

*Minutes of the Stated Meeting
of the Presbytery of San Joaquin
June 7, 2008*

Held at First Presbyterian Church, Visalia, CA

Attendance:

Pastors: Noel Anderson, Terry Barnhill, Lorna Bosavanh, John Bosavanah, Charlie Castles, Ken Crabtree, Marilyn Creel, Chris Erdman, Chris Gil, John Gutierrez, Jae Sin Han, Rich Hansen, Rick Irish, Art Kalafut, Carl Knoch, Rick Lemberg, Kent Meads, Ron Owens, Tom Parsons, Alan Reutter, Lana Roberts, Randy Scheer, Dan Schwan, Kathy Schwan, Sharon Stanley, Arlin Talley, Kurt Teng, David Votaw, Tony Winterowd

Elders: John Davis, Verna Den Hartog, Billie Diddle, Ronna Hendrickson, Larry Ingoldsby, Fred Leavitt, Beryl Linenbach, Janis Lockard, Andrea McKenzie, Anne Myers, Brian Roberts, Ruth Smith, Lilian Turmon

General Council: Stuart Conrad, Carol Harrison, Beth Downie, Scott Henderson

Visitors: Judy Austin, Wilma Holden, Lew Nelson

The meeting was opened with prayer at 9:03 AM by Moderator Stuart Conrad, followed by a welcome by host pastor, Rich Hansen. Interim Evangelist Presbyter Rick Irish then called for a Solemn Assembly and led those present for the next couple of hours in a time of Solemn Assembly.

The business portion of the meeting was called to order at 11:40 am by Stu Conrad. Judy Austin, Moderator of the Synod of the Pacific, brought greetings and gave thanks for our Synod commissioners, while reminding us of how different each and every presbytery is within our Synod.

Committee on Ministry - Noel Anderson

The relationship between the Mennonite Brethren Biblical Seminary and this Presbytery is currently being evaluated.

Stu Conrad recognized Art Kalafut's retirement. Art served the church for 44 years, with 29 of them at Monmouth Presbyterian Church, and including 8 years as Stated Clerk of the Presbytery. Art thanked everyone for their support and prayers over the past years.

At noon, Presbytery broke for lunch. The meeting reconvened at 1 PM

Stated Clerk / Interim Evangelist Presbyter's Report - Rick Irish

The minutes of the April 17, 2008, Presbytery meeting were approved. The docket was approved.

The *Consent Agenda* was approved as follows:

Actions of COM, May 13, 2008, for information purposes only:

1. Examined and voted to approve Eliecer Barrantes, Coordinator of Hispanic Ministry at Easton Presbyterian Church in Fresno, as a Commissioned Lay Pastor. He was commissioned at the April 17, 2008, Presbytery meeting.
2. Examined and voted to approve Robbyanto Notomihardjo at Ebenezer Presbyterian Church in Fresno as a Commissioned Lay Pastor. He was commissioned at the April 17, 2008, Presbytery meeting.
3. Voted to receive Patrick Sheahan from Alaska Presbytery. He has been called as Associate Pastor at Northminster Presbyterian Church in Bakersfield. He will begin July 1, 2008.
4. Voted to grant Validated Ministry to Roger Minassian to teach at Fresno Pacific University.
5. Voted to grant the request of Gukgene Kim to transfer to the Hanmi Presbytery.

Action of Finance and Property Commission May 5, 2008, for information purposes only:

1. Approved spending up to \$50,000 to complete a Calvin Crest land exchange with the National Forest Service, trading a parcel of land they cannot utilize for a similar size parcel of land along Calvin Crest Road that they could fully utilize.

The next meeting of Presbytery is scheduled to be held at Dinuba Presbyterian Church from 4 to 9 PM on September 18, 2008.

Congregation Development Team - Kent Meads

CDT has been discussing stats that show how underpaid pastors are, how stressed they are, how it is taking a toll on their marriages, and how they have less confidence today than when they started. The team is looking at ways that Presbytery and congregations can pull together to overcome these and other issues affecting our pastors.

Calvin Crest - Scott Henderson

Calvin Crest is doing upgrades and adding new programs, a new Café, and a new store in Sherwood Forest. The water purification mission project is moving forward and several staff will go for training in July. Scott discussed the land swap and the need for more dollars in mission support.

Evangelist Presbyter Search Committee - Tony Winterowd

Council has approved the following EP job description:

SYNOD OF THE PACIFIC, PC (U.S.A.)

Latest Revision date May 22, 2008

TITLE:

NAME

Executive Presbyter of the Presbytery of San Joaquin
Associate Synod Executive, Synod of the Pacific

STATUS:

Exempt Fulltime Position

PURPOSE:

To serve as the Executive Presbyter of the Presbytery of San Joaquin and Associate Synod Executive of the Synod of the Pacific, providing leadership in helping the presbytery achieve its vision.

ACCOUNTABILITY:

The Executive Presbyter is Called and Elected by the presbytery and is accountable to the presbytery through its council for the implementation of decisions and matters of strategy, program, and resources. The Executive Presbyter is employed by the Synod of the Pacific and is accountable to the synod through its Synod Executive.

REPORTS TO:

The Executive Presbyter reports to the Presbytery Council, the Presbytery Personnel Committee, and the Synod Executive.

GENERAL GOALS OF THE POSITION: Provide leadership and assistance to the presbytery in achieving its vision of proclaiming the gospel of our Lord Jesus Christ. Provide leadership to the presbytery to realize its vision and be a Great Commission driven community of churches by developing leadership, developing congregations, and developing ministries. Provide encouragement and support for the pastors. Provide oversight and administration for the presbytery's ministry. Interpret the mission of the presbytery. Provide connection with the larger connectional church.

JOB FUNCTIONS, TASKS, AND SATISFACTORY PERFORMANCE RESULTS EXPECTED IN THE FOLLOWING AREAS:

- I. **Function: Assist the presbytery in its vision to continue maturing as a Great Commission driven presbytery.**
 - A. **Tasks**

1. Assess what the leadership needs of the presbytery and its churches are, and assist in choosing what to focus on, determining where to begin, and providing accountability.
2. Assist the congregational development team in assessing the status and needs of congregations within the presbytery by helping to provide training opportunities and accountability.
3. Assist the ministry development team and mission support team in evaluating current outreach ministries by assessing opportunities for new developments, providing encouragement to expand our ministries to and with people of different cultural backgrounds, and providing accountability.
4. Promote healthy and effective communication and relationships through presbytery meetings, newsletters, e-mails, and phone calls.

B. Performance meets satisfactory expectations when:

1. The EP provides helpful information, budget implications, resource possibilities, direction, and possible options to each ministry team at their meetings.
2. The EP stays in contact with team leaders between meetings to give them encouragement and support.
3. The EP works with the Stated Clerk, Steering Committee, and Presbytery Council to plan presbytery meetings that remain focused on its vision.

II. Function: Encourage and support the pastors of the presbytery.

A. Tasks

1. Regular, intentional contact with pastors in the presbytery.
2. Discuss congregational, spiritual, and personal issues in a prayerful and supportive way.
3. Provide assistance in professional issues.

B. Performance meets minimum expectations when:

1. The EP is available to all clergy for pastoral care.

III. Function: Serve as a consultant and resource person to the Presbytery Council, committees, and teams.

A. Tasks

1. Attend Presbytery meetings and, as needed, Presbytery committee meetings.
2. Facilitate the implementation of committee decisions and actions.
3. Assist all committees, teams, leadership and ministries to ensure their work is consistent with the intent of the Presbytery Vision Statement, the service and outreach emphasis of the Presbytery, and Book of Order requirements.
4. Facilitate networking and cooperation between congregations within the presbytery.
5. Assures that committee chairs process and submit expense vouchers for reimbursement in a timely manner.
6. Maintain contact with the Council regarding any additional ministry opportunities.

B. Performance meets satisfactory expectations when:

1. The EP attends the Committee on Ministry meetings, the Finance committee meetings, congregational development, and ministry development team meetings, and other committee meetings as needed. The EP is expected to attend Presbytery meetings.
2. The EP provides information and encouragement to committee moderators and members.

3. The EP submits vouchers and receipts for reimbursable expenses, according to established monthly procedures.

IV. Function: As Executive Presbyter and Associate Executive of the Synod of the Pacific, manage and supervise the presbytery/synod staff.

A. Tasks

1. Serve as Head of Staff for all Synod employees deployed in the presbytery office, as well as for other staff employed by the presbytery.
2. Responsible for the implementation of the personnel policies of the Synod as described in the most current revision of the Synod Personnel Policies and Procedures Manual, with particular emphasis on Misconduct Prevention policies.
3. In consultation with the Presbytery Personnel Committee, ensure administrative staff positions are filled by persons that most closely meet the skills, knowledge and abilities described in the respective job descriptions.
4. Ensure annual performance reviews of Synod and other staff deployed in the presbytery office in accordance with the Synod Personnel Policies and Procedures Manual, including maintaining updated job descriptions.
5. Periodically throughout the year, ensures all staff is performing assigned functions and tasks at a satisfactory level, and encourage the professional development of staff members.
6. Communicate any personnel issues and/or corrective action plans with the Presbytery Personnel Committee and the Synod Executive.
7. Consult with the Presbytery Personnel Committee and the Synod Executive in the development of annual staff compensations budgets for the Synod and other staff deployed in the presbytery.
8. Attend Synod Assembly meetings and serve as a resource person to one of the Synod Permanent Committees.
9. Participate in periodic Executive Forum meetings.
10. Submit travel expense reimbursement vouchers to the Synod on a monthly basis.

B. Performance meets satisfactory expectations when:

1. The EP assigns necessary office tasks to be accomplished in a timely manner.
2. The EP will provide presbytery staff with the necessary communication in order to meet their responsibilities, priorities and deadlines.
3. The EP oversees necessary staff hiring searches in consultation with the Presbytery's Personnel committee.
4. The EP will conduct annual staff evaluations in conjunction with Presbytery's Personnel Committee, and according to established policies.
5. The EP ensures an annual evaluation for each presbytery office employee that is forwarded to the Personnel Committee.

V. Function: Provide communication and connection with the larger, connectional church.

A. Tasks

1. Encourage active involvement in our connectional church.
2. Attend General Assembly meetings. Help communicate the actions of the Presbytery of San Joaquin in a positive way to the rest of the church.
3. Develop a network of contacts and relationships by attending other national meetings and participating in conversations that will help the church to be healthy, faithful, and service and outreach focused.

B. Performance meets satisfactory expectations when:

1. The EP encourages congregations and individuals to participate in the life and mission of all governing bodies of the Presbyterian Church (USA).
 2. The EP attends meetings of the Synod and General Assembly, and is an ambassador of our Presbytery's vision to the larger Church.
 3. The EP attends and participates in the Synod Executive Forum meetings.
 4. The EP attends other various denominational meetings as needed, to build and maintain healthy relationships, and to stay current with denominational issues.
5. Though participation as described above is important, the EP understands that the implementation of the Presbytery's vision is of utmost importance.

Skills, Knowledge, and Abilities

I. Skills

- Administrative management
- Computer skills
- Interpersonal relations
- Leadership
- Oral and written communications
- Pastoral Care
- Prayer
- Preaching
- Problem solving
- Time management

II. Knowledge and Abilities

- A strong personal relationship and commitment to Jesus Christ, and a genuine love for the church, which are reflected in his lifestyle.
- Knowledge of, membership in, and commitment to the Presbyterian Church(USA), its mission, its form of government and doctrine, in accordance with the Book of Order and Book of Confessions.
- A working knowledge of the PC(USA)'s ministries and programs.
- Congregational experience
- Pastoral experience
- Able to work independently
- Organized and self-motivated
- Professional appearance, ethical conduct, and ability to maintain confidentiality.
- Personal self-care and family care – makes it a priority to spend time with his or her family, strengthening those relationships.

RELATIONSHIPS:

The Executive Presbyter serves as the head of staff for the presbytery and works directly with central office staff and financial staff in regional offices.

EMPLOYMENT TERMS:

This is a full-time position. The position is subject to the personnel policies of the Synod of the Pacific. The employee must maintain confidentiality at all times. All other terms and conditions are described in the Personnel Policies & Procedures Manual or current office procedure and practice. The Synod of the Pacific is an Equal Opportunity Employer. This is a salaried position.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer and other office equipment. Talking and hearing is necessary when utilizing the phone for customer service and for presentations during meetings. Lifting up to 15 lbs. may be needed in lifting boxes and supplies.

Evaluation: There is an annual review and evaluation of performance in accordance with the personnel policies of the Presbytery and Synod.

The Presbytery's CIF will be voted on at the June Council meeting. The search committee hopes to have feedback from interested parties within the next few months and will keep us posted. Please contact Tony if you have any questions.

Nominating Committee - Ken Crabtree

Stuart Conrad was elected Alternate Elder Commissioner to June 2008 General Assembly meeting in San Jose, CA. Elder George Mason was elected to serve on COM (class of 2008, 1st term), and Elder Joy Harvey was elected to serve on the Mission Support Team. (no class or term)

Committee on Preparation for Ministry (CPM) - Beth Downie

Eric Sunderland and Dino Rustin will come to the September Presbytery meeting to advance to candidate. Dave Dack and Justin Spurlock are new inquirers.

Millbrook Committee - Rick Lemberg

In January 2008, General Council appointed a committee to make inquiry and then make recommendations to the Presbytery regarding the request by Millbrook Presbyterian Church to be dismissed with its property and its pastor, the Reverend Jerry Voss, to the Presbytery of the West, Evangelical Presbyterian Church. Committee members include Billie Dibble, Rev. Chris Erdman, Rev. Jamie Evans, David Nash, Rev. Rick Lemberg, Rev. Arlin Talley and Larry Wayte. Rev. Rick Irish served as an advisor to the committee.

The majority of the committee submits its recommendation in the form of a resolution:

Whereas, The congregation of Millbrook Presbyterian Church, at a properly called special meeting, voted unanimously to request to be dismissed, with its pastor, The Reverend Jerry Voss, and its property, to the Evangelical Presbyterian Church;

Whereas, The request has been made in proper form and proper consideration has been given to the interests of the Presbyterian Church (U.S.A.);

Whereas, The General Assembly of the Presbyterian Church (U.S.A.) is in correspondence with the General Assembly of the Evangelical Presbyterian Church;

Whereas, The Reverend Jerry Voss has requested to be dismissed to the Presbytery of the West, of the Evangelical Presbyterian Church;

Whereas, The committee appointed by the Council of the Presbytery of San Joaquin, having conducted its inquiry in accord with intent of the Book of Order that each case should be judged on its own merits, recommends that the Great Ends of the Church (G-1.0200) will be best served by dismissing Millbrook Presbyterian Church, with its property, to the Evangelical Presbyterian Church; therefore be it,

Resolved, That the Presbytery of San Joaquin dismiss Millbrook Presbyterian Church to the Presbytery of the West, Evangelical Presbyterian Church;

Resolved, That the Presbytery of San Joaquin transfer to Millbrook Presbyterian Church any interest, expressed or implied in the trust clause (G-8.0201), in the property, real and personal, currently held by Millbrook Presbyterian Church; and

Resolved, That the Presbytery of San Joaquin dismiss The Reverend Jerry Voss to the Presbytery of the West, Evangelical Presbyterian Church.

Following discussion, this resolution was approved, and prayer was offered for the Millbrook Presbyterian Church as they move their place of ministry to the Evangelical Presbyterian Church.

One Minute Messages were given:

Board of Pensions Seminars will be held November 5-7, 2008, in our presbytery.

Meeting was adjourned at 2:20 PM with prayer by the Moderator.

The next meeting of the Presbytery of San Joaquin will be Thursday, September 18, 2008, from 4 to 9 pm at the Dinuba Presbyterian Church in Dinuba.