

The Heartland Presbytery Council *MINUTES*

- PRESENT:** John Williams, Mary Jane Houston, Tom Thomas, Marcus Cumpton, Tamara Miller, Terri Miller, Tom Carlisle, Betty Miller, Karen Hanover, Gail Cunningham, Allison Seed, Bev Barr, Ron Patton, Carla Gentry, Craig Holstedt, Bond Faulwell, Jack Schrimsher, Heidi Peterson, Dan McKnight, Leslie King, Bill McEachen, Kirk Perucca, Seth Wheeler and Chad Herring
- EXCUSED:** Marge Blank, Mary Jorgenson, Matthew Reeves, Henry Gower and Bill Johnson (staff)
- ABSENT:** Jerry Bos, Donna Chavez and David Warm
- VISITORS:** Joe Carle, Cheryl Farris and Bob Nicholson
- STAFF:** Maryann Farnsworth, Charles Spencer and David Cliburn

At 7:05 p.m., Moderator Tamara Miller **Called to the Council to Order** in Wesley Hall of the Linwood United Church, 3120 Olive, Kansas City, MO.

Moderator Miller shared with the Council about the recent deaths of Sunok Pai's husband and Jack Schrimsher's mother-in-law.

The devotional was a selection by Rev. Mark Koenig from the Horizons Magazine.

The approval of the council docket was moved by Maryann Farnsworth. It was seconded and approved.

Consent Agenda

Maryann Farnsworth presented the consent agenda as follows:

- 1.) **The Stated Clerk recommends:**
 - (a) **The Presbytery Council approve the minutes of the May 18, 2009, stated meeting of Council. (Item #1)**
 - (b) **The Presbytery Council approve the minutes of the June 20, 2009, stated meeting of presbytery. (Items #2)**
- 2.) **The Stewardship Committee recommends that Council approve display space and docket time (5 mins) for the Rev. Jack Barden from Austin Theological Seminary.**

- 3.) **The Moderator of Council recommends the Council affirm the following assignments of members to council sub-committees:**

Allison Seed (WFC)	Trinity, Independence	Business Affairs
Bill McEachen (WME)	Village, Prairie Village	Business Affairs
Karen Hanover (WFL)	John Knox Kirk, KCMO	Personnel
- 4.) **The Committee on Representation recommends that Council assign the Rev. Henry Gower to the Personnel committee and that other ad hoc lay males be considered for the Personnel committee to maintain balance.**
- 5.) **The Church Order and Listening Division moves that Council and Presbytery approve the requests to open new session minutes books from Westminster, Ottawa, KS and First, Atchison, KS.**

Council Business

Stated Clerk's Report

(1.) The Stated Clerk received correspondence from Gradye Parsons, Stated Clerk of the General Assembly expressing appreciation for our presbytery's full support of the 2009 per capita apportionment. **(ITEM 3)**

(2.) The Council Moderator, Presbytery Moderator Elect and the Stated Clerk call a special meeting of the Heartland Presbytery Council on Monday, August 24th, at 4:00 p.m. in the Conference Room of the Harold Thomas Center for Reconciliation. The only item of business is the report and motion for action from the Linwood Area Ministry Project Board (LAMP) concerning an opportunity for development.

The Consent Agenda was approved by common consent.

Social Justice Ministries Division

Community Development Project in Thwake Village, Kenya:

Kirk Perucca reported that David Nzioka is from Thwake Village in Kenya which is in need of a bore hole (well), building a church and a health center.

Kirk Perucca moved on behalf of SJMD that the Council recommend to presbytery that it (1) bless this mission project for community development in Thwake Village, Kenya; (2) grant permission to SJMD to approach our churches for funding and (3) that presbytery will receive funds from churches and individuals and distribute the funds to Thwake Village through the presbytery office.

Questions included David Nzioka's involvement both in the presbytery and on the trips to Kenya; appropriate utilization of the staff's time; the partnership relationship with Church World Service; the ongoing nature of the needs of Thwake Village and the extended relationship with the Kenyans; the clear distinction between meanings of "partnership" and "project"; and accountability of the funds once distributed. David Nzioka and Kirk Perucca will be traveling to Kenya as well as providing a workshop at the Congregational Ministries Division's workshops for congregations in January 2010;.

The motion was approved.

Ruskin Heights Presbyterian Church Administrative Commission

Rev. Carla Gentry, temporary supply pastor of the Ruskin Heights church, excused herself from this portion of the meeting.

Commission members Bob Nicholson and Cheryl Farris spoke to the council about the commission's work. The church has been working through future planning for several months with the Administrative Commission's assistance. The community has changed around it and the membership is about 45 with approximately half of those members being non-ambulatory. The reality of membership loss finally culminated in the session's courageous decision to request dissolution effective August 30, 2009.

Records are being sorted and secured for preservation. The Administrative Commission will continue assisting the church in closing down the property and securing its vacancy. The deed is clear of restrictions and owned by the congregation's corporation. Transfer of the property to the presbytery will be easy. The current balance of liquid assets is about \$27,000 with the exception of the repayment of the General Assembly Mortgage Grant. The Administrative Commission is managing their finances and the church secretary has left her employment. The pastor will receive 60 days severance pay to conclude her supply contract.

Several auction services have been contacted and some property will be distributed to other Presbyterian congregations. Remaining repairs include the furnace in hope that the presbytery will not have to continue improving the facilities. Pastoral care is being provided to homebound members to find their ways to nearby congregations. Most members do not live in the neighborhood surrounding the church. Pastor Carla Gentry has provided a list of the nearest PCUSA churches to each member's current home to all members of the church.

Tom Thomas moved the Administrative Commission for Ruskin Heights Presbyterian Church be granted docket time on September 19th for an oral report which includes a celebration of the mission and ministry of Ruskin Heights Presbyterian Church and that the presbytery admit to record the commission's actions as the presbytery's actions.

Rev. Carla Gentry returned to the room at this time.

Administrative Commission for Churches Requesting Dismissal from the PC(USA)

Leslie King and Joe Carle updated the council on the administrative commission's work with Gashland thus far. The Administrative Commission has determined that Gashland Presbyterian Church is defiantly not doing mission and ministry blessed by Heartland Presbytery or the Presbyterian Church (U.S.A.)

The Administrative Commission at its July 2, 2009 meeting, in accordance with its charge granted on June 16, 2007, and the Committee on Ministry's addition of Gashland Presbyterian Church to that charge on September 6, 2007, the Administrative Commission decided to request the dissolution of the congregation of Gashland Presbyterian Church and request that the Presbytery Council concur with that request.

Chad Herring moved that the council receive the report of the Administrative Commission and the attached history of fact pertaining to their work and consultation with Gashland Presbyterian Church, and that the council recommend to Presbytery that it dissolve the congregation of Gashland Presbyterian Church (G-11.0103i).

The motion was unanimously approved.

Chad Herring moved that the council receive the report of the Administrative Commission, and that the council recommend to Presbytery, upon the dissolution of Gashland Presbyterian Church, in accordance with G-8.0301 and G-8.0401, that the property of Gashland Presbyterian Church be sold, that the funds from that sale be used to cover the expense of legal actions and the sale of the property, and that all remaining proceeds be set aside for new church development and redevelopment of congregations in Heartland Presbytery.

The motion was unanimously approved.

Chad Herring moved that the Council concur and recommend Presbytery concur with the Administrative Committee to authorize Allan Hallquist, legal counsel to the Administrative Commission, to file a civil suit in Clay County, Missouri, to secure the assets of Gashland Presbyterian Church.

The motion was unanimously approved.

The Council expressed its appreciation to the Administrative Commission with a hearty round of applause.

Personnel Committee

Seth Wheeler reported that they have interviewed each member of the presbytery staff as to their satisfaction or dissatisfaction with their work. In response to those interviews, the Personnel Committee organized two retreats for the staff with an out of area consultant and the interim synod executive. The committee continued to meet with the consultant to continue the staff's development.

The Committee has been reviewing the Employee Handbook and seeking ways to improve it. They found that there was little or no direction to the employer on how to manage difficult staff situations. They have utilized the General Assembly's Employee Handbook and have used them generously.

Heartland Presbytery Employee Handbook 11/4/2004 (ITEM 5) was provided in the council's packet.

The Personnel Committee moves that Council recommend that Presbytery amend the Employee Handbook of Heartland Presbytery by adding a "Progressive Discipline" Policy and the replacing the current "Grievance Policy" with the proposed "Problem Resolution" Policy as listed below.

Rationale – The Personnel Committee continues to work on improving the employee policies contained in the Employee Handbook. We are proposing the inclusion of a "Progressive Discipline" Policy that will help guide the Personnel Committee and Executive Presbyter in times of difficulty with staff. The flip side of the issue is dealt with in the proposed "Problem Resolution" Policy which guides the staff in their recourse to deal problems that arise from the staff's point of view.

(Beginning of Personnel Committee's Recommendation)

If approved by Council and Presbytery, the sections below will replace the current sections in the Heartland Presbytery Employee Handbook. Current sections are titled...

II / J. Grievances and Complaints

III / I. Grievance Process

New sections will read as follows...

II / J. Resolution of Problems

Heartland Presbytery, through the Personnel Committee, will establish and administer a process that will ensure all employees a fair and equitable opportunity, including the right to choose an advocate, for the hearing and resolution of misunderstandings, problems, and grievances that may arise in the administration of these policies and the supervision of the work of employees.

III / I. Discipline and Problem Resolution

I.1 Progressive Discipline

All staff are expected to conduct themselves in accordance with the theology of employment in the preface as well as applicable laws, regulations, policies, and generally acceptable work behaviors. Staff in supervisory positions are expected to set an example by their own conduct, attitudes and work habits. Disciplinary measures are to be assessed for unacceptable conduct, in a consistent and uniform manner.

- Personnel Committee Assistance – All levels of the disciplinary process shall require prior notice to the Personnel Committee Moderator to determine if counseling or disciplinary action is warranted and to ensure consistent application of policy. Supervisory staff members are encouraged to consult with the Personnel Committee through its Moderator for assistance in implementing this policy.
- Staff Coaching – Staff coaching is a supervisor-initiated process of interaction between a staff member and his/her supervisor that affords the staff member the opportunity to ask performance-related questions, make suggestions, and share information, and that affords the supervisor an opportunity to provide feedback, training, and needed information to maximize performance and job satisfaction.
- Counseling – Where discipline is unwarranted, a written counseling statement shall ensue. The staff member will be required to acknowledge receipt (not agreement) of the document by signature. Counseling shall be administered as a means to discussing issues that have to do with job performance and/or inappropriate conduct. Counseling is to prevent future infractions by making the staff member aware that: 1) a problem exists, 2) the problem has a negative impact on the organization, and 3) a work improvement plan is needed.
- Disciplinary Actions – Disciplinary actions shall be considered as constructive procedures for the purpose of correcting inappropriate work behavior. Therefore, in most instances, disciplinary actions should consist of the least severe action to accomplish this purpose.

- The following progressive process may be implemented:

Level 1 may be the initial action in the disciplinary process. The purpose of this step is to alleviate any misunderstanding and to clarify the direction for necessary and successful correction of a problem. A written warning shall be completed and reviewed with the staff member and placed in the staff member's personnel file.

Level 2 may be the second action taken in the disciplinary process. This step shall be taken when the staff member has not satisfactorily corrected the problem as outlined during Level 1. If the staff member commits an infraction of the policies within a year of an existing disciplinary action, the next higher level will be utilized. In cases of a more serious nature, Level 2 may be given as the initial step in the process. Level 2 includes suspension of up to 2 weeks without pay or disciplinary probation for up to 90 days, depending on the seriousness of the infraction. Documentation of the step shall be placed in the staff member's personnel file.

Level 3 may be the third action taken in the disciplinary process. When a staff member fails to modify behavior and/or performance, it may be necessary to move to this final step in the disciplinary process, which is termination of employment. Terminations of employment require the approval of the Personnel Committee.

- Disciplinary actions shall be administered on a uniform basis throughout the staff. However, each offense must be judged on a case-by-case basis and consideration given to the staff member's past record.
- For charges such as a threat to the safety and/or well being of a staff member, stealing, direct insubordination, overt sexual harassment, or reporting to work under the influence of drugs or alcohol, a temporary suspension may be imposed while fact finding is being conducted.
- Serious offenses may result in immediate suspension or termination for the first offense.
- Employment remains at-will and may be terminated by the employer at any time with or without cause and with or without notice.
- The staff member will be required to acknowledge receipt (not agreement) of disciplinary action by signature. Disciplinary action may be appealed through the grievance process as outlined in this Employee Handbook. Documentation of disciplinary action will be retained in the staff member's personnel file indefinitely.

I.2 Problem Resolution Procedure

The employer encourages good working relationships that affirm the importance of each individual and his/her contribution to the organization in an atmosphere of mutual respect.

Both an informal process and a formal process are available to staff members. The informal process is to be used by staff to address non-disciplinary work-related complaints. The formal process is available to staff to appeal disciplinary actions, such as, but not limited to, suspensions and terminations of employment. Staff members who desire to file an appeal under the formal complaint process must do so within 5 business days of receipt of the subject disciplinary action.

These problem resolution procedures may not be used to address:

- acts or policies implemented by management to comply with General Assembly or Presbytery actions, or with applicable laws and governmental regulations;

- management and/or insurance carrier decisions regarding worker's compensation and benefits claims such as short-term and long-term disability claims; or
- any matter that is subject to specific administrative review set out in any employee benefits plan.

Complaints involving discrimination, sexual harassment or any other form of harassment are to be processed under Section II, I of this Employee Handbook.

- Informal Process/Open Door Policy

Staff members are encouraged to discuss informally their concerns first with their supervisors (open door policy). If a staff member is not satisfied with their supervisor's response or if the nature of the problem makes a supervisory discussion uncomfortable or awkward, staff members may approach the Personnel Committee through its Moderator.

- Formal Complaint Process

This formal complaint process is available for appeals to disciplinary actions or serious concerns not able to be resolved informally, including, but not limited to, termination of employment. Disciplinary actions are written warnings, suspensions and employment termination. The Personnel Committee through its Moderator must be consulted by the supervisor in determining whether disciplinary actions are appropriate. Terminated staff members may use this policy as a means of recourse.

- **Step One.** Within 5 working days after being notified of a disciplinary action, the staff member can request a meeting with their Supervisor by submitting a written complaint. The Supervisor must meet with the staff member within 5 working days. The staff member is given an opportunity to explain why he/she believes the discipline was unjust. The staff member should present any evidence and names of witnesses who can support his/her position. Following the meeting, the Supervisor reviews the appeal and gathers any necessary information. The Supervisor must reply to the staff member in writing within 5 working days after the meeting.
- **Step Two.** If the staff member is not satisfied with Supervisor's response, the staff member can request a review by the Personnel Committee. The Moderator of Personnel or designee may arrange a meeting with the staff member or review the written documents. The Personnel Committee will complete the review as soon as practicable and issue the final decision. There is no appeal from the Personnel Committee's decision.

The above time limits may be extended by the employer to meet circumstances beyond the control of the employer (e.g., vacations, holidays, medical absences, business travel and weekends). Staff members will not lose pay for any time not on the job when their presence is required at these meetings.

The employer is committed to resolving these disputes at the earliest possible step in the above procedure. By mutual agreement at any time in this process, the staff member and employer may resolve the matter. No retaliation is taken against staff members who pursue their rights to appeal disciplinary action.

During any of the above steps, no tape recorders will be allowed in any of the meetings. The complaint process shall be confidential and only open to the complainant and their advocate; the Supervisor, Personnel Committee, and their advocate. All participants shall conduct themselves in a professional manner.

Any investigation, administrative records, reports, or findings that are related to the allegations shall remain confidential and will be placed in the care and custody of the Executive Presbyter. Breach of confidentiality will be cause for disciplinary action, up to and including termination.

Not every problem can be resolved to everyone's total satisfaction, but through discussion staff members and employer will pursue an organizational confidence that facilitates an efficient and harmonious work environment.

(End of Personnel Committee's Recommendation)

Concerns included on page 4 of the docket under Level 2 concerning the perpetual retention of documentation of disciplinary actions in the employee's file.

The motion was approved.

Seth Wheeler thanked his committee for their dedication and generous gifts of time.

Presbytery Meeting Evaluations Report

Leslie King reported that due to summer schedules, they were not ready to report.

Committee on Ministry

Bev Barr on behalf of the Committee on Ministry moved that the Council recommend the Presbytery approve that the 2010 minimum salary for ministers and commissioned lay pastors should remain the same as 2009, with no increase in the minimum in recognition of the current economic times. Therefore, the 2010 Minimum Effective Salary Guidelines (per G-11.0103n) would be as follows:

Full-time Minister of Word and Sacrament:

Effective salary	\$35,560.00
Pension	3,911.60
Disability	355.60
Major Medical	6,934.20
TOTAL	\$ 46,761.40

3/4-time (Based on 30 hours per week)

Effective salary	\$26,670.00
Pension	\$ 2,933.70
Disability	266.70
*Major Medical	6,616.32
TOTAL	\$36,486.72

1/2-time (Based on 20 hours per week)

Effective salary	\$17,780.00
Pension	\$ 1,955.80
Disability	177.80
*Major Medical	6,616.32
TOTAL	\$26,529.92

Heartland Presbytery Minimum Effective Salary for full-time Commissioned Lay Pastors and Certified Christian Educators is set at 85% of the Heartland Presbytery minimum for ministers of Word and sacrament.

Concerns included the policy COM passed several years ago that the minimum be 70% of the national median salary as reported by the Board of Pensions in 2009 (which is was) and a comment that the United Methodist Bishops have taken to their compensation back to 2008 levels.

Business Affairs

Bond Faulwell presented an overview of the present financial status. It was reported that if all committees, divisions and commissions spent their budgeted amounts to the penny as of half year, there would have been a deficit of \$100, 000 by June 30.

Statement of Activities 7/31/2009 (Item 6) demonstrates that cash flow is still good.

Statement of Financial Position 7/31/2009 (Item 7) is the balance sheet for the presbytery. He pointed out that several assets have zero balances this year as those assets were used to purchase the New Horizon, Odessa, MO loan from Church Development Corporation. Their loan is now listed as an asset. Total assets were \$2,898,352.45. Total Net Assets were \$1,522,713.14

Per Capita Report 7/31/2009 (Item 8) reflects how each church is progressing in fulfilling their per capita.

General Mission Report 7/31/2009 (Item 9) demonstrated that we are at 46.6% of mission giving as of July 31, 2009.

Shared Mission Report 7/31/2009 (Item 10) reflects how each church is progressing toward their pledge fulfillment.

Final Reading of the 2010 Per Capita Budget (Item 11) included a few changes to lessening the expenses and there will be a decrease in per capita forwarded to the synod since the presbytery will take over the role of Central Receiving Agency for the presbytery.

Final Reading of the 2010 Mission Budget (Item 12) reflects a slight increase in mission support. CDR and the Urban Network were reduced somewhat from the first reading of this budget.

Concerns included how the presbytery covers the anticipated unpaid per capita by some churches and plans to educate congregations on what per capita and mission giving.

Bond Faulwell moved that the Council recommend the presbytery approve the 2010 Per Capita and Mission Budgets as presented.

It was approved.

Church Order and Listening Division

Craig Holstedt on behalf of Church Order and Listening Division moved that Council and Presbytery approve the following process: “Administrative Policies in the Manual of Administrative Operations are added to the Manual upon the recommendation of Council and a 2/3 affirmative vote of presbytery. Administrative Policies are amended or rescinded in the same manner.”

This would be included on page 26 as the final paragraph under “Special Rules of Order and Administrative Policies”.

It was approved.

The Church Order and Listening Division moves that Council approve and recommend to Presbytery for adoption the addition of section 34 “Process to Amend the Manual of Operations” to the Manual of Administrative Operations (highlights indicate changes):

34. PROCESS TO AMEND MANUAL OF OPERATIONS

Church Order and Listening Division shall receive all requests and recommendations for amending the Manual. COAL will research and recommend, if necessary, any amendments for the Manual to Presbytery Council. If Council has concerns or suggestions, Council shall refer changes back to COAL for reconsideration. Following Council’s approval, the amendments will be presented to the Presbytery for approval after their second reading.

11.9 COMMITTEES OF COUNCIL

11.9.1

In order to carry out more effectively its functions of planning, review, administration, budgeting, and personnel oversight, the Presbytery Council shall establish three permanent committees (Business Affairs, Personnel and Trustees) at the first meeting of each newly elected Council. At large members shall be divided between Business Affairs, Personnel and the Board of Trustees. Five at large members shall serve on Business Affairs. Five at large members shall serve on Personnel. Two at large members shall serve on the Board of Trustees. In consultation with the Presbytery Moderator, the Stated Clerk and Executive Presbyter, the Moderator of Council shall recommend appointments of each at large member of council to one of the three council committees. The council shall ratify all appointments and changes in appointments for their committees. ~~Each committee's membership shall consist of six members of Council, the Board of Trustees shall consist of two at large members and one of three Presbytery officers as described below.~~

11.10.1 Membership (of Business Affairs)

The committee shall be composed of five at-large members of Council and the Presbytery Moderator-Elect. Up to four (4) additional ad hoc members may be added and shall be approved by council for a one year term, renewable up to 3 years and shall have voice and vote in the committee. The Treasurer and Executive Presbyter will staff the committee.

13.3 Functions of the Committee on Nominations: Insert the word "board" so that it will read: "nominate a moderator for each committee, division, or board for a one-year term".

16. COMMITTEE ON MINISTRY (COM)

16.1 MEMBERSHIP

The committee shall consist of twenty-four (24) members (twelve (12) ministers and twelve (12) elders) elected for three year terms in three classes of eight members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

16.2 QUORUM

A quorum of the Committee on Ministry shall consist of the majority of the members of the committee, provided that at least three elders and three ministers are present.

16.3 FUNCTIONS

The Book of Order 2005-7 Chapter 14 is the adopted policy of the presbytery on "Ordination, Certification and Commissioning" as of September 18, 2007. The full text and all amendments made by action of Presbytery is Administrative Policy 13.

- The Committee on Ministry shall:
- a. Provide pastoral care for ministers and congregations, overseeing the pastor/congregation relationship.
 - b. Assist ministers seeking calls.
 - c. Examine the call, character, education, ecclesiastical status, and professional training of persons seeking admission into the Presbytery.

- d. Recommend to Presbytery the ordination, reception, installation, discipline and removal of ministers.
- e. Appoint a sub-committee or a single member to serve as a liaison between the Presbytery and the Board of Pensions.
- f. Carry out any other duties assigned to it by the Book of Order or Presbytery or delegated to the Committee on Ministry by Book of Order G-11.0502h.
- g. **On behalf of Presbytery**, “Authorize specific elders for periods not exceeding one year at a time, to administer or preside at the Lord’s Supper in specific circumstances and with proper instructions by Presbytery in the doctrine and administration of the Lord’s Supper, when it deems it necessary to meet the needs for the administration of the Sacrament of the Lord’s Supper that cannot otherwise be met” (G11.0103z)
- h. Ensure that all candidates for installation or for membership in Heartland Presbytery shall:
 - i. Whenever possible, be examined by the full presbytery at a stated meeting.
 - ii. When necessary, be examined by the full Committee on Ministry at one of its stated meetings, with approval requiring a two-thirds majority.
 - iii. When absolutely necessary, be examined by a delegation (or sub-committee) of the Committee on Ministry, but only with three-quarters approval of the Committee on Ministry, and such examination not to be considered sustained until approved by the full Committee at its next stated meeting.
- i. Have the authority to recommend powers and membership on administrative commissions to be elected by Presbytery.
- j. Have the authority to structure itself to accomplish certain COM delegated actions or decisions between COM meetings.
- k. Carry out all other duties relating to ordination, certification, commissioning, and relationships between pastors and congregations in accordance with presbytery policy, as found in Administrative Policy 13.

16.4 POWERS GIVEN TO C.O.M. BY HEARTLAND PRESBYTERY

To receive and dismiss minister members

To establish calls

To dissolve calls in all cases where there is concurrence

To approve Administrative Commissions to ordain and install

To appoint moderators of sessions

To grant the status of honorably retired

To grant permission to labor within and outside the bounds of Presbytery

To designate persons as Parish Associates

To take appropriate actions related to the commissioning and placement of Commissioned Lay Pastors

To grant relief of vacancy dues, where appropriate

To act on routine issues related to Board of Pensions

To authorize elders to administer the Lord’s Supper in accordance with G-11.0103z

16.5

Direct access to this committee shall be had at all times by ministers in the Presbytery, by all elders in the Presbytery in active service, by all certified Christian Educators in the Presbytery

in active service and by sessions of the Presbytery in all matters relating to the spiritual welfare of the churches in which they hold office.

22. LAY MINISTRIES COMMITTEE (LMC)

Purpose:

The basis of the LMC is to “prepare all God’s people, specifically elders, for the work of Christian service in order to build up the body of Christ.” (EPH. 4:12). The primary purpose of the LMC is to enhance the congregational vitality of small churches by providing them with a trained person(s) to lead them in their ministries. A secondary purpose is to offer additional education to lay people in order to equip them for additional ministry at the local, Presbytery, Synod, and General Assembly levels of the PC (USA). The LMC reports to the Council, and its moderator is a member of Council.

Membership:

The LMC consists of nine members. There will be at least one from and appointed by the Committee on Preparation for Ministry (CPM) and at least one from and appointed by the Committee on Ministry (COM). The presbytery’s nominating committee shall nominate the remaining members, giving consideration to persons who have previously served on COM or CPM. It is recommended that Ministers of Word and Sacrament and Elders be as evenly divided as possible on the committee. The term shall be for three-year terms aligned such that three members would complete their term each year. Members shall not serve more than 6 consecutive years.

Functions:

1. Determine the need for CLPs, promote the program, and schedule training
2. Manage the CLP Program, including approval of instructors, materials, courses, and mentoring for CLP candidates while in training. The curriculum shall include, but not be limited to the subject areas specified by the Book of Order.
3. Provide for an ongoing process of discernment for potential CLP candidates.
4. Determine admission requirements and screen/accept candidates to become CLPs.
5. Meet with and oversee the training of those admitted to the CLP program.
6. To prepare CLP candidates for examination and approval by COM as ready to be commissioned.
7. Provide training to lay people interested in serving the church.

24. MISSION AND SOCIAL JUSTICE MINISTRIES DIVISION (MSJM)

24. MISSION AND SOCIAL JUSTICE DIVISION (MSJ)

24.1 MEMBERSHIP

This division shall consist of twenty-four (24) members, twelve (12) ministers and twelve (12) laypersons, elected for three-year terms in classes of eight members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

24.2 FUNCTIONS - This **committee division** shall:

- a. Provide education and motivational leadership for congregations to address social justice concerns.
- b. Serve as liaison in carrying out resolutions and recommendations concerning church and society issues enacted by the Presbytery, except as otherwise provided.
- c. Have responsibility for recommending funding to the Presbytery Council through its sub-committee on Business Affairs for all social agencies and other mission entities seeking funding from the Presbytery.
- d. **Develop and implement a comprehensive educational and motivational plan for church-wide mission.**
- e. **Arrange international and national mission trips annually for mission education and interpretation.**
- f. **Identify and co-ordinate annual hands-on mission project(s) within the bounds of Presbytery.**
- g. **Develop Presbytery-wide tools for mission and news dissemination.**

24.3

Currently organized task forces reporting through and accountable to Mission and Social Justice Division include but are not limited to the following: Earthkeepers, Health Issues, and Peacemaking.

24.4

The International Partnership is a task force of **Mission and Social Justice Division.**

STEWARDSHIP DIVISION (SD)

25.1 MEMBERSHIP

The division shall consist of twelve (12) members, six (6) ministers and six (6) laypersons, elected for three year terms of four members each. Members are eligible to serve no more than two consecutive terms or portions thereof.

25.2 FUNCTIONS

- a. **Promote stewardship commitment and develop training tools for congregational personal growth in stewardship.**
- b. **Recommend annually to Council, approval of related mission entities and organizations for display space and access to promotion through the presbytery packet.**
- c. **Provide opportunities for congregations to share their mission stories.**

Administrative Policy 11: Seminary Guidance Statement approved by the Presbytery on February 20, 2009, upon the recommendation of Committee on Preparation for Ministry.

Administrative Policy 12: The Presbytery approved the addition of the 2005-7 Book of Order Chapter 14 into the Manual of Operations as an Administrative Policy for the work of Committee on Ministry in 2007.

Administrative Policy 16: Certified Christian Educators and Presbytery Membership with the insertion of "if an elder," following "...shall be granted voice and vote"
Certified Christian Educators who have been nationally certified by the Educator Certification Council on behalf of the General Assembly Council of the PC(USA), and who are officially employed by and serving a congregation of Heartland Presbytery, shall be granted voice and vote at all meetings of Heartland

Presbytery, if an elder. Their vote will be in addition to all elder commissioner and minister member votes from the congregation they are serving and will not take the place of the vote of any commissioner from that congregation.

Administrative Policy 17: Seminary Debt Policy adopted by Presbytery 2006.

Administrative Policy 18: Small Loans Policy - RESCIND

Administrative Policy 19: Guarantee Pension Dues Payments - RESCIND

Administrative Policies currently in effect and recommendations for review*:

- AP 1 Definitions (2008)
- AP 2 AA/EEO Policy (1992) - COM to review and make recommendations
- AP 3 Ethical Behavior for Church Officers (GA 1998)
- AP 4 Sexual Misconduct Policy (2005)
- AP 5 Financial Policies (2001) - Business Affairs to review and make recommendations
- AP 6 Mission Funding Guidelines (11/2005) - Social Justice Division to review & make recommendations
- AP 7 Nomination Procedures for GA and Synod Commissioners (2006)
- AP 8 Church Resource Center Advisory Board Guidelines (11/2006)
- AP 9 Disaster Response Task Force Policies (1994)
- AP10 Church Property (3/1997) – Trustees to review and make recommendations
- AP11 Seminary Guidance Statement (2009)
- AP12 COM Handbook: 2005-7 Book of Order Chapter 14 (2007) – COM to review
- AP13 Guidelines for Health, Maternity and Paternity Leave for Pastors (2005) – COM to review and make recommendations
- AP14 Sabbatical Program (1987) – COM to review and make recommendations
- AP15 Overture Advocates Policy (4/2006) – Council to review and make recommendations
- AP16 Certified Christian Educators and Presbytery Membership
- AP17 Seminary Debt Policy(6/2007)
- AP18 Small Loans Policy - RESCIND
- AP19 Guarantee of Pension Dues Payment – RESCIND

Since the presbytery meeting the only change was in 24.2, the correction of “committee” to “division” was made and the addition of the process for amending administrative policies.

Concerns included passing a process to amend the Manual in the first motion while the manual is being amended by the other items in the docket; the committee’s response to those concerns raised at the previous presbytery meeting about the Lay Ministries Committee; the LMC’s moderator will increase the council’s membership to 31 if this amendment is approved; the CPM’s and COM’s concurrence with the creation of the LMC; the amendment creating the LMC came from COM in order to create a regular process for CLP training, deployment and continued support; and Nominations Committee expressed concern about their current 22 vacancies and the burden of an additional nine person committee places on them.

It was approved.

Congregational Development/Redevelopment

Dan McKnight reported that the Neema Fellowship has received the Walton Award for New Church Development (\$50,000); CDR divided up and visited all the recipients of CDR grants and held two of their meetings in the Sudanese and Haitian places of worship; the CDR grant process is getting standardized; and the presbytery is invited to Kaw Prairie for their building dedication on Sunday September 27th at 3:00 p.m.

Nominations Committee

Heidi Peterson reminded the Council about the self-nomination process for General Assembly commissioners for the 219th GA in Minneapolis, MN. The deadline for receiving applications is October 15, 2009. Heartland will send three elders, three ministers and one youth advisory delegate.

Stewardship Committee

Carla Gentry reported as a member of the committee. They are modeling different ways for congregations to expand their understanding of personal stewardship.

Carla Gentry on behalf of the Stewardship Committee moved the approval of an offering of talent with the regular offering (or a later point) during the service of worship on September 19th.

***Rationale:** It is an offering of “talent cards” which will be cards to self nominate for consideration for Presbytery committees as well as celebrating the gifts that each of us brings to our congregations and the wider Church. Stewardship will have the cards available with the worship bulletins.*

It was approved.

Worship and Fellowship Division

Tom Thomas requested that when committees have activities or ideas for presbytery worship services that they express those ideas directly to Worship and Fellowship so they may be incorporated into the service.

- 1. The Worship and Fellowship Division recommends that the monetary offering at worship September 19th be divided equally between The Deacon’s Food Ministry at Grandview Park PC and CD&R Division to be used for Immigrant Fellowship Support.**

It was approved.

- 2. The Worship and Fellowship recommends that the International Fiesta / Post-Presbytery Party to be held September 19th (3-7 p.m.) be publicized by three e-mail communications from the Presbytery Office: the 1st email on August 25th to all clerks of session; the 2nd email on Sept. 1st to all communicators, and the 3rd email on Sept. 8th to all pastors requesting that the invitation be placed in each church’s bulletin. [Letters for each will be provided by W&F with links to fliers for the event.]**

It was approved.

For Information:

1. The Division approved the Order of Service for worship September 19th with the theme **“the Lord’s Supper as Communion of the Faithful [W-2.400].** *Rick Behrens & Alfonso Tot* will be preaching and celebrating the sacrament of the Lord’s supper at this bi-lingual service. We also approved the use of the “Immigrant Creed” as the statement of faith to guide us in our response to God’s Word preached and heard.
2. The Worship and Fellowship Division continues to encourage those attending presbytery from neighboring churches to car pool to the September meeting and will serve as a clearing-house for those who have space to share as well as those who need rides. Email Tom Thomas (heyrev@ctcis.net) or call 660-584-3372.
3. The Worship and Fellowship Division has reviewed the resource “Children and Communion” and commends it to Pastors and Sessions. It designed to help the parents of baptized children prepare them to participate in the Sacrament of the Lord’s Supper. We will make this available through a link in the *Heartland Connection*. (We would also encourage anyone who has worship resources which might be helpful to other congregations to submit them to us for review and sharing throughout the Presbytery.)

The division requested a 2 minute announcement slot or 3-5 minutes on the presbytery docket in September.

Board of Trustees

Ron Patton on behalf of the Board of Trustees moved that the Council recommend the Presbytery approve the refinance of the CDC loan of Heritage Church, Olathe, Kansas with CDC, pending the congregation’s approval. There is no new risk to the Presbytery. The terms are:

Original loan: \$820,000 @ 7.5% for 30 years beginning in March 15, 2002.

New loan: \$638,510.40 @ 5.5% for 30 years beginning in March, 2009.

Concerns included if the Board of Trustees had all of the documentation on this loan.

It was approved.

For information:

1. First Church, Maryville, Missouri has been offered, by the Baptists, a lot across the street from their church for the cost of transfer fees and closing. It involves no encumbrance. The Trustees commended them and offered our blessings. No further action is needed by council or presbytery.
2. The Trustees are beginning the process of developing a comprehensive set of guidelines for churches seeking loans.

Approval of the Presbytery Docket

The Council reviewed the proposed docket for September 19 and made the following changes:

- Add a 2 minute announcement for Worship and Fellowship
- Move the actions of the Administrative Commission for Churches Requesting Dismissal from the PC (U.S.A.) to the Council’s Report in light of this meeting’s earlier actions

Jack Schrimsher moved approval of the docket as amended. It was seconded and approved.

Leadership Reports

Executive Presbyter Charles Spencer requested that every member of council suggest someone to the nominations committee for service in the presbytery. Only 7 presbyteries in the country are growing. The council was challenged to develop ideas about how to make our churches vibrant and growing so that Heartland Presbytery is listed as a growing presbytery next year.

Acting Associate Executive Presbyter David Cliburn presented the OASIS brochure to the council. Malinda Spencer is the director of the event.

Director of Community Mission Bill Johnson was excused from the meeting.

Presbytery Moderator Jack Schrimsher reported that he needs recommendations for the Nominations Committee which come through the Moderator of the Presbytery. He reported that July 19th he participated in the installation of Rev. Mark Hughes at the St. Luke church in Kansas City and two installations are tentatively on October 4 (Heather Walchar at Trinity, St. Joseph) and October 18th (Jonathan Mitchell at First, Maryville, MO). He invited all members of council to come and invite friends from their churches to attend these installations. He and his wife Joyce traveled with seven others to Guatemala for the 50th Anniversary of Maya Quiche Presbytery in late July and it was a marvelous trip.

Council Moderator Tamara Miller attended the Small Church Collegium during the summer. It is a project of the Lily Foundation at the Virginia Theological Seminary in Alexandria, VA. Several denominations were represented and the exchange of ideas was a tremendous experience. On October 4, the Collegium Project Leader will be at Linwood United in the afternoon. October 4 will also include an afternoon Worldwide Communion Sunday for all of Heartland Presbytery. Moderator Miller read from the Presbyterian Outlook (August 9, 2009) the list of Jill Hudson's traits of a healthy presbytery.

Tom Thomas reported on his Montreat experience during the summer.

Seth Wheeler thanked Tamara Miller and Linwood United for hosting the presbytery council.

Moderator Miller requested a motion to **Adjourn with Prayer.** **Marcus Cumpton moved the Council adjourn with prayer.** It was seconded and approved.

The Council was dismissed with prayer at 9:44 p.m. with a reminder of the Called Council Meeting.

**Called Council Meeting:
Monday, August 24th 4:00 p.m.
Harold Thomas Center for Reconciliation
Conference Room
Order of Business: LAMP Recommendations**

DATES TO REMEMBER:

NEXT PRESBYTERY PACKET DEADLINE:
Tuesday, September 8, 2009, 5:00 p.m.

NEXT PRESBYTERY MEETING:
Saturday, September 19, 2009 9:00 a.m.
Grandview Park Presbyterian Church
Kansas City, KS

**NEXT STATED COUNCIL MEETING PACKET
DEADLINE:**
Tuesday, October 13, 2009, 5:00 p.m.

NEXT STATED COUNCIL MEETING:
Monday, October 19, 2009, 7:00 p.m.

Submitted by:



Rev. Maryann S. Farnsworth, Stated Clerk

Approved by Council: 10/19/2009

Approved by Presbytery: 11/17/2009

Attested to by:

