

SECTION I

Docketed Motions

REPORT I A

The Committee on Ministry (COM) recommends:

MOTION #1: *Ana Espinosa in her call as Chaplin of Stanford Hospital effective June 1, 2022.*

See the following:

- [Biography](#)
- [Statement of Faith](#)

REPORT I B

MOTION: *The Nominating Committee requests that the Presbytery of San Francisco approve the following nominations:*

Treasurer of Presbytery of San Francisco

- **Cindy Cake**

Finance, Property, and Oversight Committee (FPOC)

- **Theresa Cho**, MWS, St. John's, SF, Class of 2025
- **Tim Cahn**, Elder, Seventh Avenue, SF, second term, class of 2025
- **Mustapha Baksh**, Elder, Irvington, Fremont, second term, class of 2025

Mission Vision Leadership (MVL)

- **Cal Chinn**, HR, Class of 2025. Request to suspend Standing Rules related to clergy/elder balance.
- **Greg Chan**, MWS At-large, second term, class of 2025

NOM/COR

- **Deb McGuire**, MWS, Bethany, San Bruno, second term, class of 2025

REPORT I C

**The Personnel Working Group requests approval of the following two motions:
May 9, 2023**

The Personnel Working Group (Personnel WG) continues its work on human resources and personnel matters related to staff employed by Presbytery, including oversight of the Transitional Executive Partners and Stated Clerk. Mission & Vision Leadership (MVL) has committed to a process to evaluate and recommend the most effective leadership model for our Presbytery going forward. Optimal timing will be to complete the evaluation of the leadership model by October 2023 and present a recommendation for Presbytery approval at the November 2023 meeting.

Pending adoption of an established, long-term leadership model, the three Transitional Executive Partner positions: Partner for Congregational Vitality & Clergy Support, Partner for Communications & Operations, and Partner for Mission & Church Assets, will continue to be “transitional” roles for at least one more year from June 1, 2023, through May 31, 2024. At the end of this period, the individuals in these transitional roles will be eligible to apply for ongoing leadership or other positions to be designed to best support the operations and ministries of Presbytery.

The Personnel WG continues to address challenges inherent in a transitional co-leadership model and for individuals being asked to step into roles designed for others. The performance review process is

ongoing, e.g., a 12-month review due for Marda Stothers in May 2023; a 6-month review due for Karen Thistlethwaite in June 2023; and a 12-month review due for InHo Kim in June. The Personnel WG will complete these reviews within the next three months as it continues to evaluate and coach performance for all three partners.

Recommendation to Renew Employment Agreements for Transitional Executive Partners

Personnel WG and MVL present the following motion for Presbytery approval:

MOTION #1

To approve the renewal of the employment agreements for the three Transitional Executive Partners for a one-year period from June 1, 2023, through May 31, 2024.

Recommended Changes to Employment Agreements for Transitional Executive Partners

Personnel WG reviewed the employment agreement templates as revised collaboratively by the Transitional Executive Partners, concurring with editorial changes made for consistency and format. The Partners requested four material changes to the terms set forth in their current employment agreements:

- Include “at-will” employment clause to clarify that Employer or Employee may terminate employment at any time with or without cause with 30-day notice (as stated in other staff agreements)
- Add 5 additional days to annual vacation accrual, for 20 days’ total vacation days (consistent with compensation guidelines for pastors)
- Cost-of-Living Adjustment (COLA) increases, when applicable, may be made at the start of a calendar/budget year, i.e., during the contract period
- Increase benefits allowance from current 16.5% incrementally by 5% per year beginning 1/1/2024 with a goal to align with BOP benefits factor (currently 39%) over time.

The Personnel WG considered the importance of offering benefits aligned with Presbytery minimum compensation guidelines for pastors. Personnel WG approved these proposed changes to the contract terms including recommending accelerating the timing for increasing the benefits allowance to Board of Pensions (BOP) percentage (currently 39% of salary) by January 1, 2024. The Personnel WG offers the following motion for Presbytery approval:

MOTION #2

To approve the revisions to employment agreements for Transitional Executive Partners including changes to set forth “at-will” employment terms, 20 days annual vacation accrual, applying COLA adjustments within the contract period, and increasing the benefits allowance to align with BOP benefits percentage effective January 1, 2024.

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The Personnel WG will facilitate an “Open Space” session by Zoom on May 3 at 6 p.m. for those interested to learn more about the recommended changes to the employment agreements, extending agreements with the Transitional Executive Partners, as well as the ongoing performance evaluation process.

- [Employment agreement for InHo Kim](#)
- [Employment agreement for Marda Stothers](#)
- [Employment agreement for Karen Thistlethwaite](#)

REPORT I D

The Finance, Property, and Oversight Committee (FPOC)

In March, our Presbytery Legal Counsel, Michael Glass provided a governance presentation for the members of FPOC. This presentation is attached and will be placed on the website. [FPOC Governance Orientation](#)

In March, our Accounting Firm, Earl Lavagnino made a presentation regarding Financial Statements to Mission and Vision Leadership (MVL) and provided access to MVL members to all reports. The latest [Executive Financial Summary](#) and [Investment Fund Source & Allocation Report](#) is attached for everyone's information.

Please contact Legal Counsel, the Accountant, FPOC or the transitional Executive for Mission and Church Assets with any questions you may have regarding finance and property issues.