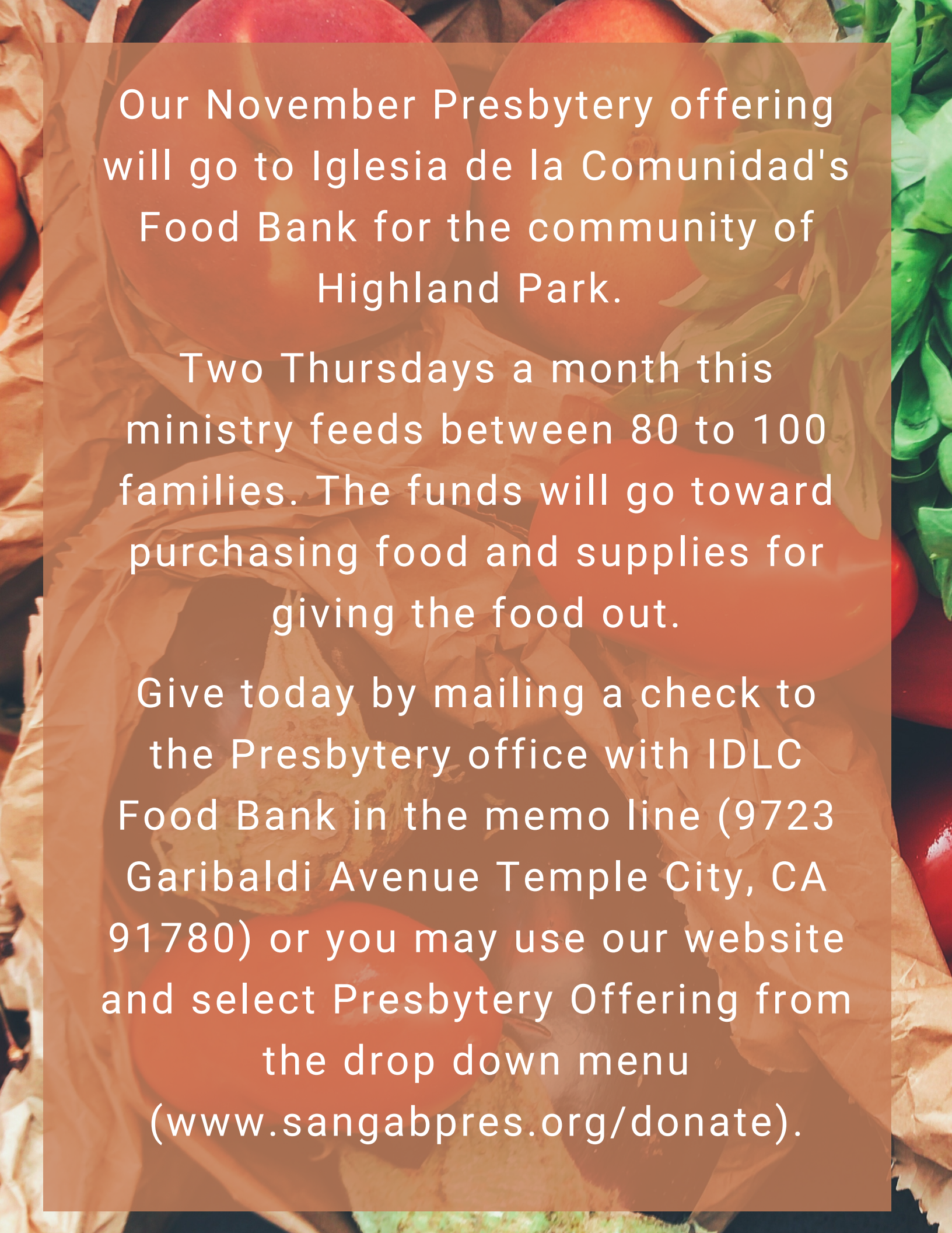


PRESBYTERY OF
SAN GABRIEL

*November
Presbytery
Meeting
Packet*



**NOVEMBER 17 | ZOOM
6:30 PM LOGIN
7:00 PM MEETING BEGINS**



Our November Presbytery offering
will go to Iglesia de la Comunidad's
Food Bank for the community of
Highland Park.

Two Thursdays a month this
ministry feeds between 80 to 100
families. The funds will go toward
purchasing food and supplies for
giving the food out.

Give today by mailing a check to
the Presbytery office with IDLC
Food Bank in the memo line (9723
Garibaldi Avenue Temple City, CA
91780) or you may use our website
and select Presbytery Offering from
the drop down menu
(www.sangabpres.org/donate).

November 17, 2020 Presbytery Meeting

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**PRESBYTERY OF SAN GABRIEL
STATED PRESBYTERY MEETING
November 17, 2020
Zoom Conference Call**

DOCKET

7:00 pm	Call to Order Welcome	TE Karen Sapio
7:05	Stated Clerk's Report	TE Diane Frasher
7:10	Worship	TE Jennifer Ackerman
7:20	Executive Commission	TE Roberto Ramirez
7:25	Commission on Ministry	TE Cyndie Crowell
7:35	Commission on Preparation for Ministry	TE Jan Cook
7:40	Personnel	RE Carl Von Bibra
7:55	Administration and Finance	TE Steve Wiebe
8:10	Break	
8:15	Executive Presbyter's Report	TE Wendy Tajima
8:25	Board of Pensions Presentation	TE Kristin Leucht
8:35	Committee on Representation and Nominations	RE Janice Takeda
8:45	Education, Equipping, and Empowerment	RE Pat Martinez-Miller
8:50	Justice, Peacemaking, and Mission	RE Carolyn Harris and Wendy Gist
9:05	Worship with Communion	TE Twining Campbell and TE Martha Campbell
<p style="text-align:center"><i>Today's offering will go to Iglesia de la Comunidad's Food Bank. Give to the offering by selecting "Presbytery Offering" on the Presbytery Donate webpage: https://sangabpres.org/donate/</i></p>		
9:15	Benediction and Adjournment	RE Deborah Owens

Next Presbytery Meeting: Tuesday, January 26, 2021 at 7:00 pm on Zoom

Stated Clerk's Report for November 17, 2020:

The Stated Clerk brings the Consent Agenda for vote (Items 1-8)

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 September 26, 2020 be approved.
4. That the proposed docket distributed in the packet be approved.
5. To receive the September 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. To approve the Redress of Imbalance for 2021
8. To approve the May 30, 2020 presbytery meeting attendance, accidentally left out of the September 26, 2020 presbytery meeting packet.

REPORT FOR THE RECORD:

1. Necrology – Report of the names of Ministers of Word and Sacrament who died since the November 2020 Presbytery Worship Service:
 - a. The Rev. Barbara Stout – died on 2/15/2020
 - b. The Rev. Larry Boles – died on 5/18/2020
 - c. The Rev. Hoover Wong – died (date unknown)
 - d. A previous member of San Gabriel Presbytery, Chuck Hammond
2. The Lord's Supper was celebrated at Westminster Gardens on October 4, 2020. Rev. Doug Edwards presided over the service with the assistance of Rev. Ann Mills, Doe McKenzie and others. Thirty-five residents were served on World Communion Sunday.
3. Report of the Roster of names of members of the Permanent Judicial Commission whose term expired within the last six years. (D-5.0206b)
 - a. Class of 2018 – Karen Berns (TE), Millason Dailey (TE), Don Maddox (TE)
 - b. Class of 2016 – Paul Boles (TE), Audrey Brown (RE)
 - c. Class of 2014 Janice Tadeka (RE)

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" that can be accessed at any time by clerks.
2. A Review of the Minutes for Presbytery Commissions and Committees has been performed for the 2019 year by the Stated Clerk, Diane Frasher. Feedback is being given to the chairs of the committees/commissions.

3. Although the Synod did not perform a Review of Presbytery Minutes for the 2019 year because of Covid-19, San Gabriel Presbytery's Review Form is being completed now and will be ready for review in 2021 along with the Minute Book.
4. 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.
5. Presbytery Meeting Schedule for 2021:
 - a. **January 26th** – Tuesday, 7-9 PM, Zoom
 - b. **March 20th** – Saturday, 9am-12 noon, Zoom
 - c. **June 19th** – Saturday, 9am-12 noon, Outside?
 - d. **September 18th** – Saturday, 9 am-12 noon, location TBD
 - e. **November 16th** – Tuesday, 7-9 pm, location TBD
 - f. The meetings for the first part of the year are being planned as virtual meetings. The rest of the year will be planned as we see the impact of Covid-19 for 2021.
6. Information for your reference:
 - a. **Presbytery Minimums for 2021**
 - i. Full-Time Salary & Housing \$ 58,780 (Half-time: \$29,390)
 - ii. Travel/Professional Expenses 2,785
 - iii. Study Leave 1,035 and 2 weeks
 - iv. Vacation: one month (4 Sundays)
 - v. BOP: 37% of effective Salary - \$ 21,748.60 (Half-time: \$13,939)
 - b. **Presbytery Minimums for 2020**
 - i. Full-Time Salary & Housing \$ 57,685
 - ii. Travel/Professional Expenses 2,735
 - iii. Study Leave 1,020
7. 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 THE PRESBYTERY OF SAN GABRIEL STATED PRESBYTERY MEETING

September 26, 2020
Zoom Video Conference Meeting

ASSEMBLE IN GOD'S NAME

The Presbytery of San Gabriel convened on Saturday, September 26, 2020 at 9:00 am 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 am. A prayer offered by the Rev. J. Herbert Nelson, II and recorded in advance of the 224th General Assembly was played to open the meeting. The Rev. Diane M. Frasher was the stated clerk for the meeting.

ENGAGE IN GOD'S WORK

REPORT OF THE STATED CLERK: TE Diane Frasher

The Presbytery moved, seconded, and voted 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 meeting.

The Presbytery moved, seconded, and voted to adopt the Consent Agenda (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. (See appendix A & B)
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. (See appendix C)
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, 7-9 pm – Virtual Meeting
4. Presbytery Meeting Schedule for 2021: Locations TBD
 - a. January 26th – Tuesday, 7-9 pm
 - b. March 20th – Saturday, 9 am-12 noon
 - c. June 19th – Saturday, 9 am-12 noon
 - d. September 18th – Saturday, 9 am-12 noon
 - e. November 16th – Tuesday, 7-9 pm
 - 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 to the stated clerk. It is always helpful to present action items in writing in advance.

OPENING WORSHIP

The Presbytery entered a time of worship led by TE Ally Lee, children and youth of the Presbytery, and TE Jennifer Ackerman and Veronica Ota. The worship videos were a part of an offering of World Communion Resources made and collected by Presbytery staff.

ADMINISTRATION AND FINANCE

TE Steve Wiebe reported for the Committee.

Steve updated the Presbytery on the financial situation related to the pandemic. He related that grants were given to churches. The details of these grants are in the Executive Commission report. The Presbytery has matched funds with the Synod to provide grants. He also described that there has been a decrease in rental income due to relief granted to renters during COVID-19.

REPORT FROM PRESBYTERIAN INVESTMENT & LOAN PROGRAM: TE Mickie Choi PILP is offering short-term debt service relief on a case-by-case basis for churches experiencing financial challenges as a result of COVID-19. 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.

TE Mickie Choi also shared that she will be retiring at the end of November.

PERSONNEL COMMITTEE

RE Carl von Bibra reported for the Committee.

ACTION:

The Presbytery M/S/V to approve the amendments to the Presbytery Employment Handbook to bring it into closer compliance with the Presbytery minimum compensation policy revisions from January 2020.

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 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.**

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.

For Entire Employee Handbook See Appendix D.

REPORT OF THE COMMITTEE ON REPRESENTATION AND NOMINATIONS:

RE Janice Takeda reported for the Committee.

ACTION:

The Presbytery M/S/V to elect the following individuals for the Commission on Preparation for Ministry, Class of 2022 (to begin immediately):

1. RE Jane Dempsey Douglass, Claremont Presbyterian Church
2. TE Michael Spezio, Scripps College.

The Presbytery M/S/V to receive the Representation Report for 2020.

See Appendix E for the 2020 Representation Report

MATTHEW 25: RE René Myers

RE René Myers the Mission Engagement Advisor, West, for Matthew 25 shared about how churches and presbyteries can engage in the work of building congregational vitality, dismantling structural racism, and eradicating systemic poverty. Some of the ways that churches can be involved in this work are participating in the special offerings or using the Presbyterian giving catalog. Churches can self-identify as Matthew 25 congregations and are encouraged to do so and join in this work.

EXECUTIVE PRESBYTER'S REPORT: TE Wendy Tajima

TE Wendy Tajima invited everyone to be a part of breakout rooms to discuss ways that their communities are engaged in the work of Matthew 25.

BREAK

Vice Moderator, Deborah Owens, began moderating the meeting as we returned to the meeting from the break.

COMMISSION ON PREPARATION FOR MINISTRY:

TE Karen Berns reported for the Committee.

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

TE Karen Berns welcomed a video of introduction of Veronica Ota. Veronica shared about her sense of call to ministry and hopes for her future call.

ACTION:

The Presbytery M/S/V to enroll Veronica Ota as an inquirer. Veronica is a member of First Presbyterian Church, Altadena.

Karen Berns offered a prayer for Veronica.

COMMISSION ON MINISTRY

TE Cyndie Crowell reported for the Commission.

The Commission on Ministry met via Zoom on July 6 and September 14, 2020 with quorum present.

TE Lisa Hansen was welcomed by TE Cyndie Crowell to read her statement of faith and be interviewed for transfer.

ACTION:

The Presbytery M/S/V to receive Rev. Dr. Lisa Hansen from the Reformed Church in 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-Tice 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.) **The Presbytery M/S/V 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.

The Presbytery M/S/V 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 the AC Report in Appendix F.

The Presbytery M/S/V 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)

The Presbytery M/S/V 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. Sam Bang was introduced to the Presbytery. Sam has worked at Fuller Theological Seminary.

The Presbytery M/S/V to approve the omnibus motion (items 1- 7):

1. 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.
2. 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

3. 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
4. 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
5. 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.
6. To appoint TE Cynthia Crowell as moderator of session at First Altadena until October 15, 2020.
7. 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.

The Presbytery M/S/V 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 the terms as follows if the way be clear at the congregational meeting:

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)

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 FROM GA COMMISSIONERS

RE Maria Cacarnakis and TE N'Yisrela Watts-Afriyie shared about their experience of the first entirely virtual General Assembly in June 2020. Their reports can be found in Appendix G.

EXECUTIVE COMMISSION REPORT

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 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 initial "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.

Rev. Erik Dailey and Rev. Cyndie Crowell shared examples of how their congregations are using the grant funds they have received from the presbytery.

PRESBYTERIAN FOUNDATION

Maggie Harmon introduced herself as a resource from the Presbyterian Foundation. The Presbyterian Foundation has offered resources for congregations around stewardship and investment opportunities.

JUSTICE, PEACEMAKING, & MISSION

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

TE Brian Gaeta-Symonds reminded the Presbytery to collect the Peace and Global Witness Offering by Sunday, October 4.

Kristi Van Nostran reported on her work as the SoCal Immigrant Accompaniment Organizer. She described a recent COVID-19 outbreak at Adelanto. The SoCal Immigrant Accompaniment Ministry has now partnered with Riverside Presbytery. Together with Pacific Presbytery, this ministry has helped to support 84 released detainees as they travel to be with family and sponsors.

The Presbytery offering was designated for LA Voice. Rev. Rae Chen Huang the Lead Organizer for LA Voice shared about the work of LA Voice in the San Gabriel Valley and around the county organizing for affordable housing, community development, and informing communities on ballot initiatives.

EDUCATION, EQUIPPING, AND EMPOWERMENT COMMITTEE

TE Becca Bateman and RE Pat Martinez-Miller presented on behalf of the committee.

A video of Tapestry Youth Collective's Zoom Mission Week was shared with the Presbytery. Becca shared briefly about mission week and about the upcoming Tapestry events including a Belong Circle for students in October and November and the Virtual Fall Retreat Nov. 6-8.

A video advertising the upcoming Winterfest event created by Becca and showcasing how the churches of the Presbytery have adapted during the pandemic was shown.

RE Pat Martinez-Miller shared about the upcoming Winterfest event. In 2021, Winterfest will take place over the course of a week with evening workshop opportunities culminating in a plenary presentation on Saturday February 1-6. More details about workshops, the plenary speaker and registration will be shared at the November Presbytery meeting.

CLOSING WORSHIP

The Presbytery entered into a time of closing worship. Closing worship featured Scripture reading offered in many languages from Mission Co-Workers and friends of the Presbytery, a setting of the table from San Marino Community Church's worship service, and Communion was celebrated by TE Jessica Vaughan Lower. The closing song was created by members of the Presbytery.

The closing prayer was offered by Stated Clerk, Rev. J. Herbert Nelson, II. The closing prayer and benediction were offered to close the 224th General Assembly.

ADJOURN

Vice Moderator, RE Deborah Owens adjourned the meeting at 12:10 pm.

The next Presbytery meeting is scheduled for Tuesday, November 17, 2020 at 7:00 pm on Zoom.

Respectfully Submitted,

Diane Frasher, Stated Clerk

TEACHING ELDER PRESBYTERY ROLL

DATE SEPTEMBER 26, 2020

APPENDIX A

✓ ACKERMAN, JENNIFER	✓ GAETA-SYMONDS, BR.	E MANNING, MARILYN	E STOCK, JOAN
✓ ANDERSON, BARBARA P	E GARCIA, OSVALDO	@ MCCURRY, DON	E STOECKLY, EUGENE
@ AZADA, MARY ELLEN	@ GIRGIS, MAGDY	E MCDANIEL, REX	
✓ BALLENGER, LARRY	@ GITHUMBI, STEVEN	@ MCHUGH, ADAM	✓ STRICKLAND, JEN
✓ BATEMAN, BECCA	@ GLENN, CASPER	@ MESSINGER, THOMAS	@ SU, RALPH
✓ BERNIS, KAREN	@ GOODERICH, CHARLES	E METCALF, STEVE	@ SU, SEN YUAN
@ BIBAWI-SOLIMAN, VEN.	✓ GOULDING, DEIDRE	E MEZA, JOSEPH	E SYMONS, JAMES
@ BOLES, PAUL	E GRANT, KEN	E MILLS, ANN	✓ TAJIMA, WENDY
@ BOLSINGER, TOD	E HAGNER, DON	@ MOLDEN, RICHARD	✓ TAN-GATUE, PETER
E BROWN, RAYMOND K.	E HAWTHORNE, DON	@ MOLLER, GARTH	@ TAYLOR, TOM
@ BUCHANAN, MARK	E HESSELL, MARTIN	E MOON, CYRIS	✓ THOMPSON, DEAN
@ BURNETT, JOHEE	E HETTISH, RICHARD	✓ MOON, JOHN	E TOMLINSON, DAVE
E CALHOUN, BRAD	E HILL, TOM	E MOORE, NANCY	E TRACY, KEN
@ CAMPBELL, CHARLIE	@ HSIEH, FRANK	@ MORA, HUGO	✓ VAN LOAN, WILLIAM
✓ CAMPBELL, MARTHA	@ HSU, MING	E MORGAN, DALE	@ VAN NESS, WILLIAM
✓ CAMPBELL, TWINING	@ HUANG, BOB	@ MUSCH, RON	✓ VAUGHN LOWER, J.
✓ CARLSON, CATHARINE GRIER	E HUANG, DAVID	E NAJARIAN, JOHN	@ WANG, CHUNG-HSIN
✓ CARLSON, MARK	✓ HUGHES, JONATHAN	@ NELSON, TARRY	
E CASTELLANO, PAT	E JARVIS, ANDREW	E NEWSTEAD, JANE	✓ WATTS-AFYRIE, N.
✓ CASTLES, CHARLES	E JOHNSON, ROBERT	✓ OGLESBY-EDWARDS, ANN	✓ WENDEL, ROBERT
@ CHAI, DAVID	@ KAMEL, HISHAM	✓ O'GRADY, JEFF	E WENTZ, TOM
E CHATFIELD, E DONALD F	E KANG, JOSEPH	@ OSIRIPAIBUL, THANIT	✓ WIEBE, STEVE
@ CHEN, SHUI-TENGE	@ KANG, STEPHANIE	@ OVERHOLSER, DENISE	E WILLIAMS, HEATHER
@ CHEN, THOMASE	@ KIM, CHARLES	@ PAK, DAVID	E WILLIAMS, PATRICIA
E CHRISTOPHER, HUW	@ KIM, SAMUEL	E PARK, HEIDI	E WOO, DAVID
E COATES, JESSIE	E KIM, SUENG-NAM	✓ PARKER, GREG	E WOO, FRANKLIN
E COLON, ROBERTO	✓ KIM, YOHAN	@ PEACE, DWIGHT	E WOODBERRY, DUDLEY
✓ COLWELL, MATTHEW	E KING, PAMELA	@ PENG, JAMES	@ WUERTZ, KRISTA
@ CONNER, JIM	@ KINSLER, ROSS	@ POPE, GEORGE	✓ YANAGIHARA, MARIKO
@ CONTRERAS, WALTER	✓ KISER, KAREN	E POTTER, RALPH	@ YEE, ED
E COOK, JANICE	@ KIEWER, MARK	E RAMOS, SANTOS	@ YEH, KAOFANG
@ CORMODE, SCOTT	@ KWON, PAUL	✓ RAMIREZ, ROBERTO	
✓ CORTES FUENTES, D.	E LAI, PETER	✓ RANDALL, VIKKI	SEEKING MEMBERSHIP
✓ CROWELL, CYNTHIA	@ LAI, PING TUNG	@ RASMUSSEN, SARAH	✓ TORRES, JAIME
✓ CROWELL, ROBERT	✓ LAMB, LISA	✓ REYES, MARGARITA	
✓ DAILEY, ERIK	✓ LEE, ALLY	E RIDE, BEAR	✓ =PRESENT
@ DAILEY, MILLASON	✓ LEE, DONGWOO	E ROBINSON, JAMES	E =EXCUSED
✓ DAVIDSON, JACK	@ LEE, JAMES SEUNG	E RODRIGUEZ, TEONY	@ =ABSENT
@ DAVIS, STEVE	@ LEE, YAN CHIH	E RUPPART, RANDALL	
@ DE MELO, JAIRTON	E LIM, JUNG	@ RYU, JUN	33 RULING ELDERS
E DEMAREST, GARY	✓ LIM, KOK-THAI	@ SANDERS, JAMES	35 TEACHING ELDERS
✓ DHALI, PIPI	@ LIN, DAVY	@ SANTANA-GRACE E.	68 TOTAL
@ DONNER, ADAM	E LITTLE, BRYCE	✓ SAPIO, KAREN	
@ DUONG, JOHN	@ LOK, EUH-HYEY	E SHANNON, FOSTER	
E DYRNESS, BILL	@ LORENZ, AL	✓ SHERVINGTON, ROGER	
E EDWARDS, DOUG	@ LUTZ, DAVID	E SHUSTER, MARG	
@ ELGAWLY, RAAFAT	E LUTZ, STEPHEN	✓ SIEMON, JEFFREY	
E ERICKSON, TOM	✓ LY, KEN	E SIMMEN, LOUIS	
✓ EURICH-RASCOE, SOPHIE	E MACK, BURTON	E SOGA, KEIJI	
@ EVANS, LAUREN	✓ MADDOX, DON	E SPAHN, DAVE	
E FOWLER, MARSHA	E MADRIGAL, LUIS	E STACKHOUSE, WIL.	
✓ FRASHER, DIANE	@ MAKAR, MAHER		

APPENDIX B

ELDER COMMISSIONERS September 26, 2020

(#)= COMMISSIONERS ALLOWED

ALHAMBRA TRUE LIGHT(3)

ABSENT: 3

ALTADENA FIRST (3)

BOB HAYASHI
BECKY ROBERTS
DOROTHY KIRKLAND
ABSENT: 0

ARCADIA, ARABIC (3)

ABSENT: 3

ARCADIA PRESBYTERIAN (3)

ABSENT: 3

ARCADIA CAPSTONE (3)

ABSENT: 3

ARCADIA VILLAGE (3)

ABSENT: 3

AZUSA FILIPINO (3)

ABSENT: 3

CLAREMONT, CLRMT. (3)

BARBARA MACKENZIE
ABSENT: 1

CLAREMONT EM HISP. (3)

ZOILA GARCIA
ABSENT: 2

COVINA, FAITH GRACE (3)

ABSENT: 3

COVINA PRAISE COMM (3)

BETSY MUENYONG
ABSENT: 2

DIAMOND BAR NORTHM. (3)

KATHY FARRIS
ABSENT: 2

EL MONTE COMMUNITY (3)

ABSENT: 3

EL MONTE, DIVINE LT. (3)

ABSENT: 3

HAC. HGTS. SOTV (3)

MEG TAN
SUE LI
ANGELICA MICHAIL
ABSENT: 0

LA PUENTE, ST ANDREWS (3)

ABSENT: 3

**LA PUENTE, PUENTE DE
ESPERANZA (3)**

ABSENT: 3

LA VERNE HTS (3)

NANCY JENSEN
ABSENT: 2

L.A. EAGLE ROCK (3)

CAROLYN HARRIS
ABSENT: 2

L.A. GLENDALE KOREN (3)

OHGUEON KWON
ABSENT: 2

L.A. GRACE (3)

ABSENT: 3

**L.A. IGLESIA DE LA
COMUNIDAD (3)**

ABSENT: 3

L.A. OCCIDENTAL (3)

ABSENT: 3

MONT. PK. TAIWANESE (3)

ABSENT: 3

PAS. FIRST TAIWANESE (3)

ABSENT: 3

PASADENA KNOX (3)

ABSENT: 3

PASADENA NEW HOPE (3)

ABSENT: 3

PASADENA. PRES. (5)

TED BRUINS
MARIA CACARNAKIS
LAURA MONTEROS
FRIED WILSON
ABSENT: 1

PASADENA TRINITY (3)

ABSENT: 3

PAS. WESTMINSTER (3)

DEBORAH OWENS
HELEN DARSIE
ABSENT: 1

POMONA FIRST (3)

ABSENT: 3

ROWLAND HTS. KOREAN (3)

ABSENT: 2

SAN MARINO COM. (7)

JANE BRUNETTE
BRIAN WERNICKE
ROB BOLSTER
JEFF DAHLEN
MEGAN EDWARDS
JANET JONES
ABSENT: 1

SO. PAS. CALVARY (3)

BEN FURUTA
RON SCHOOLER
CARL VON BIBRA
ABSENT: 0

TEMPLE CITY, GRACE (3)

ABSENT: 3

TEMP. CTY. MIDEAST EVAN (3)

ABSENT: 3

APPENDIX B
ELDER COMMISSIONERS September 26, 2020
(#)= COMMISSIONERS ALLOWED

TEMPLE CITY WESTMIN (3)

SHAWNA BANKS
LAURA-JEAN SLYKHUIS
PAT COLLINS
ABSENT: 0

COUNCIL ELDERS (5)

ABSENT: 1
*Others signed-in under their church

COMMISSIONED RULING

ELDER (2)

BONG BRINGAS
ABSENT: 1

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

APPENDIX C

	<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	<u>3,617.29</u>
Total 34000 · Donor-Restricted	928,275.37
39000 · Unrestricted Net Assets	2,808,827.92
Net Income	<u>385,881.30</u>
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

	Jan - Jun 20	Budget	\$ Over Budget
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	13,914.25	18,943.44	-5,029.19
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	24,684.64	33,630.00	-8,945.36
45350 · Asylum Hospitality Orgainzer	22,904.61	26,160.00	-3,255.39
Total 45300 · Restricted Funds Transfers	116,549.25	101,239.86	15,309.39
Total 45000 · Inv Related Income/Transfers	130,463.50	157,808.28	-27,344.78
45500 · Coronavirus Relief Income	80,000.00		
49100 · Other Income	58,600.00		
49200 · Other Property Related Income	500,750.00		
Total Income	1,037,569.12	467,008.14	570,560.98
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	31,769.95	18,000.00	13,769.95
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	27,268.46		
Total 50000 · Shared Mission Expense	99,038.37	57,999.96	41,038.41
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

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) _____

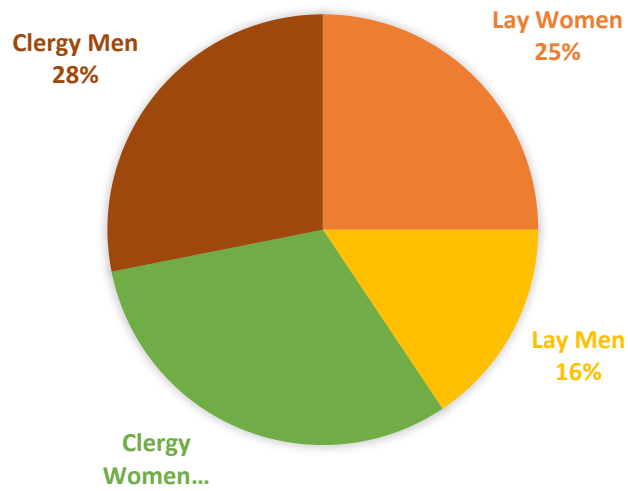
San Gabriel PresbyteryRepresentation Report
Years 2019 and 2020

	<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%

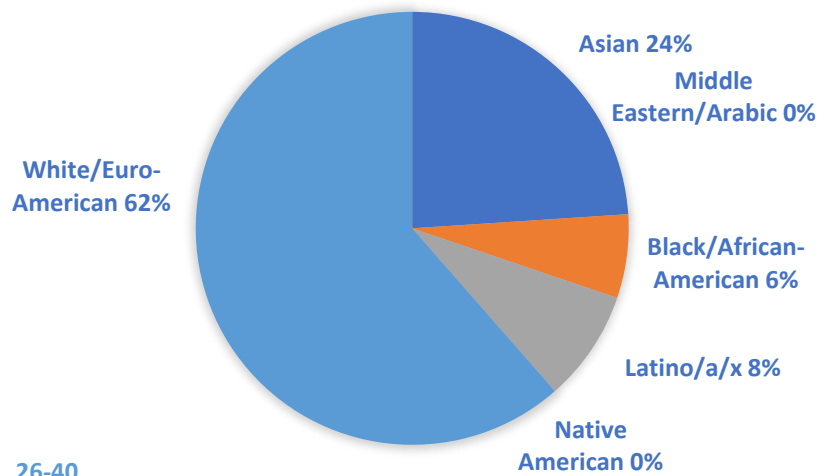
San Gabriel Presbytery

Representation Report, 2020

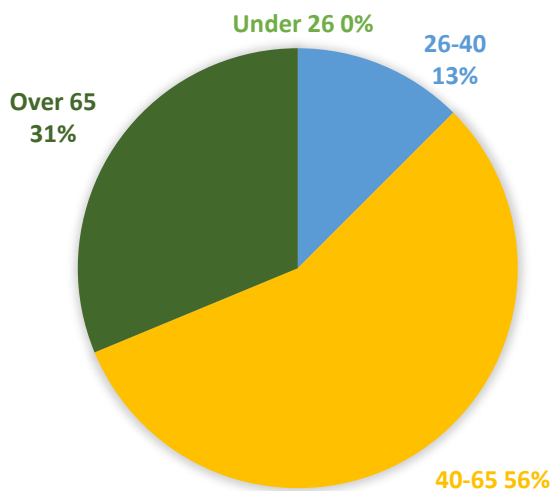
CLERGY AND NON-CLERGY



RACE



AGE



**PRESBYTERY OF SAN GABRIEL
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.

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

TEACHING ELDER PRESBYTERY ROLL

DATE MAY 30, 2020

APPENDIX A

✓ ACKERMAN, JENNIFER
 E ANDERSON, BARBARA P
 ✓ AZADA, MARY ELLEN
 ✓ BALLENGER, LARRY
 ✓ BATEMAN, BECCA
 E BERNS, KAREN
 @ BIBAWI-SOLIMAN, VEN.
 E BOLES, LARRY
 @ BOLES, PAUL
 @ BOLSINGER, TOD
 E BROWN, RAYMOND K.
 @ BUCHANAN, MARK
 @ BURNETT, JOHEE
 E CALHOUN, BRAD
 @ CAMPBELL, CHARLIE
 ✓ CAMPBELL, MARTHA
 @ CAMPBELL, TWINING
 ✓ CARLSON, CATHARINE GRIER
 ✓ CARLSON, MARK
 E CASTELLANO, PAT
 ✓ CASTLES, CHARLES
 @ CHAI, DAVID
 E CHATFIELD, E DONALD F
 @ CHEN, SHUI-TENGE
 @ CHEN, THOMASE
 E CHRISTOPHER, HUW
 E COATES, JESSIE
 E COLON, ROBERTO
 ✓ COLWELL, MATTHEW
 @ CONNER, JIM
 @ CONTRERAS, WALTER
 ✓ COOK, JANICE
 @ CORMODE, SCOTT
 @ CORTES FUENTES, D.
 ✓ CROWELL, CYNTHIA
 ✓ CROWELL, ROBERT
 @ DAILEY, ERIK
 @ DAILEY, MILLASON
 E DAVIDSON, JACK
 @ DAVIS, STEVE
 @ DE MELO, JAIRTON
 E DEMAREST, GARY
 @ DHALI, PIPI
 ✓ DONNER, ADAM
 @ DUONG, JOHN
 E DYRNESS, BILL
 E EDWARDS, DOUG
 @ ELGAWLY, RAAFAT
 E ERICKSON, TOM
 ✓ EURICH-RASCOE, SOPHIE
 @ EVANS, LAUREN

✓ FOWLER, MARSHA
 ✓ FRASHER, DIANE
 ✓ GAETA-SYMONDS, BR.
 @ GARCIA, OSVALDO
 @ GIRGIS, MAGDY
 @ GITHUMBI, STEVEN
 @ GLENN, CASPER
 @ GOODERICH, CHARLES
 ✓ GOULDING, DEIDRE
 E GRANT, KEN
 E HAGNER, DON
 E HAWTHORNE, DON
 E HESSELL, MARTIN
 E HETTISH, RICHARD
 E HILL, TOM
 ✓ HSIEH, FRANK
 @ HSU, MING
 @ HUANG, BOB
 E HUANG, DAVID
 ✓ HUGHES, JONATHAN
 E JARVIS, ANDREW
 E JOHNSON, ROBERT
 @ KAMEL, HISHAM
 E KANG, JOSEPH
 @ KANG, STEPHANIE
 @ KIM, CHARLES
 @ KIM, SAMUEL
 E KIM, SUENG-NAM
 ✓ KIM, YOHAN
 @ KING, PAMELA
 @ KINSLER, ROSS
 E KISER, KAREN
 @ KIEWER, MARK
 @ KWON, PAUL
 E LAI, PETER
 @ LAI, PING TUNG
 E LAMB, LISA
 ✓ LEE, ALLY
 ✓ LEE, DONGWOO
 @ LEE, JAMES SEUNG
 ✓ LEE, YAN CHIH
 E LIM, JUNG
 ✓ LIM, KOK-THAI
 @ LIN, DAVY
 ✓ LITTLE, BRYCE
 ✓ LOK, EUH-HYEY
 @ LORENZ, AL
 @ LUTZ, DAVID
 ✓ LUTZ, STEPHEN
 ✓ LY, KEN
 E MACK, BURTON

E MADDOX, DON
 E MADRIGAL, LUIS
 @ MAKAR, MAHER
 E MANNING, MARILYN
 @ MCCURRY, DON
 E MCDANIEL, REX
 @ MCHUGH, ADAM
 @ MESSINGER, THOMAS
 E METCALF, STEVE
 E MEZA, JOSEPH
 E MILLS, ANN
 @ MOLDEN, RICHARD
 @ MOLLER, GARTH
 E MOON, CYRIS
 ✓ MOON, JOHN
 E MOORE, NANCY
 @ MORA, HUGO
 E MORGAN, DALE
 @ MUSCH, RON
 E NAJARIAN, JOHN
 @ NELSON, TARRY
 E NEWSTEAD, JANE
 ✓ OGLESBY-EDWARDS, ANN
 ✓ O'GRADY, JEFF
 @ OSIRIPAIBUL, THANIT
 @ OVERHOLSER, DENISE
 @ PAK, DAVID
 E PARK, HEIDI
 ✓ PARKER, GREG
 @ PEACE, DWIGHT
 @ PENG, JAMES
 @ POPE, GEORGE
 E POTTER, RALPH
 E RAMOS, SANTOS
 ✓ RAMIREZ, ROBERTO
 ✓ RANDALL, VIKKI
 @ RASMUSSEN, SARAH
 ✓ REYES, MARGARITA
 ✓ RIDE, BEAR
 E ROBINSON, JAMES
 E RODRIGUEZ, TEONY
 E RUPPART, RANDALL
 @ RYU, JUN
 @ SANDERS, JAMES
 @ SANTANA-GRACE E.
 ✓ SAPIO, KAREN
 E SHANNON, FOSTER
 ✓ SHERVINGTON, ROGER
 E SHUSTER, MARG
 ✓ SIEMON, JEFFREY
 E SIMMEN, LOUIS

E SOGA, KEIJI
 E SPAHN, DAVE
 E STACKHOUSE, WIL.
 E STOCK, JOAN
 E STOECKLY, EUGENE
 @ STRICKLAND, JEN
 @ SU, RALPH
 @ SU, SEN YUAN
 E SYMONS, JAMES
 ✓ TAJIMA, WENDY
 @ TAN-GATUE, PETER
 @ TAYLOR, TOM
 E THOMPSON, DEAN
 ✓ TOMLINSON, DAVE
 E TRACY, KEN
 ✓ VAN LOAN, WILLIAM
 @ VAN NESS, WILLIAM
 ✓ VAUGHN LOWER, J.
 @ WANG, CHUNG-HSIN
 @ WASHBURN, BRAD
 ✓ WATTS-AFYRIE, N.
 ✓ WENDEL, ROBERT
 E WENTZ, TOM
 ✓ WIEBE, STEVE
 E WILLIAMS, HEATHER
 E WILLIAMS, PATRICIA
 @ WOO, DAVID
 E WOO, FRANKLIN
 E WOODBERRY, DUDLEY
 @ WUERTZ, KRISTA
 ✓ YANAGIHARA, MARIKO
 @ YEE, ED
 @ YEH, KAOFANG

SEEKING MEMBERSHIP

@ TORRES, JAIME

✓ =PRESENT

E =EXCUSED

@ =ABSENT

39 RULING ELDERS

49 TEACHING ELDERS

89 TOTAL

APPENDIX B
ELDER COMMISSIONERS
May 30 2020

(#)= COMMISSIONERS ALLOWED

ALHAMBRA TRUE LIGHT(3)

ABSENT: 3

ALTADENA FIRST (3)

BOB HAYASHI

ABSENT: 2

ARCADIA, ARABIC (3)

ABSENT: 3

ARCADIA PRESBYTERIAN (3)

JEROLD HASEROT

LYNN WEN

ABSENT: 1

ARCADIA CAPSTONE (3)

ABSENT: 3

ARCADIA VILLAGE (3)

ABSENT: 3

AZUSA FILIPINO (3)

ABSENT: 3

CLAREMONT, CLRMT. (3)

BARBARA MACKENZIE

ABSENT: 1

CLAREMONT EM HISP. (3)

ZOILA GARCIA

ABSENT: 2

COVINA, FAITH GRACE (3)

ABSENT: 3

COVINA PRAISE COMM (3)

BETSY MUENYONG

ABSENT: 2

DIAMOND BAR NORTHM. (3)

KATHY FARRIS

ABSENT: 2

EL MONTE COMMUNITY (3)

ABSENT: 3

EL MONTE, DIVINE LT. (3)

ABSENT: 3

HAC. HGTS. SOTV (3)

MEG TAN

SUE LI

ANGELICA MICHAIL

ABSENT: 0

LA PUENTE, ST ANDREWS (3)

ABSENT: 3

**LA PUENTE, PUENTE DE
ESPERANZA (3)**

ABSENT: 3

LA VERNE HTS (3)

JEN SMITH

ABSENT: 2

L.A. EAGLE ROCK (3)

CAROLYN HARRIS

ABSENT: 2

L.A. GLENDALE KOREN (3)

OHGUEON KWON

ABSENT: 2

L.A. GRACE (3)

ABSENT: 3

**L.A. IGLESIA DE LA
COMUNIDAD (3)**

ABSENT: 3

L.A. OCCIDENTAL (3)

ABSENT: 3

MONT. PK. TAIWANESE (3)

ABSENT: 3

PAS. FIRST TAIWANESE (3)

YIN YIN HUANG

ABSENT: 2

PASADENA KNOX (3)

KENT CHESNEY

JANICE PETERS

MIKE VEERMAN

ABSENT: 0

PASADENA NEW HOPE (3)

ABSENT: 3

PASADENA. PRES. (5)

TED BRUINS

ELLEN HARKINS

JON HASKETT

LAURA MONTEROS

KATHY WAREHAM

ABSENT: 0

PASADENA TRINITY (3)

ABSENT: 3

PAS. WESTMINSTER (3)

DEBORAH OWENS

HELEN DARSIE

ABSENT: 1

POMONA FIRST (3)

ABSENT: 3

ROWLAND HTS. KOREAN (3)

SUN LEE

ABSENT: 2

SAN MARINO COM. (7)

JANE BRUNETTE

JEFF DAHLEN

CHRIS DUMONT

JANET JONES

HAROLD RAY

ABSENT: 2

SO. PAS. CALVARY (3)

BEN FURUTA

RON SCHOOLER

CARL VON BIBRA

ABSENT: 0

TEMPLE CITY, GRACE (3)

APPENDIX B
ELDER COMMISSIONERS
May 30, 2020

(#)= COMMISSIONERS ALLOWED

ANNIE LIM
LILIAN CHUANG
ABSENT: 1

TEMP. CTY. MIDEAST EVAN (3)

ESSAM SHAMS
ASH SOLIMAN
ABSENT: 1

TEMPLE CITY WESTMIN (3)

SHAWNA BANKS
PAT COLLINS
ABSENT: 1

COUNCIL ELDERS (5)

Maria Cacarnakis
Melinda Forbes
Sonnie Swentson
Janice Takeda
ABSENT: 1

*Others signed-in under their church

COMMISSIONED RULING
ELDER (2)

BONG BRINGAS
ABSENT: 1

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
40000 · Shared Mission			
40100 · General Mission	148,303.21	262,499.94	-114,196.73
40150 · Extra Commitment Giving			
40151 · Extra Commitment - Presbytery	2,041.69		
40155 · Extra Commitment - Synod	2,456.66		
40157 · Extra Commitment - GA	26,968.11		
40150 · Extra Commitment Giving - Other	300.00		
Total 40150 · Extra Commitment Giving	<u>31,766.46</u>		
40200 · Special Offerings			
40210 · Christmas Joy Offering	1,933.00		
40220 · One Great Hour of Sharing	8,168.72		
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	841.45		
Total 40200 · Special Offerings	<u>12,410.92</u>		
40300 · Presbytery Offering	1,081.06		
40700 · Restricted Gifts			
40710 · Living Waters/Peru	4,914.81	4,500.00	414.81
40720 · John Calvin-Shared Grants	0.00	749.97	-749.97
40730 · Tapestry	0.00	749.97	-749.97
40740 · Immigrant Ministry	27,509.17		
40750 · LA+USC Chaplaincy	15,500.00		
Total 40700 · Restricted Gifts	<u>47,923.98</u>	<u>5,999.94</u>	<u>41,924.04</u>
Total 40000 · Shared Mission	<u>241,485.63</u>	<u>268,499.88</u>	<u>-27,014.25</u>
40800 · Church On-line Giving	1,282.90		
42000 · Facilities Cost Sharing			
42105 · Azusa - Dalton Street	14,560.00	20,700.00	-6,140.00
42110 · Axusa - FCUPC	2,400.00	10,800.00	-8,400.00
42115 · Azusa - Ministerio	2,000.00	9,000.00	-7,000.00
42510 · TC - Mideast Evangelical	28,000.00	27,000.00	1,000.00
42515 · TC - Grace Taiwanese	13,000.00	27,000.00	-14,000.00
42520 · TC - Playfactory	20,030.00	30,150.00	-10,120.00
42525 · TC - Other	0.00	149.94	-149.94
Total 42000 · Facilities Cost Sharing	<u>79,990.00</u>	<u>124,799.94</u>	<u>-44,809.94</u>
43000 · West Covina			
43105 · Offering	38,261.01	38,999.97	-738.96
43200 · Facility Cost Sharing			
43215 · Facility Cost Sharing - ITS	25,500.00	31,500.00	-6,000.00
Total 43200 · Facility Cost Sharing	<u>25,500.00</u>	<u>31,500.00</u>	<u>-6,000.00</u>
Total 43000 · West Covina	<u>63,761.01</u>	<u>70,499.97</u>	<u>-6,738.96</u>

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
45000 · Inv Related Income/Transfers			
45100 · Income - Unrest Funds			
45105 · PILP	3,223.19	1,499.94	1,723.25
45110 · Monrovia Endowment	8,763.06	8,858.97	-95.91
45115 · Azusa Endowment	0.00	56.25	-56.25
45125 · Grace LA	8,226.57	18,000.00	-9,773.43
45190 · Interest/Dividends	2.71		
45195 · Other	0.00		
45100 · Income - Unrest Funds - Other	500.00		
Total 45100 · Income - Unrest Funds	<u>20,715.53</u>	<u>28,415.16</u>	<u>-7,699.63</u>
45210 · Draw from Savings	0.00	56,437.47	-56,437.47
45300 · Restricted Funds Transfers			
45305 · El Monte Initiative	48,960.00	36,000.00	12,960.00
45310 · Ministry Develop Staff	0.00	12,749.94	-12,749.94
45315 · Living Waters/Peru	500.00		
45320 · Church Development	20,000.00	3,449.97	16,550.03
45325 · Leadership Development	0.00	7,200.00	-7,200.00
45330 · CPM	0.00	2,399.94	-2,399.94
45335 · COM	0.00	374.94	-374.94
45340 · House of Rest			
45341 · Chaplain for HRs	34,804.66		
45340 · House of Rest - Other	-148.52	50,445.00	-50,593.52
Total 45340 · House of Rest	<u>34,656.14</u>	<u>50,445.00</u>	<u>-15,788.86</u>
45350 · Asylum Hospitality Orgainzer	31,544.46	39,240.00	-7,695.54
Total 45300 · Restricted Funds Transfers	<u>135,660.60</u>	<u>151,859.79</u>	<u>-16,199.19</u>
Total 45000 · Inv Related Income/Transfers	<u>156,376.13</u>	<u>236,712.42</u>	<u>-80,336.29</u>
45500 · Coronavirus Relief Income	150,000.00		
49100 · Other Income	356,992.82		
49200 · Other Property Related Income	500,750.00		
Total Income	<u>1,550,638.49</u>	<u>700,512.21</u>	<u>850,126.28</u>
Expense			
50000 · Shared Mission Expense			
50100 · GA Per Capita	45,000.00	45,000.00	0.00
50200 · Synod Per Capita	14,999.94	14,999.94	0.00
50300 · Wider Church Mission			
50310 · GA Mission	27,000.00	27,000.00	0.00
50320 · Special Offerings	15,011.15		
Total 50300 · Wider Church Mission	<u>42,011.15</u>	<u>27,000.00</u>	<u>15,011.15</u>
50400 · Extra Commitment Giving			
50451 · Presbytery Extra Commitment	2,041.69		
50455 · Synod Extra Commitment	3,582.00		
50457 · GA Extra Commitment	26,834.78		
Total 50400 · Extra Commitment Giving	<u>32,458.47</u>		
Total 50000 · Shared Mission Expense	<u>134,469.56</u>	<u>86,999.94</u>	<u>47,469.62</u>

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

	Jan - Sep 20	Budget	\$ Over Budget
51000 · Commission on Ministry			
51100 · Shared Grants	0.00	749.97	-749.97
51200 · Counseling	0.00	374.94	-374.94
51300 · Pastor's Retreat	0.00	3,749.94	-3,749.94
51400 · Misconduct Prevention	0.00	149.94	-149.94
51500 · Committee Expenses	48.62	225.00	-176.38
Total 51000 · Commission on Ministry	48.62	5,249.79	-5,201.17
52000 · Comm on Prep for Ministry			
52100 · Psychological Assessments	1,050.00	1,125.00	-75.00
52200 · CPE Support	800.00	599.94	200.06
52300 · Inquirer/Candidate Support	0.00	524.97	-524.97
52400 · Committee Expenses	0.00	149.94	-149.94
Total 52000 · Comm on Prep for Ministry	1,850.00	2,399.85	-549.85
53000 · Mission			
53100 · LAC+USC Chaplaincy	13,019.95	12,089.97	929.98
53150 · La Casa	10,373.50	9,360.00	1,013.50
53200 · El Monte Initiative	48,960.00	36,000.00	12,960.00
53250 · Living Waters/Peru Prog Exp	655.39	4,500.00	-3,844.61
53300 · Presby Offering Disbursement	1,135.65		
53400 · Immigrant Ministry - Direct Exp			
53450 · Direct Expense Adelanto	860.09		
53400 · Immigrant Ministry - Direct Exp - Other	19,161.45		
Total 53400 · Immigrant Ministry - Direct Exp	20,021.54		
53900 · Other Mission	0.00	1,125.00	-1,125.00
Total 53000 · Mission	94,166.03	63,074.97	31,091.06
54000 · Education Committee			
54100 · Leadership Development	660.00	749.97	-89.97
54200 · Tapestry	0.00	749.97	-749.97
54400 · WinterFest	587.78	749.97	-162.19
Total 54000 · Education Committee	1,247.78	2,249.91	-1,002.13
55000 · Church Development			
55100 · New Worshipping Comm (VST)			
55110 · NWC Assistance	0.00	1,800.00	-1,800.00
55120 · NWC Grants			
55120-1 · Ground Floor	51.50		
Total 55120 · NWC Grants	51.50		
55130 · Assessments/Coaching	0.00	900.00	-900.00
55140 · Indonesian Fellowship Training	933.62		
Total 55100 · New Worshipping Comm (VST)	985.12	2,700.00	-1,714.88
55200 · Cong Develop (VST/COM)			
55210 · Leadership Grants	0.00	749.97	-749.97
55220 · Revelopment Grants	20,000.00		
55230 · Congregational Assistance	0.00	749.97	-749.97
Total 55200 · Cong Develop (VST/COM)	20,000.00	1,499.94	18,500.06

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
55300 · Churches in Transition (ACs)			
55310 · West Covina			
55311 · Legal/Tax Expense	3,102.84	1,350.00	1,752.84
55312 · Property Expense	97,529.75	4,950.00	92,579.75
55313 · Utility Expense	987.66	900.00	87.66
55314 · Personnel Expense	23,550.31	36,000.00	-12,449.69
55315 · Insurance	2,729.50	4,500.00	-1,770.50
55316 · Misc. expense	1,595.00	3,600.00	-2,005.00
55317 · Office Supplies	767.96	450.00	317.96
55318 · Loan Payment	1,622.59	18,000.00	-16,377.41
55319 · Program Expense	3,638.54	749.97	2,888.57
Total 55310 · West Covina	<u>135,524.15</u>	<u>70,499.97</u>	<u>65,024.18</u>
55330 · Baldwin Park			
55331 · Legal/Tax Expenses	5,168.25		
Total 55330 · Baldwin Park	<u>5,168.25</u>		
55350 · Grace LA Hispanic Ministry	22,583.29	18,000.00	4,583.29
55360 · Grace Taiwanese TC - Payroll	-5,192.90		
55370 · GKI Los Angeles			
55371 · Payroll	7,763.13		
55370 · GKI Los Angeles - Other	415.64		
Total 55370 · GKI Los Angeles	<u>8,178.77</u>		
55380 · LA Korean			
55381 · LA Korean Insurance	756.50		
Total 55380 · LA Korean	<u>756.50</u>		
55390 · Misc.	0.00	900.00	-900.00
Total 55300 · Churches in Transition (ACs)	<u>167,018.06</u>	<u>89,399.97</u>	<u>77,618.09</u>
Total 55000 · Church Development	<u>188,003.18</u>	<u>93,599.91</u>	<u>94,403.27</u>
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		
55409 · Altadena, First	148.25		
Total 55400 · On-Line Giving Accounts	<u>1,234.65</u>		
55500 · Coronavirus Relief			
55510 · Technology Relief Grant	9,997.00		
55520 · Emergency Relief Grants	179,847.78		
55530 · Emergency Relief Loans	35,000.00		
55560 · Covid-19 Stimulus Grant	74,000.00		
Total 55500 · Coronavirus Relief	<u>298,844.78</u>		
60000 · Presbytery Expenses			

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

	Jan - Sep 20	Budget	\$ Over Budget
60100 · Meeting Expenses	192.81	374.94	-182.13
60200 · Hospitality	82.10	374.94	-292.84
60250 · PEC Expenses	161.48	225.00	-63.52
60300 · Moderator's Expenses	0.00	1,499.94	-1,499.94
60350 · Judicial Expenses	0.00	749.97	-749.97
Total 60000 · Presbytery Expenses	436.39	3,224.79	-2,788.40
61000 · Personnel			
61100 · Executive Presbyter			
61110 · Salary/Housing	77,400.00	77,400.00	0.00
61120 · Medical Reimbursable	2,409.03	1,199.97	1,209.06
61130 · Professional Reimbursable	1,837.74	3,749.94	-1,912.20
61140 · Continuing Education	376.80	2,250.00	-1,873.20
61150 · Board of Pensions	25,721.12	28,640.25	-2,919.13
Total 61100 · Executive Presbyter	107,744.69	113,240.16	-5,495.47
61200 · Stated Clerk			
61210 · Salary/Housing	14,249.88	14,249.97	-0.09
61220 · Professional Reimbursable	0.00	1,499.94	-1,499.94
61230 · Continuing Education	0.00	749.97	-749.97
Total 61200 · Stated Clerk	14,249.88	16,499.88	-2,250.00
61300 · Assoc Stated Clerk/Admin			
61310 · Salary/Housing	21,947.94	30,899.97	-8,952.03
61330 · Professional Reimbursable	21.00		
61340 · Board of Pensions	2,633.77	7,499.97	-4,866.20
Total 61300 · Assoc Stated Clerk/Admin	24,602.71	38,399.94	-13,797.23
61350 · Bookkeeper			
61360 · Salary/Housing	25,425.00		
61380 · Benefits	3,471.16	5,999.94	-2,528.78
61350 · Bookkeeper - Other	0.00	25,425.00	-25,425.00
Total 61350 · Bookkeeper	28,896.16	31,424.94	-2,528.78
61400 · Mission Advocate	9,900.00	9,900.00	0.00
61500 · Ministry Development Assoc	1,000.00	12,749.94	-11,749.94
61600 · Chaplain for HRs			
61610 · Salary/Housing	29,708.24	32,625.00	-2,916.76
61620 · Professional Reimbursable	96.43	2,250.00	-2,153.57
61630 · Board of Pensions	4,947.90	15,570.00	-10,622.10
Total 61600 · Chaplain for HRs	34,752.57	50,445.00	-15,692.43
61710 · Staff Development	200.00	1,800.00	-1,600.00
61720 · Staff Travel/Expenses	546.96	1,649.97	-1,103.01
61730 · Payroll Taxes	3,666.30	4,057.47	-391.17
61740 · Workers Compensation	499.50	1,724.94	-1,225.44
61800 · Asylum Hospitality Organizer			
61810 · Salary/Housing	20,894.64	30,494.97	-9,600.33
61830 · Organizer Benefits	5,649.79	8,744.94	-3,095.15
Total 61800 · Asylum Hospitality Organizer	26,544.43	39,239.91	-12,695.48

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 61000 · Personnel	252,603.20	321,132.15	-68,528.95
62000 · Office Administration			
62100 · Office Operations			
62110 · Computer Operations			
62111 · Maintenance & Repairs	0.00	374.94	-374.94
62112 · Supplies & Software	1,146.77	599.94	546.83
62113 · Website Dev/Maintenance	2,220.00	1,800.00	420.00
62114 · DSL/Webpage Platform	1,330.78	1,800.00	-469.22
62115 · New Equipment	47.69	1,350.00	-1,302.31
Total 62110 · Computer Operations	<u>4,745.24</u>	<u>5,924.88</u>	<u>-1,179.64</u>
62120 · Paper & Printing			
62122 · Copying & Printing	0.00	149.94	-149.94
62123 · Copy Paper	0.00	374.94	-374.94
62124 · Copier Service Charges	3,952.19	4,124.97	-172.78
Total 62120 · Paper & Printing	<u>3,952.19</u>	<u>4,649.85</u>	<u>-697.66</u>
62130 · Telephone	2,426.01	2,999.97	-573.96
62140 · Postage & Mailing	642.40	637.47	4.93
62160 · Office Supplies	615.20	225.00	390.20
62170 · Books & Literature	43.52	299.97	-256.45
Total 62100 · Office Operations	<u>12,424.56</u>	<u>14,737.14</u>	<u>-2,312.58</u>
62300 · Professional Exp/Insurance			
62310 · Property & Umbrella Insurance	3,785.00	11,250.00	-7,465.00
62320 · Payroll Processing Fees	3,241.73	3,187.44	54.29
62330 · Corp Legal Expenses	4,572.50	1,874.97	2,697.53
62340 · Accountant	4,050.00	4,050.00	0.00
62350 · Financial Review	2,750.00	4,124.97	-1,374.97
Total 62300 · Professional Exp/Insurance	<u>18,399.23</u>	<u>24,487.38</u>	<u>-6,088.15</u>
Total 62000 · Office Administration	<u>30,823.79</u>	<u>39,224.52</u>	<u>-8,400.73</u>
65000 · Property Management			
65100 · Presbytery Center			
65110 · Utilities	14,444.16	16,124.94	-1,680.78
65115 · Custodial Service	9,802.50	5,400.00	4,402.50
65120 · Custodial Supplies	2,167.19	2,849.94	-682.75
65125 · Maintenance (Sexton)	1,952.32	3,600.00	-1,647.68
65130 · Repair/Renovations	1,075.16	9,000.00	-7,924.84
65135 · Mortgage Payments	35,723.77	30,465.00	5,258.77
65140 · Renovation Loan Payments	4,970.56	4,500.00	470.56
65150 · Property Taxes	7,985.88		
65155 · Other	403.84		
Total 65100 · Presbytery Center	<u>78,525.38</u>	<u>71,939.88</u>	<u>6,585.50</u>
65200 · Azusa			
65210 · Utilities	7,085.60	7,664.94	-579.34
65220 · Misc.	800.00	3,749.94	-2,949.94
65230 · Legal/Tax Expense	1,777.50		

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

	Jan - Sep 20	Budget	\$ Over Budget
Total 65200 · Azusa	9,663.10	11,414.88	-1,751.78
Total 65000 · Property Management	88,188.48	83,354.76	4,833.72
69900 · Miscellaneous Expenses	325.55		
Total Expense	1,092,242.01	700,510.59	391,731.42
Net Income	458,396.48	1.62	458,394.86

Presbytery of San Gabriel

Balance Sheet Detail

As of September 30, 2020

Sep 30, 20

ASSETS

Current Assets

Checking/Savings

10010 · Petty Cash	300.00
10100 · Banner Bank Checking	2,158.38
10150 · Banner Bank Savings/Money Mkt	481.42
10160 · Banner Bank - Azusa	100.00
10170 · Chase Bank	566,379.34

Total Checking/Savings 569,419.14

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 236,757.73

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 1,317,331.22

11510 · Monrovia Endowment 287,823.01

11511 · Monrovia Endowm-Unreal App/Depr -23,325.44

Total Other Current Assets 2,078,586.52

Total Current Assets 2,648,005.66

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	185,506.23
15700 · Equipment and Furnishings	127,475.26
15750 · Accum Depr - Equip & Furn	-126,727.84

Total 15000 · Fixed Assets 3,791,012.00

Total Fixed Assets 3,791,012.00

Presbytery of San Gabriel

Balance Sheet Detail

As of September 30, 2020

	Sep 30, 20
Other Assets	
18000 · Notes Receivable	
18100 · LA Grace Note Receivable	240,446.72
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
18535 · Los Angeles, Eagle Rock	5,000.00
18540 · La Puente, Puente de Esperanza	5,000.00
Total 18500 · Coronavirus Relief Loans	<u>35,000.00</u>
Total 18000 · Notes Receivable	<u>382,900.40</u>
19200 · Other Current Assets	
19210 · Prepaid Expenses	3,176.71
Total 19200 · Other Current Assets	<u>3,176.71</u>
Total Other Assets	<u>386,077.11</u>
TOTAL ASSETS	<u><u>6,825,094.77</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	-1,067.04
20203 · State Income Tax Payable	134.17
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	1,184,547.39
26150 · PILP Restoring Creation Loan	186,304.22
26200 · West Covina Renovation Loan	298,219.41
Total Long Term Liabilities	<u>1,669,071.02</u>
Total Liabilities	<u>1,681,316.68</u>
Equity	
30000 · Opening Balance Equity	-265,000.00
31000 · Presbytery-Restricted	
31010 · Ministry Development	119,591.10
31020 · Cong Develop/Redevelop	270,663.95

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

	<u>Sep 30, 20</u>
31030 · New Worshipping Comm	71,333.00
31040 · Leadership Development	90,799.20
31050 · Tapestry	701.52
31060 · South Hill Legacy	678,546.38
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	62,660.53
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	-3,124.49
34130 · Azusa Endowment	5,061.82
34900 · Other Donor-Restricted	3,617.29
Total 34000 · Donor-Restricted	909,664.02
39000 · Unrestricted Net Assets	2,809,082.44
Net Income	458,396.48
Total Equity	5,143,778.09
TOTAL LIABILITIES & EQUITY	<u><u>6,825,094.77</u></u>

REDRESS OF IMBALANCE – 2020 for 2021 – Effective January 1, 2021
SAN GABRIEL PRESBYTERY'S 35 CHURCHES

Roll of Teaching Elders = 182 Less non-participating TE= 53 Resident TE = 129

TOTAL TEACHING ELDERS = 129

CHURCH	RULING ELDERS	2 X B/O	Additional	TOTAL
1. Altadena, First		2	1	3
2. Arcadia, Arabic Evangelical		2	1	3
3. Arcadia, Arcadia		2	1	3
4. Arcadia, Capstone		2	1	3
5. Arcadia, Village		2	1	3
6. Azusa, Filipino		2	1	3
7. Claremont, Claremont		2	1	3
8. Claremont, Emmanuel Hispanic		2	1	3
9. Covina, Faith Grace		2	1	3
10. Covina, Praise Community		2	1	3
11. Diamond Bar, Northminster		2	1	3
12. El Monte, Community		2	1	3
13. El Monte, Divine Light		2	1	3
14. Hac. Hts., Shepherd of Valley		2	1	3
15. La Puente, Puente de Esperanza		2	1	3
16. La Puente, St. Andrew's		2	1	3
17. La Verne, La Verne Heights		2	1	3
18. Los Angeles, Eagle Rock		2	1	3
19. Los Angeles, Glendale Korean		2	1	3
20. Los Angeles, Iglesia de la Comm.		2	1	3
21. Los Angeles, Occidental		2	1	3
22. Monterey Park, Taiwanese		2	1	3
23. Pasadena, First Taiwanese		2	1	3
24. Pasadena, Knox		2	1	3
25. Pasadena, New Hope		2	1	3
26. Pasadena, Pasadena		4	1	5
27. Pasadena, Trinity		2	1	3
28. Pasadena, Westminster		2	1	3
29. Pomona, First		2	1	3
30. Rowland Heights, Korean		2	1	3
31. San Marino, Community		6	1	7
32. South Pasadena, Calvary		2	1	3
33. So. Pasadena, Mideast Evangelical		2	1	3
34. Temple City, Grace Taiwanese		2	1	3
35. Temple City, Westminster		2	1	3
TOTALS		76	35	111

2 Commissioned Ruling Elders + 3 Council Elders + 1 Cert. Christian Educators =	6
12 Ruling Elders at Large added to roles in May 2015	12
TOTAL RULING ELDERS=	<u>129</u>

REDRESS OF IMBALANCE

Annually, the stated clerk shall ascertain the number of resident Teaching Elders (TEs) duly enrolled and the number of Ruling Elders (REs) churches are entitled to send as commissioners.

In the past the Book of Order established the number of REs particular churches are entitled to send as commissioners according are as follows: under 501, 1 elder; 501-1000, 2 elders; 1001-1500, 3 elders; 1501-2000, 4 elders; 2001-3000, 5 elders; 3001+ 1 more elder for each 1,000 additional active members or major fraction thereof. In addition to commissioners from churches Commissioned Ruling Elders and the RE members of Presbytery Council are also elder commissioners.

When the number of Teaching Elders is larger, the stated clerk shall report the imbalance to the presbytery for the purpose of redressing the imbalance between Teaching Elders and Ruling Elders. The stated clerk shall then assign additional Ruling Elder commissioners to the particular churches according to the following priorities:

- a. double the commissioners allocated by the Book of Order, and;
- b. By action of the Presbytery Council, Sept. 30, 2014, the reverse alphabetical additions from past years were removed and every church was granted one additional RE representative to presbytery. By this means all churches benefit equally.

NOTE: Presbytery has voted to use active participation of honorably retired members as a criterion in determining balance. (53 non-participating minister members were noted in determining balance.)

Ruling Elder commissioners elected by the particular churches shall be enrolled as members of presbytery upon filing with the stated clerk a certification of election by registering.

WHO MAY VOTE AT PRESBYTERY MEETINGS

The voting members at presbytery meetings are as follows:

1. Elder commissioners from the churches or duly elected alternates when the elder commissioner is not present.
2. Minister members of the presbytery including temporary minister members (but not corresponding members) from other denominations.
3. The Moderator and Vice-Moderator of presbytery.
4. Elder members of Presbytery Council including the immediate previous-year moderator of presbytery who chairs the Presbytery Council.
5. A Commissioned Lay Pastor who was given the right to vote as a provision of the commission.

Note: Members of presbytery committees do not have a vote at presbytery meetings unless they qualify under a provision of 1-5 above. No one may vote or cast a ballot on behalf of another member; you must be present to vote.

Corresponding members of presbytery have voice but not vote.

Presbytery of San Gabriel
Report of the Presbytery Executive Commission
November 17, 2020

The San Gabriel Presbytery Executive Commission (PEC) met on October 13, 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. Concurred with the Commission on Ministry to commit \$24,000 in first-year funding for a new worshipping community in Rowland Heights, led by Sam Bang, and to request that Synod of Southern California and Hawaii match the grant with \$24,000 from San Gabriel's allocation in the Partnership Grants Fund. [The Synod approved the grant request.] For now the ministry will be called Rowland Heights Presbyterian Fellowship.
2. Voted to extend the suspension of the bylaws (that temporarily distributed duties assigned to the Vision Strategy Team to other bodies) up to one more year. The Presbytery voted on this suspension in November 2019, but since this year was so unusual it was determined that another year would be needed to see if the current interim structure is preferable. This action will keep the VST vacant through 2021, unless a bylaws change is adopted during the year.
3. Voted to hold both January 26 and March 20, 2021, Presbytery meetings via Zoom.

FOR INFORMATION

1. Reviewed and gave feedback on the preliminary draft of the 2021 budget, and referred it back to the Administration and Finance Committee to finalize it and present to the Presbytery.
2. Reviewed and gave feedback on the Personnel Committee's proposed change to the Stated Clerk position.

**Presbytery of San Gabriel
Commission on Ministry
Report to November 17, 2020 Meeting**

The Commission on Ministry met on November 2, 2020 via Zoom and brings the following recommendations to the Presbytery:

1. To receive the resignation of TE Bear Ride (HR) and to elect RE Tom McGuinness (Knox) to the Baldwin Park Administrative Commission.
[Other members of the AC: RE Melinda Forbes, Chair; TE Rob Crowell, TE David Tomlinson]

2. To renew the call of TE Steven Wiebe as Executive Pastor with Pasadena Presbyterian Church, effective September 16, 2020, for a designated term of 2 years with the following terms of call:

Salary and Housing	\$67,500
Pension	24,975
Professional Expenses	2,550
Continuing Education Reimbursement	950 (two weeks)
Vacation - one month	

- 3a. To approve the call of TE Jessica Vaughan Lower as Co-Pastor/Co-Head of Staff of San Marino Community Church, effective October 4, 2020, for a designated term of one year, and to change the call of TE Jeff O'Grady to be Co-Pastor/Co-Head of Staff of San Marino Community Church, at his current level of compensation.

Background: According to G-20504C, "A presbytery may determine that its mission strategy permits a minister of the Word and Sacrament currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a minister of the Word and Sacrament employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting." The Session of San Marino Community Church consulted extensively with the COM in taking this course of action upon hearing of Rev. O'Grady's intention to retire in 2021. After thorough consideration and consultation with each pastor of SMCC and two town halls with the congregation, the COM determined that at this time in the life of SMCC, and given the prior and current leadership experience of Rev. Vaughan Lower, along with the unique constraints of the COVID pandemic, this action is appropriate to the church's current situation and missional strategy.

- 3b. To approve the terms of call between TE Jessica Vaughan Lower and SMCC as follows:

Salary	\$98,608
Housing Cash Allowance	10,000
Manse (valuation)	36,000
Effective Salary	\$144,608
Pension - 37% of effective salary	
Professional Expense Reimbursement	6,000
Continuing Education Reimbursement	6,000 (two weeks)
Deferred Compensation	
Paid 3-month sabbatical in every 7 th year	
Relocation allowance -	up to \$3,000
Vacation - one month (4 Sundays)	
SECA offset at 7.65%	

4. To extend the term of the Class of 2020 Session and Deacons at San Marino Community Church and Good Shepherd Taiwanese Presbyterian Church, Monterey Park, for a period of one year.
[If there are other churches who, due to the COVID pandemic, need to have the terms of their Ruling Elders and/or Deacons extended for one year, please contact the COM, and we will make the appropriate request to the next Presbytery meeting.]

Note: The annual Salary Review and Roll of Ministers will be presented to the Presbytery in January 2021.

Presbytery of San Gabriel
Commission on Preparation for Ministry
November 17, 2020

The Commission on Preparation for Ministry met on Tuesday, November 3 at 5:00 pm via Zoom video conferencing; a quorum was present.

For Information:

1. The Commission voted to approve an Intern Guidelines Policy, which is attached to this report.

For Action:

1. That Ashley Roque be enrolled as an inquirer. Ashely is a member of Calvary Presbyterian Church, South Pasadena. Dr. Jane Dempsey Douglass will be Ashley's CPM liaison.

Intern Guidelines, San Gabriel Presbytery Commission on Preparation for Ministry November 2020

This document outlines the required experiences we believe will prepare a candidate well for the Ministry of Word and Sacrament.

The Presbytery of San Gabriel has two field education requirements:

- * Church Internship
- * One unit of Clinical Pastoral Education.

Before beginning these requirements, you must receive **pre-approval** from the Commission on Preparation for Ministry for both the church and CPE site. Engage your CPM liaison early, to discern together the settings that would be most helpful to you in your growth and development.

- Normally this internship will be within a PC(USA) congregation; exceptions to this are rare.
- An internship must provide both ministry growth experience for the candidate through action and reflection, and give genuine assistance to the pastor and the congregation. An internship should provide a broad range of ministry experiences to the intern, rather than merely 'filling a gap' for a congregation or pastor. In general, 50% of your time should be spent in active leadership. Up to 30% will be devoted to preparation for that leadership, and 20% for theological reflection.
- The length of a standard internship is nine months, with a minimum of ten hours per week devoted to it. While this is preferable, some choose to do a ten-week internship, with a minimum of thirty-six hour per week.
- It is usually best to seek an internship in a congregation significantly different from the church which has been most formative for the candidate, in size and other demographic aspects. It is preferable that the internship be completed in a congregation other than the one the inquirer/candidate currently attends.
- An internship supervisor must be ready to invest in the growth of the intern, as a mentor, companion in theological reflection, prayerful advocate, and model. This will include a weekly meeting, with ample opportunities for reflection on ministry and for supervision in the form of coaching prior to and feedback following leadership events such as sermons and pastoral visits.
- While we recognize many churches/non-profits have limited funds, we highly recommend that churches provide a stipend for interns.
- Interns who have not received approved sexual harassment training within two years must take this prior to beginning their internship.

Required Components of an Internship:

1. A broad ministry experience

With supervising pastor, set goals & design program or ministry
Determine evaluative process
Attend many different committees throughout internship

2. Assisting in Worship

Attend worship planning meeting
Observe development of worship music

Assist in Communion at least once:

Memorize the Words of Institution

Help prepare elements for a Service

3. Preach at least three Sermons.

Discuss sermon preparation with pastor

Evaluate afterward with pastor

4. Pastoral visitation.

Visit a sick member at home

Visit a member in the hospital

Reflect with pastor

5. Attend Session meetings throughout internship

Participate in the preparation of a session agenda

Share a devotional for the session

Observe/assist in Elder training

Meet with the church treasurer:

Learn about the monthly financial report

Discuss the annual budget of the congregation

6. Attend a Deacon's meeting

Observe/assist a deacon visit or project

Observe/assist in deacon training

7. Weekly Meetings with supervising pastor, with at least one meeting devoted to:

How the pastor plans his or her week

How the pastor plans a year (preaching, personal growth, congregational goals, etc.), and other aspects of pastoral leadership.

Reflection with pastor on the ethnic, socio-economic, and other aspects of the culture of the congregation and how the gospel speaks into that culture

Ongoing reflection on the intern's sense of his or her calling, gifts, and skills

Recommended Components Include:

- Assist in a baptism
- Join the congregation in service to their community
- Teach an adult class
- Teach a children's class
- Observe/assist training of teachers
- Assist in a funeral service
 - observe/assist in planning with family
 - design a funeral service & discuss
- Assist in a wedding service
 - observe or discuss premarital counseling sessions with pastor
 - design a wedding service & discuss
 - assist/observe rehearsal
- Observe the Pastor's Leadership in the community:
 - Opening Prayer at City Hall meetings, community organizing to advocate for immigrants, those experiencing homelessness, etc.

The CPM requires a Learning Agreement prior to approval of the internship. The Learning Agreement is a covenant between the supervisor, intern, and CPM. It sets forth the intern's primary and additional ministry responsibilities and time commitments, the mutual goals of the intern and supervisor for both

ministry and learning and establishes the supervision contract. In addition, CPM requires a written summary and evaluation of the internship by both the Candidate and the supervising Pastor, at the mid-point and at the conclusion.

**Presbytery of San Gabriel
Personnel Committee Report
November 17, 2020**

FOR ACTION

1. Approve a new structure of stated clerk duties, effective March 1, 2020.

Background

Upon hearing of Twila French's retirement at the end of November, and in anticipation that the terms of both the Stated Clerk and Executive Presbyter end in May 2021, the Personnel Committee met with several staff members about their personal plans, and suggestions on ways the staff can be more effective. Based on their feedback, the Personnel Committee is proposing changing the structure of the stated clerk responsibilities in 2021 to the following:

- A. Stated Clerk for Judicial Process – Fulfills the Stated Clerk's role in the judicial process for the Presbytery as outlined in the Rules of Discipline. The Stated Clerk for Judicial Process will work on an on-call basis and paid on an hourly basis. See attached job description.
- B. Stated Clerk for Administration – All non-judicial responsibilities of the Stated Clerk as outlined in the Book of Order. The Stated Clerk for Administration is a half-time exempt position, with other administrative responsibilities for the Presbytery. See attached job description.

The current Stated Clerk, TE Diane Frasher, chose not to accept another three-year term as Stated Clerk for Judicial Process. In order to facilitate the transition, she is ending her work as Stated Clerk effective March 1, 2021. TE Ally Lee, currently Presbyter for Administration and Associate Stated Clerk, has been offered the position of Stated Clerk for Administration, and will be presented for election by the Presbytery at the March 2021 Presbytery meeting. If this new structure is approved by the Presbytery, the 2021 budget will reflect this new structure, and we will begin searching for the Stated Clerk for Judicial Process, for election in March 2021.

FOR INFORMATION

1. As previously announced, Twila French will go from part-time bookkeeper to fully retired on December 1, 2020. She will be greatly missed.
2. The Presbytery has contracted with Keith Clark-Hoyos to provide bookkeeping and payroll services effective November 1, 2020. Keith and Twila are working to create as seamless a transition as possible.
3. Thanks to renewed funding from Presbyterian Disaster Assistance, Synod of Southern California and Hawaii, Claremont Presbyterian Church, and other churches and individuals, Kristi Van Nostran has moved to full-time status in her role as Immigrant Accompaniment Organizer. She now works with Presbytery of Riverside and Presbytery of San Gabriel.
4. We give thanks for Stated Clerk Diane Frasher, her integrity and commitment to San Gabriel Presbytery, and her many gifts in ministry. While she will leave the Stated Clerk position, the Personnel Committee is very happy that, assuming we receive another grant from House of Rest, she will continue as Chaplain for Retired Presbyterian Church Workers at Monte Vista Grove Homes.

Presbyterian Church (U.S.A.)
San Gabriel Presbytery

Stated Clerk for Judicial Process
(on-call, hourly position)

Purpose: To further the mission of Jesus Christ through the Presbytery of San Gabriel by facilitating the judicial process for which the Presbytery has jurisdiction, consistent with the Constitution of the PC(U.S.A.).

Responsibilities:

1. Fulfill the responsibilities concerning disciplinary cases as outlined in the Rules of Discipline in the Book of Order.
2. Respond to inquiries on the Presbyterian judicial process with prompt, accurate, and well-researched information that is sensitive to the needs and priorities of our diverse Presbytery membership, as requested by Presbytery staff and leaders.
3. Provide training to investigating committees and the Presbytery Permanent Judicial Commission as required.
4. Report on decisions made by the Presbytery Permanent Judicial Commission as required.

Accountability: The Stated Clerk is accountable to the Presbytery through the Personnel Committee, and works collaboratively with the Stated Clerk for Administration and the Executive Presbyter. Annual reviews will be conducted.

Terms: The Stated Clerk for Judicial Process is normally elected for a three-year term beginning in May, and the term may be renewed. The Stated Clerk for Judicial Process will be paid on an hourly basis, based on hours reported to the Presbytery through the Executive Presbyter for work conducted that pertains to this job description.

Presbyterian Church (U.S.A.)
San Gabriel Presbytery

Stated Clerk for Administration
(half-time, exempt position)

Purpose: To further the mission of Jesus Christ through the Presbytery of San Gabriel by supporting Presbytery leadership, local congregations, and teaching elders in their understanding and use of PC(U.S.A.) polity in order to implement and document Presbytery-related meetings and mission activities that are consistent with the Constitution of the PC(U.S.A.).

Responsibilities

1. Fulfill the responsibilities of a stated clerk as outlined in the Book of Order.
2. Along with Presbytery staff, strive to promote harmony and effective ministry of member churches and Presbytery leaders by responding to inquiries in a prompt and friendly manner.
3. Manage an efficient and helpful office (including maintaining office hours, managing equipment and records, ordering supplies, managing paper workflow), utilizing technology and volunteers as appropriate to ensure timely and helpful responsiveness to Presbytery members and churches.
4. Primary coordinator of communications for the Presbytery, including phone, mail, meeting calendar and reminders, and supervision of website.
5. Serve as Parliamentarian at Presbytery meetings, and provide to the Presbytery and its leaders the expertise in the PC(U.S.A.) Constitution, polity, and Presbytery policies which are needed to support effective meetings and decisions that are in compliance with Presbyterian values.
6. Responsible for supporting meetings of the Presbytery, Presbytery Executive Commission, and Commissions of Ministry and Preparation for Ministry by ensuring minutes are taken, managing documentation and scheduling of visitors, and supporting development of the dockets.
7. Respond to inquiries on polity, policy, and historical data from Presbytery leadership and church pastors and clerks of sessions with prompt, accurate, and well-researched information that is sensitive to the needs and priorities of our diverse Presbytery membership.
8. Provide training and resources to clerks of session and church and Presbytery leaders in order to promote understanding and appreciation of PC(U.S.A.) policy as a tool and guide for mission.
9. Facilitate the connectional nature of the PC(U.S.A.) by ensuring official correspondence and records are maintained and processed efficiently to and from other councils of the church, and with teaching elders and individuals under care of the Presbytery.
10. Maintain the records of the Presbytery, including database, rolls and minutes, annual reports, and physical files, including historical records of former congregations.
11. With relevant Presbytery staff, oversee property management support for Presbytery Center and other Presbytery properties.
12. Provide administrative help to Executive Presbyter, Bookkeeper, and Presbytery leaders as time allows.

Accountability: The Stated Clerk for Administration is accountable to the Presbytery through the Personnel Committee, and works collaboratively with the Executive Presbyter and the Stated Clerk for Judicial Process. Annual reviews will be conducted.

Terms: The Stated Clerk is elected for a three-year term beginning in May, which may be renewed.

Presbytery of San Gabriel
Proposed Budget for 2021
November 17, 2020

San Gabriel Presbytery appointed a Budget Task Force for 2021 comprised of representatives from Administration and Finance, Personnel, and COM, with staff support from the Bookkeeper and Executive Presbyter. A preliminary draft budget was reviewed by the Presbytery Executive Commission on October 13, 2020. The budget was further refined and approved for recommendation to the Presbytery by the Administration and Finance Committee on October 21, 2020, with a quorum present, and recommends the attached budget to the Presbytery.

The 2021 proposed budget is presented with estimates of Presbytery income and expenses by ministry area. This budget reflects the following priorities and concerns:

- It is difficult to predict how or when the financial situation of our churches will stabilize. While churches have sought to be faithful in shared mission giving, and the Synod and Presbytery have given financial support to the churches, the Presbytery forecast \$250,000 in shared mission giving in the 2021 budget, which is \$100,000 less than what was forecast in last year's budget.
- In addition, the income from facilities cost sharing was reduced by \$21,800 to accommodate churches who need rental relief.
- Several initiatives of the Presbytery are mostly self-funded with offerings and restricted grants:
 - Chaplain for Retired Presbyterian Church Workers, with House of Rest
 - Immigrant Accompaniment Ministry, with Presbyterian Disaster Assistance, Synod, and other grants
 - West Covina Ministry Center, with offerings of the Fellowship and rental income from International Theological Seminary
 - Rowland Heights Presbyterian Fellowship, with offerings and individual funders, and grants from Presbytery, Synod, and national restricted funds.
- The budget estimates the following division of the Presbytery's total spending:
 - 42% supports our churches, leaders, and fellowships
 - 29% supports mission outside our presbytery (includes larger Presbyterian mission)
 - 29% covers ecclesiastical and administrative services.
- Though there have been some cost savings, this budget proposes a one-time draw from the Alhambra Dismissal Funds of \$74,126 to cover the losses in shared mission giving and rental income.
- The per-person apportionment is calculated based on unrestricted income (Undesignated General Shared Mission, and Draw from Savings), divided by membership from two years prior. In 2020, the unrestricted income was budgeted at \$424,424 with 2018 membership of 6,071. In 2021, due to continued uncertainty in church income with the COVID-19 pandemic, the Presbytery is lowering the unrestricted income basis to \$341,150, with 2019 membership of 5,877. So while the 2021 per-member apportionment is calculated to be \$58, down from \$70 in 2020, support from the churches who are able to give more is much appreciated.

FOR ACTION

1. Approve the Presbytery budget for 2021, attached.

**Presbytery of San Gabriel
2021 Draft Budget**

	<u>Cong'l Support</u>	<u>Leader Dev't</u>	<u>Support for HRs</u>	<u>LWW Peru</u>	<u>Immigration Justice</u>	<u>Other Mission</u>	<u>Wider Church</u>	<u>Ecclesial Support</u>	<u>Admin- istration</u>	<u>2021 Proposed</u>	<u>Sept. 2020 Actuals</u>	<u>2020 Budget</u>
Income												
40000 · Shared Mission												
40100 · General Mission	59,334.00	33,896.80		4,000.00	5,000.00	35,078.40	100,000.00	12,690.80		250,000.00	148,303.21	350,000.00
40150 · Extra Commitment Giving												
40151 · Extra Commitment - Presbytery											2,041.69	
40155 · Extra Commitment - Synod											2,456.66	
40157 · Extra Commitment - GA											26,968.11	
40150 · Extra Commitment - Other											300.00	
Total 40150 · Extra Commitment Giving											31,766.46	
40200 · Special Offerings												
40210 · Christmas Joy Offering											1,933.00	
40220 · One Great Hour of Sharing											8,168.72	
40230 · Peace and Global Witness												
40231 · Peace/Global Wit - Pby											366.94	
40235 · Peace/Global Wit - Synod											366.93	
40237 · Peace/Global Wit - GA											733.88	
Total 40230 · Peace/Global Witness											1,467.75	
40240 · Pentecost Offering											841.45	
40250 · Theological Education Fund												
Total 40200 · Special Offerings											12,410.92	
40300 · Presbytery Offering											1,081.06	
40700 · Restricted Gifts												
40710 · Living Waters/Peru				6,000.00						6,000.00	4,914.81	6,000.00
40720 · John Calvin-Shared Grants			1,000.00							1,000.00	0.00	1,000.00
40730 · Tapestry		1,000.00								1,000.00	0.00	1,000.00
40740 · Immigrant Ministry											27,509.17	
40750 · LA+USC Chaplaincy						15,500.00				15,500.00	15,500.00	
Total 40700 · Restricted Gifts	0.00	1,000.00	1,000.00	6,000.00	0.00	15,500.00	0.00	0.00	0.00	23,500.00	47,923.98	8,000.00
Total 40000 · Shared Mission	59,334.00	34,896.80	1,000.00	10,000.00	5,000.00	50,578.40	100,000.00	12,690.80	0.00	273,500.00	241,485.63	358,000.00
40800 · Church On-line Giving											1,282.90	
42000 · Facilities Cost Sharing												
42105 · Azusa - Dalton Street									24,000.00	24,000.00	14,560.00	27,600.00
42110 · Azusa - FCUPC									14,400.00	14,400.00	2,400.00	14,400.00
42115 · Azusa - Ministerio									6,000.00	6,000.00	2,000.00	12,000.00
42510 · TC - Mideast Evangelical									36,000.00	36,000.00	28,000.00	36,000.00
42515 · TC - Grace Taiwanese									0.00	0.00	13,000.00	36,000.00
42520 · TC - Playfactory									52,200.00	52,200.00	20,030.00	40,200.00
42525 · TC - Other									12,000.00	12,000.00	0.00	200.00
Total 42000 · Facilities Cost Sharing									144,600.00	144,600.00	79,990.00	166,400.00
43000 · West Covina Ministry Center												
43105 · General Offering	55,200.00									55,200.00	38,261.01	52,000.00
43215 · Facilities Cost Sharing - ITS	42,000.00									42,000.00	25,500.00	42,000.00
43216 · ITS subleases	6,000.00									6,000.00		
Total 43200 Facilities Cost Sharing	48,000.00									48,000.00	25,500.00	42,000.00
Total 43000 · West Covina	103,200.00									103,200.00	63,761.01	94,000.00
43500 · Rowland Heights Presby Fellowship												
43501 · General Offering	6,000.00									6,000.00		
43601 · External Gifts	48,000.00									48,000.00		
43701 · Synod Grant	24,000.00									24,000.00		
43705 · Other PCUSA grants	9,000.00									9,000.00		
43801 · Transfer from Church Dev Fund	24,000.00									24,000.00		
Total 43500 · Rowland Heights Presby Fellowship	111,000.00									111,000.00		

**Presbytery of San Gabriel
2021 Draft Budget**

	<u>Cong'l Support</u>	<u>Leader Dev't</u>	<u>Support for HRs</u>	<u>LWW Peru</u>	<u>Immigration Justice</u>	<u>Other Mission</u>	<u>Wider Church</u>	<u>Ecclesial Support</u>	<u>Admin- istration</u>	<u>2021 Proposed</u>	<u>Sept. 2020 Actuals</u>	<u>2020 Budget</u>
45000 · Inv Related Income/Transfers												
45100 · Income - Unrest Funds												
45105 · PILP	4,500.00									4,500.00	3,223.19	2,000.00
45110 · Monrovia Endowment	11,583.00									11,583.00	8,763.06	11,812.00
45115 · Azusa Endowment	75.00									75.00	0.00	75.00
45125 · Grace LA	32,000.00									32,000.00	8,226.57	24,000.00
45190 · Interest/Dividends										0.00	2.71	0.00
45100 · Income - Unrest Funds - Other										0.00	500.00	
Total 45100 · Income - Unrest Funds	48,158.00									48,158.00	20,715.53	37,887.00
45210 · Draw from Savings									91,150.00	91,150.00	0.00	74,450.00
45300 · Restricted Funds Transfers												
45305 · El Monte Initiative						48,000.00				48,000.00	48,960.00	48,000.00
45310 · Ministry Develop Staff										0.00	0.00	17,000.00
45315 · Living Waters/Peru										0.00	500.00	0.00
45320 · Church Development	4,600.00									4,600.00	20,000.00	4,600.00
45325 · Leadership Development		10,400.00								10,400.00	0.00	10,400.00
45330 · CPM		3,200.00								3,200.00	0.00	3,200.00
45335 · COM	500.00									500.00	0.00	500.00
45340 · House of Rest												
45341 · Chaplain for HRs			70,000.00							70,000.00	34,804.66	67,260.00
45342 · House of Rest Shared Grants										0.00	-148.52	0.00
Total 45340 · House of Rest			70,000.00							70,000.00	34,656.14	67,260.00
45350 · Asylum Hospitality Organizer					71,000.00					71,000.00	31,544.46	52,320.00
Total 45300 · Restricted Funds Transfers	5,100.00	13,600.00	70,000.00	0.00	71,000.00	48,000.00	0.00	0.00	0.00	207,700.00	135,660.60	203,280.00
Total 45000 · Inv Related Income/Transfers	53,258.00	13,600.00	70,000.00	0.00	71,000.00	48,000.00	0.00	0.00	91,150.00	347,008.00	156,376.13	315,617.00
45500 · Coronavirus Relief Income--Synod											150,000.00	
49100 · Other Income											356,992.82	
49200 · Other Property-Related Income											750.00	
49300 · Draw from Alhambra Dismissal Funds							20,648.40	29,099.20	24,378.40	74,126.00	500,000.00	
Total Income	326,792.00	48,496.80	71,000.00	10,000.00	76,000.00	98,578.40	120,648.40	41,790.00	260,128.40	1,053,434.00	1,550,638.49	934,017.00
Expense												
50000 · Shared Mission Expense												
50100 · GA Per Capita							52,800.00			52,800.00	45,000.00	60,000.00
50200 · Synod Per Capita							16,750.00			16,750.00	14,999.94	20,000.00
50300 · Wider Church Mission												
50310 · GA Mission							36,000.00			36,000.00	27,000.00	36,000.00
50320 · Special Offerings										0.00	15,011.15	0.00
Total 50300 · Wider Church Mission							36,000.00			36,000.00	42,011.15	36,000.00
50400 · Extra Commitment Giving												
50451 · Presbytery Extra Commitment											2,041.69	
50455 · Synod Extra Commitment											3,582.00	
50457 · GA Extra Commitment											26,834.78	
50460 · Extra Commitment Giving - Other											0.00	
Total 50400 · Extra Commitment Giving											32,458.47	
Total 50000 · Shared Mission Expense							105,550.00			105,550.00	134,469.56	116,000.00
51000 · Commission on Ministry												
51100 · Shared Grants			1,000.00							1,000.00	0.00	1,000.00
51200 · Counseling		500.00								500.00	0.00	500.00
51300 · Pastor's Retreat		5,000.00								5,000.00	0.00	5,000.00
51400 · Misconduct Prevention	200.00									200.00	0.00	200.00
51500 · Committee Expenses	300.00									300.00	48.62	300.00
Total 51000 · Commission on Ministry	500.00	5,500.00	1,000.00							7,000.00	48.62	7,000.00

**Presbytery of San Gabriel
2021 Draft Budget**

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55310 · West Covina												
55311 · Legal/Tax Expense	1,200.00									1,200.00	3,102.84	1,800.00
55312 · Property Expense	6,600.00									6,600.00	97,529.75	6,600.00
55313 · Utility Expense	1,200.00									1,200.00	987.66	1,200.00
55314 · Personnel Expense	64,500.00									64,500.00	23,550.31	48,000.00
55315 · Insurance	4,800.00									4,800.00	2,729.50	6,000.00
55316 · Interns	3,600.00									3,600.00	1,595.00	4,800.00
55317 · Office Supplies	600.00									600.00	767.96	600.00
55318 · Loan Payments	19,500.00									19,500.00	1,622.59	24,000.00
55319 · Program Expenses	1,200.00									1,200.00	3,638.54	1,000.00
Total 55310 · West Covina	103,200.00									103,200.00	135,524.15	94,000.00
55330 · Baldwin Park												
55331 · Legal/Tax Expenses											5,168.25	
55332 · Property Expenses											0.00	
Total 55330 · Baldwin Park											5,168.25	
55340 · Arcadia											0.00	
55350 · Grace LA Hispanic Ministry	32,000.00									32,000.00	22,583.29	24,000.00
55360 · Grace Taiwanese TC - Payroll											-5,192.90	
55370 · GKI Los Angeles												
55371 · Payroll											7,763.13	
55370 · GKI Los Angeles - Other											415.64	
Total 55370 · GKI Los Angeles											8,178.77	
55380 · LA Korean												
55381 · LA Korean Insurance											756.50	
Total 55380 · LA Korean											756.50	
55390 · Miscellaneous	1,200.00									1,200.00	0.00	1,200.00
Total 55300 · Churches in Trans (ACs)	136,400.00									136,400.00	167,018.06	119,200.00
Total 55000 · Church Development	250,800.00	2,200.00								253,000.00	188,003.18	124,800.00
55400 · On-Line Giving Accounts											1,234.65	
55500 · Coronavirus Relief												
55510 · Technology Relief Grant											9,997.00	
55520 · Emergency Relief Grants											214,847.78	
55560 · Covid-19 Stimulus Grant											74,000.00	
Total 55500 · Coronavirus Relief											298,844.78	
60000 · Presbytery Expenses												
60100 · Meeting Expenses								500.00		500.00	192.81	500.00
60200 · Hospitality								500.00		500.00	82.10	500.00
60250 · PEC Expenses								300.00		300.00	161.48	300.00
60300 · Moderator's Expenses		2,000.00								2,000.00	0.00	2,000.00
60350 · Judicial Expenses								1,000.00		1,000.00	0.00	1,000.00
Total 60000 · Presbytery Expenses		2,000.00						2,300.00		4,300.00	436.39	4,300.00
61000 · Personnel												
61100 · Executive Presbyter												
61110 · Salary/Housing	51,600.00	20,640.00				10,320.00	10,320.00		10,320.00	103,200.00	77,400.00	103,200.00
61120 · Medical Reimbursable	800.00	320.00				160.00	160.00		160.00	1,600.00	2,409.03	1,600.00
61130 · Professional Reimbursable	2,500.00	1,000.00				500.00	500.00		500.00	5,000.00	1,837.74	5,000.00
61140 · Continuing Education	1,500.00	600.00				300.00	300.00		300.00	3,000.00	376.80	3,000.00
61150 · Board of Pensions	19,092.00	7,636.80				3,818.40	3,818.40		3,818.40	38,184.00	25,721.12	38,187.00
Total 61100 · Executive Presbyter	75,492.00	30,196.80				15,098.40	15,098.40		15,098.40	150,984.00	107,744.69	150,987.00
61200 · Stated Clerk for Judicial Process												
61210 · Salary/Housing								13,200.00		13,200.00	14,249.88	19,000.00
61220 · Professional Reimbursable								1,000.00		1,000.00	0.00	2,000.00
61230 · Continuing Education								0.00		0.00	0.00	1,000.00
Total 61200 · Stated Clerk								14,200.00		14,200.00	14,249.88	22,000.00

**Presbytery of San Gabriel
2021 Draft Budget**

	<u>Cong'l Support</u>	<u>Leader Dev't</u>	<u>Support for HRs</u>	<u>LWW Peru</u>	<u>Immigration Justice</u>	<u>Other Mission</u>	<u>Wider Church</u>	<u>Ecclesial Support</u>	<u>Admin- istration</u>	<u>2021 Proposed</u>	<u>Sept. 2020 Actuals</u>	<u>2020 Budget</u>
61300 · Stated Clerk for Administration												
61310 · Salary/Housing								17,000.00	17,000.00	34,000.00	21,947.94	41,200.00
61320 · Medical Reimbursable								1,000.00	1,000.00	2,000.00	0.00	0.00
61330 · Professional Reimbursable								700.00	700.00	1,400.00	21.00	0.00
61335 · Continuing Education								300.00	300.00	600.00		
61340 · Board of Pensions								6,290.00	6,290.00	12,580.00	2,633.77	10,000.00
Total 61300 · Assoc Stated Clerk/Admin								25,290.00	25,290.00	50,580.00	24,602.71	51,200.00
61350 · Bookkeeper												
61360 · Salary/Housing										0.00	25,425.00	33,900.00
61380 · Benefits										0.00	3,471.16	8,000.00
Total 61350 · Bookkeeper										-	28,896.16	41,900.00
61400 · Mission Advocate				4,000.00	5,000.00	6,000.00				15,000.00	9,900.00	13,200.00
61500 · Ministry Development Assoc										0.00	1,000.00	17,000.00
61600 · Chaplain for HRs												
61610 · Salary/Housing			45,000.00							45,000.00	29,708.24	43,500.00
61620 · Professional Reimbursable			6,000.00							6,000.00	96.43	3,000.00
61630 · Benefits			19,000.00							19,000.00	4,947.90	20,760.00
Total 61600 · Chaplain for HRs			70,000.00							70,000.00	34,752.57	67,260.00
61800 · Asylum Hospitality Organizer												
61810 · Salary/Housing					55,000.00					55,000.00	20,894.64	40,660.00
61820 · Professional Reimbursable					1,500.00					1,500.00	0.00	0.00
61830 · Organizer Benefits					10,000.00					10,000.00	5,649.79	11,660.00
Total 61800 · Asylum Hospitality Organizer					66,500.00					66,500.00	26,544.43	52,320.00
61710 · Staff Development		2,400.00								2,400.00	200.00	2,400.00
61720 · Staff Travel/Expenses									2,400.00	2,400.00	546.96	2,200.00
61730 · Payroll Taxes									5,410.00	5,410.00	3,666.30	5,410.00
61740 · Workers Compensation									2,300.00	2,300.00	499.50	2,300.00
61750 · Temporary Part-Time Staff									2,400.00	2,400.00		
Total 61000 · Personnel	75,492.00	32,596.80	70,000.00	4,000.00	71,500.00	21,098.40	15,098.40	39,490.00	52,898.40	382,174.00	252,603.20	428,177.00
62000 · Office Administration												
62100 · Office Operations												
62110 · Computer Operations												
62111 · Maintenance & Repairs									500.00	500.00	0.00	500.00
62112 · Supplies & Software									800.00	800.00	1,146.77	800.00
62113 · Website Dev/Maintenance									2,400.00	2,400.00	2,220.00	2,400.00
62114 · DSL/Webpage Platform									2,400.00	2,400.00	1,330.78	2,400.00
62115 · New Equipment									1,800.00	1,800.00	47.69	1,800.00
Total 62110 · Computer Operations									7,900.00	7,900.00	4,745.24	7,900.00
62120 · Paper & Printing												
62122 · Copying & Printing									200.00	200.00	0.00	200.00
62123 · Copy Paper									500.00	500.00	0.00	500.00
62124 · Copier Service Charges									2,760.00	2,760.00	3,952.19	5,500.00
Total 62120 · Paper & Printing									3,460.00	3,460.00	3,952.19	6,200.00
62130 · Telephone									4,000.00	4,000.00	2,426.01	4,000.00
62140 · Postage & Mailing									850.00	850.00	642.40	850.00
62160 · Office Supplies									300.00	300.00	615.20	300.00
62170 · Books & Literature									400.00	400.00	43.52	400.00
Total 62100 · Office Operations									16,910.00	16,910.00	12,424.56	19,650.00

**Presbytery of San Gabriel
2021 Draft Budget**

	<u>Cong'l Support</u>	<u>Leader Dev't</u>	<u>Support for HRs</u>	<u>LWW Peru</u>	<u>Immigration Justice</u>	<u>Other Mission</u>	<u>Wider Church</u>	<u>Ecclesial Support</u>	<u>Admin- istration</u>	2021 <u>Proposed</u>	Sept. 2020 <u>Actuals</u>	2020 <u>Budget</u>
62300 · Professional Exp/Insurance												
62310 · Property/Umbrella Insurance									15,000.00	15,000.00	3,785.00	15,000.00
62320 · Payroll Processing Fees									0.00	0.00	3,241.73	4,250.00
62330 · Corp Legal Expenses									2,500.00	2,500.00	4,572.50	2,500.00
62340 · Accountant									0.00	0.00	4,050.00	5,400.00
62350 · Financial Review									5,500.00	5,500.00	2,750.00	5,500.00
62360 · Bookkeeping Services									42,000.00	42,000.00		
Total 62300 · Professional Exp/Insurance									<u>65,000.00</u>	<u>65,000.00</u>	<u>18,399.23</u>	<u>32,650.00</u>
Total 62000 · Office Administration									81,910.00	81,910.00	30,823.79	52,300.00
65000 · Property Management												
65100 · Presbytery Center												
65110 · Utilities									21,500.00	21,500.00	14,444.16	21,500.00
65115 · Custodial Service									7,200.00	7,200.00	9,802.50	7,200.00
65120 · Custodial Supplies									3,800.00	3,800.00	2,167.19	3,800.00
65125 · Maintenance (Sexton)									3,600.00	3,600.00	1,952.32	4,800.00
65128 · Property Manager									12,000.00	12,000.00		
65130 · Repair/Renovations									8,000.00	8,000.00	1,075.16	12,000.00
65135 · Mortgage Payments									48,000.00	48,000.00	35,723.77	40,620.00
65140 · Renovation Loan Payments									6,000.00	6,000.00	4,970.56	6,000.00
65150 · Property Taxes									0.00	0.00	7,985.88	0.00
65155 · Other										0.00	403.84	
Total 65100 · Presbytery Center									<u>110,100.00</u>	<u>110,100.00</u>	<u>78,525.38</u>	<u>95,920.00</u>
65200 · Azusa												
65210 · Utilities									10,220.00	10,220.00	7,085.60	10,220.00
65220 · Misc									5,000.00	5,000.00	800.00	5,000.00
65230 · Legal/Tax Expense									0.00	0.00	1,777.50	0.00
Total 65200 · Azusa									<u>15,220.00</u>	<u>15,220.00</u>	<u>9,663.10</u>	<u>15,220.00</u>
Total 65000 · Property Management									125,320.00	125,320.00	88,188.48	111,140.00
69900 · Miscellaneous Expenses											325.55	
Total Expense	326,792.00	48,496.80	71,000.00	10,000.00	76,000.00	98,578.40	120,648.40	41,790.00	260,128.40	1,053,434.00	1,092,242.01	934,017.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	458,396.48	0.00

San Gabriel Presbytery
Committee on Representation and Nominations
November 17, 2020

Thanks to those who have completed their terms in the following offices:

TE Roberto Ramírez, Chair of Presbytery Executive Commission
TE Mariko Yanagihara, Commission on Ministry
RE Antonio (Tony) Garcia, TE Frank Hsieh, and TE Lisa Lamb, Commission on Preparation for Ministry
RE Janice Takeda (Moderator) and TE Robert Wendel (Scribe), Committee on Representation and Nominations
TE Jennifer Ackerman (Moderator) and RE Patricia Martinez-Miller, Education (Equipping and Empowerment) Committee
RE Carolyn Harris, Justice Peacemaking and Mission
TE Jeff O'Grady and RE Jack Orswell, Permanent Judicial Commission
RE Pat Collins, Personnel Committee
TE Walter Contreras, Self-Development of People Committee
RE Janice Takeda and TE Wendy Tajima, Synod Commissioners.

CoRN presents the following slate (Nominees in **bold** type; continuing members in regular):

Moderator	Deborah Owens	RE, Westminster Pasadena
Vice Moderator	Dave Tomlinson	TE, HR
Chair, Executive Commission	Karen Sapio	TE, Claremont

COMMITTEE NOMINATIONS: ALL NOMINATIONS FOR CLASS OF 2023 EXCEPT**

ADMINISTRATION AND FINANCE

William Van Loan TE, HR (18)
Class of 2021: RE Dee Kelley (Claremont), TE Steve Wiebe, Moderator (Pasadena)
Class of 2022: TE Millason Dailey (Calvary), RE Freya Schmus (Shepherd of the Valley),
RE Lynn Wen (Arcadia)

COMMISSION ON PREPARATION FOR MINISTRY

Karen Berns TE, HR (18)
Class of 2021: TE Mary Ellen Azada (at large), TE Janice Cook, Moderator (San Marino)
Class of 2022: TE Paul Boles (Azusa Pacific), RE Jane Dempsey Douglass (Claremont),
TE Michael Spezio (Scripps)

COMMISSION ON MINISTRY

Steve Salyards RE, La Verne Heights (18)
Ted Bruins RE, Pasadena (21)
Ann Oglesby-Edwards TE, Altadena (21)
Class of 2021: TE Cyndie Crowell, Moderator (Trinity), TE Dongwoo Lee (at large), RE Pat Martinez-Miller (Calvary), RE Sonnie Swenston-Forbes (at large)
Class of 2022: CRE Bong Bringas (San Marino Community), TE Sophie Eurich-Rascoe (HR),
TE Kok-Thai Lim (at large), TE Bear Ride (HR)

EDUCATION [EQUIPPING AND EMPOWERMENT] COMMITTEE

Sam Bang Rowland Heights Presbyterian Fellowship (21)
Ally Lee, Co-Moderator TE, Knox (18)

Peter Tan-Gatue TE, Praise (21)
Class of 2021: TE Deidra Goulding (Shepherd of the Valley)
Class of 2022: RE Shawna Banks (Westminster Temple City), TE Becca Bateman, Co-Moderator (San Marino Community)

EXECUTIVE COMMISSION MEMBERS AT LARGE

Pat Martinez-Miller RE, Calvary (21)
Class of 2021: RE Deborah Owens (Westminster Pasadena)
Class of 2022: TE Jonathan Hughes (La Verne Heights)

JUSTICE, PEACEMAKING AND MISSION

CLASS OF 2021

Rob Crowell** TE, Village (16)

CLASS OF 2023

Dean Thompson TE, HR (18)
Lisa Hansen TE, Pasadena (21)
Vikki Randall TE, Westminster Temple City (21)
Ron Schooler RE, Calvary (21)
Class of 2021: TE Walter Contreras (at large), TE Matt Colwell (Knox), TE Brian Gaeta-Symonds, Moderator (Claremont), RE Angelica Michail (Shepherd of the Valley), TE N'Yisrela Watts-Afriyie (at large)

PERMANENT JUDICIAL COMMISSION

Rubi Benítez RE, Pasadena (21)
Gary Demarest TE, HR (21)
Class of 2022: TE Marsha Fowler (APU), RE Cliff Yang (Shepherd of the Valley)
Class of 2024: TE Deidra Goulding (Shepherd of the Valley), TE N'Yisrela Watts-Afriyie (at large), RE Fried Wilson (Pasadena)

PERSONNEL COMMITTEE

Mark Carlson TE, HR (18)
Class of 2021: TE Stephanie Kang (Chaplain), RE Carl von Bibra, Moderator (Calvary)

SELF-DEVELOPMENT OF PEOPLE (with San Fernando Presbytery)

Class of 2022: Wendy Gist (Community Member), RE Angelica Michail (Shepherd of the Valley)

SYNOD COMMISSIONER

Catharine Grier Carlson TE, at large (21)
Yvonne Harmon RE, Northminster (21)
Class of 2021: RE Steve Salyards (La Verne Heights), TE N'Yisrela Watts-Afriyie (at large)

LAC+USC CHAPLAINCY CONSORTIUM

Continuing: RE Areta Crowell (Pasadena), TE Nancy Moore (HR)

COMMITTEE ON REPRESENTATION AND NOMINATIONS

Nominations come from the PEC

Bong Bringas CRE, San Marino Community (18)
Class of 2022: RE Maria Cacarnakis (Pasadena), TE Catharine Grier Carlson (at large)



PRESBYTERY OF SAN GABRIEL

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

Winterfest 2021

WORKSHOPS OFFERED NIGHTLY

FEBRUARY 1-5

PLENARY SPEAKER: BRUCE REYES CHOW

FEBRUARY 6



WORKSHOPS

MONDAY THROUGH FRIDAY EVENINGS

7:00 TO 8:30 PM

Monday: Building Church Community in a Time of
Social Distancing

Tuesday: Training for Elders
or Beyond the Screen

Wednesday: Learning about Legal
or Asians and Race

Thursday: Financial Management in Churches,
GA Overtures 101,
or Stories of Peace and Reconciliation

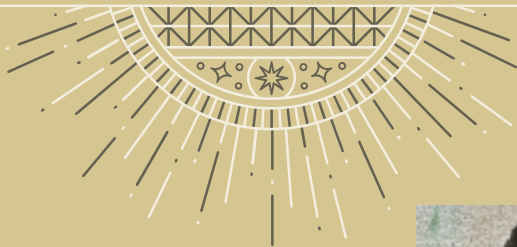
Friday: Training for Clerks of Session or
Talking about Social Justice

CLOSING SESSION

SATURDAY 9:30 AM TO 11:15 AM

**Worship and Plenary with
Rev. Bruce Reyes Chow**

11:30 am: Optional Q&A with Bruce



About Plenary Speaker Rev. Bruce Reyes Chow



Bruce has been a Presbyterian Pastor for over 23 years serving a diversity of congregations in the San Francisco Bay Area. A 3rd generation Chinese/Filipino, in 2008 he was the youngest person ever elected as Moderator of the General Assembly of the Presbyterian Church (USA).

In addition to his life as a pastor, Bruce has also been a consultant, coach, podcaster, national speaker, and writer on issues of faith, technology, race, and parenting. He is the author of four books and is deeply committed to the intersection between faith and social justice. Bruce and his wife, Robin Pugh, have raised three daughters and several canines in San Francisco.