



PRESBYTERY of PHILADELPHIA

CHRIST'S WORK ♦ OUR WITNESS

July 17, 2021 Stated Meeting

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Dear Friends,

I write with a renewed sense of anticipation as we prepare for our stated meeting on July 17th. Over the river and through the woods, we will finally be face-to-face in the beautiful setting of Kirkwood Camp. I am grateful for your online presence throughout the course of pandemic, and especially encouraged that the work of the Holy Spirit has continued both at the Presbytery and in your congregations.

There is much to celebrate at this gathering! I am honored to participate in the commissioning of our Commissioned Lay Pastors for the United Ghanaian Church. Ruling Elders Lyse Larose Laing and Emmanuel Oppong-Agyare serve as witnesses to the ongoing work of God in their community, and so we celebrate their giftedness in the Spirit, which is already bearing fruit here in Glenside.

Bringing us the Word will be the Rev. Dr. David Davis, senior pastor of Nassau Presbyterian Church and adjunct professor of practical theology at Princeton Theological Seminary. As we give thanks for the blessing of Kirkwood Camp, Rev. Dr. Davis will offer theological reflections on *A Hope That Groans*, recognizing all of creation's reliance on God. Though we eagerly await the redemption of our physical bodies, we have hope because we are saved through Jesus Christ.

The Rev. Kris Schondelmeyer and the Ethics of Sexual Boundaries Task Force will also present our new proposed policy. Their hard work on these important measures to safeguard the most vulnerable among us is greatly appreciated. Additionally, we will approve the proposed 2022 Presbytery Budget, announce our first round of Covenant Fund recipients, and host a celebration of Kirkwood Camp. For more than six decades, Kirkwood has been a space where churches, families, and kids have encountered God in the beauty of creation. We celebrate what was, and anticipate what is to come.

I continue to be humbled and inspired by the steadfast joy you all bring to this work. May God breathe life into those of us whose bones feel dry, may our strength be renewed for all that lies ahead. I will see you next week.

The Rev. Ashley B. Rossi

A handwritten signature in black ink, appearing to read "Ashley B. Rossi". The signature is fluid and cursive, with a large loop at the end.

Moderator of the Presbytery of Philadelphia

Enjoying the Presbytery Meeting at Kirkwood

What You Need to Know:

**Address: Kirkwood Camp and Conference Center
127 Kirkwood Rd, Stroudsburg, PA 18390**

Saturday, July 17, 2021



The Day's Schedule

10:00 AM – 1:00 PM:

Business Meeting, Worship and Lunch

1:15PM – 4:00 PM:

Open House: Celebrate Kirkwood's role in your life!

Take a hike, make a simple craft, sing a song, share a story...



FREE Transportation to and from the Presbytery Office

*Register ASAP *Masks Required for Passengers*

PLEASE NOTE: The bus will depart promptly at 8:00 AM. (Be in parking lot by 7:45 AM)

Your bus adventure will be hosted by the Rev. Ethelyn Taylor and the Rev. Dr. Janel Dixon

The bus will depart from Kirkwood at 3:30pm



Childcare and Lunch – Registration Deadline Is July 12, 2021

Childcare for 3-10 year olds will be provided during Business Meeting only (10-11:30 AM)

Mask Required for Childcare

Box lunches will be available for \$8.00 (please bring cash or check)



Who Will Be Attending?

*YOU (we hope!), your presbytery colleagues, former Kirkwood Campers, staff, board,
and your family are invited to join us!*



What to Bring/Wear

**Comfortable clothing, shoes fit for walking, hat and sunglasses, sunscreen,
a joyful heart and hope, water bottle**



Other helpful information

- ◇ Kirkwood is rustic and beautiful and the terrain is uneven
- ◇ There will be parking coordinators on site for those who drive themselves
- ◇ Maps will be available for exploring the site.
- ◇ There will be several bathroom options available.
- ◇ Golf carts will assist in transportation of those with mobility issues.
- ◇ Please note: Most buildings will be locked for safety reasons





Pre-presbytery Conversations

Tuesday, July 13th 2pm

Review of the proposed Policy on Ethics of Sexual Boundaries

The conversation will be facilitated by

Rev. Kris Schondelmeyer and members of the Task Force

For details and Zoom link:

<https://presbyphl.org/events/pre-presbytery-conversation-proposed-sexual-ethics-policy/>

Thursday, July 15th 11am

Review of the Proposed 2022 Presbytery Budget

The conversation will be facilitated by Elder Mike Henry and
Rev. Wonjae Choi

For details and Zoom link:

<https://presbyphl.org/events/pre-presbytery-conversation-proposed-2022-budget/>



NEW MINISTER MEMBERS OF THE PRESBYTERY OF PHILADELPHIA

July 17, 2021



Rev. Jonathan Britt transferred from the New Covenant Presbytery and will be serving as the Pastor of the First Presbyterian Church of Lansdowne.



Rev. Cara Cavicchia was ordained on April 25, 2021 and is serving as the Associate Pastor of the Lower Providence Presbyterian Church.



Rev. Christen Blore was ordained on May 22, 2021 and is serving as the Chaplain of the Alumni Care initiative of the Palmer Theological Seminary.

REDRESS OF IMBALANCE

The *Book of Order* (G-3.0301) requires the Presbytery to “adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to Presbytery.”

An examination of the total number of members of the congregations of the Presbytery and the total number of minister members reveals a ratio of 79 congregants for every minister member. Using each congregation’s reported 2019 membership and assigning 1 ruling elder commissioner for every 79 members would lead to the following number of ruling elder commissioners for each Presbytery meeting. *(Please note: This allocation caps the maximum number of ruling elder commissioners for all congregations of 2,000 or more at 20.)*

Total Minister Members: 321 ♦ Total Congregation Membership: 25,236

The newly formed **New River Presbyterian Church represents the 2019 merger of three churches: First African, Calvin, and Good Shepherd. Because the redress of imbalance membership is determined by the 2019 year-end statistical report, New River is granted one elder commissioner per merged congregation.*

The following redress of imbalance has been approved for implementation beginning on December 1, 2020 and continues through November 30, 2021.

Abington	10
Ambler, First	7
Anchor	1
Arch Street	2
Ardmore, First	4
Aston	1
Beacon	1
Bensalem	1
Berean	2
Bethel	1
Bethesda	1
Beverly Hills	1
Bryn Mawr	20
Calvary - Wyncote	2
Carmel	5
Cedar Park	1
Central Norristown	1
Chambers Memorial	1
Chestnut Hill	7
Christ's	1
Christ's Community Church- Drexel Hill	1
Church on the Mall	1
Collenbrook United	1
Concord Liberty	2

Crossroads-Limerick	2
Darby, First	1
Deep Run	2
Disston Memorial	1
Doylestown	19
Eddington	2
Elkins Park	1
Falls of Schuylkill	1
Forest Grove	2
Fox Chase Memorial	1
Frankford	1
Germantown Community	1
Germantown First	2
Glading Memorial	1
Gladwyne, Lower Merion	1
Glenolden, First	1
Grace Jenkintown	5
Gwynedd Square	3
Holmes	1
Holy Trinity Bethlehem	1
Ivyland	1
Japanese Christian	1
Jeffersonville	1
Kensington First	1

Lansdowne, First	2
Lawndale Holy Grace	1
Lenape Valley	5
Leverington	2
Levittown, First	3
Llanerch	2
Lombard Central	1
Lower Providence	10
MaCalester Torresdale	1
Marple	2
Mayfair	1
Media	6
Memorial	1
Middletown7	4
Morrisville	5
Mount Airy	1
Neshaminy Warwick	7
New Spirit Community	1
Newtown	10
Newtown Square	4
Norristown, First	1
Norriton	1
Northampton	2
Northminster	1
Oak Lane	1
Old Pine, Third Scots & Mariners	3
Olivet Covenant	1
Olney First	1
Overbrook	4
Oxford	2
Parkland	1
PC of Pakistan	1
Penn Wynne	1
Philadelphia, First	3
Podowon	1
Port Kennedy, First	1
Pottstown, First	8
Rhawnhurst	1
Ridley Park	7
Roxborough	1
Southwestern	1
Springfield -Flourtown	2
Springfield, First	2
Suh Kwang	1
Summit	1
Supplee Memorial	4
Swarthmore	8

Tabernacle United	1
Temple	1
Thompson Memorial	4
Thomas M Thomas Memorial	1
Tree of Life	1
Trinity - Clifton Heights	1
Trinity, Philadelphia	1
Tully Memorial	1
United Ghanaian Community	3
Valley Forge	1
Wallingford	5
Warminster	3
Wayne	20
Westminster Mayfair	1
Wissahickon	1
Wissinoming	1
Woodland	1
Woodside	10
Wynnefield	1
Yeadon	1
*New River Presbyterian Church	3

**PRESBYTERY OF PHILADELPHIA
STATED MEETING
17 JULY 2021 at 10:00 AM**

**KIRKWOOD CAMP AND CONFERENCE CENTER
STROUDSBURG, PA**

Pre-presbytery Conversations

Tuesday, July 13th 2pm
Review of the proposed Policy on Ethics of Sexual Boundaries

Thursday, July 15th 11am
Review of the Proposed 2022 Presbytery Budget

DOCKET



*God's glory is on tour in the skies,
God-craft on exhibit across the horizon.
Madame Day holds classes every morning,
Professor Night lectures each evening.
(Psalm 19:1-2 The Message)*

- | | | |
|----------|----------------------------------|--|
| 9:15 AM | Registration | |
| 10:00 AM | Call to Order and Opening Prayer | Moderator, Rev. Ashley Rossi |
| | Welcome and Arrangements | Rev. Lori Kosinski & Rev. Diane Fitch
Kirkwood Camp Administrative Commission |
| | Stated Clerk's Report | Rev. Kevin Porter |
| | Approval of Docket | |
| | Approval of Consent Agenda | |
| | Seating of Corresponding Members | |

- Introduction of New Elder Commissioners
and New Minister Members Rev. Ashley Rossi
- 10:15 AM Leadership Collegium Report Rev. Ashley Rossi
- 10:30 AM Policy on Ethics of Sexual Boundaries Rev. Kris Schondelmeyer
Facilitator, Policy on Ethics of Sexual Boundaries Task Force
- 10:45 AM Commission on Financial Management Report Elder Mike Henry
Commission on Financial Management
Presentation of proposed 2022 Presbytery Budget
- 11:00 AM Presentation of Covenant Fund Recipients Rev. Sarah Cooper Searight
Commission on Resources and Creative Ministries
- 11:10 AM Executive Presbyter Report Rev. Ruth Faith Santana-Grace
Remembering Kirkwood
- 11:30 AM Worship
- Preacher: The Rev. Dr. David Davis, Senior Pastor
Nassau Presbyterian Church, Princeton, NJ
- Music Leadership: Dan Myers, First Presbyterian Church of Ambler
- Commissioning of Lay Pastors (CLP) Serving at the United Ghanaian
Community Church Elder Emmanuel Oppong-Agyare as CLP for Pastoral
Care and Elder Lyse Larose Laing as CLP for Children and Youth
- Offering will be dedicated to Sponsorships for Campers attending
Johnsonburg Camp and Retreat Center
- 12:35 PM Lunch
- 1:35 PM Celebration of 60 plus years of Kirkwood Camp – a Transformative Encounter
bringing together Creation and Creature with the Creator



**Next Stated Presbytery Meeting will be
Tuesday, November 16, 2021
Doylestown Presbyterian Church
Time to be determined**

CONSENT AGENDA

Action Items

The Stated Clerk moves the following action items for approval by the Presbytery.

1. With gratitude for their faithful witness to the Gospel of Jesus Christ, that the death of the following Elders be recorded in the minutes of this stated meeting:

Elders

- John Bryson, March 2021, Collenbrook United
- Kurt Wagner, April 25, 2021, Warminster, First

Ministers of Word and Sacrament

- Rev. Dr. Ronald Sloat, April 13, 2021, Honorably Retired
- Rev. Tom Luke Torosian, April 17, 2021, Honorably Retired

“For I know that my Redeemer lives, And He shall stand at last on the earth; And after my skin is destroyed, this I know, That in my flesh I shall see God,” Job 19:25-26

2. Ratify all actions taken by the Presbytery and the Leadership Collegium since the January 21, 2020 Stated Meeting of the Presbytery (i.e., the last in-person meeting prior to the pandemic).

Informational Items

The following items are for your information from the Office of the Stated Clerk.

1. The ordination and installation of **Cara Cavicchia** took place on Sunday, April 25, 2021 at 3:00pm at the **Lower Providence Presbyterian Church**. The Rev. Ted Mingle preached, and all questions were answered in the affirmative.
2. The ordination of **Christen Blore** took place on May 22, 2021 at 2:00pm at **Palmer Theological Seminary**. The Rev. Judith Brackett preached, and all questions were answered in the affirmative.
3. The installation of **Rev. Stephanie Templin Ashford** took place on Sunday, May 23, 2021 at 2:00 pm at the **Thompson Memorial Presbyterian Church**. Rev. Matthew Waters (New Castle Presbytery) preached, and all questions were answered in the affirmative.
4. The following Ministers of Word and Sacrament, Ruling Elders, and Congregation Members participated in the Boundaries Training Event on either October 15, 2020, October 27, 2020, May 5, 2021, or May 25, 2021 in addition to those listed in the Minutes of the Presbytery’s November 2020 Stated Meeting.

Elder Arlene Grace
Elder Carol Wagenheiser
Elder Elisabeth Moise
Elder Joan Clerk

Elder Joyce Morse
Elder Megan Acedo
Elder Ray Rife
Elder Susy Christensen

Rev. Bailey Heckman
Rev. Brenton Thompson
Rev. Christopher Holland
Rev. Clayton Ames
Rev. Fred Milligan
Rev. James Thomas
Rev. Jeanne Thomas
Rev. Jesse Garner
Rev. Jieun Lee
Rev. John Ehman
Rev. John Sweet
Rev. Jonathan Fettig
Rev. Joyce Shin
Rev. Ken Wonderland

Rev. Kevin Porter
Rev. Leah Quarles
Rev. Manisha Shendge
Rev. Margaret Mann
Rev. Megan LeClyuse
Rev. Mindy Campbell
Rev. Peter Ahn
Rev. Peter Martin
Rev. Rachel Rhodes
Rev. Ruth Faith Santana-Grace
Rev. Sarah Colwill
Rev. Sarah Cooper Searight
Rev. Stephanie Templin Ashford

COMMISSION ON MINISTRY

Informational Items

The following actions have been taken by the Commission on Ministry at their April 8, May 6, and June 3, 2021 Meetings.

Terms of Call

1. Approved, if the way be clear, the Terms of Call for the **Rev. Jonathan Britt** to serve as the Pastor of the **First Presbyterian Church of Lansdowne** effective July 1, 2021 with the following terms: this is a full time position; \$29,820 cash compensation; \$25,000 housing allowance; \$3,000 equity to a deferred compensation plan; \$57,820 effective salary; \$4,193.73 SECA; \$21,393.40 pensions; \$2,500 professional expenses; \$1,000 study leave; two weeks study leave; one month (four Sundays) vacation; \$86,907.12 Total Package. (5/6/21)
2. Approved, if the way be clear, the Terms of Call for the **Rev. Jeannine Frenzel** to serve as Pastor of the **Calvary Presbyterian Church** in Wyncote with the following terms: this is a full time position; \$30,100 cash compensation; \$26,000 housing allowance; \$6,000 deferred compensation; \$3,506.28 supplemental health insurance; \$56,100 effective salary; \$4,921.65 SECA; \$20,757 pensions; \$2,500 professional expenses; \$1,000 study leave; two weeks study leave; one month (four Sundays) vacation; \$85,278.65 Total Package. (6/3/21)
3. Approved the Terms of Call for the **Rev. Gregory Terry** to serve as pastor of the **Holy Trinity-Bethlehem Presbyterian Church** effective July 1, 2021 with the following terms: this is a full time position; \$24,021.94 cash compensation; \$32,000 housing allowance; \$56,021.94 effective salary; \$4,285.68 SECA; \$20,728.12 pensions; \$2,500 professional expenses; \$1,000 study leave; two weeks study leave; one month (four Sundays) vacation; \$88,035.74 Total Package. (6/3/21)

Supply Contracts

1. Approved the Supply Pastor Contract between **Rev. Bernard Downing** and the Session of the **Oak Lane Presbyterian Church** beginning May 2, 2021 with the following terms: this is a part time position; \$26,743.54 cash compensation; \$7,250 deferred compensation (403B); \$33,993.54 effective salary; \$7,250 SECA; two weeks study leave; four weeks

(Four Sundays) vacation); \$1,250 professional expenses; \$500 study leave; \$1,750 other allowances; \$45,039.40 Total Package. (5/6/21)

2. Approved the extension of the Supply Pastor Contract between the **Rev. Laura Colee** and the Session of the **Beacon Presbyterian Church** from May 31, 2021 through August 29, 2021 with the following terms: this is a 15 hour per week position: \$5,200 for 13 weeks; 1 week vacation; four days study leave. (5/6/21)

Transitional Ministry Contracts

1. Approved the Transitional Pastor contract between the **Rev. Debbie Heffernan** and the Session of the **Glading Memorial Presbyterian Church** effective July 1, 2021 for a period of six months with the following terms: this is a full time position; \$2,010.97 cash compensation; \$25,000 housing allowance; \$27,010.97 effective salary; \$2,066.34 SECA; \$9,994.06 pensions; \$1,250 professional expenses; \$500 study leave; one week study leave; two weeks (two Sundays) vacation; 40,821.37 Total Package. (5/6/21)
2. Approved the Transitional Pastor Contract between **Rev. Peter Sulyok** and the Session of the **Carmel Presbyterian Church** for a period of twelve months beginning April 22, 2021 with the following terms: this is a full time position; \$32,405.40 cash compensation; \$51,000 housing allowance; \$1,020 deferred compensation; \$2,060.40 additional insurance payments; \$86,485.80 effective salary; \$6,616.16 SECA; \$31,999.75 pensions; \$2,500 professional expenses; \$1,000 study leave; two weeks Study Leave; one month (four Sundays) vacation; 128,601.71 Total Package. (6/3/21)

Commissioned Lay Pastors

1. Approved the Commissioning of **Ruling Elders Emmanuel Opong-Agyare (Pastoral Care) and Lyse Larose Laing (Children and Youth)** as Commissioned Lay Pastors (CLPs) serving at the **United Ghanaian Community Church**. (6/3/21) for a term not exceeding three years. This commission can be renewed at that time and will be reviewed annually. (G-2.1001)

Elder Opong-Agyare and Elder Lyse Larose Laing successfully completed CLP training and studies at Dubuque Theological Seminary. Their curriculum was inclusive of Introduction to the Old Testament; Introduction to the New Testament; Introduction to Preaching; Christian Education; Pastoral Care; Presbyterian Polity; Reformed Theology; and Reformed Worship and Sacraments. They have both successfully been examined as to their personal faith and motives for seeking the commission (G-2.1002).

Honorably Retired

1. Approved the request to grant the status of Honorably Retired to the **Rev. Thomas Summers** effective January 1, 2021. (3/4/2021)

Ordinations and Installations

1. Approved the Ordination and Installation Administrative Commission for **Cara Cavicchia** as the Associate Pastor of the **Lower Providence Presbyterian Church** on Sunday, April 25, 2021 at 3:00 pm with the following members: Reverends Ashley Rossi (Carmel), Ethelyn Taylor (Oxford), and Ted Mingle (Lower Providence) and Elders Jen O'Donnell (Lower Providence), Dave Richards (Media), and Julia Hill (Yeadon). (4/8/21)
2. Approved the Ordination Administrative Commission for **Christen Blore** to a validated ministry at the Palmer Theological Seminary on Saturday, May 22, 2021 at 2:00pm with the following members: Reverends Ashley Rossi (Carmel), Judith Brackett (Member at Large), Dr. Janel Dixon (Cedar Park), and Elders Megan Acedo (Beacon), Bill Bishop (Doylestown), Linda Rutkosky (Doylestown), and Larry King (Doylestown). (5/6/21)
3. Approved the Installation Administrative Commission for **Rev. Stephanie Templin Ashford** as the Pastor of the **Thompson Memorial Presbyterian Church** on Sunday, May 23, 2021 at 3:00pm with the following members: Rev. Ashley Rossi (Carmel), Sandy Hull (Grace) and Elders David Oxley (Thompson Memorial), Jill Condon (Woodside), and Hannah Johnson (Beacon). (5/8/21)
4. Approved the **Rev. Matthew Waters** (New Castle Presbytery) to preach at the installation of the **Rev. Stephanie Templin Ashford** at the **Thompson Memorial Presbyterian Church** on Sunday, May 23, 2021. (5/6/21)

Position Descriptions & Ministry Information Forms

1. Approved the position description for the Supply Pastor position at the **Aston Presbyterian Church**. (4/8/21)
2. Approved the Transitional Minister position description for the **Supplee Presbyterian Church**. (6/3/21)

Moderators of Session

1. Approved **Rev. Dr. Wallace Fletcher, Jr.** as the Moderator of Session of the **Church on the Mall**. (4/8/21)
2. Approved the **Rev. Leah Quarles** as the Moderator of Session of the **Parkland Community Church**. (5/6/21)

3. Approved the **Rev. Karen Nelson** as the Moderator of Session of the **Llanerch Presbyterian Church**. (5/6/21)
4. Approved **Rev. Mindy Campbell** as Moderator of the Congregational Meeting of the **Holy Trinity-Bethlehem Presbyterian Church** for the purpose of electing **Rev. Gregory Terry** as their Pastor and approving his Terms of Call. (6/3/21)
5. Approved **Rev. Peggy Clark** as Moderator of the Congregational Meeting of the **First Presbyterian Church of Levittown** on Wednesday, June 9th, as well as officiant at the ordination and installation of church officers on Sunday, June 13th. (6/3/21)

Exit Interviews and Covenants of Closure

1. Approved the exit interview with **Rev. Jean Taylor** who was serving at the **Chambers Memorial Presbyterian Church**. (6/3/21)

Transfers of Membership

1. Approved the request of the Stated Clerk to transfer the **Rev. Thomas Summers** to the Presbytery of Halifax and Lunenburg effective January 1, 2021. (4/8/21)
2. Approved the request of the Stated Clerk to dismiss the **Rev. Paul Housworth** to the Presbytery of the East of the Evangelical Presbyterian Church. (5/6/21)

Miscellaneous

1. Approved **Elder Courtenay Willcox** to administer the Sacraments at the **Church on the Mall** through October 1, 2021. (4/8/21)
2. Approved **Elder Clare Jones** to administer the Sacraments at **Aston Presbyterian Church** on April 11, 2021 and May 2, 2021. (4/8/21).

COMMISSION ON FINANCIAL MANAGEMENT

Presbytery of Philadelphia 2022 Annual Budget Commentary

As a Matthew 25 presbytery we are called to embody the Gospel of Jesus Christ, boldly and compassionately serving the hungry, oppressed, and the forgotten. This past year COVID-19 interrupted the rhythms of our routines. Our worship gatherings, ministries, and traditions were challenged beyond our comfort zones. Yet we persevered and found new ways to work through unexpected challenges. We found ways to stay connected through the gifts of technology. We found new ways to support ministry initiatives within our communities, embracing new opportunities.

The 2022 Operating Budget is a tangible manifestation of our continuing commitments to our churches, minister members, community ministries and our denominational connections. Our presbytery budget is primarily funded by three sources; Per Capita or apportionment, Unified Mission Giving, and income from endowments established by the saints preceding us. Per Capita represents shared amounts with Presbytery (62%), General Assembly (30%), and the Synod of the Trinity (8%). Unified Mission is shared as directed by each member church.

Your presbytery leadership is grateful for your generosity. Your commitment of resources supports ministry initiatives in our communities and beyond.

Net Surplus/(Deficit)

The 2022 Operating Budget is balanced, our budgeted receipts equal budgeted expenses. The 2021 budget surplus of \$116,219 reflects the impact of the Payroll Protection Program Forgiveness, without which we would have had a deficit of \$(62,218). The generous stewardship of our member churches in the final days of 2020 changed an anticipated deficit into a surplus of \$82,820.

Receipts

Receipts are projected to remain relatively stable for 2022. Member churches provide 63% of our operating receipts through Per Capita and Unified Mission. The 2022 Per Capita rate will hold at \$30.00 per member for 2022: \$18.62 for the Presbytery of Philadelphia, \$8.98 for General Assembly, and \$2.40 for Synod of the Trinity.

Expenses

The 2022 Operating Budget includes \$166,333 of collective support for our community ministry partners, a 5% increase over 2021. This includes our continued support for West Kensington Ministry, The Welcome Church, Chester Eastside Ministry, John Gloucester House, and Central Presbyterian Church. It also includes a recognition of 60 years of Christian camping for children and youth at Kirkwood Camp, with \$35,000. The Kirkwood Administrative Commission is developing guidelines for these funds. Other initiatives of our commissions and staff supported through the Operating Budget include leadership and ministry support, the Vital Congregations initiative and administration of Covenant and Great Ends grants. The 2022 budget reflects our ongoing commitment to invest in the fostering of our covenant community via our web and social media presence, pastoral and ecclesiastical ministries, leadership training, legal counsel, fiscal, and risk management advice.

Presbytery of Philadelphia

Proposed Operating Budget

For Year Ended December 2022

	Budget		Actual	
	2022	2021	2020	2019
Receipts:				
Congregational Mission Giving	435,000	368,500	431,579	392,009
Presbytery Per Capita	375,000	389,400	367,232	415,144
Endowment Distributions	389,724	298,000	320,653	310,956
Investment Income	25,000	15,000	34,117	41,717
Other Gifts & Receipts	45,000	74,102	70,329	66,346
PPP Forgiveness		178,500		
Total Receipts	<u>1,269,724</u>	<u>1,323,502</u>	<u>1,223,910</u>	<u>1,226,172</u>
Expenses:				
Personnel	912,891	883,300	816,452	871,407
Ministries	166,333	158,333	165,583	161,564
Office expenses	32,500	30,750	36,758	37,967
Building & grounds	31,000	27,500	26,579	30,379
Telecom & utilities	24,500	24,500	22,500	24,874
Professional fees	52,000	40,000	39,288	38,974
Insurance & taxes	32,500	25,000	23,317	17,339
Commissions & meetings	14,500	14,400	4,749	15,044
General & administrative	3,500	3,500	5,864	697
Total Expenses	<u>1,269,724</u>	<u>1,207,283</u>	<u>1,141,090</u>	<u>1,198,245</u>
Net Surplus (Deficit)	<u>0</u>	<u>116,219</u>	<u>82,820</u>	<u>27,927</u>

Presbytery of Philadelphia
Proposed Supported Ministries Budget
For Year Ended December 2022

<u>Ministries</u>	Budget		Actual
	2022	2021	2020
John Gloucester House	15,000	15,000	17,250
Welcome Church	15,000	10,000	10,000
Chester Eastside	25,000	25,000	30,000
Kirkwood/ Youth program scholarships	35,000	35,000	35,000
Central Norristown	18,000	18,000	18,000
West Kensington Ministries	15,000	12,000	12,000
Religious Leaders Council	3,000	3,000	3,000
Strategic Ministries	3,000	3,000	3,000
<u>Reserves/Fund Allocations</u>			
Ministry & Leadership Incubator	20,000	20,000	20,000
Youth Triennium	3,333	3,333	3,333
Immigrant Ministries	2,000	2,000	2,000
Judicial process	12,000	12,000	12,000
	166,333	158,333	165,583

Operating Fund

Presbytery of Philadelphia
Operating Budget
As of May 31, 2021

	Year to Date 05/31/2021 <u>Actual</u>	Year To Date 05/31/2021 <u>Operating Budget</u>	Year Ending 12/31/2021 <u>Operating Budget</u>
Operating Budget			
RECEIPTS			
Presbytery Per Capita	\$ 161,550	\$ 162,250	\$ 389,400
Presbytery Mission	110,722	153,542	368,500
Endowment Subsidy	0	0	298,000
Investment income	2,214	6,250	15,000
Other gifts, receipts	11,544	30,876	74,102
PPP Forgiveness	190,161	178,500	178,500
Total Receipts	<u>\$ 476,191</u>	<u>\$ 531,418</u>	<u>\$ 1,323,502</u>
EXPENSES			
Personnel	\$ 345,277	\$ 368,042	\$ 883,300
Ministry partnerships	62,249	60,417	146,333
Office expenses	9,647	13,646	32,750
Building and Grounds	14,339	11,458	27,500
Telecom & utilities	10,634	10,208	24,500
Professional fees	13,792	21,250	52,000
Insurance & taxes	410	7,917	19,000
Commissions and meetings	5,950	6,000	14,400
General & administrative	1,938	3,125	7,500
Total Expenses	<u>\$ 464,236</u>	<u>\$ 502,063</u>	<u>\$ 1,207,283</u>
Total Operating Surplus (Deficit)	<u>\$ 11,955</u>	<u>\$ 29,355</u>	<u>\$ 116,219</u>

Operating Fund

Presbytery of Philadelphia
Ministry Partnerships
As of May 31, 2021

	Year to Date 05/31/2021 <u>Actual</u>	Year To Date 05/31/2021 <u>Operating Budget</u>	Year Ending 12/31/2021 <u>Operating Budget</u>
Ministries			
Ministry partnerships			
John Gloucester House PCMDV	3,750	6,250	15,000
Welcome Church	7,500	5,000	10,000
Kirkwood/Youth Program Scholarships	14,583	14,583	35,000
Chester Eastside	15,083	10,417	25,000
Central Norristown	7,500	7,500	18,000
Black Presbyterian Caucus	500	0	0
West Kensington Ministry	5,000	5,000	12,000
Ministry & Leadership Incubator	8,333	8,333	20,000
Religious Leaders Council	0	1,250	3,000
Youth Triennium	0	0	3,333
Immigrant Ministries	0	834	2,000
Strategic Ministries	0	1,250	3,000
Total Ministry partnerships	<u>62,249</u>	<u>60,417</u>	<u>146,333</u>
Total Ministry Support	<u>\$ 62,249</u>	<u>\$ 60,417</u>	<u>\$ 146,333</u>

PRESBYTERY LEADERSHIP COLLEGIUM
Informational Items

**The following actions were taken by the Leadership Collegium
at their May 11, 2021 meeting.**

Action: Approved the March 9, 2021 Collegium meeting minutes. (5/11/21)

Action: Approved the April 20, 2021 Presbytery Meeting Minutes. (5/11/21)

Action: Approved the 2022 proposed Budget as presented by Commission on Financial Management. (5/11/21)

Action: Approved the Chambers Memorial Presbyterian Church and its use of their Manse Fund for certain capital needs. This action has been approved by the Commission of Financial Management. (5/11/21)

WHEREAS, Chambers Memorial is a small church, currently without a pastor. Chambers sold its manse in 2015 and the proceeds of that sale in the amount of \$177,270.00 were invested in a manse fund at Wells Fargo Advisors. The Church has used the monthly income (\$620.00) to support the pastor's housing allowance. The value of the investment today is approximately \$187,700.00, i.e., an increase of approximately \$10,000.00 in total value. The Church has requested approval to use the increased value of the manse fund in the amount of \$10,000.00 for capital needs of its property: roof repair, wheelchair ramp repair, repair of water damage in the narthex.

WHEREAS the Trustees approved the foregoing request at its regular meeting held on May 6, 2021.

RESOLVED, that Collegium approve the use by Chambers Memorial Church of \$10,000.00 from its manse fund for capital needs of the Church.

Leadership Collegium Additional Information Item

Guidance for Re-Engaging “In Person” Meetings
for Commissions and Committees
(Approved by Presbytery Leadership Collegium June 30, 2021)

As the number of those vaccinated rises along with the pandemic numbers of illness and deaths lessening, we are looking forward to gathering in person with one another, conducting meetings in ways that encourage incarnational relationships beyond the business-at-hand.

While eagerly leaning into this season of re-engagement, we remain committed to keeping our people safe, structuring our gatherings in ways that are wise and guided by local health recommendations (i.e. the need for masks while indoors).

Over the past 17 months, we have learned of benefits to online meetings (including accessibility, convenience and ecological impact). We have been reminded of the benefits to in person meetings (including the capacity to show grace and connect with one another on a personal level). As we begin to rise from social distancing, we are also aware that not everyone is vaccinated, including our children – making us mindful of a vulnerability that is still among us.

Weighing all these realities, we propose the following meeting model for our commissions, committees, and other groups as we consider the fall:

For those commissions that meet regularly (COM, CPMM, CFM, CRC, and Nominating) we recommend having at least one meeting in person each quarter. That means perhaps meeting in person in September or October (with zoom access for those who cannot attend). We are working out an arrangement with Oxford Presbyterian Church for the use of their fellowship hall so that there would be more space for those in-person gatherings.

For those committees that meet occasionally (COR, SDOP, Personnel, and Bills and Overtures) we recommend considering at least one meeting in person during the remainder of 2021.

For other smaller groups that meet (AC's, Care Teams, Investigative Committees, Task Forces), we recommend you meet in person at the presbytery office as needed. These meetings should be scheduled with the office to assure availability of space.

The other meetings can continue to be held via zoom. These are simply proposed guidelines – each commission will need to monitor the effectiveness of their ministry along the way.

We are grateful for the ways we have risen together – working diligently under conditions we would not have chosen. We trust God will remain steadfast, seeing us out of this wilderness, and that we will emerge equipped for the tasks ahead.

COMMISSION ON PREPARATION FOR MINISTRY AND MEMBERSHIP

Information Items

The following actions were taken by the Commission on Preparation for Ministry and Membership at its April 8th and May 13, 2021 meetings.

Enrollment of New Minister Members

1. Received Rev. Jonathan Britt as a minister member of the Presbytery. (5/13/21)

Miscellaneous

1. Met with Clare Jones (Christ's Community) for annual consultation. (4/8/21)
2. Met with Heidi Biermann for annual consultation. (4/8/21)
3. Met with Lars Peterson (Arch Street) for annual consultation. (5/13/21)
4. Met with Christian Heyer-Rivera (Chestnut Hill) for annual consultation. (5/13/21)

Under the Care of the Presbytery of Philadelphia Commission on Preparation for Ministry and Membership

Inquirers

Choi, Mina (Doylestown)
Dean, M. K. (Philadelphia, First)
Downing, Bernard (T.M. Thomas)
Dwayen, Gabriel (Tully)
Hearst, Eric Jerome (Oxford)
Jones, Claire (Christ's Community)
Martin, Emma-Claire (Tree of Life)
McCraney, Connor (Newtown)
Mucklow, Wayne (Old Pine)
Peterson, Lars (Arch Street)
Rigsby, Suzin (Abington)
Walhout, Klaas (Philadelphia, First)

Candidates

Briggs, William (Doylestown)
Chaffee, John (Media)
Grace, Arlene (Germantown, First)
Heintz, Cassandra (Carmel)
Heyer-Rivera, Christian (Chestnut Hill)
Hostetter, Sarah (Wayne)

Certified Ready

Baah, Isaac
Bass, Aaron
Biermann, Heidi
Cornish, Theodore
Hodges, Glenda
Nambiar, Virginia
Rascoe, Allen
Rich, Patricia
Willcox, Courtenay

Commission on Resources and Creative Ministry July 2021 Stated Meeting

These past months have been a flurry of exciting activity for the CRC. We continue equipping congregations and faith leadership through the Presbytery's Great Ends Grants. As a snapshot over these few months, we've approved applications for ministry with college students and development of church leadership. Here are the grants awarded since our last report:

The Christian Association: In collaboration with numerous churches in our Presbytery, this historic and inclusive campus ministry at the University of Pennsylvania is developing an initiative with new personnel to intentionally facilitate community, worship, and faith formation gatherings alongside the diverse student body at the University of Pennsylvania.

Elkins Park: Ministry and Leadership Development grant to support a sabbatical for their pastor as she leans into a season of rest and renewal.

Ivyland Presbyterian Church: Development of virtual and in-person adult education initiatives alongside a local seminarian in light of recent learnings in the midst of the pandemic and present realities.

First Presbyterian Church of Glenolden: Revitalizing and expanding faith formation and virtual worship to older adult neighbors who have benefited from their Thanksgiving food distribution programs and are looking for community in a season of increased isolation.

Heeding God's Call: A Peacemaking Grant was awarded to this collaborative effort with local churches to educate about the ongoing realities of gun violence that continue and even have increased in the midst of the pandemic.

In addition to helping to steward innovative ministry, it is a privilege the CRC has to also steward the **Gerald and Margaret R. Andrews Scholarship Fund**. This scholarship was established by Margaret R. Andrews to be awarded to students attending Temple University following these criteria:

- Any African-American member of any predominantly African-American Presbyterian Church (USA) congregation within the city of Philadelphia;
- Graduate of any Philadelphia Public School;
- Admitted and attending any undergraduate or graduate degree program affiliated with Temple University.
- Submit an application with the endorsement of the session of the congregation of which the applicant is a current member, as evidenced by the signature of the Clerk of Session.
- A maximum of five applicants can be awarded in a given year, with a minimum amount of \$3,500 and maximum of \$9,000 to be granted per applicant in a given year.

This spring we were delighted to receive application from and award two students: Robert Hudson (member at Berean Presbyterian Church) to assist his graduate studies, and Clarence Milton James (member at Salt and Light) to assist his undergraduate studies in physical therapy. It was a special joy to welcome Mr. Hudson to our June meeting, where we had opportunity to learn more of his story and to pray blessing over him. The CRC is eager to remind eligible applicants about the availability of these funds. You may find out more by going to the CRC page on the Presbytery website, or I welcome you to reach out to me directly.

Finally, in the midst of summer it is also Covenant Fund time! By the time of this meeting, we will have already completed Wave 1 of applications and awards and will be looking to the deadline for Wave 2 applications, which is August 6. Applications and details on the grant can be found on the CRC page on the Presbytery website. The CRC continues to be available thought partners for any who are considering applying for these funds. Please reach out to me by email [sarah.cooper.searight@swarthmorepres.org] if you are interested in being connected to a CRC member.

Respectfully submitted,

Rev. Sarah Cooper Searight,
Moderator of the Commission on Resources and Creative Ministries

STATED CLERK'S REPORT

Informational Items

In order to accommodate the schedule of deadlines from the Office of the General Assembly (OGA) for overtures to be considered by the 225th General Assembly (2022)¹, the Bills and Overtures Committee has proposed the following schedule for our sessions to follow for any overtures originating from the Presbytery of Philadelphia:

September 30, 2021 If you would like to **serve or nominate someone to serve as a Commissioner or Young-Adult Advisory Delegate (YAAD)**. If you have any questions please feel free to contact Committee on Nominations Chair, Elder Bob Kenworthy at kenworthy@comcast.net.
The election of commissioners will be at our November 16, 2021 Stated Meeting of the Presbytery of Philadelphia.

Our Nominations Form can be found here:

https://media.myworshiptimes22.com/wp-content/uploads/sites/12/2021/04/29144319/GA225_CommissionNominations.pdf

December 1, 2021 Deadline for all **overtures involving amendment(s) to/interpretation(s) of the Book of Order or overtures requiring financial support** to be filed with the Stated Clerk of the Presbytery of Philadelphia from the sessions of our congregation.
The above overtures will be voted on at our January 22, 2022* Stated Meeting of the Presbytery of Philadelphia.

March 11, 2022 Deadline for all **other overtures or comments from the sessions of our congregations and requests for concurrences from other presbyteries** to be filed with the Stated Clerk of the Presbytery of Philadelphia.
The above overtures will be voted on at our April 26, 2022* Stated Meeting of the Presbytery of Philadelphia.

***NOTE: Any overtures to be considered at the stated meeting will be e-mailed to commissioners in advance. In addition to a pre-presbytery information session on the day of the stated meeting to serve as a first-reading, a Saturday morning conversation will be scheduled if needed.**

If you are considering submitting an overture, please feel free to contact Stated Clerk Rev. Kevin Porter (statedclerk@presbyphl.org – please put “Overture” in the subject line), or refer to the 2018 Standing Rules of the General Assembly.

Standing Rules of the General Assembly:

https://www.pcusa.org/site_media/media/uploads/oga/pdf/18_standing_rules_of_the_general_assembly.pdf

¹ **225 GA (2022): June 17 through July 9, 2022 hybrid model**

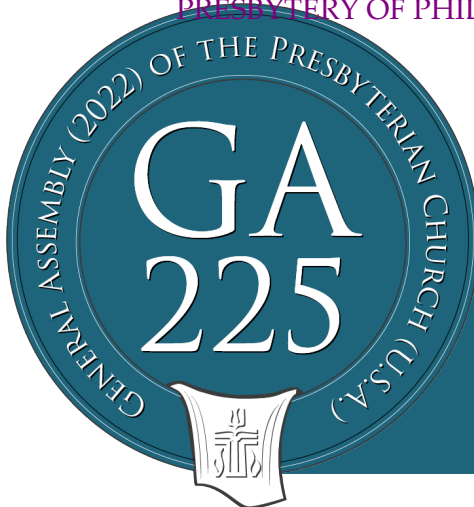
180-day Deadline: December 16, 2021 (list of commissioners to OGA)

120-day Deadline: February 15, 2022 (amendment to/interpretation of *Book of Order*)

60-day Deadline: April 17, 2022 (financial implications)

45-day Deadline: May 2, 2022 (all other overtures, comments)

30-day Deadline: May 17, 2022 (consultation)



Docket for the 225th General Assembly (2022)

All times listed for Eastern Time Zone.
Commissioners and Advisory Delegates will participate in online educational space and review all items of business prior to the General Assembly.

Fri., June 17	Sat., June 18
Committees A-D arrive	8:30-10 am Leader Briefing
	11:00 am Opening Worship 1:00 pm Plenary 1 3:00 pm Break 3:30 pm Plenary 2 6:00 pm Dinner 7:00 pm Plenary 3
	8:00 pm Moderator Election

Sun., June 19	Mon., June 20	Tues., June 21	Wed., June 22	Thurs., June 23	Fri., June 24	Sat., June 25
Juneteenth Worship and Observance	Committees A-D in session			Committees A-D depart		
3:00 pm Commissioners' Resolutions Due 5:30 pm Bills and Overtures Committee			Committees E-H arrive	Committees E-H in session		
			Hands and Feet?			

Sun., June 26	Mon., June 27	Tues., June 28	Wed., June 29	Thurs., June 30	Fri., July 1	Sat., July 2
Committees I-L arrive	Committees I-L in session			Committees I-L depart		
Committees E-H depart			Committees M-P arrive	Committees M-P in session		
			Hands and Feet?			

Sun., July 3	Mon., July 4	Tues., July 5	Wed., July 6	Thurs., July 7	Fri., July 8	Sat., July 9
Moderator Training	Moderator Training	11:00 am Worship Plenary 4	11:00 am Worship Plenary 7	11:00 am Worship Plenary 10	11:00 am Worship Plenary 12	11:00 am Worship Plenary 15
Committees M-P depart		2:00 pm Lunch Plenary 5 Coffee Break	2:00 pm Lunch Plenary 8 Coffee Break	2:00 pm Lunch Plenary 11	2:00 pm Lunch Plenary 13 Coffee Break	1:00 pm Lunch
		7:30 pm Dinner Plenary 6	7:30 pm Dinner Plenary 9	<i>Afternoon/ Evening will continue plenary or focus on Hands and Feet.</i>	7:30 pm Dinner Plenary 14	2:30 pm Plenary 16 Break
						5:30 pm Plenary 17 Closing Worship

Worship and Plenary June 18 will be a hybrid of online and in-person participants. July 5-July 9 will take place online.

Presbytery of Philadelphia

POLICY ON ETHICS OF SEXUAL BOUNDARIES

I. INTRODUCTION

The Presbytery of Philadelphia (“Presbytery”), in an effort to further the peace, unity and purity of the church through the prevention and remediation of sexual misconduct within the church, has adopted the following policy. This policy applies to all the following: Ministers of Word and Sacrament, Commissioned Lay Pastors (CLP), Certified Christian Educators (CCE), Presbytery staff, those serving on Commissions and Committees of the Presbytery, ongoing volunteers serving on behalf of the Presbytery, and those under care of Presbytery, all of whom are hereafter referred to as “Ministers” whether or not ordained, and as defined in Section V. of this policy. The structures and procedures for responding to allegations of sexual misconduct are mandated by the *Book of Order*.

II. THE PURPOSE OF THIS POLICY

The Code of Ethics of the Presbytery of Philadelphia prohibits sexual misconduct or abuse of any kind. The purpose of this policy is to supplement that Code of Ethics by:

1. Defining sexual misconduct by Ministers*
2. Providing a policy for
 - a. the enforcement of ethical behavior consistent with the Reformed tradition and civil law, and
 - b. the prevention of sexual misconduct and abuse
3. Describing the judicial and pastoral process, for reporting, addressing, and responding to sexual misconduct in the Presbytery
4. Implementing this policy

III. THE DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct is an abuse of authority and power, breaching Christian ethical principles by sexually misusing a trust relationship. It is the comprehensive term used in this policy to include, but not be limited to, sexual abuse of adults (including any incapable of meaningful consent), rape or sexual assault (including intimate partner violence/abuse), sexual harassment, and sexual abuse of children. Categories of sexual misconduct are described below.

1. **Sexual abuse** occurs whenever a person in a position of trust, including, but not limited to, those described in the Introduction above, engages, with or without consent, in a sexual act or sexual contact with another person to whom they owe a professional and pastoral responsibility. Such abuse shall include, but not be limited to, the following:
 - a. Any sexual act or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
 - b. Any sexual act or sexual contact where there is a professional relationship, including consensual physical relationships and when an inherent imbalance of power undermines consent.

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- c. Any other act defined as “sexual abuse” (or equivalent) under criminal and civil laws, as they may exist from time to time, of the jurisdiction where the act occurs.
2. **Rape, Attempted Rape and Statutory Rape** (as defined by PA Statute) or sexual contact by threat, coercion, force, violence, or intimidation of another person (including intimate partner abuse).
3. **Intimate Partner Violence:** Intimate partner violence (IPV) is abuse or aggression that occurs in a mutually acknowledged romantic relationship. “Intimate partner” refers to current and former spouses and dating partners. IPV can vary in how often it happens and how severe it is. It can range from one episode of violence that could have lasting impact to chronic and severe episodes over multiple years.
4. **Sexual harassment** reflects unwelcome and uninvited behavior (such as offensive, obscene, or suggestive language or behavior, uninvited images, unwelcome touching, or fondling) that is injurious to the physical or emotional health of another, including sexual bargaining relating to the conditions of a person’s employment or participation.
 - a. **Stalking** may be a form of sexual harassment. Stalking is a pattern of repeated, unwanted attention and contact by a person that causes fear or concern for one’s own safety or the safety of someone close to the victim.
 - b. **Psychological aggression** may be a form of sexual harassment. Psychological aggression as a form of sexual harassment is the use of verbal and non-verbal communication with the intent to harm another person mentally or emotionally and/or to exert control over another person. This includes use of all electronic media.
5. **Child sexual abuse** includes, but is not limited to, any interaction between an adult and a child for the purpose of sexual stimulation of the adult or of a third person, including the use of electronic media. The interaction may or may not involve touch. Sexual interaction and/or dating between an adult and a child (a person under the age of 18) is abuse.
6. **Inappropriate Electronic and Social Media Communications**
 - a. No person shall engage in electronic and social media communications that violate any the Presbytery of Philadelphia policies or any local, state, or federal law.
 - b. In all communications related to Presbytery of Philadelphia programs, services, and activities, or made during Presbytery of Philadelphia activities and events, all employees and volunteers should avoid the use of statements or content that reasonably could be viewed as sexually:
 - Derogatory
 - Lewd, pornographic, or obscene

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- Threatening, harassing, or bullying
 - Discriminatory
 - Facilitating illegal activities
 - Crossing the line between professional and personal boundaries
- c. Digital communication (including but not limited to electronic and social media communications, email, text messages, chats, blog and site posts, tweets and messages via social networking sites, etc.) is not confidential. It should be considered public communication in that it can be shared with and forwarded to others.
- d. Online interactions need to be as transparent as those conducted in person.
- e. Laws regarding mandated reporting of suspected abuse, neglect, harassment, bullying or exploitation of children, youth, elders, and vulnerable adults apply in the online world as they do in the physical world.
- f. Community environment and experience can be enhanced by establishing guidelines around respectful and appropriate use of social media and electronic communication devices during worship and church meetings and activities.
- Adults who seek religious or spiritual advice from Ministers* via digital means must understand that their communication is NOT confidential.
 - Use of digital means to communicate nullifies confidentiality. To help maintain appropriate boundaries, Ministers* are encouraged to use privacy settings to shield both adults and youth from viewing content that may be inappropriate if a personal account is used or Ministers* move to another congregation.
 - Participants should consider what will be shown in video communications, such as their surroundings, their clothing and state of dress, etc.
- g. Violations of the Electronic and Social Media Section of this policy may be considered sexual misconduct or abuse. Any and all behavior prohibited in-person, is also prohibited through Electronic and Social Media communications as well.

IV. POLICY FOR THE PREVENTION OF SEXUAL MISCONDUCT

1. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture, of the Reformed confessions, as well as of ministerial, pastoral, employment, and professional relationships. Sexual misconduct by a minister is a serious violation of the ordination vows of the Presbyterian Church (U.S.A) and the standards of the Presbytery of Philadelphia Policy on Code of Ethics.

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2. All Ministers* shall satisfy the requirements of the Boundary Training offered by the Presbytery or another source satisfactory to the Commission on Ministry (COM) or the applicable Presbytery staff.
3. Whereas this policy addresses sexual misconduct by those under the authority of the Presbytery, each congregation and organization in the Presbytery is responsible for developing a policy for church professionals, officers, members, non-member employees, and volunteers, which is consistent with this policy.
4. The Presbytery and its congregations shall periodically obtain from their insurance agents confirmation that their insurance policy covers sexual misconduct liability for its programs and activities.
5. For the protection of all concerned, when a minister and a person with whom the minister is in a pastoral relationship are considering exploring a dating relationship, governing/authoritative bodies concerned with the individuals (ordinarily, the session and the COM), and any individual supervisor, shall be consulted.
6. The conviction in civil courts of any Minister of Word and Sacrament, CLP or CCE of sexual misconduct may be grounds for the revocation of ordination/certification in accordance with the *Book of Order*. Final decision would be under the consideration of our ecclesial disciplinary process with the formation of an Investigative Committee (IC).
7. Concealing or failing to report sexual misconduct tends to perpetuate misconduct. All persons governed by this policy have a duty to report sexual misconduct to the Stated Clerk of the Presbytery, according to the procedural requirements of this policy and the *Book of Order* (G-4.0302, D-10.0401b.).
8. The Presbytery shall maintain and train a standing Sexual Misconduct and Abuse Response Team (SMART). The purpose of SMART is to assure that the Presbytery responds in a smart, trauma-informed way as it provides pastoral care for alleged victim(s), offender(s), affected persons and families, and any affected congregation.
9. The Presbytery shall maintain and train a pool of Presbyterians in good standing (the SMART Pool) from whom may be drawn representatives to train those responsible for carrying out the duties necessary to fulfill the work of the judicial and pastoral care processes after the filing of a complaint of sexual misconduct. Membership in SMART Pool shall be as determined hereafter in V.3.f.iii.

V. POLICY IMPLEMENTATION

1. Availability of Policy and Procedures
 - a. The Stated Clerk shall make copies of this policy available to all persons subject to it, and each recipient shall acknowledge in writing within one month that they have received it and agree to comply. A copy of this policy shall be maintained on the Presbytery of Philadelphia website, and signed copies of acknowledgement kept on file by the Stated Clerk of the Presbytery.
 - b. Within twelve months of having received this policy, all Ministers* shall be trained

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- by the COM on the nature and prevention of sexual misconduct, or in the case of a candidate under care, by the Commission on Preparation for Ministry and Membership (CPMM). The Stated Clerk of the Presbytery shall keep a record of all who have completed the training and all who have failed to complete the training.
- c. Continuing members of the Presbytery shall be required to take refresher training no less than once in every 5 years.
 - d. Ministers* shall provide written acknowledgment of receipt of this policy.
 - e. The Presbytery, through SMART, shall train members of the Permanent Judicial Commission (PJC), and anyone sitting on an Investigating Committee (IC) where sexual misconduct is alleged, in sexual ethics and misconduct issues prior to their undertaking their charge.
2. Pre-Employment Screening
- a. Reference Checks
 - i. Screening of Ministers* shall include specific questions related to previous complaints of sexual misconduct. This screening shall include review of the Sexual Misconduct Information of the Presbyterian Church (U.S.A.) Personal Information Form when interviewing persons seeking ministerial calls.
 - ii. The Executive Presbyter, Stated Clerk and/or designee, is responsible for making reference checks through Synod Executives, other Executive Presbyters, or other authorized persons to ascertain any history of sexual misconduct. The Executive Presbyter, Stated Clerk and/or designee shall report findings to the COM. Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.
 - iii. The person within the Presbytery authorized to give a reference is obligated to give truthful information regarding complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant. A given reference shall be updated if subsequent events require it.
 - b. Background Checks
 - i. As part of the CPMM clearance process, all incoming clergy shall be required to sign a written consent and release form authorizing Background Check and Credit History.
 - ii. The Executive Presbyter, Stated Clerk and/or designee shall order and review the background reports. The discovery of a criminal or ecclesiastical conviction will not automatically exclude the person from entry into the Presbytery. How the Presbytery makes use of the background report will be determined on a case by case basis. The Executive Presbyter, Stated Clerk and/or designee and the CPMM will counsel both with the candidate and the calling organization where appropriate.
 - iii. The Executive Presbyter, Stated Clerk, and/or designee shall ensure the confidentiality and appropriate retention of background reports. A candidate who

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claims that the information in a report is inaccurate, false or incomplete shall have the right to dispute it with the investigative firm.

3. The Judicial and Pastoral Response to Allegations

- a. The submission of an allegation of sexual misconduct triggers various responses within the Presbytery's disciplinary structure. These responses include the initiation of both a judicial process and a pastoral care process. The judicial process is initiated by the Stated Clerk according to the *Book of Order*. The pastoral process is initiated by the Executive Presbyter.
- b. The responsibilities, structures and procedures for responding to allegations of sexual misconduct are mandated, in part, by the *Book of Order*. Particularly, the roles of the COM, the IC and the PJC are outlined in G-3.0307, D-10.0000 and D-11.0000.
- c. Initiating the Judicial and Pastoral Processes
 - i. The judicial and pastoral processes begin with a written report to the Stated Clerk of the Presbytery.
 - ii. Sexual acts involving minors (under age 18), allegations of rape, sexual assault or other misconduct that violates criminal law shall be immediately reported to the civil authorities and to the Stated Clerk.
 - iii. There is no statute of limitations for sexual abuse allegations (D-10.0401b).
 - iv. In accordance with the *Book of Order*, the Stated Clerk shall appoint an IC as close to two weeks as practicable after receipt of a written complaint of sexual misconduct.
 - v. If an accuser is unable or chooses not to submit a written allegation, the Stated Clerk shall notify the Executive Presbyter who will direct SMART to offer pastoral support.
 - vi. The Stated Clerk shall inform the Executive Presbyter when a complaint has been filed. The Executive Presbyter shall notify the moderator of SMART in order that the pastoral care process may be initiated.
 - vii. If the Executive Presbyter and/or Stated Clerk determines that the complaint is the subject of civil or criminal litigation, they shall consult legal counsel for the Presbytery. This could put a pause in the ecclesial process until the civil/criminal litigation is resolved.
 - viii. Concerns about the provision of any Minister's * service related to a complaint should be directed to the Stated Clerk. The Stated Clerk will notify the appropriate person, committee or team moderator, and the Executive Presbyter or designee of all concerns received so they may make good faith efforts to address all concerns quickly and sensitively.
 - ix. All inquiries from the media regarding any alleged incident of sexual misconduct

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shall be referred to the Executive Presbyter, Stated Clerk, and/or designee, who shall confer with legal counsel for the Presbytery prior to responding to the media.

d. The Judicial Process

- i. Through SMART, the Presbytery shall train all persons assigned to participate in the judicial process to function appropriately in their assigned tasks.
- ii. Any IC shall ordinarily have five members, with at least two members present when meeting with an alleged victim, accused, accuser, or witness. Such meetings should include at least one person who is of the same gender as the person being interviewed.
- iii. Administrative leave shall be administered in accordance with the *Book of Order*, should it be deemed necessary by a PJC review.
- iv. The victim and/or accuser has the right to an advocate as described in D-10.0203a, b. The Presbytery extends the same right to the accused. The accused also has the rights as described in D-10.0203c, including the right to counsel.
- v. The person being accused or the victim may petition the PJC to review the procedures of the IC.
- vi. The Stated Clerk shall treat the names of the accuser(s) and the victim(s) with strict confidentiality, and they shall not be listed in the report of the PJC to the Presbytery. Records of all investigations will not be sealed, but will be available only at the discretion of the Stated Clerk. (D-10.0204 for accused)
- vii. When a determination of guilt has been made by the PJC or a plea of guilty has been received, the Stated Clerk shall read the decision and any censure at the next stated meeting of the Presbytery (D-11.0700). When a pastoral relationship is dissolved as the result of a finding of guilt, the calling organization shall not be required to provide severance beyond the date of dissolution.
- viii. If a minister renounces jurisdiction, remuneration or severance shall not be required past the effective date of the renunciation.
- ix. If censure or a guilty verdict or plea precipitates the retirement of the minister, the status of "Honorably Retired" shall not be conferred.
- x. When a minister is found not guilty by the PJC, vindication will be pursued vigorously by the Presbytery as outlined in D-9.0000.
- xi. Any records and files, regardless of medium, pertaining to a complaint, investigation, trial, or settlement discussion, shall be kept confidential. At the conclusion of a case, all related records and files shall be delivered to the Stated Clerk. No committee or its members shall keep copies of related documents.
- xii. The Stated Clerk's annual report to the Presbytery shall include statistics on the number of sexual misconduct complaints and a summary of the

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disposition of each.

e. Restoration

- i. Anyone who has been removed from the exercise of office due to sexual misconduct may apply for restoration to office by writing the Stated Clerk. A minister desiring restoration may apply to the governing body that imposed censure by submitting a written request for restoration to the Stated Clerk. (D-12.0200)
 - ii. The Executive Presbyter and/or Stated Clerk, and the moderators of COM and SMART shall select 3-5 persons who are currently or have previously served on SMART, to serve as the Restoration Committee (RC) to consider the minister's request and make a recommendation. The members of the RC shall, when possible, include persons who were involved in the judicial and/or pastoral care processes of the case.
 - iii. The RC shall give written notice of the minister's application for restoration to the known victim(s) and session/agency affected by the misconduct. Parties who have been a part of the judicial process shall be given opportunity to speak to SMART. SMART may be consulted by sessions/agencies affected by the misconduct.
 - iv. Among considerations toward restoration, the RC should take into account the following:
 - 1) Unequivocal acknowledgement of responsibility for harm done.
 - 2) Conveyance of written apology and offer of restitution to the victim(s).
 - 3) Genuine remorse and repentance demonstrated by a fundamental change in behavior and understanding.
 - 4) Psychological assessment of the minister's readiness to return to office by outside professionals trained in assessing the rehabilitation of sexual misbehavior and/or relational violence as chosen by the Presbytery. The cost of such assessment shall be incurred by the individual seeking restoration.
 - 5) Active participation in a congregation of the Presbytery for a least one year, and the support of the session of that church.
 - v. When the RC recommends, in consultation with the psychological assessment as referenced in 4) above, restoration to office for a minister seeking it, the Presbytery shall consider fundamental the affirmative answer to the question "Can you be assured with reasonable certainty that this person will not again violate the boundaries of a ministerial relationship through sexual misconduct?" (After the above has been met, the RC will make a recommendation to the appropriate entities of Presbytery.)
- f. The Pastoral Process
- i. The pastoral care response is carried out by SMART. SMART will work in

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parallel with the judicial process. SMART will not investigate an allegation or in any way usurp the roles of Presbytery officials or committees. It will begin its work upon the reception of a written or oral request by the Executive Presbyter and/or the Stated Clerk.

- ii. The work of SMART will be pastoral in nature and its responsibilities include:
 - 1) Coordinating a process of care that addresses the specific needs of the accuser(s), alleged victims and their families, those accused and their families, and any affected congregation throughout the process of accusation, review and healing.
 - 2) Assisting the Presbytery to establish and maintain a SMART Pool, or collection of Presbyterians in good standing to serve in the various functions of the pastoral care and judicial process.
 - 3) Providing annual education and training for all members of SMART and the RC and its agents by professionals chosen by the Presbytery for their expertise related to sexual misconduct. This training will include a trauma-informed response in the care of victims, congregations, and others impacted by the abuse. It will also include training in assessing allegations of sexual misconduct and abuse, and rehabilitation of sexual misbehavior and or relational violence.
 - 4) Offering trained advocates to accusers, the accused, family members and/or involved congregation.
 - 5) Providing pastoral support for all those impacted by written allegations.
 - 6) Reporting to the Executive Presbyter and COM the status and conclusion of coordinated care surrounding each incident of response.
- iii. The membership of SMART
 - 1) SMART shall be nominated by the COM through the Committee on Nominations (CON) and approved by the Presbytery. SMART shall consist of six to nine members on staggered 6 year terms, with aggregate expertise, as far as possible, in the following areas:
 - a. The dynamics of sexual abuse and trauma-informed care
 - b. Psychological counseling
 - c. Child advocacy
 - d. Legal
 - e. Conflict management
 - f. Insurance
 - g. Personnel management
 - h. Pastoral practices

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- i. Church governance and policies
 - j. Public relations
- 2) The moderator of SMART shall be a member of COM, appointed by the COM in consultation with the Executive Presbyter, Stated Clerk and/or designee.
- iv. Members of SMART and any individual participating in the work of SMART shall sign a pledge of confidentiality which shall be submitted to the Executive Presbyter and/or Stated Clerk.

V. DEFINITIONS

ACCUSED is the person against whom a complaint of sexual misconduct is made.

ACCUSER is the person claiming knowledge of sexual misconduct by a person whose conduct is covered by this policy. The accuser may or may not be the person aggrieved by the alleged sexual misconduct.

ADVOCATE is a person available to the accuser, victim, accused or any affected family member, that accompanies the same at any or all stages of the process of complaint review. In this policy, "advocate" does not denote legal representation. If the accuser, victim, accused or any affected family member cannot or does not have an advocate readily available, one will be offered to them by SMART.

CONFIDENTIALITY is the assurance of and respect for the privacy, reputation and records required on the part of all those dealing with any allegation of sexual misconduct. Information related to any accusation will only be available to those persons officially related to the ongoing process described in this policy.

INVESTIGATING COMMITTEE (IC): The IC is a body formed by the Stated Clerk for the purpose of investigating a complaint of sexual misconduct by one of the ministers* of the Presbytery. The Presbytery and *Book of Order* (D-10.0200) outline the formation, responsibility and conduct of the IC. The IC is charged to make determination of the sufficiency of evidence to bring charges against an accused.

MANDATED REPORTER: Under Pennsylvania law, persons who, in the course of their employment, occupation or practice of their profession, are required to report any and all suspected incidents of child or elder abuse. Clergy are specifically named as mandated reporters when confidential communication causes them reasonable belief that there is risk of imminent bodily harm to any person.

MEANINGFUL CONSENT is consent for a sensual or sexual relationship given by an adult. Meaningful consent is possible only when no professional relationship exists between the minister and the adult. Neither a minor (under 18) nor anyone without sufficient mental capacity is able to give meaningful consent.

*MINISTER, for the purpose of this policy, is a collective word that refers to all Ministers of Word and Sacrament, Commissioned Lay Pastors (CLP), Certified Christian Educators (CCE), Presbytery staff, those serving on Commissions and Committees, ongoing volunteers serving

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on behalf of the Presbytery, and those under care of Presbytery.

PERMANENT JUDICIAL COMMISSION (PJC): The continuing body elected by the Presbytery to conduct trials when an IC files charges. The PJC's structure and duties are described in D-5.0000.

RESTORATION COMMITTEE (RC): is the body formed by the Executive Presbyter and/or designee, the Moderators of the COM and SMART, to respond to a request of a minister to be restored to office after having been found guilty of sexual misconduct.

SEXUAL MISCONDUCT and ABUSE RESPONSE TEAM (SMART): SMART is the body of six to nine Presbyterians elected by the Presbytery to offer pastoral care for alleged victims, offenders, and affected families and congregations and to resource and train those responsible for the judicial process

VICTIM is the person alleged to have been sexually abused by a person covered under this policy.