough inspection of the manse by a representative of the Session, a member of the COM and an officer of the involved church must be made when the manse is vacated and prior to the departure of the minister. The minister shall be responsible for any damages to the manse beyond ordinary wear and tear. Any reimbursement for unusual damage shall be negotiated among the Session, COM representative and minister.

Vacation, Study Leave and Allowances: Vacation time prorated for the current year shall be allowed and must be taken prior to the effective date of dissolution. Study leave time is not allowed, unless there has been a specific event previously agreed upon by the minister and Session. Car allowances and other prerequisite are not allowed after the date of dissolution.

Pastoral Contact: The minister is subject to the Book of Order G.14.0606 and Statement of Ethics of the Detroit Presbytery regarding professional contact with members of the

former parish after the date of dissolution.

Approval of the Congregation: When the terms of dissolution have been negotiated, the dissolution of call and the written severance agreement must be approved at a congregational meeting. This agreement may include prepared statements about the reason for the dissolution.

Ministerial Counseling and Training: The Committee on Ministry may recommend appropriate counseling and/or training for the minister.

Congregational Counseling and Training: In order to restore congregational vitality and address underlying causes for the dissolution, COM may recommend appropriate actions for the congregation to undertake.

Signed Agreements: Both clergy and Clerk of Session (on behalf of the congregation) will sign agreements of the terms of dissolution including agreements not to sue (see attached).

Authority of Committee on Ministry: The Committee on Ministry will expect the church and the minister to fulfill all the terms of the approved written severance agreement. If they are not fulfilled by the minister, the Committee shall reserve the right to withhold the transfer of credentials and/or reserve recommendations for future secular/ecclesiastical employment. For the church, the Committee may refuse to allow a new search process to begin or continue. The minister and the ordained officers are subject to disciplinary process for breach of this agreement

The Committee on Ministry's obligations are to the peace and welfare of both the congregation and minister. The procedures and responsibilities dissolution form used in involuntary dissolutions are attached to this document as an addendum.

**AGREEMENT FOR TERMINATION AND SEPARATION**

**TERMS OF DISSOLUTION BETWEEN**

Rev. \_\_\_\_\_  
And \_\_\_\_\_

Church: \_\_\_\_\_

We the members of the \_\_\_\_\_ Session request dissolution

of the pastoral relationship with Rev. \_\_\_\_\_

for the following reasons and the followings terms:

- 1. List reasons for the dissolution:

\_\_\_\_\_  
\_\_\_\_\_

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2. List the terms:

- A. Amount of salary to be paid. \_\_\_\_\_
- B. Housing arrangements. \_\_\_\_\_
- C. Vacation to be paid. \_\_\_\_\_
- D. Pension/Medical to be paid. \_\_\_\_\_
- E. Repayment of loans. \_\_\_\_\_
- F. Any special financial arrangements to be paid in a lump sum or over a period of time.  
\_\_\_\_\_

3. Time and date of separation:

- A. Pastoral duties will cease effective \_\_\_\_\_
- B. The relationship will end on a date set by the congregation and approved by the presbytery on \_\_\_\_\_
- C. Date set for congregational meeting on \_\_\_\_\_
- D. Scheduled date of presbytery action and completion of separation agreement on \_\_\_\_\_

4. Other terms

- A. Attached waiver for right to pursue legal action must be completed.
- B. It is understood that all benefits for Rev. \_\_\_\_\_ will be discontinued at any time before \_\_\_\_\_ (payoff date) should he/she receive another call for full time employment.
- C. Any other terms that may be required by the presbytery or by the State of Michigan.

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Signed on \_\_\_\_\_ (date)

By \_\_\_\_\_  
(Minister) (Clerk of Session)

Committee on Ministry Representative(s) \_\_\_\_\_  
\_\_\_\_\_

Signed by other members of Session:

Date approved by congregation \_\_\_\_\_

Signed by Clerk \_\_\_\_\_

Date approved by COM \_\_\_\_\_

Date approved/disapproved by Presbytery \_\_\_\_\_

Copies to: The Minister, Executive Presbyter, Clerk of Session, Moderator of COM, Stated Clerk of Presbytery

**WAIVERS**

In conjunction with the consideration provided by the Dissolution Agreement and release with \_\_\_\_\_ Church, and \_\_\_\_\_ Presbytery, dated \_\_\_\_\_, I agree, knowingly and voluntarily, to waive any and all claims that I might have under the Age Discrimination in Employment Act of 1967 against the Church, its employees or agents, occurring on or before the date of this Waiver. I acknowledge that I have been advised to consult with legal counsel prior to executing this Waiver and have been provided up to twenty-one (21) days within which to consider the Waiver. I further understand that I have seven (7) days after the execution of this Waiver in which to revoke the Waiver, subject to the provisions and possible penalties specified in the Agreement for Termination and Settlement.

Also, because of the negotiated settlement received, I hereby agree not to sue \_\_\_\_\_ Church and/or its officers, singularly or collectively. I also agree not to sue the Presbytery of Detroit.

Date: \_\_\_\_\_ Clergy: \_\_\_\_\_

The following agreement is to be signed by the Clerk of Session on behalf of the congregation:

On behalf of \_\_\_\_\_ Church, we agree to any limitations herein stated  
 \_\_\_\_\_ (state or say none). And further, in consideration of \_\_\_\_\_ (name  
 of clergy) \_\_\_\_\_ leaving in peace, we hereby individually and collectively  
 agree not to sue \_\_\_\_\_ (name of clergy).

ate: \_\_\_\_\_ Clerk of Session: \_\_\_\_\_

### NEGOTIATING TERMS FOR DISSOLUTION

(This information is from a seminar titled "*Conflict Over The Pastor. How Executives Can Help.*" Conducted by Speed Leas of the Alban Institute in Phoenix, AZ December 1996)

Select equal numbers of persons representing the pastor and session to serve as negotiating teams. The teams will negotiate an agreement for recommendation to the session that the session can present to the congregation for vote.

There are requirements.

- There must be enough "stuff" for everyone to get something. Deciding whether or not the pastor should leave is not negotiable; it is a yes or no situation. This maybe can be reframed, but the question as stated is not negotiable.
- You can negotiate over the manse, music, worship style etc.
- In negotiation, everybody gets something

## NEGOTIATION AGENDA

### *PREPARATION OF AGENDA*

Explore with each negotiating team their preferences with regard to how the interim period will be handled while the minister is looking for another position apart from or until he finds another position or is asked to leave. What will be the conditions of his search? How long should he remain active as the pastor whether or not he has found another position? Will severance pay be given? What kinds of responses will be given to search committees inquiring about his ministry and what consideration will be given concerning accrued leave and/or sabbatical time?

Agree on what it means to "bargain in good faith"

Agree on what will be appropriate Ground Rules for this negotiation

Clarify each negotiating team's interests in attempting to arrive at an agreement

### *NEGOTIATION MEETING*

1:00 pm-Opening Prayer

1:05 - Agenda and Ground Rules will be reviewed and agreed upon

1:15 - Together all the participants will explore and discuss the underlying interests of the Church, the Pastor, and each of the negotiating teams.

- 1:45 - Together the participants will explore alternatives for mutual gain in which the Church and each of the negotiating groups can be responsive to the interests of the other. At this stage the group will be brainstorming
- 3:00 - If areas of possible agreement are not found (we reach an impasse) by 3:00 pm, the negotiations will adjourn for up to one half hour and the leadership team will attempt to write a proposal for possible agreement from the proposed alternatives for mutual gain, incorporating each group's needs and interests for consideration
- 3:30 - the negotiations will resume, directed at the leadership team's proposal, exploring the possibility of agreement. The leadership team's proposal will be revised and reworked by the group.
- 4:30 - if agreement is reached the negotiators will discuss:
- Ways of encouraging all parties to abide by these agreements.
  - The process by which the agreements will taken to the congregation for review, modification, ratification
  - How further disruption of relationships in the church can be minimized by the leadership of each of the groups represented in these negotiations.
- 5:00 - Close

#### TENTATIVE GROUND RULES

- No work (negotiation) will be done without all the representatives from each team in the room.
- It is legitimate for any party (including the leadership team) to call for a caucus at anytime. A caucus is an opportunity for one group to meet apart from the other group for private discussion and reflection. Caucuses will not last more than fifteen minutes.
- It is legitimate to request that members of the leadership team not be a part of a caucus. If the negotiating group does not specifically that the leadership team is not to be a part of a caucus, they will assume that they are welcome to sit in.
- Members of the leadership team will moderate the negotiation sessions.

#### COM-2 AA-EEO Policy

In the light of the requirement of Form of Government (G-10.0102n, G-11.0303, G-11.0502g, G-12.0302, G-13.0109, G-13.0201b) and this Presbytery's concern for Equal Employment Opportunity, the Committee on Ministry will provide for each Pastor Nominating Committee a presentation of the rationale for Affirmative Action and Equal Employment Opportunity in the hiring of a pastor and other ordained ministers. This presentation will be made by the Ministerial Relations liaison assigned to each local church committee. This presentation will provide the following information:

- a) An outline of the General Assembly's position on Equal Employment Opportunity and Affirmative Action.
- b) Explanation and distribution of forms for reporting committee and Session action.
- c) Encouragement to seriously consider minority, women and physically handicapped persons.
- d) Resources for considering minority, women and physically handicapped persons for pulpit supply employment."

### **COM-3 GUIDELINES FOR STUDY LEAVE**

Every or contract from a church or agency of this Presbytery with an ordained minister shall, in accordance with the Book of Order, grant study leave in addition to vacation and all other terms of call. The scheduling of study leave shall be arranged by mutual agreement of the minister and the session or agency board, with concern for the welfare of the church or agency and the educational benefits for the minister. Each church or agency shall meet the minimum terms of call established by COM for study leave. Additional financial assistance may be available through contact with the Committee on Professional Growth and Development and other sources. The following options shall be provided:

- a) a two-week study leave taken each full year of active service in order to stay abreast of current educational developments and opportunities,
- b) up to three years' accumulation (six weeks) should be allowed so long as scheduling is mutually agreeable to the session or agency and minister,
- c) Study leave is not considered salary and should not be paid after resignation.
- d) A report of study leave activities should be made to the minister's session or agency.

### **COM-4 GUIDELINES FOR PARENTAL LEAVE**

The Committee on Ministry has become aware of the need for interim guidelines to assist clergy and sessions in arriving at a contract to cover time off resulting from pregnancy, adoption, or guardianship. The purpose of these interim guidelines is to suggest reasonable terms for such leave.

#### **COM-4.1 MATERNITY LEAVE**

- a) It is recommended that maternity leave consist of not less than eight (8) weeks with full salary and benefits, timing in relation to delivery date to be negotiated between clergy and session.
- b) Extension of one (1) week may be negotiated as vacation time or leave without pay. Pension benefits to continue on regular salary basis.

#### **COM-4.2 PATERNITY LEAVE**

It is recommended that one week paternity leave without full pay be granted following the arrival of a child.

#### **Additional Considerations**

These guidelines may be considered in negotiating appropriate maternity leave for families.

- a) Study leave may not be used for maternity/paternity leave.
- b) 'Re-entry' may be scheduled on a full-time or part-time basis as agreed upon by pastor and session, with medical approval.
- c) If a pastor initiates dissolution within one year following maternity leave, any unused vacation time should be credited against the maternity leave.
- d) These interim guidelines will be available to pastors and sessions as they negotiate parental leave.

### **COM-5 SUB-MINIMUM COMPENSATION PROCEDURES**

Should churches be unable to meet the minimum levels of compensation above, after consultation with the Committee on Ministry, they will be asked to consult with the New



Church Development/Redevelopment Team for reevaluation of their mission design. Such consultation may result in the church receiving assistance in its stewardship program, applying for mission assistance, becoming part-time, being yoked with another church, or some other such solution.

Exceptions to the minimum compensation, with reasons for such exceptions, will be approved only after the above consultations have been completed."

#### **COM 6 GUARANTEE OF PENSION DUES**

In order to maintain the full protection benefits of the Presbyterian Church (U.S.A.) Pension Plan for the categories of plan members set forth below, the Presbytery of Detroit guarantees to the Board of Pensions the payment of full requisite dues becoming due and payable on or after January 1, 1979 and until this action is cancelled.

- a) All minister members serving churches or other organizations with the approval of and within the bounds of Presbytery,
- b) All minister members serving outside the bounds of this Presbytery in service approved by this Presbytery,
- c) All minister members who are unemployed or who are doing post-graduate work and participating in the Presbyterian Church (USA) Pension Plan on a minimum salary basis of \$1,200 per year,
- d) All missionaries, directors of religious education, or commissioned church workers who are participants in the plan and serving within the bounds of this Presbytery.
- e) All that, should the said full requisite dues not be paid when due, by or in behalf of any such member, such dues plus interest and servicing costs, shall become the obligation of this Presbytery, and the Presbytery shall remit the same to the Presbyterian Board of Pensions not later than six months after the end of the calendar year in which the dues were payable.

#### **COM-7 MINISTERS FROM OTHER DENOMINATIONS**

Committee on Ministry is designated as the appropriate committee to examine ministers seeking membership in the Presbytery in accordance with G-11.0402. Committee on Ministry will insure that an examination is conducted.

#### **COM-8 FICA INCLUSIONS**

The Presbytery does not require that FICA be included as part of the salary in determining the pension base. However, it is to be understood that FICA payments must be reported as income for IRS purposes.

#### **COM-9 TAX DEFERRED ANNUITY**

Presbytery of Detroit, Presbyterian Church (U.S.A.) desires to make available to employees an annuity purchase program which provides the Federal income tax treatment prescribed by Section 403 (b) of the U.S. Internal Revenue Code of 1954 as amended by Public Law 87-370. The Presbytery of Detroit is willing to make such program available to any employee by purchasing and paying premiums on any annuity policy for such employee to the extent such employee is willing to accept a reduction in salary;

It is the policy of the Presbytery of Detroit that this Tax Deferred Annuity Program be made

available to all employees of the Employer at the election of each employee. The Treasurer is authorized to prepare a form agreement to be executed by the Presbytery of Detroit and by each employee desiring to participate in this Tax Deferred Annuity Program under the terms of which agreement the Presbytery of Detroit shall agree to pay the premiums in the amount of such reduction of an annuity policy owned by the employee and

The Treasurer is authorized to adopt such administrative rules and procedures as may be necessary and proper to implement this Tax Deferred Annuity Program and employer's appropriate officers are authorized to execute such applications and other forms as may be necessary to effectuate the purchase of annuity policies for individual employees pursuant to this program.

### **COM-10 MANSE POLICY**

The following policy is for the purpose of clarifying the relationship between the clergy and the trustees of congregations with manses (or the appropriate committee such as property, buildings and grounds, manse). Its purpose is to facilitate clear communication between the parties to a pastoral call involving the use of a church-owned manse, and to assist the trustees (or appropriate committee) with their ongoing plans for repair, maintenance, and property upkeep.

1. Inspections of the manse (with written reports) will be completed at the entrance and exit of clergy who will live in that manse as a part of their terms of call. Inspection will be done by the clergy involved, a representative of the personnel committee, a representative of the trustees (or appropriate committee), and a representative of the Presbytery's Committee on Ministry.
2. A clergy's Facilities Use Agreement will be negotiated, drawn up and signed by the clergy, the clerk of session, and the president of the trustees (or chair of the appropriate committee) at the time the call is issued. This may be renegotiated during the time of the call as conditions change. A copy will be forwarded to the Presbytery's Committee on Ministry along with the report of the terms of call.
3. There will be an annual manse evaluation by the clergy, a representative of the personnel committee and a representative of the trustees (or appropriate committee) with written report including (a) condition, (b) needs, (c) plans for the upcoming year's repair, redecoration, etc. This report will be signed by each of the above parties with a copy forwarded to the Presbytery's Committee on Ministry along with the annual terms of call report. At the request of any of the above parties, a representative of the Committee on Ministry can be included in the evaluation viewing.
4. The repair of any damage caused by unusual use of the facility by the clergy or other occupants is the responsibility of the clergy. If the clergy is leaving the call, the repair or arrangements for the repair must be completed to the satisfaction of the trustees (or appropriate committee) and the Committee on Ministry before the clergy's credentials will be released from the Presbytery of Detroit.

### **COM-11 PASTOR NOMINATING COMMITTEES AND MINISTERIAL CALLS**

1. Pastor Nominating Committees may be elected by congregations only with the prior

approval of the Committee on Ministry.

2. Ministers serving in temporary pastoral positions (Stated Supplies, Interim Supplies and Temporary Supplies), may not become candidates for permanent positions in the churches they serve.

## **COMMITTEE ON PREPARATION FOR MINISTRY**

### **CPM-1 FINANCIAL POLICY**

#### **I. PREMISE**

The Presbytery of Detroit, through its Committee on Preparation for Ministry, reviews the financial well-being of those individuals under the care of the presbytery in their preparation for ordination as minister of Word and Sacrament.

The committee sees its role as two-fold. First, the committee has a responsibility to guide inquirers and candidates in understanding acceptable rates of indebtedness and realistic levels of repayment on a pastor's starting salary. Second, the committee has a responsibility to assist candidates and inquirers in locating sources of financial aid within acceptable indebtedness levels.

#### **II. TOTAL EDUCATIONAL DEBT**

After consulting with seminaries and individuals who assist candidates and inquirers in financial planning, the Committee on Preparation for Ministry has determined that \$12,000 is the maximum acceptable level of educational indebtedness. Educational indebtedness beyond this level is virtually impossible to repay on a pastor's starting salary.

The committee defines total educational indebtedness as the total of all outstanding debt from undergraduate, graduate and post-graduate studies.

While excessive debt beyond the acceptable level will not affect an individual's status as candidate or inquirer, it may affect the individual's ability to continue in school or seminary. It may be necessary for the individual to take time off from studies to work and reduce the debt load.

Each individual will be asked to complete a FINANCIAL INFORMATION FORM - EDUCATIONAL INDEBTEDNESS. This form is updated as the individual meets with the committee for annual consultations and status review or change.

#### **III. PRESBYTERY THEOLOGICAL AID LOAN FUND**

The presbytery, through the Committee on Preparation for Ministry, administers a Theological Aid Loan Fund. Funding for this Loan Fund comes from offerings collected at each ordination or installation service conducted by the presbytery. All individuals under the care of the presbytery, as inquirers or candidates, are eligible to apply for loan assistance.

Applicants for loans from the presbytery fund must adhere to the following process.

- 1) All applicants will furnish the Committee on Preparation for Ministry Finance Subcommittee with a current GAPFAS (Graduate and Professional Financial Aid for Students) form.
- 2) The request for financial aid must be accompanied by a detailed accounting of anticipated income and expenses. This accounting should include all income sources - self, family, church, seminary, denomination and any other financial assistance the individual will receive (or anticipates receiving). Expenses should be specific, e.g. tuition, room, board, books, supplies, etc.

- 3) The presbytery will only consider requests for assistance after verification has been provided that the individual has applied for assistance from the sources listed above.
- 4) Individuals who receive a loan from the presbytery will sign a promissary note.
- 5) Payment on the loan will begin six months after graduation from seminary or upon termination of theological education prior to graduation. Individuals who take time off from school to reduce debt load from all sources will be considered as still in the educational process and not liable to begin payment on presbytery loans immediately.
- 6) Upon approval of the Committee on Preparation for Ministry, an individual who is ordained and serves within the PC(USA) may have up to one-half of the loan forgiven as a grant.
- 7) When an Inquirer or Candidate who has received financial assistance from CPM withdraws from the process, the loan is due and payable in full at the time of removal. Notice of repayment will be sent to the individual's home congregation and to the seminary.

## **CPM-2 POLICY FOR COMMISSIONED LAY PASTORS**

### **AUTHORITY**

The Commissioned Lay Pastor (CLP) Program of the Presbytery of Detroit has been developed in accordance with the provisions in the *Book of Order* (G-14.0801). The purpose of the Program is to prepare and commission lay members for preaching and pastoral commissions at places of need within the Presbytery. The Policy for Commissioned Lay Pastors established by the Committee on Preparation for Ministry (CPM) provides guidelines to attract, discover, train, counsel and support qualified individuals to provide leadership, nurturing and service to member congregations.

### **COMMISSIONED LAY PASTOR**

A Commissioned Lay Pastor is a full-time or part-time, salaried or volunteer person interested in lay ministry, affirmed by his or her session, and trained and commissioned by Presbytery to be a preacher or pastor for a particular parish or congregation. CLPs are not ordained ministers. They are commissioned only to a particular parish. Therefore: 1) They shall follow a separate "track" from those seeking ordination. The track presented is Seeker, Learner, and Commissioned. 2) Requirements and preparation are different from ordination, not requiring the same level of knowledge and training. Laypersons' ability to preach, teach and lead worship is seen as much as gifts of the Spirit developed through experience and practice as academic training. Consequently we present competency more than credentials as a basis for commissioning. This competency is to be understood in light of the place of local commissioning and not of the whole church.

### **COMMISSIONED LAY PASTOR PROGRAM**

The CPM considers the CLP Program a further means of fulfilling its commitment to see that all churches within the bounds of the Presbytery of Detroit have the best possible leadership in ministry. The purpose is to prepare lay members of the Presbytery to preach, teach and lead worship as well as to develop skills to serve as a resource for other church programs.

The Presbytery has designated the CPM to administer the CLP Program and shall evaluate the effectiveness of the Program. The CPM is responsible for the selection of applicants and

the training and the examination of candidates. The CPM is also responsible for approving that the candidate is ready to accept a position as a Commissioned Lay Pastor. The Presbytery is responsible for authorizing the placement and commissioning.

## QUALIFICATIONS

Normally, the qualifications for acceptance into the program shall be that the individual:

- senses that he or she has a call to ministry
- is a member in good standing of the Presbyterian Church (U.S.A.)
- is an ordained elder for at least two years
- holds a baccalaureate degree or its equivalent. The CPM shall determine appropriate credit for post high school course work and life experience.
- possesses recognized leadership ability
- is endorsed by his or her local session
- is recommended by three references, at least one of whom is an ordained Minister of the Word and Sacrament and a member of the Presbytery of Detroit
- is willing to accept the care and guidance of a mentor appointed by the presbytery
- submits a completed application that provides responses to all stated questions.

## APPLICATION

Qualified applicants must complete all sections of the “Commissioned Lay Pastor Program Application for Enrollment”. The applicant must also obtain the endorsement of their home session. Each applicant shall be interviewed and recommended by CPM for acceptance into the CLP program.

## EDUCATION AND TRAINING

All developmental and administrative aspects of the education of Lay Pastors shall be the responsibility of the CPM. The CLP curriculum shall be designed to prepare pastors to lead congregations in all aspects of service to God and each other. The student shall be instructed in Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care and teaching as stated in the *Book of Order* (G-14.0801).

## EXAMINATION

At the successful completion of all the coursework and following the desires of the student, an examination of the student shall be arranged by the CPM. The examination shall be scheduled at a time, place, and location and in a manner determined by the CPM.

The examination shall include but not be limited to the following:

1. submit a statement of faith
2. submit an exegesis on a particular biblical passage (selected by CPM)
3. preach a sermon and submit homiletical rationale

The material shall be reviewed by the CPM and discussed with the candidate. Input may also be offered or requested from the student’s mentor or supervisor. Based on this discussion and examination:

1. The CPM may request that the material be revisited or rewritten.
2. The CPM may approve the candidate’s readiness and preparedness to be a Commissioned Lay Pastor.

After the CPM has approved the candidate as ready to be commissioned, the candidate may actively seek a position as a Lay Pastor. Once commissioned, the Lay Pastor comes under the supervision of the Presbytery as provided for in the *Book of Order* (G-14.0808d).

**COMMISSIONING**

The Presbytery shall do the commissioning of lay pastors. Ordinarily, this commissioning shall take place at a regular meeting of the Presbytery. If other circumstances warrant, and if Presbytery approves, the commissioning may take place at another time and place. Refer to the *Book of Order* (G-14.801e) for questions asked at the time of commissioning.

**RESPONSIBILITY AND ACCOUNTABILITY**

The Lay Pastor shall work under the supervision of a mentor assigned by the COM who is an ordained Minister of the Word and Sacrament and shall comply with the polity of the Presbyterian Church (U.S.A.) and the by laws of the church(s) being served. The Lay Pastor is expected to participate in continuing educational training experiences while commissioned.

**APPENDIX A: The Commissioned Lay Pastor Training Program**

The CLP training program is provided by and in conjunction with the Maumee Valley Presbytery (MVP) Training program. The MVP curriculum is arranged under five marks of the church drawn from scripture. These five marks are worship, service, discipling, belonging and witnessing. Each of these marks is necessary for the church to fulfill its calling to be the Church of Jesus Christ and the body of God’s believers. In addition, the category of “pastoring” has been added to cover administrative and ethical issues of being a pastor to a congregation. The five categories and the courses that shall help lead a lay pastor to an understanding of the role of the church are:

- Worship - Preaching and Liturgy, Worship and Sacraments
- Service - PC (U.S.A.) Mission, Pastoral Care, Stewardship
- Discipling - Teaching, Faith Development
- Belonging - Old Testament, New Testament, Church History
- Witnessing - Reformed Theology, Evangelism
- Pastoring - Polity, Pastoral and Personal Boundaries, Internship

The MVP Training Program consists of six retreats each year. Each retreat shall run from Friday at 7:00 p.m. to Sunday at 2:00 p.m. The retreats shall include opportunities for lecture, small-group discussions and spiritual formation as well as times for worship and prayer. The retreat times are central to the Lay Pastor Training Program as not only times for learning but for sharing our own reflections and listening to the experiences of others.

For this reason, it is assumed that complete learning cannot be accomplished alone and all retreats are required of all participants.

The focus of the CLP curriculum emphasizes the practical aspects of ministry and the application of Christian faith to the contemporary world. To this end, the curriculum has been designed so that it can be completed successfully by laypersons, with its organization, content and delivery to college-level instruction.

Each course shall require preparatory study and projects before the retreat weekend. Attendance at and involvement in each of the retreats are mandatory. A final project shall be assigned for completion after the retreat weekend.

The candidate shall complete the core curriculum listed below. Each year shall consist of the following subjects. They are not listed in the order they shall be offered.

#### **First Level**

Preaching and Liturgy (Worship)

Pastoral Care (Service)

Old Testament (Belonging)

New Testament (Belonging)

Faith Development (Discipling)

Reformed Theology (Witnessing)

#### **Second Level**

Worship and Sacraments (Worship)

PC (U.S.A.) Mission (Service)

Teaching (Discipling)

New or Old Testament (Belonging)

Church History (Belonging)

Presbyterian Polity (Pastoral)

#### **Third Level**

Preaching & Liturgy (Worship)

Stewardship (Service)

Old or New Testament (Belonging)

Evangelism (Witnessing)

Pastoral and Personal Boundaries (Pastoral)

Internship and Reflection (Pastoral)

For the Internship and Reflection, the CPM shall recruit churches willing to receive a third year student. The MVP Training program coordinator shall meet with and train the pastors who shall be the students' supervisors. After assessing both the student's gifts and the church's needs, the coordinator, in conjunction with CPM, shall match the student with an internship. The internship shall offer opportunities for preaching, worship leadership and pastoral care, and involvement in other aspects of the church's life.

Other learning experiences, such as found in Synod School, conferences and training workshops, are encouraged. While these shall be important components of the student's education, they shall normally not replace attendance at any of the retreats.

During the first year of study, each student shall participate in career counseling at the Midwest Career Development Service in Columbus, OH. Upon completion, the results of this experience are to be released to the CPM.

### **CPM-3 FIELD EDUCATION POLICY**

The CPM recommends for each Inquirer or Candidate either

- a) one full time three month long experience, and n academic year, part-time experience ; or
- b) a full year, full time experience (internship)

A CPE experience can count as one Field Education experience.

One Field Education experience shall be in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations as made available by the seminary and approved beforehand by the CPM.

The Field Education must not be in the Inquirer or Candidate's home church and should be in a different setting from the home congregation. If the Inquirer or Candidate is from a small town, a suburban church would be a challenging and broadening experience. If the Inquirer or Candidate's home church has 2,000 members, a 200 member church would provide new experiences.

Evaluations by supervisors and Inquirers/ Candidates will be shared with the CPM via the CPM Liaison.

### **CPM-4 EDUCATIONAL STANDARDS FOR SEMINATIANS AT NON-PC(USA) SCHOOLS WHO ARE UNDER CARE**

These are the minimum courses that candidates for the Ministry of Word and Sacrament attending non-Presbyterian seminaries should complete by the end of seminary. Please contact your CPM Liaison regarding equivalent courses at your seminary for substitution.

#### **Biblical Languages (4 courses required)**

1. Hebrew
2. Greek
3. Hebrew Scriptures original language exegesis
4. New Testament original language exegesis

#### **Biblical Studies (4 courses required)**

1. Old Testament survey
2. New Testament survey
3. Additional Biblical study course – OT
4. Additional Biblical study course – NT

#### **History (3 courses required)**

1. Church history overview, pre-Reformation
2. Church history overview, post-Reformation



3. Presbyterian history and creeds

**Theology (3 courses required)**

1. Systematic theology
2. Systematic theology
3. Reformed theology

**Practical Theology (8 courses required)**

1. Ministerial overview course
2. Reformed Worship and Sacraments
3. Speech class
4. Homiletics
5. Christian Education
6. Pastoral Counseling
7. Mission / Evangelism
8. Presbyterian Polity

*Note: Any course that a student would like to take Pass / Fail must be approved by the CPM prior to enrolling in that course.*

**CPM-5 MOVING FROM INQUIRER TO CANDIDATE**

This paper has been given to you so you can consider your move from an Inquirer to a Candidate for Ministry of Word and Sacrament. Once you determine that you are ready to initiate such a move, you should contact your CPM liaison and also your church Session.

By the end of the inquiry phase, each Inquirer must demonstrate adequate promise for ministry before a recommendation to proceed to the candidacy phase can be made. Your church Session will meet with you and make a recommendation to CPM. Next, CPM will meet with you and make a recommendation to the Presbytery. Finally, you will come before the Presbytery to discuss your sense of call. Following the approval of the Presbytery, you will be asked the questions found in *Book of Order* G-14.0305f and be enrolled as a Candidate.

**How to Initiate this Process**

The Inquirer shall have completed a psychological assessment at one of the approved locations and released the results to CPM.

The Inquirer shall complete **Form 5A – Application to be Received as a Candidate**, submitting a copy to the church Session and to CPM.

In order to assist the Session and the Committee on Preparation for Ministry, the Inquirer shall present the following (per G-14.0303g) to his/her church Session and CPM:

- 1) a statement of his/her understanding of Christian vocation in the Reformed tradition and how it relates to his or her sense of call;
- 2) a statement of personal faith which incorporates an understanding of the Reformed tradition;
- 3) an analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships;

- 4) a statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
- 5) a statement of self-understanding which reflects the Inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health;
- 6) a statement of his/her understanding of the task Ministers of the Word and Sacrament perform, including an awareness of his/her specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed.

The Inquirer shall contact his/her pastor or clerk of Session to schedule a meeting with the Session for dialogue about the Inquirer's readiness to move to candidacy. The CPM Liaison attends this meeting.

### **CPM-6 PSYCHOLOGICAL ASSESSMENT PROCEDURE**

The Committee on Preparation for Ministry (CPM) in the Presbytery of Detroit requires that an Inquirer have a psychological assessment prior to moving from the inquiry phase to the candidacy phase. Ordinarily, this assessment should be scheduled within 6 months after being enrolled as an Inquirer in the Presbytery of Detroit.

CPM's practice regarding the cost at the Center for this assessment is that:

- one-third of the cost be paid by the Inquirer
- one-third of the cost be paid by the Inquirer's home church
- one-third of the cost be paid by the CPM

If there are significant financial issues for either the Inquirer or the Inquirer's church, the Committee is willing to negotiate another payment plan.

(Ordinarily, the Committee on Preparation for Ministry does not share in any related costs incurred for a psychological assessment; i.e., meals and housing costs while at the Center, travel to the Center, etc.)

The procedure for completing psychological assessment:

1. Receive approval from CPM to have the psychological assessment at a specific Center (see back of sheet for information on Centers).
2. Schedule a date for your assessment at the Center.
3. Inform the Center that you will pay one-third of the cost of the assessment as the down payment, that one-third of the balance should be billed to your home church (provide the address), and the final one-third billed to:
  - Committee on Preparation for Ministry
  - The Presbytery of Detroit
  - 17575 Hubbell Avenue
  - Detroit, MI 48235.
4. The Church Career Center will correspond with you regarding the specific materials you must complete and bring for your assessment date.
5. Sign a release to have the results of your assessment sent to the current Chair of CPM (at the Presbytery address).

#### **Church Career Centers**

Detroit Presbytery's CPM recommends that Inquirers make every effort to use:  
Midwest Ministry Development Service

1520 Old Henderson Road, Suite 102-B  
 Columbus, OH 43220-3616  
 614-442-8822

OR use one of the other Midwest locations, if more convenient:

Midwest Ministry Development Service  
 P.O. Box 7249  
 1840 Westchester Boulevard, Suite 204  
 Westchester, IL 60154  
 708-343-6268  
 E-mail: mmds69chgo@aol.com

Midwest Ministry Development Service  
 P.O. Box 2816  
 754 North 31<sup>st</sup> Street  
 Kansas City, KS 66110-0816  
 913-621-6348  
 E-mail: mmds69kc@aol.com

## COMMITTEE ON NOMINATIONS

### NOM-1 COMMISSIONERS TO OTHER GOVERNING BODIES

Nom1.1: Commissioners to each General Assembly shall be nominated at the November meeting prior to the assembly according to the guidelines approved by the Presbytery. The Moderator of Presbytery shall be one of these nominees and when elected, shall serve as coordinator of the General Assembly commissioners. The Moderator shall also serve as liaison for the Presbytery with all persons serving from this Presbytery on General Assembly units. Should the Moderator not be elected a Commissioner, the elected Commissioners shall elect a Coordinator from among themselves to fulfill the above responsibilities.

Nom 1.2: Commissioners/Negotiators to the Synod Assembly shall be elected prior to, and begin serving as of, the fall meeting of the assembly. They shall be elected to two year terms on a rotating basis and may not ordinarily serve more than four consecutive years. After the annual election, these commissioners shall elect a Coordinator from among themselves. This Coordinator will orient new commissioners and negotiators, serve as a member of the Coordinating Cabinet, initiate preparation of necessary materials and resource personnel to support the work of the commissioner/negotiators and serve as liaison for the Presbytery with all persons serving from this Presbytery on Synod units.

### NOM-2 GUIDELINES FOR GENERAL ASSEMBLY REPRESENTATION

Commissioners to each General Assembly shall be nominated at the November stated meeting prior to the assembly according to the guidelines approved by the Presbytery. The Moderator of Presbytery shall be one of these nominees and when elected, shall serve as coordinator of the General Assembly Commissioners. The Moderator shall also serve as liaison for the Presbytery with all persons serving from this Presbytery on General Assembly units.

Should the Moderator not be elected a Commissioner, the elected Commissioners shall elect a Coordinator from among themselves to fulfill the above responsibilities.

**Ordained Minister Guidelines for Nomination:**

1. Committee on Nominations will solicit applications from clergy, but will not be limited to only those who apply.
2. Ministers are representatives of their own membership in Presbytery, not the place of service. Generally only one G. A. Commissioner is sent from any church.
3. A balanced mix based on age, sex, race, ethnicity and theology.
4. Active in life of Presbytery.
5. Regular attendance at Presbytery stated meetings.
6. Member of Presbytery at least one year.
7. Not transferring out of the Presbytery by Assembly time.
8. Longest time elapsed since having been a commissioner.

**Elder Guidelines for Nomination:**

1. Session takes initiative in submitting name to Committee on Nominations and providing application completed by elder and session.
2. A balanced mix based on age, sex, race, ethnicity, theology and church; city, rural, suburban, large, small
3. Commissioners active in the life of Presbytery: meetings and/or structure.
4. Church never having had a commissioner or, longest time elapsed since church sent a commissioner.

**Youth Advisory Delegate Guidelines for Nomination:**

1. Session takes initiative in submitting name to Committee on Nominations and providing application completed by youth and session.
2. Not over 23 years of age.
3. Not under 17 years of age.
4. Active in the life of church.
5. Church never having had a Youth Advisory Delegate or, longest time elapsed since church sent a Youth Advisory Delegate.

**Emergency Appointment of G. A. Commissioners:**

The Moderator, when at General Assembly and when the Presbytery slate of commissioners falls below our quota, may appoint members of Presbytery staff who are present to fill out the term or terms as required. This provision will be voted on annually by Presbytery in order for it to take effect that particular year.

**NOM-3 EMERGENCY APPOINTMENT OF GA COMMISSIONERS**

The Moderator, when at General Assembly and the Presbytery slate of commissioners falls below our quota, to appoint members of Presbytery staff who are present to fill out the term or terms required.

**TRUSTEES**

**T-1. POLICY REGARDING THE PRESBYTERY'S ROLE IN HOUSING PASTORS AND OTHER MINISTERS.** It is the responsibility of the particular church or calling agency to provide adequate housing for pastors and ministers. Churches are advised to consider the long-range implications of this responsibility. Churches which sell a manse will be expected to use the net proceeds from the sale to meet future housing needs of pastors.

- a. The Presbytery takes no position regarding the means of providing such housing (e.g. manse, housing allowance, etc.).
- b. The Presbytery has the responsibility of reviewing the adequacy of housing provisions when it considers calls and changes in calls. The Committee on Ministry will be responsible for overseeing this review.
- c. As provided in Section T-2 below, the Presbytery may provide limited financial assistance to calling churches for securing housing for the church's pastor, subject to the consideration of need and the availability of resources.

**T-2. IMPLEMENTATION OF FINANCIAL ASSISTANCE FOR PASTOR DOWNPAYMENT LOANS**

- a. Financial assistance from the Presbytery will be in the form of a loan to the calling church, and the Presbytery's interest in such loans will be secured by a promissory note from the church and a recorded mortgage (secured by the calling church's property) as with all loans from the Presbytery to a church, as provided under Section T-5.
- b. Matters pertaining to financial assistance to calling churches for housing will be administered by the Trustees of the Presbytery.
- c. A bank-approved appraisal of the property being purchased by the church or the pastor shall be provided to the calling Church and, if the Trustees so request, to the Trustees.
- d. The purchase price should not exceed the fair market value price as established by the bank-approved appraisal.
- e. Title insurance shall be obtained.
- f. A financial statement will be submitted by the minister to the conventional lender and, if required by the calling church, to the calling church.
- g. Ordinarily no more than 10% of the appraised value will be loaned by the Presbytery to the calling church for a loan by the calling church to the pastor to assist with the downpayment ("downpayment loan"). The remainder of the purchase price shall be supplied either by conventional loan or by the pastor's own savings.
- h. The downpayment loan shall be repaid by the pastor to the calling church and by the calling church to the Presbytery ordinarily within not more than seven (7) years.
- i. A promissory note from the pastor should be obtained by the calling church for the downpayment loan. When a conventional commercial loan secured by a first mortgage is being obtained by the minister, the calling church's downpayment loan interest also may be secured by a duly recorded second mortgage if the calling church so requires and if the first lender permits.
- j. The Presbytery's loan to the calling church shall be secured by a promissory note from the church and a recorded mortgage (secured by the calling church's property) as with all loans from the Presbytery to a church. See Section T-5 below.

**T-3. POLICY FOR PURCHASE OR MORTGAGE OF REAL ESTATE BY A CHURCH.**

If a church will purchase real estate and simultaneously encumber the real estate with a mortgage loan, the church must complete and submit to the Trustees the Request for Permission to Purchase Real Estate form prior to the purchase. In addition, the Trustees recommend that member churches complete and submit to the Trustees the Request Permission to Purchase Real Estate form prior to a proposed purchase of real estate.

**T-4. POLICY FOR THE SALE OF CHURCH REAL ESTATE.** Consultation with the Trustees shall precede the listing of any church property for sale and/or the execution of any agreement for sale.

**T-5. GUIDELINES FOR PRESBYTERY LOANS TO CHURCHES.** Churches seeking loans from the Presbytery should be aware of the following guidelines:

- a. If the congregation's request has not been approved by the Church Strategy Committee, Trustees may elect to refer the request to the Church Strategy Committee for their review and recommendation.
- b. Churches should apply for funding to General Assembly, Synod, and/or PILP, before seeking funds from the Presbytery. The loan application forms can be obtained from the Presbytery Office. Assistance in completing the forms can be requested from the Trustees or from Presbytery staff.
- c. Churches with 300 members or fewer will have priority in borrowing from the Presbytery.
- d. Loans from Presbytery will normally be considered only for the following:
  - i. Major repairs
  - ii. Assistance for churches in providing downpayment loans for pastors as provided in Section T-2 above.
  - iii. Expansion or remodeling for upgrading
  - iv. Building accessibility for handicapped people
  - v. Energy conservation
- e. The usual limit for established churches is \$50,000. Exceptions may be granted in extenuating circumstances.
- f. Churches requesting Presbytery, Synod, General Assembly and/or PILP loans shall have a fund-raising campaign(s) to repay the loans, and the campaign results will be reported in the loan application.
- g. A promissory note shall be required for all loans from the Presbytery to a church. In addition, a mortgage (and recording of the mortgage) shall also be required for a loan which (when combined with other outstanding loans from the Presbytery to the church) equals \$25,000 or more.

**T-6. GUIDELINES FOR REVIEWING REFINANCING REQUESTS**

- a. Except for special circumstances, the Trustees intend to recommend to Presbytery for approval any refinancing requests where the principal of the loan is not increased, the interest is decreased, and the other terms and conditions do not materially change to the church's detriment, provided the church submits:
  - i. Letter of session stating intent
  - ii. A copy of the bank commitment letter;

- iii. The prior year financial statement
  - iv. Current year budget.
- b. Except when there are special circumstances, the Trustees intend to recommend to Presbytery for approval refinancing requests where the principal of the loan is increased over the current outstanding balance (whether the interest rate is reduced, remains the same, or is increased), only if the following information is furnished and deemed to provide reasonable evidence that the church can fulfill its obligations under the proposed loan.
- i. Letter of Session stating intent for additional funds.
  - ii. A copy of Bank Commitment letter
  - iii. Completion of the forms and information required for new GA Coordinated Loan Program loans (including financial records membership data, and pledge information).

#### **T-7. STATEMENT OF INVESTMENT OBJECTIVES, POLICIES AND GUIDELINES**

- a. Investment Objectives. The primary objective of the Investment Policy is to outline the investment objectives of the Presbytery of Detroit 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. The objectives of this policy shall be 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.
- b. Asset Classes. Investments are to be made in the following asset classes: equity investments (common stocks and convertible securities), fixed income securities (maturities longer than one year), and cash equivalents (maturities less than one year).

The following alternatives are not to be included in the portfolio: real estate (except in common stocks or convertible securities issued by companies which invest in real estate or interests therein, or real estate investment trusts), venture capital, illiquid partnerships, tangible assets, options, futures, short selling, margin, and securities lending.

- c. Asset Allocation. The Investment Manager should allocate assets within the following range and in consideration of the following target positions:

	Ranges	Target
Equity Investments	40%-60%	50%
Fixed Income Investments	40%-60%	45%
Cash Equivalents	0%-10%	5%

- d. Benchmarks

Equities: S&P 500

Fixed Income: Lehman Bros. Aggregate Bond Index

Cash Equivalents: 3 Month U.S. Treasury Bill

- e. Security Selection/Permissible Investments.

- i. **Equity investments** should generally be in high quality, well-established companies with highly marketable securities. Domestic equity investments are permitted and may include common stocks traded over-the-counter or on a domestic stock exchange. Convertible bonds, preferred stocks, warrants and rights may be purchased as equity substitutes so long as the underlying equity meets with applicable standards. American Depository

- Receipts (ADRs), which are dollar denominated foreign securities traded on domestic stock exchanges, may be held. The Investment Manager should determine that the securities to be purchased are of an investment grade suitable for this portfolio.
- ii. **Domestic debt securities** are permitted and may include U.S. Government and Agency obligations, corporate bonds, asset-backed securities, agency guaranteed mortgage pass-through securities, commercial paper and certificates of deposit. This portfolio may also invest in U.S. dollar denominated issues of international agencies, foreign governments and foreign corporations (i.e. Eurodollar and Yankee bonds). All fixed income securities should be rated “investment grade” by at least one of the major rating sources.
  - iii. **Derivative instruments** are not allowed. Interest-only and principal-only mortgage backed securities, inverse floating rate securities and interest rate swaps are specifically prohibited.
  - iv. **International investments** are permitted and may include equity and fixed income securities. International investments shall only be entered into through the selection of a qualified investment management organization as consistent with fiduciary responsibilities. International fixed income securities should be rated “investment grade” by at least one of the major rating sources.
  - v. **Cash equivalents** should be commercial paper rated A1/P1, certificates of deposit issued by banks rated investment grade, and U.S. Treasury and government agency securities.
  - vi. **Mutual funds and/or commingled funds** may be used as investment vehicles if the Investment Manager deems appropriate.
  - f. **Portfolio Duration.** The duration of the fixed income portfolio should be similar to that of the Lehman Bros. Aggregate Bond Index.
  - g. **Transactions.** The Investment Manager shall make all portfolio transactions on a “best execution” basis. Arrangement to direct commissions shall only be implemented by specific authorization of the Financial Records and Investments Committee.
  - h. **Diversification Limits.** The portfolio should be diversified among economic sectors. No sector should account for more than 35% and no issue should account for more than 5% of the equity portfolio. No issue should account for more than 5% of the fixed income portfolio, with the exception of U.S. Treasury and government agency securities.
  - i. **Socially Responsible Guidelines.** The guiding principles of our organization dictate a sensitivity to investing directly in 1) tobacco and liquor companies 2) companies involved in gambling 3) weapons contractors.
  - j. **Reporting Requirements.** The Investment Manager will report the following information:
    - Total return (quarterly)
    - Current portfolio holdings (quarterly)
    - Relative performance versus appropriate benchmarks (quarterly).
    - Portfolio changes as they occur.
- Regular communication concerning investment strategy and outlook is also expected. In addition, the Investment Manager is required to inform the Financial Records and Investments Committee in a timely manner of any change in firm ownership, organizational structure or fundamental investment policy.
- k. **Monitoring of Objectives and Guidelines.** All objectives, policies and guidelines are in effect until modified by the Investment Committee. The Financial Records and



Investments Committee will review them at least annually for their continued appropriateness.

If at any time the Investment Manager believes that any policy or guideline inhibits its investment performance, it is the Investment Manager's responsibility to communicate this view to the Financial Records and Investments Committee.

The portfolio will be monitored by the Financial Records and Investments Committee for consistency in investment philosophy, for return relative to investment objectives to include relative performance, and for investment risk as measured by asset concentrations, exposure to extreme economic conditions, geographic concentration, credit quality and market volatility.

**T-8. THEOLOGICAL EDUCATION FUND LOANS.** The Committee on Preparation for Ministry shall have complete control over and responsibility for lending and for receiving payment of the Theological Education Fund loans.

**T-9. GUIDELINES FOR RECEIVING DONATIONS OF REAL ESTATE.**

- a. Overview. The Detroit Presbytery and its member congregations periodically receive offers of donated real estate. While support for the mission of the Presbytery and its congregations is always welcome and appreciated, the legal and financial burdens created by real estate can be substantial and should not be undertaken without careful consideration. It is our hope that these suggestions will help avoid potential problems in the future.
- b. Types of Real Estate and Relevant Considerations. Potential donated real estate can be divided into 3 general categories: Property that can be used for mission, income producing property, and property that must be sold to benefit the recipient.
  - i. Property that could be used for mission activities include houses suitable for use as a manse, land or buildings that could be used for worship or education activities, and facilities that could be used for mission activities such as a warehouse for supplies. Prior to accepting property that fits this category a specific use for the building must be identified and a task force with adequate expertise must determine that the donated property would be the best solution to the space needs created by that activity. After the property has been identified as the best space solution, the building should be inspected by a qualified engineer, contractor, or architect (the appropriate specialty will vary with the property features and the proposed use). The purpose of the investigation is to determine what repairs or renovations are required to utilize the property for the intended use in compliance with current laws and regulations and functional requirements of that activity. It is important to be sure the program funding is adequate to cover the day-to-day operation costs of the program space. It is equally important to insure that the funds for any initial required renovations and expected future repairs are also in the budget.
  - ii. Income-Producing Property. Real estate is an excellent investment, it also requires careful management and the ability to fund unexpected repairs or vacancies. Thus rental real estate is not a good investment for not-for-profit corporations that lack capital reserves for non-program needs and lack real estate expertise. Income-producing real estate investments should be restricted to property under long-term fully net leases to major corporations. Prior to accepting such property an attorney should be retained to

review the lease and an appraiser be retained to estimate the value of the property and the probable security of the lease. Multiple-tenant buildings, whether residential rentals, a shopping center, or an industrial complex are not recommended as appropriate investments.

- iii. Property that must be sold to benefit the Recipient. There can be significant tax benefits (as of September 2000 law) to the donor of property that will be quickly resold by the recipient. However, such a donation can produce a risk to the intended beneficiary. There are expenses associated with owning real estate, even during the marketing period. Current law has significantly speeded the time in which property can be lost due to non-payment of taxes. Even vacant land carries the requirement that property taxes be paid each year and liability insurance be carried. Other expenses for vacant land may include weed cutting, association dues, and special assessments. If a gift of property that will be sold is accepted, it is important the recipient have investigated the expected holding expenses and budgeted the funds that will be required. A marketing plan and expected listing price should be developed through use of an appraiser (preferably an MAI) and broker prior to accepting the property.
- c. General Considerations. The donor of any real estate must be required to provide adequate evidence at their sole expense that the property will not produce any environmental liability (generally a Phase I Audit will be sufficient). A legal description and a survey certified to the Presbytery shall be provided by the Donor, and title insurance equal to the estimated value of the property should be provided by the donor at its or their sole expense and insurable title conveyed with the proposed transfer. It is strongly recommended that the donor provide an appraisal prepared by an MAI providing a value estimate of the property to be donated. *It is strongly recommended that an attorney be retained by Presbytery to review the proposed donation and that any donation be accepted in accordance with these guidelines.*

- T-10. SIGNING CONTRACTS.** No money shall be paid on a contract unless the contract is signed by an authorized signer, with indication of the budgeted source of funds. Contracts can only be signed by the Executive Presbyter and his or her designee, or the President of the corporation and his or her designee, after obtaining approval as follows:
- a. Items under \$100 which are Covered by Budget. Items costing under \$100 for which money is appropriated in the operating budget are approvable by executive staff and paid for out of the operating budget.
  - b. Items between \$100 and \$3,000 which are Covered by Budget. Items costing between \$100 and \$3,000 for which money is appropriated in the operating budget are approvable by the Executive Presbyter, paid for out of the operating budget and reported retroactively to the Board of Trustees.
  - c. Items of \$3,000 or more which are Covered by Budget. Items costing over \$3,000 must be approved in advance by the Executive Presbyter and approved in advance by the Board of Trustees.
  - d. Items which are not Covered by Budget. Any items which are not included in the Budget (or for which funds do not remain in the Budget) must be approved in advance by: (a) the committee or subcommittee of Presbytery which has authority for such item in budget authorizations, (b) the Executive Presbyter and (c) the Board of Trustees.

**T-11. PRESBYTERY BUDGET PROCESS; USE OF CAPITAL OR ENDOWMENT**

**FUNDS FOR OPERATING EXPENSES.**

- a. General. As a general rule, the Board of Trustees recommends that the Presbytery operating budget be met from operating revenues and income from investments, rather than from the principal of restricted net assets and designated net assets.
- b. Budget Process. In preparing budget submissions, each council or subcommittee shall indicate the source of all funds which it expects to spend in the next fiscal year. If funding of the subcommittee's activities is expected from a source other than general operating revenues, the council or subcommittee shall consult with the Board of Trustees by no later than September 15 in advance of final approval of the budget as to whether the anticipated endowment or other capital fund will be available for the proposed use for the fiscal year in question.

**MINISTRY TEAM GUIDELINES AND POLICIES****PRESBYTERY OPERATIONS****PO 1. STAFF****PO 1.1 AFFIRMATIVE ACTION**

All staff search committees make the strongest possible commitment to Affirmative Action in the naming of all executive staff. We understand this to require:

- (1) **Full adherence to the requirements of G-4.0403**  
*G-4.0403 The Presbyterian Church (USA) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church. (G-9.0104ff)*
- (2) **Full adherence to the requirements of G-9.0104**  
 The GA (19982, 87): Adopted a definition of affirmative action: *"In order to address past, present, and future discrimination, affirmative action is the execution of a set of specific and result-oriented measures designed to eliminate both conscious and unconscious discriminatory practices in order to promote equal opportunity and access to the entire church."*  
 The PJC (1985, 111, Heartland Pby v. Stoutimore): *A provision in a call to clergywoman for pregnancy leave with compensation does not represent discrimination against clergymen and is not prohibited by G-9.0104a.*
- (3) **Full adherence to the requirements of G-13.0201(b)**  
*G-13.0201b. to institute and coordinate a churchwide plan for equal employment opportunity and affirmative action for members of racial ethnic groups, for women, for various age groups, for persons regardless of marital condition (married, single, widowed, or divorced), and for persons with disabilities;*
- (4) **Full adherence to the requirements of G-6.0107**  
*G-6.0107 The government of this church is representative, and the right of God's people to elect their officers is inalienable. Therefore, no person can be placed in any permanent*

*office in a congregation or governing body of the church except by election of that body.*

## **PO 2 USE OF PRESBYTERY RESOURCES**

### **PO 2.1 MAILING LABELS/LISTS**

Sets of labels would be supplied only to official Presbyterian organizations - - including such organizations as Presbyterian colleges and retirement homes.

### **PO 2.2 USE OF PRESBYTERY LETTERHEAD**

Outside organizations and their representatives shall not be permitted to use the Presbytery's letterhead.

## **PO 3 SESSION RECORDS**

The Minutes and Registers of the churches of the Presbytery of Detroit shall be prepared in accord with the Constitution of the Presbyterian Church (U.S.A.), Robert's Rules of Order, and the following provisions:

SR-1. Minutes shall be kept in the standard Westminster minutes book.

SR-2. The standard Westminster register shall be used.

SR-3. There shall be no erasures, interlineations, or footnotes.

SR-4. Except for the Annual Report to the General Assembly, there shall be no insertions of separate sheets of paper.

SR-5. A chronological number shall be assigned to each member (from the Register).

SR-6. Chronological roll number shall always be included in actions pertaining to membership, rolls, transfer, death, marriage, ordination.

SR-7. When previous actions of session are referred to, the page number shall be given.

SR-8. Administration of Lord's Supper shall be recorded at next meeting.

SR-9. Where the Lord's Supper is administered privately, the names of elders assisting shall be listed.

SR-10. Baptisms of adults and infants are recorded at next meeting.

SR-11. Marriages shall be reported at next regular meeting.

SR-12. The Annual Report to the General Assembly shall be inserted into the into the minutes book at the place where the report is approved by Session. SR-13. All minutes shall be promptly (within 90 days) transcribed into the official minutes book after session approval.

SR-14. Entries on the official rolls and registers of the church shall be made in a timely manner (within 60 days of the applicable date).

## **NEW CHURCH DEVELOPMENT/REDEVELOPMENT**

### **NCD/R-1. URBAN MINISTRY FUND**

#### **Urban Defined**

For the purposes of this fund, *urban* includes but is not limited to the cities of Detroit, Ecorse, Pontiac, Port Huron and Mt. Clemens. Consideration may be given for use of the funds in

near suburbs that strongly exhibit some of the following sociological qualities:

1. high racial/ethnic diversity and/or racial/ethnic minority population;
2. concentration of population at or below poverty level;
3. areas of declining housing stock and infrastructure;
4. consistency with “urban lifestyle” descriptions used in the Percepts studies (#’s 24, 32, 36, 40, 41, 42, 43, 44, 45, 46, 48). Copies of these descriptions are available from the Presbytery office.

The Urban Ministry Fund in the Presbytery of Detroit was created by action of the Presbytery at its Stated Meeting on November 22, 1994 utilizing the proceeds from the sale of the Calvin (West) Presbyterian Church in Detroit. The Urban Ministry Fund recognizes:

- the need for support of Presbyterian witness in urban areas;
- the need for well-trained leadership;
- the need for creative and experimental ways to do urban ministry;
- the need for significant funding for major projects; and
- the need for partnerships that increase the resources available for urban ministry.

The guidelines/criteria and procedures set forth below for the Urban Ministry Fund are consistent with:

- the General Assembly resolution on the use of funds from the sale of urban churches stemming from an overture from this presbytery to the General Assembly in 1992;
- the mission statement of the former Urban Ministry Cabinet of the Presbytery of Detroit;
- the mission directions of the Presbytery;
- and the merger agreement between Calvin (West) Church and Westminster Church.

### **Procedural Guidelines**

1. Applications for Urban Ministry Fund grants are made through the New church Development/Redevelopment Team, with a November 1 deadline for application. Notification of grants will be made by December 15, 2001. Disbursements of approved grants will begin shortly thereafter.
2. The Planning and Visioning Team shall evaluate applications.
3. Ordinarily, up to 33% of the balance or \$50,000, whichever is greater, may be disbursed each year.

### **Proposal Criteria**

1. Grants will be limited to **new** urban ministry proposals.
2. Regardless of origination, a proposal must have the endorsement of the session of at least one congregation of the Presbytery of Detroit. Preference will be given to proposals that include active participation by membership.
3. A proposal may originate from any congregation of the Presbytery as long as the ministry proposed be to be implemented in an area defined as **urban**.
4. A proposal must be consistent with mission directives of the Presbytery.
5. A proposal shall articulate a clear Christian theological vision for urban ministry.
6. A proposal must have a clear outreach beyond current church membership in evangelism, mission or both.
7. A proposal should include a budget demonstrating that at least 10% of the funding come

from sources other than Presbytery committees. Funding is intended to be used during the subsequent year.

8. A proposal may be funded for more than one year; however, a separate application must be submitted each year. High priority will be given to programs funded for less than three (3) years.
9. Projects should demonstrate possibilities for vitalization of sponsoring churches.
10. Projects should evidence increasing dependence on other funding sources.
11. All funded projects are required to send semi-annual progress reports to the Special Funds Work Group. Continued funding will not be approved without the progress reports.
12. Grants will ordinarily be distributed quarterly or semi-annually depending on recipient request. Grants will typically be limited to \$15,000 for any particular project in one year. Funds Continued funding will not be distributed without progress reports.

#### Urban Ministry Fund Grant Criteria:

- Grants are limited to new urban ministry proposals.
- Regardless of origination, a proposal must have the endorsement of the session of at least one congregation of the presbytery. Preference will be given to proposals that include active participation by membership.
- A proposal may originate in any congregation of the presbytery as long as the ministry proposed is to be implemented in an area defined as urban.
- A proposal must be consistent with the mission directives of the Presbytery of Detroit.
- A proposal must articulate a clear Christian theological vision for urban ministry.
- A proposal must have a clear outreach beyond current church membership through evangelism, mission, or both.
- A proposal must generate an amount equal to at least 10% of the grant from sources other than presbytery committees. Proposals with greater than 10% of such funds will be given preference.
- A proposal may be funded for more than one year, however, a separate application must be submitted each year.

Preference will be given to proposals that include active participation by a Presbyterian congregation.

#### NCD/R-2. GUIDELINES FOR DISSOLUTION OF A CHURCH

For use by:   The Administrative Commission  
                   Presbytery Committees, Teams, Cabinets and Trustees  
                   Local Church Session and Trustees  
                   The Congregation of a local church

*Just as the presbytery has the authority to dissolve churches or to dismiss churches to another denomination. (G-11.0103i). Just as the presbytery consults with members at the time of organizing, merging, and forming a federated or a union church, such a consultation takes place at the time of dissolution or dismissal. (G-15.0203a,b; G-16.0201w; G-16.0401q)*

*In the Presbyterian Church (U.S.A.), property is held in trust by the particular church on behalf*

*of the denomination. When a particular church is dissolved, the real and personal property is held, used, or transferred as directed by the presbytery. (G-8.0401)*

*Just as the compelling question at the time of organizing a church is, "How can Christ's mission be carried out most effectively?", the same question is asked at the time of dissolution. Again, it is appropriate for the presbytery to celebrate the mission carried out by that church and the people whose lives were positively enriched during its years of service.*

The Companion to the Constitution, 1999, p.33

There shall be a meeting of the Session and Trustees of the church with the Presbytery Church Strategy Committee and Trustees prior to any action for dissolution of the church, in order to go over this policy. (Significant parts of this policy are taken from the section on Dissolution of a Particular Church from the old publication "Presbyterian Law for Presbytery and Synod", Chapter V, Paragraph 10, page 73-74.)

1. The power to dissolve a particular church is specified among the powers listed in Form of Government, (G-11.0103i). The two constitutional provisions cited below, provide for such dissolved and extinct churches.
  - a. Grounds for the dissolution. These grounds are intimated in the following clause in the Constitution: the church has become "extinct by reason of the dispersal of its members, the abandonment of its work, or other cause ." G-8.0401
  - b. Such information may be brought to the attention of presbytery in any one of various ways: (1) by report of a member or members of the session (or former session); (2) by petition of some of those whose names are on the roll of the particular church; (3) by report of the committee on session records that (a) no records have been presented by the church, or (b) such records as are presented indicate that the church is not functioning properly; (4) by report of the committee on ministerial relations that the church has abandoned its work as an organized group; (5) by report of the committee on strategy or some other committee that, in the opinion of the committee, a church should be dissolved. In whatever form the information or request may come to presbytery, the general council or special administrative commission should be directed to make inquiry into all the circumstances and recommend reorganization or dissolution. If dissolution is decided, two matters of constitutional duty are prescribed. (See Dig., pp. A380 if.)
  - c. Records and members. When a church is dissolved, the presbytery of jurisdiction shall take possession of its records, have jurisdiction over its members, and grant them certificates of transfer to other churches. G-10.0302b.(2). Care should be taken concerning members removed from the bounds of the dissolved church and those resident members who may have become inactive. The presbytery shall a/so determine any case of discipline begun by the session and not concluded. (D-10.0105.) Discipline here has the broad meaning of the term, making it the duty of presbytery to attempt to transfer all members of the dissolved church who can be located. Such responsibility should be placed upon the stated clerk in consultation with the general council or upon a special commission or committee appointed for the purpose, and reporting to presbytery upon completion of the task, ordinarily within two years of the dissolution of the church.
  - d. Real and personal property. "Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may

direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).” G-8.0401. This provision of the Constitution needs little elaboration. The corporation of presbytery, whatever its form may be, should carry out the instructions of the presbytery. If the property or properties are sold, the proceeds of such sale should be treated as capital assets: held by the presbytery to be used for rotary loans to particular churches for property improvement or church building aid; or reserved as endowment funds, the income from which may be used as grants to struggling churches, mission work, etc., as the presbytery may direct. The assets of church organizations, as well as the corporate holdings of the particular church, are included in the responsibilities of the presbytery. The corporation of the particular church should be terminated to complete the action of dissolution.

- 2) Procedure on dissolution. It is important that presbytery follow a procedure that is deliberate and fair. This involves fulfilling three conditions. These are, investigation of the facts, an opportunity of the church or its representatives to be heard, and a fair and open hearing by the presbytery. In fulfilling these conditions, five steps are suggested:
  - a) Preliminary investigation of the facts by the presbytery or a committee or commission of the presbytery appointed for the purpose.
  - b) Report to the presbytery on the investigation, if done by a committee or commission, with a recommendation as to whether or not the presbytery should consider the possible dissolution of the church.
  - c) If on hearing the report the presbytery decides to consider the possibility of or advisability of dissolution of the church, then notice of the time and place that presbytery will conduct a hearing should be given to all parties in interest to allow them an opportunity to be heard before the presbytery. It would seem that such notice, as to the church, could be given to the clerk of session and the pastor, if any. The time and place of the hearing should be reasonably convenient to the interested church and the presbytery. The notice should contain a statement that the church and interested persons shall appear at the time and place stated and show cause, if any they have, why the presbytery should not dissolve the church.
  - d) Presbytery should hold a hearing at the time and place given in the notice and, with an open mind, consider all the evidence, testimony, and arguments pro and con.
  - e) At the end of the hearing, presbytery should take such action as it deems proper. If the presbytery decides to dissolve the church, it should include in its order (a) that all property of the church be turned over, transferred and conveyed to the trustees of the presbytery pursuant to the provisions of “Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).” G-8.0401 of the Form of Government; (b) authorize and direct the moderator or the stated clerk of the presbytery, or both, to take any civil action necessary to effectuate the order of the presbytery; (c) declare that the church has become extinct; (d) provide for the preservation of the records of the church, and the care of and dismissal of the church members to some other church; and (e) provide for such other matters that may be



involved in the dissolution of the church.

It should be remembered that the order or judgment of the presbytery does not *ipso facto* transfer legal title in property to the trustees of the presbytery. It may be necessary to have the legal title to property transferred by one of two methods: First, by proper officials of the church corporation voluntarily conveying the legal title in property to the trustees of the presbytery; or, second, by legal procedure in which (a) the church corporation is dissolved according to state law and, in the process, the property is ordered to be transferred to the trustees of the presbytery, or (b) the church corporation is ordered in a civil action to transfer the property as directed by the presbytery. In any case, where the legal title is not voluntarily transferred to the presbytery, the laws of the state must be consulted on procedure.

- f) After the congregation votes to dissolve, another meeting shall be held with the Session, Trustees and the Administrative Commission appointed by the Presbytery over the church, to go over these guidelines carefully so that all know and understand the process and the options and limitations open to the church. At this meeting the following shall be clarified:
  - i) There shall be a clear understanding of what "title to Presbytery means", (Session and Trustees are stewards and Presbytery holds residual title.)
  - ii) An account of investments, property and any limitations on use shall be given to the Administrative Commission.
  - iii) A current list of church members, their addresses and phone numbers shall be given to the Administrative Commission; any changes made in the list shall be conveyed to the Administrative Commission.
  - iv) A copy of the budget, which was approved by the session for church's current year and covering the period to the final dissolution, shall be placed in the hands of the Administrative Commission. An understanding shall be reached that no funds beyond the line items in the budget can be expended without permission of the Administrative Commission.
- g) Pastors whose churches are within the parish area of particular members of the church being dissolved, shall be asked to call on these members prior to the date of dissolution to invite them to their churches so the members can have a ministry and an opportunity to continue their ministry within the Presbytery. Special concern shall be given to persons in nursing facilities and shut-ins, and any member of the dissolved church shall be invited to join at least one Presbyterian Church regardless of residence address. This shall be coordinated by the Moderator of the dissolving church.
- h) A copy of any history of the church shall be obtained (or duplicated) to place in the archives of the Presbytery.
- i) Wherever possible, the will of the members of the church shall be considered in the disposal of any memorials, remembering paragraph #1, page #1. All items to be removed from the church shall be removed before listing for sale with a real estate broker.
- j) At least one active elder from the church shall be a member of the Administrative Commission to dissolve the church.
- k) During a meeting of the Presbytery, there shall be a celebration of witness of the church, coordinated and scheduled by the New Church Development/Redevelopment Team, the Administrative Commission and the Planning and Visioning Team through Coordinating Cabinet. If the church so desires, the last worship service in the church shall be a

celebration of its witness, with the Presbytery assisting in any way it can as invited by the Session.

- l) Any action relative to funds or property on the part of the church shall be properly moved, seconded and approved by the majority of the Session or Trustees (as the situation would require), and supported by the Administrative Commission. The Administrative Commission shall be most considerate in conveying to the Presbytery any desires by the Session and/or Trustees (Congregation or Corporation) pertaining to the use or disposal of any of the funds or property of the church.
- m) The Administrative Commission of the Presbytery shall empower to intervene, and if necessary replace the Session when properties and /or funds are being disposed of without the approval of the Presbytery or its duly authorized Commission - the Administrative commission appointed for that church. The Administrative commission shall have authority to seek restitution for any property improperly disposed of, if necessary.
- n) The Presbytery shall receive all books of the trustee and all Session Records (Minutes and Registers), all cancelled checks and paid bills, with a list of any outstanding obligations, and all bankbooks, checkbooks or other financial records after all bills of the church have been paid and all pledges are fulfilled. In addition, the Presbytery shall receive the following:
  - Insurance Policies;
  - Titles, deeds, abstracts of all property;
  - Government reports if any;
  - Employee records;
  - Statements of position regarding outstanding obligations, with full disclosure;
  - Notice of any suits pending, or claims likely to result from suit;
  - Authority to list property for sale and show property before final dissolution;
  - Authority of the Administrative Commission to countermand budget if not proper (viz. self-serving, such as a bonus to the minister);
  - Adequate notice of intention to dissolve.
- o) Listing of property for sale shall be by the Trustees, subject to approval by the New Church Development/Redevelopment Team and Presbytery. Sale of property by the Trustees shall be subject to approval by Presbytery.
- p) Net proceeds of sale of building and land shall be added to the New Church Development/Redevelopment Fund of Presbytery after payment of all expenses and carrying charges, as well as commissions incurred from time of dissolution to sale. The Trustees shall oversee the investments of these funds. The New Church Development/Redevelopment Team shall designate dispersal of the funds, with approval of Presbytery.
- q) Any other assets, of a local church, at the time of dissolution, shall become the property of the Presbytery of Detroit and, except as otherwise designated, shall be added to the Unrestricted Endowment Fund of Presbytery.
- r) Every effort shall be exercised to complete disposal of property at the time of the final service of local congregation.

### NCD/R 3. POLICY FOR NEW CHURCH DEVELOPMENTS

#### INTRODUCTION

As a presbytery, we take our imperative from the great commission of Jesus Christ (Matthew 28:19-20) to develop new churches. We realize that his call to go into all the world and to all nations also has a local focus which includes our own inner cities and developing suburbs where there are many people who will respond to the good news and the claims of the gospel. As Presbyterians involved in new church developments in these places, we acknowledge the variety of gifts given by the Holy Spirit for building up the body of Christ and we seek collaborative ways to use our differing gifts in these undertakings of faith and mission. We want to bring together the experience, support and resources from the presbytery, local communities, and from skilled leadership that will enable this work to prosper. The following policies are intended to give us all a clearer way to assume our various responsibilities in the efforts of new church development, recognizing that how we work together--honoring responsibility and liability, as well as, mutuality and giftedness--will itself become an experience and a reflection of the unity we have in the Church through Jesus Christ.

#### Presbytery's Responsibility

The presbytery has the responsibility and power to organize new churches. Book of Order,

G-11.0103 h. The organizing pastor of a new church development (NCD) is called by the presbytery and is, therefore, accountable to the presbytery through an Administrative Commission.

Upon the recommendation of the Committee on Church Strategy, the presbytery shall appoint an Administrative Commission. The Administrative Commission will be comprised of at least seven members; whenever possible members will represent the presbytery's Committee on Ministry, New Church Development/Redevelopment Team, one at large member and at least one member of the steering committee of the NCD. Executive staff of the presbytery and the organizing pastor serving as staff to the administrative commission shall meet with the administrative commission with voice and no vote.

#### Accountability

The Administrative Commission shall have the ecclesiastical power of session as set forth in the Book of Order, G-10.0102.

The Administrative Commission will have authority to do the following:

- authority to create the Steering Committee of a NCD;
- order public worship;
- authorize the celebration of sacraments and receive potential charter members;
- keep accurate rolls of members on behalf of the presbytery;
- report names on the membership roll to the presbytery annually; and
- at the time of chartering, transfer the names on the roll to the newly established congregation;

- in consultation with the steering committee, to establish the annual budget;
- in consultation with the steering committee, to determine the distribution of the church's benevolence, and order offerings for Christian purposes, providing full information to the presbytery, NCD Steering Committee and the Committee on Church Strategy in its decisions on such matters; and
- in consultation with the Committee on Ministry and the Committee on Church Strategy, act in judicial matters.

The Administrative Commission shall be responsible for the care and nurture of the organizing pastor, as well as represent the presbytery in its role as employer of the organizing pastor.

The composition of the Administrative Commission shall reflect an inter-committee structure and be diverse. (Book of Order, G-90504 b.)

### Steering Committee

The steering committee shall consist of persons from the local community who are potential charter members of the new church development and presbytery representatives.

Once the new congregation is chartered, it is expected that new church development members of the steering committee will be among those nominated to serve as a session.

The steering committee provides programmatic guidance and oversight during the development stage of the new church. The organizing pastor will be the moderator of the steering committee.

It is expected that the steering committee and the presbytery's Administrative Commission will work together to develop a healthy and vital congregation. Periodic face to face meetings of the Administrative Commission and the Steering Committee will nurture, enhance and develop their working relations. The steering committee and the organizing pastor are accountable to the presbytery and the denomination through the Administrative Commission, and shall report to the Administrative Commission at each meeting.

The functions of the steering committee include:

- developing the congregation's mission design;
- develop the worship style of the new church;
- develop the Christian education programs, care of members, service, stewardship and outreach of the new church;
- under the direction of the Administrative Commission, develop goals, objectives and action plans that will facilitate the fulfillment of the life and ministry of the new church;
- develop policy and programs for the training of lay persons for nomination and election as officers;
- determine standards for membership and provide training for new members;
- under the direction of the Administrative Commission, develop a budget based on the five-year projections noted in the Mission Program Grant proposal;
- together with the organizing pastor, develop and help shape the identity of the growing NCD; and

- at the appropriate time, consult with the Administrative Commission to determine when and how a request to charter the NCD will be made.

### Terms Of Call

The terms of call for the organizing pastor of a new church development will be negotiated by the Administrative Commission. The pastor shall be called by the presbytery as an ORGANIZING PASTOR and shall serve the NCD initially for a three-year period. The continuation of the organizing pastor is dependent upon the successful completion of his or her assigned tasks, as described in the job description and annual work objectives. (Book of Order G-14.0513 f.)

The terms of call will be written in the standard format currently used by the presbytery's Committee on Ministry (COM). COM will review, approve, and recommend the terms of call to the presbytery. The Presbytery of Detroit will call the organizing pastor for the new church development.

A copy of the terms will be shared with the organizing pastor and the steering committee before it is presented to COM.

During the negotiation process for the position of organizing pastor, the Administrative Commission will be guided by the salary compensation presented in the Mission Program Grant proposal (when applicable) submitted to the Synod and General Assembly, as well as the minimum compensation for full-time incoming clergy established by COM and approved by presbytery.

### Performance Evaluation

Upon the arrival of the organizing pastor the Administrative Commission, in consultation with the pastor, will develop a job description. The job description, goals, objectives and action plan described in the original Mission Program Grant proposal will provide the basic criteria for use in the evaluation process. The job description will be revised yearly to meet the needs of the developing congregation.

However, it should be understood that the Administrative Commission will be in consultation with members of the steering committee for the more subjective functions of the pastor's ministry during the crucial first year. The more subjective functions of an organizing pastor that will be considered are:

- the organizing pastor's willingness and ability to share his/her faith journey; his/her nurturing, loving and supportive spirit that demonstrates a capacity to lead others in their spiritual journey;
- his/her ability to take the ideas and the needs of each person seriously;
- his/her commitment to the theology and polity of the Presbyterian Church (U.S.A.);
- his/her capacity to partner with the steering committee and the presbytery through its Administrative Commission.

The organizing pastor's performance is critical during the first year of ministry with the NCD. The Administrative Commission will, therefore, schedule at least one meeting a month with the organizing pastor. The monthly meetings are intended to offer encouragement, support, guidance and nurture, as well as discuss the effectiveness of the pastor's style and focus of ministry.

### Chartering

When the new church is formally organized by the presbytery, the relationship between the organizing pastor and the new church shall terminate. At that time the new church may, with the approval of the Committee on Ministry and presbytery, call the organizing pastor to be its first pastor. (Book of Order G-14.0513 f.) Please note that this is done in consultation with the Administrative Commission.

The determination to charter or organize as a church will be made when the Administrative Commission and the steering committee are of one mind that a petition to be chartered should be made by Church Strategy to the presbytery to organize the NCD as a fully constituted church of the Presbyterian Church (U.S.A.). (Book of Order G-7.0200 to G-7.0202 identifies the procedure.)

There also needs to be a clear indication that there is a climate of peace, unity and harmony in a community of faith that is committed to going forward together and becoming an organized Presbyterian church.

As an indicator that the new church development is ready to be chartered, the Administrative Commission will utilize the following numerical guides in assessing the project's ability to be self-supporting:

- average attendance at worship of 100 persons;
- at least 100 persons are committed to be active members of the congregation.

Along with the petition to charter, the Administrative Commission will submit, on behalf of the steering committee to the New Church Development/Redevelopment Team and the presbytery, the following:

- a five-year Mission Design, prepared and adopted by the steering committee;
- a record of progress made toward self-determination, self-sufficiency and viability;
- a petition from persons who will be the charter members;
- a proposed five-year budget developed by the steering committee;
- lay leaders who have been trained for nomination and election to the session;
- articles of incorporation and the names of officers designated as trustees.

### Charter Members

The charter members are those persons who have been received by the Administrative Commission as active and participating members of the NCD, and who are willing to sign the petition to be members of the new church.

Procedure

The Administrative Commission shall keep minutes and shall submit them to the presbytery pursuant to the Book of Order, G-9.0502. The Administrative Commission and the steering committee should have minutes recording items discussed and actions taken. (Minutes should include who was present, absent, and excused; authorization of expenditures; approval and authorization of special events, including requests to the Administrative Commission to authorize the sacraments, etc.)

Role Of Presbytery Representatives On The Steering Committee

Presbytery representatives on the steering committee are there to provide guidance, advice and support. They should be voting members of the steering committee and should be a vehicle for sharing information with the Administrative Commission and the presbytery committees.

Funding The Presbytery's NCD

Most often, the presbytery is able to fund a new church development in partnership with the Synod and General Assembly through a Mission Program Grant. Typically, funding is provided for five years on a declining basis. The new church development project also provides funding through the contributions of potential members.

Each year the Administrative Commission, in consultation with the NCD's steering committee, will develop a budget for the following year. The budget should be developed in time for it to be included in the Annual Review Analysis Form for the Mission Program Grant projects. The Annual Review Analysis Form must be completed and approved by the presbytery in time to be submitted to the Synod office no later than August 1 of each year.

The budget is to be based on the projected income from the presbytery, Synod, General Assembly and the new church development. While the amount of project-generated income reflects estimates, it is essential to the continued success of the project because it represents a project's ability to continue funding at levels needed for growth.

The budget shall include all planned expenditures for the next year including pastoral compensation. The budget shall have categories that describe all expenditures that will be made. At least 10% of the project's total operating budget shall be designated to Presbyterian General Mission.

The annual budget is the spending guide for the NCD and shall be followed as closely as possible. When authorizing payment of bills, the Administrative Commission shall be guided by the budget.

Accounting Procedures

The Committee on Church Strategy has adopted the following accounting policy:

Whenever the presbytery's projected disbursements (including moneys from Synod, General Assembly or partnership churches) to an NCD constitute more than half of the NCD annual budget:

- the presbytery will disburse all budgeted funds by check issued directly to the appropriate recipient;
- NCD church collections and contributions are to be deposited to the account on which these checks are drawn.
- A small amount may be provided to the NCD as a petty cash fund.

The following operational procedures have been established to implement the committee's policy and to:

- insure that the practices are in keeping with both the presbytery's financial policies, as well as, the generally accepted accounting records;
- standardize financial practices among the various existing and future NCD projects for the sake of consistency of treatment and efficiency in the presbytery office;
- facilitate the timely production of complete financial reports for each NCD.

#### Operational Procedures/NCD Finances:

- NCD WORKING FUND (formerly called the Petty Cash Fund)

Each NCD is provided with a Working Fund (\$1,000) that is to be used to facilitate the deposit and transmittal of cash receipts to the presbytery office and to provide a means for paying incidental expenditures (\$100) in the day-to-day operations excluding billable items.

- CASH RECEIPTS

Cash receipts are to be reported by category on a standard reporting form that will be provided by the presbytery office.

This means that cash receipts checks to the presbytery are to be accompanied by a form that shows receipts by category (member contributions, support from other churches, special offerings, bake sales, etc.).

- VOUCHERS AND DISBURSEMENT AUTHORIZATIONS

All vouchers and request for disbursement of funds, by the presbytery office, for expenses are to be approved prior to payment by the NCD Administrative Commission or the executive staff person working with the project. It is expected that such approval will be provided within one week of receipt in the presbytery office. In cases where the disbursement requires approval before the next meeting of the NCD Administrative Commission, the presbytery executive working with the project will approve the voucher and take it to the next meeting of the Administrative Commission for their authorization. Previously authorized regularly recurring expenditures (salaries, insurance, rent, utilities, etc.) will be paid without awaiting additional authorization.

- FINANCIAL REPORTS



Each NCD will be recorded in the presbytery's accounts in a subsidiary ledger that will permit regular individual reports in a format that provides a detailed income and expense statement with year-to-date Budget and year-to-date Income and Expense. [End]

**PRESBYTERY OF DETROIT**  
**Minutes of the Stated Meeting**  
**June 24, 2003**  
**St John's Presbyterian Church, Detroit, Michigan**

A quorum being present, the Presbytery of Detroit was convened with the opening litany in a stated meeting at St John's Presbyterian Church on June 24, 2003, at 5:30 p.m. Kenneth Smith moderated the meeting.

The Moderator appointed Alan Scott White as the Assistant to the Clerk.

The Moderator invited new Ministers and commissioners to introduce themselves to the Presbytery.

Upon motion of the Stated Clerk, Presbytery voted to:

1. Adopt the docket as presented.
2. Excuse all continuing members of Presbytery and elder members of Council who have asked to be excused.
3. Seat as corresponding members all eligible persons who are presented to the Presbytery and who register on the enrollment sheet for corresponding members.

Johnie Bennett welcomed the Presbytery to St. John's Presbyterian Church.

**Committee on Preparation for Ministry.** Dixie Elam reported for the Committee.

The Committee reported that Duke Morrow has met the requirements of G-14.0310 of the Book of Order, has completed an appropriate theological degree, and has received a call to a congregation. The Committee presented him to Presbytery for examination of his Christian faith and views in theology, the Bible, the sacraments, and the government of the church. After preaching a short sermon and reviewing his written statement of faith, Presbytery examined Mr. Morrow.

Upon motion of the Committee, Presbytery voted to sustain the examination and proceed to ordination.

The Committee presented David Oh, a member of Southfield Korean Presbyterian Church, as a candidate for the Ministry of Word and Sacrament. Mr. Oh described his sense of call and the Presbytery discussed his sense of call with him. Upon motion of the Committee, Presbytery voted arrest the examination and to enroll him as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Mr. Oh the questions required by the Constitution, and after a brief charge and prayer declared him a candidate for the Ministry of Word and Sacrament, and directed that the Stated Clerk record him on the roll of Presbytery as a candidate.

The Committee presented Leonard Reichel, a member of Shelby St Thomas Presbyterian Church, as a candidate for the Ministry of Word and Sacrament. Mr. Reichel described his sense of call and the Presbytery discussed his sense of call with him. Upon motion of the Committee, Presbytery voted arrest the examination and to enroll him as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Mr. Reichel the questions required by the Constitution, and after a brief charge and prayer declared him a candidate for the Ministry of Word and Sacrament, and directed that the Stated Clerk record him on the roll of Presbytery as a candidate.

The Committee reported the following for the information of Presbytery:

1. The Committee conducted a Final Assessment (G-14.0310a) with the following Candidates for Minister of Word and Sacrament, granting them each permission to circulate a PIF:
 

Brad Kibbel	Ferndale, Drayton Avenue	5/6/03
Rebecca Dean	Beverly Hills, Northbrook	6/3/03
Katy Doyle	Orchard Lake	6/3/03
2. CPM sustained Annual Consultations with the following Inquirers and Candidates on the dates indicated:
 

David Oh, Inquirer	Southfield, Korean	5/6/03
Greg Zurakowski, Candidate	Grosse Ile	5/6/03
Susan Whitlock, Inquirer	Ann Arbor, First	5/6/03
Andrew Pomerville, Inquirer	Brighton, First	5/6/03
Brad Kibbel, Candidate	Ferndale, Drayton Avenue	5/6/03
Katy Doyle, Candidate	Orchard Lake	6/3/03
Leonard Reichel, Inquirer	Shelby, St. Thomas	6/3/03
Autum Lum, Candidate	Ann Arbor, First	6/3/03
3. On the dates indicated, CPM enrolled the following persons as Inquirers:
 

Skye Murray	Ann Arbor, Westminster	5/6/03
Jennifer Hill	Allen Park	6/3/03

Presbytery recessed for worship.

#### **Report of the General Assembly Commissioners.**

The Commissioners to the 215th General Assembly reported on their work and experience as commissioners to the 215th GA.

#### **Report of the Synod Commissioners.**

Kenneth Collinson reported orally and in writing on the May 2003 Synod Assembly.

**Hope Church Administrative Commission.** Thomas Woehrle reported for the Commission.

Upon motion of the Commission, Presbytery received the following report as the final report of the Hope Church Administrative Commission, and voted to dissolve the Commission.

#### *The Presbytery of Detroit*

#### *Hope Presbyterian Church Administrative Commission: Final Report*

*June 24, 2003*

#### **BACKGROUND:**

*On January 22, 2002 the Presbytery of Detroit directed that an Administrative Commission be formed with the following charge:*

*That the Moderator of Presbytery, in consultation with Stated Clerk, appoint an Administrative Commission to Hope Church, Detroit, in accordance with G-9.0503a(4):*

*a) To inquire into and do what is necessary to settle disputes and difficulties*

*in the church;*

*b) To provide guidance and support to the session in its role of leading the congregation in its mission and ministry;*

*c) To make necessary recommendations to the Presbytery on matters related to the future of the continuing ministry of the congregation. This administrative commission is not intended to set aside the session, but would work in partnership with the session and congregation, to provide mentoring and resolution for the conflicts that exist there. The administrative commission will be assisted by the Rev. Drs. Arlene Gordon and Leon Fanniel.*

*A month later the Hope Presbyterian Church Administrative Commission was formed by the appointment of the Presbytery Moderator. At its first meeting on March 25<sup>th</sup> it was briefed by the Interim Executive Presbyter and the Stated Clerk regarding the history of the concerns regarding this church. Much printed information, including correspondences regarding areas of conflict identified by members of Hope Church and some members of the Session was distributed to commission members. A recommendation was made that the Rev. Leon Fanniel be consulted regarding background information on his previous conversations with Hope Church about its conflicts, services he might provide to the Commission and/or to Hope Church, and procedural insights for the Administrative Commission in addressing the issues facing the church.*

*At the commission's second meeting on April 23<sup>rd</sup>, the data regarding the issues and a statement from Leon Fanniel regarding how he might help was reviewed. The commission decided to meet with the session of Hope Church to initiate and establish contact with the session, hear voices of concern, extend pastoral support and encouragement in the midst of conflict, and ascertain from members of Hope Church how the Administrative Commission could be helpful to them in addressing its issues and moving toward resolution. On April 29<sup>th</sup> a letter was sent to the session requesting a meeting. A meeting was arranged for June 10<sup>th</sup>.*

*The commission received a letter from the pastor of Hope Church dated May 8<sup>th</sup> indicating that he was resigning to accept a call to Second Presbyterian Church in Chicago effective June 15<sup>th</sup>. On May 30<sup>th</sup> four commission members met with the pastor to hear his views regarding the issues he and the church faced. On June 10<sup>th</sup> three commission members met with the Hope Church session to hear its concerns regarding past and present conflict, the pastor's departure, and future ways in which effective methods of communication among the session and members of Hope Church might be fostered. On the future of Hope Church, session members expressed primary concern for the next steps in seeking and finding an Interim Pastor and a new Head Pastor.*

*At the Commission's third meeting on June 18<sup>th</sup>, the following recommendation was approved for presentation to the Presbytery at its meeting on June 25<sup>th</sup>:*

*1) that the Administrative Commission recommend that Presbytery appoint an*

*intentional, long term interim pastor as soon as possible, and that the interim pastor engage in developmental tasks such as:*

*a) helping Hope Church come to terms with its history*

- b) *helping Hope Church discover a new identity*
- c) *helping Hope Church to nurture current leaders and to develop new ones*
- d) *helping Hope Church to renew its relationship with the Presbytery and denomination*
- e) *helping Hope Church commit to new directions in ministry;*
- 2) *that the Administrative Commission continue to serve Hope Church by offering to:*
  - a) *serve as observers/mentors at meetings of the Session and congregation*
  - b) *help provide leadership training*
  - c) *help provide conflict resolution training.*

*These forms of service would only be undertaken at the request of the Hope Session.*
- 3) *that the Presbytery dissolve the Administrative Commission upon the appointment of an interim pastor for Hope Church.*

*On June 25<sup>th</sup> the presbytery approved this recommendation. On June 27<sup>th</sup> the commission sent a letter to the Hope Church session informing them of the above presbytery action and offering to assist them in the manner stated in this action. In early July the COM Chair assured the commission via e-mail that a moderator of the Hope Church session would be appointed soon. On September 24<sup>th</sup> the presbytery appointed a moderator for the Hope Church session.*

*In January an interim pastor was engaged. Therefore, work of the commission was finished.*

*Final comment: Since the commission was appointed when a pastor and session were in complete charge of the church's affairs, it had only advisory authority. Neither the pastor nor the session appreciated the presbytery's appointment of the commission. The pastor left and the session chose not to utilize the services offered by the commission. We strongly recommend that in the future, should a similar conflict develop between a pastor and some members of a church, no commission with a charge similar to the one given to this commission be appointed.*

*Respectfully submitted,*

*The Hope Church Administrative Commission*

*Nancy Benson-Nicol, Co-convener, Thomas Woehrle, Co-convener, Johnie Bennett, Natalie Brothers, Arthur Canada, Marie Hughley, David Lentz, Secretary (through 11/2002)*

There were no motions from the floor.

#### **Stated Clerk**

Upon motion of the Stated Clerk, Presbytery voted to approve the minutes of April 22, 2003 as corrected.

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

#### **TRANSFERS COMPLETED**

1. From the Presbytery of Detroit:
  - a. Ben Bishop to the Presbytery of Chicago

## COMMUNICATIONS

1. From the Stated Clerk of the synod of the Covenant reporting that the minutes of the Presbytery of Detroit for 2002 have been approved without exception.
2. From Helen Morrison, member of the General Assembly Council, writing from the 215<sup>th</sup> General Assembly, thanking the Presbytery of Detroit and all of our congregations for support of the General Assembly mission, and for the support given her as she serves on the General Assembly Council.

## OTHER

At its May meeting, the Synod of the Covenant received a report of the administrative review of the procedures followed by the Presbytery of Detroit in a recent matter of the misconduct of a member of the Presbytery, which was addressed in executive session at the February meeting of Presbytery.

The Committee reported it was guided in its inquiry by the following questions:

1. Was the pastoral misconduct handled in a timely manner?
2. Were the Sexual Misconduct Policy and the Presbytery Bylaws followed? Was this done in a timely manner?
3. Were proper disciplinary steps taken?
4. Was pastoral care provided to all involved parties?

The Committee made the following findings:

1. The COM acted in a timely fashion addressing the needs of all parties involved within the boundaries and context of their abilities.
2. The stated Clerk upon receipt of a written self-accusation followed the Sexual Misconduct Policy and Bylaws of the Presbytery of Detroit.
3. The COM acted swiftly and placed appropriate restrictions on the member. The disciplinary action is still to come as the Investigating Committee is currently working.
4. COM addressed pastoral care for all parties upon their knowledge 16 September.

The Committee had some observations/concerns:

1. The Executive Presbyter was not properly informed of issues and happenings in the Presbytery.
2. The member is currently serving on a Presbytery committee.
3. The Sexual Misconduct Policy is vague, contains excessive room for interpretation, and is outdated.
4. The Stated Clerk, serving as legal council for the member, created an appearance of misconduct that may be hurtful to the member as well as the Presbytery and the church as a whole.
5. The spouse of the member requested a copy of the presbytery's Sexual Misconduct Policy and never received it.

The Committee made the following recommendations:

1. Synod appoint a task force to review and update the Synod Sexual Misconduct Policy to include more definitive language and to cover all presently known circumstances. Once adopted by the Synod the new policy should be distributed to all Presbyteries with encouragement to review and update their own policies.
2. The Synod encourages the member to resign from all committee work within the Presbytery of Detroit.

3. The Synod ask the Presbytery of Detroit's Stated Clerk to, in future instances, take into consideration the appearance of conflict when acting as Stated Clerk for the health of the church at large and for his own respectability.
4. The Synod appoint a task force to look into the communication of the leadership members of the Presbytery of Detroit and if necessary provide a healthy model of communication. This is recommended so that the end result is that every member of the leadership is kept within the loop of necessary information. It was stated, though to no certainty, that the Interim Executive Presbyter was unaware of the matter until after everything was put into place. According to the Sexual Misconduct Policy, the EP is to take part in the formation of the Pastoral Response Team and the Investigating Committee.
5. The Presbytery of Detroit make their Sexual Misconduct Policy readily available to all members of the Presbytery.

**Social Justice and Peacemaking.** Barbara Swartzel reported for the Committee.

Ms. Swartzel introduced the Rev. David Bower, Director of Church World Service in Michigan, who addressed the Presbytery.

**Committee on Nominations.** Ken Collinson reported for the Committee.

After nominations were opened to the floor, the following nominees were elected by unanimous vote:

**Treasurer**

Class of 2003	Elder Jerry Seaton	Detroit – Jefferson Avenue
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**Committee on Ministry**

Class of 2004	Elder Peggy McLeod	Hartland
Class of 2005	Elder Jeanne Moore	Detroit – St. John's

**Committee on Preparation for Ministry**

Class of 2005	Elder Orlean Warren	Detroit – Trumbull Avenue
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**Nurture & Support of Clergy & Lay Leadership Team**

Class of 2003	Rev. James Monnett, Jr.	St. Clair Shores - Lakeshore
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**Synod of the Covenant**

*Synod Council*

Class of 2005	Rev. Fe Esperanza Ayap	Southfield – Filipino-American NCD
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Class of 2003	Elder James Shirley	Detroit - Westminster
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**Presbytery Operations Team: Session Records Work Group**

Class of 2003	Elder Robert Taylor	Westland – Kirk of our Savior
Class of 2003	Elder Connie Etter	Belleville
Class of 2004	Elder Joseph German	Detroit – St. John's
Class of 2004	Elder George Landmann	Royal Oak – Point of Vision
Class of 2005	Elder Donald Polson, Chair	Dearborn Heights– St. Andrew's
Class of 2005	Elder Paul Kennedy	Troy – Northminster

Class of 2005  
Class of 2005

Elder Evelyn Funk  
Elder Orlean Warren

Westland – Kirk of our Savior  
Detroit – Trumbull Avenue

**Trustees.** Al Glover reported for the Trustees.

Upon motion of the Trustees, Presbytery voted to:

1. Approve the new interest rate on Presbytery loans of 5.75% through December 31, 2003.
2. Approve the request of the congregation of First Presbyterian Church of Saline to purchase property at 155 East Michigan Avenue and borrow \$235,000 (Amended amount from Trustees meeting on June 2, 2003) at 5.5% interest from the Bank of Washtenaw. Term of loan 5 years/20-year amortization. The Church states that it will be undertaking a capital campaign starting in January 2004.
3. Approve the request of the congregation of Broadstreet Presbyterian Church, Detroit, to borrow \$25,000 from the Presbytery of Detroit at 5.75% interest for 7 years. The note/mortgage is to be recorded.
4. Approve the request of the congregation of Trinity Community Presbyterian Church, Detroit, to borrow \$25,000 from the Presbytery of Detroit at 5.75% interest for 7 years. The note/mortgage is to be recorded.
5. Approve the request from Fort Street Presbyterian Church, Detroit that the Presbytery of Detroit distribute the actual income from their share of the Joy/Connor Fund with Comerica Bank on a monthly basis.
6. Grant the Trustees authority to act on issues permitted by the bylaws and Book of order during the interim between the June 24, 2003 and September 23, 2003 meetings of Presbytery, where the Trustees believe it is necessary for the good of Presbytery to act before the September meeting.

The Trustees report the following for the information of Presbytery:

1. The Trustees have approved the sale of Camp Sarah Grindley as authorized by the Presbytery. The sale was closed on May 15, 2003.
2. After receiving a request from Fort Street Church, the Trustees directed Mr. Vincent to prepare an accounting from readily available records on what Fort Street Church has received from the Joy Fund versus the terms and conditions of the will dated December 21, 1908. The Joy Fund endowment is held by the Trustees and constitutes nearly half of the Presbytery's endowment funds. The directions require the Trustees to distribute the income to Fort Street Church (50%), Presbytery of Detroit (40%), and other three other Presbyteries in the Synod (10%).
3. The Trustees received a report of Monthly Balances of the Cash and Investment Portfolio through 4/1/03. There are \$813,955.37 in unrestricted funds, \$933,170.41 in Designated Funds, and \$12,715,155.26 in Restricted Funds (at Comerica Bank), for a total of \$14,462,281.04.
4. The Trustees continue to look into the corporate structure of the Howell Center, on recommendation of our auditors. They have received a recommendation to create a 501(c)(3) corporation, and that the cost will be in the range of \$25,000. The cost would include paperwork to establish the corporation, and preparing an interlocking structure that maintains control with the Presbytery. The Trustees approved \$5,000 to have a recommendation prepared for the corporate structure of the Howell Center as a 501(c)(3) organization. The remaining \$20,000 of costs has been included in the revised 2003 budget and 2004 budget
5. The Trustees have appointed Don Brownell as Corporate Secretary effective July 1, 2003.



**Planning and Vision Team.** David Robertson reported for the team.

Mr. Robertson introduced the Financial Administrator Brad Vincent, who reported on expected income for 2003. The shared mission giving is expected to be \$400,000 rather than the \$510,000 anticipated in the 2003 budget. Per capita will be \$380,000 rather than \$400,000. The Ranney-Balch Fund income will be \$40,000 less than expected. The projections require reducing expenditures for 2003. Mr. Robertson presented a revised expectation about the 2003 budget and a preliminary 2004 budget.

**Coordinating Cabinet.** Fran Anderson reported for the Coordinating Cabinet.

Upon motion of the Coordinating Cabinet, Presbytery elected James Foster Reese as Acting Executive Presbyter of the Presbytery of Detroit, for 6 months, beginning August 7, 2003, on the following terms:

COMPENSATION

<i>Cash Salary</i>	\$ 53,136.74
<i>Housing allowance</i>	43,475.51
<i>Medical Deductible</i>	1,932.25

SOCIAL SECURITY REIMBURSEMENT

<i>7.65% of basic compensation up to \$87,000</i>	6,655.50
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CONTINUING EDUCATION

800.00

GRAND TOTAL

\$106,000.00

- *Rev. Reese will keep track of his own mileage and other deductible expenses for tax purposes.*
- *Twenty-two days of vacation and ten days of study leave per year (based on a 5-day work week and pro-rated for service less than one year).*
- *Contract is for six months, beginning August 7, 2003, with one month notice by either party.*

**Presbytery Operations Team.** Rosy Latimore reported.

Upon motion of the Team, Presbytery voted to approve the review of session records as follows:

1. Beverly Hills - Northbrook  
Minutes Approved with exceptions  
Registers Approved without exceptions
2. Birmingham - First  
Minutes Approved without Exceptions  
Registers Approved without Exceptions
3. Dearborn - Dearborn Woods  
Minutes Approved with exceptions  
Registers Approved without exceptions
4. Detroit - Broadstreet  
Minutes Approved with exceptions  
Registers Approved with exceptions
5. Detroit - Redford

- Minutes Approval pending register review  
Registers Incomplete
6. Detroit - Southwest United  
Minutes Approved without exceptions  
Registers Approved without exceptions
  7. Howell - First  
Minutes Approved without exceptions  
Registers Approved without exceptions
  8. Livonia - St. Paul's  
Minutes Approved with exceptions  
Registers Approved without exceptions
  9. Port Huron - First  
Minutes Approved with exceptions  
Registers Approved with exceptions
  10. Port Huron - Westminster  
Minutes Approved with exceptions  
Registers Approved without exceptions
  11. Warren – First United  
Minutes: Approved without Exception  
Registers: Approved without Exceptions
  12. West Bloomfield - Church of Our Saviour  
Minutes Approved with exceptions  
Registers Approved without exceptions
  13. Westland - Kirk of Our Savior  
Minutes Approved without exceptions  
Registers Approved with exceptions.

The Team recognized and lauded Dick Grant for his 25 years in ministry at the Howell Nature Center. They presented him with a plaque and a gift recognizing his service and thanking him for it.

The Team moved that Presbytery employ Brenda Jarvis as the Interim Associate for Congregational Outreach and Nurture effective August 7th. The motion was made to postpone the motion to the September meeting of Presbytery. Upon motion, Presbytery voted to close debate. The motion to postpone was defeated. Upon motion, the Presbytery voted to close debate on the main motion. The main motion was approved.

**Spiritual Formation and Faith Development Team.** Julianne Joy reported for the Team.

**New Church Development/Redevelopment Team.** Anna Marie Austin Reported.  
Upon motion, Presbytery voted that Mission Program Grant applications be approved for Gratiot Avenue and Southwest United Presbyterian Churches to enter Redevelopment, with the following funding Schedules:

Schedule of proposed mission program grant funding for Gratiot Avenue:

- A. Anticipated date that the monthly payment is expected to begin. January 2004

B. Anticipated final year of mission program grant. 2009								
Source of Funds	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
PROJECT	58,000	68,000	77,000	90,000	106,000	115,000		514,000
PRESBY.	36,000	21,000	17,000	13,000	9,000	4,000		97,000
SYNOD	10,000	6,667	5,334	4,000	2,666	1,333		30,000
GA	35,000	29,000	23,000	17,000	11,000	5,000		120,000
OTHER	29,700	30,000	35,000	40,000	45,000	50,000		229,700
TOTAL	165,700	154,667	157,334	164,000	173,666	175,333		990,700

Schedule of proposed mission program grant funding for Southwest United

A. Anticipated date that the monthly payment is expected to begin.: January 2004

B. Anticipated final year of mission program grant. 2010

Source of Funds	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
PROJECT	40,000	53,000	67,000	81,000	95,000	110,000	119,000	565,000
PRESBY.	20,000	16,500	14,000	11,500	9,000	4,500	1,500	77,000
SYNOD	10,000	8,500	6,000	3,500	1,000	500	500	30,000
GA	30,000	25,000	20,000	15,000	10,000	5,000	2,000	107,000
OTHER	15,000	16,000	17,000	18,000	19,000	21,000	23,000	129,000
TOTAL	115,000	119,000	124,000	129,000	134,000	141,000	146,000	908,000

**Committee on Ministry.** Sue Melrose reported for the Committee

Upon motion of the Committee, Presbytery voted to:

1. Approve the call of **First Church, Plymouth** to the **Rev. Mary Jean Bird** as Associate Pastor for Parish Life, effective July 15, 2003, with the following terms: Cash salary \$25,000; Housing allowance \$15,000; FICA reimbursement \$3,060; Full pension \$12,593.56; Medical deductible \$569.40; Dental insurance \$330.60; Auto allowance \$2,525.56; Continuing education \$1,000; Relocation expenses (travel and movers) In full; Vacation of 4 weeks, including 4 Sundays per year with addition of one Sunday per quarter for 2003 to be coordinated by Head of Staff; Study leave of 2 weeks per year. AA/EEO guidelines of the denomination have been followed during the search process.

Enroll Ms. Bird as member of Presbytery of Detroit upon receipt of her credentials from Presbytery of the Cascades.

2. Approve, if the way be clear, call of the **Dearborn Woods Church** to **Duke G. Morrow** (currently under care of CPM of Detroit Presbytery), as pastor, effective September 1, 2003, with the following terms: Salary \$18,000; Housing allowance \$20,200; Medical reimbursement \$1,200; Full pension \$11,623; FICA reimbursement \$2,922; Travel \$1,500; Continuing education \$800; Professional journals \$600; Professional expense \$100; One month vacation including 4 Sundays; Two weeks study leave. AA/EEO guidelines of the denomination have been followed during the search process.

Appoint Mr. Morrow moderator and enroll him as member of Presbytery of Detroit upon ordination.

3. Approve dissolution of pastoral relationship between **First Church, Troy** and the **Rev. Barbara Swartzel**, effective June 30, 2003, pending affirmative action of the congregation in meeting to be held Sunday, June 29, 2003, on the following terms, and move her to member-at-large roll.

Amount of Salary to be paid: Six month salary and housing, Contribution to 403B:  
\$26505

Vacation to be paid: 2 Weeks vacation taken before June 30, 2003

Pension/Medical to be paid: \$15689 – 12 months

Special financial arrangements: Already spent reimbursables to be submitted before severance date and reimbursed up to budgeted amount.

Upon motion, Presbytery voted to dismiss the **Rev. William Hillemonds**, H.R., to the Presbytery of Lake Michigan at its request, effective May 13, 2003.

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

1. Approved request of the **Rev. Benjamin Bishop**, and the action of the congregation of **First Church, Birmingham** on May 4, 2003, to dissolve the pastoral relationship effective June 15, 2003, and transfer Mr. Bishop to Presbytery of Chicago.
2. Approved appointment of the **Rev. Elizabeth Rice** as Moderator at **First Church, Warren**, effective May 1, 2003, and extending during the parental leave of the Rev. Tiffany Nicely Holleck.
3. Approved the following Administrative Commission to install the **Rev. One Ho Park** as Co-Pastor of **Korean Presbyterian Church of Metropolitan Detroit, Southfield**, on Sunday, June 1, 2003, at 4:00 pm, as follows: Clergy: Michael Burns, In Soon Choi, Thomas Eggebeen. Elders: Kenneth Smith, Moderator (Southfield, Southfield), Ik Kim (Southfield, Korean), Robert Siefert (Bloomfield Hills, Kirk in the Hills). Invited to participate: Jongmoo Lee (Southfield, Korean).
4. Approved 12 month Stated Supply contract between the **Ann Arbor Taiwanese Fellowship** and the **Rev. Frederick Lee**, effective June 1, 2003, and grant Mr. Lee permission to labor within the bounds of Presbytery of Detroit. Terms are as follows: Full time; Cash salary and housing \$33,028; Medical deductible \$660; FICA \$2,577; Full pension \$9,601; Continuing education \$800; Auto/Travel and other business expenses \$6,332; One month vacation including 4 Sundays pro-rated over life of contract; Two weeks study leave pro-rated over life of contract.

The Fellowship or the Presbytery of Detroit may terminate the agreement with sixty days notice and forfeiture of any payment beyond that period.

5. Approved 12 month Temporary Supply contract between **Westminster Church, Ann Arbor**, and the **Rev. Loren Scribner**, effective June 8, 2003, with the following terms: Salary\* \$28,004; Housing and utilities \$28,470; TSA (403) \$2,000; Post-retirement dues \$7,017; Supplemental medical \$1,920; Continuing benefits \$4,248; FICA (part B) \$720; Medical supplement (flexible spending account) \$1,289; Moving expenses\*\* \$6,000; Professional expenses \$3,750; Continuing education \$1,000; One month vacation including 4 Sundays; Two weeks study leave. \*Salary is for months 3 through 12. \*\*Moving expenses to be paid in first two months of employment, in lieu of salary.

Appoint Mr. Scribner Moderator and enroll him as member of Presbytery of Detroit upon receipt of his credentials from the Mission Presbytery.

6. Approved 12 month Parish Associate Contract between **First Church, Birmingham** and the **Rev. William Dunifon**, effective May 1, 2003, with following terms: No compensation; Five hours/week.

7. Approved 12 month extension of Parish Associate contract between **First Church, Birmingham** and the Rev. Ernest Krug, effective June 1, 2003, with following terms: No compensation; Six hours/week.
8. Approved attached Policy Paper on the Role of Staff in the Pastor/Associate Pastor Nominating Process.

Ms. Melrose gave a verbal report on the investigation the Committee on Ministry has conducted regarding an incident involving the nomination of a pastor to a church in the Presbytery. The Committee has determined in its investigation that the AA/EEO policies were followed and that there was apparently no misconduct involved. In order to prevent the recurrence of the problem, the Committee approved a new Policy on the Role of Staff in the Pastor/Associate Pastor Nominating Process. This policy is reported to the Presbytery and attached to the minutes pursuant to Article XIII of the Bylaws..

**Mission Interpretation/Project/Partnerships Team.** Dickson Forsyth reported for the team.

The team presented a written and PowerPoint report on the Morang Street Mission.

Upon motion of the Team, Presbytery voted to validate the Morang St property as a mission project of the Presbytery of Detroit and that the moderator appoint a board of 9 members to have oversight of the mission. That board would elect its own officers, have authority to manage the budget, solicit funds, hire staff, solicit volunteers, plan, and approve programs, etc. The board would consist of a majority of Presbyterians and include adequate community representation. The board would be accountable to the Presbytery through the Committee on Mission Interpretation. The Presbytery would continue oversight of the property (maintaining the structure) and provide policies and guidelines for use of the property.

Upon motion, Presbytery adjourned with prayer at 9:38.

ATTEST:



EDWARD KOSTER, Stated Clerk

The next meeting of Presbytery will be on Tuesday, September 23, 2003 at 5:30 p.m. at Detroit Westminster Church.

ATTACHMENT ONE: The Roll

APPENDICES:

COM Policy Paper on the Role of Staff in the Pastor/Associate Pastor Nominating Process

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR June 24, 2003

CHURCHES: Of 90 churches, 58 were represented and 32 were not.

6/24/2003

COMMISSIONERS: Of 164 eligible commissioners, 104 enrolled, and 60 did not.

OTHER ELDERS (Officers, Members of Council)::

Of 18 total, 13 were present, of whom 2 counted as commissioners, leaving 11 as the unduplicated count: 4 excused, and 1 absent.

MINISTERS:

Of the 165 non-retired ministers on the combined rolls of active members and members-at-large, 65 were present, 51 were excused, and 49 were absent.

Of the 76 retired ministers on the rolls, 11 were present and 65 were excused.

SUMMARY

VOTING MEMBERS PRESENT

	104	Elder Commissioners
+	11	Other Elders
+	65	Non-retired ministers
+	11	Retired Ministers
=	191	Voting members present.

Roll of Commissioners

ALLEN PARK, Allen Park  
 1 DEB HELSTOMSKI  
 2 ROBERT MORTON  
 3  
 4  
 ANN ARBOR, Calvary  
 1 GAIL ARNOLD  
 ANN ARBOR, First  
 1 BETSY CAMP  
 2 LINDA SPECK  
 3 SUE LEONG  
 4 BEN VAN TUYL  
 5  
 6  
 ANN ARBOR, Northside  
 1 JEAN LOUP  
 ANN ARBOR, Westminster  
 1 GORDON GEORGE  
 2  
 AUBURN HILLS, Auburn Hills  
 1 DAVID FOSTER  
 BELLEVILLE, Belleville  
 1 CONNIE ETTER  
 BERKLEY, Greenfield  
 1 PRISCILLA KELCH  
 BEVERLY HILLS, Northbrook  
 1 NANCY BEST  
 2 WINNIE DAVIES HANCOCK  
 BIRMINGHAM, First  
 1 MARILYN DONNELLY  
 2 JUDITH PERRYMAN  
 3 JENNIFER DAVIDSON  
 4 SUSAN MARSH  
 5 BECKY PETERSEN  
 BLOOMFIELD HILLS, Kirk/Hills  
 1 MAYNARD TIMM  
 2 BOB SIEFERT  
 3 DAVID LENTZ  
 4 JUDY ZORN

5  
 6  
 BRIGHTON, First  
 1 NOT REPRESENTED  
 2  
 3  
 CANTON, Geneva  
 1 JUDITH FRANKS  
 CLARKSTON, Sashabaw  
 1 NOT REPRESENTED  
 CLINTON TWP, Peace  
 1 ROBERT UPDYKE  
 DEARBORN, Cherry Hill  
 1 NOT REPRESENTED  
 2  
 DEARBORN, Dearborn Woods  
 1 ALAN ENGLS  
 DEARBORN, First  
 1 ILLEGIBLE  
 2  
 3  
 DEARBORN, Littlefield  
 1 NOT REPRESENTED  
 DEARBORN HGTS, St. Andrew's  
 1 ALICE WRIGHT  
 DETROIT, Broadstreet  
 1 ALVIN SMITH  
 2 ALICIA JAY  
 DETROIT, Calvary  
 1 DON McSWAIN  
 2 PAMELA JOHNSON  
 DETROIT, Calvin East  
 1 TOM DITTMAN  
 DETROIT, First  
 1 NOT REPRESENTED  
 DETROIT, Fort Street  
 1 MOTOKO HUTHWAIT  
 2 KEVIN PEARSON  
 DETROIT, Grandale/Master

1 NOT REPRESENTED  
 2  
 DETROIT, Gratiot Avenue  
 1 LEROY SHEPHERD  
 2 ROSE MCGREW  
 DETROIT, Hope  
 1 DONALD HUDSON  
 2 JAMES WALKER  
 DETROIT, Jefferson Avenue  
 1 SHARON LAWSEN  
 2 KEVIN BASS  
 DETROIT, Redford Avenue  
 1 NOT REPRESENTED  
 DETROIT, Southwest United  
 1 ALICE SHORT  
 DETROIT, St. John's  
 1 ROSE FORD  
 2 TERRIE HOLLAND  
 DETROIT, Trinity Community  
 1 NATALIE BROTHERS  
 2 MARTHA WOODS  
 DETROIT, Trumbull Avenue  
 1 ORLEAN WARREN  
 2 MARTHA SINGLEY  
 DETROIT, Westminster  
 1 MARGARET WHITEHEAD  
 2 MELINDA YOUNKIN  
 3 HERMAN ARMSTRONG  
 ECORSE, Ecorse  
 1 JAMES RICE  
 FARMINGTON, First  
 1 SHIRLEY GREEN  
 2 PAT SUTHERLAND  
 FERNDALE, Drayton Avenue  
 1 MARY PENCE  
 FORT GRATIOT, Lakeshore  
 1 NOT REPRESENTED  
 GARDEN CITY, Garden City  
 1 BRENDA JARVIS

<b>GROSSE ILE, Grosse Ile</b>	3 MICHELLE BOBCHERT	1 FRANK ZEIG
1 MATT UDAY	4	2 DIANE MEAN
2 ALISON SWANSON	<b>NOVI, Faith Community</b>	<b>SOUTH LYON, First</b>
<b>GROSSE POINTE, Memorial</b>	1 JIM CUSHMAN	1 NOT REPRESENTED
1 KEN COLLINSON	2 MARIANNE SIMANCEK	<b>SOUTHFIELD, Korean</b>
2 ESTHER HOWELL	<b>ORCHARD LAKE, Community</b>	1 CHOON K LEE
3 STEVIE MILLER	1 BETH KEPPEL	2
4 DONNA JOHNSTON	2 BETSY TELFORD	3
5	3	4
<b>GROSSE PTE WOODS, Woods</b>	4	<b>SOUTHFIELD, Southfield</b>
1 DAVID BENJAMIN	<b>PLYMOUTH, First</b>	1 RUTH WILL
2 ELLEN SCHRADER	1 NOT REPRESENTED	<b>ST. CLAIR SHORES, Heritage</b>
<b>HARTLAND, Hartland</b>	2	1 NOT REPRESENTED
1 NOT REPRESENTED	3	<b>ST. CLAIR SHORES, Lake Shore</b>
<b>HIGHLAND PARK, Park United</b>	4	1 GINNY RADEMACHER
1 CLAUDETTE CAMERON	<b>PONTIAC, First</b>	2
2 EDWIN TANOFUM	1 PEDRO GUZMAN	<b>STERLING HGTS, Utica</b>
<b>HOWELL, First</b>	<b>PONTIAC, Joslyn Avenue</b>	1 NOT REPRESENTED
1 J COLE	1 NOT REPRESENTED	<b>TAYLOR, Southminster</b>
2 DON KRANTZ	<b>PORT HURON, First</b>	1 PAMELA HUTCHENS
<b>LINCOLN PARK, Lincoln Park</b>	1 HOWARD BORGMAN	<b>TROY, First</b>
1 NOT REPRESENTED	2	1 SANDRA MUNYAN
<b>LIVONIA, Rosedale Gardens</b>	<b>PORT HURON, Westminster</b>	<b>TROY, Northminster</b>
1 DIXIE ELAM	1 NOT REPRESENTED	1 NOT REPRESENTED
2 JAMES ELAM	<b>REDFORD, St. James</b>	<b>WALLED LAKE, Crossroads</b>
3	1 NOT REPRESENTED	1 NOT REPRESENTED
<b>LIVONIA, St. Paul's</b>	<b>ROCHESTER, University</b>	<b>WARREN, Celtic Cross</b>
1 JAY HOHENSIL	1 PETE CARLETON	1 VICKI LEBERG
2 JEANNE QUISTON	2 ELLA JENSEN	<b>WARREN, First</b>
<b>LIVONIA, St. Timothy's</b>	3	1 HERMAN OUTER
1 RAY GREEN	<b>ROSEVILLE, Erin</b>	<b>WATERFORD, Community</b>
<b>MACOMB, Church/Covenant</b>	1 NOT REPRESENTED	1 THOMAS NUTAM
1 BARBARA O'MARA	<b>ROYAL OAK, First</b>	<b>WAYNE, First</b>
<b>MILAN, Peoples</b>	1 DAN OLAH	1 NOT REPRESENTED
1 BRENDA WILKISON	2	<b>W. BLOOMFIELD, Church/Savior</b>
<b>MILFORD, Milford</b>	3	1 NOT REPRESENTED
1 RICHARD WILSON	<b>ROYAL OAK, Korean First</b>	<b>WESTLAND, Kirk of Our Savior</b>
2 NORA WILSON	1 NOT REPRESENTED	1 EVELYN FUNK
3 DOROTHY ANDERSON	2	<b>WHITE LAKE, White Lake</b>
4	<b>ROYAL OAK, Point of Vision</b>	1 LAWRENCE CURRIN
<b>MT. CLEMENS, First</b>	1 NOT REPRESENTED	<b>WYANDOTTE, Wyandotte</b>
1 JEANNE LEDINGHAM	<b>ROYAL OAK, Starr</b>	1 NOT REPRESENTED
2 DORIS COCHRANE	1 NOT REPRESENTED	<b>YPSILANTI, First</b>
<b>NORTHVILLE, First</b>	<b>SALINE, First</b>	1 NOT REPRESENTED
1 GARY VARTANIAN	1 NOT REPRESENTED	2
2 JIM COOPER	<b>SHELBY TWP., St. Thomas</b>	

### Roll of Elder and Minister Members

<b>ELDER MEMBERS</b>	<b>NON-RETIRED MINISTERS</b>	P BROWN, ROBERT O.
E ADAMS, MARY GRACE	P ABBOTT, DAVID W.	A BRUNER, OLEN
P ANDERSON, FRANCILE	P ACTON, ELLEN	E BURNS, MICHAEL
E BACALIS, JESSE	A ALBRECHT, GLORIA	E BUSH, JOHN C
A BROWNELL, DONALD	P AUE, CRAIG	E *BYARS, RONALD
C COLLINSON, KENNETH	E AUSTIN, LARRY	E *CAMPBELL, DOUGLAS
C ELAM, DIXIE	P AYAP, FE ESPERANZA	E CANADA, ARTHUR W.
P GLOVER, AL	A BAILEY, CLOVER	A CAPPS, HARRY
E HUEBLER, RICHARD	A BAIRD, GRAHAM	E CARTER, DOUGLAS D.
E HYLKEMA, CAROL	A BARRANGER, DOUGLAS	A CHOI, IN SOON
P IRWIN, GEORGE	P BENNETT, JOHNNIE	E *CHOI, SEUNG KOO
P JOHANSON, FRAN	P BENSON-NICOL, NANCY	P CLISE, W. KENT
P LATIMORE, ROSY	A BIERSDORF, JOHN	E COCHRAN, LINDA
P MORRISON, HELEN	A BISHOP, BENJAMIN	A COONS, SHAWN
P PITTS, FRANCES	P BLAIKIE, DOUGLAS	A CORSO, LINDA
P SEABROOKS, DOROTHY M.	A BLAIR, MICKEY RAY	P COWLING, NEIL D.
P SEATON, JEROME	A BOHLMAN, KELLIE	A CULLEN, RANDOLPH
P SMITH, KENNETH	P BOLT, KENNETH	A DAVIS, ROXIE ANN
P WINSLOW, PAUL	E BOOKER-HIRSCH, CHARLES	P DAVIS, WILLIAM
	A BOUSQUETTE, PAUL	E *DENNIS, WARREN

P DENTON, GRETCHEN  
 E DUNBAR, FRANK  
 A DUNCAN, THOMAS  
 E DUNIFON, WILLIAM  
 P DUNN, EDWARD  
 P DUNN, JOANNA  
 E \*DYKSTRA, CRAIG R.  
 P EGGBEEN, THOMAS  
 P ELE, HERSCHEL  
 A ESCHENBRENNER, CARL F.  
 E FAILE, JAMES  
 E FONFARA, MICHAEL  
 P FORSYTH, E. DICKSON  
 A FOSTER, JOHN  
 P FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 P GARWIG, ROBERT A.  
 E \*GAST, TERRI  
 P GEISELMAN, KEITH  
 P GERHART, ANDREW  
 A HANNA, DAVID J.  
 P HANNA, RAAFAT  
 E \*HARRIS, CHRISTOPHER  
 E HARRIS, R. JOHN  
 P HARTLEY, THOMAS  
 P HAYES, FRANCES  
 P HENDERSON, RICHARD  
 E HOLLECK, TIFFANY  
 E INGLES, BRUCE  
 E INTSIFUL, JOSEPH, JR  
 E JOHNSON, KEVIN  
 P JONES, LARRY PAUL  
 A JONES, MELODIE  
 E JONES, RICHARD  
 P JOY, JULIANN  
 A JUN, SAM  
 E KAIBEL, KENNETH  
 A KEELY, MARK J.  
 P KERR, DEBORAH  
 A KIDDER, ANNEMARIE  
 P KIM, PAUL S  
 E KIM, Y. MONCH  
 P KLINGER, JAMIE  
 E KNUDSEN, RAYMOND  
 A KOGEL, LYNNE  
 P KOSTER, EDWARD H.  
 E KREHBIEL, DAVID E.  
 P KRUG, ERNEST  
 P LANGWIG, JANICE  
 P LANGWIG, ROY  
 P LASWELL, SAMUEL  
 P LEE, JOON WON  
 P LOWRY, ROBERT  
 A MABEE, CHARLES  
 P MACONOCHE, LINDA  
 E \*McCLINTON, SANDRA LEE  
 A McCLOSKEY-TURNER, CATHARINE  
 P McRAE, BARBARA  
 P MELROSE, SUE ELLIS  
 E MICHALEK, DANIEL  
 A MICKA, GRETCHEN  
 E MIHOCKO, DAVID  
 E MILAM, DAVID  
 E MILLER, J. SCOTT  
 A MILLER, KIRK  
 A MISHLER, JOHN  
 P MONNETT, JAMES  
 P MOORE, PETER  
 E MUGLER, W ALAN  
 P NICHOLS, NEETA  
 E NOBLE, DAVID  
 A NOBLE-RICHARDSON, JANET  
 P NUSSDORFER, IRVIN  
 P NYLUND, JESSICA  
 P O'BRIEN, H. WILKES  
 E OLSON, PHILIP  
 E ORR, ROBERT C.  
 P OSBORN, MARGIE  
 E OTT, JEFFREY  
 P PARK, ONE HO  
 A PARK, SUNJIN  
 P PAVELKO, JOHN H.  
 P PEAKE, MARK  
 P PERDUE, ROBERT J.  
 A PETERS, RICHARD  
 E \*PETERSON, CHRISTOPHER  
 A PIECUCH, KEVIN  
 A POLKOWSKI, WILLIAM  
 P PORTER, JAMES  
 P PORTICE, GEORGE  
 P PRITCHARD, NORMAN  
 A PRUES, LOUIS J.  
 A RICE, ELIZABETH  
 A RICE, THOMAS  
 A RIKE, JENNIFER  
 A RIZER, JAMES A  
 P ROBERTSON, DAVID W.  
 A ROGERS, MELISSA ANNE  
 P RUSSELL, JAMES P.  
 A RUSSELL, WILLIAM  
 A SAAD, JENNIFER  
 E SCHAEFER, ANNE N.  
 A SCHEIBER, ANNE  
 E \*SHIH, SHENG-TO  
 E SHIPMAN, JUDY  
 E SIAS-LEE, LAURA  
 E \*SIMONS, SCOTT W.  
 E SKIMINS, JAMES  
 E SMALLEY, DIANE  
 A SMITH, BRYAN DEAN  
 P SMITH, PETER C.  
 A SOEHL, HOWARD  
 P SWARTZEL, BARBARA  
 E SWEET, BARRY D.  
 P THOMAS, MARK P.  
 E THOMPSON, G. PATRICK  
 P THORESEN, KATHRYN R.  
 P TILLER, CHRISTINE  
 P TRAVIS, KARL  
 E \*VAN SLUIJS, HENDRICK  
 A VANDERBEEK, RONALD  
 P VOIE, GERALD  
 E \*WIGGINS, GREGORY L.  
 P WINGROVE, WILLIAM N  
 A WOODRUFF, ROBERT  
 E YEAGER, WILLIAM  
 E CHAMBERS, JAMES C.  
 E CLYDE, J. DOUGLAS  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 P CONLEY, JAMES H.  
 E COTTER, LEE M.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 P DANIELAK, RICHARD  
 E DICKSON, ROBERT L.  
 P ELLENS, J. HAROLD  
 E FLOWERS, DONALD  
 E FREEDMAN, DAVID NOEL  
 E GEISSINGER, HARRY L.  
 P GEPFORD, WILLIAM G.  
 E GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 E HARPER, F. NILE  
 E HEINRICH, THOMPSON  
 E HILLEGONDS, WILLIAM  
 P IHRIE, A. DALE  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 E JONES, VIRGIL L.  
 E KEEBLER, ROLAND  
 E KESLER, JAMES W.  
 E KIM, T. ANDREW  
 E KIRKMAN, THOMAS W.  
 E LAMBERT, ROY F.  
 E LARSON, ROBERT F.  
 E LINDSEY, ROBERT L.  
 E LISTER, KENNETH D.  
 E LUMLEY, RAYMOND W.  
 E MacDONALD, JOSEPH R.  
 E MacINNES, JOHN D.  
 E MAGEE, PHILIP R.  
 E MARLOW, ROBERT J.  
 E MARVIN, FRANK C., JR.  
 P MAYES, ILA  
 E McCLOSKEY, CHARLES  
 E McINTYRE, DEWITT  
 E MECOUCH, JOHN R.  
 E MUENCH, DONALD  
 E OWEN, DAVID  
 E PALMER, F. WILLIAM  
 E PETERSON, LEROY J.  
 E PRICE, MICHAEL T.  
 E RAMSEY, GEORGE W.  
 E RATCLIFFE, ALBERT H.  
 P RIGDON, V. BRUCE  
 E SEFCIK, JOHN K.  
 E SMITH, J. CYRUS  
 E SOMMERS, CHARLES A.  
 E STRIBE, RALPH  
 E SUNDERMAN, HUBERT L.  
 E SUTTON, PAUL  
 E TAYLOR, THEODORE, II  
 E VAN LEUVEN, GEORGE  
 E WILLIAMS, RICHARD H.  
 P WOEHRL, THOMAS  
 E WOODRUFF, LAURENCE N.  
 E YOON, HAK SUK  
 E ZIEGLER, JACK T.

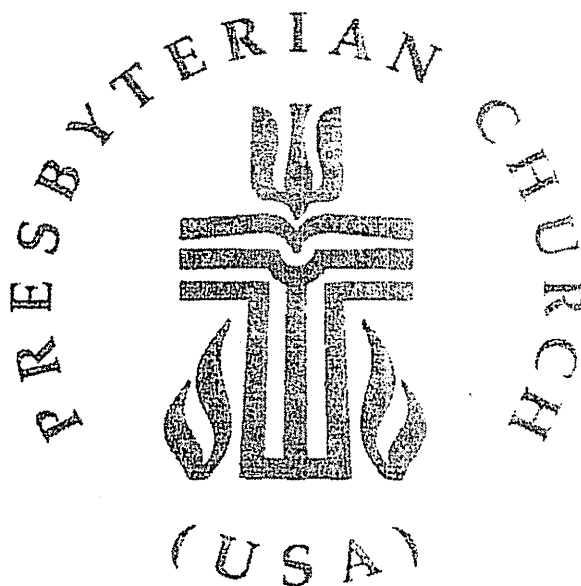
RETIRED MINISTERS

E AINSWORTH, LAWRENCE  
 E ANDERSON, JAMES  
 P AUSTIN, ANNA MARIE  
 E BALIAD, ALFREDO E.  
 P BEERY, ELDON  
 E BENEDICT, IVAN L.  
 E BORCHARDT, HENRY  
 P BORCHARDT, JUDITH  
 E BRAND, J. KENNETH  
 E CALDWELL, MARK  
 E CAMPBELL, VERN  
 E CATER, LAWRENCE H.



# **POLICY**

## **The Role of Staff in the Pastor/Associate Pastor Nominating Process**



***“With the same grace with which we were called,  
let us be respectful of the call of others.”***

**Committee on Ministry  
Presbytery of Detroit**

adopted by Committee on Ministry on 6/12/03

## NOMINATING A PASTOR (Solo or Head of Staff)

THE INTERIM HEAD OF STAFF		
<p><b>may:</b></p> <ul style="list-style-type: none"> <li>◆ Encourage the nominating committee to make frequent reports to the session and the congregation about the status of their process.</li> <li>◆ Provide reflections to the nominating committee on the culture of the congregation, its strengths and weaknesses.</li> <li>◆ Provide information to the nominating committee and the session on job responsibilities.</li> </ul>	<p><b>may not:</b></p> <ul style="list-style-type: none"> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Make recommendations of potential candidates to the nominating committee.</li> <li>◆ Provide PIFs to the nominating committee.</li> <li>◆ Read PIFs.</li> <li>◆ Participate in the deliberations of the nominating committee.</li> </ul>	<p><b>may, with discretion, care, and attention to issues of confidentiality:</b></p> <ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> <li>◆ Advise the PNC about either of the above two activities without revealing names.</li> </ul>
THE ASSOCIATE PASTOR		
<p><b>may:</b></p> <ul style="list-style-type: none"> <li>◆ Prior to call, converse with short list candidates (arranged by the nominating committee).</li> </ul>	<p><b>may not:</b></p> <ul style="list-style-type: none"> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Attend meetings of the nominating committee without invitation from the chair.</li> <li>◆ Make recommendations of potential candidates to the nominating committee.</li> <li>◆ Provide PIFs to the nominating committee.</li> <li>◆ Read PIFs.</li> <li>◆ Participate in the deliberations of the nominating committee.</li> </ul>	<p><b>may, with discretion, care, and attention to issues of confidentiality:</b></p> <ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> <li>◆ Advise the PNC about either of the above two activities without revealing names.</li> </ul>
THE INTERIM ASSOCIATE PASTOR		

<p><b>may:</b></p>	<p><b>may not:</b></p>	<p><b>may, with discretion, care, and attention to issues of confidentiality::</b></p>
<ul style="list-style-type: none"> <li>◆ Prior to call, converse with short list candidates (arranged by the nominating committee).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Make recommendations of potential candidates to the nominating committee.</li> <li>◆ Provide PIFs to the nominating committee.</li> <li>◆ Read PIFs.</li> <li>◆ Participate in the deliberations of the nominating committee.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> <li>◆ Advise the PNC about either of the above two activities without revealing names.</li> </ul>

<p><b>OTHER PAID STAFF:(Christian Educator, Music Director, Business Manager, Custodian, etc.)</b></p>		
<p><b>may:</b></p> <ul style="list-style-type: none"> <li>◆ Advise the session and nominating committee of the nature of their working relationship with the previous installed pastor, strengths and weaknesses.</li> <li>◆ Participate in all congregational events designed to elicit information prior to the completion of a CIF.</li> </ul>	<p><b>may not:</b></p> <ul style="list-style-type: none"> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Recommend potential candidates to the nominating committee</li> <li>◆ Provide PIFs to the nominating committee.</li> <li>◆ Read PIFs.</li> <li>◆ Participate in the deliberations of the nominating committee.</li> </ul>	<p><b>may, with discretion, care, and attention to issues of confidentiality:</b></p> <ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> <li>◆ Advise the PNC about either of the above two activities without revealing names.</li> </ul>

<p><b>THE FORMER PASTOR(S)</b></p>		
<p><b>may:</b></p> <ul style="list-style-type: none"> <li>◆ Take no action in the work of the Pastor Nominating Committee.</li> </ul>	<p><b>may not:</b></p> <ul style="list-style-type: none"> <li>◆ Be consulted by the Pastor Nominating Committee as to potential candidates.</li> </ul>	<p><b>may, with discretion, care, and attention to issues of confidentiality:</b></p> <ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are</li> </ul>

interested/want more information about the position.

## NOMINATING AN ASSOCIATE PASTOR

### THE HEAD OF STAFF

#### *may:*

- ◆ Attend the meetings of the nominating committee in a supportive, collaborative role.
- ◆ Provide input to the nominating committee for the CIF.
- ◆ Reflect with the nominating committee on the kind of working relationship you would like to have with an associate, i.e., shared job responsibilities, definitive job responsibilities, changeable job responsibilities.
- ◆ Read PIFs with the nominating committee.
- ◆ Help design interview questions.
- ◆ Have one on one time with the final few candidates.
- ◆ Prior to the decision of the nominating committee, shall disclose support or non-support for each of the final candidates.

#### *may not:*

- ◆ Write the CIF.
- ◆ Vote in nominating committee meetings.
- ◆ Interview applicants without the knowledge of the nominating committee.

#### *may, with discretion, care, and attention to issues of confidentiality:*

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the APNC about either of the above two activities without revealing names.
- ◆ Check other references in regards to the candidate(s).

### THE EXISTING ASSOCIATE PASTOR(S)

#### *may:*

#### *may not:*

#### *may, with discretion, care, and attention to issues of*

<ul style="list-style-type: none"> <li>◆ Discuss with APNC how you were received by the congregation/staff.</li> <li>◆ Discuss with APNC how your role is same as or different from what is expected of the newly sought associate.</li> <li>◆ Prior to call, converse with short list candidates (arranged by the nominating committee).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Make recommendations of potential candidates to the nominating committee.</li> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Provide PIFs to the nominating committee.</li> <li>◆ Read PIFs.</li> <li>◆ Participate in the deliberations of the nominating committee.</li> </ul>	<p><b>confidentiality:</b></p> <ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> <li>◆ Advise the APNC about either of the above two activities without revealing names.</li> </ul>
<p><b>OTHER PAID STAFF (Christian Educator, Music Director, Business Manager, etc.)</b></p>		
<p><i>may:</i></p>	<p><i>may not:</i></p>	<p><i>may, with discretion, care, and attention to issues of confidentiality:</i></p>
<ul style="list-style-type: none"> <li>◆ Advise the session and nominating committee of the nature of their working relationship with the previously installed associate pastor, strengths and weaknesses.</li> <li>◆ Participate in all congregational events designed to elicit information prior to the completion of a CIF.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Make recommendations of potential candidates to the nominating committee.</li> <li>◆ Provide PIFs to the nominating committee.</li> <li>◆ Read PIFs.</li> <li>◆ Participate in the deliberations of the nominating committee.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> <li>◆ Advise the APNC about either of the above two activities without revealing names.</li> </ul>
<p><b>THE INTERIM ASSOCIATE PASTOR</b></p>		
<p><i>may:</i></p>	<p><i>may not:</i></p>	<p><i>may, with discretion, care, and attention to issues of confidentiality:</i></p>
<ul style="list-style-type: none"> <li>◆ Discuss with APNC how you were received by the congregation/staff.</li> <li>◆ Discuss with APNC how your role is same as or different from what is expected of the newly sought associate.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Make name recommendations for the composition of the nominating committee.</li> <li>◆ Make recommendations of potential candidates to the nominating committee.</li> <li>◆ Provide PIFs to the nominating committee.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Converse with ministers/candidates about submitting a PIF for the position.</li> <li>◆ Converse with ministers/candidates who are interested/want more information about the position.</li> </ul>

- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

- ◆ Advise the APNC about either of the above two activities without revealing names.

**FORMER PASTOR(S) OR ASSOCIATE PASTOR(S)**

**may:**

- ◆ Take no action in the work of the Associate Pastor Nominating Committee.

**may not:**

- ◆ Be consulted by the Pastor Nominating Committee as to potential candidates.

**may, with discretion, care, and attention to issues of confidentiality:**

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.

**Presbytery of Detroit  
Minutes of the Stated Meeting  
September 23, 2003  
Westminster Presbyterian Church, Detroit, Michigan**

A quorum being present, the Presbytery of Detroit convened with worship and prayer in a stated meeting at Detroit Westminster Presbyterian Church on September 23, 2003, at 5:34 p.m. Moderator Kenneth Smith moderated the meeting.

The Moderator appointed Robert Garwig as assistant to the Stated Clerk.

The Moderator invited the introduction of new commissioners and members.

Upon motion, Allen Timm of Chicago Presbytery, Michael Dunkelberger of Blackhawk Presbytery, James Reese of New York Presbytery, Paul Peterson of Yellowstone Presbytery, and Chang-Bae Byun of the Korean Presbyterian Church were seated as corresponding members.

Upon motion of the Stated Clerk, Presbytery voted to:

1. Adopt the amended docket as presented;
2. Excuse all continuing members of Presbytery and elder members of the Coordinating Cabinet who have asked to be excused;
3. Suspend the rules to allow the ballot for Mr. Timm to ask for yes or no votes.

Mr. Garwig welcomed Presbytery to Westminster Church.

The Moderator led Presbytery in prayer as it moved into the business of Presbytery.

**Report of the Executive Presbyter Search Committee.**

Peter Smith and members of the Committee described the work, procedures and considerations of the Committee, after which members of the Presbytery asked questions of the Committee.

The Committee presented Allen Timm to the Presbytery as a candidate for the position of Executive Presbyter. Mr. Timm gave a brief statement of his faith and calling, after which the Presbytery examined Mr. Timm. Upon motion, the examination was arrested.

The Committee nominated Allen Timm to be the Executive Presbyter of the Presbytery of Detroit.

The moderator appointed tellers David Milam, Barbara O'Mara, Connie Etter, Neeta Nichols. While the vote was being counted, the Presbytery moved on to other business.

**Report of Presbyterian Villages of Michigan.**

Roger Meyers gave an annual report of the Presbyterian villages and laid out the accomplishments, leadership, and goals of the Villages.

**The Moderator reported the Report of the Tellers:**

Number of votes cast:	209
Necessary for election	105
Votes in favor of Mr. Timm	176

Votes opposed to Mr. Timm 33  
 Illegal votes 0

Mr. Smith invited Mr. Timm to accept our invitation to be our next Executive Presbyter, which Mr. Timm did.

Upon motion of the Committee, the Presbytery approved the following terms of call (as amended):

#### COMPENSATION

Cash Salary	\$ 25,000.00
Housing allowance	45,000.00
Medical Deductible	500.00

#### BOARD OF PENSIONS

Medical (18.5% @ \$70,500) Effective January 1, 2004	13,042.50
Pension (11.0% @ \$ 70,500)	7,755.00
Disability (1.0% @ \$ 70,500)	705.00
SEGA Reimbursement (\$70,000 @7.65%)	5,355.00
Workman's Comp	189.00
Business Expenses	2,850.00
Car Allowance	2,600.00
Continuing Education	2,000.00
<b>Grand Total</b>	<b>\$104,996.50</b>

- 22 Days of Vacation and four weekends.
- 2 Weeks of Study Leave
- Reasonable moving costs as approved.
- Effective Date – January 1, 2004.

Upon motion, of the Committee, Presbytery voted to dissolve the Presbytery Executive Search with thanks.

**Committee on Preparation for Ministry.** Dixie Elam reported for the Committee.

The Committee presented Jeff Harris, a member of Howell First, for examination on his sense of call for admission as a candidate for the ministry of Word and Sacrament. After Mr. Harris described his sense of calling to the ministry, Presbytery examined him on it.

After voting to arrest the examination, upon motion of the Committee, the Presbytery voted to receive Jeffrey Harris as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked the Mr. Harris the questions required by the Constitution and gave a brief charge, after which Ms. Elam led Presbytery in prayer.

The Committee presented Marjorie Wilhelmi, a member of Orchard Lake, for examination on her sense of call for admission as a candidate for the ministry of Word and Sacrament. After Ms Wilhelmi described her sense of calling to the ministry, Presbytery examined her on it.

Upon motion of the Committee, the Presbytery voted to receive Marjorie Wilhelmi as a candidate for the Ministry of Word and Sacrament.

Moderator Smith asked Ms. Wilhelmi the questions required by the Constitution and gave a brief charge, after which Ms. Elam led Presbytery in prayer.

The Committee reported the following for the information of Presbytery:



1. CPM sustained Annual Consultations with the following Inquirers and Candidates on the dates indicated:

Linda Anderson, Inquirer	South Lyon, First	8/5/03
Mary Bahr Jones, Candidate	Northville, First	8/5/03
Kristal Smith, Candidate	Canton, Geneva	8/5/03
Marjorie Wilhelmi, Inquirer	Orchard Lake	8/5/03

2. On the dates indicated, CPM enrolled the following persons as Inquirers:

Paul Ytterock	Dearborn, First	8/5/03
Emily Zeig	Shelby, St. Thomas	8/5/03

Ms. Nichols gave a report of the Commissioned Lay Pastor program. Five persons are currently reaching the end of the 2nd year of a 3-year program. She said the Committee is looking for churches where they can serve as interns.

**Coordinating Cabinet.** Francile Anderson reported for the Cabinet.

Upon nomination of the Coordinating Cabinet, the Presbytery elected Elder William Alston to be the Treasurer beginning January 1, 2004.

Upon motion of the Coordinating Cabinet, Presbytery voted to:

1. Ratify the decision of the Coordinating Cabinet to authorize the Anti-Racism Team to administer communion at its September 13 training.
2. Approve the per capita apportionment for 2004 of \$12.31.

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

1. The proposed 2004 budget for a first reading, to be voted on at the November meeting of Presbytery.
2. The Cabinet has adopted the Detroit Pledge for Racial Justice.
3. The Cabinet has heard that the Synod of the Covenant did not approve the redevelopment grant for Southwest Church approved at the June meeting. It has been submitted to the General Assembly, which may or may not approve it.
4. The Presbytery Executive reported the following staff assignments to the Cabinet:

Ed Koster:	Secretary to Coordinating Cabinet Committee on Representation
Brenda Jarvis:	Congregational Life Ministry Team Social Justice & Peacemaking Ministry Team Mission Interpretation Ministry Team Nurture and Support Ministry Team Spiritual Formation Ministry Team New Church Development/Redevelopment
Brad Vincent:	Board of Trustees
James Reese:	Committee on Ministry Committee on Nominations Committee on Preparation for Ministry Coordinating Cabinet Select Committee on Nominations Planning and Visioning Ministry Team

Presbytery Operations Ministry Team

5. The Cabinet has scheduled a retreat for September to review the structure and design of Presbytery, to identify strengths, to identify skills and abilities needed for continuing Ministry Teams and Required Committees, and to look at how various teams and committees will interface.
6. The Cabinet determined the process for approval of the 2004 Budget.
7. In discussion of an article that appeared in *Publiqué*, the Coordinating Cabinet affirmed that the editor of *Publiqué* is the Presbytery Executive, who has control over its contents, and that it will support the editorial decisions of the Presbytery Executive.

**Report of the Executive Presbyter.**

Mr. Reese reported on the his perspective and activities since he arrived.

**Report of the Stated Clerk:**

Upon motion of the Stated Clerk, Presbytery voted to:

1. Approve the minutes of June 24, 2003.
2. Approve the reports of the following Administrative Commissions:
  - a) The ordination of Rebecca Jane Dean as Chaplain of Salem State College, Boston Presbytery on August 25, 2003 at Northbrook Presbyterian Church.
  - b) The ordination of Duke Morrow and installation as the pastor of Dearborn Woods Presbyterian Church on September 14, 2003.
3. Delete the current Policy P-3 "Vision Statement" of the Policies and Procedures Manual, which says: "The Holy Spirit calls us to so love God and one another that we work through our differences as we become a powerful witness of Christ's transforming love in the world," and insert the following Policy P-3 "Vision Statement" of the Policies and Procedures Manual:
 

The Presbytery of Detroit is: Christ-Centered, empowered by the Holy Spirit, called to ministry that God may be glorified.

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

1. TRANSFERS COMPLETED
  - a) From the Presbytery of Detroit:
    - i) William Hillemonds to Lake Michigan Presbytery
    - ii) Michael Lindvall to New York City Presbytery
    - iii) Arthur Canada to Charlotte Presbytery
    - iv) Rebecca Jane Dean to Boston Presbytery
    - v) Sam Jun to New Covenant Presbytery
  - b) To the Presbytery of Detroit:
    - i) Mary Jean Bird from Cascades Presbytery
    - ii) Loren Scribner from Mission Presbytery
  - c) To the Church Triumphant:
    - i) Joseph MacDonald on August 26, 2003

The Stated Clerk reported the following communications:

1. From the Office of the General Assembly: A letter stating the General Assembly acted on our overture On Expressing Concern to the General Motors Corporation Over Chevrolet's New Marketing Strategy, Overture 03-9, disapproved the overture with the comment that the GA

noted that the Chevrolet Division at General Motors has discontinued its marketing relationship with the "Come together and Worship" Tour.

2. From John Sefcik concerning an article in the August *Publiqué*. Referred to the Executive Presbyter.
3. From Clifton Kirkpatrick, Stated Clerk of the General Assembly, a series of documents relating to the action of the 215<sup>th</sup> General Assembly regarding the Redstone Presbytery Overture, *On Supporting Synods in Their Responsibility of Oversight of Presbyteries (G-12.0102m,n)*, and *Urging the Adoption of Guidelines to address Such Issues*. The same materials were sent to all Clerks of Sessions. The letter and the supporting document are distributed at this meeting.

#### **Report of the Treasurer.**

Jerry Seaton reported that as of 8/31/03, mission receipts were \$236,419, per capita receipts were \$244,419, and transfer receipts (from other funds) were \$113,281. On September 1, 2003, the balance of restricted funds was \$13,150,319.99; unrestricted funds totaled \$1,625,672.29. He reported that the 2002 audit is nearing completion.

Mr. Vincent recognized Grosse Ile Presbyterian Church for its outstanding support of the general mission of the Presbytery, Synod and General Assembly for the year ending 12/31/02. Grosse Ile had the highest per-member giving in the Presbytery:

#### **Motions from the Floor.**

Frank Dunbar was granted a moment of personal privilege and described his conclusion that he must renounce the jurisdiction of the Presbyterian Church (U.S.A.). Mr. Dunbar delivered a written statement of his renunciation to the Stated Clerk, who announced its receipt to Presbytery.

The elder commissioner from Greenfield Presbyterian Church gave notice that the Session of Greenfield Presbyterian Church intends at the November meeting to move the overture distributed at this meeting as Paper X-1, which asks the General Assembly to rescind its authoritative interpretation regarding the ordination of practicing homosexuals.

#### **Reports and Motions from Presbytery Units**

**Report of the Social Justice and Peacemaking Team.** Barbara Swartzel reported on the activities and plans of the Team.

Upon motion of the Team, Presbytery voted to ratify the decision made to renew the Hunger Action Enabler Covenant with the Presbyterian Hunger Program for 2004.

**Spiritual Formation and Faith Development Team.** Julianne Joy reported for the Committee on plans and activities of the Team.

**Committee on Ministry.** Mark Thomas reported for the committee.

Upon motion of the Committee, Presbytery voted to:

1. Approve the following Administrative Commission to install the **Rev. Mary Jean Bird** as Associate Pastor at **First Church, Plymouth** on Sunday, September 28, 2003, at 11:00 am: Clergy: Richard Jones, Barbara McRae, James Skimins. Elders: Francile Anderson,

- Moderator Designee (Waterford, Community), Otto Dobos (Plymouth, First), Joan Hanpeter (Bloomfield Hills, Kirk in the Hills).
2. Approve nine-month extension of Interim Pastor contract between **First Church, Royal Oak** and the **Rev. John Bush**, effective October 8, 2003, with the following terms: Salary \$50,533; Housing \$19,900; 403-B \$10,012; Long-term care insurance \$1,855; Medical deductible \$1,500; Dental insurance \$675; Professional expenses \$1,700; Professional expenses \$1,700; Study allowance \$800; Pension (30%) \$24,385. Actual vacation of 6 ½ weeks, including 6 Sundays, over the life of this contract; Study leave of 1 ½ weeks over the life of this contract.
  3. Appoint the following Administrative Commission for **Hartland Church** to assume any or all powers and responsibilities of the Session for the benefit and ministry of the congregation: Clergy members Deborah Kerr, Richard Henderson, and Robert Lowry; elder member Ed Hanpeter (Kirk in the Hills), who shall be the Moderator, and to authorize the chair of the Committee on Ministry to name three additional elders.
  4. Approve the contract of Matthew Morris as Lilly Resident at First Presbyterian Church Ann Arbor.
  5. Move Gus Nussdorfer to the At-Large roll.

The Committee on Ministry reported that under the authority that has been granted to it, it has:

1. Requested the Presbytery of San Francisco to ordain **In Ho Kim** on our behalf, and approved Administrative Commission to ordain Mr. Kim on Saturday, September 20, 2003, at 11:00 am at Mission Bay Community Church NCD, and install him as organizing pastor, as follows: Clergy: Jack Buckley, Moderator (Alameda, First); Carrie Buckner (at large); Sarah Reyes, (San Leandro, Community); Bruce Reye-Chow (Presbytery evangelist). Elders: Christine Boles (San Francisco, St. John's); Wayne Hiroshima (San Francisco, Christ United). Corresponding members: Mary Paik (Presbytery of Chicago); Won Ho Kim (Presbytery of Blackhawk); Karen Kim (Presbytery of Blackhawk).  
Dismissed Mr. Kim to Presbytery of San Francisco at its request.
2. Ratified Administrative Commission to ordain **Rebecca Dean** on Sunday, August 24, 2003, at Northbrook Church, Beverly Hills, and dismissed her to Presbytery of Boston that she may accept a call as Chaplain at Salem State University, Salem, MA, as follows: Clergy: Deborah Kerr, Moderator Designee; Neeta Nichols, Elizabeth Rice, Michael Burns. Elders: Michael Bauhoff (Northbrook, Beverly Hills); Sue Bird Johnson (Royal Oak, First); Eunice Raar (Birmingham, First).
3. Approved Administrative Commission to ordain and install **Duke Morrow** as Pastor at **Dearborn Woods Church** on Sunday, September 14, 2003 at 3:00 pm as follows: Clergy: Neil Cowling, Richard Danielak, Kevin Johnson. Elders: Phyllis Redfern (Canton, Geneva); Alice Short (Detroit, Southwest); Kenneth Smith, Moderator (Southfield, Southfield). Corresponding Member: The Rev. James Reese (Presbytery of New York).
4. Approved dissolution of pastoral relationship between **Grandale Church of the Master, Detroit**, and the **Rev. Arthur W. Canada**, effective August 24, 2003, and dismissed him to Presbytery of Charlotte.
5. Approved 12 month extension of Interim Associate Pastor contract between **Kirk in the Hills, Bloomfield Hills** and the **Rev. Kathryn Thoresen**, effective March 6, 2003, with the following terms: Salary \$26,231.72; Housing allowance \$28,864.72; Pension \$15,977.96;

Medical deductible \$1,056; Auto/Travel \$3,000; Continuing education \$1,800; One month vacation, including 4 Sundays, Two weeks study leave, including 2 Sundays.

6. Approved 12 month extension of Stated Supply contract between **Point of Vision, Royal Oak**, and the **Rev. John Biersdorf**, effective August 27, 2003, with following terms: Salary \$13,800; Car allowance \$500; Professional expenses \$700; Remainder of terms unchanged.
7. Approved 12 month Interim Associate Pastor contract between **First Church, Birmingham**, and the **Rev. Gretchen Denton**, effective September 1, 2003, with the following terms: Salary \$17,854; Housing allowance \$30,000; Social Security \$3,661; Full pension \$14,117; Medical deductible \$479; Travel \$2,300; Study leave allowance \$1,000; Business expenses \$1,000; One month vacation, including 4 Sundays; Two week study leave. Plus, September 12-20, 2003, for pre-arranged mission trip to Project Amistad in Piedras Negras, Coahuila, Mexico.
8. Approved request of the **Rev. Frederick Lee**, Stated Supply for Taiwanese Fellowship, that he be enrolled in Presbytery of Detroit as temporary member.
9. Approved amended Stated Supply contract between **Ecorse Church** and the **Rev. E. Dickson Forsyth**, effective September 1, 2003, as follows: Salary \$1.00; Housing allowance \$23,786; Social Security \$3,713; 403-B Savings Plan \$6,500; Mileage reimbursement \$.345/mile.
10. Approved termination of Interim Pastor contract between **Dearborn Woods Church** and the **Rev. Linda Maconochie**, effective August 31, 2003, and moved her to at-large roll.
11. Approved request of the **Rev. Ronald P. Byars** that he be granted honorable retirement, effective July 5, 2004.
12. Approved request of **Matthew Morse** that he be examined by Presbytery of Detroit and ordained by Presbytery of Mission.
13. Approved transfer of the **Rev. Sam Jun** to Presbytery of the Covenant at its request.
14. Approved transfer of the **Rev. Robert Woodruff** to Presbytery of Santa Fe at its request.
15. Approved validation of ministry of the **Rev. Teresa Peterson** as Community Youth Minister at Greenfield Church, Berkley.
16. Approved terms of dissolution between **Hartland Church** and the **Rev. Irvin (Gus) Nussdorfer**, as approved by the congregational meeting July 20, 2003, as follows: Pastoral duties to cease effective August 31, 2003; Salary \$2,017.98/month for 4 months; Housing arrangement \$1,775.74/month for 4 months; No vacation to be paid; Pension/medical to be paid \$1,157.98/month for 4 months.

It is understood that all benefits for Mr. Nussdorfer will be discontinued at any time before December 31, 2003, should he receive another call for full-time employment.

Waiver: In conjunction with this dissolution agreement, I agree, knowingly and voluntarily to waive any and all claims that I might have under the Age Discrimination in employment act against the church, its employees, or agents, occurring on or before the date of this waiver. Also, because of the negotiated settlement received, I hereby agree not to sue Hartland Presbyterian Church and/or its officers, singularly or collectively. I also agree not to sue the Presbytery of Detroit and/or its officers and agents. (Signed: Irvin L. Nussdorfer, June 25, 2003)

17. Appointed following Moderators:  
Andrew Gerhart, First, Troy (effective July 1, 2003)  
Deborah Kerr, Hartland, effective August 15, 2003

John Sefcik, Grandale Church of the Master, Detroit, effective August 24, 2003

Jessica Nylund, First, Troy (effective September 16, 2003)

18. Approved 2003 Terms of Call as received to date, and append them to the minutes. Terms for 2003 have not yet been received from the following and thus could not be approved:

Charles Booker–Hirsch	Ann Arbor, Northside
Paul Bosquette	Redford, St. James
Deborah Kerr	White Lake
John Mishler	Lincoln Park
James Porter	Shelby, St. Thomas
Laura Sias-Lee	Clarkston, Sashabaw
James Skimins	Plymouth, First
Diane Smalley	Detroit, Gratiot Avenue

**Committee on Nominations.** Kenneth Collinson reported.

On behalf of the Committee, Mr. Collinson made the following nominations, which, after nominations were opened to the floor, Presbytery voted to elect:

Permanent Judicial Commission		
Class of 2005	Elder James Tubbs	Southfield
Spiritual Formation and Faith Development Ministry Team		
Class of 2004	Elder Michael Gaubatz	Canton-Geneva
Planning & Visioning Team		
Class of 2004	Rev. Herschel Ele	Garden City
Class of 2005	Elder Ermagene McSwain	Detroit - Calvary
Presbytery Operations Team: Session Records Work Group		
Class of 2003	Rev. Mark Caldwell	at large
Mission Interpretation/Projects/Partnerships Team: Thika Partnership Work Group		
Class of 2003	Elder Timothy Ngare	Detroit – Calvary
Class of 2003	Charlotte Neuhauser	Farmington – First
Class of 2003	Elder Lonnie Bryant	Detroit – Calvary
Class of 2003	Rev. Dr. George Portice	Rochester – University
Class of 2004	Rev. Dr. Sue Melrose	Farmington – First
Class of 2004	Christine Riddering	Troy – Northminster
Class of 2004	Douglas Riddering	Troy – Northminster
Class of 2004	Leonard Reichel	Shelby – St. Thomas
Class of 2005	Elder Francile Anderson, Chair	Waterford – Community
Class of 2005	Rev. Irvin Nussdorfer	at large
Class of 2005	Rev. Gretchen Denton	at large
Class of 2005	Elder Douglas Denton	Rochester – University
Synod of the Covenant:		
Committee on Representation		
Class of 2005	Elder Dorothy Seabrooks	Detroit – St. John’s

Committee on Nominations		
Class of 2005	Rev. George Portice	University-Rochester
Commissioners		
Class of 2005	Rev. Jeff Ott	South Lyon
Class of 2006	Elder Deborah Fair	Detroit Westminster

### **Planning and Visioning Team.**

David Robertson reported and explained the budget that is placed on the floor for a first reading.

### **Trustees.**

Al Glover reported for the Trustees. Upon motion of the Trustees, Presbytery voted to:

1. Approve the request of the congregation of the Korean Presbyterian Church of Metro Detroit to borrow \$3,000,000 for the construction of a Christian Education Building. The loan will amortize over 30 years at 6% interest and be from Comerica Bank. And to authorize officers of the Presbytery to sign all necessary documents.
2. Approve the request of Church of Our Savior to list their manse at 30135 West 14 Mile Road, Farmington Hills, for \$234,000, and to sell for a price equal to or greater than market value as determined by a licensed appraiser.

The Trustees reported the following for the information of Presbytery:

1. The Trustees report that the cash reserves of the Presbytery of Detroit have been substantially depleted over the last thirteen years to fund the operating budget of the Presbytery. Since 1990, we have taken \$1,237,000 out of our reserves to fund the budget. The Trustees note that though we have a substantial accumulation of designated and restricted funds, nearly \$14,000,000, all but about \$2,000,000 is limited by the terms of the gifts. That is, we now have only about \$2,000,000 to use at our discretion.

This reserve fund is what allows the Trustees to extend loans to churches in certain cases and to repair and maintain property to which we hold title. Interest on the reserve funds is used to partially fund the operating budget, which has the effect of reducing future income available for that purpose. Already the reduction of our reserves has caused the Trustees to be less willing to grant loans and other support to churches, for fear that we will not have funds available in the future.

The cause of the deficits over the years has been primarily due to less than required support from our member churches for Shared Mission rather than overspending the budget. The approved budget of the Presbytery of Detroit since 1997 has increased from \$1,018,004 in 1997 to \$1,129,313 in 2003. If one puts the 1997 budget, \$1,018,004, into the Bureau of Labor Statistics inflation calculator for the year 1997, the budget would be \$1,166,420 in 2003. Thus, Presbytery's budget has declined by nearly 4% in real dollars since 1997.

2. The Trustees approved the following as a Trustees Policy:

#### **Check Writing and Disbursement Controls**

*The safeguarding of assets is a basic management requirement for all organizations, whether large or small, profit seeking or not-for-profit. Within the Presbytery of Detroit, the overall responsibility for the day-to-day financial control is assigned to the Financial Administrator who reports to the Executive Presbyter and the Corporate Treasurer.*

*The Financial Administrator, assisted by the Financial Assistant, maintains the accounting records by recording all income and expense transactions, prepares vouchers for disbursement requests, generates payroll and disbursement checks for authorized signatures and prepares financial reports.*

***Voucher Approval***

*Request for disbursements require completion of a Voucher request. This document lists the Work Group\ Description\ Payee and Amount Requested and is accompanied by the original vendor invoice\expense report. The approver, who is generally the Ministry Committee Chair, submits Vouchers to the Financial Assistant for Processing.*

*The Financial Administrator will review all voucher requests for budgeted funds availability and the applicable general ledger coding before checks are written.*

***Check Signing***

*The Financial Assistant will prepare checks on the basis of an approved voucher request. Voucher requests received by Monday at 5:00 PM will be processed for payment and checks issued for approved signatures by 12:00 PM each Wednesday.*

*All checks up to \$ 1,000 will be signed by the Executive Presbyter, or in his or her absence, any of the authorized signatories. A second signature, one of either the Treasurer, President or Corporate Secretary will be required for checks over \$1,000.*

***EFT Transfers***

*The Financial Administrator is authorized to initiate the following transfers: Bi-weekly payroll (for direct deposit employees), Bi-weekly Federal withholding\FICA\Medicare deposit, Monthly Board of Pension Dues*

***Interbank Transfers***

*The Financial Administrator is authorized to transfer funds between cash accounts of the Detroit Presbytery, and shall maintain a log of such transfers.*

3. The phone voice mail system was damaged when the electricity was restored after the blackout. The cost of repair was \$5,909 of which \$4,909, we believe, will be covered by our Church Mutual Property insurance.
4. The Trustees heard a report about the needs of the Grandale Mission. The Mission owns a school bus that needs repairs, but the Mission does not have the funds to repair it. After discussion about the use of the bus and the Grandale Mission, the Trustees declined to provide the funds to repair the bus, and recommended the Mission sell it.
5. The Trustees approved the Revocable License to Use Space at the Morang Street, property to the International Network Vocational Education Skills Training, Inc, use as follows:

Monday—Friday:

<b>Room</b>	<b><u>Hours of Use</u></b>
Basement Kitchen (LL)	8:00 a.m. to 2:00 p.m.
Freedom Hall (LL)	8:00 a.m. to 2:00 p.m.
Classroom A (LL)	8:00 a.m. to 2:00 p.m.
Classroom B (LL)	8:00 a.m. to 2:00 p.m.
Classroom C (LL)	8:00 a.m. to 2:00 p.m.
Computer Lab (LL)	8:00 a.m. to 2:00 p.m.

LL=lower level/basement level of Building

for \$2000/month, beginning September 1, 2003, to June 15, 2004, for educational and vocational services and programs to disadvantaged youth under the auspices of a contract



with the City of Detroit Public Schools, consisting of the following classes: computer application, culinary, home health care, and medical.

#### **Congregational Life Team.**

Olen Brunner reported for the Team and informed the Presbytery of its activities. He introduced Shawn Coons and three young people reported on the Alma Youth Mix and the Youth Triennium.

#### **Mission Development Projects/Partnerships Team.**

Barry Sweet reported for the Team on the Month of Mission and available resources for mission.

Mr. Sweet introduced and the Presbytery recognized the Administrative Board Members of the Morang Street Mission: Latisha Walker, Elizabeth Baergen, Ronald Williams, Bertha Marsh, Paul Winslow, Diane Smalley, Renee McCune, and Karen Herbert.

#### **Nurture and Support off Clergy and Lay Leadership Team.**

David Milam reported for the Team. The Presbytery of Detroit a pilot project of the General Assembly to create a "company of pastors." Mr. Milam reported on the other plans of the Team.

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

Rosie Latimore reported for the Team. Upon motion of the Team, Presbytery voted to approve reviews of Session records as follow:

- |   |  |
|---|--|
| 1. Allen Park, Allen Park<br>Minutes - Approved<br>Registers - Approved                                   | 6. Auburn Hills, Auburn Hills<br>Minutes - Approved with exceptions<br>Registers - Approved                                |
| 2. Ann Arbor, Calvary<br>Minutes - Approved without exceptions<br>Registers - Approved without exceptions | 7. Bloomfield Hills, Kirk in the Hills<br>Minutes - Approved without exceptions<br>Registers - Approved without exceptions |
| 3. Ann Arbor, First<br>Minutes - Approved with exceptions<br>Registers - Approved without exceptions      | 8. Brighton, First<br>Minutes - Approved with exceptions<br>Registers - Approved without exceptions                        |
| 4. Ann Arbor, Northside<br>Minutes - Approved with exceptions<br>Registers - Approved without exceptions  | 9. Clinton Township, Peace United<br>Minutes - Approved with exceptions<br>Registers - Approved without exceptions         |
| 5. Ann Arbor, Westminster<br>Minutes - Approved without exceptions  | 10. Detroit, Fort Street<br>Minutes - Approved with exceptions<br>Registers - Approved                                     |
|   | 11. Detroit, Calvary<br>Minutes - Approved with exceptions<br>Registers - Approved with exceptions                         |
|   | 12. Detroit, Calvin East<br>Minutes - Approved with exceptions<br>Registers - Approved without exceptions                  |
|   | 13. Detroit, Jefferson Ave.  |

- Minutes - Approved without exceptions  
Registers - Approved without exceptions
14. Detroit, Westminster  
Minutes - Approved without exceptions  
Registers - Approved without exceptions
15. Farmington, First  
Minutes - Approved with exceptions  
Registers - Approved without exceptions
16. Fort Gratiot, Lakeshore  
Minutes - Approved with exceptions  
Registers - Approved with exceptions
17. Milford, Milford  
Minutes - Approved
- Registers - Approved without exceptions
18. Mt. Clemens, First  
Minutes - Approved with exceptions  
Registers - Approved without exceptions
19. Northville, First  
Minutes - Approved without exceptions  
Registers - Approved with exceptions
20. Rochester Hills, University  
Minutes - Approved with exceptions  
Registers - Approved with exceptions
21. St. Clair Shores, Heritage  
Minutes - Approved without exceptions  
Registers - Approved without exceptions
22. Taylor, Southminster  
Minutes - Approved with exceptions  
Registers - Approved with exceptions
23. Walled Lake, Crossroads  
Minutes - Approved with exceptions  
Registers - Approved without exceptions

2. The Presbytery Operations Team reported the following policy for the review of Session Records:

#### REVIEWER'S GUIDELINES

##### APPROVAL RATINGS

Approved <u>without</u> exception	(No deficiencies)
Approved	Approved with minor deficiencies (see page one)
Approved <u>with exceptions</u>	Corrections must be made
Not approved	Corrections must be made and Books reviewed

##### CHECKLIST GUIDELINE STANDARDS

- 0 Approve - Judgment Call  
1 Approve with Exceptions - Change in future  
2 Approve with Exceptions - Must correct — Consider 1 year review  
3 Correct – review again prior to approval  
4 Report Not Approved - must be corrected

Minutes and records **cannot** be approved if any of the following are present:

- Item 21 Minutes are NOT in the Standard Westminster minutes book.  
Item 67 Rolls and Registers are not in the Standard Westminster register.  
Item 52 Terms of Call by line item are not in Congregational Meeting Minutes.

*The reviewer may inform the clerk — and set a date for another review in the near future.*

OR Minutes are obviously missing.

*In a case where missing minutes cannot be located after a reasonable search — The available minutes may possibly be approved with exceptions after full committee consideration and consultation with the Stated Clerk and Presbytery Operations Team.*

OR The reviewer finds a large number of exceptions that should be corrected.

*The reviewer may inform the clerk — and set a date for another review in the near future.*

Minutes may be Approved Without Exceptions if deficiencies are only found in a few of these Check List areas:

- Item 19 Minutes promptly transcribed (90 days) but are transcribed within six months.

- Item 24 Previous motion page numbers (if infrequent)  
 Item 25 Erasures (if infrequent)  
 Item 27 Election of Treasurer — new requirement (caution for future)  
 Item 28 Election of Clerk — new requirement (caution for future)

*The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter  
 — They should not be overlooked in future reviews.*

Minutes may be approved if there are only a few (2 or 3) other minor (*Standard 1*) deficiencies,

*The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter  
 — They should not be overlooked in future reviews.*

All other deficiencies should result in an Approved With Exceptions rating.

*The reviewer should require correction where needed and report it on the review sheet.*

The reviewer should indicate on the Review Report that a review should be conducted in one year instead of two if in their opinion the Exceptions are substantial and require early follow up.

Presbytery adjourned with prayer at 9:54 pm.

ATTEST:

EDWARD KOSTER, Stated Clerk

The next meeting of the Presbytery of Detroit will be on Saturday, November 8, 2003 at Milford Church at 9:30 a.m.

ATTACHMENT ONE: The Roll

APPENDICES: Minutes of the Commissions to ordain Rebecca Dean and Duke Morrow, and to install Duke Morrow.

2003 Terms of Call

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR September 23, 2003

CHURCHES: Of 90 churches, 63 were represented and 27 were not.

COMMISSIONERS: Of 164 eligible commissioners, 107 enrolled, and 57 did not.

OTHER ELDERS (Officers, Members of the Coordinating Cabinet, past elder Moderators)::

Of 18 total, 14 were present, of whom 4 counted as commissioners, leaving 10 as the unduplicated count: 2 excused, and 2 absent.

MINISTERS: Of the 161 non-retired ministers on the combined rolls of active members and members-at-large, 88 were present, 35 were excused, and 38 were absent.

Of the 76 retired ministers on the rolls, 14 were present and 62 were

excused.

SUMMARY

	107	Elder Commissioners
+	10	Other Elders
+	88	Non-retired ministers
+	14	Retired Ministers
=	219	Voting members present.

Commissioner Attendance

ALLEN PARK, Allen Park  
 1 NORM GOODE  
 2 MEGAN CUTHBERT  
 3 EMMA OVELLETTE  
 4  
 ANN ARBOR, Calvary  
 1 NOT REPRESENTED  
 ANN ARBOR, First  
 1 BEN VAN TUYL  
 2 SUE LEONG  
 3 HENRY ZECISSE  
 4 ROBERT D WALLIN  
 5 BETSY CAMP  
 6  
 ANN ARBOR, Northside  
 1 MARIAN LAUGHLIN  
 ANN ARBOR, Westminster  
 1 NOT REPRESENTED  
 2  
 AUBURN HILLS, Auburn Hills  
 1 ROBERT CHRISMIN  
 BELLEVILLE, Belleville  
 1 CONNIE ETTER  
 BERKLEY, Greenfield  
 1 LISA B YUNKER  
 BEVERLY HILLS, Northbrook  
 1 SHERRILL D HEINRICHS  
 2 MICHAEL BANLY  
 BIRMINGHAM, First  
 1 EUNICE RAAR  
 2 GLEN TYNDALL  
 3 MARILYN DONNELLY  
 4 CAROL HELD  
 5 BECKY PETERSON  
 BLOOMFIELD HILLS, Kirk/Hills  
 1 JOAN HANPETER  
 2 ED HANPETER  
 3 CONNIE JOHNSTON  
 4 PAUL LAY  
 5 BOB SIEFERT  
 6 AL PING  
 BRIGHTON, First  
 1 JOHN GALBRATH  
 2 JACK BROWN  
 3 MARY TANNER  
 CANTON, Geneva  
 1 JOE STOCKLEIN  
 CLARKSTON, Sasahabaw  
 1 NOT REPRESENTED  
 CLINTON TWP, Peace  
 1 JOAN LOCHARD  
 DEARBORN, Cherry Hill  
 1 SHERRY BROWN  
 2  
 DEARBORN, Dearborn Woods

1 NOT REPRESENTED  
 DEARBORN, First  
 1 NOT REPRESENTED  
 2  
 3  
 DEARBORN, Littlefield  
 1 EMILY NIETERING  
 DEARBORN HGTS, St. Andrew's  
 1 ALICE WRIGHT  
 DETROIT, Broadstreet  
 1 JAMES R WILLIAM  
 2 JANET GLENN  
 DETROIT, Calvary  
 1 STANLEY EDWARDS  
 2 ADRIENNE ADAMS  
 DETROIT, Calvin East  
 1 JOHN H CLINTON JR  
 DETROIT, First  
 1 NOT REPRESENTED  
 DETROIT, Fort Street  
 1 MOTOKO F HUTHWAITE  
 2  
 DETROIT, Grandale/Master  
 1 NOT REPRESENTED  
 2  
 DETROIT, Gratiot Avenue  
 1 JERRY FRAZIER JR  
 2 ROSE MCGREW  
 DETROIT, Hope  
 1 DONALD HUDSON  
 2 JAMES WALKER  
 DETROIT, Jefferson Avenue  
 1 KATHI JOHNSON  
 2 KEVIN T BASS  
 DETROIT, Redford Avenue  
 1 NOT REPRESENTED  
 DETROIT, Southwest United  
 1 NOT REPRESENTED  
 DETROIT, St. John's  
 1 JOSEPH GERMAN  
 2 SCOTT WHITE  
 DETROIT, Trinity Community  
 1 MARTHA WOODS  
 2 NATALIE BROTHERS  
 DETROIT, Trumbull Avenue  
 1 MARTHA SINGLEY  
 2 ORLEAN WARREN  
 DETROIT, Westminster  
 1 HERMAN ARMSTRONG  
 2 MARGARET WHITEHEAD  
 3 DAN STOEPKER  
 ECORSE, Ecorse  
 1 RONALS SHEIL  
 FARMINGTON, First  
 1 PHILIP G CRAMER

2 PHYLLIS BOTHWELL  
 FERNDALE, Drayton Avenue  
 1 JULIA ALLERS  
 FORT GRATIOT, Lakeshore  
 1 NOT REPRESENTED  
 GARDEN CITY, Garden City  
 1 BRENDA JARVIS  
 GROSSE ILE, Grosse Ile  
 1 BILL JAMBEAU  
 2  
 GROSSE POINTE, Memorial  
 1 MARY GRACE ADAMS  
 2 KEN COLLINSON  
 3 DONNA JOHNSTON  
 4 BRUCE VICK  
 5 TARYN GIBSON  
 GROSSE PTE WOODS, Woods  
 1 FRANK ZINN  
 2 GLEN SCHREUDER  
 HARTLAND, Hartland  
 1 RICK BAILEY  
 HIGHLAND PARK, Park United  
 1 CLAUDETTE CAMERON  
 2  
 HOWELL, First  
 1 NOT REPRESENTED  
 2  
 LINCOLN PARK, Lincoln Park  
 1 NOT REPRESENTED  
 LIVONIA, Rosedale Gardens  
 1 ALICE McCLOSKEY  
 2 DIXIE ELAM  
 3 DYCHE ANDERSON  
 LIVONIA, St. Paul's  
 1 JAY HOHENSHIL  
 2 SUZANNE M TABAKA  
 LIVONIA, St. Timothy's  
 1 PHILLIP DEIGHTON  
 MACOMB, Church/Covenant  
 1 BARBARA O'MARA  
 MILAN, Peoples  
 1 BRENDA WILKINSON  
 MILFORD, Milford  
 1 KEN LANG  
 2 GERALD L HURIMAN  
 3  
 4  
 MT. CLEMENS, First  
 1 DORIS COCHRANE  
 2  
 NORTHVILLE, First  
 1 JIM COOPER  
 2 MICHELLE BOSCHERT  
 3 BOB GEAKE  
 4

## NOVI, Faith Community

1 MARY GABLER

2

## ORCHARD LAKE, Community

1 JOYCE KILBOURNE

2 LINDA ELDRIDGE

3 BETSY TELFORD

4

## PLYMOUTH, First

1 DON MORGAN

2

3

4

## PONTIAC, First

1 PEDRO GUZMAN

## PONTIAC, Joslyn Avenue

1 NOT REPRESENTED

## PORT HURON, First

1 JACKIE GRIFFIN

2 HOWARD BORGMAN

## PORT HURON, Westminster

1 NOT REPRESENTED

## REDFORD, St. James

1 NOT REPRESENTED

## ROCHESTER, University

1 NOT REPRESENTED

2

3

## ROSEVILLE, Erin

1 NOT REPRESENTED

## ROYAL OAK, First

1 HELEN DUSENBURY

2 DAN OLAH

3

## ROYAL OAK, Korean First

1 NOT REPRESENTED

2

## ROYAL OAK, Point of Vision

1 DAWN RYAN

## ROYAL OAK, Starr

1 NOT REPRESENTED

## SALINE, First

1 PHYLLIS AUSTON

SHELBY TWP., St. Thomas

1 EDITH COLVERT

2

## SOUTH LYON, First

1 NOT REPRESENTED

## SOUTHFIELD, Korean

1 CHOON K LEE

2

3

4

## SOUTHFIELD, Southfield

1 RUTH E WELL

## ST. CLAIR SHORES, Heritage

1 MURIEL STEENSMA

## ST. CLAIR SHORES, Lake Shore

1 NOT REPRESENTED

2

## STERLING HGTS, Utica

1 NOT REPRESENTED

## TAYLOR, Southminster

1 PAM HUTCHENS

## TROY, First

1 GEORGE TEIFER

## TROY, Northminster

1 NOT REPRESENTED

## WALLED LAKE, Crossroads

1 BARBARA PETERSSIN

## WARREN, Celtic Cross

1 VICTORIA E LEKERY

## WARREN, First

1 NOT REPRESENTED

## WATERFORD, Community

1 JAMES MUNCH

## WAYNE, First

1 NOT REPRESENTED

## W. BLOOMFIELD, Church/Savior

1 NOT REPRESENTED

## WESTLAND, Kirk of Our Savior

1 BOB TAYLOR

## WHITE LAKE, White Lake

1 WILLIAM J RICHARDSON

## WYANDOTTE, Wyandotte

1 DEBBIE KULBERG

## YPSILANTI, First

1 NOT REPRESENTED

2

## Clergy and Elder Member Attendance

## C. ELDER MEMBERS

C ADAMS, MARY GRACE

P ANDERSON, FRANCILE

E BACALIS, JESSE

A BROWNELL, DONALD

C COLLINSON, KENNETH

C ELAM, DIXIE

P GLOVER, AL

A HUEBLER, RICHARD

P HYLKEMA CAROL,

P IRWIN, GEORGE

P JOHANSON, FRAN

P LATIMORE, ROSY

E MORRISON, HELEN

P PITTS, FRANCES

P SEABROOKS, DOROTHY M.

P SEATON, JEROME

P SMITH, KENNETH

C WINSLOW, PAUL

## D. NON-RETIRED MINISTERS

A ABBOTT, DAVID W.

P ACTON, ELLEN

A ALBRECHT, GLORIA

P AUE, CRAIG

P AUSTIN, LARRY

P AYAP, FE ESPERANZA

E BAILEY, CLOVER

A BAIRD, GRAHAM

A BARRANGER, DOUGLAS

P BENNETT, JOHNIE

P BENSON-NICOL, NANCY

A BERSDORF, JOHN

P BIRD, MARY JEAN

P BLAIKIE, DOUGLAS

A BOHLMAN, KELLIE

P BOLT, KENNETH

P BOOKER-HIRSCH, CHARLES

P BOUSQUETTE, PAUL

P BROWN, ROBERT O.

P BRUNER, OLEN

P BURNS, MICHAEL

P BUSH, JOHN C

E \*CAMPBELL, DOUGLAS

P CARTER, DOUGLAS D.

E CHOI, IN SOON

E \*CHOI, SEUNG KOO

P CLISE, W. KENT

A COCHRAN, LINDA

P COONS, SHAWN

A CORSO, LINDA

P COWLING, NEIL D.

A CULLEN, RANDOLPH

E DAVIS, ROXIE ANN

P DAVIS, WILLIAM

E \*DENNIS, WARREN

P DENTON, GRETCHEN

A DUNCAN, THOMAS

E DUNIFON, WILLIAM

P DUNN, EDWARD

P DUNN, JOANNA

E \*DYKSTRA, CRAIG R.

P EGGEBEEN, THOMAS

P ELE, HERSCHEL

P ESCHENBRENNER, CARL F.

P FAILE, JAMES

E FONFARA, MICHAEL

P FORSYTH, E. DICKSON

A FOSTER, JOHN

P FRANCIS, RAPHAEL B.

A GABEL, PETER W.

P GARWIG, ROBERT A.

E \*GAST, TERRI

P GEISELMAN, KEITH

P GERHART, ANDREW

A HANNA, DAVID J.

A HANNA, RAAFAT

E \*HARRIS, CHRISTOPHER

A HARRIS, R. JOHN

P HARTLEY, THOMAS

P HAYES, FRANCES

E HENDERSON, RICHARD

P HOLLECK, TIFFANY

E INGLES, BRUCE

P INTSIFUL, JOSEPH, JR

P JOHNSON, KEVIN

P JONES, LARRY PAUL

P JONES, MELODIE

E JONES, RICHARD

P JOY, JULIANN

E KAIBEL, KENNETH

P KEELY, MARK J.

P KERR, DEBORAH

P KIDDER, ANNEMARIE

P KIM, PAUL

E KIM, Y. MONCH

P KLINGER, JAMIE

E KNUDSEN, RAYMOND

A KOGEL, LYNNE

P KOSTER, EDWARD H.

A KREHBIEL, DAVID E.

P KRUG, ERNEST

P LANGWIG, JANICE

P LANGWIG, ROY

P LASWELL, SAMUEL

A LEE, FREDERICK

P LEE, JOON WON

P LOWRY, ROBERT

A MABEE, CHARLES  
 A MACONOCHIE, LINDA  
 E \*McCLINTON, SANDRA LEE  
 A McCLOSKEY-TURNER, CATHARINE  
 P McRAE, BARBARA  
 E MELROSE, SUE ELLIS  
 P MICHALEK, DANIEL  
 P MICKA, GRETCHEN  
 P MIHOCKO, DAVID  
 P MILAM, DAVID  
 A MILLER, J. SCOTT  
 P MILLER, KIRK  
 A MISHLER, JOHN  
 A MONNETT, JAMES  
 P MOORE, PETER  
 P MORROW, DUKE  
 E MUGLER, W ALAN  
 P NICHOLS, NEETA  
 E NOBLE, DAVID  
 P NOBLE-RICHARDSON, JANET  
 P NUSSDORFER, IRVIN  
 A NYLUND, JESSICA  
 A O'BRIEN, H. WILKES  
 P OLSON, PHILIP  
 E ORR, ROBERT C.  
 P OSBORN, MARGIE  
 P OTT, JEFFREY  
 A PARK, ONE HO  
 A PARK, SUNJIN  
 P PAVELKO, JOHN H.  
 P PEAKE, MARK  
 E PERDUE, ROBERT J.  
 A PETERS, RICHARD  
 E \*PETERSON, CHRISTOPHER  
 A PIECUCH, KEVIN  
 E POLKOWSKI, WILLIAM  
 A PORTER, JAMES  
 A PORTICE, GEORGE  
 P PRITCHARD, NORMAN  
 A PRUES, LOUIS J.  
 A RICE, ELIZABETH  
 P RICE, THOMAS  
 A RIKE, JENNIFER  
 P RIZER, JAMES A  
 P ROBERTSON, DAVID W.  
 E ROGERS, MELISSA ANNE  
 P RUSSELL, JAMES P.  
 E RUSSELL, WILLIAM  
 A SAAD, JENNIFER  
 P SCHAEFER, ANNE N.  
 E SCHEIBER, ANNE  
 P SCRIBNER, LOREN  
 E \*SHIH, SHENG-TO  
 P SHIPMAN, JUDY  
 P SIAS-LEE, LAURA

E \*SIMONS, SCOTT W.  
 E SKIMINS, JAMES  
 P SMALLEY, DIANE  
 E SMITH, BRYAN DEAN  
 P SMITH, PETER C.  
 P SOEHL, HOWARD  
 P SWARTZEL, BARBARA  
 P SWEET, BARRY D.  
 P THOMAS, MARK P.  
 E THOMPSON, G. PATRICK  
 P THORESEN, KATHRYN R.  
 P TILLER, CHRISTINE  
 P TRAVIS, KARL  
 E \*VAN SLUIJS, HENDRICK  
 A VANDERBEEK, RONALD  
 P VOIE, GERALD  
 E \*WIGGINS, GREGORY L.  
 A WINGROVE, WILLIAM N  
 P YEAGER, WILLIAM

#### D. RETIRED MINISTERS

E AINSWORTH, LAWRENCE  
 E ANDERSON, JAMES  
 E AUSTIN, ANNA MARIE  
 E BALIAD, ALFREDO E.  
 P BEERY, ELDON  
 E BENEDICT, IVAN L.  
 P BORCHARDT, HENRY  
 P BORCHARDT, JUDITH  
 E BRAND, J. KENNETH  
 E \*BYARS, RONALD  
 P CALDWELL, MARK  
 P CAMPBELL, VERN  
 E CAPPS, HARRY  
 E CATER, LAWRENCE H.  
 E CHAMBERS, JAMES C.  
 E CLYDE, J. DOUGLAS  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 P CONLEY, JAMES H.  
 E COTTER, LEE M.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 E DANIELAK, RICHARD  
 E DICKSON, ROBERT L.  
 P ELLENS, J. HAROLD  
 E FLOWERS, DONALD  
 E FREEDMAN, DAVID NOEL  
 E GEISSINGER, HARRY L.  
 E GEPFORD, WILLIAM G.  
 P GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 E HARPER, F. NILE  
 P HEINRICHS, THOMSON

E IHRIE, A. DALE  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 P JONES, VIRGIL L.  
 E KEEBLER, ROLAND  
 P KESLER, JAMES W.  
 E KIM, T. ANDREW  
 E KIRKMAN, THOMAS W.  
 E LAMBERT, ROY F.  
 E LARSON, ROBERT F.  
 E LINDSEY, ROBERT L.  
 E LISTER, KENNETH D.  
 E LUMLEY, RAYMOND W.  
 E MacINNES, JOHN D.  
 E MAGEE, PHILIP R.  
 E MARLOW, GERALD J.  
 E MARVIN, FRANK C., JR.  
 E MAYES, ILA  
 P McCLOSKEY, CHARLES  
 E MCINTYRE, DEWITT  
 E MECOUCH, JOHN R.  
 E MUENCH, DONALD  
 E OWEN, DAVID  
 E PALMER, F. WILLIAM  
 E PETERSON, LEROY J.  
 E PRICE, MICHAEL T.  
 E RAMSEY, GEORGE W.  
 E RATCLIFFE, ALBERT H.  
 E RIGDON, V. BRUCE  
 P SEFCIK, JOHN K.  
 E SMITH, J. CYRUS  
 E SOMMERS, CHARLES A.  
 E STRIBE, RALPH  
 E SUNDERMAN, HUBERT L.  
 E SUTTON, PAUL  
 P TAYLOR, THEODORE, II  
 E VAN LEUVEN, GEORGE  
 E WILLIAMS, RICHARD H.  
 E WOEHRLER, THOMAS  
 E WOODRUFF, LAURENCE N.  
 E YOON, HAK SUK  
 E ZIEGLER, JACK T.

#### E. CORRESPONDING MEMBERS

JAMES F. REESE  
 NEW YORK  
 PAUL PETERSON  
 YELLOWSTONE  
 MICHAEL DUNKELBERGER  
 BLACKHAWK  
 CHANG-BAE BYUN  
 KOREA

**COMMISSION REPORTS  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
September 23, 2003**

**ORDINATION OF REBECCA JANE DEAN**

The Commission to ordain Rebecca Jane Dean as Chaplain for Salem State College, Boston Presbytery was convened with prayer by the moderator, Deborah Kerr, at 1:50 p.m., on August 25, 2003, at Northbrook Presbyterian Church. The Commission members present were:

The Rev. Deborah Kerr	Elder Eunice Raar of Birmingham First Presbyterian Church
The Rev. Neeta Nichols	Elder Sue Johnson of Royal Oak First Presbyterian Church
The Rev. Betsy Rice	Elder Frank Lasota of Northbrook Presbyterian Church
The Rev. Michael Burns	

After approving the order of worship, the Commission proceeded to worship, where it ordained Rebecca Jane Dean to be Chaplain of Salem State College. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Rebecca Jane Dean.

Deborah V. Kerr  
Moderator

Date: August 25, 2003

**Ordination and Installation of Duke Morrow**

The Commission to ordain and install Duke Morrow as Pastor of Dearborn Woods Presbyterian Church was convened with prayer by the moderator, Kenneth Smith, at 2:40 p.m., on September 14, 2003, at Dearborn Woods Presbyterian Church. The Commission members present were:

The Rev. Kevin Johnson	Elder Phylis Redfern of Geneva Presbyterian Church
The Rev. Neil Cowling	Elder Alicia Short of Southwest United Presbyterian Church
	Elder Eve Scott of Dearborn Woods Presbyterian Church
	Elder Kenneth Smith of Southfield Presbyterian Church

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

The Rev. James Reese of New York City Presbytery

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

After approving the order of worship, the Commission proceeded to worship, where it ordained and installed Duke Morrow as Pastor of Dearborn Woods Presbyterian Church. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Duke Morrow.

Kenneth R. Smith  
Moderator

Date: 9/14/03

		DETAILED LIST OF														SUMMARY OF ITEMS					
CHURCHES	Members	ITEMS INCLUDED IN THE STANDARD CALL														INCLUDED IN THE STANDARD CALL					
Ministers	Position	BASIC COMPENSATION							BASIC BENEFITS	PROFESSIONAL EXPENSES					OTHER ITEMS		SUB TOTALS			GRAND TOTAL	Effective Date
		Cash	Housing & Utility	Use of	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues		Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Business Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits		
		Salary	All.	Manse	Ded/Allw.																
ALLEN PARK	1231																				
DOUGLAS BLAIKIE	PASTOR	\$46,667	\$4,000	\$15,839	\$2,130			\$19,904	\$3,876	\$1,700	\$600				1 Month	2 Weeks	\$68,636	\$23,780	\$2,300	\$94,71	1/1/03
MELODIE JONES	ASSOC	\$25,458	\$4,000	\$8,987	\$500			\$11,294	\$2,254	\$3,000	\$1,100	\$0			1 Month	2 Weeks	\$38,945	\$13,548	\$4,100	\$56,59	1/1/03
KIRK MILLER	ASSOC	\$32,792	\$7,000	\$12,238	\$1,000			\$15,379	\$3,044	\$1,400	\$300				1 Month	2 Weeks	\$53,030	\$18,423	\$1,700	\$73,15	1/1/03
ANN ARBOR CALVARY	56																				
CHRISTINE TILLER	PASTOR	\$20,750	\$15,000		\$357			\$10,471	\$2,735	Reimb.	\$800				4 weeks	2 Weeks	\$36,107	\$13,206	\$800	\$50,11	9/8/02
ANN ARBOR FIRST	2277																				
BRUCE INGLES	INT. PASTOR	\$55,000	\$40,000		\$1,900			\$26,052	\$7,267	\$3,500	\$1,413	\$0			1 Month	2 Weeks	\$96,900	\$33,319	\$4,913	\$135,132	2/1/03
ANNEMARIE KIDDER	ASSOC	\$27,251	\$20,000		\$2,200			\$13,703	\$3,615	\$0	\$1,200	\$2,400			4 Weeks	2 Weeks	\$49,451	\$17,318	\$3,600	\$70,36	1/1/03
ROBERT W. LOWRY	ASSOC	\$14,210	\$26,000		\$402			\$11,661	\$3,076	\$0	\$1,200	\$2,000			4 Weeks	2 weeks	\$40,612	\$14,737	\$3,200	\$58,54	1/1/03
ANN ARBOR NORTHSIDE	55																				
CHARLES BOOKER HIRSCH	PT DESIGNATED	REPORT NOT RECEIVED			\$0			\$0	\$0	\$0	\$0						#VALUE!	\$0	\$0	#VALUE!	
ANN ARBOR WESTMINSTER	586																				
LOREN SCRIBNER	TEMP. SUPPLY	\$28,004	\$28,470		\$1,920	Cont benefit & Suppl Med.	\$4,248	\$7,017	\$720		\$1,000	\$3,750			1 Month	2 Weeks	\$65,931	\$7,737	\$4,750	\$78,41	6/8/03
						TSA	\$2,000														
VACANT	ASSOC																\$0	\$0	\$0	\$	
AUBURN HILLS	141																				
ANDREW GERHART	PASTOR	\$33,475	\$8,755		\$845			\$12,277	\$2,646	\$1,800	\$1,000	\$500			1 Month	2 Weeks	\$43,075	\$14,923	\$3,300	\$61,29	7/1/02
BELLEVILLE	143																				
NEETA NICHOLS	INT. PASTOR	\$20,000	\$18,000		\$415	Dental	\$330	\$11,856	\$3,182	\$1,870	\$750	\$0			1 Month	2 Weeks	\$42,345	\$15,038	\$2,620	\$60,00	1/1/03
						Def. Annuity	\$3,600														
BERKLEY GREENFIELD	293																				
PETER MOORE	PASTOR	\$6,000	\$34,000		\$3,300	Def. Annuity	\$3,500	\$12,615	\$460	\$4,000	\$1,125	\$6,000			04 Weeks	2 Weeks	\$51,800	\$13,075	\$11,125	\$76,00	1/1/03
						Flex Benefits	\$5,000														
BIRMINGHAM FIRST	1576																				
LARRY PAUL JONES	PASTOR	\$50,779	\$35,000	\$0	\$2,000			\$24,876	\$0			\$5,984			4 Weeks	2 Weeks	\$87,779	\$24,876	\$5,984	\$118,639	4/1/03
VACANT	ASSOC	\$0	\$0	\$0	\$0			\$0		\$0	\$0						\$0	\$0	\$0	\$	
VACANT	ASSOC	\$0	\$0	\$0	\$0			\$0		\$0	\$0	\$0					\$0	\$0	\$0	\$	
BEVERLY HLS, NORTHBROOK	619																				



CHURCHES	Members	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			GRAND TOTAL	Effective Date
		Position	Cash Salary	Housing & Utility All.	Use of Manse	Medical Ded/Allw.	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Business Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits		
MICHAEL BURNS	PASTOR	\$41,951	\$6,000	\$21,000	\$1,439	Annuity	\$3,000	\$20,506		\$3,500	\$1,200	\$1,037			1 Month	2 Weeks	\$74,515	\$20,506	\$5,737	\$100,758	1/1/03
						Dental	\$675														
						Disab. Ins.	\$450														
VACANT	ASSOC							\$0				\$0					\$0	\$0	\$0	\$	
BLMFLD HILLS KIRK	2515																				
NORMAN PRITCHARD	PASTOR	\$88,200	\$4,000	\$26,460	\$2,000	Dental	\$675	\$28,447		\$8,000	\$2,500				6 Weeks	2 Weeks	\$121,335	\$28,447	\$10,500	\$160,282	1/1/03
RAYMOND KNUDSEN	ASSOC	\$39,983	\$36,458	\$0	\$0	Dental	\$675	\$22,168		\$6,800	\$600				4 Weeks	2 Weeks	\$82,436	\$22,168	\$7,400	\$112,004	1/1/03
						Op. Life Ins.	\$427										\$0	\$0	\$0	\$	
						Med. Reimb.	\$4,893										\$4,893				
DAVID HANNA	ASSOC	\$30,174	\$30,424	\$0	\$0	Life Ins.	\$50	\$17,573		\$1,750	\$1,800				4 Weeks	2 Weeks	\$64,643	\$17,573	\$3,550	\$85,76	1/1/03
						Dental	\$1,218														
						Med. Reimb.	\$2,777														
KATHRYN THORESEN	INT. ASSOC	\$26,232	\$28,865		\$0	Med. Reimb.	\$1,056	\$15,978		\$3,000	\$1,800	\$0			4 weeks	2 Weeks	\$56,153	\$15,978	\$4,800	\$76,93	3/6/03
BRIGHTON FIRST	908																				
DANIEL MICHALEK	PASTOR	\$44,300	\$23,000		\$1,449		\$0	\$19,937	\$5,148	\$1,335	\$2,000				1 Month	3 Weeks	\$68,749	\$25,085	\$3,335	\$97,16	1/1/03
DAVID MIHOCO	ASSOC	\$25,400	\$21,000		\$999		\$0	\$13,746	\$3,550	\$1,200	\$1,500				1 Month	3 weeks	\$47,399	\$17,296	\$2,700	\$67,39	4/1/03
CANTON GENEVA	335																				
BRYAN SMITH	PASTOR	\$28,548	\$29,633		\$1,500	Def Annuity	\$4,800	\$17,979		\$1,400	\$800	\$700			1 Month	2 Weeks	\$64,481	\$17,979	\$2,900	\$85,36	1/1/03
CLARKSTON SASHABAW	30 PT PASTOR	REPORT NOT RECEIVED						\$0	\$0	\$0	\$0						#VALUE!	\$0	\$0	#VALUE!	
CLINTON TWNSHP PEACE	154																				
JESSICA NYLUND	PASTOR	\$16,220	\$20,000		\$362	403(b)	\$600	\$10,609	\$2,771	\$1,200	\$1,000	\$600			1 Month	2 Weeks	\$37,482	\$13,380	\$2,800	\$53,66	1/1/03
						Dental	\$300														
DEARBORN CHERRY HILL	501																				
H. WILKES O'BRIEN	PASTOR	\$30,715	\$30,715		\$1,100			\$17,815	\$4,700	\$1,300	\$2,550				4 Weeks	2 Weeks	\$62,530	\$22,515	\$3,850	\$88,89	1/1/03
GRETCHEN MICKA	ASSOC	\$23,930	\$17,685					\$12,070	\$4,020	\$2,000	\$1,000				4 Weeks	2 Weeks	\$41,815	\$16,090	\$3,000	\$60,70	1/1/03
DEARBORN WOODS	138																				
DUKE MORROW	PASTOR	\$18,000	\$20,200		\$1,200			\$11,623	\$2,922	\$1,500	\$800	\$100	Prof. Journals	\$600	1 Month	2 Weeks	\$39,400	\$14,545	\$3,000	\$56,94	9/1/03
DEARBORN FIRST	782																				
DOUGLAS BARRANGER	PASTOR	\$33,339	\$36,289		\$3,030	Life Ins.	\$1,157	\$21,486	\$5,768	\$2,400	\$2,000	\$3,100			1 Month	2 Weeks	\$75,051	\$27,254	\$7,500	\$109,805	1/1/03
						Def. Comp.	\$1,236														

		DETAILED LIST OF														SUMMARY OF ITEMS					
CHURCHES	Members	ITEMS INCLUDED IN THE STANDARD CALL														INCLUDED IN THE STANDARD CALL					
		BASIC COMPENSATION							BASIC BENE-FITS	PROFESSIONAL EXPENSES					OTHER ITEMS		SUB TOTALS			GRAND TOTAL	Effective
Ministers	Position	Cash	Housing & Utility	Use of	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Busi-ness Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses	(package)	Date
		Salary	All.	Manse	Ded/Allw.	(Descrip-tion)	(Amount)	Pension Dues	Allow.	Allow.	Ed.	Exp	(Descrip-tion)	(Amt)		(wks)	Comp.	Benefits	Expenses	(package)	Date
GERALD VOIE	ASSOC	\$30,900	\$20,600		\$1,000			\$14,378		\$1,400	\$1,000	\$1,000			4 Weeks	2 Weeks	\$52,500	\$14,378	\$3,400	\$70,27	1/1/03
DEARBORN LITTLEFIELD	124																				
FRANCES HAYES	PASTOR	\$24,171	\$19,000		\$1,295			\$12,520	\$3,303	\$1,000	\$800	\$800			4 Weeks	2 Weeks	\$44,466	\$15,823	\$2,600	\$62,88	1/1/03
DBN HGTS/ST ANDREWS	171																				
SAMUEL LASWELL	PASTOR	\$20,283	\$13,791		\$780	Def. Comp.	\$3,500	\$15,280	\$2,875	\$1,000	\$800	\$500	Dental	\$614	1 Month	2 Weeks	\$38,354	\$18,155	\$2,914	\$59,42	1/1/03
DETROIT BROADSTREET	90																				
JOSEPH INTSIFUL	PASTOR	\$17,000	\$20,275		\$0			\$10,810	\$2,851	\$3,000	\$800	\$0			1 Month	2 Weeks	\$37,275	\$13,661	\$3,800	\$54,73	5/1/03
DETROIT CALVARY	226																				
KEVIN JOHNSON	PASTOR	\$29,854	\$13,000		\$905	Def. Annuity	\$2,400	\$13,386	\$3,185	\$4,100	\$800				1 Month	2 Weeks	\$46,159	\$16,571	\$4,900	\$67,63	1/1/03
DETROIT CALVIN EAST	141																				
VACANT	PASTOR	\$0	\$0		\$0			\$0	\$0	\$0	\$0	\$0					\$0	\$0	\$0	\$	
DETROIT FORT STREET	411																				
MARK KEELY	PASTOR	\$29,441	\$25,375		\$6,609	Dental	\$565	\$17,118	\$4,194			\$5,241			4 Weeks	2 Weeks	\$61,990	\$21,312	\$5,241	\$88,54	1/1/03
DETROIT GRANDALE/MST	56																				
VACANT	PASTOR	\$0	\$0	\$0			\$0	\$0		\$0	\$0						\$0	\$0	\$0	\$	
DETROIT GRATIOT AVE.	73																				
DIANE SMALLEY	PT PASTOR	REPORT	NOT	RECEIVED				\$0		\$4,500	\$350				2 Weeks	1 Week	#VALUE!	\$0	\$4,850	#VALUE!	5/13/01
DETROIT HOPE	194																				
RAPHAEL FRANCIS	PT INT. PASTOR	\$11,886	\$5,900		\$356			\$2,182	\$1,388	\$950	\$400	\$150			2 Weeks	1 Week	\$18,142	\$3,570	\$1,500	\$23,21	1/1/03
DETROIT JEFFERSON AVE	532																				
PETER C. SMITH	PASTOR	\$57,017	\$1,800	\$15,305	\$2,224			\$21,125	\$5,670	\$3,600	\$2,000		Prof. Exp.	\$1,200	1 Month	3 weeks	\$76,346	\$26,795	\$6,800	\$109,941	1/1/03
LOUIS PRUES	PT P. ASSOC	\$11,754									\$500				10 weeks		\$11,754	\$0	\$500	\$12,25	3/1/03
DETROIT REDFORD	226																				
DOUGLAS CARTER	PASTOR	\$25,000	\$25,000	\$0	\$950			\$14,500	\$3,825	\$4,000	\$0	\$500			1 Month	2 weeks	\$50,950	\$18,325	\$4,500	\$73,77	1/1/03
DETROIT ST. JOHN'S	227																				
JOHNNIE BENNETT	PASTOR	\$35,762	\$10,790	\$0	\$937			\$13,772	\$3,561	\$1,200	\$800				1 Month	2 Weeks	\$47,489	\$17,333	\$2,000	\$66,82	2/1/03
DETROIT SOUTHWEST	80																				
VACANT	PASTOR	\$0	\$0		\$0				\$0	\$0	\$0						\$0	\$0	\$0	\$	
DETROIT TRINITY	213																				
OLEN BRUNER	DESIG. PASTOR	\$26,000	\$15,000		\$820			\$11,890	\$3,136	\$1,200	\$2,000				1 Month	2 Weeks	\$41,820	\$15,026	\$3,200	\$60,04	4/15/03

		DETAILED LIST OF														SUMMARY OF ITEMS						
CHURCHES		Members	ITEMS INCLUDED IN THE STANDARD CALL														INCLUDED IN THE STANDARD CALL					
		BASIC COMPENSATION										PROFESSIONAL EXPENSES				OTHER ITEMS		SUB TOTALS				
Ministers	Position	Cash	Housing & Utility	Use of	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	BASIC BENEFITS Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Business Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses	GRAND TOTAL (package)	Effective Date	
DETROIT TRUMBULL AVE	48																					
VACANT	PASTOR	\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0		\$0			\$0	\$0	\$0	\$		
DETROIT WESTMINSTER	536																					
ROBERT GARWIG	PASTOR	\$33,429	\$24,480		\$565	Def. Annuity	\$2,000	\$17,374	\$4,430		\$1,000	\$500	Expenses	\$6,000	1 Month	2 Weeks	\$60,474	\$21,804	\$7,500	\$89,77	1/1/03	
VACANT	ASSOC																\$0	\$0	\$0	\$		
ECORSE	69																					
E. DICKSON FORSYTH	PT INT. PASTOR	\$1	\$15,766			403b	\$5,200		\$3,032						3 Weeks	1 Week	\$20,967	\$3,032	\$0	\$23,99	12/15/02	
FARMINGTON FIRST	498																					
SUE ELLIS MELROSE	PASTOR	\$37,498	\$26,000		\$2,000	Dental	\$675	\$19,190	\$4,858		\$1,500	\$2,620			1 Monrh	2 Weeks	\$66,173	\$24,048	\$4,120	\$94,34	4/1/03	
DAVID NOBLE	ASSOC	\$30,435	\$20,000		\$300			\$14,459	\$3,860		\$1,600	\$3,166			1 Month	2 Weeks	\$50,735	\$18,319	\$4,766	\$73,82	4/1/02	
FERNDAL DRAYTON AVE	240																					
J. SCOTT MILLER	PASTOR	\$34,000	\$19,000	\$0	\$1,060			\$15,370	\$4,054	vouchered	\$1,000	\$1,000			1 Month	2 Weeks	\$54,060	\$19,424	\$2,000	\$75,48	12/1/02	
FORT GRATIOT LAKE SHORE	140																					
WILLIAM WINGROVE	PASTOR	\$26,587	\$23,642		\$550			\$13,813		\$1,000	\$300	\$300			1 Month	2 Weeks	\$50,779	\$13,813	\$1,600	\$66,19	1/1/03	
GARDEN CITY	295																					
HERSCHEL ELE	PASTOR	\$26,640	\$21,000		\$3,856			\$13,339	\$4,665	\$2,000	\$1,500			\$0	1 Month	2 Weeks	\$51,496	\$18,004	\$3,500	\$73,00	11/1/02	
GROSSE ILE	570																					
KARL TRAVIS	PASTOR	\$37,410	\$29,600		\$1,500	Def. Annuity	\$1,200	\$20,564	\$5,670	\$2,000	\$1,200				1 Month	2 Weeks	#REF!	\$26,234	\$3,200	#REF!	1/1/03	
MARK PEAKE	ASSOC																\$0	\$0	\$0	\$		
GROSSE PTE MEMORIAL	1884																					
WILLIAM YEAGER	INT. PASTOR	\$60,984	\$36,000		\$3,725		\$0	\$22,033	\$6,768		\$1,065	\$6,300			1 Month	2 Weeks	\$100,709	\$28,801	\$7,365	\$136,875	1/1/03	
ALAN MUGLER	INT. ASSOC	\$28,950	\$25,200					\$15,433	\$4,459		\$1,000	\$4,000			1 Month	2 Weeks	\$54,150	\$19,892	\$5,000	\$79,04	10/6/02	
THOMAS F. RICE	ASSOC	\$23,854	\$16,565		\$3,430	Def. Comp.	\$1,200	\$11,861	\$3,427		\$1,262	\$2,103			1 Month	2 Weeks	\$45,049	\$15,288	\$3,365	\$63,70	1/1/03	
JOANNA DUNN	ASSOC	\$19,138	\$17,082		\$2,998			\$10,323	\$2,983		\$1,262	\$2,103			1 Month	2 Weeks	\$39,218	\$13,306	\$3,365	\$55,88	1/1/03	
GROSSE POINTE WOODS	649																					
JAMES RIZER, JR.	PASTOR	\$35,550	\$35,263	\$720	\$1,411			\$0	\$5,473	\$0	\$2,015	\$5,038			4 Weeks	2 Weeks	\$72,944	\$5,473	\$7,053	\$85,47	1/1/03	
VACANT	ASSOC.																\$0	\$0	\$0	\$		
EDWARD DUNN	INT. ASSOC	\$20,664	\$21,630					\$12,054	\$3,235			\$1,721			4 Weeks	2 Weeks	\$42,294	\$15,289	\$1,721	\$59,30	2/1/03	
HARTLAND	110																					
IRVIN "GUS" NUSSDORFER	PASTOR	REPORT NOT	RECEIVED														#VALUE!	\$0	\$0	#VALUE!		

CHURCHES	Members	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			GRAND TOTAL	Effective Date
		Cash	Housing & Utility	Use of Manse	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Business Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses		
Salary	All.		Ded/Allw.															(package)			
HIGHLAND PARK / UNITED	86																				
VACANT	PASTOR	\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$		
HOWELL FIRST	560																				
HOWARD SOEHL	PASTOR	\$37,246	\$24,700		\$2,835	Def. Annuity	\$8,921	\$20,643		\$1,500	\$2,200			1 Month	3 Weeks	\$73,702	\$20,643	\$3,700	\$98,04	1/1/03	
LINDA CORSO	ASSOC.	\$9,162	\$32,000		\$1,600			\$11,974	\$3,149	\$1,000	\$1,500			4 Weeks	2 Weeks	\$42,762	\$15,123	\$2,500	\$60,38	1/1/03	
LINCOLN PARK	161																				
JOHN MISHLER	PT. PASTOR	REPORT NOT RECEIVED			\$0		\$0	\$0	\$0	\$0	\$0					#VALUE!	\$0	\$0	#VALUE!		
LIVONIA ROSEDALE GDNS	731																				
RICHARD I. PETERS	PASTOR	\$37,360	\$35,980		\$2,369			\$23,583	\$5,611	\$3,000	\$800	\$250		1 Month	2 Weeks	\$75,709	\$29,194	\$4,050	\$108,953	1/1/03	
KELLIE BOHLMAN	ASSOC	\$27,820	\$18,000		\$1,500	Dental	\$331	\$13,723	\$3,505	\$3,000	\$7,000	\$250		1 Month	2 Weeks	\$47,651	\$17,228	\$10,250	\$75,12	1/1/03	
LIVONIA ST. PAUL'S	687																				
THOMAS EGGBEEN	PASTOR	\$44,116	\$25,000		\$1,400	Life Ins.	\$1,448	\$20,565		\$2,400	\$2,900	\$1,000		4 Weeks	2 Weeks	\$74,439	\$20,565	\$6,300	\$101,304	1/1/03	
						Def. Annuity	\$1,800														
						Dental	\$675														
ROBERT ORR	PT P ASSOC		\$2,337					\$5,216								\$2,337	\$5,216	\$0	\$7,553	1/1/03	
LIVONIA ST. TIMOTHY	253																				
JANET N. RICHARDSON	PASTOR	\$32,292	\$27,800		\$0			\$18,037	\$4,576	\$2,569	\$920			5 Weeks	2 Weeks	\$60,092	\$22,613	\$3,489	\$86,19	1/1/03	
RICHARD DANIELAK	PT P ASSOC	\$10,750							\$806		\$444					\$10,750	\$806	\$444	\$12,00	2/4/03	
MACOMB CHURCH OF THE COVENANT	143																				
DAVID MILAM	PASTOR	\$27,500	\$25,000	\$0				\$15,225		\$3,250	\$1,200			4 Weeks	2 Weeks	\$52,500	\$15,225	\$4,450	\$72,17	1/1/03	
MILAN PEOPLES	246																				
J. HAROLD ELLENS	INT. PASTOR	\$20,674	\$34,202	\$0	\$0		\$0	\$5,273	\$4,198	\$0	\$0	\$0		\$0	1 Month	2 Weeks	\$54,876	\$9,471	\$0	\$64,34	3/1/03
MILFORD	1021																				
R. JOHN HARRIS	PASTOR	\$45,144	\$28,434		\$2,376	Dental	\$675	\$22,574	\$5,629	\$7,800	\$600	\$600		4 Weeks	2 Weeks	\$76,629	\$28,203	\$9,000	\$113,832	1/1/03	
MT CLEMENS FIRST	412																				
ROXIE ANN DAVIS	CO-PASTOR	\$21,715	\$9,090		\$1,010	Def. Comp.	\$4,040	\$10,577	\$2,525	\$1,389	\$1,515	\$0		1 Month	3 Weeks	\$35,855	\$13,102	\$2,904	\$51,86	1/1/03	
WILLIAM F W DAVIS	CO-PASTOR	\$21,715	\$9,090		\$1,010	Def. Comp.	\$4,040	\$10,577	\$2,525	\$1,389	\$1,515	\$0		1 Month	3 Weeks	\$35,855	\$13,102	\$2,904	\$51,86	1/1/03	
NORTHVILLE FIRST	1245																				
W. KENT CLISE	PASTOR	\$47,263	\$36,720			Def. Comp.	\$3,000	\$25,657	\$6,654	\$2,000	\$800	\$3,200	Medl	\$1,000	4 Weeks	2 Weeks	\$86,983	\$32,311	\$7,000	\$126,294	1/1/03

		DETAILED LIST OF														SUMMARY OF ITEMS						
CHURCHES		Members	ITEMS INCLUDED IN THE STANDARD CALL														INCLUDED IN THE STANDARD CALL					
		BASIC COMPENSATION								BASIC BENEFITS	PROFESSIONAL EXPENSES					OTHER ITEMS		SUB TOTALS			GRAND TOTAL	Effective
Ministers	Position	Cash	Housing & Utility	Use of	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pensions	Social Security	Auto/Travel	Cont.	Business	Other	Other	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses	(package)	Date	
		Salary	All.	Manse	Ded/Allw.			Dues	Allow.	Allow.	Ed.	Exp	(Description)	(Amt)								
JAMES P. RUSSELL	ASSOC	\$20,211	\$23,200			Def. Comp.	\$2,500	\$14,861	\$3,512	\$7,000	\$800	\$1,800	Misc Exp	\$8214	4 Weeks	2 Weeks	\$45,911	\$18,373	\$10,421	\$74,70	1/1/03	
NOVI FAITH COMMUNITY	495																					
RICHARD J. HENDERSON	PASTOR	\$20,040	\$37,008		\$1,128			\$17,811	\$4,368	\$6,840	\$2,000	\$1,144			5 Weeks	2 Weeks	\$58,176	\$22,179	\$9,984	\$90,33	1/1/03	
ANNE SCHEIBER	ASSOC	\$23,592	\$14,616		\$768			\$11,929	\$2,928	\$3,456	\$1,080				4 Weeks	2 Weeks	\$38,976	\$14,857	\$4,536	\$58,36	1/1/03	
ORCHARD LK COMMUNITY	1013																					
DAVID ROBERTSON	PASTOR	\$37,500	\$24,500		\$1,530	Def. Comp.	\$6,000	\$22,185			\$1,285	\$5,000	Med. Reimb	\$3,500	1 Month	2 Weeks	\$69,530	\$22,185	\$9,785	\$101,500	1/1/03	
ANNE SCHAEFER	PTP ASSOC	\$10,000	\$20,610							\$1,140							\$30,610	\$0	\$1,140	\$31,75		
PLYMOUTH FIRST	1309																					
JAMES SKIMINS	PASTOR	REPORT NOT	RECEIVED				\$0	\$0	\$0		\$0						#VALUE!	\$0	\$0	#VALUE!		
							\$0															
							\$0															
RICHARD JONES	ASSOC	\$14,290	\$30,000		\$0	Life Ins.	\$360	\$13,851	\$3,388	\$2,526	\$1,000				1 Month	2 Weeks	\$45,236	\$17,239	\$3,526	\$66,00	3/24/03	
						Def. Comp.	\$586															
MARY JEAN BIRD	ASSOC	\$25,000	\$15,000		\$569	Dental	\$331	\$12,594		\$2,526	\$1,000				4 Weeks	2 Weeks	\$40,900	\$12,594	\$3,526	\$57,02	7/15/03	
PONTIAC FIRST	323																					
ROY LANGWIG	CO-PASTOR	\$18,100	\$13,792		\$750	Def. Annuity	\$3,900	\$10,380	\$2,455		\$800	\$2,810			1 Month	2 Weeks	\$36,542	\$12,835	\$3,610	\$52,98	1/1/03	
JANICE LANGWIG	CO-PASTOR	\$18,100	\$13,792		\$750	Def. Annuity	\$3,900	\$10,380	\$2,455		\$800	\$2,810			1 Month	2 Weeks	\$36,542	\$12,835	\$3,610	\$52,98	1/1/03	
PONTIAC JOSLYN AVE	71																					
JAMES FAILE	PT STATED	\$6,590	\$9,600		\$324			\$4,695	\$1,239	\$600	\$250				1 Month	2 Weeks	\$16,514	\$5,934	\$850	\$23,29	1/1/03	
PORT HURON FIRST	574																					
MARK P. THOMAS	PASTOR	\$41,441	\$20,800		\$1,245			\$18,050	\$4,761	\$2,000	\$1,200	\$500		\$0	1 Month	2 Weeks	\$63,486	\$22,811	\$3,700	\$89,99	1/1/03	
MARGIE OSBORN	ASSOC	\$19,725	\$22,880		\$852			\$12,355	\$3,259	\$1,000	\$1,000	\$500			1 Month	2 Weeks	\$43,457	\$15,614	\$2,500	\$61,57	1/1/03	
PORT HURON WESTMINSTER	79																					
VACANT	PASTOR																\$0	\$0	\$0	\$		
																	\$0	\$0	\$0	\$		
REDFORD ST. JAMES	159																					
PAUL BOSQUETTE	PASTOR	REPORT NOT	RECEIVED														#VALUE!	\$0	\$0	#VALUE!		
ROCHESTER UNIVERSITY	695																					
GEORGE PORTICE	PASTOR	\$47,830	\$3,780	\$15,429	\$3,000			\$19,389	\$5,025	\$3,500	\$1,500				1 Month	2 Weeks	\$70,039	\$24,414	\$5,000	\$99,45	1/1/03	

		DETAILED LIST OF														SUMMARY OF ITEMS					
CHURCHES	Members	ITEMS INCLUDED IN THE STANDARD CALL														INCLUDED IN THE STANDARD CALL					
		BASIC COMPENSATION							BASIC BENEFITS	PROFESSIONAL EXPENSES					OTHER ITEMS		SUB TOTALS			GRAND TOTAL	
Ministers	Position	Cash	Housing & Utility	Use of	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Business Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses	(package)	Effective Date
SHAWN MICHAEL COONS	ASSOC	\$22,300	\$18,300		\$800	Dental	\$700	\$12,238	\$3,106	\$1,500	\$700	\$1,500			1 Monty	2 Weeks	\$42,100	\$15,344	\$3,700	\$61,14	7/15/02
ROSEVILLE ERIN	216 INT.																				
KENNETH LISTER	PASTOR	\$25,000	\$24,000		\$0			\$5,880	\$3,038	\$2,000	\$600	\$1,000			1 Month	2 Weeks	\$49,000	\$8,918	\$3,600	\$61,51	1/26/03
ROYAL OAK POINT OF VISION	22 PT STATED	\$13,800								\$500	\$700						\$13,800	\$0	\$1,200	\$15,00	9/1/02
ROYAL OAK FIRST	974 INT.																				
JOHN C. BUSH	PASTOR	\$50,533	\$21,500		\$1,500	Def. Comp.	\$8,412	\$24,302	\$0	\$0	\$800	\$3,700		\$0	1 Month	2 Weeks	\$84,475	\$24,302	\$4,500	\$113,277	10/7/02
						Dental	\$675														
						Other flex. Ben.	\$1,855														
CARL ESCHENBRENNER	ASSOC	\$29,000	\$16,000		\$900			\$13,311	\$3,511	\$3,000	\$1,500	\$505			1 Month	2 Weeks	\$45,900	\$16,822	\$5,005	\$67,72	1/1/03
ROYAL OAK KOREAN FIRST	60																				
SUNJIN PARK	PASTOR	\$25,140	\$20,000		\$0			\$12,000	\$0	\$1,000	\$1,000				1 Month	2 Weeks	\$45,140	\$12,000	\$2,000	\$59,14	7/29/02
ROYAL OAK STARR	171																				
CRAIG AUE	PASTOR	\$21,743	\$20,000		\$890	Def Annuity	\$2,700	\$13,147	\$3,374	\$3,000	\$1,000	\$3,214			1 Month	2 Weeks	\$46,550	\$16,521	\$7,214	\$70,28	1/1/03
						Dental	\$1,217														
ST CLAIR SHORES HERITAGE	123																				
KENNETH BOLT	PASTOR	\$18,205	\$20,585		\$0			\$11,055	\$2,968	\$850	\$800	\$1,421			1 Month	2 Weeks	\$38,790	\$14,023	\$3,071	\$55,88	10/1/02
ST CLAIR SHORES LAKE SHORE	614																				
THOMAS DUNCAN	PASTOR	\$28,300	\$24,600		\$1,000	Def. Annuity	\$10,000	\$18,241	\$4,047		\$7,000				6 Weeks	2 Weeks	\$63,900	\$22,288	\$7,000	\$93,18	1/1/03
JAMES MONNETT	ASSOC	\$26,300	\$16,000		\$1,200	Def. Annuity	\$2,700	\$13,050	\$3,236		\$4,240				1 Month	2 Weeks	\$46,200	\$16,286	\$4,240	\$66,72	1/1/03
SALINE	310																				
JUDY SHIPMAN	PASTOR	\$26,106	\$21,000		\$1,272	Def. Annuity	\$6,000	\$15,770		\$2,000	\$1,400	\$600			1 Month	2 Weeks	\$54,759	\$15,770	\$4,000	\$74,52	1/1/03
						Dental	\$381														
SHELBY ST THOMAS	348																				
JAIME KLINGER	PT CO-PASTOR	\$15,198	\$7,788		\$666			\$6,859	\$1,758	\$1,750	\$1,000				1 Month	2 Weeks	\$23,652	\$8,617	\$2,750	\$35,01	1/1/03
JAMES PORTER	CO-PASTOR	REPORT NOT RECEIVED			\$0			\$0	\$0	\$0	\$0						#VALUE!	\$0	\$0	#VALUE!	
SOUTHFIELD KOREAN	895																				
IN SOON CHOI	CO-PASTOR	\$40,414	\$24,302		\$2,500			\$18,444	\$4,951	\$7,000	\$3,500				1 Month	2 Weeks	\$67,216	\$23,395	\$10,500	\$101,111	1/1/03

CHURCHES	Members	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			GRAND TOTAL
Ministers	Position	Cash	Housing & Utility	Use of Manse	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Busi. Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses	(package)	
		Salary	All.		Ded/Allw.																
ONE HO PARK	CO-PASTOR	\$36,000	\$22,000		\$1,120			\$15,960	\$4,284	\$5,000	\$3,000				1 Month	2 Weeks	\$59,120	\$20,244	\$8,000	\$87,36	4/1/03
JOON WON LEE	ASSOC	\$26,425	\$13,111		\$1,050			\$11,268	\$3,025	\$3,000	\$2,000		Dep. Allow.	\$1,000	1 Month	2 Weeks	\$40,586	\$14,293	\$6,000	\$60,87	1/1/03
PAUL S. KIM	ASSOC	\$24,575	\$12,194		\$1,050			\$10,479	\$2,813	\$3,000	\$2,000				1 Month	2 Weeks	\$37,819	\$13,292	\$5,000	\$56,11	3/1/03
SOUTHFIELD PRES CHURCH	174																				
ELLEN ACTON	PASTOR	\$30,425	\$18,000		\$1,100			\$14,186	\$3,789	\$2,500	\$1,965	\$629			1 Month	2 Weeks	\$49,525	\$17,975	\$5,094	\$72,59	1/1/03
SOUTH LYON	180																				
JEFFREY OTT	PASTOR	\$29,220	\$2,600	\$9,024	\$675	Life Ins.	\$660	\$11,340	\$2,654	\$800	\$3,496				4 Weeks	2 Weeks	\$42,179	\$13,994	\$4,296	\$60,46	1/1/03
STERLING HGTS UTICA	306																				
MICHAEL E. FONFARA	PASTOR	\$46,066	\$1,950	\$14,404	\$1,100	Life Ins.	\$330	\$18,197	\$4,475	\$5,000	\$2,000				5 Weeks	2 Weeks	\$64,021	\$22,672	\$7,000	\$93,69	1/1/03
						Dental	\$171														
TAYLOR SOUTHMINSTER	324																				
PHILIP OLSON	INT. PASTOR	\$22,500	\$19,500	\$0	\$1,219			\$12,317		\$2,000	\$750	\$4,000			1 Month	2 Weeks	\$43,219	\$12,317	\$6,750	\$62,28	12/1/02
TROY FIRST	257																				
VACANT	PASTOR	\$0	\$0		\$0			\$0	\$0	\$0	\$0						\$0	\$0	\$0	\$	
TROY NORTHMINSTER	204																				
JENNIFER SAAD	INT. PASTOR	\$24,762	\$21,000		\$1,500			\$13,233	\$3,501	\$3,000	\$1,500				1 Month	2 Weeks	\$47,262	\$16,734	\$4,500	\$68,49	8/11/02
WALLED LAKE CROSSROADS	167																				
JOHN PAVELKO	PASTOR	\$26,036	\$21,302		\$4,000			\$15,401	\$3,621	\$1,750	\$1,000	\$2,250			1 Month	2 Weeks	\$51,338	\$19,022	\$5,000	\$75,36	1/1/03
WARREN CELTIC CROSS	290																				
ROBERT J. PERDUE	PASTOR	\$30,181	\$23,000		\$1,128	Life Ins.	\$220	\$16,356	\$4,315	\$1,600	\$750	\$650			1 Month	2 Weeks	\$57,529	\$20,671	\$3,000	\$81,20	1/1/03
						Def. Annuity	\$3,000														
LINDA COCHRAN	PARISH ASSOC																\$0	\$0	\$0	\$	
																	\$0	\$0	\$0	\$	
WARREN FIRST	240																				
TIFFANY N. HOLLECK	PASTOR	\$22,244	\$22,244	\$0	\$890	Dental	\$1,217	\$14,095	\$3,403	\$1,200	\$1,100	\$500			1 Month	2 Weeks	\$46,595	\$17,498	\$2,800	\$66,89	1/1/03
WATERFORD COMMUNITY	300																				
THOMAS HARTLEY	PASTOR	\$28,640	\$19,044		\$949	Dental & Vision	\$1,183	\$15,194	\$3,648	\$6,000	\$300	\$0			1 Month	2 Weeks	\$49,816	\$18,842	\$6,300	\$74,95	1/1/03
WAYNE, FIRST	36																				
RONALD VANDERBEEK	PASTOR	\$22,714	\$2,000	\$7,612	\$660			\$10,272	\$2,523	36/mile	\$800				1 Month	2 Weeks	\$32,986	\$12,795	\$800	\$46,58	1/1/03
W. BLMFLD CH/SAVIOR	125																				

		DETAILED LIST OF														SUMMARY OF ITEMS					
CHURCHES	Members	ITEMS INCLUDED IN THE STANDARD CALL														INCLUDED IN THE STANDARD CALL					
		BASIC COMPENSATION							BASIC BENEFITS	PROFESSIONAL EXPENSES					OTHER ITEMS		SUB TOTALS			GRAND TOTAL	Effective
Ministers	Position	Cash	Housing & Utility	Use of	Medical	Flex. Benefits (Description)	Flex. Benefits (Amount)	Board of Pension Dues	Social Security Allow.	Auto/Travel Allow.	Cont. Ed.	Business Exp	Other (Description)	Other (Amt)	Vacation	Study Lve (wks)	Basic Comp.	Basic Benefits	Pro. Expenses	(package)	Date
G. PATRICK THOMPSON	PASTOR	\$35,837	\$12,000		\$0			\$13,873	\$3,380	\$400	\$700				1 month	2 Weeks	\$47,837	\$17,253	\$1,100	\$66,19	1/1/03
WESTLAND KIRK/SAVIOR	152																				
NEIL D. COWLING	PASTOR	\$24,411	\$17,510		\$1,898	Dental	\$619	\$11,528	\$3,207	\$4,663	\$1,000				1 Month	2 Weeks	\$45,291	\$14,735	\$5,663	\$65,68	1/1/03
						Life Ins.	\$853														
WHITE LAKE	192																				
DEBORAH KERR	PASTOR	REPORT	NOT	RECEIVED	\$0		\$0	\$0	\$0								#VALUE!	\$0	\$0	#VALUE!	
WYANDOTTE, FIRST	253																				
BARRY D. SWEET	PASTOR	\$33,000	\$0	\$10,540	\$2,000	Life Ins.	\$132	\$13,244	\$3,435	\$3,000	\$1,600	\$500			4 Weeks	2 weeks	\$46,272	\$16,679	\$5,100	\$68,05	1/1/03
						Dental	\$600														
YPSILANTI, FIRST	430																				
KEITH GEISELMAN	PASTOR	\$20,480	\$23,970		\$400	Def. Annuity	\$3,000	\$13,761	\$3,745		\$1,500	\$2,500	Misc.	\$500	1 Month	2 Weeks	\$47,850	\$17,506	\$4,500	\$69,85	1/1/03



**The Presbytery of Detroit  
Minutes of the Stated and Annual Meeting  
November 8, 2003  
Milford Presbyterian Church**

A quorum being present, the Presbytery of Detroit convened with worship and prayer in a stated and annual meeting at the Milford Presbyterian Church on November 8, 2003 at 9:30. a.m. The meeting was moderated by Kenneth Smith.

The Moderator appointed Dick Wilson to be the assistant to stated clerk.

The moderator invited visitors and new commissioners to introduce themselves.

Upon motion, the Presbytery voted to adopt the docket as presented.

Upon motion, the Presbytery voted to excuse all continuing minister and elder members of Presbytery who have asked to be excused.

Upon motion, the Presbytery voted to seat as corresponding members all eligible persons who are presented to the Presbytery and who register on the enrollment sheet for corresponding members: James F. Reese, New York; Paul Peterson, Yellowstone; Michael Dunkelberger, Blackhawk; Chang-Bae Byun, Korean Presbyterian Church; Mary Serovy, Milwaukee Presbytery.

**Synod Commissioners.** Carol Hylkema reported. She reported Synod met two weeks ago in Toledo. She reported on the various activities of the Synod, including the installation of the two new Synod Executives.

The Moderator gave a moment of prayer as the Presbytery moved into its period of work by motion and debate.

**Committee on Preparation for Ministry.** Dixie Elam reported for the Committee.

The Committee presented Catherine King, a member of Plymouth First, as a candidate for Minister of Word and Sacrament. Ms. King addressed the Presbytery about her sense of call, and the Presbytery engaged in a dialogue with Ms. King about her sense of call. After the dialogue with Ms. King, the Committee moved and Presbytery voted to enroll Catherine King candidate for Ministry of the Word and Sacrament.

Moderator Smith asked Ms. King the questions required by the Constitution. Upon her affirmative answers, Mr. Smith gave a brief charge, and Ms. Elam offered a prayer.

The Committee presented Matthew Morse, a Candidate under the care of Mission Presbytery, for examination for ordination to the Word and Sacrament. Mr. Morse has received a call to the Lilly Foundation ministry at Ann Arbor First Presbyterian Church, a ministry validated by the Presbytery of Detroit. Mr. Morse gave a statement of his faith and views, and Presbytery examined him in his faith, views in theology, the Bible, the Sacraments, and the government of the church. Upon motion of the Committee the Presbytery voted that Mr. Morse be approved for ordination to the Ministry for Word and Sacrament, after which Ms. Elam offered a prayer.

Upon nomination of the Committee on Preparation for Ministry, and after nominations were open to the floor, the Presbytery elected the following persons to serve as Readers and Alternates for the PC(USA) Standard Ordinations Exams, Chicago Reading Group for the Spring of 2004:

Readers	Alternates
Elder William Iverson	Elder Melvin Taylor
Rev. Johnie Bennett	Rev. Kevin Johnson
Elder Eunice Raar	Elder Dixie Elam
Rev. Neeta Nichols	Rev. Melodie Jones

The Committee on Preparation for the Ministry presented the following for the information of Presbytery:

1. CPM sustained Annual Consultations with the following Inquirers and Candidates on the dates indicated:

Paula Allstetter, Candidate	Belleville	10/7/03
Don Brown, Candidate	Grosse Pointe, Memorial	10/7/03
Terry Chaney, CLP Candidate	Troy, Northminster	11/4/03
Elizabeth Downs, Inquirer	Livonia, St. Paul's	11/4/03
Donna Gates, CLP Candidate	Taylor, Southminster	11/4/03
David Gowan, CLP Candidate	Belleville	11/4/03
Pam Hutchens, CLP Candidate	Taylor, Southminster	11/4/03
Julie Madden, Inquirer	Livonia, St. Paul's	11/4/03
Penny Pitts, Inquirer	Grosse Pointe Memorial	11/4/03
Brenda Wilkison, CLP Candidate	Milan, Peoples	11/4/03
Karen Zurakowski, Inquirer	Grosse Ile	11/4/03

2. CPM enrolled Thang Chu (Warren First) as an Inquirer on 11/4/03.

**Coordinating Cabinet.** Francile Anderson Reported.

Upon motion, the Presbytery approved the 2004 budget:

		MISCELLANEOUS INCOME	\$0
CONTRIBUTIONS FROM CHURCHES & ORG'S		HOWELL NATURE CENTER	
SHARED MISSION GIVING	\$788,500	CAMP REVENUE	\$1,389,401
PER CAPITA	\$778,600	(*) PRESBYTERY SUPPORT	\$50,000
		DONATIONS FROM CHURCHES	\$9,000
LESS: PERCAPITA AND SHARED MISSION PAID TO:		TRANSFERS FROM SPECIAL FUNDS	
SYNOD OF THE COVENANT	(\$224,100)	RANNEY-BALCH FUND	\$72,200
GENERAL ASSEMBLY	(\$467,700)	OTHER RESERVES	\$119,700
	(\$691,800)		
<u>PRESBYTERY REVENUES</u>		<u>TOTAL REVENUES</u>	<u>\$2,743,601</u>
SHARED MISSION GIVING	\$410,000	<u>EXPENSES</u>	
PER CAPITA	\$465,300	PRESBYTERY OPERATIONS	
PRESBYTERIAN WOMEN	\$10,000	STAFF	\$680,700
ENDOWMENT & OTHER INCOME		RESOURCE CENTER	\$8,000
ENDOWMENT FUND EARNINGS	\$210,000	INFORMATION TECHNOLOGY	\$10,000
INTEREST INCOME	\$8,000		

INTERIM PRESBYTER EXEC FUND	\$0		
	\$698,700	NEW CHURCH DEVELOPMENT/REDEVELOPMENT	
CONGREGATIONAL LIFE		MLK - MORANG STREET	
(*) OUTDOOR MINISTRIES - HOWELL	\$50,000	SOUTHWEST UNITED	\$20,000
HARTLAND	\$35,000	HIGHLAND PARK UNITED	\$5,000
GRANDALE	\$0	GRATIOT	\$36,000
POINT OF VISION	\$0	FILIPINO-AMERICAN	\$35,000
MACOMB	\$12,000		\$96,000
OTHER	\$0	REQUIRED COMMITTEES	
YOUTH	\$9,000	NOMINATING	\$500
ALMA YOUTH MIX WORK GROUP	\$1,500	REPRESENTATION	\$100
	\$107,500	MINISTRY	\$15,500
		PREPARATION FOR MINISTRY	\$8,200
SOCIAL JUSTICE & PEACE		TRUSTEES	\$180,700
ANTI RACISM	\$20,000		
HUNGER WORK GROUP	\$5,000	PLANNING & VISIONING	\$10,500
HOMOSEXUALITY	\$500		
RESTORING CREATION	\$500	PRESBYTERY DAY	\$7,000
ECONOMIC JUSTICE & OTHER	\$500		
	\$26,500	COORDINATING CABINET	\$7,000
MISSION			
KENYA	\$6,400	EXECUTIVE PRESBYTER SEARCH COMMITTEE	\$0
MONTH OF MISSION	\$11,200		
GRANDALE MISSION CENTER	\$16,000	HOWELL NATURE CENTER	\$1,368,458
BARNABAS CENTER	\$12,000		
CAMPUS MINISTRIES	\$40,000	TOTAL EXPENSES	\$2,663,658
MORANG STREET MISSION	\$20,000		
NEW MISSION INITIATIVES	\$10,300	HOWELL - SURPLUS ( USED TO REPAY	\$79,943
	\$115,900	CAMP LOANS)	
NURTURE & SUPPORT	\$5,000	PRESBYTERY SURPLUS\ (DEFICIT)	\$0
		(*) PRESBYTERY SUPPORT	
SPIRITUAL FORMATION	\$1,000		
WORSHIP	\$1,500		
CHRISTIAN EDUCATION	\$12,000		
ECUMENICAL & INTERFAITH	\$1,600		
	\$16,100	INCOME SHOWN BY HOWELL NATURE CENTER	

**Amendments to the Constitution.**

Upon motion, Presbytery voted to consider Amendment 03-A.3, 03-D, and 03-G separately.

Upon motion, the Presbytery of Detroit voted to approve the following amendments to the Constitution:

03-A	Implementing Biennial General Assemblies
03-A.1	Preparing and Adopting of Budget
03-A.2	Reporting and Review of Records
03-A.4	Changing Terms of Office
03-A.5	Advising for and Amending the Book of Order
03-B	Clarifying Involuntary Dissolutions
03-C	Participation in Synod

- 03-E Expanding the Category of "In Correspondence"
- 03-F Obtaining a Stay of Enforcement
- 03-H Granting an Extension of Time for an Investigating Committee to File Charges When Civil Authorities Become Involved

Upon motion, the Presbytery voted to approve:

- 03-A.3 Determining the Number of Commissioners
- 03-D Changing the Number Required to Call a Special Meeting of the General Assembly

By a vote of 72 yes to 76 no, the Presbytery voted not to approve:

- 03-G Administrative Leave in Cases Alleging Sexual Misconduct Towards a Minor

Upon motion, the Presbytery voted to:

1. Approve additional compensation for James Reese for 2003 as follows: Moving Expenses \$500; Business Expense \$750.
2. Recommend Presbytery approve 2004 terms of call as follow:

Position	Salary	Housing	Business expense & Travel	Pension	Social Security Reim-bursement	Medical Reim-bursement	Cont. Ed	Car Allow.	Workers Comp	Total
Executive Presbyter	\$25,000	\$45,000	\$2,850	\$21,502.50	\$5,355	\$500	\$2,000	\$2,600	\$189	\$104,996.50
Stated Clerk	\$1,701	\$25,700	\$5,000	\$8,494		\$518	\$500		\$134	\$42,047

3. Approve the following as Extra Commitment Opportunities for 2004:

**SOCIAL JUSTICE AND PEACEMAKING**

ECO#40001 - Hunger Program -- \$20,000

To provide financial support to Presbyterian Churches within the Presbytery of Detroit under the auspices of the Presbytery Hunger Ministry Support team in the operation of senior lunch programs, summer lunch sites, hunger education events, and emergency food providers' network and gardening programs. Funds are used to purchase food and equipment.

ECO# 19025 - Helping Hand Fund -- \$10,000

This is the Presbytery's emergency assistance fund. Upon referrals to the Executive Presbyter and Hunger Action Coordinator from pastors in the Presbytery, one-time grants are made to individuals to assist with utilities, rent and rent deposits, emergency medical care, and other urgent needs. These grants are often made in tandem with social services agencies in order to help individual's qualify for other benefits.

ECO# 40010 - Anti-Racism Team -- \$10,000

To allow team members to attend training events by providing scholarship funds for tuition.

**MISSION**

ECO# 19070 - Fort Street Open Door -- \$80,000

The Open Door is Fort Street Presbyterian Church's ministry for the homeless and poor located in downtown Detroit. This ministry, which began in 1967, provides meals, showers, medical care, counseling, clothing, and transportation.

ECO#19075 - Morang Street Mission -- \$50,000

To provide Presbyterian sponsored programs that will enhance the quality of life within the community located on the East side of Detroit. Currently we are serving community youth with a variety of programs including a computer lab, summer and after-school programs. While basic building operating costs are supported by the Presbytery budget, funding is needed for program support.

ECO#19065 - Barnabas Youth Opportunities Project -- \$40,000

Offers 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 to insure the continuation of the project. Located at Trumbull and Grand River Avenue, the Barnabas Project also works to keep young people out of the drug culture.

ECO# 19020 - Grandale Mission Center -- \$40,000

To provide financial assistance to the Grandale Mission located on the West side of Detroit. While supported by the Presbytery budget, additional funding is necessary to support program costs for latchkey, recreation and tutoring programs for disadvantaged youth.

ECO# 19060 - International Partnerships - Kenya-- \$10,000

To continue support of the established 5 year International Partnership agreement with the Thika Presbytery in Kenya.

#### CONGREGATIONAL LIFE

ECO# 19031 - Hartland Presbyterian Church -- \$15,000

To enable firm establishment of a new church development, chartered in 2001, in a growing area of Oakland County.

ECO# 19035 - Church of the Covenant (Macomb) -- \$10,000

To enable firm establishment of a new church development, chartered in 1998, in a growing area of Macomb County.

ECO# 19032 – Filipino-American New Church Development -- \$5,000

To support the NCD located in Southfield, MI serving Filipino-Americans in the Metro Detroit area.

#### YOUTH AND CAMPUS MINISTRY

ECO# 19045 - Summer Camp "Camperships" - Howell Nature Center -- \$10,000

To provide financial assistance for campers in need in order to attend our summer camps.

ECO# 19010 - Alma College -- \$25,000

To provide general support to Alma College: the only Presbyterian-related four-year liberal arts college in the state of Michigan.

ECO#19080 – University of Michigan -Ann Arbor Campus Ministry -- \$25,000

This ministry promotes a Christian witness to students at the University of Michigan through Presbyterian Campus ministry and the Ecumenical Center and International Residence. Funding is provided by First Presbyterian Church of Ann Arbor, the Synod of the Covenant and Presbytery budget funds.

ECO# 19081 – Eastern Michigan University -- \$10,000.

ECO# 19082 – Oakland University -- \$10,000

ECO# 19083 – Wayne State University -- \$10,000

#### OTHER MINISTRIES

ECO# 19040 - Howell Nature and Conference Center – Fund Development \$100,000  
To raise funds to assist with retiring the debt incurred in the development of the Howell Center.

ECO# 19055 - Presbyterian Villages of Michigan -- \$25,000

To provide financial support to Presbyterian Villages of Michigan Inc; a non-profit corporation that serves the needs of older adults with more than a dozen senior living communities and outreach services throughout Michigan.

ECO#19050 - Presbyterian Economic Development Corporation of Detroit-- \$10,000

Encourages and engages in economic development activity in urban neighborhoods.

ECO# 19085 – Ecumenical Theological Seminary -- \$25,000

4. Establish an Urban Initiatives Task Group, comprised of members from Presbytery Operations, Congregational Life, NCD/Redevelopment, Mission Interpretation, Social Justice and Peacemaking, and Planning and Visioning, Committee on Ministry, and one at large member, and that it report to Presbytery through the Coordinating Cabinet. And that Dr. Reese shall work with the Moderator of Presbytery to implement the Urban Initiatives Task Group.
5. Accept the following invitations for the 2004 Presbytery meetings: February, Birmingham First; April, Kirk in the Hills; June, Detroit Jefferson Avenue; September, Detroit Westminster; November, Orchard Lake.
6. Change the November, 2004 meeting from November 13 to November 6, 2004.

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

Mr. Reese asked the Presbytery what a Presbytery is, and pointed out that there are various definitions of Presbytery. No matter whether in our imaginations or when things go well or not so well, wherever or however constituted, Presbytery is always us.

Mary Serovy from the Board of Pensions addressed the Presbytery upon Mr. Reese's invitation.

The Presbytery gave Mr. Reese a standing ovation at the conclusion of his report.

Presbytery recessed at 12:03 for lunch.

The Presbytery reconvened at 12:48 p.m.

#### **Anti Racism Team:**

Barbara Smith reported and presented an annual report and certificates to churches.

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

Upon motion of the stated Clerk, Presbytery voted to:

1. Approve the minutes of September 23, 2003.
2. Approve the reports of the following Commissions and append them to the minutes:
  - a) Installation of Jean Bird as Associate Pastor of Plymouth First
  - b) Installation of Michael Burns as Pastor of Northbrook Beverly Hills
  - c) Ordination of Woong-Sik Timothy Chon on June 15, 2003.
  - d) Installation of Scott Miller as Pastor of Drayton Avenue
  - e) Installation of One Ho Park as Co-Pastor, Korean Presbyterian Church of Metropolitan Detroit

3. Receive the following report of Investigating Committee 02-01 and discharged the committee with thanks:

It is the conclusion of the investigating committee formed on November 26, 2002 to investigate allegations against the Rev. Frank Dunbar that no charges be filed inasmuch as he did, on September 23, 2003, renounce the jurisdiction of the Presbyterian Church (U.S.A.), and is therefore no longer subject to the discipline of our denomination

Investigating Committee 02-01: Raymond B. Knudsen, Jennifer Saad, and Ellen Schreuder

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

**TRANSFERS COMPLETED**

- a. From the Presbytery of Detroit:
  - i. In Ho Kim to San Francisco Presbytery
  - ii. Robert Woodruff to Santa Fe Presbytery
  - iii. Woong-Sik Chon to Lake Michigan Presbytery
- b. To the Presbytery of Detroit:
  - i. Frederick Lee as a temporary member from the Presbyterian Church of Taiwan
- c. To the Church Triumphant:
  - i. Robert Dickson on November 3, 2003

**Report of the Treasurer.**

Mr. Seaton reported. Presbytery has received over \$64000 received in mission, and \$52000 in per capita in October. Both are the highest monthly total we have received this year. Mr. Seaton commended the Presbytery for its attention to this.

Mr. Seaton reported on the financial position: Restricted funds \$13,280,732.27; unrestricted and designated \$1,532,406.57; total of \$14,813,138.94. As of Oct 31, loan balances for churches totaling \$1,848,261.30. The 2002 audit is not completed.

**Report of the Moderator**

Mr. Smith made his annual Moderator's report. Mr. Smith reviewed the events from the time of the first meeting he moderated (April 2002) to date.

**Motions from the floor.**

Peter Moore Moved the following overture and requested to speak last to it:

*From the Session of Greenfield Presbyterian Church  
OVERTURE TO THE 216<sup>TH</sup> GENERAL ASSEMBLY*

*The Presbytery of Detroit respectfully overtures the 216th General Assembly (2004) to approve the following:*

1. *The 216th General Assembly recognizes that within our denomination, people of good character and principle differ in their understanding of human sexuality, and in those differences we are called to exercise mutual forbearance toward each other. (G-1.0305)*
2. *The 216th General Assembly reminds the church that freedom of conscience with respect to the interpretation of Scripture is to be maintained. (G-1.0108)*
3. *The 216th General Assembly declares that no further force or effect shall be given to the statement of definitive guidance by the 190th General Assembly*

*(1978) of the United Presbyterian Church in the United States of America that characterizes the practice of homosexuality as sin and instructs that unrepentant homosexual practice does not accord with the constitutional requirements for ordination.*

4. *The 216th General Assembly declares that no further force or effect shall be given to the interpretation of the 119th General Assembly (1979) of the Presbyterian Church in the United States that states "homosexuality falls short of God's plan."*
5. *The 216th General Assembly declares that subsequent General Assembly statements that affirmed the 1978 and 1979 guidance on homosexuality and ordination shall be given no further force or effect.*

#### **Rationale**

*A great theological divide exists in our denomination on the issue of homosexuality. Over the years as various proposed amendments were sent to the presbyteries, the votes cast by individual presbyters have indicated that a substantial minority, 40 to 45 percent, affirm an interpretation of Scripture that differs from the guidance of the 1978 and 1979 General Assemblies.*

*Current constitutional requirements for ordination have been built upon the Scriptural interpretations of the 1978 UPC and 1979 PCUS General Assemblies, and subsequent judicial rulings have stated that presbyteries and congregations are obligated to follow those constitutional requirements for ordination. Yet, the Scriptural interpretation that is used to bind the conscience of presbyteries and congregations was never sent to the presbyteries for approval.*

*The preliminary principles of "mutual forbearance" and "God alone is Lord of the conscience" must be given full effect through acknowledging the Presbyterian Church (U.S.A.) contains theological diversity on the issue of homosexuality. Scriptural interpretation on non-essentials of the Reformed faith is to be entrusted to individuals as they teach and preach, and to ordaining bodies as they seek to discern the call of Christ in those being examined for ordained office.*

Upon motion, Presbytery voted to vote by written ballot. The Moderator appointed the following tellers: Jean Loup, Orlean Warren, Neil Cowling, Daniel Michalek.

Upon motion, Presbytery voted to call the question.

After the floor was open to debate the Rationale, Presbytery proceeded to vote by ballot. While the ballots were being counted, Presbytery continued with its business.

#### **Report of the Spiritual Formation & Faith Development Team**

Juliann Joy reported for the Team.

#### **Special Committee on Nominations**

Deborah Kerr reported for the Committee. Upon nomination of the Committee and after nominations were open to the floor, the Presbytery voted to elect the following persons to the Nominating Committee:

Class of 2005	The Rev. James Skimins	
Class of 2006	The Rev. Ellen Acton	
Class of 2006	Claudette Cameron	Park United Presbyterian Church
Class of 2006	Vacancy	



### Report of the Committee on Ministry

Sue Melrose reported for the Committee.

Ms. Melrose reported the following members of the Hartland Administrative Commission:

Elder Ed Hanpeter, Chair	Kirk in the Hills
Rev. Richard Henderson	
Rev. Deborah Kerr	
Rev. Robert Lowry	
Elder Ed Pokrzywinski	Church of the Covenant
Elder Al Tucker	Brighton First
Elder Sandra Trombley	Milford

Upon motion of the Committee, the Presbytery voted to enroll the **Rev. Allen D. Timm** as a member of the Presbytery of Detroit, effective January 1, 2004, upon receipt of his credentials from Presbytery of Chicago.

Upon motion, the Presbytery voted to:

1. If the way be clear, request Presbytery of Mission to ordain **Matthew Morse** and dismiss him to the Presbytery of Detroit upon his ordination.
2. Approve Honorable Retirement of the **Rev. David Krehbiel**, effective November 1, 2003.
3. Approve call of **Westminster Church, Ann Arbor** to the **Rev. Stephen Carl** as Pastor, effective January 5, 2004, with the following terms: Salary \$48,000; Housing allowance \$25,000; Full pension; SECA reimbursement \$5,661; Medical/dental reimbursement \$1,480; Professional expenses, including auto, vouchered up to \$3,750; Continuing education reimbursed up to \$2,500; Moving expenses \$8,000; One month vacation including 4 Sundays; Two weeks study leave. AA/EEO guidelines of the denomination have been followed during the search process.

Appoint Mr. Carl moderator and enroll him as member of Presbytery of Detroit upon receipt of his credentials from Presbytery of Boulder.

The call was issued at a duly called congregational meeting on October 19, 2003 with Loren Scribner moderating.

4. Amend the action of the Committee on Ministry reported to the September 23, 2003 meeting regarding the retirement of Ronald Byars by deleting the date 2003 and inserting the date 2004, so that the item reads: "Approved the request of the Rev. Ronald Byars that he be granted honorable retirement, effective July 5, 2004."

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

1. Approved six month extension of Interim Pastor contract between **Belleville Church** and the **Rev. Neeta Nichols**, effective September 1, 2003, with the following terms: Salary \$20,000; Housing allowance \$18,000; Medical deductible \$416; Social Security \$3,182; Full pension \$11,856; Travel (car) \$1,500; Study leave allowance \$1,120; Tax-deferred annuity \$3,600; Dental insurance \$330; One month vacation, including 4 Sundays pro-rated over life of contract; Two weeks study leave pro-rated over life of contract.
2. Approved 2 ½ month extension of Interim Associate Pastor contract, between **Grosse Pointe Memorial Church** and the **Rev. W. Alan Mugler**, effective October 15, 2003, with the following annual terms to be pro-rated monthly: Salary \$28,950; Housing allowance \$28,200; FICA reimbursement \$4,459; Full pension \$15,433; Expense allowance \$4,000;

Study leave allowance \$1,000; Annual vacation – One month; Annual study leave – two weeks.

3. Approved, pending receipt of signed contract, 12 month extension of Parish Associate contract between **Community Church, Orchard Lake**, and the **Rev. Anne Schaefer**, effective October 1, 2003, terms as follows: Continuation of 2003 package of \$31,750 with increase to be part of 2004 budgeting process.
4. Approved request of the congregation of **First Church, Dearborn**, and the **Rev. Gerald Voie**, that Associate Pastor relationship be dissolved, effective October 15, 2003, for medical reasons, with the following terms: Continuance of salary and housing and full Board of Pension dues, through February 15, 2004; reimbursement of two additional months of medical continuation coverage after February 15, 2004. Moved Mr. Voie to member at-large roll.
5. Approved 12 month extension of one-half time Stated Supply contract between **Joslyn Avenue Church, Pontiac**, and the **Rev. James M. Faile**, effective October 1, 2003, with the following terms: Salary \$8,200; Housing allowance \$11,800; Social Security \$1,530; Full pension \$2,200; Medical coverage \$4,158; Medical deductible \$400; Death & Disability \$200; Travel (car) \$600; Study leave allowance \$250; Vacation of one month including 4 Sundays, pro-rated over life of contract; Study leave of two weeks, pro-rated over life of contract.
6. Enrolled the **Rev. Teresa Peterson** as member of Presbytery of Detroit upon receipt of her credentials from Presbytery of Yellowstone.
7. Approved 2004 Minimum Terms of Call for Full-time Clergy:

The basic compensation for 2004 is a minimum 2% cost of living increase over 2003

**Compensation**

Cash Salary + Housing/Utilities*	\$33,689
+Deferred Compensation	
Medical Deductible	\$337 / \$674
(1% of basic compensation for plan member; Plus 1% for spouse/family)	
<b>TOTAL BASIC COMPENSATION</b>	<b>**\$34,026 / \$34,363</b>
(Includes any deferred compensation)	

**Benefits**

Pension (30.5% of basic compensation)	** \$10,378 / \$10,481
Social Security Reimbursement	\$2,603 / \$2,629
(7.65% of basic compensation)	
<b>TOTAL BENEFITS</b>	<b>\$12,981 / \$13,110</b>

**Reimbursement for Expenses**

Continuing Education	\$800
<b>TOTAL REIMBURSEMENT</b>	<b>\$800</b>
<b>GRAND TOTAL FOR MINIMUM TERMS OF CALL</b>	<b>\$47,807 / \$48,273</b>

**Professional Expenses (Vouchered & Reimbursed)**

Auto Allowance @ \$.360/mile (IRS allowable rate)  
 Business Expenses (books, dues, tapes, etc.)  
 Other

All full-time calls are required to meet the minimum.

On current calls which meet or exceed the above minimum, a 2% increase is suggested

for cost of living.

Cost of living from the Bureau of Labor Statistics for the previous 12 months for the Detroit metropolitan area is 1.9%

One month vacation (including 4 Sundays) and two weeks study leave (including 2 Sundays) are required. Study Leave may be accumulated up to 6 weeks.

\*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.

\*\*Pension Dues are 30.5% of Basic Compensation: 11% pension, 1% death and disability;

18.5% medical benefits.

**The teller report on the Overture from Greenfield Presbyterian Church:** Moderator Smith announced the results of the ballot. The resolution passed by a vote of 81 yes, 76 no.

#### **Committee on Nominations.**

Kenneth Collinson reported for the committee.

Upon nomination of the Committee and after nominations were opened to the floor, the Presbytery elected the following:

- Commissioners and Alternates to the 216<sup>th</sup> General Assembly to be held June 26 – July 3, 2004, in Richmond, Virginia.**

#### Clergy Commissioners

Olen Bruner  
Detroit, Trinity Community  
Gretchen Denton  
Birmingham, First  
Sue Ellis Melrose  
Farmington, First  
David Robertson  
Orchard Lake, Community

#### Elder Commissioners

William Alston  
Detroit, St. John's  
Terry Chaney  
Troy, Northminster  
Helen Dusenbury  
Royal Oak, First  
Maryanne Mounts  
Warren, Celtic Cross

#### Youth Advisory Delegate

Melissa Barnes  
Saline, First

#### Clergy Alternates

Diane Smalley  
Detroit, Gratiot Ave.  
Jeffrey Ott  
South Lyon, First  
Gloria Albrecht  
At-Large  
Richard Henderson  
Novi, Faith

#### Elder Alternates

Kathleen Johnson  
Detroit, Jefferson Ave.  
Kevin Wilson  
Pontiac, First  
Lisa Yunker  
Berkley, Greenfield

Brenda Jarvis

Garden City

#### Youth Advisory Alternate

Andrew Berg  
Birmingham, First

- Officers, trustees and members of committees:**

#### **Officers of the Presbytery**

Moderator                      Rev. Gretchen Denton                      Birmingham, First  
Vice-Moderator                      Elder James Shirley                      Detroit, Westminster

#### **Committee on Ministry**

Chairperson	Rev. Sue Ellis Melrose	Farmington – First
Class of 2006	Rev. Sue Ellis Melrose	Farmington – First
Class of 2006	Rev. Douglas Blaikie	Allen Park
Class of 2006	Rev. John Pavelko	Walled Lake – Crossroads
Class of 2006	Rev. Jamie Klinger	Shelby – St. Thomas
Class of 2006	Rev. Annemarie Kidder	Ann Arbor, First
Class of 2006	Elder Frank Zinn	Grosse Pointe Woods
Class of 2006	Elder David Overly	Detroit – Redford
Class of 2006	Elder Natalie Brothers	Detroit – Trinity Community
Class of 2006	Elder Jean Loup	Ann Arbor – Northside
Class of 2006	Elder Evelyn Thomas	Detroit, Broadstreet

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

Chairperson	Elder Dixie Elam	Livonia – Rosedale Gardens
Class of 2004	Elder Dixie Elam	Livonia – Rosedale Gardens
Class of 2006	Rev. Joon Won Lee	Southfield – Korean
Class of 2006	Rev. J. Scott Miller	Ferndale, Drayton Avenue
Class of 2006	Elder George Montle	St. Clair Shores – Heritage
Class of 2006	Elder Dorothy Porter	Detroit, Westminster
Class of 2006	Elder Phyllis Hunt	Southminster – Taylor
Class of 2006	Vacancy	
Class of 2006	Vacancy	

#### **Committee on Representation**

Chairperson	Rev. James Conley	At large
Class of 2006	Elder Alyce Riggs	Lincoln Park
Class of 2006	Rev. Fe Esperanza Ayap	Southfld -Filipino-American NCD

#### **Congregational Life Team**

Chairperson	Elder Richard Huebler	Allen Park
Class of 2006	Rev. Olen Bruner	Detroit – Trinity Community
Class of 2006	Elder Martha Singley	Detroit – Trumbull Avenue

#### **Mission Interpretation/Projects/Partnerships Team**

Chairperson	Rev. Barry Sweet	Wyandotte
Class of 2006	Rev. E. Dickson Forsyth	Ecorse
Class of 2006	Elder Constance Rowley	Detroit – Hope

#### **New Church Development/Redevelopment Team**

Chairperson	Rev. Kevin R. Johnson	Detroit – Calvary
Class of 2006	Rev. Phil Olson	Taylor - Southminster
Class of 2006	Vacancy	

#### **Nurture & Support of Clergy & Lay Leadership Team**

Chairperson	Rev. David Milam	Macomb – Church of the Covenant
Class of 2004	Rev. James Monnett	St. Clair Shores - Lakeshore
Class of 2006	Elder Richard M. Turner	Detroit- Fort Street
	III	
Class of 2006	Vacancy	

#### **Permanent Judicial Commission**

Class of 2005	Rev. Peter Moore	Berkley - Greenfield
Class of 2009	Rev. Robert Perdue	Warren – Celtic Cross
Class of 2009	Elder James Tubbs	Southfield
<b>Planning &amp; Visioning Team</b>		
Chairperson	Rev. David Robertson	Orchard Lake - Community
Class of 2006	Rev. Louis Prues	Detroit – Jefferson Avenue
Class of 2006	Elder Carol Hylkema	Detroit – Westminster
Class of 2006	Elder Lynn Boyle	Royal Oak – First
<b>Presbytery Operations Team</b>		
Chairperson	Elder Rosy Latimore	Birmingham – First
Class of 2004	Rev. Catherine McCloskey-Turner	
Class of 2006	Rev. James Russell	Northville – First
Class of 2006	Elder Henry (Bud) Kimpel	Livonia – St. Paul's
<b>Social Justice &amp; Peacemaking Team</b>		
Chairperson	Rev. Barbara Swartzel	At large
Class of 2006	Rev. Fran Hayes	Dearborn – Littlefield
Class of 2006	Elder Marie Hughley	Highland Park, Park United
<b>Spiritual Formation &amp; Faith Development Team</b>		
Chairperson	Rev. Jessica Nylund	Clinton Township, Peace United
Class of 2004	Elder Michael Gaubatz	Canton – Geneva
Class of 2006	Rev. Jessica Nylund	Clinton Township, Peace United
Class of 2006	Vacancy	
<b>Trustees</b>		
Chairperson	To be elected by Trustees	
Class of 2006	Rev. Henry Borchardt	At Large
Class of 2006	Elder John Daniel	Birmingham, First
Class of 2006	Vacancy	

### 3. Synod of the Covenant

Endorsement of the Synod election of the following:

#### *Synod Council*

Class of 2006	Elder James Shirley	Detroit – Westminster
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Election of the following:

#### *Synod Commissioner*

Class of 2004	Elder Kathryn Woodyard	Detroit – Trinity Community
Class of 2004	Rev. Janet Noble Richardson	Livonia – St Timothy
Class of 2005	Elder Carol Hylkema	Detroit – Westminster
Class of 2006	Clergy Vacancy	

5. The Committee on Nominations has received and reviewed the following from the **Presbytery Operations Team**, and places in nomination the following:

**Resource Center Work Group**

Class of 2004	Dorothy Atwell, Chair	Plymouth – First
Class of 2005	Marian West	Ann Arbor – First
Class of 2006	Sherrill Heinrichs	Beverly Hills – Northbrook

6. The Committee on Nominations has received and reviewed the following from the **Ministry Team for Social Justice & Peacemaking**, and places in nomination the following:

**Anti-Racism/Reconciliation Team**

Class of 2004	Rev. Henry Borchardt	At Large
Class of 2006	Elder Natalie Brothers	Detroit – Trinity Community
Class of 2006	Elder Tom Priest	Detroit – Hope
Class of 2006	Elder Orlean Warren	Detroit – Trumbull Avenue
Class of 2006	Elder Kathryn Woodyard	Detroit – Trinity Community

**Work Group – Homosexuality & the Church**

Class of 2006	Elder Ken Collinson, Chair	Grosse Pointe Memorial
Class of 2006	Elder Dan Stoeper	Detroit - Westminster

**Committee on Representation.**

James Conley reported for the Committee. Upon motion of the Committee, the Presbytery approved the annual report of the Committee to the Synod, which is appended to the minutes.

**Trustees**

Donald Brownell reported for the Trustees. Upon motion of the Trustees, Presbytery voted to:

Combine certain designated "Net Assets", which were designated in prior years for specific causes sponsored by the Presbytery into a single "Capital" reserve, as cited below. This action is made retroactive to December 31, 2002.

	As reported <u>12/31/01</u>	EFFECT OF MOTION		
		<u>Capital</u>	<u>Projects</u>	<u>Other</u>
Capital Fund	2,527,914	2,527,914		
Closed Church	8,313	8,313		
Urban Ministry	213,690			213,690
Bicentennial	71,796	71,796		
Withdrawn churches	342,396	342,396		
Mortgage Earnings	33,737	33,737		
Mortgages- Non Presbyterian Church	141,422	141,422		
Trumbull Ave	6,934			6,934
Proceeds - Pontiac Atonement	310,700	310,700		
Proceeds - Waterford Lakeland	370,544	370,544		
Filipino NCD	16,966	16,966		
Hartland NCD	(27,018)	(27,018)		
Presbytery projects	178,343		178,343	
Outdoor Ministries	9,967		9,967	
Subsequent year activities	25,996		25,996	

Totals:	\$4,231,700	\$3,796,770	\$214,306	\$220,624
Consolidating into three funds:		Capital	Projects	Other

The Trustees report the following for the information of Presbytery:

1. The Trustees authorized the expenditure of up to \$5000 for the repair or replacement of the system of the heating system at the Morang Street Mission, after receipt of three bids.
2. The Trustees voted to loan the Dearborn Woods Church \$10,000 toward the cost of a soil engineering study, payment free for one year, interest at 5.5% not compounded, to be paid in full with full interest in one year.
3. The Trustees have reviewed the status of the loans and financial operations of the Howell Center as part of its planning for future building and programming needs.
4. The Trustees received a loan request from Mt. Clemens First to borrow \$80,000 over 2 years from a commercial source for construction of a canopy. Based on the information received, Presbytery approval is not necessary because the loan is unsecured.
5. The Trustees received a cancellation of the license agreement with the International Network for Vocational Educational Skills Training, Inc. to use the Morang Street property, effective October 21. The heating system at Morang Street was repaired and computer programs updated.

**New Church Develop/Redevelopment Team.** Philip Olson reported for the Team.

**Nurture and Support of Clergy & Lay Leadership Team.** David Milam reported for the Team.

**Presbytery Operations Team.** Joann Higgins reported on the Presbytery Resource Center.

**Social Justice and Peacemaking Team.** Barbara Swartzel reported for the Team.

Presbytery adjourned with prayer at 3:02 p.m.

The next meeting of Presbytery will be on Saturday, February 14, 2004 at 9:30 a.m. at Birmingham First Presbyterian Church.

ATTEST:

  
EDWARD KOSTER, Stated Clerk

ATTACHMENT ONE: The Roll

APPENDICES:           Commission Reports  
                              Committee on Representation Report

ATTACHMENT ONE: THE ROLL

ROLL OF PRESBYTERY FOR 11/8/03

CHURCHES:                   Of 90 churches, 68 were represented and 22 were not.

COMMISSIONERS: Of 164 eligible commissioners, 106 enrolled, and 58 did not.

OTHER ELDERS (Officers, Members of the Coordinating Cabinet, past elder Moderators)::

Of 18 total, 13 were present, of whom 6 counted as commissioners, leaving 7 as the unduplicated count: 2 excused, and 3 absent.

MINISTERS:

Of the 162 non-retired ministers on the combined rolls of active members and members-at-large, 55 were present, 40 were excused, and 67 were absent.

Of the 76 retired ministers on the rolls, 12 were present and 64 were excused.

## SUMMARY

## VOTING MEMBERS PRESENT

	106	Elder Commissioners
+	7	Other Elders
+	55	Non-retired ministers
+	12	Retired Ministers
=	180	Voting members present.

### Elder Commissioners

ALLEN PARK, Allen Park  
 1 DEBORAH HELSTOWSKI  
 2 NORM GOODE  
 3  
 4  
 ANN ARBOR, Calvary  
 1 JUNE ESCARA WILKE  
 ANN ARBOR, First  
 1 HENRY ZELISSE  
 2 BEN VAN TUYL  
 3 SUE LEONG  
 4 RODNEY BENTZ  
 5  
 6  
 ANN ARBOR, Northside  
 1 JEAN LOUP  
 ANN ARBOR, Westminster  
 1 JILL MILLS POLICH  
 2  
 AUBURN HILLS, Auburn Hills  
 1 BOB CHUSMIN  
 BELLEVILLE, Belleville  
 1 CONNIE ETTER  
 BERKLEY, Greenfield  
 1 AL STAHL  
 BEVERLY HILLS, Northbrook  
 1 PAULETTE LEIN  
 2  
 BIRMINGHAM, First  
 1 VIRGINIA SPURR  
 2 CAROL HELD  
 3 M DONNELLY  
 4 GLEN TYNDALL  
 5  
 BLOOMFIELD HILLS, Kirk/Hills  
 1 DAVID W LENTZ  
 2 MARY JANE VAN WATER  
 3 BOB SIEFERT  
 4 BOB LOTT  
 5 AL PING  
 6 KEVIN BRINKS

BRIGHTON, First  
 1 BOB JENKINS  
 2 SUSAN WILLIS  
 3  
 CANTON, Geneva  
 1 JOSEPH STOECKLEIN  
 CLARKSTON, Sashabaw  
 1 NOT REPRESENTED  
 CLINTON TWP, Peace  
 1 KAREN BORDER  
 DEARBORN, Cherry Hill  
 1 NOT REPRESENTED  
 2  
 DEARBORN, Dearborn Woods  
 1 NOT REPRESENTED  
 DEARBORN, First  
 1 BUNNY BARR  
 2  
 3  
 DEARBORN, Littlefield  
 1 ROGER SCHEBOR  
 DEARBORN HGTS, St. Andrew's  
 1 ALICE WRIGHT  
 DETROIT, Broadstreet  
 1 ALVIN SMITH  
 2  
 DETROIT, Calvary  
 1 NOT REPRESENTED  
 2  
 DETROIT, Calvin East  
 1 MARGARET FERGUSON  
 DETROIT, First  
 1 NOT REPRESENTED  
 DETROIT, Fort Street  
 1 TOM MULFORD  
 2 PAUL WINSLOW  
 DETROIT, Grandale/Master  
 1 Allen Smith  
 2  
 DETROIT, Gratiot Avenue  
 1 JERRY FRAZIER

2 MILDRED E SHEPHERD  
 DETROIT, Hope  
 1 NOT REPRESENTED  
 2  
 DETROIT, Jefferson Avenue  
 1 JEROME M SEATON  
 2  
 DETROIT, Redford Avenue  
 1 NOT REPRESENTED  
 DETROIT, Southwest United  
 1 NOT REPRESENTED  
 DETROIT, St. John's  
 1 CYNTHIA DOAKES  
 2 DOROTHY SEABROOKS  
 DETROIT, Trinity Community  
 1 NATALIE BROTHERS  
 2 GWEN WILSON  
 DETROIT, Trumbull Avenue  
 1 ORLEAN WARREN  
 2  
 DETROIT, Westminster  
 1 MARGARET WHITEHEAD  
 2 DAN STOEPKER  
 3 LAURIE PHALON  
 ECORSE, Ecorse  
 1 NOT REPRESENTED  
 FARMINGTON, First  
 1 Honorably Retired CAYLER  
 2 KAREN LUDDEN  
 FERNDALE, Drayton Avenue  
 1 BILL MALVITY  
 FORT GRATIOT, Lakeshore  
 1 NOT REPRESENTED  
 GARDEN CITY, Garden City  
 1 EDWARD FULLER  
 GROSSE ILE, Grosse Ile  
 1 DEBBIE REYNOLDS  
 2 PATTI BINGAMAN  
 GROSSE POINTE, Memorial  
 1 BETH FRAHON  
 2 FRANK SMITH



3 KEN COLLINSON  
 4  
 5  
 GROSSE PTE WOODS, Woods  
 1 ELLEN SCHREUDER  
 2  
 HARTLAND, Hartland  
 1 KYLE SLY  
 HIGHLAND PARK, Park United  
 1 RICHARD NKOSU  
 2 BANYUGA PEFOK  
 HOWELL, First  
 1 JOHN MEDRICK  
 2  
 LINCOLN PARK, Lincoln Park  
 1 NOT REPRESENTED  
 LIVONIA, Rosedale Gardens  
 1 DIXIE ELAM  
 2 DYCHE ANDERSON  
 3 JAMES ELAM  
 LIVONIA, St. Paul's  
 1 SUZANNE TABAKA  
 2 JEANNE QUINSTON  
 LIVONIA, St. Timothy's  
 1 CAROL PREVOST  
 MACOMB, Church/Covenant  
 1 BONNIE MILAM  
 MILAN, Peoples  
 1 ILLEGIBLE  
 MILFORD, Milford  
 1 KEN ILLEGIBLE  
 2 PATRICIA ARWIN  
 3 KATHY KLECKNER  
 4 KEN LANG  
 MT. CLEMENS, First  
 1 DORIS CASHINE  
 2 MARY MILLER  
 NORTHVILLE, First  
 1 ROBERT GALL  
 2 ROBERT GEAKE  
 3  
 4  
 NOVI, Faith Community  
 1 LYNN BOYLE

2  
 ORCHARD LAKE, Community  
 1 BETSY TELFORD  
 2 LINDA ELDRIDGE  
 3  
 4  
 PLYMOUTH, First  
 1 DON MORGAN  
 2 TOM JONES  
 3 JOYCE BALNAVES  
 4  
 PONTIAC, First  
 1 PEDRO GUZMAN  
 PONTIAC, Joslyn Avenue  
 1 JOHN LUSK  
 PORT HURON, First  
 1 HOWARD BORGMAN  
 2 ANNE WILLAN  
 PORT HURON, Westminster  
 1 NOT REPRESENTED  
 REDFORD, St. James  
 1 NOT REPRESENTED  
 ROCHESTER, University  
 1 LAURA BAUMHARDT  
 2  
 3  
 ROSEVILLE, Erin  
 1 NOT REPRESENTED  
 ROYAL OAK, First  
 1 DAN OLAH  
 2 HELEN DUSENBURY  
 3 DAVE NELSON  
 ROYAL OAK, Korean First  
 1 NOT REPRESENTED  
 2  
 ROYAL OAK, Point of Vision  
 1 NOT REPRESENTED  
 ROYAL OAK, Starr  
 1 JOHN MEYER  
 SALINE, First  
 1 KURT LEUTHENSEN  
 SHELBY TWP., St. Thomas  
 1 ILLEGIBLE  
 2

SOUTH LYON, First  
 1 JOHN FOWLER  
 SOUTHFIELD, Korean  
 1 NOT REPRESENTED  
 2  
 3  
 4  
 SOUTHFIELD, Southfield  
 1 RUTH WELL  
 ST. CLAIR SHORES, Heritage  
 1 NOT REPRESENTED  
 ST. CLAIR SHORES, Lake Shore  
 1 NOT REPRESENTED  
 2  
 STERLING HGTS, Utica  
 1 NOT REPRESENTED  
 TAYLOR, Southminster  
 1 PHYLLIS HUNT  
 TROY, First  
 1 RICHARD LEARY  
 TROY, Northminster  
 1 DOUGLAS L RIDDERING  
 WALLED LAKE, Crossroads  
 1 ROBERT COUSINEAU  
 WARREN, Celtic Cross  
 1 MICHAEL MOORE  
 WARREN, First  
 1 ILLEGIBLE  
 WATERFORD, Community  
 1 TOM ANTROM  
 WAYNE, First  
 1 STEPHEN SHUSTER  
 W. BLOOMFIELD, Church/Savior  
 1 NOT REPRESENTED  
 WESTLAND, Kirk of Our Savior  
 1 EVELYN FUNK  
 WHITE LAKE, White Lake  
 1 MARY VOORHEIS  
 WYANDOTTE, Wyandotte  
 1 DEBBIE KULBERG  
 YPSILANTI, First  
 1 GERALD KRUSE  
 2

Coordinating Cabinet, Ministers & Ex Officio Elders

C. ELDER MEMBERS

C ADAMS, MARY GRACE  
 P ANDERSON, FRANCILE  
 E BACALIS, JESSE  
 P BROWNELL, DONALD  
 C COLLINSON, KENNETH  
 C ELAM, DIXIE  
 A GLOVER, AL  
 A HUEBLER, RICHARD  
 P HYLKEMA CAROL,  
 P IRWIN, GEORGE  
 P JOHANSON, FRAN  
 A LATIMORE, ROSY  
 P MORRISON, HELEN  
 E PITTS, FRANCES  
 C SEABROOKS, DOROTHY M.  
 C SEATON, JEROME  
 P SMITH, KENNETH  
 C WINSLOW, PAUL

D. NON-RETIRED MINISTERS

A ABBOTT, DAVID W.  
 P ACTON, ELLEN

P ALBRECHT, GLORIA  
 A AUE, CRAIG  
 E AUSTIN, LARRY  
 P AYAP, FE ESPERANZA  
 A BAILEY, CLOVER  
 A BAIRD, GRAHAM  
 A BARRANGER, DOUGLAS  
 E BENNETT, JOHNIE  
 A BENSON-NICOL, NANCY  
 A BERSDORF, JOHN  
 P BIRD, MARY JEAN  
 P BLAIKIE, DOUGLAS  
 A BOHLMAN, KELLIE  
 A BOLT, KENNETH  
 P BOOKER-HIRSCH, CHARLES  
 A BOUSQUETTE, PAUL  
 E BROWN, ROBERT O.  
 P BRUNER, OLLEN  
 A BURNS, MICHAEL  
 A BUSH, JOHN C  
 E \*CAMPBELL, DOUGLAS  
 A CARTER, DOUGLAS D.  
 E \*CHOI, IN SOON

E \*CHOI, SEUNG KOO  
 P CLISE, W. KENT  
 A COCHRAN, LINDA  
 A COONS, SHAWN  
 A CORSO, LINDA  
 P COWLING, NEIL D.  
 A CULLEN, RANDOLPH  
 E DAVIS, ROXIE ANN  
 E DAVIS, WILLIAM  
 E \*DENNIS, WARREN  
 P DENTON, GRETCHEN  
 A DUNCAN, THOMAS  
 A DUNIFON, WILLIAM  
 P DUNN, EDWARD  
 P DUNN, JOANNA  
 E \*DYKSTRA, CRAIG R.  
 A EGGBEEN, THOMAS  
 P ELE, HERSCHEL  
 A ESCHENBRENNER, CARL F.  
 A FAILE, JAMES  
 P FONFARA, MICHAEL  
 P FORSYTH, E. DICKSON  
 A FOSTER, JOHN

A FRANCIS, RAPHAEL B.  
 A GABEL, PETER W.  
 E GARWIG, ROBERT A.  
 E \*GAST, TERRI  
 A GEISELMAN, KEITH  
 P GERHART, ANDREW  
 A HANNA, DAVID J.  
 A HANNA, RAAFAT  
 E \*HARRIS, CHRISTOPHER  
 A HARRIS, R. JOHN  
 P HARTLEY, THOMAS  
 P HAYES, FRANCES  
 A HENDERSON, RICHARD  
 P HOLLECK, TIFFANY  
 E INGLES, BRUCE  
 P INTSIFUL, JOSEPH, JR  
 P JOHNSON, KEVIN  
 P JONES, LARRY PAUL  
 P JONES, MELODIE  
 E JONES, RICHARD  
 P JOY, JULIANN  
 E KAIBEL, KENNETH  
 A KEELY, MARK J.  
 P KERR, DEBORAH  
 A KIDDER, ANNEMARIE  
 P KIM, PAUL  
 E KIM, Y. MONCH  
 A KLINGER, JAMIE  
 E KNUDSEN, RAYMOND  
 A KOGEL, LYNNE  
 P KOSTER, EDWARD H.  
 E KRUG, ERNEST  
 P LANGWIG, JANICE  
 P LANGWIG, ROY  
 P LASWELL, SAMUEL  
 A LEE, FREDERICK  
 P LEE, JOON WON  
 E LOWRY, ROBERT  
 P MABEE, CHARLES  
 P MACONOCHIE, LINDA  
 E \*McCLINTON, SANDRA LEE  
 P McCLOSKEY-TURNER, CATHARINE  
 A McRAE, BARBARA  
 A MELROSE, SUE ELLIS  
 P MICHALEK, DANIEL  
 E MICKA, GRETCHEN  
 E MIHOCKO, DAVID  
 P MILAM, DAVID  
 P MILLER, J. SCOTT  
 E MILLER, KIRK  
 A MISHLER, JOHN  
 A MONNETT, JAMES  
 P MOORE, PETER  
 P MORROW, DUKE  
 A MORSE, MATTHEW  
 A MUGLER, W ALAN  
 P NICHOLS, NEETA  
 E NOBLE, DAVID  
 P NOBLE-RICHARDSON, JANET  
 E NUSSDORFER, IRVIN  
 P NYLUND, JESSICA  
 P O'BRIEN, H. WILKES  
 P OLSON, PHILIP  
 E ORR, ROBERT C.  
 A OSBORN, MARGIE  
 E OTT, JEFFREY  
 A PARK, ONE HO  
 A PARK, SUNJIN  
 P PAVELKO, JOHN H.  
 A PEAKE, MARK

E PERDUE, ROBERT J.  
 A PETERS, RICHARD  
 E \*PETERSON, CHRISTOPHER  
 A PETERSON, TERESA  
 A PIECUCH, KEVIN  
 A POLKOWSKI, WILLIAM  
 P PORTER, JAMES  
 P PORTICE, GEORGE  
 E PRITCHARD, NORMAN  
 A PRUES, LOUIS J.  
 A RICE, ELIZABETH  
 A RICE, THOMAS  
 A RIKE, JENNIFER  
 A RIZER, JAMES A  
 P ROBERTSON, DAVID W.  
 A ROGERS, MELISSA ANNE  
 P RUSSELL, JAMES P.  
 A RUSSELL, WILLIAM  
 A SAAD, JENNIFER  
 A SCHAEFER, ANNE N.  
 A SCHEIBER, ANNE  
 P SCRIBNER, LOREN  
 E \*SHIH, SHENG-TO  
 P SHIPMAN, JUDY  
 A SIAS-LEE, LAURA  
 E \*SIMONS, SCOTT W.  
 P SKIMINS, JAMES  
 E SMALLEY, DIANE  
 A SMITH, BRYAN DEAN  
 A SMITH, PETER C.  
 A SOEHL, HOWARD  
 P SWARTZEL, BARBARA  
 E SWEET, BARRY D.  
 P THOMAS, MARK P.  
 E THOMPSON, G. PATRICK  
 A THORESEN, KATHRYN R.  
 P TILLER, CHRISTINE  
 E TRAVIS, KARL  
 E \*VAN SLUIJS, HENDRICK  
 P VANDERBEEK, RONALD  
 E VOIE, GERALD  
 E \*WIGGINS, GREGORY L.  
 A WINGROVE, WILLIAM N  
 A YEAGER, WILLIAM

D. RETIRED MINISTERS

E AINSWORTH, LAWRENCE  
 E ANDERSON, JAMES  
 P AUSTIN, ANNA MARIE  
 E BALIAD, ALFREDO E.  
 P BEERY, ELDON  
 E BENEDICT, IVAN L.  
 P BORCHARDT, HENRY  
 E BORCHARDT, JUDITH  
 E BRAND, J. KENNETH  
 E \*BYARS, RONALD  
 E CALDWELL, MARK  
 E CAMPBELL, VERN  
 E CAPPS, HARRY  
 E CATER, LAWRENCE H.  
 E CHAMBERS, JAMES C.  
 E CLYDE, J. DOUGLAS  
 E COBLEIGH, GERALD R.  
 E COLON, LOIS  
 P CONLEY, JAMES H.  
 E COTTER, LEE M.  
 E CRILLEY, ROBERT  
 E CROSS, PAUL D.  
 E DANIELAK, RICHARD  
 P ELLENS, J. HAROLD

E FLOWERS, DONALD  
 E FREEDMAN, DAVID NOEL  
 P GEISSINGER, HARRY L.  
 P GEPFORD, WILLIAM G.  
 P GLENN, LAWRENCE T.  
 E HANNA, J. RICHARD  
 E HARP, WILLIAM S.  
 E HARPER, F. NILE  
 E HEINRICHS, THOMSON  
 E IHRIE, A. DALE  
 E JANSEN, ROBERT  
 E JEFFREY, JOHN  
 E JONES, VIRGIL L.  
 E KEEBLER, ROLAND  
 E KESLER, JAMES W.  
 E KIM, T. ANDREW  
 E KIRKMAN, THOMAS W.  
 E KREHBIEL, DAVID E.  
 E LAMBERT, ROY F.  
 E LARSON, ROBERT F.  
 E LINDSEY, ROBERT L.  
 P LISTER, KENNETH D.  
 E LUMLEY, RAYMOND W.  
 E MacINNES, JOHN D.  
 E MAGEE, PHILIP R.  
 E MARLOW, ROBERT J.  
 E MARVIN, FRANK C., JR.  
 E MAYES, ILA  
 E McCLOSKEY, CHARLES  
 E McINTYRE, DEWITT  
 E MECOUCH, JOHN R.  
 E MUENCH, DONALD  
 E OWEN, DAVID  
 E PALMER, F. WILLIAM  
 E PETERSON, LEROY J.  
 E PRICE, MICHAEL T.  
 E RAMSEY, GEORGE W.  
 E RATCLIFFE, ALBERT H.  
 E RIGDON, V. BRUCE  
 P SEFCIK, JOHN K.  
 E SMITH, J. CYRUS  
 E SOMMERS, CHARLES A.  
 E STRIBE, RALPH  
 E SUNDERMAN, HUBERT L.  
 P SUTTON, PAUL  
 P TAYLOR, THEODORE, II  
 E VAN LEUVEN, GEORGE  
 E WILLIAMS, RICHARD H.  
 E WOEHRLE, THOMAS  
 E WOODRUFF, LAURENCE N.  
 E YOON, HAK SUK  
 E ZIEGLER, JACK T.

E. CORRESPONDING MEMBERS

MARY SEROVY, BOP REP  
 MILWAUKEE PRESBYTERY

COMMISSION REPORT  
ORDINATIONS AND INSTALLATIONS  
PRESBYTERY OF DETROIT  
November 8, 2003

**Installation of Mary Jane Bird**

The Commission to install Mary Jane Bird as Associate Pastor of Plymouth First Presbyterian Church was convened with prayer by the moderator, Francile Anderson, at 10:45 a.m., on September 28, 2003, at Plymouth First Presbyterian Church. The Commission members present were:

The Rev. Richard Jones      Elder Francile Anderson of Waterford Community Presbyterian Church

The Rev. Barbara McRae      Elder Otto Dobos of Plymouth First Presbyterian Church

The Rev. James Skimins      Elder Joan Hanpeter of Kirk in the Hills Presbyterian Church

After approving the order of worship, the Commission proceeded to worship, where it installed Mary Jane Bird as Associate Pastor of Plymouth First Presbyterian Church. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Ms. Bird.

/s Kenneth R Smith  
Moderator

Date: 10/20/03

**Installation of Michael Burns**

The Commission to install Michael Burns as Pastor of Borthbrook Presbyterian Church was convened with prayer by the moderator, Dorothy Seabrooks, at 3:30 p.m., on November 17, 2002, at Northbrook Presbyterian Church. The Commission members present were:

The Rev. In Soon Choi      Elder Dorothy Seabrooks of St John's Presbyterian Church

The Rev. James Kesler      Elder Donna Johnston of Grosse Pointe Memorial Presbyterian Church

Elder Karen VanderWeide of Northbrook Presbyterian Church

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

The Rev. Donald Bruggink of the Reformed church of America

After approving the order of worship, the Commission proceeded to worship, where it installed Michael Burns as Pastor of Northbrook Presbyterian Church. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Mr. Burns.

s/ Kenneth R. Smith  
Moderator

Date: 10/20/03

**Installation of J. Scott Miller**

The Commission to install J. Scott Miller as Pastor of Drayton Avenue Presbyterian Church was convened with prayer by the moderator, Kenneth R. Smith, at 9:45, on January 12, 2003, at Drayton Avenue Presbyterian Church. The Commission members present were:

The Rev. Peter Moore      Elder Kenneth R. smith of Southfield Presbyterian Church

The Rev. James Kesler      Elder Richard Elling of Drayton Avenue Presbyterian Church

Elder Joan Hanpeter of Kirk in the Hills Presbyterian Church

After approving the order of worship, the Commission proceeded to worship, where it installed J. Scott Miller as Pastor of Drayton Avenue Presbyterian Church. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Mr. Miller.

s/ Kenneth R. Smith  
Moderator

Date: 10/20/03

#### **Installation of One Ho Park**

The Commission to install One Ho Park as Co-Pastor of Korean Presbyterian Church of Metropolitan Detroit was convened with prayer by the moderator, Kenneth R. Smith, at 3:34 p.m., on June 1, 2003, at Korean Presbyterian Church of Metropolitan Detroit. The Commission members present were:

The Rev. Michael Burns	Elder Kenneth R Smith of Southfield Presbyterian Church
The Rev. In Soon Choi	Elder I K Kim of Korean Presbyterian Church of Metropolitan Detroit

The Rev. Thomas Eggebeen	Elder Robert Seifert of Kirk in the Hills Presbyterian Church
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The Commission invited the following persons to participate in the worship service: Rev. Jongmoo Lee.

After approving the order of worship, the Commission proceeded to worship, where it installed One Ho Park as Co-Pastor of Korean Presbyterian Church of Metropolitan Detroit. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Mr. Park.

Kenneth R. Smith  
Moderator

Date: 10/20/03

#### **Ordination of Woong-Sik Timothy Chon**

The Commission to ordain Woong Sik Tomothy Chon was convened with prayer by the moderator, Kenneth R. Smith, at 3:45 p.m., on June 15, 2003, at Korean Presbyterian Church of Metropolitan Detroit. The Commission members present were:

The Rev. In Soon Choi	Elder Kenneth R. Smith of Southfield Presbyterian Church
The Rev. Paul Kim	Elder Jung Ung Jong of Korean Presbyterian Church of Metropolitan Detroit

The Rev. David Noble	Elder Dixie Elam of Rosedale Gardens Presbyterian Church
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The Rev. Hak Suk Yoon

The Commission invited the following persons to participate in the worship service: Elder Chung Kook Kim of Korean Presbyterian Church of Metropolitan Detroit.

After approving the order of worship, the Commission proceeded to worship, where it ordained Woong-Sik Timothy Chon. Upon conclusion of the worship service, the commission and congregation were dismissed with prayer and benediction by Mr. Chon.

s/ Kenneth R. Smith  
Moderator

Date: 11/3/03

**2003 COMMITTEE ON REPRESENTATION REPORT  
SYNOD OF THE COVENANT**

Detroit

Presbytery

*(In order for responsibility to be fulfilled to the General Assembly and the synod in matters of representation, please respond to the following)*

1 Do you have a Committee on Representation (COR) established in accordance with G-9.0105a?

  X   yes             no

If yes, indicate the makeup of your Committee on Representation:

<u>Category</u>	<u>Number</u>	<u>Category</u>	<u>Number</u>
Majority Male	<u>  1  </u>	Youth Male	<u>  1  </u>
Majority Female	<u>  1  </u>	Youth Female	<u>  0  </u>
Racial Ethnic Male	<u>  2  </u>	With Disability	<u>  1  </u>
Racial Ethnic Female	<u>  2  </u>		

If no, how are the functions constitutionally assigned to the COR implemented?

2. How often did your committee meet during the past 12 months?   2    
Was that number adequate to fulfill your tasks?

No. We need to meet more frequently.

3. How has the primary function of advising your presbytery been fulfilled "with respect to its membership and to that of its committees, boards, agencies, and other units in implementing the principles of participation and inclusiveness to insure fair and effective representation in the decision making of the Church"? (G-9.0105b)

Requests for information have been sent out.

4. How has the responsibility of consulting with the Nominating Committee of your presbytery been fulfilled? (G-9.0105c)

This has with great mutual benefit been done.

5. What racial ethnic caucuses or other constituencies (including racial ethnic members, sessions, women's constituencies, nominating committee, etc.) have been consulted in the past year to discover potential nominees from among racial ethnic persons, women, persons with disabilities, and youth? (G-9.0105d)

None consulted. We will do this next year.

6. How has the responsibility been fulfilled with respect to advising "your presbytery on the employment of personnel, in accordance with the principles of participation and representation (G-4.0403), and in uniformity with a church wide plan for equal

employment opportunity?  
(G-13.0201b) and (G-9.0105e)

This is done at the time of the report to Presbytery.

7. Briefly highlight any activity of your committee you would like to share.

None notable.

8. Data:

Clergy members of presbytery	Male	Female	Racial Ethnic	Persons with Disabilities
Total:	193	47	29	2
Active:	121	43	22	1
Honorably retired:	72	4	7	1

Racial Ethnic Churches (75% or more)	Number of Churches	Total Membership
African American	9	1,213
Hispanic	0	0
Asian	2	955
Native American	0	0

9. In addition to the above churches, how many congregations in your presbytery have an interracial membership?

We have 65 interracial churches with a membership of 33,741.  
We also have one Filipino new church development.

10. List current year's goals and objectives and indicate the progress on each. (Use additional pages as necessary)

None established.

11. How could the Synod Committee on Representation be helpful to you? (e.g., a synod COR member visiting your committee or presbytery)

COR member visiting our committee.

12. Is there anything else your committee would like to express?

We still believe in the importance of this committee.

#### RECOMMENDATIONS TO THE PRESBYTERY:

The following recommendations are made to the presbytery "for any needed corrective action:" (G-9.0105c) (Attach additional pages as necessary)

REPORT ON MEMBERSHIP INCLUSIVENESS OF PRESBYTERY COMMITTEES

PRESBYTERY COMMITTEES	ELECTED MEMBERSHIP TOTAL	MALE CLERGY TOTAL					FEMALE CLERGY TOTAL					MALE LAY TOTAL					FEMALE LAY TOTAL					AGE DISTRIBUTION			PERSONS WITH DISABLING CONDITIONS				
		A	B	H	NA	W	A	B	H	NA	W	A	B	H	NA	W	A	B	H	NA	W	UNDER 35	35-55	55+					
Board of Trustees	9	1	1				1					1	6	1			5	1				1	0	5	4				
Comm. on Preparation for Ministry	19	7				7	4					4	2				2	6	2		4	3	7	9					
Committee on Ministry	30	9	1				8	6				6	9				9	6	3		3	1	16	14	1				
Committee on Nominations	12	3	1			1	1	1			1	4	1	1	1	1	4	2		2	0	7	5						
Committee on Representation	6	2	1				1	0				1	1				3	2		1	1	0	5	1					
Permanent Judicial Commission	6	2				2	1					1	1			1	2	1		1	0	4	2						
Anti-Racism/Reconciliation Team	26	5	3			2	3					3	6	3		3	12	7		5	1	8	17	1					
Congregational Life Team	6	2	1			1	1					1	1			1	2	2			0	3	3						
Homosexuality & The Church Team	6	1				1	1					1	3			3	1			1	0	3	3						
Mission Interpretation Team	6	2				2	1					1	1			1	2	1		1	1	2	3						
New Church Develop/Redevelop	6	2	1			1	2					2	2			2	0				0	3	3						
Nurture & Support of Clergy & Lay	6	2				2	1					1	1	1		2				2	1	2	3						
Pastoral response Team	9	2				2	1					1	2	1		1	4	1		3	0	3	6						
Planning & Visioning	9	3				3	1	1				2	1	1		3	1			2	1	4	4						
Presbytery Operations Team	5	2				2	0					2	1			1	1	1			0	1	4						
Session Records	8	0					0					5				5	3	1		2	0	0	8						
Social Justice & Peacemaking	6	1	1				2					2	2	2		1				1	0	2	4						
Spiritual Formation & Faith Develop	5	1				1	2	1				1	0			2				2	1	3	1						
<b>TOTALS</b>	<b>180</b>	<b>47</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>36</b>	<b>28</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>50</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>35</b>	<b>55</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>10</b>	<b>73</b>	<b>98</b>	<b>3</b>

Stated Clerk  
The Synod of the Covenant

*Minutes approved W. Stuart E. Clayton  
 May 3, 2004  
 George W. Baird*