

# **SECTION III**

## **OMNIBUS Motion**

## SECTION III OMNIBUS MOTION

### Reports, Brochures, and Items for Information to be received

#### III A Stated Clerk Report

##### FOR ACTION

The Stated Clerk recommends the following actions to the Presbytery:

1. **The Motion to Approve the docket for this meeting is now part of the Docket.** (See the **DETAILED DOCKET**.)

**The new meeting format approved by Mission and Vision Leadership calls for items for which there is anticipated debate to be included on the Docket. Items requiring presbytery approval but are routine, non-controversial, or for which no debate is anticipated are included in the Consent Docket. Any commissioner may remove an item from the Consent Docket and place it on the Docket at the end of the meeting. Simply go to a microphone and identify which item you want pulled. Items being reported and which require no action are now in the Omnibus Motion.**

*Minor docket revisions will be given verbally. If major revisions are needed, a new docket will be distributed or displayed at the meeting.*

*[The Omnibus Motion includes non-action items and reports that may need to be included in Minutes so that a record is maintained. It is intended to save plenary time for discussion items and for worship, education, and relationship building. The Omnibus Motion is voted on in one block and without discussion. Committee leadership decides what items will be presented on the omnibus motion and which will be presented for discussion. If you have a question regarding any item, proceed quickly to a microphone to be recognized.]*

##### FOR INFORMATION

1. Our **Committee on Representation** has not met in over a year and therefore has no recommendations for the Presbytery. In the last two years the Presbytery has combined COR functions with Nominating Committee to see if that may be a way to cover all responsibilities.
2. The Stated Clerk is required to provide a roster each year of those who have served on the Presbytery **Permanent Judicial Commission** in [at least] the previous six years. **Former PJC** members, if still within this presbytery, may be asked to join again in judicial work if/when the PJC is called to convene but does not have enough members to constitute a quorum. These are former members of our PJC who are in this presbytery and eligible to serve again:

Class of 2017:	Mary Jane Gordon, ruling elder, Ingleside, SF Esther Kim, ruling elder, LOPC, Lafayette Ellen Rankin, teaching elder, MAL
Class of 2015:	Ed Sue, teaching elder, HR
Class of 2013:	Gordon Ringenberg, ruling elder, Clayton Valley

3. Grace and peace to you from the Presbyterian Peacemaking Program. We are delighted to announce the **2019 International Peacemakers**. We have **15** truly remarkable individuals representing 14 countries who will be joining us for the 2019 International Peacemakers Program this year. They will be available between **September 13 – October 7**. As a 2018 host of international peacemakers, we wanted to make sure you are aware that the peacemaker profiles are now on the website. You can view their photos and profiles [HERE](#).



International Peacemakers

Presbyterian Peacemaking Program

Also, here is a recent Presbyterian News Service [ARTICLE](#) about the 2019 International Peacemakers.

Applications will be received until July 1, 2019, but as in past years, the earlier you are able to complete your application, the better. You can review the details of the program and complete an application [HERE](#). With this year's large group of peacemakers, we will need more hosting presbyteries, synods and organizations than ever to allow us to bring all 15 peacemakers to the PCUSA! Help us by spreading the word and encouraging others to host a peacemaker this Fall.

Please feel free to contact our office if you have questions or need additional information. Contact [Rachel.Anderson@pcusa.org](mailto:Rachel.Anderson@pcusa.org) or call 502-569-5805.

The peace of the Christ be with you!

**Carl E. Horton**, [Carl.Horton@pcusa.org](mailto:Carl.Horton@pcusa.org) Coordinator for Mission, Presbyterian Peacemaking Program, Compassion Peace and Justice, Presbyterian Mission Agency, Presbyterian Church (U.S.A.), 100 Witherspoon Street, Louisville, KY 40202, 1-888-728-7228 ext. 5200, 502-569-5200 (Office), 502-338-9047 (Mobile), 502-569-8001 (Fax)

4.

August 7, 2019

**MEMO:**

**TO:** All Minister Members of the Presbytery of San Francisco  
All Commissioned Lay Pastor members of the Presbytery of San Francisco  
**RE:** New Wording in Rules of Discipline regarding Sexual Misconduct  
**FROM:** Rochelle Shaw, Stated Clerk

Dear Pastors and CLP's:

The new Book of Order contains two new sections in the "Rules of Discipline" which have potential implications for all minister members of the Presbytery and CLP's with active commissions. They both have to do with issues related to the Presbytery's Sexual Misconduct Policy and its possible implications for judicial process.

**I. D-2.0203b**

***"Sexual abuse as defined in section D-10.0401c shall be considered contrary to the Scriptures or Constitution of the Presbyterian Church (U.S.A.), and therefore an offense for purposes of these rules."***

***D-10.0401c***

***"Sexual abuse of another person is any offense involving sexual misconduct in relation to***

***(1) any person under the age of eighteen or anyone without the capacity to consent; or***

***(2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position.***

The practical implication of the above is that **any behavior which in contrary to the Presbytery's "Sexual Misconduct Prevention Policy" is now, for purposes of judicial process, a chargeable offense** because it is considered contrary to the Scriptures or Constitution. This includes behaviors spelled out in (2) above as well as harassment, quid pro quo, retaliation and other behaviors spelled out in our policy. It will now be sufficient to cite our policy in filing allegations with the Stated Clerk and if an Investigating Committee finds sufficient evidence to file charges, it can do so citing our policy.

**II. D-10.0401b**

***"There is no time limit for charging that a person who knew or reasonably should have known of the reasonable risk of sexual abuse of another as defined in D-10.0401c(1) or (2) failed to take reasonable steps to minimize the risk. ...charges may be brought regardless of the date on which an offense is alleged to have occurred.***

The practical implication of this section is that the provisions of Mandated Reporting are now a chargeable offense as is the failure to take reasonable steps to minimize risk when one becomes aware that sexual abuse has or may likely occur in the future. The underlined wording has no denominational judicial experience to help interpret "reasonable"--so for the time being, "failure to act" will be the implied standard. That will include not notifying civil authorities, session, presbytery, or others who could have prevented abuse. In remedial terms, this would be considered a "delinquency"--"an omission or failure to act."

**25% of women surveyed had experienced sexual misconduct--and 30% of those experienced it in a church setting.**

# Preventing Harassment—and Responding Well When an Allegation Arises

Years ago, Church Law & Tax conducted a research project that revealed some startling findings. More than a quarter of the nearly 800 women surveyed said they had experienced some form of [sexual misconduct](#), and of that group, one-third said the incidents occurred in a church or ministry workplace. These results point to at least one uncomfortable truth church leaders need to grapple with: sexual misconduct can occur in any work-setting, including a church office. The #MeToo and #ChurchToo movements have only confirmed this unfortunate reality.

## Top 5 Reasons Churches End Up in Court

	2014	2015	2016	2017	2018
Reason #1	Sexual Abuse of a Minor	Sexual Abuse of a Minor	Property Disputes	Sexual Abuse of a Minor	Sexual Abuse of a Minor
Reason #2	Personal Injury	Property Disputes	Sexual Abuse of a Minor	Property Disputes	Zoning
Reason #3	Property Disputes	Personal Injury	Personal Injury	Personal Injury	Personal Injury
Reason #4	Insurance Coverage Disputes	Zoning	Insurance Coverage Disputes	Zoning	Property Disputes
Reason #5	Affordable Care Act	Insurance Coverage Disputes	Zoning	Insurance Coverage Disputes	Clergy Removal

ChurchLaw&Tax  
LEAD YOUR MINISTRY WITH CONFIDENCE

This infographic also includes cases involving religious organizations.

### 5. Other important information:

- a. [Well Chosen Words](#)—A listing of words useful in our world today.
- b. [Prayer](#) shared at the Big Tent Event in July 2019

## OUR COMMUNAL LIFE AS CHRIST'S BODY –

1. Please pray for Presbytery as you read these papers and during the meeting – especially if/when emotions run high. This practice of intentional prayer is in keeping with the reminder in the Constitution of the Presbyterian Church (U.S.A.) that “**Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ**” (*Book of Order*, F-3.0204). As a council of the church we have ‘business’ to conduct, but it is equally important to remember and demonstrate that we are the Body of Christ.
2. **Celebrations and concerns** of our ministers and ministries will be shared as part of the Committee on Ministry Report. If you have a prayer request to share, please call or email the Stated Clerk at least a day before the meeting. [rrshaw@sfpby.org](mailto:rrshaw@sfpby.org).

## PRESBYTERY MEETINGS –

3. Per Standing Rules, calculation of quorum for our Presbytery meetings is based on the number of minister members of the Presbytery at the beginning of the prior year. As of January 1, 2017, we had 275 minister members, so **quorum for 2019 will be 56** presbyters, including at least 28 ministers of Word & Sacrament (10% of the roll) and at least 28 ruling elders (a # equal to the minimum number of ministers). This is the same as quorum in 2015, 16 & 2018.
4. Each session elects a **set number of ruling elders** to attend a meeting of Presbytery. The number is set by presbytery each fall as we approve the formula to redress parity between numbers of ministers of Word & Sacrament and ruling elders.

The following formula is used to redress any imbalance in the number of teaching elder and ruling elder commissioners to our meetings:

Active congregants	Ruling elder commissioners
Under 100	2 ruling elders
101-200	3 ruling elders
201-500	4 ruling elders
501-1000	5 ruling elders
1001-1500	6 ruling elders
1501-2000	7 ruling elders
2001-3000	8 ruling elders

5. The persons working in the registration area do not know how many or whom each session has elected as ruling elder commissioners. We do not monitor *who* registers (it is an honor system) but do allow only the approved *number* to register (on a first come, first registered basis).
6. In keeping with parliamentary procedure and with our theological understanding that the Spirit works in and through our discussion, commissioners are **commissioners for an entire meeting**, and **must be present for discussion** in order to cast a vote. Once registered, a ruling elder may not 'trade' with another person from the same congregation who wishes to be commissioner.
7. Children are welcome in the meeting. We usually try to set aside a specific area for families and have a basket of toys nearby. This meeting you will see such space on the street side of the sanctuary. (Note to other presbyters: If you may be bothered by wiggly ones, do not sit near them!) Childcare will be available at this Presbytery meeting.
8. There may be limits to the **Wi-Fi** capability on the church campus; especially since we will offer a new Wi-Fi based translation and hearing assistance system at this meeting! Presbyters are strongly urged to download or print all documents prior to attending the meeting – and of course you will want to review them in readiness for active participation. ☺ ).
9. A light blue binder in the registration area holds one set of the **papers for this meeting**. While we hope that you already have all materials you need, feel free to consult the binder for anything you wish to review.
10. This is the general flow for **presbytery meeting planning**:
  - ✓ 4 weeks ahead – deadline for *docket requests, AV plans, display table requests, Open Space topics and space for any other meeting*. Requests should be submitted to

[packet@sfpby.org](mailto:packet@sfpby.org) and should include speakers and general description of items of business. The requests for docket time and other time/space at a plenary meeting are all vetted by the Presbytery Meetings Working Group.

- ✓ 3 weeks ahead – deadline for *print ready material for the packet*. Documents should be submitted electronically to [packet@sfpby.org](mailto:packet@sfpby.org). The Stated Clerk will add report titles and page numbers and may tidy up formatting, but the bulk of the packet content is determined by committee leadership and those who submit the reports.
- ✓ A **site visit** is made to the host church sometime during the week of packet production to set room assignments and coordinate all plans. All requests regarding the meeting logistics should be submitted to the presbytery office as the Stated Clerk holds overall responsibility for the meeting.
- ✓ At least 1 week ahead – A “*Call to the Meeting*” is sent by email and the *packet is posted* on the presbytery website: [www.presbyteryofsf.org](http://www.presbyteryofsf.org).

11. A **Call to the Meeting** serves as notice for each plenary meeting of Presbytery and is sent by email at least **a week** prior to the meeting. That same day, the docket, all reports, flyers and other materials are posted at [www.presbyteryofsf.org](http://www.presbyteryofsf.org); the packet is *not* sent by mail. If you are not receiving the email notice with the *Call to the Meeting*, please contact Jennifer ([office@sfpby.org](mailto:office@sfpby.org)) at the Presbytery office to make sure that we have your current/correct email address.

12. Any **correspondence regarding meetings** of Presbytery should be sent to [packet@sfpby.org](mailto:packet@sfpby.org). The Stated Clerk will automatically receive a copy of all emails sent to the ‘packet’ address and will share information, as appropriate, with the Presbytery Meetings Working Group. Using this ‘packet’ email address helps reduce the likelihood of notes getting lost in the mix of other emails!

13. The **2019 Presbytery Meetings Calendar** or visit [website](#) for the Planning calendar.

- Tuesday, August 27, 2019 - First Presbyterian Church, Hayward
- Tuesday, November 12, 2019-Chinatown Presbyterian Church, San Francisco

## **NEWS IN THE PRESBYTERY -**

### **SAVE THE DATE!!**

The Presbytery of San Francisco and Seminary of the Street Present  
***Out of the Narrow Place--Collective Exodus from  
White Supremacy***

SATURDAY, SEPTEMBER 28, 2019, 10A-4P AT SOJOURNER TRUTH PC, Richmond

We are bound for the promised land of Beloved Community and full aliveness! But we have a long journey ahead of us. Both together and in racial affinity caucuses, we will explore the nature of our bondage to white supremacy, count the costs of a wilderness journey, whet our appetites for freedom and right relationship, and seek the Pillar of Cloud/Fire that will reveal our next steps. Visit the Presbytery Website for more information. Register [here](#)

## NEWS from PC(USA) -

- September 1 - October 6, 2019 **Peace & Global Witness**

The Peace & Global Witness Offering encourages the church to cast off anxiety and fear, discord and division, and embrace our reconciling God's mission to those around the corner and around the world. For Information and Resources visit [website](#).

- Witnessing for Peace and Wholeness in a Land called 'Holy' *A Presbyterian Peacemaking Conference in Israel/Palestine*  
**March 15—28, 2020**



Join the Presbyterian Peacemaking Program as we experience this remarkable and troubled region, encounter its diverse people, explore its rich history and complex current situation, and engage with those who seek its peace. By attending this conference, you will be

- inspired by the stories of Christian peacemakers in the Holy Land, walk in the footsteps of the Prince of Peace and encounter contemporary Palestinians and Israelis;
- equipped by engagement with Christian, Muslim and Jewish leaders, experience contextual theology and study peacemaking practices within the framework of PC(USA) policy;
- connected with global and local partners to take meaningful action for a just and lasting peace in the region.

For more information visit website [here](#).

## Deadlines for Future General Assembly Meetings

### **224<sup>th</sup> GA (2020): June 20-27, 2020 (Baltimore, MD)**

- 180-day Deadline: December 23, 2019 (list of commissioners to OGA)
- 120-day Deadline: February 21, 2020 (overtures requesting amendment to/interpretation of Book of Order)
- 60-day Deadline: April 21, 2020 (overtures with financial implications)
- 45-day Deadline: May 6, 2020 (all other overtures/concurrences; comments)
- 30-day Deadline: May 21, 2020 (slate of nominations)

### **225<sup>th</sup> GA (2022): June 25-July 2, 2022 (Columbus, OH)**

- 180-day Deadline: December 27, 2021 (list of commissioners to OGA)
- 120-day Deadline: February 25, 2022 (overtures requesting amendment to/interpretation of Book of Order)
- 60-day Deadline: April 26, 2022 (overtures with financial implications)
- 45-day Deadline: May 11, 2022 (all other overtures/concurrences; comments)
- 30-day Deadline: May 26, 2022 (slate of nominations)

### **226<sup>th</sup> GA (2024): June 29<sup>th</sup>- July 6, 2024 (Salt Lake City, UT)**

- 180-day Deadline: January 1, 2024 (list of commissioners to OGA)
- 120-day Deadline: March 1, 2024 (overtures requesting amendment to/interpretation of Book of Order)
- 60-day Deadline: April 30, 2024 (overtures with financial implications)
- 45-day Deadline: May 15, 2024 (all other overtures/concurrences; comments)

### III B Committee on Ministry (COM) Report

- **Jane Doty MacKenzie/First Presbyterian Church, Burlingame**- approved the ordination as Minister of Word and Sacrament.  
Approved the Ordination service to be held on Sunday, September 25, 2019 at 7pm at Lafayette-Orinda Presbyterian Church, Lafayette AND the Installation service to be held on Sunday, September 22, 2019 at 4pm at First Presbyterian Church, Burlingame.
- Approved **First Presbyterian Church, Burlingame**'s request for up to \$15K for half of cost for conflict mediation; from joint FPOC/COM--Supporting struggling congregations Fund 3.
- Approved **Margaret Gelini** for validated call to ministry at Kaiser Hospital in San Francisco.
- Approved **Andrew Smith** for validated call to ministry at Hope Lutheran Church in Rossmoor, Walnut Creek.
- Approved **Charles Tinsley** status to Honorably Retired (HR).
- Approved **JC Lee** status to Member at Large (MAL).
- Approved to transfer membership of **Bruce Reyes-Chow** to San Jose Presbytery, effective March 17, 2019.
- Approved **Jack Shriver** to moderate Grace PC-Walnut Creek Session in July, as needed.
- Approved **Keith Geckeler** to moderate Grace PC-Walnut Creek Session on June 26, 2019.
- Approved **Keith Geckeler** to moderate ATC Grace PC-Walnut Creek Congregational meeting on July 27, 2019.
- Approved of Terms of Call/Contract for **Debra Avery** as temporary supply of **Mission Bay Community Church** effective June 30, 2019.
- Approved of Terms of Call/Contract for **Jane Doty MacKenzie** as Associate pastor of community care of **First Presbyterian Church, Burlingame** effective August 4, 2019.
- Approved Terms of Call/Contract of **Rebecca Buckley** at **Ocean Avenue Presbyterian Church, San Francisco**.
- Approved Terms of Call/Contract for **Don Smith** as part-time pastor of **Broadmoor Presbyterian Church, Daly City** effective August 2019.
- Approved of Terms of Call/Contract for **Sarah Reyes** as interim pastor of **New Bridges Presbyterian Church, Hayward** effective July 1, 2019.

- Approved of Terms of Call/Contract for **Johanna Wagner** as pastor of **First Presbyterian Church, Concord** effective September 1, 2019.
- Approved of Terms of Call/Contract for **Ed Choa** as designated pastor of **Irvington Presbyterian Church, Fremont** effective September 1, 2019.
- Approved of Contract extension for **Valerie Miles-Tribble** as part-time supply pastor of **Faith Presbyterian Church, Oakland** effective June 1, 2019.
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- Approved the contract extension for **Calvin Chinn** as Transitional Pastor/Head of Staff and Calvary Presbyterian Church in San Francisco effective May 1, 2019.
- Approved **Valley Presbyterian Church, Portola Valley** to open an Executive Pastor position.
- Approved financial support of \$2000 from Deacons' Fund for **Kathryn Pyke**.
- Approved **Joan Hess** as moderator for St. Paul's Presbyterian Church, San Francisco.
- Approved **Bethany Presbyterian Church** request for \$1000.00 for Compassionate Communication training by Teresa Rose for entire congregation.
- Approved the retirement of **Steve Harrington** of **First Presbyterian Church, Livermore** as of August 31, 2019.
- Approve the dissolution of the pastoral relationship between **Rev. John Anderson**, Co-Pastor, and St. John's PC in SF, effective Oct. 6, 2019. Status now Member at Large (MAL).
- Approve the dissolution of the pastoral relationship between **Rev. Kathryn Pyke** and Bethany Presbyterian Church, San Bruno effective July 31, 2019. Status now Member at Large (MAL).
- Approve the dissolution of the pastoral relationship between **Rev. Kok Thai Lim** and ATC Grace Presbyterian Church, Walnut Creek, effective July 1, 2019. Status now Member at Large (MAL).
- Approved **Jamieson Prevoznak** status to Member at Large (MAL).
- Approved the mission study of **for Grace PC, Walnut Creek**.
- Approved membership of **Lisa Robechek** to the Presbytery of San Francisco.
- Approved **Carmen Mason-Browne** status to Honorably Retired (HR) effective August 1, 2019.
- Approved **Tom Waddell** status to Honorably Retired (HR) effective August 31, 2019.
- Approved of Terms of Call/Contract for **David Pan** as senior pastor of Taiwanese congregation of **First United Presbyterian Church** effective July 1, 2019.

- Approved salary supplement support of \$17,372 from June 2019-May 2020 (1- year) for Don Hammond; from Supporting pastors fund.
- Approved **Don Smith/Broadmoor Presbyterian Church, Daly City** the Installation service to be held on Sunday, September 15, 2019 at 2pm at Broadmoor Presbyterian Church, Daly City.
- Approved **Good News Presbyterian Church's** request for financial support of \$12K from July 2019-June 2019 (1-year); from joint FPOC/COM--Supporting struggling congregations Fund 3.
- Approved of Terms of Call/Contract for **Jm Allardice** as temporary supply pastor of **Covenant Presbyterian Church, San Francisco** effective September 15, 2019.
- Approved adding to pulpit Supply:
  - **Sam Lundquist** (Candidate for Ministry)
  - **Calvin Sodestrom** (Candidate for Ministry)
- Each year the Committee on Ministry conducts an annual review of our membership and requests updates from our minister members on work and other activities. We pray for all of our minister members, especially for those who are honorably retired and for other members who send in requests.

Approved membership of the following, based on the 2018-2019 Annual review of all ministers in the Presbytery of San Francisco:

- **Ministers of Word and Sacrament** serving congregations of this Presbytery automatically remain on the active roll.
- **Ministers in validated ministry** in 2018-19 remain on the active roll.
- **Ministers whose status as members at large** of the Presbytery for 2018-19 remain on the active roll.
- **"Inactive" ministers** are in the inactive roll. (NOT -to our knowledge- been in active ministry, nor are Honorably Retired, nor have been in any validated ministries for several years).

Information:

- **Rev. Jack Buckley** died at home in Berkeley, CA surrounded by his family on July 20, 2019.

**If you have questions or concerns, please contact the Committee on Ministry at [com@sfpby.org](mailto:com@sfpby.org)**

### **III C Committee on Preparation for Ministry (CPM) Report**

**Committee on Preparation for Ministry thanks the following persons who have agreed to serve as readers for the PC(USA) Standard Ordination Exams this year, Class of 2019-2020 cycle:**

Rev. Lindsey Reed (TE)  
 Rev. Don Smith (TE)  
 Marcus Jung (RE)  
 Debbie Romani (RE)

### III D Regional Meeting Updates and Information

- [East Regional Meeting-](#)
- [Central Regional Meeting –](#)

**Agenda for the Central Region Meeting of the Presbytery of San Francisco  
August 27, 2019 | 5:05-5:40pm**

1. Welcome and Establishment of a Quorum
2. Presenting the Peer Review Team Recommendation to Endorse the Farmington Proposal
  - a. Celebrating the Farmington Proposal through video witness
  - b. Officially voting on endorsement of the missional collaboration project
  - c. Praying over and with the Farmington Seeding Team
3. Discussion Around Clarifying Questions:
  - a. The definition of a Church in relationship to New Worshipping Communities as per quorum and voice articulated in our adopted regional charter.
  - b. A chance for questions from the regional community
4. Closing with Prayer and Gratitude

***Background on the Proposed Endorsement of the Farmington Regional Mission Project:***

Irvington Presbyterian Church has proposed a missional partnership they've named the "Farmington Community Garden Project." They filled out the official grant application and submitted it to the Peer Review Team of the Central Region of the Presbytery of San Francisco as per the specifications of the charter adopted unanimously by the region at our stated meeting of 2.2.19. The proposal was submitted June 25, 2019.

The Peer Review Team elected the following PR Team members to conduct the review with Irvington Presbyterian of their proposal. These three members were: Elder Susanne Lea (chair) , Rev. Monte McClain, and Rev Lauren Patrus-Betzel. They met together to review the proposal and to clarify scope, budgetary and staff requirements and measurability of the project. These clarifying questions were then asked of the Irvington Session and Mission Team. They responded in writing to the questions of the Peer Review Team on July 22, 2019. The Peer Review Team met again and endorsed unanimously the Farmington Missional Proposal and recommend it for approval by the Central Region at the Stated Meeting of the Region at the meeting of the Presbytery of San Francisco, August 27, 2019. The PR Team asked the Irvington Team to prepare a no-more than 3 minute video to identify and articulate the Farmington Project so that we might celebrate it at the regional meeting.

The Irvington Proposal has met all of the requirements articulated in our adopted regional charter.

Part of this first peer review team work was also to formulate and establish a peer review team process to be used going forward in future proposals. This was adopted by the Peer Review Team as of July 2, 2019.

*\*There is still some perfecting work to be done in terms of the fiduciary requirements, constitutional parameters and presbytery processes for dispensing the funds to the sponsoring organization (Irvington) of the project.*

**The Farmington Community Garden Project  
of Irvington Presbyterian Church  
Initial Grant Application | July 25, 2019**

Ministry Projects in which we will invest our resources of time, money and human skill shall respond to one or more of our established values. They shall be:

- **either an existing ministry with an established track record in need of expansion OR a new and exciting opportunity for mission-ministry;**

— over 20 years ago IPC began a morning breakfast program that serves over 150 people every Monday, Wednesday, and Friday and is still going strong. This program is hosted by the church in the fellowship hall with many members past and present volunteering as workers and steering committee members. This mission is a partnership with other churches, government agencies, the city, and local volunteers. As an extension of this ministry, and as a new venture, IPC has begun work on creating a large community garden on part of its 4.5 acres. This garden is being modeled on gardens run by faith communities for education and stewardship as well as community gardens like LEAF, a large community garden in Fremont, growing produce for those in need and making garden beds available to local residents. The middle school across the street from the church is also interested in opportunities for their students to participate in the garden. The five faith communities that worship at IPC will also be active in the community garden. The Mosque Next Door to the church is also interested in partnering on the garden.

- **doable/feasible as well as viable/sustainable efforts;**

— IPC has a wonderful track record of partnerships with others in the community. The 22-year-old morning breakfast program is supported and funded by the city, Alameda County, and donations. The program is run exclusively by volunteers. IPC plans on using the skills and relationships they have nurtured in the breakfast program to support the community garden. Like the community breakfast, the garden will be sustainable over the long haul while applying for grants, etc to fund capital improvements and depending mostly on volunteers from the church and the community.

- **share the Gospel / Reach the unreached with the gospel message;**

— The idea of a community garden sprang from the reality that the people of God are people of the ground. From the ground we were made and then put in a garden to care for God's creation. In a time of isolation in our communities it is IPC's plan to use the community garden encounter the biblical text in new ways and give opportunities for community. The first workday on the new garden we had 10 folks from our immigrant populations, mostly Indian, taking part. The conversations during the work were all about how important working the farm was to them when they were growing up. These high tech workers were revitalized in working the land together. One mother from the Indian community later said how excited she and her husband were about the opportunity for her and her family to work together and with others in the garden. Having a labyrinth and community gazebo will offer outside worship space for groups and individuals. Using the model of other faith community supported gardens (ie Farminary at Princeton Theological Seminary) IPC plans on using the garden for education purposes.

- **advance the proclamation of the gospel through justice-related actions or ministries relating to material, social, or relational well-being;**

— IPC has been active in the Irvington community running the breakfast program, a homework club and an after-school program called Kings Club for many years. This IPC community has always had a heart for those in need in the community and have taken tangible actions to make a difference. The community garden will be a place to grow

food for others, create space for community, provide educational opportunities for youth and adults and open land for groups and individuals to have space to garden. Even as IPC just begins working on the community garden project we already see a special interest and participation from our immigrant community. Many of these people grew up as “farmers” and miss the patterns farming life. They also grieve that their children and grandchildren are growing up without a chance to be intimate with the land.

- **be a joint ministry of collaboration among at least two or more congregations (approved by the specific sessions) of our region, aiming for maximum participation of faith organizations and other organizations in an endeavor that is local and/or international;**

— IPC has five congregations that call IPC home. Two of the congregations are Spanish speaking, one worships in an Indian dialect and one is a Mandarin speaking 1001 New Worshipping Community. The members of these 4 communities are recent immigrants. They are all excited to be part of the new community garden as a way to connect with the land, build community and outreach to those who are not part of the church. IPC is mostly an older English language group but now has a growing number of immigrant members who are planning on being part of the community garden. LEAF, the Fremont community garden, is partnering with IPC supporting this new community garden project. IPC is in conversation with Princeton Theological Seminary’s “Farminary” a 15 acre farm used for educational opportunities; “Urban Adamah” a Jewish community garden in Berkeley CA doing religious and ecology education through their garden and “The Edible School Yard” at MLK middle school in Berkeley, using their garden and kitchen for education in gardening, ecology, nutrition and food preparation.

IPC is interested in working with other faith communities and educational institutions to offer the community garden for their use.

- **respond to a root cause or need in a hands-on or;**

— The community garden will supply produce for the church’s breakfast program as well as for the Tri-cities Volunteer Food Bank. The community garden will be making garden planting boxes available to those without access to places in which to garden. This can be particularly important to immigrants working in the high tech industry, the house-less, seniors, and those living in apartments. The garden will be designed with an outside worship space with a labyrinth. The church will also make the garden available to students from the middle school across the street from the church.

As the church looked at its future and how to use its open land, many different possibilities were investigated. Most of the opposition were buildings or to turn the church buildings over to a large church. When we looked at the history of the land the church was built on (a farm just a little over 50 years ago which is still served by the original water well) and the biblical stories of creation and the place of agriculture in the lives of God’s people creating a community garden seemed like an obvious but overlooked plan.

IPC is “home” for many house-less people because of the morning breakfast program. With supervision and education, it is hoped that the garden can serve this population as well.

- **not simply be the replication of a ministry which already exists and is successful;**

— This will, in some ways, be an extension of the work the church has been doing in the community for over 20 years. The community garden will supply produce for the breakfast program as well for the tri-cities volunteer food bank. The church has a commercial kitchen that could be used for food preparation as well as a possible project to create value-added products for sale (fermented foods etc). But this is a totally new avenue that IPC will be setting out on.

- **have a measurable impact or outcome;**

— this answer seems to be included in the other narrative about the project.

- **excite and involve a core group of people from our region in ministry, mission, and relationship-building.**

— IPC has already started the community garden “Farmington” because of the excitement being generated by the hope that this project gives. The Session has approved \$10,000 of seed money for the community garden so it can get up and running this growing season.

*The intent of such proposals (grants) will be to empower the fleshing out of a ministry proposal, taking into account realistic material and human needs, potential challenges, measurable goals, training needs, and articulated objectives. Should a proposal not be approved, concrete suggestions will be made in view of perfecting the proposal for approval.*

The proposal (grant) application will be finalized by a peer group and adopted by a majority vote of the region at a meeting with a quorum.

**It shall include...**

**project name:** Farmington - the agricultural ministry of Irvington Presbyterian Church

**cost:** \$50,000 (budget attached)

**material needs:** fences, planter boxes, soil, irrigation, water supply, materials and plans for a labyrinth, materials and plans for building a large gathering gazebo, tool shed, greenhouse,

**human needs:** the project will be like the other community projects IPC leads. There will be a need to have IPC’s pastor help coordinate the garden and its ministries.

**a narrative of objectives:** IPC seeks to use its resources of land, water well, experience in serving the communities that are in need and leadership to develop a large community garden that will serve educational, relational, food, and spiritual needs of the community. The community garden will be and already is a place for a diverse group of people to come together, building unity and building relationships for the good of the community.

**a list of measurable goals:** 1: work with partners who bring different skills and abilities to the project to make it sustainable. 2: build out the community garden (Farmington) in stages. 3: enlist others for support and extend the reach of the project to other educational and social welfare projects and programs.

Stage 1: Small Community Garden with water, planter boxes, fence.

Stage 2: Extension of the Community Garden - water, planter boxes, fence, tool shed.

Stage 3: Extension of the Community Garden - water, planter boxes with a labyrinth and gazebo to be used as worship and classroom space.

Future possibilities; Outside kitchen, lighting for night time use, firepit...

**ministers and the ministry:** the Pastor at IPC will be a coordinator of the project working with the mission team and a small Farmington steering committee of church and community members.

Comments from the Farmington Community Garden Project in regards to perfecting questions asked by the Peer Review Team following the initial application submission | July 2, 2019

## 1. Measurability

- a. **Education:** Education is mentioned numerous times in the proposal. What are the educational goals and objectives, and who is the target audience for the education efforts?
1. To use the garden as an object lesson when doing bible study.
  2. For youth in and out of church to learn about gardening practices. Work with the Junior High School across the street for their work (edible schoolyard).
  3. To use the garden as a place as a sabbath place and rest.
  4. To have a safe place for our diverse community to come together for religious and cultural dialogue.
  5. A laboratory teaching/modeling good, agricultural practices. (permaculture, composting, organic gardening/gardening)
  6. By fostering collaboration between community members young, old, and of different backgrounds, we together create a certain synergy that can serve as a springboard to deal with larger social concerns.
- b. **Planter boxes/plots:** Roughly how many boxes/plots does IPC envision installing/preparing in each phase? Roughly how will they be allocated among individuals, nesting churches and other groups, and IPC?
1. The first phase will have 12 raised boxes (4X4 and 4X8) of varying sizes as well as space for open farming of corn, carrots, potatoes. There is currently one 30 inch elevated (24"X30") bed to accommodate handicap/older individuals who cannot work at ground level. More of these will be added in Phase 2.
  2. We also have space for boxes in an adjoining parcel if needed.
  3. We will determine the need for additional boxes in the next phases. We have space for up to 60 (4X12) boxes.

**Note: Phase One is an area of 3200 sq feet with boxes in which are tomatoes, eggplant, peppers, herbs, cauliflower and bok choy. The open space has corn and squash and will include potatoes, carrots, radishes, etc**

Initially, individuals, families, nesting churches and others from the community will have one box to start. More will be allocated by the Steering Committee after the annual review and progress. See 3d.

- c. **Spiritual needs:** What are the spiritual needs of the community (IPC, nesting churches, larger interfaith community, individuals) that will be addressed by the project? How?
1. IPC and the partner churches sharing the facilities have many immigrant members who are not very removed from agricultural societies. Having a community garden meets a deep need for working together on the land.
  2. The Junior High School across the street from IPC is expanding with many new buildings but very little open land. The school is interested in having their students working in the garden as a way of doing project learning.
  3. Farmington will be a place of Sabbath for everyone, especially the immigrant families some of whom are living in crowded living conditions.
  4. We presently have a houseless friend who is doing all the watering of the garden. This has become a source of pride as he participates in the IPC community as a valued and gifted member.

## 2. Staffing

- a. Clarify the roles and responsibilities of the pastor. Is he/she the organizer, coordinator, and/or overseer of the project? Are the pastor's roles and responsibilities spelled out in the current or emerging pastoral job description?
1. The pastors of IPC have been active in projects like the Community Breakfast and Kids Club in the school for over 20 years. The Pastor is expected to help facilitate and provide spiritual guidance. We look to the Pastor to help us welcome and understand the community that will be involved in the garden. The job description for the new pastor includes this kind of community involvement through the projects of IPC.
- b, Do you see a need for a dedicated staff position, possibly paid for with grant funds?
1. No. We have been running our three mornings a week breakfast program for over 20 years, feeding more than 100 people a day, with no paid staff. Farmington will also be volunteer run with a Steering Committee and support from our pastor.

### 3. Collaboration

- a. Identify each collaborating entity.
  1. Irvington Presbyterian Church
  2. The four partner churches sharing the facility.
  3. The neighborhood Junior High School
  4. Child Leap Pre School
  5. Islamic Center of Fremont
  
- b. Who (or what entity) oversees the volunteers and collaborative work with other communities (nesting churches, inter-faith entities, school, LEAF, Princeton Farminary)? Flesh out the roles and responsibilities of the “mission team” and “small Farmington steering committee of church and community members” in terms of building the collaboration envisioned by the project.
  1. The Steering Committee will oversee the project including the volunteers. There will be published guidelines and by laws. The Steering Committee will be nominated at the Annual Meeting.
  2. The Steering Committee will always include at least two IPC Session Members nominated by the Session.
  
- c. Will collaborating entities and/or individuals working a plot be asked to contribute funds or time and talent for the project?
  1. Each group/individual outside IPC will be charged \$100 annually for water, a box/plot and a key.
  2. Everyone will be requested to contribute a minimum of 10 hours each year in maintaining the common areas of the garden.
  
- d. Is there a process or plan for moving groups from “interested” in the project to active commitment and involvement?
  1. Yes. Interested groups and individuals will be added to the waiting list. When boxes or plots become available, they will be given to groups that are on the waiting list. During the we plan on teaming up interested parties with groups that already have boxes so that they can begin to participate and learn.

### 4. Budget/Authorization/Insurance

- a. Is IPC asking for \$50,000 for Phase 1 and 2? What is the plan for Phase 3?
  1. Phase 3 would happen the earliest in the 3rd year. We plan for the Phase 3 are to be an organic garden. We expect to find others in our community and neighborhood who will become part of the Farmington community. Farmington is the only community garden in our part of town. We would hope to use some of the same funding sources as LEAF the 3-year-old community garden about three miles from IPC. LEAF receives funding from local markets (Whole Foods etc), agricultural grants and the city and county.
  
- b. How is the \$10,000 seed money being used?
  1. We have been able get a good start on Farmington with the seed funding.
  2. We have 8 raised cedar planter boxes in place. There is a large crop of corn, squash, tomatoes, eggplant and peppers that will be ready to pick this summer.
  3. We celebrated communion with the whole church in the Farmington garden on Pentecost/wheat harvest Sunday.
  4. The youth have been studying the story of the creation narrative. They have been helping in the garden and made a banner for the Pentecost/wheat harvest Sunday event.
  5. Volunteers have been meeting every Saturday morning (some evenings) since session approved the project and provided seed money. Each week they prepare and work in the garden.
  
- c. Has session approved the proposal?
  1. Yes. In addition to approving the project, Session voted a \$10K seed/loan to jump start the project that would be repaid when funding is received.
  
- d. Who is the contact person for the grant? Jonathan Jiang
- e. Will IPC's insurance cover the activities of the proposed project? Yes

Irvington Project Proposal	
 Phase one (2019)	
Planter boxes	6000
Soil	2000
Fence and gates	5800
Water system	5000
Plants etc	900
Hospitality	300
Sub-total	20000
Phase two (2020)	
Planter boxes	5000
Soil	3500
Fence and gate	7500
Water system	9000
Plants etc	1500
Hospitality	500
Tool shed	3000
Sub-total	30000
Phase three (2021)	
Planter Boxes	7000
Soil	4000
Water system	9000
Fence and gates	10000
Plants	1500
Hospitality	1000
Labyrinth	10000
Gazebo	7500
sub-total	50000
TOTAL	100000

- [West Regional Meeting-](#)

The West Region met on Saturday, August 10, 2019 at Old First PC, San Francisco. Here are the minutes:

### August 10, 2019

1. David Brown called the meeting to order at 10:05
2. Maggi Henderson opened with praye
3. A quorum is present with representatives from nine congregations
4. Proposal that we elect five representatives and make the sixth person a non-voting alternate. This alternate will become a voting member when a panel member must recuse him or herself due to conflict of interest. Approved unanimously.
5. Erwin Barron announced he is withdrawing from the election to serve as a non-voting consultant in the process.
6. Each candidate introduced themselves. (Joni Lachman was not present)
7. Calvary Church representatives suggested that Joni Lachman become the alternate since she was not present. Moved to declare the other five elected with Joni Lochman as the alternate. Approved unanimously.

8. Elected are

Susan Baker-Lehne from Seventh Avenue  
Cindy Cake from Noe Valley  
Jeanette Huie from Chinatown  
Robin Polastri from Portola Valley  
JD War from Lakeside  
Joni Lachman from Calvary – alternate  
Erwin Barron from Old First – non-voting consultant

9. The group shared ideas that congregations are proposing for grant proposals

10. The group discussed whether to continue to have meetings during presbytery meetings. We agreed it was hard to get to, but more people attend those meetings than ones in the city. Some thought it was valuable for sharing ideas, others thought it was a waste of time.

11. Motion to adjourn at 10:45.

### III D Mission, Vision and Leadership (MVL) Report

- The Presbytery of San Francisco Leadership (MVL and chairs of the various presbytery committees) will have their annual retreat on October 26, 2019 in Oakland.
- Article from our Prebytery Pastor of Mission and Vision

It's hard to believe that August 12<sup>th</sup>, 2019 marks my seventh year serving as your Pastor for Mission and Vision. Our ministry together has been challenging and fruitful. Presbytery has come through extreme transitions. The forces of change were like shifting tectonic plates, remolding the landscape right beneath our feet. The staff, the chairs of committees and the leadership teams acted and reacted to these challenges with intentionality. Each day striving to do the next right thing.

The process of transition was far from perfect, and not a straight line from there to here. It often felt more like a long winding road, one that we made as we walked. Now, as if we have stepped through a portal, we stand in new place, morning has broken on a new day. The faithful effort of many have led us through extraordinary times and generated some stunning accomplishments. Here are some highlights of the changes and achievements:

- Navigated, endured and grieved/grieving church departures.
- Resolved a major intractable conflict(s).
- Radical reversal of finances that wiped out a deficit of nearly \$400,000 a year, and provided vast resources to dream and engage mission.
- Refined our Mission. After several years of dialogue together, and a professional assessment from Holy Cow Consulting, we refined the mission of the Presbytery of San Francisco. Our mission is to: ***Celebrate, Nurture and Serve our communities through our life together in Christ.***
- Discerned our Priorities. We came to understand that the Holy Spirit was calling us to focus our resources in four areas:

1. *Regional Missional Partnerships*
2. *Nurturing our Minister Members*
3. *Supporting Congregations that are Struggling to refocus their mission*
4. *Supporting New Worshipping Communities and New Church Plants.*

- Created a sustainable stable financial model that will support the Presbytery operations and mission priorities well into the future. Thanks to the work of the Investment Project Team who facilitated many stewardship conversations.
- Every Priority is funded!
- Regional Missional Partnerships. All three regions of the Presbytery have operational procedures and decision-making criteria. All three regions have \$1,000,000 each to promote mission in their communities.
- Significantly modified, or completely changed every staff position. This resulted in a substantial change-over in staff towards a leaner staff model, while maintaining a focus on engagement with congregations and pastors.
- Incorporated better use of technology and completely reworked the administrative operations of the Presbytery.
- New Staff. Presbytery is blessed with a new diverse and gifted staff team.
- Developed new ways to collaborate as staff using a case conferencing model.
- Launched several initiatives to nurture our ministers including: Journey groups, Rewire, a pilot coaching program, and support for Zephyr preaching conference.
- New Worshipping Communities. An energetic visionary team now oversees New Worshipping communities and New Church Plants.
- Fossil Free Investments. We've blazed a new trail, becoming the first Presbytery in the country to effectively shift our investments towards renewable earth-friendly energy resources.

We all accomplished this together. There is much more to celebrate than I can name here. There is much more to be done for sure.

Presbytery has been retrofitted with a new foundation, one that is nimble and adaptable. Yet the most notable accomplishment has been a **shift in our culture**.

- We have moved away from a culture tormented by toxicity, and haunted by angry ghosts of the past, towards a culture that is free, infused with joy and hope for the future.

We are called. We are equipped. We are ready. MVL and the committee chairs will be gathering again this fall to discern and set the immediate next course for the future. I can hardly wait. The Best is Yet to Come!

Rev. Jeff Hutcheson PhD  
Presbytery Pastor for Mission and Vision

- **Partnership Working Group Update**

The Partnership Working Group encourages and facilitates partnerships among congregations that support their missions, so we all can do more. Our report leads off with an opportunity to engage with our Presbytery's visiting International Peacemaker, Rev. Arlington Trotman, this fall.

1. **International Peacemaker Rev. Arlington Trotman's Visit to the Bay Area  
September 23 to October 2**



International peacemaker Rev. Arlington Trotman, an immigrant to the United Kingdom and a leader in the struggle for racial justice in England and Europe, will visit the Bay Area to engage with our congregations from September 23 to October 2. Your church can be part of the conversation!

Rev. Trotman stands in a line of peacemakers from around the world that the Presbyterian Mission Agency has brought to the U.S. to interpret issues of peace and justice. These visits have informed us, opened our hearts and minds, touched our lives, established relationships, and inspired new ministries. By sharing stories of their work and witness, peacemakers help us understand peace and justice concerns around the world and provide insights that can inspire us to greater faithfulness. Their visits broaden our sense of God's family and help equip us to build a culture of peace and nonviolence for all God's children.

Rev. Trotman is well equipped to speak to issues of peace and justice, and he has much to share with us. Born in Barbados, he immigrated to England at age 17. Under British colonial rule, he received only an elementary education in Barbados, but he saw his life as a Christian transformed in England. He enrolled in college and eventually became a Methodist minister. Many of his most important leadership posts have been with ecumenical organizations, such as the Churches' Commission for Migrants in Europe (CCME) and Churches' Commission for Racial Justice (CCRJ). In the U.S, overt racism and conflicts over migration and our asylum program mirror similar issues that Rev. Trotman has faced in England and Europe, particularly since the 2015 Syrian refugee crisis and the Brexit controversy.

Rev. Trotman will be in the Bay Area **September 23 to October 2**. Our opportunities to engage with him are limited only by our imagination! Not counting Rev. Trotman's arrival and departure days, we will have him seven days, and five of them are entirely open right now.

- Invite leaders in your Presbytery Region or your community to meet him?
- Invite Rev. Trotman to a bible study group meeting?
- Invite him to an interfaith group meeting?
- He is a Methodist minister; can you introduce him to a Methodist minister you know?
- A coffee with several pastors?
- A wine and cheese gathering?
- A small group seminar or conversation?
- A casual breakfast or lunch?
- A potluck dinner in a home or church?
- A scenic walk or drive?
- Let him spend a night or two in your home? (*Yes, we need housing for him, and some local transportation, too.*)

**Please help us take full advantage of Rev. Trotman's visit!** Karen Vied and Mary Russell welcome all inquiries and ideas. Please contact one of them today.

- Karen Vied: (925) 455-0133, [kvied@comcast.net](mailto:kvied@comcast.net)
- Mary Russell: (415) 771-5787, [maryerussell24@yahoo.com](mailto:maryerussell24@yahoo.com)

- **[Triennium 2019 Report](#)**

## **2. Community Presbyterian Church and Old First Presbyterian Church Receive Grants from the Presbytery's Hunger and Peacemaking Funds**

We were pleased to award a \$300 grant from the Hunger Fund to Community Presbyterian Church in Pittsburg for its Bountiful Table free lunch program. Since January 2015, Community Pres has provided a free meal the third Saturday of each month to anyone who comes. The church requested \$300, \$25 per month for a year, for food purchases.

We also awarded a \$475 Peacemaking Fund grant to Old First Presbyterian Church in San Francisco. The grant will reimburse Old First for the fee that it pays to the Presbyterian Mission Agency to bring an international peacemaker to the Bay Area.

## **3. Churches Partner to Double Their Impact in Helping Refugee and Immigrant Girls Create a Better Future**

The Vision Project of the [International Rescue Committee in Northern California \(www.rescue.org/Oakland\)](http://www.rescue.org/Oakland) empowers immigrant girls in Oakland schools by giving them the skills and support they need to envision their futures as women in America. Old First Presbyterian Church is matching other churches' gifts to the International Rescue Committee designated for the Project. Churches that participate can double the impact of their gifts. Old First will match gifts dollar-for-dollar up to \$500 per congregation and an overall total of \$5,000.

So far, Park Boulevard in Oakland, Trinity in San Carlos, Lafayette-Orinda Pres, First Pres in Livermore and Saint John's in San Francisco have donated \$500 or more. Thank you to these churches! The matching opportunity will be open until November 1.

For more matching-opportunity information, please see the **FLYER** in this Packet: *Churches Partner to Double Their Impact in Helping Refugee and Immigrant Girls Create a Better Future*. For more on the Vision Project, check out articles in Ms. Magazine <https://msmagazine.com/2019/06/20/the-vision-project-a-program-for-girls-who-plan-to-run-the-world/> the San Francisco Chronicle <https://www.sfchronicle.com/news/article/Cynics-in-America-can-look-to-resettled-refugees-12485911.php> <https://www.sfchronicle.com/news/article/Cynics-in-America-can-look-to-resettled-refugees-12485911.php>.

## **4. The Partnership Working Group Would Love to See Some Great Peacemaking Fund and Hunger Fund Grant Applications**

The next opportunity to apply for a small Peacemaking Fund or Hunger Fund grant closes on December 31. The Hunger Fund balance is about \$14,000, and the Peacemaking Fund balance is about \$5,000. We would love to see some great grant applications and put this money to work! Stop by our table at the Presbytery meeting to chat, and download the Guidelines and Application form on the Presbytery's website. <http://www.presbyteryofsf.org/mission-and-vision-leadership/> Select from the "Additional Resources" listed on the right side of your screen.

## **5. The Partnership Working Group Needs Members!**

We are looking for new members. To learn more, please stop by the Partnership table or contact Karen Vied of First Presbyterian Church, Livermore, at (925) 455-0133 or [kvied@comcast.net](mailto:kvied@comcast.net) or Bill Campbell of Old First Presbyterian Church, San Francisco, at (415) 599-0206 or [williamfcampbell@comcast.net](mailto:williamfcampbell@comcast.net).

### **III E Administrative Commission Update**

#### **Bethel Community Presbyterian Church Administrative Commission Report August 27, 2019**

**Members:** Grace Kaori Suzuki, moderator, Debra Avery, Clerk of AC  
Jonelle Crow, Phil Grebe, Dina Herrera, Nancy James, Alex Largusa, Jake Medcalf, Leonard Nielson, Rich Williams

To date, we have met three times: May 19, June 23 & July 28, 2019

*Activities of the AC have included:*

#### **Training and Election** – May 19

AC Training by Rochelle Shaw, Stated Clerk of Presbytery of San Francisco and Keith Geckeler

Electing the Moderator and Clerk of AC

- Grace Kaori Suzuki be elected moderator
- Deb Avery be elected Clerk

#### **'Campus' tour** – June 23

#### **Pertinent documents** – *gathering and updating*

- By-laws, Manuals of Operation, Contracts, Financial Operations/Protocol, Childcare protocol,

#### **Administrative issues** – *navigating the transition*

- Insurance
- Policies: book-keeping, payroll, bank/check procedures – use FPCH policies
- Navigating how to be the 'session' and AC – approvals for what/who/when/how
- Website, internet infrastructure work

#### **Financial issues** – *moving forward*

- Approved budget
- Approved capital expenditures (exterior, interior, parking lot, bathrooms)
  - Leonard to review and recommend contracts
- Ongoing discussion of the future of manse

#### **Ministry reports** – *congregation gaining momentum*

- Pentecost Celebration – 35 people
- Weekly dinners – Bible study and meal
- Summer sermon series – Revelation
- Connecting with the surrounding community
- Celebration for Andrew, former musician who played a big role at Bethel
- Townhall meetings
- Exploring the possibility of being a Sanctuary church

#### **Other ministries/activities on the campus** – *understanding and clarifying relationships, and moving forward*

- Food Pantry – representative from AC to foster better communication: Nancy James
- Mensajeros de Dios – in conversation about creating a thriving future

