

PRESBYTERY OF
SAN GABRIEL

*September
Presbytery
Meeting
Packet*



SEPTEMBER 26, 2020 | ZOOM
8:30 AM LOGIN
9:00 AM MEETING BEGINS

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PRESBYTERY OF SAN GABRIEL
STATED PRESBYTERY MEETING
September 26, 2020
Zoom Conference Call

DOCKET

9:00 am	Call to Order Welcome	
9:05	Stated Clerk's Report	TE Diane Frasher
9:15	Opening Worship	
9:20	Administration and Finance	TE Steve Wiebe
9:25	Presbyterian Investment and Loan Program	TE Mickie Choi
9:30	Personnel	RE Carl Von Bibra
9:35	Committee on Representation and Nominations	RE Janice Takeda
9:40	Matthew 25	TE René Myers
9:50	Executive Presbyter's Report	TE Wendy Tajima
10:05	Break	
10:15	Commission on Preparation for Ministry	TE Karen Berns
10:20	Commission on Ministry	TE Cyndie Crowell
10:40	GA Commissioners' Report	TE N'Yisrela Watts-Afriyie RE Maria Cacarnakis
10:50	Executive Commission	TE Roberto Ramirez
10:55	Presbyterian Foundation	Maggie Harmon
11:00	Justice, Peacemaking and Mission	TE Brian Gaeta-Symonds
11:20	Education, Equipping, and Empowerment	RE Pat Martinez-Miller

11:30 Worship - Offering

Today's offering will go to LA-Voice. For more information about LA-Voice go to lavoice.org.

Give to the offering by selecting "Presbytery Offering" on the Presbytery Donate webpage:
<https://sangabpres.org/donate/>

11:50 Benediction and Adjournment

Next Presbytery Meeting: Tuesday, November 17, 2020 at 7:00 pm on Zoom

Setting Up Zoom Prior to the September Presbytery Meeting

Meeting Registration:

Go here to register for the September Presbytery Meeting:

<https://us02web.zoom.us/join/registrantZydeitrD8qGtAGA3smv8cPrpzKWeLwuOZ>

Once you register, you will receive a confirmation email with a **unique link** to join the Presbytery Meeting on Saturday, September 26 at 9:00 am. This confirmation email will also include instructions for using your iPhone or landline for the meeting. Please do not share your link. Each participant should register individually. This action allows us to track attendance for the meeting.

Setting Up Zoom (If you haven't already)

Register with Zoom on the device that you will use for the meeting. We recommend your computer, but you can also use a tablet or smartphone. If you will be calling in on a landline for the meeting skip this step.

- a. Go to <https://zoom.us>
- b. Click the orange button on the top right that says "Sign up, it's free"
- c. Zoom will ask for your information including your email address. Zoom will send you an email to verify your account.
- d. Go to your email and open the message from Zoom.
- e. Click the box (in that email) that says "Activate Account"
- f. Clicking the box should take you to the Zoom page that says "Welcome to Zoom"
- g. Type in your first and last name and create a password. Click continue.
- h. Following this step, Zoom will prompt you to go to "Start my meeting". You can stop here for now. To join the meeting, you will click on the unique link sent to you when you registered.
- i. Before, you close out Zoom [visit this page](#) to test your audio and video to make sure your camera, microphone, and speakers are working.

Please note, if you have already downloaded the Zoom application for your computer, tablet or smartphone, check for updates by Friday, September 25.

Joining the Meeting

On Saturday, September 26 between 8:30 and 9:00 am, open the email you received when you registered. Click "Click Here to Join" to be directed to the meeting. It may ask, do you want to open zoom.us? Select Allow.

Or you can log into your Zoom account (either via your web browser (Firefox, Safari, other or smartphone app) and click join a meeting—put in the meeting id and password. These numbers are found at the bottom of your registration email following the dial in phone numbers.

- j. Click join audio conference by computer (if you are on a smartphone select dial in with internet audio)
- k. You should now see yourself with the use of your camera. (You can participate in the meeting if you do not have a camera and microphone, you will just need to use the chat feature to speak.) If you do not see yourself and you have a camera, you may need to turn on your video. Look at the bottom of your screen and select Start Video.
- l. Your microphone will be muted when you enter the meeting. Please remain muted. If you want to speak, we will give you instructions about when to unmute during the meeting.
- m. If you cannot hear the meeting check the volume on your computer.
- n. At the bottom of your screen, you will also see two icons for participants and chat. Click on both of these icons. They will open in a side panel to allow you to see who is in the meeting as well as what is being said in the chat.

A few more notes:

*Please don't share your unique link to the meeting with anyone. If someone would like to join the meeting have them register themselves. This step helps us secure the meeting and take attendance.

*There will be a practice meeting on Thursday, September 24 at 7:00 pm. Please join this practice by following the steps on joining the meeting above. You will use the same link (and meeting id/password) for both meetings.

*If you have questions please contact Ally Lee at (626) 614-5964 or ally@sangabpres.org before Saturday, September 26.

*If you have questions or issues the morning of the meeting between 9:00 am and 9:45 am please contact one of these folks who will try to help you login.

Bong Bringas at (818) 859-8866

Wendy Gist at (626) 564-0678

Twila French at (626) 244-5778

*[Click here for a YouTube tutorial on using Zoom for the first time.](#)

How the Zoom Presbytery Meeting Works

Registration and Attendance

When you registered for the Presbytery meeting, you were asked to identify the church that you are affiliated with and your role if you are a Minister of Word and Sacrament in this Presbytery, a Presbytery Commissioner (Ruling Elder who votes as a representative of your Session), or a visitor (all others in attendance).

Please be aware if you are a visitor that you should not vote on motions before the Presbytery.

Your attendance will be registered when you join the meeting.

Joining the Meeting

Please see the document "Setting Up Zoom for the September Presbytery Meeting" for details about joining the meeting.

Upon entering the meeting, those on computers or smart phones/devices will click on the word "Participants" at the bottom of their screens to see a list of participants and have access to the "raise hand" icon (at the bottom of the participant list),

Next, click on the word "chat" to see a participant chat.

When you join the meeting, you will be muted. Please remain muted throughout the meeting until you are recognized by the Moderator or during times when everyone is unmuted.

If you are calling in using a landline, **dial *6** to mute and unmute yourself and **dial *9** to raise your hand to be recognized to speak or to vote. Please remain muted unless recognized to speak, so that we don't hear dogs barking or phones ringing in the meeting.

Making a Motion and Participating in Discussion

When the moderator calls for a motion or discussion, use the raise hand icon at the bottom of the participant list to seek recognition. When called upon by the moderator, you will be unmuted by the meeting host. Please introduce yourself with your full name and affiliated church.

Those joining the meeting via a landline will enter **"* 9"** on their keypads, which activates the "raise hand" beside their phone number which is displayed in the participant list. When a host calls out the last 4 digits of their phone number, they will identify themselves by stating their full name and affiliated church.

There will be a few co-hosts scanning for raised hands in the participants list. It may take a few moments to see your raised hands. If you are not recognized please, type in the chat that you would like to be recognized to get the host's attention.

If you have a motion or amendment to make it should be entered in writing into the participant "chat," after which you should seek recognition (raise hand). When called upon, you should note that the motion is in the chat and move it.

Voting

When a motion comes before the Presbytery for a vote, the motion text will appear on your screen and you will have the choice to vote yes or no. Please indicate your choice. These votes will be counted automatically, but the names will not be listed with your vote. A report is available to the host following the meeting with the names of who voted. Please do not participate in the vote if you are visitor to the meeting. The poll will disappear after a few moments.

After those who are participating in the meeting using a computer, tablet or smartphone have voted, the moderator will call for those on landlines to vote. Use *9 to vote when the moderator calls for your vote.

Stated Clerk's Report for September 26, 2020:

- The Stated Clerk brings before the presbytery the motion to vote to have this September 26, 2020 presbytery meeting, as well as any other future presbytery meetings that might occur while we are not able to gather in person together, as a virtual Zoom meeting. This would be an exception to our By-Laws until we are able to have a live meeting at which time we will ratify decisions made during this and any other meetings held electronically.

The Stated Clerk brings the Consent Agenda for vote (Items 1-7)

1. That enrollment of minister and elder commissioners be by enrollment list, excuses properly filed with the stated clerk be honored, and all honorably retired ministers and out of state ministers be excused unless enrolled as present.
2. The Stated Clerk brings before the presbytery the motion that by participating in this Zoom meeting they are also giving the presbytery permission to record the meeting.
3. That the minutes of the Stated Meeting of May 30, 2020 be approved.
4. That the proposed docket distributed in the packet be approved.
5. To receive the June 2020 Financial Report from the Administration and Finance Committee.
6. That all corresponding members voted upon and registered in writing with the stated clerk be seated.
7. Motion to concur with the Rev. Brad Washburn's request to be released from the status of the Ordered Ministry of Word and Sacrament at his own request.

REPORT FOR THE RECORD:

1. The Lord's Supper was served at Westminster Gardens on June 7, 2020 by Rob Crowell assisted by Anne Mills and Anne Kresh. Thirty five people were served.

INFORMATION:

1. The Stated Clerk is presently working on a Zoom training module for new Clerks of Session. This module will be part of the 2021 Winterfest event and will be available after the Winterfest event in a library of electronic resources. The Stated Clerk has already posted several resources for Clerks of Session on the presbytery website under the "Clerk's Corner" and plans on adding additional items in order to provide a good amount of resources that can be accessed at any time by clerks.
2. Following the example of the Synod of Southern California and Hawaii, due to Covid-19 we are **cancelling** any **Review of Minute Books until the 2021 year**. When we do reschedule reviews in 2021, they will be reviews of both the 2019 and 2020 year books. This seems the only viable path to take as we cannot gather together in groups in order to review books this year.
3. Presbytery Meeting Date left for 2020: (held via Zoom)
 - a. November 17, 2020 – Tuesday, 7-9pm – Virtual Meeting
4. Presbytery Meeting Schedule for 2021: Locations TBD
 - a. **January 26th** – Tuesday, 7-9 PM
 - b. **March 20th** – Saturday, 9am-12noon

- c. **June 19th** – Saturday, 9am-12noon
- d. **September 18th** – Saturday, 9am-12noon
- e. **November 16th** – Tuesday, 7-9pm
- f. All meetings are being planned as in-person meetings at this moment. If the effects of Covid continue, we may have to move to virtual meetings.

5. Information for your reference:

a. **Presbytery Minimums for 2020**

i. Full-Time Salary & Housing	\$	57,685
ii. Travel/Professional Expenses		2,735
iii. Study Leave		1,020

6. Just a reminder – If you make a motion on the floor that changes the printed handouts substantially or is a new motion, please write out your motion and turn it in ahead of time to the stated clerk. It is always helpful to present action items in writing in advance.

MINUTES FOR PRESBYTERY OF SAN GABRIEL STATED PRESBYTERY MEETING
May 30, 2020
Zoom Meeting

ASSEMBLE IN GOD'S NAME

The Presbytery of San Gabriel convened on Saturday, May 30, 2020 using Zoom video conference software. A quorum was present as reflected in the roll. Moderator, (TE) Karen Sapio called the meeting to order at 9:30 a.m. with prayer. The Rev. Diane M. Frasher was the stated clerk for the meeting.

(TE) Roberto Ramirez welcomed the Presbytery on behalf of Iglesia de la Comunidad who was meant to host this Presbytery meeting.

ENGAGE IN GOD'S WORK

REPORT OF THE STATED CLERK: (TE) Diane Frasher

The Presbytery moved, seconded, and voted to have this May 30, 2020 presbytery meeting as a virtual Zoom meeting. This would be an exception to our By-Laws until we are able to have a live meeting at which time, we will ratify decisions made during this meeting.

The Presbytery moved, seconded, and voted that participants in this Zoom meeting are giving the presbytery permission to record the meeting.

The Presbytery moved, seconded, and voted to adopt the Consent Agenda (Items 1-9)

1. That enrollment of minister and elder commissioners be by enrollment list, excuses properly filed with the stated clerk be honored, and all honorably retired ministers and out of state ministers be excused unless enrolled as present. (See Appendix A)
2. That the minutes of the Stated Meeting of January 14, 2020 be approved.
3. That the proposed docket distributed in the packet be approved.
4. To receive the December 2019 End of Year Financial Report from the Administration and Finance Committee. (See Appendix B)
5. That all corresponding members voted upon and registered in writing with the stated clerk be seated.
6. The Commission on Preparation for Ministry M/S/V to present to presbytery for the consent agenda to remove Rebecca Ellenberger Law from the Roll of Inquirers at her request.
7. The recent active Investigative Committee has concluded its work and no charges will be filed. We thank the Investigative Committee for its hard work and dedication in performing this service for the Presbytery of San Gabriel.
8. Receive the report from the Administrative Commission for Glendale Korean

Presbyterian Church, and celebrate with them on their successful move to 3709 Rolle St. Los Angeles, CA 90031. (See Appendix C)

9. Concur with the recommendation of the Administrative Commission for First Presbyterian Church, Baldwin Park, that they be authorized to continue exploring the best use of the Baldwin Park facility, in consultation with the Administration and Finance Committee and with the understanding they will come back to the Presbytery or Presbytery Executive Commission for final approval of the disposition of the property.

NECROLOGY:

1. The Rev. Barbara Stout went to be with the Lord on 2/15/2020. She died in Claremont, CA.
2. We have been informed that the Rev. Hoover Wong has gone home to be with the Lord. But, we are having trouble acquiring information as to where and when he died. We will report those details to you as soon as we have them. We do understand that he had moved back to the East with family towards the end of his life. Please keep his family in prayer, as well.
3. The Rev. Larry Boles went to be with the Lord on 5/18/2020. He died at Foothill Presbyterian Hospital in Glendora. Our prayers are with the Boles family.

REPORT FOR THE RECORD:

1. The Lord's Supper was served at Westminster Gardens on February 2, 2020 by Lauren Evans assisted by Cliff and Betty Barker and Aleta Matthews. Twenty people were served.
2. The Lord's Supper was served at Westminster Gardens on April 5, 2020 by the Rev. Millason Dailey. Servers were the Rev. Ann Mills and Anne Krash - 44 were served.
3. The Lord's Supper was served at Westminster Gardens on April 9, 2020 by the Rev. Glen Thorp assisted by the Rev. Ann Mills and Anne Krash - 41 were served.
4. The **Statistical Reporting Season** is over for the 2019 year. We came in with **a 76.3% participation rating**. This percentage of participation is similar to what we have had for the last couple of years. There were a few congregations that struggled for various reasons to post their figures, but, to their credit, persevered and managed a difficult feat for their congregation. Thank you to all who worked so hard this year.
 - a. First Pres., Altadena; Arcadia Pres., Arcadia; Village, Arcadia; First Filipino, Azusa; Emmanuel Hispanic, Claremont; Claremont Pres., Claremont; Praise Community, Covina; Northminster, Diamond Bar; Divine Light, El Monte; Shepherd of the Valley, Hacienda Heights; Iglesia de la Comunidad, Highland Park; St. Andrews, La Puente; La Verne Heights, La Verne; Occidental, Los Angeles; Taiwanese Good Shepherd, Monterey Park; First Taiwanese, Pasadena; Mideast Evangelical, Pasadena; New Hope, Pasadena; Westminster, Pasadena; Knox Pres., Pasadena; Trinity, Pasadena; San Marino Community, San Marino; Calvary, South Pasadena; Grace Taiwanese, Temple City; Westminster, Temple City.

5. The presbytery Statistical Report is attached to these minutes. (See Appendix D)

INFORMATION:

1. The Stated Clerk is continuing to do individual "New Clerk of Session Training" during the 2020 year. Please contact the Stated Clerk at statedclerk@sangabpres.org to schedule a training for your new clerk. At the moment, the trainings are occurring virtually via Zoom, but she will resume to in-person meetings when we are able in the future.
2. Due to the present issues, instead of a spring and a fall Review of Minute Books, we are planning two (2) Fall Reviews of Minute Books. The date and location have been selected for the review on the west side of the presbytery. It will be held on October 17, 2020 at Knox Presbyterian Church, Pasadena. It will begin at 10:00 am and end around 12:00 pm (noon). I am presently looking for a location on the east side of the presbytery for a second Fall Review of Minute Books. It will also be planned for a Saturday in October. All of this planning is contingent upon our ability to meet in person by October 2020.
3. Presbytery Meeting Dates for 2020: (based upon the ability to join together by Fall)
 - a. September 26, 2020 - Saturday, 9am-12noon @ San Marino Community Church
 - b. November 17, 2020 - Tuesday, 7-9pm @ Westminster, Pasadena
4. Information for your reference:
 - a. **Presbytery Minimums for 2020**
 - i. Full-Time Salary & Housing \$ 57,685
 - ii. Travel/Professional Expenses \$ 2,735
 - iii. Study Leave \$ 1,020

OPENING WORSHIP

The Presbytery entered into a time of worship. TE Ally Lee along with members of the Presbytery led a Pentecost themed Call to Worship and Scripture Reading of Acts 2 in English, Spanish, Tagalog, Thai and Taiwanese. TE Jennifer Ackerman and TE Lauren Evans along with Beau Wammack and musicians from Calvary Presbyterian Church, South Pasadena organized singers to lead *O For A Thousand Tongues to Sing* in English, Spanish, and Korean. TE Karen Sapio led a prayer for those members of the Presbytery who had died and gone home to be with the Lord since our last presbytery meeting in January 2020.

REFLECTIONS FROM THE CO-MODERATOR

Co-Moderator of the 223rd General Assembly, Rev. Cindy Kohlmann joined the meeting from Boston. She shared about her experiences as Co-Moderator, the state of the church, and offered a charge to the Presbytery to continue to live into the work of being a Matthew 25 church: building vital congregations, eradicating systemic poverty and dismantling structural racism.

ADMINISTRATION AND FINANCE

TE Steve Wiebe gave a report on behalf of the committee.

INFORMATION:

1. The Presbytery has adopted Breeze as their management software.
2. A new oven was purchased for the Garibaldi property.
3. West Covina has had some expenses for the property.
4. Some giving is down due to the COVID-19 pandemic.
5. We have given out grants to churches. \$9500 in technology grants and \$50,000 in other grants. We have received \$150,000 in a Synod grant.
6. The Presbytery received around \$60,000 in a PPP loan.
7. The Presbytery received the first payment on their dismissal agreement from Alhambra True Light.

COMMISSION ON MINISTRY

TE Cindy Crowell gave a report on behalf of the commission.

The Presbytery moved, seconded, and voted to receive into membership TE Michael Spezio from the Presbytery of Susquehanna Valley.

The Presbytery moved, seconded, and voted to recognize TE Michael Spezio's position as an Associate Professor at Scripps College, Claremont as a validated ministry of the Presbytery of San Gabriel.

The Presbyter moved, seconded, and voted on Items 2 - 6 - as an Omnibus Motion.

2. To renew the call of Arcadia Community Church to TE Larry Ballenger to serve as Interim Pastor (3/4 time) beginning April 11, 2020 for one year.
3. To grant permission for Chiachin "Jacky" Yang, a Candidate under care of the Pacific Presbytery, to labor inside the bounds of the Presbytery of San Gabriel as the Harvest LA Pastor (English Language Ministry) for the Evangelical Formosan Church of Los Angeles, located in El Monte, pending his ordination by and at the request of the Pacific Presbytery.
4. To grant TE Mark Buchanan the status of Honorably Retired effective June 30, 2020, and approve the dissolution of his pastoral relationship with First Presbyterian Church Altadena, pending concurrence by the congregation.
5. To allow TE Jack Davidson to continue to receive benefits from the Board of Pensions until May 31, 2020. His membership was transferred to ECO along with the Alhambra True Light Church effective April 30, 2020, but he needs some extra time to acquire health insurance as ECO does not provide it.
6. To appoint TE Brian Gaeta-Symonds as moderator of Emmanuel Presbyterian Church, Claremont. Jaime Torres is serving as part-time Temporary pastor.

INFORMATION:

1. The Glendale Korean Church has moved to 3709 Rolle St. Los Angeles 90031 and will be changing their name to better reflect this new location.

PERSONNEL COMMITTEE: (RE) Carl Von Bibra gave the following report

INFORMATION:

1. Hired Rev. Diane Frasher as a half-time chaplain for Monte Vista Grove. The financial details are in the PEC report.

Rev. Wendy Tajima offered a prayer for Diane, Lauren, and all of our retired church workers.

EXECUTIVE COMMISSION

TE Roberto Ramirez gave a report on behalf of the commission.

ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY:

1. Approved the migration to Breeze Church Management System as the database for the Presbytery.
2. Approved the purchase and installation of a new stove/oven, and to contract for some termite damage repair, at the Presbytery Center on Garibaldi.
3. Approved Pasadena Presbyterian Church's agreement to allow their sanctuary to be utilized by "Ambient Church" for a concert on February 15, 2020. This decision is in compliance with the Book of Order's requirement that "A congregation shall not lease its real property used for purposes of worship, or lease for more than five years any of its other real property, without the written permission of the presbytery transmitted through the session of the congregation." (G-4.0206b)
4. Approved an "Evening of Advocacy, Education, and Service" to be held on July 21, 2020, in conjunction with the Tapestry Mission Week. Given the restriction on gatherings, the Mission Week has been postponed, and the Evening of Advocacy, Education and Service was suspended indefinitely.
5. Ratified email vote on March 14, 2020, to cancel the Presbytery meeting scheduled for March 28, 2020.
6. Voted to concur with the Presbytery of San Diego on their Overture to the 224th General Assembly on Human Rights in the Philippines. (See Appendix E.) Due to the transition to a truncated on-line GA224, this overture will be considered at the 225th General Assembly in 2022.
7. Voted to concur with Blackhawk Presbytery on their Overture to the 224th General Assembly on Worship Resources for Ministry to Veterans. (See Appendix F.) Due to the transition to a truncated on-line GA 224, this overture will be considered at the 225th General Assembly in 2022.
8. Approved the following terms of call for Revs. Lauren Evans and Diane Frasher as Co-Chaplains for Retired Presbyterian Church Workers, effective 3/1/20–2/28/21, as follows:

Rev. Diane Frasher, Chaplain at 17 hours/week for Monte Vista Grove Homes

Cash Salary \$24,000

Deferred Salary (403b) 10,000

Professional expenses and study leave 2,000

Program Expenses (may be shared) 2,000

Rev. Lauren Evans, Chaplain at 10 hours/week for Westminster Gardens

Salary and Housing \$14,500

Benefits 7,000

Professional expenses and study leave 1,000

Program Expenses (may be shared) 1,000

The remainder of the grant (\$7,000) will be used for professional services, such as group therapists.

9. Approved a \$250 grant to be given to each church, along with communication describing that the hope is these funds would support their transition to digital platforms for conducting their worship and community activities.
10. Approved the San Gabriel Relief fund policy as presented. (See Appendix G.) As of May 19, \$65,000 has been provided in grants or loans to eight churches. The deadline for applications is June 30, 2020.
11. Ratified email vote on April 6, 2020, to apply for a loan through the Paycheck Protection Program on behalf of the Presbytery of San Gabriel.
12. Voted to postpone the due date for the updated Manual of Operations to a date to be determined.
13. Approved the Presbytery offering for March 28—and then to May 30—to go to ICON (Inland Community Organizing Network), upon the recommendation of First Presbyterian Church Pomona, for their work on housing security.

INFORMATION:

1. At each meeting, the PEC reviewed and received unaudited current financial statements for the Presbytery. The PEC reviewed missional and financial impacts of Coronavirus on the Presbytery, including loss of facilities-related income of \$6,200 in April, \$8,600 in May, and \$9,800 in June. However, the Presbytery was approved for a PPP loan of \$58,570.
2. The dismissal of Alhambra True Light Presbyterian Church was completed effective April 30, 2020, with the recording of the reverter deed on the Alhambra property and the delivery of church records dating back 140 years, and the initial payment of \$500,000.
3. The Presbytery has received four grants in recent months:
 - a. \$15,500 from San Marino Community Church, in support of the LAC+USC Chaplaincy
 - b. \$5,000 from PDA for emergency funds for immigrants being released from Adelanto

- c. \$7,500 from PDA for grocery gift cards for 112 adults and 95 children members and friends of seven Presbytery churches who are facing severe hardship due to COVID-19 and their undocumented status
- d. \$5,000 from PDA for Mideast Evangelical Church, for their support for members who are settled here since they gained asylum here from the Middle East since the Arab Spring, but who have faced job loss before accumulating savings.

The Presbytery is working with Riverside and Pacific Presbyteries and PDA to plan for second year funding and expansion of the Immigrant Accompaniment Ministry.

BREAK

Vice Moderator RE Deborah Owens reconvened the meeting after the break.

EXECUTIVE PRESBYTER'S REPORT

TE Wendy Tajima invited the Presbytery to talk together in small groups to discuss:

1. What new birth has appeared to you and your churches thanks to COVID-19?
2. How prepared are you for opening your buildings for worship and when might you do that?

JUSTICE, PEACEMAKING, AND MISSION COMMITTEE

(TE) Brian Gaeta-Symonds reported on behalf of the committee.

Brian reminded the Presbytery of the names of Ahmad Arbery, Breonna Taylor, and George Floyd, recent victims of racial violence and police brutality.

Brian invited Kristi Van Nostran our Immigrant Accompaniment Organizer to share about her work and changes due to COVID-19. Visitation at Adelanto has been suspended. Emergency Grants from PDA have enabled us to support 23 immigrants who have been released from Adelanto. Kristi shared that Riverside Presbytery is now partnering with Pacific Presbytery and San Gabriel Presbytery. She also shared about a potential new partnership with San Bernardino Presbyterian Church.

FOR INFORMATION:

1. Presbytery Day of Service scheduled for July 21 has been cancelled.
2. Presbytery received emergency PDA grants and the details are found in the PEC report.
3. Today's offering will go to ICON (Inland Communities Organizing Network) for their work advocating for affordable housing.

WORSHIP

The Presbytery entered into a time of worship. TE Michael Spezio read from Ephesians 3:14-21. The Proclamation of the Word was offered by TE Cindy Kohlmann. Rev. Kohlmann also officiated at the Table as we partook of the Lord's Supper together virtually.

Vice Moderator Deborah Owens led a liturgy to commission this year's Commissioners to the 224th General Assembly: TE Jennifer Ackerman, RE Maria Cacarnakis, and alternate TE N'Yisrela Watts-Afriyie. TE Cindy Kohlmann offered a prayer for the commissioners.

Thanks were offered to all those who made this meeting possible and to the guests who joined for our first virtual meeting.

The Meeting was adjourned with prayer by (RE) Deborah Owens at 11:30 am.

A Closing Song, *Spirit of the Living God*, concluded the meeting. With thanks to TE Lauren Evans, TE Jennifer Ackerman and other singers who contributed to creating this virtual choir.

Respectfully submitted by TE Diane Frasher, Stated Clerk

Presbytery of San Gabriel

Balance Sheet Detail

As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Petty Cash	300.00
10100 · Banner Bank Checking	1,451.37
10150 · Banner Bank Savings/Money Mkt	1,416.25
10160 · Banner Bank - Azusa	500.00
10170 · Chase Bank	529,001.98
Total Checking/Savings	<u>532,669.60</u>
Other Current Assets	
11010 · New Covenant Funds	
11015 · New Covenant - Bal Growth	151,809.28
11017 · New Covenant - Money Mkt	579.98
11019 · New Covenant - Unreal App/Depr	79,413.79
11025 · NCF - Azusa Endowment	5,061.82
11026 · NCF - Azusa Unrealized	-107.14
Total 11010 · New Covenant Funds	<u>236,757.73</u>
11210 · PILP Investment	260,000.00
11310 · TD Ameritrade	
11311 · TDA - Mutual Funds - Gen	1,016,832.55
11312 · TDA - Cash/MMA - Gen	-311,669.84
11313 · TDA - Unreal App/Depr - Gen	-61,303.14
11321 · TDA - El Monte Initiative	420,808.02
11322 · TDA - El Monte - Unreal App/Dep	-11,692.55
11323 · TDA-Cash/MMA el Monte Init.	28,788.75
11331 · TDA - LA Grace	193,355.19
11332 · TDA - LA Grace - Unreal App/Dep	12,297.68
11333 · TDA - LA Grace Cash/MM	29,914.56
Total 11310 · TD Ameritrade	<u>1,317,331.22</u>
11510 · Monrovia Endowment	287,823.01
11511 · Monrovia Endowm-Unreal App/Depr	-23,325.44
Total Other Current Assets	<u>2,078,586.52</u>
Total Current Assets	<u>2,611,256.12</u>
Fixed Assets	
15000 · Fixed Assets	
15100 · Presbytery Center	3,306,177.87
15150 · Accum Depr - Presbytery Ctr	-133,692.52
15200 · Azusa	27,760.00
15300 · La Casa - San Gabriel	780,000.00
15350 · Accum Depr - La Casa	-375,487.00
15500 · West Covina Ministry Center	184,289.60
15700 · Equipment and Furnishings	127,475.26
15750 · Accum Depr - Equip & Furn	-126,727.84
Total 15000 · Fixed Assets	<u>3,789,795.37</u>
Total Fixed Assets	<u>3,789,795.37</u>

Presbytery of San Gabriel
Balance Sheet Detail
As of June 30, 2020

	<u>Jun 30, 20</u>
Other Assets	
18000 · Notes Receivable	
18100 · LA Grace Note Receivable	243,821.72
18200 · KGSPC Note Receivable	80,000.00
18300 · La Puente St. Andrews Note	21,928.68
18400 · Baldwin Park First Note	5,525.00
18500 · Coronavirus Relief Loans	
18510 · SOTV, Hacienda Heights	5,000.00
18515 · Claremont, Claremont	5,000.00
18520 · Korean Good Shepherd, RH	5,000.00
18525 · Northminster, Diamond Bar	5,000.00
18530 · Occidental, Los Angeles	5,000.00
Total 18500 · Coronavirus Relief Loans	<u>25,000.00</u>
Total 18000 · Notes Receivable	<u>376,275.40</u>
19200 · Other Current Assets	
19210 · Prepaid Expenses	-196.79
Total 19200 · Other Current Assets	<u>-196.79</u>
Total Other Assets	<u>376,078.61</u>
TOTAL ASSETS	<u><u>6,777,130.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20100 · Accounts Payable	12,316.56
20200 · Payroll Liabilities	
20201 · Federal Income Tax Payable	932.87
20202 · Social Security and Medicare	-932.87
20211 · Jim Conner - Opt. Family Dental	-70.90
Total 20200 · Payroll Liabilities	<u>-70.90</u>
Total Other Current Liabilities	<u>12,245.66</u>
Total Current Liabilities	<u>12,245.66</u>
Long Term Liabilities	
26100 · PILP Loan Payable	1,197,121.62
26150 · PILP Restoring Creation Loan	188,143.08
Total Long Term Liabilities	<u>1,385,264.70</u>
Total Liabilities	<u>1,397,510.36</u>
Equity	
30000 · Opening Balance Equity	25,000.00
31000 · Presbytery-Restricted	
31010 · Ministry Development	119,591.10
31020 · Cong Develop/Redevelop	270,663.95
31030 · New Worshipping Comm	71,333.00
31040 · Leadership Development	90,799.20
31050 · Tapestry	701.52
31060 · South Hill Legacy	<u>678,546.38</u>

Presbytery of San Gabriel
Balance Sheet Detail
As of June 30, 2020

	<u>Jun 30, 20</u>
Total 31000 · Presbytery-Restricted	1,231,635.15
34000 · Donor-Restricted	
34010 · El Monte Initiative	437,904.22
34020 · LA Grace	264,830.50
34030 · Chaplain for HRs	72,632.03
34040 · Living Waters/Peru	16,992.59
34050 · Youth Triennium	3,439.23
34060 · CPM Offering	36,143.57
34070 · COM Offering	7,858.79
34080 · Ministers' Salary Sharing	16,754.65
34090 · House of Rest-Shared Grants	52,848.49
34100 · Peacemaking	4,674.85
34110 · SDOP	1.98
34120 · Asylum Hospitality Organizer	5,515.36
34130 · Azusa Endowment	5,061.82
34900 · Other Donor-Restricted	3,617.29
Total 34000 · Donor-Restricted	928,275.37
39000 · Unrestricted Net Assets	2,808,827.92
Net Income	385,881.30
Total Equity	5,379,619.74
TOTAL LIABILITIES & EQUITY	<u><u>6,777,130.10</u></u>

**Presbytery of San Gabriel
2020 Shared Mission Giving**

	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total Paid	TOTAL PLEDGE	Paid 2019
Alhambra 11618													0.00		0.00
Altadena 00537*				2,425.00									2,425.00		7,275.00
Arcadia 00488													0.00		0.00
Arcadia Arabic 11544													0.00		0.00
Arcadia Capstone 12251													0.00		0.00
Arcadia Village 00564		2,030.00											2,030.00	2,030.00	2,108.00
Azusa Filipino 10700													0.00		8,364.00
Baldwin Park 01105													0.00		0.00
Claremont Emmanuel 10772													0.00		3,425.00
Claremont Presbyterian 00553													0.00		37,928.00
Covina Faith Grace 11834													0.00		2,000.00
Covina Praise 10643		564.00	564.00	564.00	564.00	564.00							2,820.00	6,200.00	6,624.00
Diamond Bar Northminster 06535				759.00									759.00		708.00
El Monte Community 00507													0.00	1,120.00	1,360.00
El Monte Divine 10901													0.00		2,000.00
Hacienda Heights 09747				4,333.32									4,333.32	13,000.00	13,000.00
LA Eagle Rock 00544													0.00		0.00
LA Glendale Korean			1,470.00										1,470.00		0.00
LA Grace 00550													0.00		0.00
LA Iglesia de la Comunidad 11942													0.00		3,500.00
LA Occidental 09615													0.00	2,000.00	0.00
La Puente Puente de Esperanza 00600													0.00		0.00
La Puente St Andrews 06648							2,500.00						2,500.00		7,668.00
La Verne Heights 05842					3,605.00								3,605.00	14,420.00	11,000.00
Monterey Park 10743*													0.00		2,000.00
Pasadena First Taiw 10764		3,000.00											3,000.00	3,000.00	0.00
Pasadena Knox 06708													0.00	9,730.00	9,724.00
Pasadena New Hope 12152*													0.00		0.00
Pasadena Presbyterian 00551	3,083.33	3,083.33	3,083.33	3,083.33	3,083.33	3,083.33							18,499.98	37,000.00	37,000.00
Pasadena Trinity 06710		500.00	500.00	500.00	500.00								2,000.00	6,000.00	6,000.00
Pasadena Westminster 00586													0.00		4,049.00
Pomona First 00588													0.00		1,000.00
Rowland Hts Korean 10682													0.00		1,000.00
S Pasadena Calvary 00611*	705.83	705.83	705.83	705.83	705.83	705.83							4,234.98	8,470.00	11,000.00
San Marino 00603		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00							50,000.00	60,000.00	60,000.00
Temple City Grace 11502													0.00		2,788.00
Temple City Mideast Evan 11535			3,600.00										3,600.00		3,300.00
Temple City Westminster 06834			500.00										500.00	1,500.00	1,000.00
W Covina Community 00619													0.00		0.00
At-Large/Other Members	149.95	1,429.94	151.00	349.96	151.48	151.47	149.94						2,533.74		4,941.00
Transfer from Cong. Vitalization Grants													0.00		
T	3,939.11	21,313.10	20,574.16	22,720.44	18,609.64	14,504.63	2,649.94	0.00	0.00	0.00	0.00	0.00	104,311.02	164,470.00	250,762.00

Presbytery of San Gabriel
Revenue and Expense Budget vs. Actual - Detail
January through June 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
40000 · Shared Mission			
40100 · General Mission	97,307.92	174,999.96	-77,692.04
40150 · Extra Commitment Giving			
40151 · Extra Commitment - Presbytery	1,166.68		
40155 · Extra Commitment - Synod	2,356.66		
40157 · Extra Commitment - GA	23,553.11		
Total 40150 · Extra Commitment Giving	<u>27,076.45</u>		
40200 · Special Offerings			
40210 · Christmas Joy Offering	1,933.00		
40220 · One Great Hour of Sharing	7,483.72		
40230 · Peace and Global Witness			
40231 · Peace & Global Witness - Presby	366.94		
40235 · Peace & Global Witness - Synod	366.93		
40237 · Peace & Global Witness - GA	733.88		
Total 40230 · Peace and Global Witness	<u>1,467.75</u>		
40240 · Pentecost Offering	285.25		
Total 40200 · Special Offerings	<u>11,169.72</u>		
40300 · Presbytery Offering	595.86		
40700 · Restricted Gifts			
40710 · Living Waters/Peru	1,499.81	3,000.00	-1,500.19
40720 · John Calvin-Shared Grants	0.00	499.98	-499.98
40730 · Tapestry	0.00	499.98	-499.98
40740 · Immigrant Ministry	13,985.20		
40750 · LA+USC Chaplaincy	15,500.00		
Total 40700 · Restricted Gifts	<u>30,985.01</u>	<u>3,999.96</u>	<u>26,985.05</u>
Total 40000 · Shared Mission	<u>167,134.96</u>	<u>178,999.92</u>	<u>-11,864.96</u>
40800 · Church On-line Giving	1,134.65		
42000 · Facilities Cost Sharing			
42105 · Azusa - Dalton Street	11,060.00	13,800.00	-2,740.00
42110 · Axusa - FCUPC	2,400.00	7,200.00	-4,800.00
42115 · Azusa - Ministerio	2,000.00	6,000.00	-4,000.00
42510 · TC - Mideast Evangelical	19,000.00	18,000.00	1,000.00
42515 · TC - Grace Taiwanese	10,000.00	18,000.00	-8,000.00
42520 · TC - Playfactory	15,005.00	20,100.00	-5,095.00
42525 · TC - Other	0.00	99.96	-99.96
Total 42000 · Facilities Cost Sharing	<u>59,465.00</u>	<u>83,199.96</u>	<u>-23,734.96</u>
43000 · West Covina			
43105 · Offering	26,021.01	25,999.98	21.03
43200 · Facility Cost Sharing			
43215 · Facility Cost Sharing - ITS	14,000.00	21,000.00	-7,000.00
Total 43200 · Facility Cost Sharing	<u>14,000.00</u>	<u>21,000.00</u>	<u>-7,000.00</u>
Total 43000 · West Covina	<u>40,021.01</u>	<u>46,999.98</u>	<u>-6,978.97</u>
45000 · Inv Related Income/Transfers			

Presbytery of San Gabriel
Revenue and Expense Budget vs. Actual - Detail
January through June 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
45100 · Income - Unrest Funds			
45105 · PILP	2,049.15	999.96	1,049.19
45110 · Monrovia Endowment	5,840.22	5,905.98	-65.76
45115 · Azusa Endowment	0.00	37.50	-37.50
45125 · Grace LA	5,522.34	12,000.00	-6,477.66
45190 · Interest/Dividends	2.54		
45195 · Other	0.00		
45100 · Income - Unrest Funds - Other	500.00		
Total 45100 · Income - Unrest Funds	<u>13,914.25</u>	<u>18,943.44</u>	<u>-5,029.19</u>
45210 · Draw from Savings	0.00	37,624.98	-37,624.98
45300 · Restricted Funds Transfers			
45305 · El Monte Initiative	48,960.00	24,000.00	24,960.00
45310 · Ministry Develop Staff	0.00	8,499.96	-8,499.96
45320 · Church Development	20,000.00	2,299.98	17,700.02
45325 · Leadership Development	0.00	4,800.00	-4,800.00
45330 · CPM	0.00	1,599.96	-1,599.96
45335 · COM	0.00	249.96	-249.96
45340 · House of Rest			
45341 · Chaplain for HRs	24,684.64		
45340 · House of Rest - Other	0.00	33,630.00	-33,630.00
Total 45340 · House of Rest	<u>24,684.64</u>	<u>33,630.00</u>	<u>-8,945.36</u>
45350 · Asylum Hospitality Orgainzer	22,904.61	26,160.00	-3,255.39
Total 45300 · Restricted Funds Transfers	<u>116,549.25</u>	<u>101,239.86</u>	<u>15,309.39</u>
Total 45000 · Inv Related Income/Transfers	<u>130,463.50</u>	<u>157,808.28</u>	<u>-27,344.78</u>
45500 · Coronavirus Relief Income	80,000.00		
49100 · Other Income	58,600.00		
49200 · Other Property Related Income	500,750.00		
Total Income	<u>1,037,569.12</u>	<u>467,008.14</u>	<u>570,560.98</u>
Expense			
50000 · Shared Mission Expense			
50100 · GA Per Capita	30,000.00	30,000.00	0.00
50200 · Synod Per Capita	9,999.96	9,999.96	0.00
50300 · Wider Church Mission			
50310 · GA Mission	18,000.00	18,000.00	0.00
50320 · Special Offerings	13,769.95		
Total 50300 · Wider Church Mission	<u>31,769.95</u>	<u>18,000.00</u>	<u>13,769.95</u>
50400 · Extra Commitment Giving			
50451 · Presbytery Extra Commitment	1,166.68		
50455 · Synod Extra Commitment	2,982.00		
50457 · GA Extra Commitment	23,119.78		
Total 50400 · Extra Commitment Giving	<u>27,268.46</u>		
Total 50000 · Shared Mission Expense	<u>99,038.37</u>	<u>57,999.96</u>	<u>41,038.41</u>
51000 · Commission on Ministry			
51100 · Shared Grants	0.00	499.98	-499.98

Presbytery of San Gabriel
Revenue and Expense Budget vs. Actual - Detail
January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget
51200 · Counseling	0.00	249.96	-249.96
51300 · Pastor's Retreat	0.00	2,499.96	-2,499.96
51400 · Misconduct Prevention	0.00	99.96	-99.96
51500 · Committee Expenses	48.62	150.00	-101.38
Total 51000 · Commission on Ministry	48.62	3,499.86	-3,451.24
52000 · Comm on Prep for Ministry			
52100 · Psychological Assessments	0.00	750.00	-750.00
52200 · CPE Support	800.00	399.96	400.04
52300 · Inquirer/Candidate Support	0.00	349.98	-349.98
52400 · Committee Expenses	0.00	99.96	-99.96
Total 52000 · Comm on Prep for Ministry	800.00	1,599.90	-799.90
53000 · Mission			
53100 · LAC+USC Chaplaincy	9,144.97	8,059.98	1,084.99
53150 · La Casa	7,253.50	6,240.00	1,013.50
53200 · El Monte Initiative	48,960.00	24,000.00	24,960.00
53250 · Living Waters/Peru Prog Exp	655.39	3,000.00	-2,344.61
53300 · Presby Offering Disbursement	426.59		
53400 · Immigrant Ministry - Direct Exp	19,161.45		
53900 · Other Mission	0.00	750.00	-750.00
Total 53000 · Mission	85,601.90	42,049.98	43,551.92
54000 · Education Committee			
54100 · Leadership Development	660.00	499.98	160.02
54200 · Tapestry	0.00	499.98	-499.98
54400 · WinterFest	587.78	499.98	87.80
Total 54000 · Education Committee	1,247.78	1,499.94	-252.16
55000 · Church Development			
55100 · New Worshipping Comm (VST)			
55110 · NWC Assistance	0.00	1,200.00	-1,200.00
55120 · NWC Grants			
55120-1 · Ground Floor	51.50		
Total 55120 · NWC Grants	51.50		
55130 · Assessments/Coaching	0.00	600.00	-600.00
55140 · Indonesian Fellowship Training	933.62		
Total 55100 · New Worshipping Comm (VST)	985.12	1,800.00	-814.88
55200 · Cong Develop (VST/COM)			
55210 · Leadership Grants	0.00	499.98	-499.98
55220 · Revelopment Grants	20,000.00		
55230 · Congregational Assistance	0.00	499.98	-499.98
Total 55200 · Cong Develop (VST/COM)	20,000.00	999.96	19,000.04
55300 · Churches in Transition (ACs)			
55310 · West Covina			
55311 · Legal/Tax Expense	3,550.47	900.00	2,650.47
55312 · Property Expense	58,334.50	3,300.00	55,034.50
55313 · Utility Expense	300.87	600.00	-299.13

Presbytery of San Gabriel
Revenue and Expense Budget vs. Actual - Detail
January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget
55314 · Personnel Expense	15,029.86	24,000.00	-8,970.14
55315 · Insurance	2,729.50	3,000.00	-270.50
55316 · Misc. expense	151.00	2,400.00	-2,249.00
55317 · Office Supplies	449.37	300.00	149.37
55318 · Loan Payment	0.00	12,000.00	-12,000.00
55319 · Program Expense	1,289.38	499.98	789.40
Total 55310 · West Covina	81,834.95	46,999.98	34,834.97
55330 · Baldwin Park			
55331 · Legal/Tax Expenses	3,743.25		
Total 55330 · Baldwin Park	3,743.25		
55350 · Grace LA Hispanic Ministry	14,898.30	12,000.00	2,898.30
55370 · GKI Los Angeles			
55371 · Payroll	3,923.13		
55370 · GKI Los Angeles - Other	166.25		
Total 55370 · GKI Los Angeles	4,089.38		
55380 · LA Korean			
55381 · LA Korean Insurance	756.50		
Total 55380 · LA Korean	756.50		
55390 · Misc.	0.00	600.00	-600.00
55300 · Churches in Transition (ACs) - Other	0.00		
Total 55300 · Churches in Transition (ACs)	105,322.38	59,599.98	45,722.40
Total 55000 · Church Development	126,307.50	62,399.94	63,907.56
55400 · On-Line Giving Accounts			
55402 · Covina, Faith Grace Chinese	48.25		
55403 · Azusa, Filipino	626.97		
55404 · La Verne Heights	193.90		
55405 · Claremont, Claremont	96.80		
55406 · GPIB-USA, Claremont	48.25		
55407 · GKI-LA, Covina	48.25		
55408 · Shepherd of the Valley	23.98		
Total 55400 · On-Line Giving Accounts	1,086.40		
55500 · Coronavirus Relief			
55510 · Technology Relief Grant	9,997.00		
55520 · Emergency Relief Grants	50,000.00		
55530 · Emergency Relief Loans	25,000.00		
Total 55500 · Coronavirus Relief	84,997.00		
60000 · Presbytery Expenses			
60100 · Meeting Expenses	192.81	249.96	-57.15
60200 · Hospitality	82.10	249.96	-167.86
60250 · PEC Expenses	161.48	150.00	11.48
60300 · Moderator's Expenses	0.00	999.96	-999.96
60350 · Judicial Expenses	0.00	499.98	-499.98
Total 60000 · Presbytery Expenses	436.39	2,149.86	-1,713.47
61000 · Personnel			

Presbytery of San Gabriel
Revenue and Expense Budget vs. Actual - Detail
January through June 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
61100 · Executive Presbyter			
61110 · Salary/Housing	51,600.00	51,600.00	0.00
61120 · Medical Reimbursable	279.70	799.98	-520.28
61130 · Professional Reimbursable	1,026.98	2,499.96	-1,472.98
61140 · Continuing Education	376.80	1,500.00	-1,123.20
61150 · Board of Pensions	16,175.12	19,093.50	-2,918.38
Total 61100 · Executive Presbyter	<u>69,458.60</u>	<u>75,493.44</u>	<u>-6,034.84</u>
61200 · Stated Clerk			
61210 · Salary/Housing	9,499.92	9,499.98	-0.06
61220 · Professional Reimbursable	0.00	999.96	-999.96
61230 · Continuing Education	0.00	499.98	-499.98
Total 61200 · Stated Clerk	<u>9,499.92</u>	<u>10,999.92</u>	<u>-1,500.00</u>
61300 · Assoc Stated Clerk/Admin			
61310 · Salary/Housing	14,631.96	20,599.98	-5,968.02
61340 · Board of Pensions	1,755.85	4,999.98	-3,244.13
Total 61300 · Assoc Stated Clerk/Admin	<u>16,387.81</u>	<u>25,599.96</u>	<u>-9,212.15</u>
61350 · Bookkeeper			
61360 · Salary/Housing	16,950.00		
61380 · Benefits	3,471.16	3,999.96	-528.80
61350 · Bookkeeper - Other	0.00	16,950.00	-16,950.00
Total 61350 · Bookkeeper	<u>20,421.16</u>	<u>20,949.96</u>	<u>-528.80</u>
61400 · Mission Advocate	6,600.00	6,600.00	0.00
61500 · Ministry Development Assoc	1,000.00	8,499.96	-7,499.96
61600 · Chaplain for HRs			
61610 · Salary/Housing	20,083.28	21,750.00	-1,666.72
61620 · Professional Reimbursable	96.43	1,500.00	-1,403.57
61630 · Board of Pensions	4,601.36	10,380.00	-5,778.64
Total 61600 · Chaplain for HRs	<u>24,781.07</u>	<u>33,630.00</u>	<u>-8,848.93</u>
61710 · Staff Development	200.00	1,200.00	-1,000.00
61720 · Staff Travel/Expenses	546.96	1,099.98	-553.02
61730 · Payroll Taxes	2,446.92	2,704.98	-258.06
61740 · Workers Compensation	0.00	1,149.96	-1,149.96
61800 · Asylum Hospitality Organizer			
61810 · Salary/Housing	14,118.00	20,329.98	-6,211.98
61830 · Organizer Benefits	3,786.58	5,829.96	-2,043.38
Total 61800 · Asylum Hospitality Organizer	<u>17,904.58</u>	<u>26,159.94</u>	<u>-8,255.36</u>
Total 61000 · Personnel	<u>169,247.02</u>	<u>214,088.10</u>	<u>-44,841.08</u>
62000 · Office Administration			
62100 · Office Operations			
62110 · Computer Operations			
62111 · Maintenance & Repairs	0.00	249.96	-249.96
62112 · Supplies & Software	653.86	399.96	253.90
62113 · Website Dev/Maintenance	1,620.00	1,200.00	420.00
62114 · DSL/Webpage Platform	974.63	1,200.00	-225.37

Presbytery of San Gabriel
Revenue and Expense Budget vs. Actual - Detail
January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget
62115 · New Equipment	47.69	900.00	-852.31
Total 62110 · Computer Operations	3,296.18	3,949.92	-653.74
62120 · Paper & Printing			
62122 · Copying & Printing	0.00	99.96	-99.96
62123 · Copy Paper	0.00	249.96	-249.96
62124 · Copier Service Charges	2,922.70	2,749.98	172.72
Total 62120 · Paper & Printing	2,922.70	3,099.90	-177.20
62130 · Telephone	1,811.98	1,999.98	-188.00
62140 · Postage & Mailing	557.48	424.98	132.50
62160 · Office Supplies	498.46	150.00	348.46
62170 · Books & Literature	23.52	199.98	-176.46
Total 62100 · Office Operations	9,110.32	9,824.76	-714.44
62300 · Professional Exp/Insurance			
62310 · Property & Umbrella Insurance	3,160.00	7,500.00	-4,340.00
62320 · Payroll Processing Fees	2,172.85	2,124.96	47.89
62330 · Corp Legal Expenses	4,572.50	1,249.98	3,322.52
62340 · Accountant	2,700.00	2,700.00	0.00
62350 · Financial Review	0.00	2,749.98	-2,749.98
Total 62300 · Professional Exp/Insurance	12,605.35	16,324.92	-3,719.57
Total 62000 · Office Administration	21,715.67	26,149.68	-4,434.01
65000 · Property Management			
65100 · Presbytery Center			
65110 · Utilities	9,260.39	10,749.96	-1,489.57
65115 · Custodial Service	6,040.00	3,600.00	2,440.00
65120 · Custodial Supplies	965.08	1,899.96	-934.88
65125 · Maintenance (Sexton)	1,620.54	2,400.00	-779.46
65130 · Repair/Renovations	822.10	6,000.00	-5,177.90
65135 · Mortgage Payments	23,929.72	20,310.00	3,619.72
65140 · Renovation Loan Payments	3,329.66	3,000.00	329.66
65150 · Property Taxes	3,579.90		
65155 · Other	403.84		
Total 65100 · Presbytery Center	49,951.23	47,959.92	1,991.31
65200 · Azusa			
65210 · Utilities	5,515.54	5,109.96	405.58
65220 · Misc.	800.00	2,499.96	-1,699.96
65230 · Legal/Tax Expense	1,777.50		
Total 65200 · Azusa	8,093.04	7,609.92	483.12
65300 · South Hills			
65320 · Misc	2,913.35		
Total 65300 · South Hills	2,913.35		
Total 65000 · Property Management	60,957.62	55,569.84	5,387.78
69900 · Miscellaneous Expenses	203.55		
Total Expense	651,687.82	467,007.06	184,680.76
Net Income	385,881.30	1.08	385,880.22

**PRESBYTERY OF SAN GABRIEL
ADMINISTRATIVE COMMISSION FOR PASADENA PRESBYTERIAN CHURCH
REPORT FOR PRESBYTERY
SEPTEMBER 26, 2020**

The Presbytery's Administrative Commission (AC) for Pasadena Presbyterian Church was put into place at the request of the session of that church. The initial focus of the AC was threefold:

- Finances
- Personnel
- General Administration.

The members of the AC include, currently, TE Ann Oglesby-Edwards, RE Daniel Chang, RE Rubi Benitez, and RE Fried Wilson from the church, with RE Dee Kelley and TE Dave Tomlinson (Moderator) from the Presbytery. TE Il June Kang, from San Fernando Presbytery, agreed to serve replacing TE Roberto Colon, but the AC has not met since his appointment, as we are in the midst of the "pandemic."

UPDATE BY CATEGORY:

- **Finances**
 - At the point that the AC was elected by the presbytery, PPC finances were in some disarray. Record keeping was unclear. The published budget and reporting were not in sync. The church was running an unacceptable budget deficit. And, there were serious questions on how the proceeds from the sale of the property parcels were to be used. Major strides have been taken by the session to address these fiscal issues, including:
 - The hiring of an outside "forensic accountant" to compile the most accurate possible records of income, expenses, assets, and liabilities
 - The session reassuming its rightful role in the overall supervision and control of church finances, along with the clarification of the more limited role that is appropriate for the trustees of the church.
 - The reactivation of a joint finance committee from within the session, the trustees, and at large members. This committee now has responsibility for developing the budget, recommending it to the session and the monthly review of income and expenses.
 - The role of trustees has been more clearly (and appropriately) focused on property and investment matters.
 - The redevelopment of a year-round stewardship program.

- Through these steps, the session is far more informed about, and in control of, the finances of the church. While a deficit still exists, that deficit has been substantially reduced each year (until the current pandemic crisis, of course).
- One tangible sign of progress was the completion of a full financial audit, presented to session on September 8, 2020.

Personnel:

- Again, at the point the AC was elected by the Presbytery, the church had a staffing pattern that had evolved and expanded over several previous years. This was exacerbated by multiple changes in the pastoral leadership for all three language ministries of the congregation. Lines of authority and communication were unclear, and general office operations and administration was inefficient. This area, too, has been greatly improved over the past two+ years. This improvement includes:
 - The steady approach that Ann Oglesby-Edwards brought to her transitional role as interim pastor/head of staff.
 - Two “critical” position developments and hires: The two people listed below have brought a much-needed continuity and comprehensive approach to the overall administrative structure and operation of the church.
 - Steve Wiebe, as executive pastor
 - Kathy Stokes, as church administrator.
 - Securing the pastoral leadership of Martin Garcia for the Spanish Language Ministry (SLM). This provided a positive level of stability for this ministry, though Rev. Garcia recently received a call to Indiana.
 - Unfortunately, there is still a level of insecurity in the leadership of the Korean Language Ministry (KLM) after the departure of their most recent pastor. This is only partially offset by the faithful volunteer help of a doctoral student at Fuller Seminary.
 - Staff continues to evolve in light of financial constraints due to COVID-19, pastoral transitions, and staff right-sizing. The staff for PPC is more complex than a church with its membership size due to the presence of three distinct language ministries and the requirements of managing its large downtown campus.
 - The current staff should provide more solid foundation for the incoming pastor/head of staff. The most pressing and ongoing need is the same kind of strengthening/stabilization for the KLM and now the SLM

ministries. Next steps will await the start of Rev. Hansen's pastorate in October.

- **Overall Administration:**

- Many of the necessary administrative changes have already been cited in the two areas discussed above. Under Ann's leadership, PPC is in a much stronger position to accept the direction of a newly called pastor than it was two years ago. This would include the development and acceptance of a much tighter structure of fiscal openness and control; a better-defined set of responsibilities and relationship between session and trustees; and a stronger and streamlined staffing pattern. In addition to these administrative matters, the church also:
 - Undertook a major study of its mission and direction, leading to a church-wide decision to becoming an "intercultural" church as opposed to its current "multi-cultural" outlook. The church now enjoys significantly more interaction between the language ministries than before.
 - That focus instructed the Pastor Nominating Committee in its complex process of finding a candidate who is specifically gifted in leading an intercultural, complex organization.
 - The ministry with the homeless neighbors of PPC continues with energy and commitment.
 - The church continues to need to address on-going and new challenges, including the budget deficit, pastoral transitions, the aging of the English Language Ministry (ELM), and the impacts of the redevelopment of the church parcels sold in 2015, and now COVID-19.

**PRESBYTERY OF SAN GABRIEL
ADMINISTRATIVE COMMISSION FOR WEST COVINA MINISTRY CENTER
REPORT FOR PRESBYTERY
SEPTEMBER 26, 2020**

The Presbytery's Administrative Commission (AC) for the West Covina Ministry Center and West Covina Community Presbyterian Fellowship has made several decisions on behalf of the Presbytery this summer. This report summarizes these actions.

1. The AC reviewed the lease with International Theological Seminary upon the one-year anniversary of that lease and renegotiated the agreement effective July 1, 2020. The revision returns property management responsibilities to the Presbytery, prohibits ITS from pursuing any subleases for at least six months, and gives responsibility for security to ITS. The property is not being used by either ITS or the Fellowship due to COVID-19.
2. Due to constraints related to COVID-19, ITS requested a deferral of rent for two months, for a total of \$7,000. This deferral will be paid back without interest, by paying an extra \$1,000/month starting in September 2020.
3. In order to fulfill the property management responsibilities, the AC restructured the staff to increase the administrative assistant position to be a half-time property manager position with some administrative duties. The administrative assistant, Betty Osuna, did not apply for this expanded position, and completed her work on September 8, 2020. The AC hired Sue Shehata to be the property manager, and she started on August 14, 2020, so that she and Betty could transition the work.
4. Sue Shehata recommended the hiring of Evergreen Landscaping to provide gardening services and Reyna Estrada-Lopez for cleaning. She is working with them, ITS, and Jim Conner, who is doing renovation work on the building for the Presbytery.
5. Site Pastor Jennifer Ackerman announced that she will be relocating to Portland, Oregon, in October. She will continue as pastor for West Covina at least until late November, or possibly the end of 2020, with AC Moderator Nancy Moore providing on-site pastoral care if needed. The AC appointed a search committee to review and update the position description and will work with the Presbytery to find a new pastor. This is a major loss for West Covina, and will be for San Gabriel Presbytery, as Jennifer will eventually transfer to the Presbytery of the Cascades in 2021.



Investment & Loan Program Inc.

September 2020

Dear Partners in Christ,

It already has been more than six months since we first started to experience the shutdowns of our businesses and congregations. The Covid-19 pandemic is still very real with all of us and is causing the dramatic changes of our lives-styles. The social distancing that has been put in place in almost every community across our denomination has had a dramatic impact on congregations and us.

We, the Presbyterian Investment and Loan Program staff and board members have been doing our best to share the pains and struggles with churches, mid-councils, and other PCUSA agencies that we are dealing with during this time, and assist them as much as we can.

Our continuous efforts are:

1. We are continuing to offer **short-term debt service relief on a case-by-case basis** for churches experiencing financial challenges as a result of COVID-19. Congregations that initially received the PPP loan may only now be starting to feel the impact on church budgets. Churches with extraordinary income, such as daycare revenue or rental income, are particularly vulnerable.
2. The Program now offers an operating line of credit. This **new revolving operating line of credit** provides relief for periods of cash-flow fluctuations or for bridging periods. The line of credit is also offered to Presbyteries that may be temporarily carrying church expenses such as insurance or building maintenance while in the process of selling or repurposing a church building.

As our President, Jim Rissler, stated in the previous letter sent to you in March, our continuous message is that we are here. The financial impact may differ among you. But we are here and available to discuss what challenges you are facing, and to discuss what options may be possible regarding your loan. Just as your organization has taken responsible actions for the health of your staff and congregations, we have altered our schedules (we are now taking turns for some of us to work physically in the office and the rest remotely) but continue to be fully available by phone or e-mail.

This is again a challenging time for all of us. But we are grateful for being part of the connectional church. Please know that our prayers are with you as we all are going through this uncertain time and learn together how to continue our mission more effectively

Sincerely,

A handwritten signature in black ink, appearing to read "Mickie Choi", with a stylized flourish at the end.

Rev. Dr. Mickie Choi
Development Specialist/Regional Representative

**Presbytery of San Gabriel
Personnel Committee Report
September 26, 2020**

FOR ACTION

The Personnel Committee reviewed the Presbytery Employment Handbook to bring it into closer compliance with the Presbytery minimum compensation policy revisions from January 2020. The Personnel Committee recommends the following amendments; see attached for the entire Handbook to see the changes in context.

Hours of Work (page 6)

. . . With the approval of the Personnel Committee, Exempt and Non-Exempt employees may be permitted to work ~~at home~~: **outside the office. In order to accommodate night and weekend meetings, all employees are expected to have flex hours in order to stay within the typical work week of 40 hours for full-time employees.**

Vacations (page 9)

. . . Regular employees may accrue unused vacation days and add them to the next year ("Accrued Vacation Time"); the maximum amount of Accrued Vacation Time allowed at anytime ~~is equal to fifty (50) per cent of the Entitled Vacation Time of the previous year~~ **will not exceed two years' worth of vacation, or eight weeks, whichever is lower.** After the first year of employment, vacation shall be based on the calendar year.

Jury Duty (page 10; section deleted)

~~If an employee should be selected for jury duty, they will be granted time off with pay for up to ten working days, upon presentation of a "proof of jury service" provided by the Commissioner of Jurors' Office.~~

~~Other Paid Leave Personal Time Off~~ (page 11; replaces section titled "Other")

The Presbytery will provide paid leave for certain special personal events or legal requirements which may include **sick leave, personal or parental responsibilities, marriage, funerals, court jury** duty or **other court** appearances, or other obligations on a case by case basis. **Up to twelve days per year can be used, with no accrual from year to year. At any time, three days will be available for sick leave.** Such leave must be approved in advance, if reasonable under the circumstances, by the employee's immediate supervisor or the Executive Presbyter.

Parental Family Leave (page 11; replaces section titled "Parental Leave")

Regular full-time and part-time employees are eligible for ~~parental~~ **family** leave **for maternity, paternity, adoption, elder care, or some other critical family need.** Eligible employees may **be given paid leave of up to eight weeks at 100% of their current compensation level, or twelve weeks at 67% of their current salary. Benefits would continue unchanged through the period of the approved leave.** ~~elect up to 2 months unpaid parental leave for birth, adoption, or guardianship of a child. Parental leave can run concurrent with a medically certified disability.~~ A 30-day notice

must be given in writing for approval, **or as soon as the need is identified, to the employee's immediate supervisor of the Executive Presbyter. Final approval is given by the Personnel Committee, and is not automatic.** ~~The leave must be taken directly proceeding or within twelve months of the birth or placement of a child.~~ **This leave will normally be granted once per life event, per family.** If spouses are employed by the same employer and wish to use this benefit, **they would share the leave between them** ~~their aggregate leave is limited to 2 months.~~ **This leave would not normally be used in conjunction with other types of leave. If the life event requires it, the family leave may be taken over a series of shorter leaves, not to exceed the total amount approved.**

FOR INFORMATION

1. After receiving with regret the notice of Twila French's retirement on December 1, 2020, the Committee updated the Bookkeeper job description and opened the position for applications. An interviewing committee was appointed. They will hold interviews after the application deadline of September 30, 2020.
2. The Committee interviewed most of the staff members to check in with their plans and feedback on the way the Presbytery is supported through the current staff structure.

EMPLOYMENT HANDBOOK

Of

The Presbytery of San Gabriel

Adopted

February 10, 2014

***Recommended Revisions to
San Gabriel Presbytery, 9/26/20
on pages 6, 9, 10-11***

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EMPLOYMENT HANDBOOK Of The Presbytery of San Gabriel

ARTICLE I.

INTRODUCTION

The Presbytery of San Gabriel (the "Presbytery") believes that a clear understanding of personnel policies and practices is essential for both the Presbytery as an employer and those it employs. This Employment Handbook of the Presbytery of San Gabriel (the "Handbook") is designed and offered to facilitate that understanding. The Handbook is not intended to cover all possible situations that may arise in the employment relationship. Rather, it explains some of our philosophy and beliefs regarding our mission and describes, in general terms, our employment guidelines. All employees should understand, however, that the Handbook, in whole or in part, is not intended to be a contract of employment (express or implied), nor is it intended to create any legally enforceable obligation on the part of the Presbytery or its employees. Both the employee and the Presbytery are free to end the employment relationship at any time and for any reason. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

The personnel policies described in the Handbook were approved on February 10, 2014 at the stated meeting of the Presbytery and supersede all previous personnel policies for the Presbytery. The Presbytery reserves full discretion to add to, modify, or delete provisions in this Handbook, or the policies and procedures on which they may be based. The Presbytery also reserves the right to interpret any of the provisions set forth in the Handbook in any manner it deems appropriate. Employees, therefore, should check with the Executive Presbyter or Personnel Committee Moderator to obtain current information regarding the status of any particular policy or procedure, whether or not set forth in the Handbook.

No one other than the Personnel Committee has the authority to enter into any employment or other agreement that modifies Presbytery policy. Moreover, any such modification must be in writing.

The Handbook is the property of the Presbytery, and is intended for the personal use and reference by employees of the Presbytery. Employees should sign the acknowledgment form at the end of the Handbook and return the signed form to the Personnel Committee Moderator as indicated.

EQUAL OPPORTUNITY

All personnel actions shall be made without regard to race, color, gender, national origin, age, marital status, sexual orientation, disability unrelated to the ability to fulfill position requirements satisfactorily, or religious affiliation (except for those positions where religious affiliation is either required by the Form of Government or, after careful study, is determined to be a bona fide occupational qualification). Staff members in positions where religious affiliation is not prescribed as a bona fide occupational qualification shall be expected to be interested in, in basic harmony with, and advocates for the purposes and program of the Presbyterian Church (U.S.A.) This equal employment opportunity policy will apply to all the Presbytery's employment policies and practices, including, but not limited to, recruiting, selection, benefits, compensation, assignments, performance appraisal, promotion, transfers, discipline, training, and separation.

EMPLOYMENT AT WILL

The Presbytery of San Gabriel hopes that every employee will find the employment relationship satisfying and rewarding in all respects. However, we realize that employment relationships are not always mutually satisfactory. To protect the interests of both the employee and the Presbytery, all employment with the Presbytery of San Gabriel is "at will". Accordingly, employment can be terminated at any time, either at the option of the employee or the Presbytery of San Gabriel. This constitutes an integrated agreement with respect to the at will nature of the employment relationship, and there may be no implied or oral agreements that in any way modify the at will employment policy.

ARTICLE II.

DEFINITIONS OF EMPLOYMENT STATUS

EMPLOYEE CLASSIFICATIONS

Regular/Temporary

A regular employee is a person employed either full or part time on a continuing basis.

A temporary employee is a person employed for a short period, usually less than three months,

Full-Time/Part-Time

A regular full-time employee is hired to work forty (40) hours per week.

A regular part-time employee is hired to work less than forty (40) hours per week.

NON-EMPLOYEE CLASSIFICATIONS

In addition to hiring employees, the Presbytery may seek to accomplish its work through Non-Employees, such as Independent Contractors, Temporary Agency Workers, and/or Volunteers. These Non-Employees are not governed by the policies set forth in the Handbook.

Independent Contractors

The Presbytery may contract with a person with specific skills for a time-defined task as an independent contractor. Independent contractors are not employees, cannot be paid through the payroll system, and are not eligible for any benefits available to employees. Independent contractors are required to disclose any conflict of interest before work begins. Current employees of the Presbytery are not eligible to work for the Presbytery as independent contractors.

Temporary Agency Workers

As necessary to meet the need for workers on short-term projects, the Presbytery may contract with agencies that provide temporary help. Temporary Agency Workers are not Presbytery employees, cannot be paid through the Presbytery's payroll system, and are not eligible for any benefits available to Presbytery employees. It is expected that temporary agencies with which the Presbytery contracts will meet all obligations required by federal, state, and local laws.

Volunteers

At particular times and for particular tasks, the Presbytery provides opportunities for persons (not otherwise employed by the Presbytery) to serve the church on a non-compensated basis. Persons who volunteer to assist the Presbytery, whether on an occasional or regular basis, with no expectation of financial remuneration are considered Volunteers.

ARTICLE III.

PERSONNEL RECORDS AND CHANGES

An employee's employment record at the Presbytery begins with the application for employment. To respect the privacy of employees as much as possible while accomplishing its mission, the Presbytery, during the application process, and at all times following the hiring of the employee, shall request only information required for business or legal purposes. The application and accumulated file of employment history (such as changes in job status, promotion, demotions, salary increases, attendance, vacations, holidays, sick leaves, accrued vacation time, personnel evaluations, etc.) are maintained in a confidential employee personnel file maintained for the Personnel Committee by the Executive Presbyter.

This personnel folder will contain all or some of the following (without being all inclusive):

- Employment application
- References
- Appointment to permanent status
- Current home address and phone number
- I-9 Employment Eligibility Verification
- W-9 or W-4 Taxpayer Information Form
- Record of earned and used vacation time
- Record of study leave earned and used
- Current position description
- Sick leave records: earned and used

- Attendance records (vacation, study leave etc.)
- Name and telephone number of persons to be notified in case of illness or accident
- Annual goals and objectives and annual performance evaluations
- Salary record: date, amount of increase, etc.
- Signed Acknowledgement of Receipt of Employment Handbook
- Signed Acknowledgement of Receipt of Sexual Misconduct Prevention Policies
- Certificate of Completion of Sexual Misconduct Prevention Training
- Other information as directed by the Executive Presbyter and/or the Personnel Committee

Employees shall have access to the information about themselves in these files, except for confidential employment references and medical evaluations covered by waivers. Employees shall have the right to review their own personnel records and to provide additional information or express disagreement in writing with material contained in the file.

Access to this information shall be limited to those individuals within the Presbytery with a need to know such information. An employee's personnel records will not be produced to anyone outside the Presbytery without the employee's written approval, except as required by law.

An employee should notify his or her immediate supervisor, and the Executive Presbyter, whenever the employee experiences a change in address, telephone number, name, marital status, beneficiary designation, persons to be notified in case of emergency, status of dependents (for income tax purposes), exemption status, drivers' license status, or other pertinent information. Prompt notification of such changes will ensure that the Presbytery's personnel and payroll records remain accurate.

Employment References and Inquiries

If a prospective employer of a former Executive Presbyter or Stated Clerk, contacts the Presbytery seeking a reference, the request should be forwarded to the Moderator of the Personnel Committee for response. All other reference requests should be forwarded to the Executive Presbyter.

Inquiries by police agencies, the Federal Bureau of Investigation, or other governmental investigative agencies or officials should be referred to the Executive Presbyter of the Presbytery of San Gabriel or the designee of the Executive Presbyter.

ARTICLE IV.

UNLAWFUL HARASSMENT

The scope of this policy is not limited to the physical location of the workplace and relationships with other staff at that location. It includes contacts anywhere in connection with carrying out Presbytery responsibilities and relationships with employees, volunteers and church members.

Unlawful harassment by any employee is prohibited, whether it occurs in a verbal, physical, or visual form. All Presbytery employees will be allowed to work in an environment free from such harassment. Prohibited unlawful harassment because of gender, race, ancestry, religion, physical or mental disability, medical condition, marital status, sexual orientation, age, or any other protected status may include:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Offensive physical conduct such as unwanted touching, blocking normal movement, patting, pinching, or constant brushing against another's body;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other form of loss;
- Offers of employment benefits in exchange for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

In particular, sexual harassment occurs if:

- Submission to any kind of sexual harassment is an explicit or implicit term or condition of employment;
- Submission to, or rejection of, sexually harassing behavior is used as the basis for employment or other personal decisions affecting the recipient of the behavior;
- Sexual harassment has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating intimidating, hostile or offensive work environment.

Any Employee who believes that unlawful harassment has occurred should report this information immediately to their Supervisor, or if the violation was committed by his or her supervisor, to the Executive Presbyter, or if the violation was committed by the Executive Presbyter, to the Personnel Committee. A complaint received by a supervisor must be reported immediately to the Executive Presbyter and the Personnel Committee. The Presbytery promptly will take all necessary steps to investigate and, where appropriate, correct any forms of harassment.

If the Presbytery determines that unlawful harassment did occur or that a supervisor has failed to report employee complaints of unlawful harassment to the Personnel Committee or the Executive Presbyter, the Presbytery will take prompt effective remedial action. This action will depend on the particular circumstances involved. Appropriate disciplinary action, up to and including dismissal, will be taken against anyone in violation of this policy.

Non-Tolerance of Retaliation

The Presbytery will take no adverse action against any employee who reports an incident of harassment in any form or who participates in the investigative and remedial process discussed above. Moreover, the Presbytery will not tolerate or permit retaliation against anyone reporting violations of this policy by Administrative Staff, Program Staff, Support Staff, or any other employee or member of the Presbytery. Such retaliation is a serious violation of this Policy and will be treated as such in proceedings identical to those outlined above.

False Accusations or Statements Re Harassment

False accusations or statements (indicating malice or reckless disregard for the truth and mere lack of sufficient evidence or merit) are also serious violations of this Unlawful Harassment policy, which will be made the subject of proceedings identical to those outlined above.

Remedial Action

Remedies for violations of the Presbytery's Unlawful Harassment Policy may include mandatory professional counseling, and may also include, without being limited to, any one or more of the following actions: reprimand/warning, removal from leadership position(s), suspension, financial payments, adjustments to compensation, and termination of employment.

Confidentiality of Harassment Complaints

Confidentiality regarding allegations of unlawful harassment is to be maintained to the extent possible while allowing the matter to be handled fairly. As a result, communications regarding the harassment will be limited to a minimum "need to know" basis, coupled with directions not to discuss the matter outside the process for handling complaints. A complaining party must understand that absolute confidentiality may in some cases effectively preclude any remedial action and therefore such confidentiality cannot be guaranteed. In addition, if the alleged harassment is of an aggravated nature, the Presbytery cannot guarantee total confidentiality even if the complaining party may wish to do so.

ARTICLE V.

EMPLOYMENT PRACTICES

General Hiring Practices

A personal interview shall be required before the Presbytery may hire an applicant. A written position description and compensation plan as well as a copy of this Handbook shall be presented to all applicants before the personal interview.

No person may be employed in a position that is under the direct supervision of (1) an immediate family member (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent) or a member of the same household or (2) where the family or household member, by virtue of the position held in the Presbytery, has authority to influence the employee's salary, promotion, or other aspects of employment. This applies both to original employment and changes in employment by promotion, demotion, transfer, or reorganization.

Employment may be conditioned on the satisfactory result of a post-offer medical examination if the examination is required of all entering employees in the same job category regardless of disability and the results of the examination are used only in accordance with the Americans with Disabilities Act. Medical information resulting from a post-offer medical examination must be maintained separately from other employment records and treated as a confidential medical record. Pre-employment medical examinations or medical histories are not allowed and will not be considered or maintained in the confidential medical record.

Specific Hiring Procedures

Teaching Elders will be employed through the regular processes of the Presbytery according to the By-Laws of the Presbytery and the Book of Order. In the case of the Executive Presbyter, Stated Clerk or Office Administrator, other Administrative Staff, Teaching Elders or Ruling Elders, the appropriate provisions of the Presbytery's By-Laws and the Book of Order will apply.

Staff to serve particular program areas ("Program Staff") will be selected by a special committee elected by the Presbytery (the "Special Committee"), and will be recommended to the Presbytery for election. In the case of Program Staff employed to work with any specific committee or group of the Presbytery, that committee or group may choose two representatives to be involved in the selection process with the Special Committee and in consultation with the Executive Presbyter.

Non-Exempt Staff hired to perform administrative and support services ("Support Staff") shall be hired by the Executive Presbyter after consultation with the Personnel Committee.

Position Descriptions

It is the policy of the Presbytery that a current and accurate written position description will be maintained for every staff position. Position descriptions may also be maintained for adjunct staff and volunteers, as necessary. The position description should describe the work to be done, not the person doing the work, and shall be used in recruitment, performance management, and salary grade evaluation.

The position description will include title, whether or not the position is eligible for overtime, description of basic job function and responsibilities, reporting and supervisory relationships, minimum and desired qualifications, and sensory and physical requirements (if applicable). Position descriptions should be reviewed at least annually or whenever significant changes in responsibilities occur. Ample opportunity shall be given for the incumbent employee to participate fully in the process of suggesting changes in the position description.

Job Posting/Advertising

It is the policy of the Presbytery to promote career opportunities for both its current and future employees by conducting its job searches in a fair and nondiscriminatory manner. Advertising placed for vacant positions must be non-discriminatory and shall indicate that the Presbytery is an "equal opportunity employer".

All job opportunities will be posted internally before external recruiting begins. Internal posting may be accomplished by posting notices of vacancies locally for at least one week or five business days, whichever is less, before beginning external recruiting. Internal candidates need not be interviewed before external posting begins.

With written approval of the Executive Presbyter, a vacant position may be filled by internal transfer without posting in order to:

- meet special needs in a work unit;
- move an employee whose position has been eliminated to an understaffed department;
- provide for promotion; or
- secure maximum utilization of employee skills.

ARTICLE VI.

PERFORMANCE MANAGEMENT

Annual Performance Review

The Presbytery strives to conduct performance reviews/evaluations of all staff at least annually. These evaluations serve several purposes. They provide employees with feedback on performance; provide the Executive Presbyter and/or Personnel Committee with an opportunity to coach, counsel, and motivate employees to their best efforts; serve as a measurement of organizational effectiveness; and provide a basis for merit salary increases.

Performance review is accomplished by comparison of the employee's performance to job responsibilities and pre-established performance goals and objectives. The evaluation will be based on a written self-evaluation by the employee, conferences with the Executive Presbyter, the employee's position description, and the employee's approved work objectives. Performance reviews will be conducted by the employee's supervisor, Executive Presbyter and/or Personnel Committee as is appropriate to the individual situation. Churches and committees to whom staff members relate may have input into the evaluation of all staff.

The evaluation will be concerned with both the quality of service rendered and the growth of the employee. This evaluation shall be reviewed by the Personnel Committee. Evaluations should be conducted honestly and fairly and reflect the collaborative nature of the work environment. The evaluation must be documented in writing and signed by the reviewer; the employee should acknowledge the review and may add written comments. Evaluations will become a part of the employee's personnel records and treated as confidential information. The employees may file with the Personnel Committee written disagreement about any points in their evaluation. This disagreement must be filed with the employee's records.

In addition to the annual performance evaluation, the Personnel Committee will conduct a five year comprehensive review of the Executive Presbyter which will include the Synod Executive of the Synod of Southern California and Hawaii. A comprehensive review of the Stated Clerk will be completed before the end of their three year term.

Staff Development

The Presbytery seeks to encourage and support staff development through training, continuing education, and professional development programs. These programs afford employees the opportunity to acquire new skills and knowledge and refresh current skills consonant with the needs of the Presbytery and with their own career goals and objectives.

The process of staff development is an integral part of the annual performance evaluation. A review of staff development needs and progress should occur at least annually at the performance review. The content of a staff development program will be based upon career and performance goals of the employee as they relate to the needs of the Presbytery. The staff development plans to meet these needs must have advance approval and are subject to budget availability. The types and amounts of funds available for staff development will be established each year by the Presbytery during the budgeting process

ARTICLE VII

COMPENSATION

Salary Administration

The Presbytery intends to provide a salary administration program which includes fair pay for work performed, incentive for personal achievement and growth, and flexibility to meet changes in organization, functions, and personnel over time. Salary levels will be maintained in a manner that results in internal equity and responsiveness to the external market in keeping with compensation policies and objectives of the Presbytery.

Compensation for each position will be established at the time of interview and will be included in the employment letter. The Personnel Committee shall review all salaries annually and make recommendations to the Administration and Finance Committee and/or Presbytery Executive Commission. A positive performance evaluation is not a guarantee that any employee will receive a salary increase or continued employment

Hours of Work

The Presbytery office will be open on such days as agreed upon from time between the Executive Presbyter and the Personnel Committee. During regular office hours, fifteen minute breaks with pay will be allowed for morning and afternoon. Lunch break for support staff is normally thirty minutes; this is uncompensated time. Adjustments to the lunch and break time schedules may be granted with the written approval of the Executive Presbyter. With the approval of the Personnel Committee, Exempt and Non-Exempt employees may be permitted to work ~~at home.~~ **outside the office. In order to accommodate night and weekend meetings, all employees are expected to have flex hours in order to stay within the typical work week of 40 hours for full-time employees.**

Pay Day

All employees are paid by semi-monthly, on the fifteenth and thirtieth day of each month. If either date falls on a weekend or holiday, paychecks will be distributed on the last business day immediately preceding the holiday or weekend.

Overtime

The Presbytery will comply with both federal and state wage and hour laws through maintaining accurate classification of employees as exempt or non-exempt from overtime and providing overtime pay in accordance with federal and state law.

An employee is considered to be an Exempt Employee if he or she is exempt from overtime provisions of the federal and state wage and hours laws. All employees that are not classified as Exempt are entitled to overtime compensation, whether they are a salaried or an hourly employee. It is the responsibility of the Presbytery to ensure

that employees are correctly categorized as either Exempt or Non-Exempt Employees. The Presbytery shall notify the employee of its categorization of that employee and shall promptly provide notification of any change in that categorization.

Overtime Definition and Rates of Pay

All non-exempt employees who work more than eight (8) hours in one Workday or more than forty (40) hours in one Workweek will receive overtime pay computed as follows:

- Overtime at the rate of 1½ times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one Workweek.
- Overtime at the rate of 1½ times the employee's regular rate of pay for the first four (4) hours worked in excess of eight (8) in any one workday, and for the first eight (8) hours on the seventh day of work in any Workweek.
- Overtime at the rate of double the employee's regular rate of pay for all hours worked in excess of twelve (12) in one Workday, and for all hours worked in excess of eight (8) on the seventh day of work in one Workweek.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and are therefore not counted in making overtime calculations.

Unless otherwise provided in writing, for purposes of calculating overtime, a Workweek begins on Monday and a Workday begins at midnight.

A Non-Exempt Employee may not work overtime without the express prior approval of his or her supervisor.

Other Types of Pay – Reporting Pay

A Non-Exempt Employee who reports to work at the request of the Presbytery, whether for a regularly scheduled shift or otherwise, will be paid a minimum of four hours' pay at the employee's regular rate, regardless of the number of hours actually worked. Reporting time hours are not counted as "hours worked" for purposes of calculating overtime, unless work is actually performed.

Annual Salary Review

The Personnel Committee shall conduct an annual compensation review for each position, including the need for cost of living increases, at a time other than at the performance review and prior to the development of the annual budget. The Committee shall present its salary recommendations to the Administration and Finance Committee and/or Presbytery Executive Commission.

Housing Allowance

The Internal Revenue Code allows Exempt level ordained Teaching Elders on Presbytery staff to exclude from gross income for tax purposes, if designated in advance by the Presbytery, any housing allowance paid as part of compensation when that allowance is used for specific purposes. The responsibility for accurate estimates of the housing allowance and payment of applicable taxes rests solely with the employee.

Other Compensation

The Presbytery will also compensate persons other than employees for services performed. Examples of these forms of compensation include independent contractor contracts, stipends or honoraria. Since persons who perform services in these categories are not employees, they receive pay through the accounting system, not the payroll system.

Persons who are currently employees of the Presbytery are not eligible to receive any such additional payments from the Presbytery through independent contractor contracts, stipends or honoraria. However, staff members may receive compensation as consultants and do other outside work on their own time for non-Presbytery entities or persons, after consultation with and approval by the Personnel Committee.

If a staff member preaches in a congregation in relationship to Presbytery business, he or she shall make it clear to the church that no compensation is expected. If the staff member is filling a pulpit as a guest pastor, such as in the absence of the pastor, he or she may receive compensation for such service.

ARTICLE VIII.

BENEFITS

The Presbytery seeks to provide a fair, competitive, family supportive benefits program to attract and retain qualified employees. The Presbytery will maintain benefit plans through the Board of Pensions of the Presbyterian Church (U.S.A.) and other providers appropriate to its needs and for communicating the details of these plans to employees.

Regular, Full-Time Employees are eligible for full benefits. Those benefits for which Regular Part-Time Employees are eligible are indicated under each category and will be pro-rated based on the percentage of time worked. Interim employees may be eligible for certain benefits. Temporary agency workers, volunteers, and independent contractors are not eligible for benefits.

Service Credit

If a part-time or temporary employee is later placed on full-time status, prorated service credit will be given from the first day of employment for sick leave and vacation benefits. If a consultant or contract employee joins the regular staff, no credit is given toward vacation and sick leave benefits. Leave without pay will not count toward credited service.

Workers' Compensation

Workers' compensation, required by state law and paid for entirely by the Presbytery, protects all employees in the event of occupational injury or illness. Employees are responsible for reporting on-the job accidents or injuries to the Office Manager as soon as possible after the incident.

Unemployment Insurance

As a religious non-profit agency, the Presbytery is legally exempt from the State of California Unemployment Insurance requirement.

Withholding Taxes

In keeping with the established policy of the Presbyterian Church (U.S.A.) and in compliance with federal statutes, all ordained clergy are considered self-employed persons engaged in the exercise of their ministry and are not subject to the withholding of certain taxes from their wages. Lay employees of the Presbytery are subject to the normal withholding of federal, state and local taxes from their wages.

Social Security/Medicare

The Presbytery will deduct the employee's portion of Social Security and Medicare taxes from the salary of an employee who is not ordained clergy. The amount deducted, and an equal amount paid by the Presbytery, will be sent regularly for credit to the employee's account with the federal government.

Travel and Business Expense Reimbursement

Travel at the current IRS rate and business expenses related to the work of the Presbytery will be reimbursed to employees if they have previously been approved by the employee's supervisor or the Executive Presbyter. In order to enhance the family life of employees who must be out of town overnight, each employee may make one telephone call per twenty-four hours away from home at the Presbytery's expense. A voucher detailing all costs must be submitted for reimbursement of expenses.

Pension/Major Medical

Beginning on the 91st day after their commencement of employment with the Presbytery, all employees who work thirty (30) hours or more per week shall have the option of being enrolled in the Presbyterian Church (USA) Pension/Major Medical program, or receiving equivalent percentages currently prescribed by the Board of Pensions contributed to a medical or retirement savings account of their choosing. Per Board of Pension policy, those in the same employee classification (non-exempt salaried, non-exempt hourly, exempt salaried) must all be enrolled.

Medical Allowance

For those employees enrolled in the Pension/Major Medical program, a medical account will be provided to cover medical costs of member and family by splitting the difference between in-network and out-of-network deductible expenses. This expense will be reimbursed by voucher and cannot exceed the budgeted amount. Only expenses covered by the Board of Pensions in the Plan or their elective plans (e.g. hearing, vision and dental) will be approved. This expense will be reimbursed by voucher. In the event that an employee is a part of a Teaching Elder couple and the spouse has deductible coverage elsewhere, the reimbursement will be the member's deductible.

Holidays

Twelve paid holidays are scheduled each year for all regular full and part-time employees.

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas
Independence Day	New Year's Eve Day

In addition to these designated holidays, the Presbytery may designate other paid holidays or provide floating holidays. When a holiday falls on a Saturday or Sunday, it shall be observed as a holiday on the preceding Friday or following Monday, respectively. When Christmas and New Year's Eve Day fall on a weekend, the scheduling of the approved Christmas and New Year's Eve Day will be done in staff consultation.

To be entitled to pay for a holiday, one must work the workday before and workday after the holiday, unless other arrangements are approved by the Executive Presbyter. Holidays that occur during an employee's vacation will not be counted as a vacation day. Employees are not eligible for holiday benefits that occur while they are on leave of absence.

An eligible employee who is required to work on a specific holiday shall be granted another day off with pay in lieu of the holiday and as arranged with the Executive Presbyter and/or Personnel Committee.

December Recess:

The Presbytery office shall customarily be closed during the week between the Christmas and New Year's holidays and all employees will be released from regular work. Regularly employed persons shall not suffer loss of pay for those days.

Death in Service

When the death of an employee not covered by the Board of Pensions occurs, the spouse or dependent(s) shall receive a separation allowance. The amount shall be the equivalent of the salary of the deceased for four weeks from the date of death.

Vacations

Vacation for regular full or part-time exempt staff will generally be determined by the terms of the call or terms of employment. Other regular employees will be entitled to an annual paid vacation varying with length of service with the Presbytery and full or part-time status. Vacation days equal to two regularly scheduled work weeks for the individual employee are earned during the first year of employment; one week of this may be granted after the first six months. One additional day of vacation, or appropriate portion thereof for part-time employees, will be granted for each year of service until the employee receives the maximum of four of their regularly scheduled work weeks ("Entitled Vacation Time"). After six months of employment, vacation entitlement in the event of termination of employment will be prorated according to length of service.

An extra day's vacation will be granted if a holiday falls during the time of vacation, and will be scheduled at the discretion of the Executive Presbyter. The actual date of this vacation is to be approved by the Executive Presbyter.

Schedules permitting, employees are highly encouraged to use their accrued vacation annually. Regular employees may accrue unused vacation days and add them to the next year ("Accrued Vacation Time"); the maximum amount of Accrued Vacation Time allowed at anytime ~~is equal to fifty (50) per cent of the Entitled Vacation Time of the previous year~~ **will not exceed two years' worth of vacation, or eight weeks, whichever is lower.** After the first year of employment, vacation shall be based on the calendar year.

LEAVES OF ABSENCE

Medical Leave

Paid medical leave is available to all regular full and part-time employees and may be available to interim employees. Leave for part-time employees is prorated based on the percentage of time worked. Temporary agency workers, volunteers, and independent contractors are not eligible for paid medical leave.

Medical leave is available beginning on January 1 to eligible employees at the rate of ten (10) working days per calendar year. In the first year of employment, medical leave will be prorated based on the percentage of the year worked. The rate of accrual of medical leave does not increase with length of service.

Employees have medical leave available on their first day of employment. Medical leave may be used in any increment rounded to the nearest hour. No more than eight hours of medical leave may be charged to one working day. Employees must exhaust all accrued medical and vacation leave before moving into unpaid status.

Doctor or dentist appointments are authorized for up to two hours in any one week without medical leave credits being charged.

Medical leave credits will be charged as follows: 2-4 hours absence - half day; 4-8 hours absence - one day.

Use of medical leave must be approved in advance, if possible, by the employee's immediate supervisor or the Executive Presbyter. An employee who cannot report to work because of illness or injury must notify his or her supervisor or the Executive Presbyter as soon as possible, and at the least notify by 9:00 a.m. of the day of the absence. A physician's statement may be required for any absence at the discretion of the Executive Presbyter. Absences of five days or more require a doctor's statement.

Unused medical leave may accumulate to a maximum of 90 days. It is the intent of the Presbytery to reinstate any employee who has been on medical leave to his or her former position. However, changes in circumstances may require a reinstated employee to be given a position generally equivalent to his or her previous position in terms of pay, benefits, responsibilities, and authority.

Employees who end their employment with the Presbytery for any reason shall have no claim for pay in lieu of unused medical leave.

The policy is to treat women affected by pregnancy, childbirth, or other related conditions in the same manner as those unable to work because of their physical condition. Accordingly, the medical leave provisions of this handbook apply to women disabled by pregnancy, childbirth, or other related conditions. Pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees are entitled to receive benefits according to the Presbytery's medical leave provisions, not to exceed four months' leave.

Short-Term Disability Leave

When earned medical leave and vacation time are exhausted, a regular full-time employee may be put on leave of absence and entitled to the Presbyterian Church (U.S.A.) Major Medical Program, as well as the difference of his or her regular pay and the substitute's pay, for up to 90 days after the earned leaves are exhausted.

Long-Term Disability Leave

Employees enrolled in the Presbyterian Church (U.S.A.) Pension/Major Medical Program are eligible for long-term disability benefits after 90 calendar days of off-the-job disability. Employees must apply for long-term disability benefits directly to the Board of Pensions.

Bereavement Leave

In the event of a death in the immediate family (spouse, child, brother, sister, parent, parent-in-law, grandparent, or relative in the same household), three consecutive calendar days will be given without loss of pay. If it is necessary to travel to attend a funeral, up to two additional days will be allowed without loss of pay.

Study Leave

Exempt Administrative Staff shall have a study-leave program in the terms of their employment, with the minimum study leave allowance being one week. Study leave is cumulative up to six weeks. Unused study-leave allowance will not be granted at resignation or termination.

Study leave does not include attendance at conferences, seminars or meetings that are in the line of duties and responsibilities of employees.

Sabbatical Leave

Sabbatical leave may be considered, each case on its own merit, by the Personnel Committee. Sabbatical leave of three months with pay, in addition to the annual vacation, may be granted to employees for personal or professional development after five consecutive years of service not interrupted by a prolonged leave of absence.

Jury Duty

~~If an employee should be selected for jury duty, they will be granted time off with pay for up to ten working days, upon presentation of a "proof of jury service" provided by the Commissioner of Jurors' Office.~~

Other Paid Leave Personal Time Off

The Presbytery will provide paid leave for certain special personal events or legal requirements which may include **sick leave, personal or parental responsibilities, marriage, funerals, court jury duty or other court appearances,** or other obligations on a case by case basis. **Up to twelve days per year can be used, with no accrual from year to year. At any time, three days will be available for sick leave.** Such leave must be approved in advance, if reasonable under the circumstances, by the employee's immediate supervisor or the Executive Presbyter.

Parental Family Leave

Regular full-time and part-time employees are eligible for **parental family leave for maternity, paternity, adoption, elder care, or some other critical family need.** Eligible employees may **be given paid leave of up to eight weeks at 100% of their current compensation level, or twelve weeks at 67% of their current salary. Benefits would continue unchanged through the period of the approved leave.** ~~elect up to 2 months unpaid parental leave for birth, adoption, or guardianship of a child. Parental leave can run concurrent with a medically certified disability.~~ A 30-day notice must be given in writing for approval, **or as soon as the need is identified, to the employee's immediate supervisor of the Executive Presbyter. Final approval is given by the Personnel Committee, and is not automatic.** ~~The leave must be taken directly preceding or within twelve months of the birth or placement of a child.~~ **This leave will normally be granted once per life event, per family.** If spouses are employed by the same employer and wish to use this benefit, **they would share the leave between them their aggregate leave is limited to 2 months. This leave would not normally be used in conjunction with other types of leave. If the life event requires it, the family leave may be taken over a series of shorter leaves, not to exceed the total amount approved.**

Leave Without Pay

The Presbytery will generally provide leave without pay, when work situations permit, in those special circumstances which may require employees to take time away from work not covered by paid leave or after paid leave has been exhausted.

Special circumstances for which leave without pay may be available include:

- extended family or medical absences after paid leaves are exhausted;
- inactive or active duty in the uniformed services;
- unusual personal circumstances after paid leaves are exhausted; or special study leaves.

Employees must request a leave without pay in writing at least thirty days in advance of the date on which the leave would begin. If the employee is unable to provide thirty days notice, the employee must provide such notice as is practicable, specifying the amount of leave time desired. Requests for leave without pay must be approved by the Executive Presbyter. The approved request for leave without pay will be stored in the employee personnel file.

Benefits coverage continues for four weeks during a leave without pay unless extended by law or regulation.

ARTICLE IX

STANDARDS OF CONDUCT

The Presbytery commits to maintain standards of employee performance and conduct necessary for the orderly operation of the office and that allows the Presbytery to fulfill its missions. These guidelines are designed to provide employees with examples of the types of conduct which are expected and those considered to be unacceptable.

Performance of Employment Duties

The Presbytery expects that each employee:

- give his or her best possible performance to their assigned functions;
- understand his or her role and function in the context of the goals of the organization;
- participate in committees or groups as requested in furtherance of the goals of the organization;
- take initiative so that employee opinion is presented in any appropriate forum dealing with the personnel system;
- demonstrate stewardship through efficient and careful use of resources;
- arrive for work in a timely manner, ready to perform their assigned functions;
- act in accordance with the Presbytery of San Gabriel's rules and regulations.

Conflict of Interest

The Presbytery seeks to maintain high standards of integrity, honesty, impartiality, industry, and conduct by employees. Avoidance of conflicts of interest, whether real or apparent, by all staff is indispensable to the maintenance of these standards. Every employee and elected or appointed member will be asked annually to disclose in writing and resolve any potential conflicts of interest. A conflict of interest may include, but not be limited to:

- Acceptance of gifts, gratuities, services, or special favors from a person, agent, or business which provides or receives goods or services or that seeks to provide or receive services to or from members of Presbytery, both ministerial and congregational. (Minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.);
- Participation in a decision where the interests of the Presbytery or the Presbyterian Church (U.S.A.) intersect with personal interests.
- Outside employment or personal business transactions or interests which occur during or interfere with the performance of work duties for the Presbytery or the Presbyterian Church (U.S.A.).

The members of the Presbytery have entrusted the Presbytery Staff with responsibilities that affect the entire Presbytery. Therefore, it is important that all persons related to them honor that trust. This requires honesty, competence, and care in managing the financial arrangements of the entities.

All employees should avoid even the appearance of conflict of interest, special interest, or other inappropriate conduct. If an employee discovers that he or she may be in a position of conflict of interest, he or she shall immediately report this conflict to his or her supervisor or the Executive Presbyter. Supervisors who discover that someone under their supervision may be in a conflict of interest shall report this conflict to the Executive Presbyter immediately.

Any employee called upon to participate in a decision in which the interests of the Presbytery conflict with his or her personal interests should abstain from participating in that discussion.

Full-time employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties. Any questions regarding this should be reviewed with the supervisor and resolved by the Executive Presbyter.

Sexual Misconduct Prevention Policy

It is the policy of the Presbytery to maintain a workplace free from any form of sexual misconduct, including sexual harassment, by any employee or non-employee work contacts. This is based on the Sexual Misconduct Prevention Policy adopted by the Presbytery of San Gabriel in 2000, as the document has been and may be subsequently amended. Each employee will read and sign a Sexual Misconduct Prevention Policy Statement which will be kept in the employee's confidential personnel file. Refer to the Presbytery Sexual Misconduct Prevention Policy for details.

Any form of sexual misconduct is unacceptable behavior within the workplace and is subject to appropriate disciplinary action, which may include dismissal from employment, as warranted.

Employee Personal Public Witness

The Presbytery values the creativity and integrity of its staff and reaffirms the right of employees to exercise freedom of conscience. All persons employed by the Presbytery when they are working as or holding themselves out as Presbytery employees, are expected to give a full and fair representation of the position of the Presbytery in matters of policy, social witness statements, or theological or doctrinal positions. However, the possibility of personal dissent from a policy of the Presbytery and as articulated by any of its entities, or the possibility of making a personal public witness, is not precluded by employment with the Presbytery. Such personal dissent is a reasonable expression of freedom of conscience.

Because public actions or expressions of personal belief may affect not only the work environment but also the Presbytery at large, employee personal public witness is subject to the following guidelines:

- When making a personal public statement, an employee shall make it clear that he or she is speaking for himself or herself and not speaking for the Presbytery or any of its entities.
- When making a personal public witness, an employee shall not make reference to his or her employee status. If questioned, the employee may acknowledge employed status without using that status to make a claim of authority. Accordingly, an employee may not use professional stationery to make a personal statement, claim expertise by virtue of employment in the Presbytery or hold press conferences on Presbytery property.
- Persons employed by the Presbytery, however, may identify their personal church affiliation while making a personal public witness. Thus, it is permissible for a staff member to claim membership in a particular congregation or governing body.

- Employees must inform their supervisor, the Executive Presbyter and the appropriate governing body, when appropriate, of their personal public witness or dissent.
- In the event an employee feels that he or she cannot carry out necessary job functions for reasons of conscience, the employee may request a change of assignment or may exercise his or her right to resign the position.
- In certain circumstances, employees may be required, as part of work responsibilities, to accomplish work on issues currently in opposition to Presbytery policies or around which there is controversy. This may involve research, production of resources, or planning of or participation in programs and events. When acting within the scope of their employment responsibilities, employees are protected from disciplinary action related to the provisions of this policy.

Solicitation or Distribution

The Presbytery seeks to ensure productive work environments where employees and program operations may function without disruption. Employees, therefore, generally may not advertise services, solicit another employee, or collect from another employee while either employee is on work time. "Work time" is defined as all time on the premises other than before and after work, at meal periods and break times.

Confidentiality of Organization Records

The Presbytery is committed to protect the confidentiality of the organization records in its possession and control. Employees, therefore, are required to protect organization records entrusted to them or accessible to them against unauthorized access, loss, or destruction. These records include all written and/or computerized information produced by or for the Presbytery. The Presbytery expects that its employees will not use or disclose to any person or entity any confidential or private information acquired during the course of his or her employment.

Employees may be assigned records or computer accounts identified by their personal names; however, the documents and information produced or stored in these and all records and accounts remains the property of the Presbytery.

Voicemail, e-Mail and Internet Policy

The Presbytery's Voicemail/E-mail/Internet policy is intended to provide each employee of the Presbytery with the guidelines associated with the use of the Presbytery's Voicemail/E-mail/Internet system ("the system"). This policy applies to all employees and any others accessing and/or using the Presbytery's system through on-site or remote terminals.

The Voicemail/E-mail/Internet system, and all data transmitted or received through the system, are the exclusive property of the Presbytery. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for Presbytery-related business, and is not to be used for personal business or pleasure. Any individual permitted to have access to the Presbytery's system will be given a Voicemail, E-mail and/or Internet address and/or access code, and will have use of the system, consistent with this policy.

The Presbytery reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Presbytery will exercise this right periodically, without prior notice and without the prior consent of the employee. The Presbytery's interests in monitoring and intercepting data include, but are not limited to: protection of Presbytery proprietary and classified data; managing the use of the Presbytery's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regard to the receipt, transmission or storage of data on the Presbytery Voicemail/E-mail/Internet system.

Any employee who abuses the privilege of access to the Presbytery's Voicemail, E-mail or the Internet system will be subject to disciplinary action, up to and including termination. If necessary, the Presbytery will also advise law enforcement officials of any illegal conduct.

If an employee participates in social media, such as MySpace, FaceBook, LinkedIn, Twitter, YouTube, a blog, etc. on business or personal time the Presbytery expects the employee to observe the following guidelines:

1. **Prohibited Conduct** – The Presbytery absolutely prohibits revealing its name on social media or other websites, which include sexual, violent, or illegal content. It also prohibits postings on any social media discussing clients without express permission to do so. The Presbytery also prohibits language that is defamatory, harassing, disparaging, or violates obscenity laws.

2. Transparency – Employees must identify themselves especially if they are saying anything related to the Presbytery's business, including anything related to the Presbytery or its churches. Employees must indicate they are a Presbytery employee where appropriate.
3. Integrity and Honesty – Employees must stick to their area of expertise. They should not pretend to know everything. Half-truths and outright lies will be quickly ferreted out by today's social media watchdogs, regulators and others. Whether it's a comment made on a MySpace page or in an update to a Wiki page, chances are, somebody may be monitoring such material.
4. Personal Opinions - Unless an employee has specific permission to speak on behalf of the Presbytery, clearly indicate that any postings represent a personal opinion and not the position of the Presbytery. When posting to any site outside of the Presbytery, please use the following disclaimer: "The postings on this site are my own and don't necessarily represent the Presbytery's positions, strategies, or opinions."
5. Protect the Presbytery's Image – Employees should be careful when using the Presbytery name, logos, copyrights, trademarks, etc. If an employee intends to use them on social media at all, they must obtain written permission from the Executive Presbyter prior to doing so.
6. Presbytery Policies and Procedures – Any social media activities are subject to the same policies and procedures as other workplace activities. For example, if it is inappropriate to engage in sexual harassment while at work, then it is equally inappropriate to do so through the context of social media. This policy is also meant to support and integrate with the Presbytery's internet and emailing policies.
7. Confidentiality – Employees must maintain the confidentiality of the Presbytery, its churches, and other related information. The value of a Presbytery confidence can be destroyed by sharing too much information online. If an employee is not sure what is or isn't appropriate to share in these areas, they should seek out advice first from their supervisor. If an employee does not feel comfortable speaking about this with your supervisor, please contact the Executive Presbyter.
8. Social Media Privacy Settings – Employees should protect their personal information in order to help avoid identity theft, scams, and other risks.
9. "Friending" – Employees in supervisory positions should avoid making a supervised employee a "friend" on Social Media.
10. Professionalism – Employees should avoid typos and misspellings. All the protocols surrounding proper e-mailing also apply to the use of social media (i.e., no "shouting," defamatory language, or incendiary words).
11. Advice – Employees do not offer legal, medical, or psychological analyses, unless you are in fact a lawyer, doctor, or psychologist.
12. Personal Use – Personal social media use is restricted to personal time only, just as they do for personal phone calls or e-mails. Employees must have permission to access Social Media sites on Presbytery equipment. Otherwise, employees should not use the Presbytery's equipment to participate in personal use of social media.
13. Inappropriate Use – If an employee finds a negative, disparaging, or otherwise concerning posts about the Presbytery, its products, services, or clients, they should inform their supervisor or the Executive Presbyter immediately and seek guidance on how or if they should respond.

Any questions about this policy should be directed to the Executive Presbyter for further information or clarification.

Tobacco, Alcohol and Drug Use

The Presbytery of San Gabriel is a non-smoking facility.

The Presbytery prohibits the use, possession, manufacture, dispensation, or distribution of alcohol and illegal drugs in all work locations and intends to comply, when required, with the provisions of the federal Drug-Free Workplace Act.

No employee may report for work impaired by any substance, drug, or alcohol. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e. sight, hearing, balance, reaction, or reflex) or judgment are or may be reasonably presumed to be affected.

Violation of this policy may result in immediate dismissal.

The Presbytery recognizes alcohol or drug abuse as an illness or "disorder" requiring medical treatment. Therefore, the Presbytery:

- Encourages affected individuals to seek help voluntarily;
- Assists supervisors in dealing with associated behavior related to work performance;
- Provides training to employees and managers regarding issues related to alcohol and drug use.

Loss Prevention Policy

The Presbytery is committed to establishing and maintaining an environment free of theft. All employees, therefore, are required to be fully cooperative in any and all programs that help the Presbytery with loss prevention. As part of this policy, management reserves the right to search employees' desks, or other Presbytery-owned property.

Violence in the Workplace

The Presbytery recognizes that workplace violence is a concern among employers and employees across the country. The Presbytery is committed to providing a safe, violence-free workplace. In this regard, the Presbytery strictly prohibits employees, consultants, customers, visitors, or anyone else on Presbytery premises or engaging in a Presbytery-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, the Presbytery seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The Presbytery believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Presbytery property, or a demonstrated pattern of refusal to follow Presbytery policies and procedures;
- Defacing Presbytery property or causing physical damage to the facilities; or
- With the exception of security personnel, bringing weapons or firearms of any kind on Presbytery premises, in Presbytery parking lots, or while conducting Presbytery business.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify the Executive Presbyter immediately. Further, employees should notify the Executive Presbyter if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Presbytery will inform the reporting individual of the results of the investigation. To the extent possible, the Presbytery will maintain the confidentiality of the reporting employee and of the investigation. The Presbytery, however, may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Presbytery will not tolerate retaliation against any employee who reports workplace violence.

If the Presbytery determines that workplace violence has occurred, the Presbytery will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the Presbytery will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the Presbytery may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the Presbytery may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

Corrective Action

These guidelines are also intended to inform employees about the type of corrective action which may be taken.

- Examples of unacceptable modes of conduct that may lead to corrective or disciplinary action or termination at-will at any time with or without cause or notice include but are not limited to the following: refusal to follow specific and understood instructions from the supervisor, job performance that is not satisfactory to management, absences or tardiness that is unacceptable to management, release of confidential information and disruptive and/or inappropriate behavior while interacting with Presbytery members/visitors.
- The type of disciplinary action which may be taken because of unacceptable employee conduct or poor job performance depends on the circumstances of each individual case. Disciplinary action may take a number of forms including, but not limited to, the following: oral warning, written warning, probation, or involuntary termination. The Presbytery reserves the right to terminate any employee's employment at will.

The determination of appropriate corrective action for any particular employee is within the discretion of the Executive Presbyter, or with the employee's supervisor (with the knowledge and approval of the Executive Presbyter). However, to ensure consistent and fair treatment of all employees, the Executive Presbyter will generally consult with the Personnel Committee, appropriate legal counsel, or other appropriate resources to determine the history of disciplinary corrective action taken in similar cases and to help determine the appropriate action. In any situation involving a Teaching Elder member on Staff, the Committee on Ministry will also be consulted. All disciplinary corrective actions must be administered in a nondiscriminatory manner in compliance with policies on equal opportunity employment of the Presbytery.

- **Counseling and verbal warning.** The supervisor will generally verbally discuss the problem with the employee and attempt to resolve it on an informal basis. The employee should be informed of the unacceptable performance or conduct and advised of the consequences of continued unacceptable performance. A plan will generally be jointly developed to correct the inappropriate behavior. A record of the verbal warning will be maintained in the supervisor's file.
- **Written warning.** In the event that the employee's behavior does not show improvement, the supervisor will generally report to the Executive Presbyter. The Executive Presbyter will define in writing the inappropriate behavior or conduct, the changes to be achieved and sustained and the time established for a subsequent review of the issue. The Executive Presbyter will typically meet with the employee, provide a copy of the written warning to the employee and answer any questions regarding it. The employee would then sign the report and be encouraged to make any written comments as he or she wishes. The employee's signature on the written warning will not necessarily indicate his or her agreement, but that he or she has been made aware of the report. This report will be retained in the employee's personnel file.
- **Probation.** If the modification does not occur within the time line established in the written warning, the Executive Presbyter will generally inform the employee that he or she is now on probation. Such probation shall be two weeks for Non-Exempt Staff and one month for Exempt Staff. In such case, the employee will be given a written notice stating the specific change in behavior required and a time established for final review before probation is ended. The employee will affirm receipt of this notice of probation by executing his or her signature on the authorized form.
- **Involuntary Termination.** If the employee has not satisfactorily improved his or her behavior by the end of probation, the employee's service may be terminated. The termination decision shall be written and placed in the employee's personnel file. The employee may respond in writing and have the response placed in his or her personnel file. Employees are not to be discharged without the approval of the Personnel Committee or their designee.

Resolution of Grievances

General Principles

The Presbytery seeks to encourage good working relationships that affirm the importance of each individual and his or her contribution to the organization in an atmosphere of mutual respect. The Presbytery encourages collegial relationships among staff and believes that most problems and misunderstandings are best resolved informally by prompt attention, before they get out of hand.

The aggrieved employee need not fear reprisals or retaliation in invoking the grievance process. Bringing the matter to the attention of the Presbytery will in no way prejudice his or her standing in the Presbytery. In addition, the Presbytery will attempt to keep all such expressions of concern, the results of any investigation, and the terms of any resolution confidential. In the course of investigation and resolving the matter, however, some dissemination of information to others may be necessary.

Informal Attempts at Resolution

In the event that an employee feels himself or herself to be aggrieved by the words or actions of another, the Presbytery's first expectation is that individuals will work out their differences directly with one another through informal communication.

If, however, informal communication between the individuals directly involved does not resolve the situation to the satisfaction of the aggrieved individual, that employee may choose to discuss the problem with his or her immediate supervisor or with another supervisor. If this effort does not prove satisfactory, the aggrieved individual may contact the supervisor of the other employee.

Employees are encouraged to take initiative in seeking answers to their questions or offering solutions to work-related problems through immediate discussion with their supervisors.

Supervisors are expected to encourage honest and frequent communication with employees, to give prompt attention to suggestions, and to provide active assistance in dealing with concerns or complaints in a manner free from reprisal or retaliation

Formal Attempts at Resolution

If the matter is still not resolved by the preceding informal attempts at resolution, the aggrieved individual may contact the Executive Presbyter, or the Moderator of the Personnel Committee, if the person involved in the grievance is the Executive Presbyter, for action. The Executive Presbyter or the Moderator of the Personnel Committee will generally notify the aggrieved individual of the proposed resolution as promptly as circumstances will reasonably allow.

If the matter is still not resolved to the satisfaction of the aggrieved employee, the employee shall file a written appeal to the Personnel Committee on matters affecting their status and treatment. This appeal must be filed within a 30-day period from the date that the aggrieved individual is notified of the Executive Presbyter's actions in response to the grievance. The written appeal shall set forth all the facts and circumstances of the employee's complaint and state why the employee disagrees with the action taken by the Executive Presbyter. The appellant shall be present at the Personnel Committee meeting when the written appeal is to be discussed.

The Personnel Committee will file a written report in the employee's personnel record within thirty days of receipt of the written appeal. The Executive Presbyter or Personnel Committee Moderator will meet with the employee to inform him or her of the final decision of the appeal. A copy of the report will be given to the employee.

In all cases, the decision of the Personnel Committee is final and binding on all parties.

ARTICLE X.

SEPARATION FROM EMPLOYMENT

All employment relationships with the Presbytery (unless expressly stated in a contract of employment) are at-will and may be terminated at any time with or without cause by the employee or the Presbytery (except as otherwise required by state law).

All decisions regarding termination of employment will be made without discrimination on the basis of race, color, national origin, gender, age, marital status, sexual orientation, disability, or religious affiliation (except where a category is determined to be a bona fide occupational qualification).

There shall be a written termination summary for all employees who terminate their employment, the results of which shall be kept on file. If the Presbytery terminates an employee, all wages are payable immediately. If an employee voluntarily terminates his or her employment, wages owed shall be paid within 72 hours. The Presbytery will generally require a termination interview with the employee. Full reports on all terminations are to be made to the Personnel Committee. The Personnel Committee shall review and record in its minutes its action on any termination. The Executive Presbyter is responsible for implementing terminations.

Notice of termination of Support Staff shall be two weeks. Notice for termination of Administrative and Program Staff shall be one month. Salary may be given in lieu of notice at the discretion of the Executive Presbyter. Earned vacation pay will be granted in addition to any severance pay. No payment will be made for unused sick leave.

Resignations

The Presbytery expects that all personnel will submit their written resignations in advance of their termination. If a resignation occurs during a time of prolonged illness, a doctor's certificate affirming that termination of employment results from the employee's free choice must also be submitted.

Administrative Staff and Program Staff seeking to terminate their employment are expected to submit their written resignations to the Executive Presbyter and to the Personnel Committee at least one month in advance of their termination, no part of which will coincide with vacation time. Resignations of members of the Administrative and Program Staff will not become effective until after the action of the Presbytery.

Support Staff seeking to terminate their employment are expected to submit their written resignations to the Executive Presbyter at least two weeks in advance of their termination, no part of which will coincide with vacation time.

Suspension and/or dismissal for cause may take place upon written notice from the Personnel Committee, after consultation with the Executive Presbyter. In the case of clergy staff, after consultation with the Executive Presbyter, the Personnel Committee shall consult with the Committee on Ministry and follow the provisions of the Book of Order. Reasons may include:

- Unsatisfactory performance
- Refusal to do work within his or her position description
- Repeated unexcused absence or tardiness
- Incompetence
- Judicial discipline

Elected Staff

When staff are not re-elected by vote of Presbytery, the Personnel Committee shall be authorized to arrange appropriate terms of termination in light of position and years of service to the Presbytery and make that recommendation to the Presbytery.

ARTICLE XI.

OFFICE PROCEDURES

Absences and Tardiness

When an employee is going to be absent or tardy the Presbytery expects that the employee will notify the office as soon as possible. Extenuating circumstances that are likely to result in either absences or tardiness should be discussed in advance with the Executive Presbyter, whenever possible.

Personal Mail and Telephone Use

The Presbytery expects that employees will provide any necessary postage, supplies, on-line access fees and time charges for personal correspondence. All non-emergency personal telephone calls are to be paid for by the employee.

Staff Meetings

The Presbytery will provide opportunity for all staff to participate regularly in staff meetings as well as conferences with the Executive Presbyter.

ARTICLE XII.

PERSONNEL COMMITTEE

The composition and responsibilities of the Personnel Committee shall be in accordance with the Presbytery's ByLaws and Stated Rules. The Executive Presbyter shall meet with the Personnel Committee as an ex officio member without vote.

The Personnel Committee has the right to meet in executive session without staff present or to ask the Executive Presbyter or other staff members to leave a meeting should discussion warrant it.

No recommendation by the Personnel Committee affecting the entire staff will be made to the Presbytery without opportunity for staff discussion.

Review of Personnel Policies

The Personnel Committee will conduct an annual review of the personnel policies of the Presbytery and will re-evaluate any section upon request of a staff member or the majority of the Presbytery Executive Commission.

ACKNOWLEDGEMENT

PLEASE READ THE HANDBOOK OF EMPLOYMENT POLICIES AND FILL OUT AND RETURN THIS PORTION FOR INCLUSION IN THE EMPLOYEE'S PERSONNEL FILE (WITHIN ONE WEEK OF RECEIPT)

Employee Name: _____

I acknowledge that I have received a copy of the Employment Handbook of the Presbytery of San Gabriel (the "Handbook"). I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the Handbook during my period of employment with the Presbytery of San Gabriel (the "Presbytery").

I further understand, however, that the policies contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that the Presbytery has the right to amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because the Presbytery cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the Presbytery's policies or procedures, I should consult the Presbytery's Personnel Committee Moderator.

I understand and agree that my relationship with the Presbytery is "at-will," which means that my employment is for no definite period and may be terminated by me or by the Presbytery at any time and for any reason, with or without cause or advance notice. I also understand that the Presbytery may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the Executive Presbyter, that no other employee or representative of the Presbytery has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by me and the Executive Presbyter. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practice of the Presbytery, now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

Date: _____

Employee Signature _____

Employee Name (printed) _____

Presbytery of San Gabriel
Report of the Committee on Representation and Nominations
September 26, 2020

FOR ACTION

1. The Committee on Representation and Nominations nominates the following individuals for the Commission on Preparation for Ministry, Class of 2022 (to begin immediately):
 - a. RE Jane Dempsey Douglass, Claremont Presbyterian Church
 - b. TE Michael Spezio, Scripps College.
2. Please see attached the Representation Report for 2020, to be reviewed and received by the Presbytery.

San Gabriel Presbytery

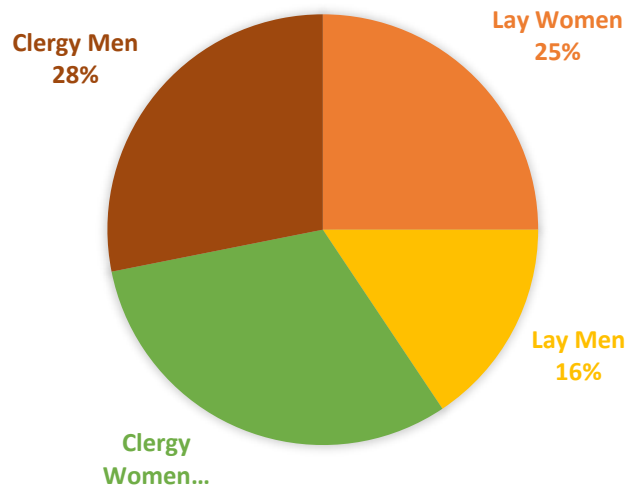
Representation Report Years 2019 and 2020

	<u>2019</u>	<u>%</u>	<u>2020</u>	<u>%</u>
Total Serving	97		96	
Women	54	56%	55	57%
Men	43	44%	41	43%
Lay Women	26	27%	24	25%
Lay Men	15	15%	15	16%
Clergy Women	28	29%	30	31%
Clergy Men	28	29%	27	28%
Asian	24	25%	23	24%
Black/African-American	5	5%	6	6%
Latinx	7	7%	8	8%
Native American	0	0%	0	0%
White/Euro-American	60	62%	59	61%
Middle Eastern/Arabic	1	1%	0	0%
Persons w/Disabilities	3	3%	3	3%
Under 26	0	0%	0	0%
26-40	15	15%	12	13%
40-65	51	53%	54	56%
Over 65	31	32%	30	31%

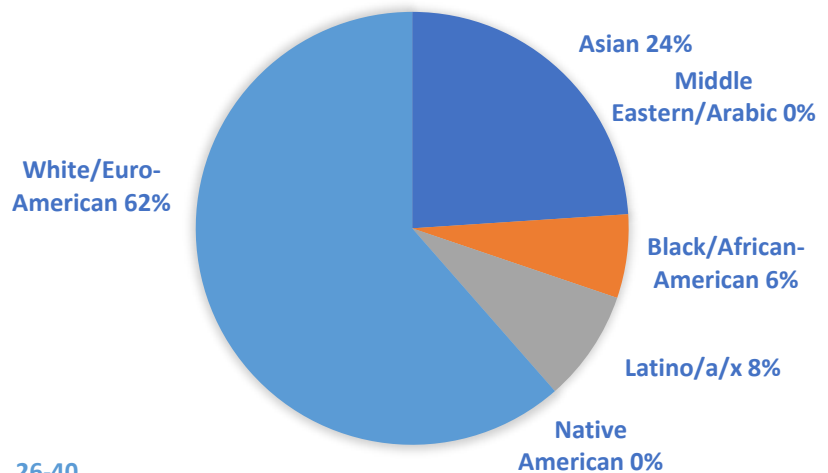
San Gabriel Presbytery

Representation Report, 2020

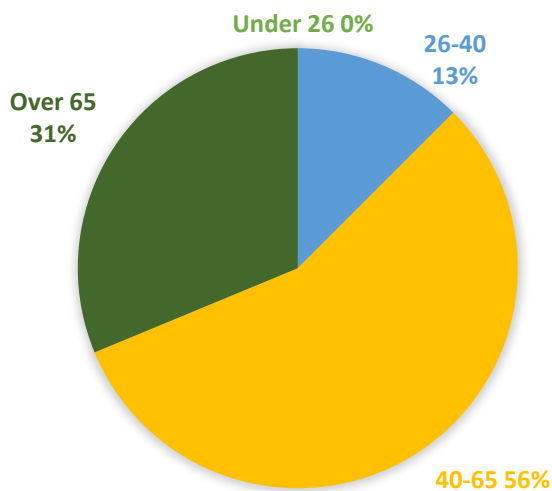
CLERGY AND NON-CLERGY



RACE



AGE



Presbytery of San Gabriel
Commission on Preparation for Ministry
September 26, 2020

The Commission on Preparation for Ministry met on Tuesday, September 8 at 5:30 pm via Zoom video conferencing; a quorum was present.

For Action:

1. That Veronica Ota be enrolled as an inquirer. Veronica is a member of First Presbyterian Church, Altadena.

COMMISSION ON MINISTRY
Report to the San Gabriel Presbytery
Saturday, September 26, 2020

The Commission on Ministry met via Zoom on July 6 and September 14, 2020 with quorum present and brings the following recommendations to the Presbytery.

FOR ACTION

- 1a. To receive into membership Rev. Dr. Lisa Hansen from the Reformed Church of America, Classis of New Brunswick, NJ. She recently retired from service as a chaplain with the United States Air Force. (Please note that Rev. Hansen was ordained in the PC(U.S.A.) by the Presbytery of Lake Michigan in 1989 to serve an RCA church, and held dual membership in the RCA and PC(U.S.A.) until 2016.)
- 1b. To approve the following terms of call (annualized) between Rev. Dr. Lisa Hansen and Pasadena Presbyterian Church to serve as Pastor/Head-of-Staff effective October 1, 2020:
 - Salary: \$45,000
 - Housing: \$45,000
 - Professional Expenses: \$2,735
 - Continuing Education: \$1,020 and two weeks
 - Board of Pensions: \$33,300
 - Vacation: One month (4 Sundays)
 - Shared Equity to be negotiated up to \$500,000
 - Moving expenses to be paid by former employer
2. To dissolve the Administrative Commission for Pasadena Presbyterian Church, with thanks to TE David Tomlinson, TE Ann Oglesby-Edwards, RE Dee Kelley, RE Fried Wilson, RE Daniel Chang, RE Rubi Benitez, and former member TE Roberto Colon. (See report for their accomplishments.)
3. To approve the following terms based on a 1.9% CPI increase as Presbytery Minimum Compensation for 2021:
 - Full-time effective salary: \$58,780; Half-time: \$29,390
 - Professional Expenses: \$2,785
 - Continuing Education: \$1,035 and 2 weeks
 - Board of Pensions: 37% of effective salary - \$21,748.60;
 - Half-time: \$13,939
 - Vacation: one month (4 Sundays)
4. To approve the plan for a new worshiping community to be established under the leadership of Sam Bang at Korean Good Shepherd PC, Rowland Heights, subject to the approval of the KGSPC session as the partnering congregation.

OMNIBUS MOTION

1. To renew the call between TE Steve Wiebe and Pasadena Presbyterian Church to serve as Executive Pastor, effective 9/16/2020 for a period of two years with terms as follows:
 - Salary: \$60,000
 - Housing: \$15,000
 - Professional Expenses: \$2,735
 - Continuing Education: \$1,020 and two weeks
 - Board of Pensions: \$27,750
 - Vacation: One month (4 Sundays)
2. To concur with the Session of Pasadena Presbyterian Church to dissolve their relationship with TE Martin Garcia as Temporary Associate Pastor for the Spanish Language Ministry, effective August 31, 2020. Rev. Garcia has accepted a call to a church in Indiana.
3. To approve the Interim Ministry contract between First Altadena and TE Ann Oglesby-Edwards effective October 15, 2020 with terms as follows:
 - Salary and Housing: \$70,000
 - Professional Expenses: \$2,785
 - Continuing Education: \$1,035 and two weeks
 - Software Allowance: \$800
 - Board of Pensions: \$25,900
 - Vacation: 4 weeks
4. To renew the Temporary Pastor, Half Time contract between Occidental Presbyterian Church and TE Erik Dailey effective March 24, 2020 with terms as follows:
 - Salary: \$14,421.21
 - Housing: \$14,421.21
 - Professional Expenses: \$1,368
 - Continuing Education: \$510 and two weeks
 - Board of Pensions: \$10,671.72
 - Vacation: 4 weeks
5. To renew the Temporary Pastor, Half Time contract between Westminster, Temple City and TE Victoria Randall effective July 1, 2020 with terms as follows:
 - Salary: \$0
 - Housing: \$28,843
 - Professional Expenses: \$2,735
 - Continuing Education: \$1,020 and 2 weeks, cumulative to 4 weeks
 - Vacation: 4 weeks

6. To concur with Grace Taiwanese Presbyterian Church, Temple City to dissolve their relationship with TE Kok-Thai Lim effective August 31, 2020 with the following terms:

Full Salary through the end of September 2020

Half-time Salary through March 31, 2021

Board of Pensions benefits to be paid based on relevant salary through March 31, 2021

GTPC to transfer \$28,256.95 to Presbytery before Sept. 1, 2020 to pay salary

Effective Sept. 1, 2020 GTPC will suspend ministry, ending GTPC's Facilities Use Agreement with the Presbytery.

GTPC not to resume ministry until review and approval by COM.

7. To appoint TE Cynthia Crowell as moderator of session at First Altadena until October 15, 2020.
8. To elect two additional members to the Administrative Commission for Baldwin Park: TE David Tomlinson and one RE from Knox, Pasadena, to be appointed by the COM.

FOR INFORMATION:

1. COM approved the MIF and job description for the Pastor/Head-of-Staff for Arcadia Community Church.
2. Please note that it is the policy of the Presbytery that all churches entering into, or dissolving, a shared equity agreement with a pastor must have those agreements approved by the Presbytery. All churches are requested to file a copy of any current and on-going shared equity agreements with the Presbytery.
3. The Glendale Korean Presbyterian Church has relocated to 3709 Rolle Street, Los Angeles, CA 90031, and is requesting to change their name to Holy Mountain Presbyterian Church. They are currently requesting the name from State of California.
4. COM has been working extensively with the San Marino Community Church on a proposed plan, which the COM has approved, to transition TE Jessica Vaughn-Lower from Associate Pastor to Co-Pastor/Head of Staff, and then to continue as sole Pastor/Head of Staff following the planned retirement of TE Jeff O'Grady in mid-2021. If approved by the congregation, the pastorates will be presented to the Presbytery for approval at the November 17, 2020 meeting.

Report to the San Gabriel Presbytery , Part I of 2
Presbytery meeting September 26, 2020.

General Assembly virtual gathering, June 2020

George Floyd's death happened on May 25th. Our General Assembly sessions took place June 19, 25, 26 and 27. At the same time, demonstrations were taking place throughout our nation to protest his murder, unfortunately, with some of the demonstrations there were also riots and destruction. Our Theme "from Lament to Hope" could not have been more appropriate for the times.

No one could have predicted or fathom how unusual this 224th Assembly would be. Nevertheless, the Commission On General Assembly (COGA) and our tech and polity committees set out to make the best of the limitations we had. And they did a wonderful job. With the exception of very few minor glitches, information dissemination, voting and all aspects of our gatherings and plenary sessions ran smoothly.

COGA decided to divide our business into three categories:

- Information only
- Plenary points to vote on.
- Referrals to the 225th Assembly

Those brought to plenary were chosen based on the following criteria:

- If postponed, they may have had negative legal or polity implications.
- Postponement might have negative financial implications.
- If not addressed at this time, critical leadership positions would be left vacant.

Based on this criterion, we acted to elect Dr. J. Herbert Nelson to a second term as Stated Clerk of the PCUSA and we voted to combine all budgets into one.

Negotiations to do with the San Francisco Theological Seminary merger with the University of Redland and its removal from PCUSA were not brought to plenary but were postponed until the 225th Assembly. The reasoning behind this decision was that it was too complicated an issue to be put forth in this Assembly given the special circumstances and limited time. It was clear that negotiations will not stop or wait until the 225th Assembly, but will continue to take place in the hope of reaching an agreement.

An Action was approved to issue a Statement of Call to Action, responding to the Sin of Racism and "to pledge to join hands and hearts with our BIPOC (Black, Indigenous and People of Color) siblings to actively confront and dismantle systemic racism in

our church and in society at large, and to work for a more just, merciful and peaceful country that allows all of God's children to flourish."

Reverend Dr. N'Yisrela Watts- Afriyie was also a commissioner to this assembly, she will present her report and give you details of the items brought to plenary and her own personal thoughts on this Assembly.

Personal thoughts:

- This was the first time I participated in the General Assembly. It felt as if I was taking part in a very large Session meeting. I was impressed by the organizational details, the support given and the ingenuity of those organizing it to accomplish as much as we did under circumstances never experienced before.
- The actions taken to condemn systemic Racism touched me. However, I felt there is much work needed to bring about change. My hope is that the sentiment trickles down to Synods, Presbyteries, Congregations, Sessions and committees and to all of us as individuals to work diligently to eliminate it.
- It was frustrating not to have the experience and detailed knowledge acquired and given in committees. Because of it I found my discernment "incomplete", I found myself voting when I was not quite sure what all the aspects of the particular topic were.
- It was distracting to be seating at home in my kitchen, surrounded by my everyday life. I was not able to immerse myself in the experience as much as I would have liked to.

My deepest appreciation to the San Gabriel Presbytery for giving me the opportunity to serve as a commissioner to the 224th General Assembly of the PCUSA.

Respectfully submitted by Maria Cacarnakis.

Commissioners' Report to the Presbytery of San Gabriel - Part Two

September 26, 2020

224th General Assembly (Virtual), June 19-27, 2020

Presbyterian News headline: "Historic 224th GA Is in the Books!" Historic as the first on-line Assembly, it also made history because Co-moderator Elona Street-Stewart is the first Native American (ruling elder and a descendant of the Delaware Nanticoke tribe) to serve as a moderator of the PC(USA). She and African American Co-moderator, The Rev. Gregory Bentley, were elected on the first ballot by 304 commissioners. Street-Stewart declared, "The world needs a church that has no fear over its diversity!"

Two events were eye-opening and inspiring: The Poor People's Campaign (PPC) on June 20 and the Hands and Feet Initiative: Youth Rising Coalition on June 23. PPC is a movement on behalf of over 140 million Americans living in poverty. Their slogan: *"Forward together---not one step back!"* Youth Rising Coalition, sponsored by the Presbytery of Baltimore, engages and supports youth ages 14-24 in entrepreneurial efforts. As of July, almost \$44,000 has been donated by Presbyterians across the nation.

Worship with Communion, to prepare the Body of Christ for the week's work, was later in this Assembly. Held on June 26, the Spirit still seemed to coax us from Day 1, with the Ephesians 3:20 passage: "Now to him who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine. . . ."

Believing and acting upon God's promise---that we are able to accomplish abundantly far more---was and is crucial during relentless trials, from Covid to injustice, to poverty to raging fires and floods. The Book of Order mandates GA "to present a witness for truth and justice in our community and in the world community"---a mandate paramount for such a time as this.

As Elder Maria Cacarnakis shared, the outrage over the murder of George Floyd convicted the PCUSA to be that witness for truth and justice. The COGA resolution ---"Sin of Racism and Call to Action"--- was amended "to live up to what we say and what we believe. We have the responsibility to speak up on white supremacy and white privilege." (Comments of Commissioner Eric Beck, Presbytery of the Pacific). Before adjournment, the resolution was concretized with eight minutes and forty-six seconds of silence---to honor Floyd, to grasp fully the time for a knee to snuff out his life, and to "remember and repent" for the sins of "ignoring and marginalizing"

siblings and churches throughout the denomination." (Comments by Co-Moderators Street-Stewart and Bentley)

While the docket was curtailed to focus upon "critical business", commissioners took action for urgent repairs to Native American churches. Reverend Irv Porter, Associate for Native American Intercultural Congregational Support, advised that "there are 92 Native American churches and chapels from Alaska to Texas, using buildings that are in some cases over 100 years old. A lot of these are small congregations. . .and they still do ministry. These congregations do not have professionals like doctors and lawyers and those with high paying jobs in membership. What comes in the offering plate on Sunday, that's it."

Despite numerous commissioner efforts, however, the majority refused to consider the Task Force Report on Disparities Experienced by Black Women and Girls. Among the travesties detailed are life-altering, debilitating and traumatizing inequities that affect young African American girls. To assuage concern expressed by many committee members and commissioners, the Stated Clerk offered a prayer, ending with "Help us to repent, to live lives that restore those whose wounds are still there . . . We need you, Lord. We're waiting. Our girls, our women – they're waiting. Their families are waiting. Amen."

Personal thoughts:

The prophet Habakkuk waited for the Lord's response. The Lord instructed, "Write the vision!" Do something; do it now and do it big! The church has the ability to act now, between the formal convening of general assemblies. I pray that we will act on matters that *should not* wait.

Mid-week Bible study had positive elements, lifting and exploring the theme "From Lament to Hope". Leaders laid the groundwork for small group discussion and sharing.

As an observer in years past, I treasured moments to sit in committee meetings; to listen and learn; to network over a meal; to have Bible Study, face to face; to tour the host city between events; to listen to 'speak outs'. I treasured the bond in passing the Bread and Cup during Communion, holding hands in prayer and the resonance of praise hymns sung together. The pandemic and virtual Assembly highlighted what we have missed. (For example with Zoom, it is often difficult to see faces clearly (let alone, facial expressions).

Perspectives on the success of the 224th are varied. It was reported that:

- the strongest engagement online was during the Co-Moderator election and the Youth Rising presentation.
- COGA vice moderator, Eliana Maxim shared: "Despite the technological advancements and wizardry. . .there was a significant amount of woundedness that impacted a lot of people".
- there were as many visitors to the General Assembly website during this shortened assembly as during the entire 223rd General Assembly in 2018.
- YAADs were marginalized in the conversation; by the end of the assembly, we had approximately 60 percent of the YAADs that had registered.
- The Office of the Stated Clerk surveyed commissioners in July which seemed to suggest that virtual assemblies may become our future. J. Herbert asserted, "This is a time of technology and we have to enter that world and figure out how to move in a different direction."

True---we must tailor 21st century technology to the ends of the Church; we must be cautious of technology which--in producing cost savings, convenience and comfort--takes away from our interpersonal engagement as humans, as God's hands and feet in building relationships of trust, caring and love. All GAs have moments and /or issues of contention and woundedness. One advantage of "being there" is opportunity for spontaneous sharing and exchanges that heal.

Thank you, San Gabriel Presbytery, for allowing me to serve! As the alternate commissioner who jumped in on 24-hours' notice, I did my best---with well-wishes of Jennifer Ackerman (who I replaced), the support of Wendy Tajima and the helpful GA technology staff.

For Maria and for me, serving as commissioners to the 224th General Assembly was an honor, a challenge and re-affirmation of belief that our church, the PC(USA) is alert to God's call. May we all be spell-bound by the power at work within us, which is indeed able to accomplish abundantly far more than all we can ask or imagine!

Respectfully submitted,

N'Yisrela Watts-Afriyie

Presbytery of San Gabriel
Report of the Presbytery Executive Commission
September 26, 2020

The San Gabriel Presbytery Executive Commission (PEC) met on July 28, 2020, via Zoom video conferencing, with a quorum present, and makes the following report to the Presbytery. There are no recommendations for Presbytery action, but the PEC took several actions on behalf of the Presbytery.

ACTIONS TAKEN ON BEHALF OF THE PRESBYTERY

1. Appointed a task force for the 2021 budget, consisting of Steve Wiebe and Dee Kelley from Administration and Finance, Carl von Bibra from Personnel, and Cyndie Crowell from COM.
2. Voted to forgive the loans given in the first round of the COVID-19 Relief Fund. By the end of the first round of grants, a total of \$75,000 in grants and \$35,000 in loans were given to 15 churches, plus \$10,000 in \$250 stimulus grants to each of 40 churches and fellowships.
3. Approved a new \$2,000 grant to be given to each church and fellowship of the Presbytery in August, with communication describing the hope that these funds would promote creative ideas for mission by the churches, either within the congregation or in the community.
4. Approved a second round of the San Gabriel Relief fund. This round received applications for grants up to \$10,000. The deadline set was August 31, 2020. In this round, ten churches completed the application, for a total of \$100,000 in grants to be funded.
5. Approved working with LA Voice to create two initially "Belong Circles," one for youth and one for adults, to facilitate relationship building and understanding across differences.
6. Authorized Justice, Peacemaking and Mission Committee to designate the recipient of the September Presbytery offering. JPM later voted to give the offering to LA Voice, who has worked with the Presbytery on several initiatives, including the Belong Circles, several actions for racial and immigrant justice, and the development project with Habitat for Humanity for affordable housing and Presbytery mission housing in Baldwin Park.
7. Voted to hold both September 26 and November 17, 2020, meetings via Zoom.
8. Voted to schedule the 2021 meetings on January 26, March 20, June 19, September 18, and November 16.



PRESBYTERY OF SAN GABRIEL

*EQUIPPING,
EMPOWERING, AND
ENGAGING IN A
CHANGING WORLD*

Winterfest 2021

**A WEEK LONG SERIES OF WORKSHOPS,
WORSHIP, AND A PLENARY SESSION
FEBRUARY 1-6, 2020**

More details to come from the Education, Equipping, and
Empowerment Committee.