

The 735th MEETING OF THE PRESBYTERY OF SAN FRANCISCO
TUESDAY, AUGUST 12, 2025
Meeting Minutes

The meeting was convened in person at Broadmoor Presbyterian Church, Daly City at 5:50pm by **Co-Moderator Rev. Pablo Morataya**, Primera Iglesia Presbiteriana Hispana, Oakland who called the meeting to order and offered the convening prayer. He established a quorum, gave a land acknowledgment, and went over the protocol for in-person participation. Limited interpretation was offered to those who registered beforehand, and non-native English speakers were encouraged to voice their language needs when registering for the next meeting. Rev. Morataya welcomed all presbyters, guests, and first-time commissioners:

- Rev. Mitch Kinsinger, MWS, St. Andrew's Presbyterian Church, Pleasant Hill
- Nancy Lewis, CRE, First Presbyterian Church, Alameda

We also received new corresponding members:

- Rev. Joseph Moore, MWS, First Presbyterian Church in Ft. Collins, CO. (Presbytery of Plains and Peaks)
- Rev. Kevin Buchanan, MWS, Community Presbyterian Church, Pittsburg

Presentation from Synod of the Pacific

Rev. Dr. Nancy Martin Vincent, Synod Executive of the Synod of The Pacific, spoke of the work that the Synod does to support Presbytery Staff. She reminded everyone of the upcoming Executive Presbyter/Stated Clerk forum and Synod Gathering that will be held at Zephyr Point. She continued stating that the Synod of the Pacific is a financial institution that lends money to PCUSA organizations. Presbytery Investment Loan is the ministry Savings and Loans; but SYNOD takes the money that they earn and give it back to Presbyteries. Every year they give block grants. For 2025-2026, they are giving \$30k to presbyteries without need for pre-requisites. They also have grants for congregations; If your church has programs that involve food, clothing, shelter, gardens, mental health, the Hilda B. Thompson grant supports this work. Presbyteries are encouraged to apply to these accessible grants.

She also reported on the new personnel handbook. It has been approved by 3 California lawyers. The Synod is coming up with all kinds of templates for personnel. Health benefits are also accessible through Synod. Church employees that your church wants to be in the Synod's health benefits are eligible. The Synod is offering dental, medical, and more. More details on the SYNOD website. She ended her report by giving a warm mention to the Synod commissioners -Rev. Cal Chinn (**Retired**), Rev. Sarah Reyes (**Retired**), and Elder Betty Delaney from **Ingleside Presbyterian Church, San Francisco**.

Presentation from the Presbyterian Foundation

Rev. Joseph Moore reported that the Presbyterian Foundation has been around for over 200+ years. Some of the Stewardship Resources that might be helpful for the Presbytery of San Francisco in the months ahead can be found at Presbyterianfoundation.org. The foundation has a whole library of well done short videos that deal with church finance, stewardship, generosity, etc., that can be found at churchfla.com. The foundation is partnered with the Lily Fund; if you are a pastor who is interested in coaching, the Financial Leadership Coaching Program is something to look into. It's a self-directed program and a coach is there to walk with you. The Stewardshipnavigator.org is a resource for coaching or anything related to stewardship. [Project Regeneration](http://ProjectRegeneration) is a program that walks through congregations as they go through a discernment process, asking the question: *What does the Holy Spirit mean to us? Who are we? What difference are we*

making in the world? The foundation is also the hub for thinking about how churches think about generosity and invite people to ask how they are going to support a place.

The **Stated Clerk, Elder Leticia Williams**, recommended and the Presbytery of San Francisco voted to **approve** the following four motions:

1. The **DOCKET** was approved with the following modifications to the following Meetings Working Group motion and change to the Nominating Committee's motion.

Meetings Working Group Motion: from Tuesday, November 14th to Saturday, November 14th

Nominating Committee Motion:

Commissioners for the 227th General Assembly

- Rev. Monte McClain, TE, College Avenue Presbyterian, Class of 2028
- Rev. Dr. Barbara Barkley, TE, Clayton Valley, Class of 2028
- Alternate: Rev. Carol Antablin Miles, TE, First Concord, Class of 2028
- Alternate: Rev. Dr. Doug Schoonover, TE, Discovery Bay, Class of 2028
- Irma Hernandez, CRE, Primera Iglesia Hispana, Class of 2028
- Bruce Schlobolm, RE, First Pres Newark, Class of 2028
- Alternate: Rory Brown, RE, Park Boulevard Presbyterian, Class of 2028

2. The **May 2025, meeting minutes** were approved with the following amendments:

- Corrections to some church names and people's names.
- Rev. Laura Cheifetz, Rev. Karen Thistlethwaite, and Rev. Cindy Towle Kephart as Minister Members of the Presbytery.
- Changing Corresponding First-Time Members to First-Time Commissioners.

3. To **approve** the **CONSENT AGENDA**.

4. To **approve** the **OMNIBUS** Report.

The motion was approved by unanimous consent.

Stated Clerk's Report

Elder Leticia Williams shared upcoming events hosted by the Presbytery of San Francisco:

- [Boundaries Training for Teaching Elders](#) is being held on September 24, 2025, at the PSF offices from 10am to 12pm.
- [Boundaries Training for Ruling Elders](#) will be online on (2 separate dates. Only assist one.) August 26th at 6pm, and September 27th at 11am.
- [Presbytery Day](#) is on a Saturday, September 27, 2025, from 9:30am to 2pm at First Presbyterian Church of Berkeley.

You are encouraged to register and attend these events. If you have questions you can email statedclerk@sfpby.org or office@sfpby.org. She ended her report by thanking Martha Espinosa and Broadmoor Presbyterian, for hosting the presbytery meeting.

Transitional Executive Presbyter

Rev. Laura Cheifetz, Transitional Executive Presbyter reported there have been a lot of churches with high needs. Inspired by our Treasurer, Cindy Cake, staff tried their best to take care of this as if it were hygiene. The Committee on Ministry also did a lot of work to get into shape, answering emails and interviewing people. The Presbytery has done annual updates and reports and started having boundaries training. Laura is learning so much about how the system is compensated. It was a high volume of work shifting from learning to seeing what the Presbytery needs. Pastors, CREs, and congregations called for help. We need people who fill the roles of attempting to solve problems to keep us functioning. We are practicing joy and celebrating...PSF staff is now fully hired! This past Saturday, August 9th, we held our 2026 Budget Conference in which we were able to raise strategic questions. We cleaned the office of decades old unimportant documents. Files have been removed from the now closed Fruitvale Pres and shipped to the Presbytery

Historic Center. We are building trust in the system. We celebrated the installation of Drew Yamamoto, and Erina Kim-Eubanks. Worthy of celebration, we are grateful for the life of Rev. Dr. Elizabeth Frykberg.

Meetings Working Group

The Meetings Working Group Chair, **Rev. Sam Lundquist** from St. John's Presbyterian, San Francisco reported that the Meetings Working Group has been focusing on making interpretation accessible for Presbytery meetings, so that all feel included. This meeting, we have live interpreters (Spanish, Mandarin) that are able to help with clarifying questions, and translated dockets. Those who need interpretation are encouraged to register as soon as they can with their language needs. A lot of people have expressed being interested in a Saturday Presbytery meeting, so MWG accommodated the upcoming November meeting to be on a Saturday.

Motion: The **Meetings Working Group** recommends that the Presbytery approve the following dates for the 2026 meetings, which will be held in person with Communion being served.

- Tuesday, February 10th
- Tuesday, May 12th
- Tuesday, August 11th
- Tuesday, November 14th
- Saturday, September 19th Presbytery Day

The motion passed by unanimous consent.

Mission Vision and Leadership

The Co-Chair of MVL, **Rev. Dr. Grace Kaori Suzuki** from Christ United Presbyterian, San Francisco reported that the PSF did not have a child protection policy in place so MVL brought one to present and be approved by the Presbytery. This is a policy that could be used within the Presbytery and within local churches but know that it was edited to specifically fit the Presbytery of San Francisco. There are additional requirements for Live Scan.

MOTION: Mission Vision and Leadership recommends that the Presbytery approve to adopt Policy for Ensuring a Climate of Safety, otherwise known as our Child Protection Policy.

The motion passed by majority vote.

Committee on Ministry

The Co-Chair of the Committee on Ministry, **Elder Betty Delaney** from Ingleside Presbyterian, San Francisco introduced the newly commissioned pastor, **Thomas Choi**, from John Knox Presbyterian Church, Dublin, and newly installed minister, **Rev. Dr. Mitch Kinsinger**, from St. Andrew's Presbyterian Church, Pleasant Hill. Thomas expressed his gratitude for the Commissioned Pastor Program; Rev. Dr. Mitch Kinsinger is pleased to be a part of the presbytery. Rev. Myung Sub Lee, HR from Trivalley Pres, was invited to pray for them. COM requested that if anyone was interested in offering pulpit supply to contact Janet Bower at janetkbower@gmail.com.

Rev. Renee Rico from First Presbyterian Church, San Leandro reported that the **Committee on Ministry** discussed the Minister Compensation Package Guidelines. In 2024 it increased to \$67k, in 2025 the increase was to \$75k. We are still concerned that our current compensation is not enough to supply our pastors, their housing, and livable Bay Area wages. COM is having discussions about an increase over the next 2-3 years to increase the effective salary minimum to \$95,000 for full-time clergy. They are looking into what ministry leadership looks like for struggling congregations. As they look at these compensation issues, COM wants to know how they can support facilities of our congregations, our communities, student ministry, and such issues. COM is committed to walking with congregations through that; Renee is open to having conversations with congregations to draft guidelines and see what solutions COM has.

SIXTY SECOND CELEBRATIONS

- **Ron Fong**, RE, Fremont-Irvington Presbyterian: The Tri-State Free Breakfast Program is celebrating being open 28+ years now, serving over 500,000 free breakfasts with only volunteers. They are reliant on federal funding, but currently at a deficit. If you are interested in donating you can contact ronfong@gmail.com.
- **Rev. Joan Lee**, MWS, Calvary Presbyterian, San Francisco, is celebrating having held Youth Triennium this summer.
- **Rev. Renee Rico**, MWS, First Presbyterian, San Leandro, is celebrating 100 years of their church building.
- **Nancy Holve**, HR, announced [“Horizons” Bible Study Day](#) with Rev. Dr. Rhashell D. Hunter happening September 13, 2025 from 10am-3pm.
- **Scott Barlow**, RE, Presbyterian Church in Chinatown, San Francisco, is celebrating the opening of their 3rd food pantry, serving over 700+ people through simple community organization. Also is encouraging people to sign up to volunteer with The [Presbyterian Disaster Society](#) in Oroville.
- **Rev. Kathy Runyeon**, HR, MAL, is celebrating just having gone to the SF Theological Seminary reunion. Nowadays more classes are being taken online over being on campus. One of their needs is to increase their enrollments. There is an on campus retreat that possible students are encouraged to go to.
- **Rev. Jinwook Yang**, MWS, Alameda Korean Presbyterian, Alameda, is celebrating the 18th year anniversary of cultural liberation this coming Friday, August 15th; a being held at Golden Gate Presbyterian Church, starting at 10am.
- **Rev. Dr. Pamela Anderson**, MWS, Lakeside Presbyterian, San Francisco, is celebrating going to Burning Man Festival with other clergy, practicing the eucharist and Ash Wednesday with this community. She will also be doing outreach by speaking for a Pride event this year.

Nominating Committee

The Chair of the Nominating Committee, **Rev. Cindy Towle Kephart** from First Presbyterian, Alameda initiated her report by stating NOM has made changes to the docket. Rev. Dr. Barbara Barkley will not be the alternate; she will be the Commissioner to the 227th General Assembly. Rev. Carol Antablin Miles will be the Alternate in 2026. In addition, there is a second Teaching Elder alternate, Rev. Dr. Doug Schoonover.

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

Commissioners for 227th General Assembly

Rev. Monte McClain, TE, College Avenue Presbyterian, Class of 2028

Rev. Barbara Barkley, TE, Clayton Valley, Class of 2028

Irma Hernandez, CRE, Primera Iglesia Hispana, Class of 2028

Bruce Schlobolm, RE, First Pres Newark, Class of 2028

Alternate: Rev. Carol Antablin Miles, TE, First Concord, Class of 2028

Alternate: Rory Brown, RE, Park Boulevard Presbyterian, Class of 2028

Commissioner for Synod of the Pacific

Rev. Don Hammond, TE, Presbyterian Church in Chinatown SF, Class of 2029

Finance & Property Oversight Committee (FPOC)

Scott Barlow, RE, Presbyterian Church in Chinatown SF, Class of 2029

Committee on Ministry (COM)

Elizabeth Clendenin, RE, Mission Bay Community SF, Class of 2029

The motion was passed by unanimous consent.

Treasurer’s Report

The Treasurer’s Report was given by **Elder Cindy Cake** from Noe Valley Presbyterian, San Francisco, and **Rev. Thomas James, Ekklesia Financial Services**. The Presbytery of San Francisco has switched over from QuickBooks desktop, which means accounting and finances can be accessed easier and smoother. Thomas is a resident of Northern Virginia and is an ordained elder at the United Methodist Church. He asks for prayers for all who are being displaced from the DC area into

Northern Virginia. Thomas came on PSF staff to help with the finances. Having systems based in the cloud is important for Thomas, staff members, and those in leadership positions so that we may have access to financial data and make good decisions about the governance of presbytery.

After looking at our financial data, the reality is that the PSF's finances are dedicated to some type of restricted fund. Money that we have listed as assets (money currently/or is supposed to be in our bank accounts). The large \$21million portion is in invested accounts. In the savings and money markets, is \$375k. In our checking we currently have \$118k. Three other tokens of money are: the Presbyterian Foundation endowment corpuses (\$100k which is money we do not have access to spend; we only get the dividend.), loans from the presbytery to churches (\$2.7million), funds that have been specified to be paid to the presbytery that is comprised of per capita, interest on loans, and property taxes (\$840k).

This money is missing from the bank accounts because of the places they've been sitting in. Reminder that churches should have seen some type of invoice in the recent past for Per Capita or will. If you have any questions regarding this contact statedclerk@sfpby.org. Of that \$25million that should be in the bank account, it is allocated through different categories: About \$176k is tied in to restricted funds to the Presbyterian Foundation, about \$20million is dedicated to the PSF committees (\$10million being designed as an investment corpus; meaning to not be spent.), about \$3.4mil is tied to loans-per capita, interest- that have not been paid. As of July 31, 2025, the PSF owes \$1.1million either in loans or other expenditure.

There is about \$358k that is unrestricted net income for the coming year. The PSF has budgeted a -\$1.2million for the current year operating budget. We are celebrating the work that is happening to support our local congregations and ministers. With the funds invested, they are trying to identify how they can cover these expenses for operations support, so that towards the end of the year we know how much money is dedicated to our committees and the work being done. Thomas' goal is to help people who have been put in positions of leadership to understand their roles, funds and numbers to continue to make our work viable and possible. Cindy expressed gratitude for the financial reporting that has been brought by Thomas.

New Business and/or items pulled from **Consent Agenda**.

There was no New Business presented or pulled from the Consent Agenda.

The Co-Moderator, **Rev. Ben Daniel** from Montclair Presbyterian, Oakland moved a **motion to adjourn** the meeting at 7:36pm. **The motion passed by unanimous consent.**

Rev. Ben Daniel closed the meeting with prayer.

Respectfully Submitted,

Leticia Williams

Elder Leticia Williams,
Stated Clerk

Respectfully submitted,

Jennifer Ayala Luna

Elder Jennifer Ayala Luna,
Recording Clerk

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Tuesday, August 12, 2025
Presbytery of San Francisco
In-Person

ATTENDANCE
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MINISTERS OF WORD AND SACRAMENT PRESENT (44)

- | | | |
|-------------------------------|-------------------------------|-------------------------------|
| 1. Anderson, Pamela
A | 15. Harrell, Fred | 30. Morataya, Pedro P |
| 2. Anderson, John S | 16. Holve, Nancy | 31. Purvis, Cynthia J |
| 3. Baldwin,
Christopher | 17. Hottle, Hallie | 32. Rico, Renee M |
| 4. Barron, Erwin C. | 18. Huh, Sungyoung | 33. Runyeon,
Katherine J |
| 5. Camara, Brian E | 19. Kephart, Cynthia
Towle | 34. Schoonover,
Douglass R |
| 6. Carroll, Beth | 20. Kim, Chungjeon | 35. Shadley, Karl |
| 7. Cho, Sunglae | 21. Kim, Dong W | 36. Smith, Mark W |
| 8. Cho, Theresa | 22. Kinsinger, Mitch | 37. Song, Grace |
| 9. Cho, Kangyoun | 23. Lee, Myung S | 38. Suzuki, Grace
Kaori |
| 10. Daniel, Benjamin
W. L. | 24. Lee, Joann H | 39. Vincent, Nancy M |
| 11. Fournier, Denise | 25. Lundquist, Samual | 40. Wheeler, James |
| 12. Geckeler, W Keith | 26. MacKenzie, Jane D | 41. Whitelock, Peter E |
| 13. Gordon, Arlene W | 27. Martinez, Maria
D.J. | 42. Yamamoto, Drew |
| 14. Hammond, Donald
P | 28. Martinez, Mario | 43. Yang, Jinwook |
| | 29. McGarvey, William
C | 44. Young, Randall S |

RULING ELDERS FROM SESSIONS PRESENT (16)

Alameda, First

Curtis, B.
Lewis, N.

Berkeley, Calvary

Zheng, L.

Berkeley, St. John's

Hunn, S.

Concord, La Mision

Mendicuty, L.

Lafayette-Orinda, Lafayette

Kizor, J.
Vallee, L.

Oakland, Montclair

Spencer, L.

Oakland, Primera Iglesia

Lopez Morales, R.

Pacifica, St. Andrew's

Schuhmann, B.

Richmond, Sojourner Truth

Hall, M.
Fuller, LC
Richardson, S.
Spigner, M.

San Francisco, Chinatown

Lee, L.

San Francisco, Covenant

Chen, M.

San Francisco, Ingleside

Lewis, J.

OTHER RULING ELDERS VOTING - COMMISSIONERS, CRE/CP (15)

San Francisco, Covenant

Allardice, J.

Oakland, Park Boulevard

Brown, R.

Burlingame, First

Liang, E.

Hayward, First

Arzino, P.

San Francisco, Mission Bay

Clendenin, E.

Daly City, Broadmoor

May, K.

Concord, Ygnacio Valley

Ash, P.

Chatagnier, S.

San Leandro, Bethel

Crow, J.

Hayward, First

Trujillo, J.

San Francisco, Chinatown

Barlow, S.

Oakland, Primera Iglesia

Hernandez, I.

San Leandro, First

Kraut, B.

Vazquez, R.

Fremont, Immanuel

Koh, S.

RULING ELDERS NON-VOTING (1)

1. Choi, T.

COMMITTEE MEMBERS VOTING (9)

1. Brown, B.
2. Cake, C.
3. Delaney, B.
4. Fong, R.
5. Jung, M.
6. Kraut, B.
7. Pugh, R.
8. Schlobohm, B.
9. Yamauchi, L.

VISITORS NON-VOTING (7)

1. Buchanan, K.
2. Lopez, W.
3. Moore, J.
4. Perez, R.
5. Quema, S.
6. Reyes, C.
7. Rodriguez, E.

STAFF (6)

1. Williams, L.
2. Ayala Luna, J.
3. Cheifetz, L.
4. Felder, C.
5. Kim, S.
6. James, T.

[Report I A](#)

[The Meeting Working Group Motion:](#)

MOTION: The **MEETINGS WORKING GROUP** recommends that the Presbytery approve the following dates for the 2026 meetings, which will be held in person with Communion being served.

- Tuesday, February 10th
 - Tuesday, May 12th
 - Tuesday, August 11th
 - Tuesday, November 14th
 - Saturday, September 19th - Presbytery Day - (In-Person)
-

[Report I B](#)

[Mission Vision and Leadership Motion](#)

MOTION: Mission Vision and Leadership recommends that the Presbytery approve to adopt Policy for Ensuring a Climate of Safety, otherwise known as our “child protection policy.”

August 13, 2025

Presbytery of San Francisco

Policy for Ensuring a Climate of Safety, otherwise known as our “child protection policy.”

POLICY STATEMENT AND PURPOSE

It is the policy of the Presbytery of San Francisco that everyone, in particular all children, youth, and vulnerable adults, who participates in our programs and ministries or uses our facilities will be cared for with compassion and will be safe.

As a caring Christian community of Presbyterian congregations, we are committed to providing a safe and nurturing environment for all children, youth, and vulnerable adults, and for all employees and volunteers working with them within the life of our Presbytery and the lives of our congregations, as well as for organizations that use our facilities.

The intention of the Policy for Ensuring a Climate of Safety is to protect children, youth, and vulnerable adults from abuse in any form, to respond to allegations appropriately, and to ensure that those working with them are not exposed to false or unwarranted charges of abuse.

APPLICABILITY

The Policy for Ensuring a Climate of Safety applies to all employees and volunteers of the Presbytery of San Francisco, all of whom must abide by the Standards of Conduct as outlined below. An individual may be terminated from employment and/or volunteer service for failure to observe and abide by this Policy. This action may be taken regardless of the outcome of any investigation if it is determined that the Policy has not been followed.

The Policy for Ensuring a Climate of Safety applies to all children and youth who attend any function sponsored by The Presbytery of San Francisco.

DEFINITIONS

- Child – a person age 0-11
- Youth – a person age 12-17
- Child Abuse is violence, mistreatment or neglect that a child or youth may experience while in the care of someone they either trust or depend on, such as a parent, sibling, other relative, caregiver, guardian or other adult in a position of trust.
- Child Abuse includes, but is not limited to, the following:
 - Physical Abuse – Includes physical injury, or threat of physical injury, inflicted by other than accidental means on a child, or intentionally injuring a child.
 - Physical Neglect – The refusal to provide care necessary to the health of a child, or the abandonment of a child, in one's care.
 - Sexual Abuse – The commission or permitting of any act of sexual assault or any sexual exploitation upon a child.
 - Sexual Exploitation – Includes unwelcome touching, even casual touching, unwelcome hugs, sexual jokes, sexual innuendo, unwelcome visual contact for the purpose of personal gain or profit.
 - Psychological Abuse – A pattern of behavior by a caretaker that impairs a child's emotional and/or psychological development. This may include constant criticism, threats, rejection, intimidation or humiliation, acts intended to produce fear or guilt, withholding of love and support, isolation, and witnessing of domestic violence.
 - Exploitation – forcing or coercing a child into performing activities that are beyond the child's capabilities, or which are illegal or degrading, including sexual exploitation
 - Exploitation includes the manipulation of a child by an adult through a relationship of trust for the satisfaction of personal needs and desires, including sexual exploitation, as well as suggestive images or videos between an adult and a child, as deemed inappropriate by any reasonable adult.
- Vulnerable Adult – a person 18 and over who, because of age, disability, or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk of being harmed by persons in positions of authority or trust relative to that person.
- Abuse of a Vulnerable Adult is a misuse of power and a violation of trust and includes, but is not limited to, the following:
 - Psychological Abuse – The attempt to dehumanize or intimidate.
 - Financial Abuse – The use of their money or property in a dishonest or illegal manner.
 - Physical Abuse – Including any act of violence inflicting pain, injury or mental distress (including sexual abuse).
 - Abandonment or Isolation.
 - Abduction.
 - Deprivation of Goods or Services that are necessary to avoid physical harm or mental suffering.
- Reasonable Suspicion/Reasonable Cause to Suspect – Includes actions that cause a reasonable person to entertain a suspicion, based upon facts and drawing on their training and experience, to suspect abuse or neglect.

- Employee – an individual who is hired or called to work for the Presbytery of San Francisco for salary or wages.
- Volunteer – an individual who provides services to the Presbytery of San Francisco without monetary remuneration.

STANDARDS OF CONDUCT

- ABUSE – The abuse of a child, youth or vulnerable adult, as defined above, is strictly prohibited.
- HARASSMENT, BULLYING – Harassment or bullying of anyone is strictly prohibited. All behavior, including any written, verbal, or physical, that adversely affects the ability of a child, youth, or vulnerable adult to participate in or benefit from the programs of the Presbytery of San Francisco is prohibited. Harassment or bullying of anyone based on their actual or perceived age, race, skin color, ethnic identity, national origin, disability, gender identity, sexual orientation, sexual expression, religion, cognitive ability, socioeconomic status, or any other distinguishing characteristic is prohibited. Any such behavior should be immediately reported to the Executive Presbyter, unless the Executive Presbyter is responsible for the alleged abuse, in which case the abuse should be reported to the Sated Clerk.
- CELL PHONE USE – The use of cell phones or electronic devices by Presbytery of San Francisco employees, teachers, volunteers, and youth advisors while supervising children and youth is limited to usage directly connected to that supervision and activity.
- OPEN DOOR POLICY – Presbytery of San Francisco employees, teachers, volunteers, and youth advisors are prohibited from placing themselves in a situation in which they might be alone with a single child or youth and cannot be observed or monitored by other adults. When adults supervise children and youth, they should space themselves in a way so that other adults can see them. To the maximum extent practicable, there shall be visual access into each room in which activities with children, youth, and vulnerable adults are being conducted. When adults meet with youth, the meeting should take place in a public place, such as a coffee shop.
- TWO-ADULT POLICY – At least two adults must be present during interaction with children and youth, and it is preferred that the two adults are unrelated.
- COMMUNICATION BETWEEN ADULTS, INCLUDING YOUTH ADVISORS, AND YOUTH
 - All official communications such as calendars, event announcements, sign-ups etc., shall be emailed to both youth and parents and posted on the Presbytery of San Francisco website.
 - Youth may choose to share their email address, home address, or phone number with the whole youth group or choose to keep this information private. If they choose to keep the information private and someone wants to make contact, a member of the Presbytery staff or a designated adult volunteer will act as a go-between and offer to connect the youth. (For example, the Associate Pastor will write to the youth: “Dear Carrie, we missed you at the meeting today, and Bob wanted to ask you about your soccer game coming up. His phone number is 510/555-1234 and you can text him if you want or have me pass a message back to him.”)
 - When a youth advisor has cause to email a youth directly, a copy should be sent both to a parent and the Associate Pastor.
 - Youth and youth advisors may connect on social media; however, keeping power dynamics in mind, the adult should allow the youth to initiate the connections. (For example: First, a youth may “friend” or “follow” an adult, and then the adult may respond by “friending” or “following” back, if desired, but not the other way around.)

- Any communication between youth and Presbytery staff and volunteers, including youth advisors, on social media should take place in public comments or in a group message that is moderated by more than one adult.
- Text messaging and phone conversations between youth and youth advisors should be kept to a minimum, for example, to communicate or confirm meeting location or times.
- In addition to the two-adult policy (see above, at least two adults must be present during interaction between adults and youth), youth themselves shall practice the “rule of three,” meaning that a youth shall always be in the company of two other youth.
- Any form of pastoral or mentoring counseling being provided to children or youth by Presbytery of San Francisco adults, including youth advisors, should not occur in isolation; it should occur in person in a public location, such as a coffee shop. If the child or youth specifically requests a discussion to occur in a more private location, a room with a glass door in a location where other adults are present should be used.
- If a meeting is arranged for a youth and an adult, including a youth advisor, the adult must communicate with the youth's parents/guardians informing them of the place and time for the meeting.
- Disappearing messaging services should not be used for individual communications. The use of services such as SnapChat should be limited to the “My Story” feature, which is a public presence.
- **SUPERVISION AND RATIOS** – Presbytery of San Francisco employees, teachers, volunteers, and youth advisors shall not leave a child or youth alone during any Presbytery-sponsored event or activity. The ratio of adults to children or youth must be 2:10 on trips and retreats and 2:14 for on-site activities. For overnight trips of mixed genders, adult supervisors must include male and female chaperones.
- **TRANSPORTATION** – All Presbytery-sponsored events for which the Presbytery arranges transportation shall abide by the policies above. All drivers shall be over the age of 25. The transport of children and youth may be excluded from the two-adult rule, i.e. there may be one adult in each car; all other rules still apply.
- **INAPPROPRIATE OR UNWELCOME TOUCHING** – Inappropriate or unwelcome touching is strictly prohibited. San Francisco Presbytery employees, teachers, volunteers, and youth advisors shall respect the rights of children and youth not to be touched in ways that make them feel uncomfortable. Presbytery employees, teachers, volunteers, and youth advisors shall respect the right of children and youth to say “no” to any touching. Adults shall discourage children or youth from touching others in an unwelcome manner.
- **PROFANITY, INAPPROPRIATE LANGUAGE OR SEXUAL JOKES** of any kind are prohibited when supervising, teaching or leading children, youth or vulnerable adults.
- **ROMANTIC RELATIONSHIPS** – It is strictly prohibited for Presbytery employees, teachers, volunteers, and youth advisors to pursue or continue romantic relationships with any child, youth, or vulnerable adult who is a participant in Presbytery-sponsored activities.
- **BATHROOM** – Adults may not accompany a child into a bathroom stall. Diaper changes must be performed by a Presbytery employee (not volunteer) and only with the direct or implied permission of the parent (e.g. parent has left a diaper bag saying you may need it).
- **RELEASE FROM ACTIVITIES** – Presbytery employees, teachers, volunteers, and youth advisors shall release children and youth directly to their parents or guardians (or another adult as directed by the parent or guardian) following all Presbytery sponsored events.

- **DRUG, ALCOHOL AND TOBACCO USE** – While working with children, youth, and vulnerable, adults, Presbytery employees, and volunteers are prohibited from using, possessing, or offering cigarettes (including e- cigarettes), alcohol or illegal drugs to children, youth or vulnerable adults. Presbytery employees, teachers, volunteers, and youth advisors are prohibited from being under the influence of alcohol or illegal drugs while supervising children, youth or vulnerable adults, nor shall they be impaired by legally prescribed drugs while supervising, teaching or leading children, youth or vulnerable adults. Smoking or use of tobacco products (e-cigarettes) while supervising, teaching or leading children, youth or vulnerable adults is also prohibited.
- **CORPORAL PUNISHMENT** – Presbytery employees, volunteers, teachers, and youth advisors are prohibited from using corporal punishment on any child, youth, or vulnerable adult who is associated with any program or activity conducted by the Presbytery of San Francisco. Physical restraint may only be used when absolutely necessary to protect someone from harm.
- **WEAPONS** – Firearms, weapons, and explosive devices of any kind are prohibited on Presbytery property or at Presbytery-sponsored events.
- **GAMES** – Games selected for use with children and youth of the Presbytery must always adhere to the following guidelines, whether the games are held on or off the property of the Presbytery of San Francisco.
 - Games must be designed to include everyone; modifications shall be made so that children and youth of all abilities can participate. When games include food, the food must be something that all participants can eat.
 - When going out of one’s “comfort zone,” there must be no pressure to participate. This shall be clearly stated by the adult leaders before introducing the game. For example:
 - Messy games (such as having a partner feed a person while blindfolded) are optional; participants must volunteer and are not pressured to participate.
 - Games involving physical touching more than hand-in-hand, or hand-on- shoulder, including any kind of challenge course in which everyone must work together while touching, are to be prefaced with an explanation that all participants can participate at the level at which they are comfortable.
 - Scary games and games played in the dark must have a clearly defined place to go if someone chooses to opt out of the game.
 - Hiding games such as “Sardines” are inherently risky because of the way people scatter and hide. Therefore, these games can only be played if they are:
 - Supervised by randomly roaming adults;
 - Given clear spatial boundaries (e.g. ” inside only,” “these rooms only”); and,
 - Prefaced by a speech reminding all participants that their behavior during the game must be appropriate at all times. (A reminder such as “no kissing, tickling, inappropriate touching, or torturing your fellow players” is helpful.)
 - Certain games, such as “Truth or Dare” or “Cards Against Humanity,” are popular BECAUSE they push people to say or do things that they would otherwise consider inappropriate, and/or pressure people to take actions that they may not feel comfortable doing; therefore, these games are not appropriate for use with the children and youth of the Presbytery at any time.
- **PROTECTION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS** – It is the policy of the Presbytery of San Francisco that no adult who has a conviction record relating to a sex crime or any violent crime shall be permitted to work or volunteer in a position in which there is direct contact with children, youth, or vulnerable adults. To this end, criminal background checks are

performed by Presbytery Staff on all teachers and adult advisors who have direct access to children, youth and vulnerable adults.

- NOTIFICATION – Presbytery of San Francisco employees, teachers, volunteers, and youth advisors are required to make a timely report to an Executive Presbyter or Stated Clerk of circumstances that might, under the policy, affect their ability to work with children and youth (e.g., criminal investigation or arrest in a case relating to any sex crime or violent crime).
- REPORTING OF ABUSE OR SUSPECTED ABUSE: WHO SHOULD REPORT The State of California has designated certain professions and people who occupy certain positions, including clergy, and Clerks of Session, as Mandated Reporters. (See California Penal Code §11165.7) Mandated Reporters are required to immediately report to the Social Services Agency Child Abuse Hotline or the Adult Protective Services Elder Abuse Hotline or other appropriate agency in the County where the alleged abuse has taken place any knowledge of the abuse of a child, youth, or vulnerable adult, any reasonable suspicion that a child, youth, or vulnerable adult is or has been abused, or any suspicion that a child, youth, or vulnerable adult is at the risk of abuse. (See California Penal Code §11166) Mandated Reporters shall not incur civil or criminal liability unless it can be proven that the Mandated Reporter has knowingly made a false report. (See California Penal Code §11172)
- In addition, the Presbyterian Church (USA) requires any elder, deacon, commissioned lay pastor, or certified Christian educator who has any knowledge of the abuse of a child, youth, or vulnerable adult, or any knowledge that a child, youth, or vulnerable adult is at risk of abuse to immediately report that information first, to the Social Services Agency Child Abuse Hotline or the Adult Protective Services Elder Abuse Hotline or other appropriate agency in the county where the alleged abuse occurred, and second, to an Executive Presbyter or Stated Clerk of the Presbytery. (see the Book of Order, G-4.0302.)
- Furthermore, the Presbytery of San Francisco encourages anyone who has observed the abuse of a child, youth, or vulnerable adult, has reasonable grounds to suspect that a child, youth, or vulnerable adult is or has been abused, or may be in need of protection from abuse to immediately report the observation or suspicion first, to the Social Services Agency or other appropriate agency in the county where the alleged abuse occurred, and second, to an Executive Presbyter or Stated Clerk of the Presbytery of San Francisco.
- Any report to a County Social Services Agency must be made by the individual who originally made the observation of abuse or who has the suspicion of abuse. The report cannot be made second-hand. However, if an individual would like support while making a report to one of the agencies, a Presbytery Executive or the Stated Clerk of the Presbytery can serve as a supportive witness. In this case, however, only the reporting individual can make the call to the county Social Services Agency or other appropriate agency.

MAKING A REPORT OF ABUSE OR SUSPECTED ABUSE

- When making a report to a County Social Services Agency Child Abuse Hotline or the Adult Protective Services Elder Abuse Hotline, the individual should complete the Child Abuse Reporting Form (Appendix B) or the Report of Suspected Adult/Elder Abuse (Appendix C) and submit it electronically or by fax to the appropriate agency.
 - The individual who makes the report should keep a copy as a record of the report.
 - There should be no delay in making the report; the report should be made even if some of the information is not known to the reporting individual.
- When considering whether or not to report the observation or suspicion, individuals should review the Definitions of “Child Abuse” and “Abuse of a Vulnerable Adult” above. If the individual is

unclear if the observation or suspicion falls under these definitions, the individual should call the County Social Services Agency Child Abuse Hotline or the Adult Protective Services Elder Abuse Hotline or other appropriate agency or consult with a Presbytery Executive or Stated Clerk of the Presbytery.

- Any report of abuse or suspected abuse must be kept under strict confidentiality and must never be discussed with anyone other than the County Social Services Agency or a Presbytery Executive or Stated Clerk of the Presbytery . If discussed with the Presbytery Executive or Stated Clerk of the Presbytery, all information revealed to her/him/them in the course of providing care is confidential.
 - Specifically, the Presbyterian Church (USA) Book of Order states that “in the exercise of pastoral care, ministers of the Word and Sacrament, shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing care and all information relating to the exercise of such care.... A minister of the Word and Sacrament or a commissioned lay pastor may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person.” (See the Book of Order, G-4.0301)
 - The identity of the reporting individual is also protected by California law. (See California Penal Code §11167)
- If a report of abuse or suspected abuse is made, no investigation is to be conducted by anyone other than a County Social Services Agency, nor is any questioning of suspects or victims to be conducted by anyone other than a County Social Services Agency.
 - Neither the Presbytery as a whole nor members of its various standing committees shall be informed of a report of abuse or suspected abuse, or any information contained in the report, that is made to a County Social Services Agency by anyone other than the agency itself.
- If a report of abuse or suspected abuse is made by an individual to a Presbytery employee, a teacher or youth advisor, the employee, teacher or youth advisor shall encourage the individual to report the observation or suspicion to the Social Services Agency Child Abuse Hotline or the Adult Protective Services Elder Abuse Hotline in the country where the suspected abuse took place.
- If the alleged offender is an employee of the Presbytery, the reporting individual shall report the observation of abuse or suspicion of abuse, first to the Alameda County Social Services Agency Child Abuse Hotline or the Adult Protective Services Elder Abuse Hotline, and, second, to the Stated Clerk of the Presbytery. If the alleged offender is the Stated Clerk, the reporting individual shall report to an Executive Presbyter.
- Important Phone Numbers:
 - Alameda County Social Services Agency Child Abuse Hotline: (510) 259-1800
 - Adult Protective Services Elder Abuse Hotline: (510) 225-5277
 - Oakland City Police: (510) 777-3333 (non-emergency phone number)
 - Alameda County Sheriff: (510) 272-6878 (non-emergency phone number)
 - Contra Costa County child protection number (877) 881-1116
 - San Francisco County child protection number (800) 856-5553
 - San Mateo County child protection number (650) 802-7922 or (800) 632-4615

VIOLATIONS OF OTHER STANDARDS OF CONDUCT

- Minor violations of Standards of Conduct can be addressed in the moment, one-on-one, and/or dealt with by a Presbytery Executive or Stated Clerk of the Presbytery.

- Repeated or uncorrected violations of the Standards of Conduct, other than Child Abuse or the Abuse of Vulnerable Adults, should be immediately reported to a presbytery Executive or Stated Clerk of the Presbytery.
- Presbytery Executives and/or the Stated Clerk of the Presbytery will address repeated or uncorrected violations of the Standards of Conduct, other than Child Abuse or the Abuse of Vulnerable Adults, taking action that may include, but not be limited to, investigating the incident, to documenting the incident, to warning the individual who has violated the Standards of Conduct, to removing the individual from contact with children, youth, and vulnerable adults.
- The Presbytery Executives or the Stated Clerk of the Presbytery may inform appropriate committees of the Presbytery of the violations of the Standards of Conduct and may take appropriate action to ensure the safety of children, youth and vulnerable adults.
 - However, as noted above, if a report has been made to a County Social Services Agency or other appropriate agency, neither the reporting individual nor the Presbytery staff may inform the Presbytery or it's committees of the report or any information contained in the report.

IMPLEMENTATION OF THE POLICY

- Each employee of the Presbytery shall receive a copy of this policy.
- As a condition of employment, each Presbytery employee shall sign the Covenant of Care and submit it to the Stated Clerk of the Presbytery.
- Each volunteer, teacher, or youth advisor participating in any program or activity involving children, youth, or vulnerable adults shall receive a copy of this policy.
- Each volunteer, teacher, or youth advisor participating in any program or activity involving children, youth, or vulnerable adults shall sign the Covenant of Care and submit it to the Stated Clerk of the Presbytery, who will also sign the Covenant of Care.
- An applicant who is a minor shall have the Covenant of Care co-signed by a parent or guardian. Volunteers under 18 may not be placed in a leadership or co-leadership position.
- All Presbytery employees shall attend Safe Church Training.
- All volunteers, teachers, and youth advisors participating in any program or activity involving children, youth, or vulnerable adults shall attend Safe Church Training.

PRESBYTERY AWARENESS

- This Policy and the Covenant of Care shall be made available on the San Francisco Presbytery website.
- Information and a link to the web page containing this Policy and the Covenant of Care shall be published annually in the Presbytery's newsletter and promoted during presbytery meetings.
- A review of this Policy shall be included in all training and information sessions for Presbytery staff and volunteers.

TRAINING AND EDUCATION

- Safe Church training shall be developed and administered by the Presbytery of San Francisco
- Training should include:
 - Explanation on need for The Presbytery's Policy for Ensuring a Climate of Safety and the Policy for Covenant of Care.
 - Definitions and signs of child abuse and abuse of a vulnerable adult.
 - Standards of Conduct as outlined in this Policy.
 - Who must report child abuse and the abuse of a vulnerable adult, and who should report.

- Requirements and procedures for reporting allegations or concerns regarding abuse.
- Dealing with violations of the Standards of Conduct, other than child abuse or the abuse of a vulnerable adult.

APPENDICES

Appendix A – Covenant of Care

Appendix B – Child Abuse Reporting Form:

Appendix C – Report of Suspected Adult/Elder Abuse:

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/SOC341.pdf>

Covenant of Care

- I promise to treat all children, youth, and vulnerable adults with dignity, respect, and compassion;
- I promise to do everything in my power to provide a safe and nurturing environment for all children, youth, and vulnerable adults;
- I promise to protect children, youth, and vulnerable adults from abuse in any form, and to report any abuse to the appropriate authorities, following the guidelines listed in the Policy for Ensuring a Climate of Safety; and,
- I have read and agree to abide by the Presbytery of San Francisco's Policy for Ensuring a Climate of Safety.

Signature Date _____

Witnessed by Date _____

[Report I C](#)

[The Nominating Committee Motion](#)

MOTION: The Nominating Committee requests that the Presbytery of San Francisco approve the following nominations: *Any additional names for Nominations can be made from the floor*

Commissioners for 227th General Assembly

Rev. Monte McClain, TE, College Avenue Presbyterian, Class of 2027

Rev. Carol Antablin Miles, TE, First Concord, Class of 2027

Alternate: Rev. Barbara Barkley, TE, Clayton Valley, Class of 2027

Irma Hernandez, CRE, Primera Iglesia Hispana, Class of 2029

Bruce Schlobolm, RE, First Pres Newark, Class of 2027

Alternate: Rory Brown, RE, Park Boulevard Presbyterian, Class of 2027

Commissioner for Synod of the Pacific

Rev. Don Hammond, TE, First Pres Chinatown SF, Class of 2029

Finance & Property Oversight Committee (FPOC)

Scott Barlow, RE, First Pres Chinatown SF, Class of 2029

Committee on Ministry (COM)

Elizabeth Clendenin, RE, Mission Bay Community, Class of 2029

CONSENT AGENDA

[Report II A](#)

[Committee on Ministry Report](#)

- **Approved** that the Rev. Sungwoo Kim be admitted into the Presbytery for the position of Transitional Associate Executive, a position of 3 years. (5/8/25)
- **Approved** that the terms of call for the Rev. Kevin Buchanan at the Community Presbyterian Church be worked on via email for time sensitivity. (5/8/25)
- **Approved** the transfer of Rev. Kang Il Kim from PSF to the Presbytery of St. Augustine. (5/8/25)
- **Approved** transfer of Rev. Annamae Taubeneck's pastoral relationship from "validated ministry" to "member at large". Rev. Annamae is retiring from Veterans Affairs as a Clinical Chaplain effective May 3, 2025. (5/8/25)
- **Approved** terms of call for Rev. Jan Armstrong. (5/8/25)
 - o Salary + Housing Allowance - \$63,762.00
 - o 403b deduction - \$31,881.00
 - o SECA Supplement - \$4,877.81
 - o Temp Housing per diem - \$75,330.90
 - o Board of Pensions - \$7,651.00
 - o Study leave - \$5,000
- **Approved** providing Rev. Kamal Hassan, from FPOC & COM jointly, financial assistance for 6 months which will allow him to take an extended sabbatical and/or a pastoral transition, for an amount not to exceed \$50,000 from Fund 5, according to the plan put forth by the Sojourner Truth Presbyterian Church Task Force. (5/8/25)
- **Concurred** with the Sojourner Truth Presbyterian Church Task Force that funds should be made available to pay for temporary pastoral leadership. COM will respond to a funding request that defines this leadership's form, needs, and amount. (5/8/25)
- **Approved** the recommissioning of CRE/CPs Paul Keim, Darryl McCollum, and Lois Darbonne. (5/8/25)
- **Approved** contract extension for Rev. Carole Miles, First Concord for six months. (6/12/25)
 - o Salary + Housing Allowance - \$70,747
 - o SECA Supplement - \$5,642
 - o Board of Pensions medical, pension, disability, and death benefit - 26% of effective salary
 - o Vacation (28 work days annually, including 4 Sundays)
 - o Study leave (two weeks annually) - \$1,000
 - o Reimbursable Expenses:
 - Medical/Dental Reimbursement Allowance: \$3,000
 - Expense Allowance: \$1,500
 - Auto/Travel Allowance (IRS allowable rate): \$1,500

- **Approved** request for Rev. John Lyzenga (@ New Bridges) for coaching support with Convergence Ministry for up to \$700 from Fund 3. The total cost of the coaching is \$1,400 and “will include an initial evaluation call to match them to a coach. Then six-monthly sessions with a coach. Additional sessions can be purchased at \$200 per session.” (6/12/25)
 - **Approved** emergency support for Pastor A in the amount of \$5,000 from Fund 3.
 - **Approved** Clergy of Color pastoral support funding for \$6,000 from Fund 5 for annual retreat. This is ongoing support for decades for a regularly scheduled tri-presbytery (now quad-presbytery) event.
 - **Approved** up to \$2,500 to hire facilitators to conduct study sessions for all three commissions at the Presbyterian Church in Chinatown (SF) under the direction of the COM Discernment Team.
 - **Approved** up to \$18,250 payable against receipts from Fund 3 to support counseling services for Delta Community Presbyterian Church.
 - **Approved** the commission for Rev. Drew Yamamoto’s installation to Sturge Presbyterian Church. (7/2/25)
 - **Approved** the process by which the Rev. Kang Youn Cho may join the PC(USA) from the KPCA. (7/2/25)
 - **Approved** support for Ocean Avenue Presbyterian Church (7/2/25)
 - o \$7,500 to be paid out of fund 5 to increase pastoral time for community outreach and rebuilding
 - o \$14,500 to be taken from fund 3, with FPOC concurrence, to be paid to address property insurance, rent increases/decrease, and repairs to church building.
 - **Approved** funds to buy flowers for two minister members in hospice. (7/2/25)
 - **Approved** commissioning of Thomas Choi as a CRE. Commissioning is September 7th at 3pm. (7/2/25)
-

[Report II B](#)

[Mission Vision Leadership Report](#)

1. **Approved** revised policy on how New Business is accepted (6/25/25)
2. **Approved** changing the Presbytery Day date from 9/13 to 9/27 due to conflict on 9/13 with the Presbyterian Women gathering (6/25/25)

[Committee on the Preparation for Ministry Report](#)

The Committee on the Preparation for Ministry (CPM) approval of the following:

Motion: That Elizabeth Conway of St. John’s Presbyterian Church of Berkeley in Berkeley, CA to be enrolled as Inquirer for the Ministry of Word and Sacrament, effective May 21, 2025.

The Committee on the Preparation for Ministry (CPM) approval of the following:

Motion: That the following people are elected to serve as readers for the upcoming Standard Ordination Examinations held on October 6-10, 2025:

Ministers of Word and Sacrament:

Rev. Marci Glass

Rev. Monte McClain

Ruling Elders:

Elder Phyllis Givens

Elder Marcus Jung

Alternate readers:

Elder TBD

Teaching Elder TBD

[Finance and Property Oversight Committee Report](#)

- FPOC recommends to Presbytery the approval of the leasing of a portion of Primera Iglesia Presbiteriana Hispana's ("PIPH") campus to Creative World, for the operation of a pre-school, with a monthly rent of \$18,000 per month for a term of 5 years ("Lease") approved.

OMNIBUS REPORT

ANNOUNCEMENTS

[FIRST TIME COMMISSIONERS' ORIENTATION](#)

[SESSION RECORDS REVIEW](#)

[MEET & GREET WITH REV. SAM KIM & REV. JORGE BAUTISTA](#)

[FINANCE AND PROPERTY OVERSIGHT COMMITTEE](#)

[PRESBYTERIAN FOUNDATION](#)

[TEACHING ELDER BOUNDARY TRAINING](#)

[RULING ELDER BOUNDARY TRAINING](#)

[Report III A](#)

[PRESBYTERY OF SAN FRANCISCO STATED CLERK'S REPORT](#)

[AUGUST 12, 2025](#)

Greetings Presbytery of San Francisco,

First, allow me to thank our host church, Broadmoor Presbyterian Church for their gracious acceptance to host our August meeting.

Secondly, I would like to provide a brief update on some of the projects I have been working on since we last met:

- Planning Presbytery Day, which will be held **on September 27, 2025, from 9:30 am to 2 pm** at First Presbyterian Church, Berkeley. Rev. Patrick Reyes will be the keynote speaker, discussing how we can authentically find joy during times of peril and uncertainty. We have also invited David Staniunas, Records Archivist of the PCUSA Historical Society, to come and facilitate a workshop on record-keeping best practices for the church.
- Laura and I cleared all the boxes from Fruitvale Presbyterian Church and sorted them into categories of what to keep, shred, and send to the Historical Society. I have a total of 11 boxes that I will ship to the Historical Society.
- An Investigating Committee was appointed to investigate the Judicial Case against the Minister of Word and Sacrament (C).

The members of the committee are as follows:

- Elder Sloan White, RE, Montclair Presbyterian Church, Oakland
- Rev. Beverly Brewster, JD, MWS, Presbytery of the Redwoods
- Elder Milagros Cajas, RE, Primera Iglesia Presbiteriana Hispana, Oakland
- Rev. Hardy Kim, MWS, Presbytery of San Jose
- Teaching Elder Boundary Training will be held on **September 24, 2025 from 10 am – 12 pm** at the Presbytery office. You can find the flyer in the Omnibus Report or email us at StatedClerk@sfpby.org and I will send you a link to register.
- Ruling Elder Boundary Training will be held online **on August 26th at 6pm** and **on September 27th at 11 am**. You can find the flyer in the Omnibus Report or email us at StatedClerk@sfpby.org and I will send you a link to register.

This concludes my report.

Respectfully submitted,
Leticia Williams, Stated Clerk

[Report III B](#)

[Transitional Executive Presbyter Report to Presbytery](#)

[Introductory Remarks](#)

By the time we gather, I will have been with you for six months, heading into our seventh with me on board as your full-time Transitional Executive Presbyter.

I continue to stumble into surprises-to-me that may not surprise you, but have required the staff to do a bit of digging around to learn the background. I'm learning a lot about how your system compensated in the past for its dysfunction, a leadership structure that didn't lend itself to forming strategy, inadequate

staffing due to genuine financial difficulties, a system overwhelmed by conflict as congregations left, and poor communication. The good thing, in my understanding, is that the recent swell of work on urgent issues at the congregational level is a sign of health. For whatever reason (the pandemic, prior maintenance habits, internal conflict), some congregational needs were suppressed, and now they are emerging. That makes for a high volume of my work shifting from learning about the presbytery to responding to congregational needs. Again, this is good.

Below is a partial accounting of some of my activities. I will share in my report on the floor more about the status of internal dynamics and conditions.

Transitional/Presbytery Leader Development

I continue to have monthly sessions with a coach through the Presbytery Leader Formation program and have easy ongoing access to multiple resources. Some of those resources insist I have a more shallow learning curve than most new EPs because I came with experience at the national level and have a lot of friends who are mid-council leaders, but I argue that my learning curve is still plenty steep considering some EPs get years before they see what I've already seen in my time with you all. Can't be helped, I suppose.

Relational Work

Since the May presbytery meeting, I have visited the following congregations and worshiped with them:

- Grace Presbyterian Church
- Mision Hispana Presbiteriana de Concord
- Ocean Avenue Presbyterian Church
- Presbyterian Church of Chinatown
- Sturge Presbyterian Church (for Rev. Yamamoto's installation!)
- Valley Presbyterian Church

I have met with over 30 presbytery members individually or in small groups outside of committee meetings and hosted a few social gatherings for congregational pastors.

Committee Support

As the Transitional Executive Presbyter, I am providing staff assistance to all committees, and in conjunction with other staff, I am resourcing or have observed multiple (most) committees in the presbytery. I have also attended a gathering organized and led by the West Region Antiracism Group and a forum led by the West Region.

Personnel Updates

I am delighted that the Rev. Jorge Bautista has come on board as of July 1st serving as the Race Equity Coordinator.

Jorge Bautista, is a seasoned pastor, educator, and community leader with over 20 years of experience advancing social justice, equity, and inclusion. He holds a Master of Divinity from Pacific School of Religion and a B.A. from North Park University. Deeply committed to nurturing diverse communities, Jorge has led transformative ministry initiatives—from launching an LGBTQ+-affirming Spanish-language service to advocating for affordable housing and fostering meaningful community engagement.

His pastoral approach is rooted in deep listening, collaboration, and a bold vision of justice shaped by lived experience and theological reflection. Jorge also believes that laughter is a spiritual gift and a sacred expression of joy. As we continue to face many difficulties, divisions, and challenges in our world and within our faith communities, he believes it's more important than ever to take time to laugh—especially with others.

Outside of ministry, Jorge enjoys cooking and sharing meals, finding nourishment not just in food but in the community it creates. He currently serves as Pastor at College Heights Church in San Mateo, CA, where he continues to weave together faith, justice, joy, and hospitality.

And the Rev. Sungwoo “Sam” Kim will be joining us on August 11th!

Finances and Taxes

ND Solutions worked with several congregations on property taxes. This responsibility has not transferred to Ekklesia Financial Services; we are in the process of finding a California-based provider. In the meantime, please reach out to one of us at the office (either myself or Caneisha Felder) if you receive a tax bill or assessment previously handled by ND Solutions or have questions. I won't know the answer, but we can work to find out whatever it is we need to know.

The new financial reporting system is meant to be clearer and easier to understand due to the differences in accounting systems. If you received financial reports and statements from ND Solutions in the past and haven't received them for May and June, please contact me or Treasurer Cindy Cake so we can make sure that we have caught all the possible expectations. We have been made aware of some payments that didn't happen in the transition because we had no meaningful documentation in our records, as transactions require a formal request through the system, so if you are missing a payment, please let us know that as well.

I am very pleased that Thomas James of Ekklesia is joining us at the presbytery meeting to give additional information and explanations of the new system going forward.

August 12, 2025

Respectfully submitted, Laura M. Cheifetz MWS

[Report III C](#)

[The Committee on Ministry \(COM\) Report](#)

- Received retirement of Rev. Mark Stryker - First Presbyterian Church, Berkeley and conducted exit interviews
 - Received resignation of Rev. Janet Bower from BurlPres as a Parish Chaplain. Rev. Dr. Graham Baird accepted her resignation.
 - Authorized Kristina May, CRE/CP, who is current pulpit supply at Broadmoor, to join their session meetings while Don Hammond, the COM liaison, is away for vacation (July-August 2025). If they are planning on getting a moderator and choose for it to be Kristina, she will be paid \$100 per session meeting.
 - Authorized Rev. Aart van der Beek to labor inside the bounds in September for son's wedding at Fort Mason.
 - Ceased support payments to Mission Bay Community Church as of September 1st.
 - Appointed Rev. Mark Smith to moderate session meeting on July 15th for John Knox Presbyterian Church of Dublin
 - A Pastoral Response Team is being formed as described in our Sexual Misconduct Prevention Policy. We are still looking for 1-2 women volunteers to serve on this team.
 - Our pulpit supply list has just been updated, thanks to Rev. Janet Bower!
 - A small group from COM is reviewing the language of 2025 Minimum Compensation Guidelines to help clarify the confusing verbiage currently being used and will present at the August COM meeting for committee review.
-

[Report III D](#)

[Treasurer's Report](#)

[Financial Report](#)

[Finance and Property Oversight Committee Report](#)

- Motion to concur with MVL's proposal to support immigrants along with designating \$250,000 for legal services and to support impacted families was approved.
- Motion for FPOC/COM to provide Rev. Kamal Hassan financial assistance for six months which will allow him to take an extended sabbatical and/or pastoral transition not to exceed \$50,000 was approved.
- received the Annual Review and to allow the Treasurer to sign the Auditor's Management Representation Letter.
- Due to the ongoing financial matters at First Presbyterian Church, Hayward, it was approved that FPOC extends the fiscal sponsorship through June 2026.
- Motion to Approve loan forbearance for \$700,000 plus \$10,000 with no interest until September 2025 for First Presbyterian Church of Hayward was approved.

- Motion to concur with COM to approve \$14,500 from Fund 3 to support Ocean Avenue Presbyterian Church was approved.
- Motion to hire a forensic auditor for Lakeside Presbyterian Church was approved
- Motion to spend \$5704 for code compliance issues at Fruitvale Presbyterian Church was approved.
- Motion to approve that in light of the widely reported intent of Alliance Parks to dissolve and wind down its operations, the Transitional Executive Presbyter, corporate officers and general counsel are directed to terminate the Presbytery's lease to Alliance Parks for the community garden located at 1399 43rd Avenue in the City and County of San Francisco, California was approved.
- Motion to approve that the Transitional Executive Presbyter, corporate officers, and General Counsel are authorized to execute agreements, including a lease termination agreement and instruments, and take other necessary action to terminate the lease agreement dated August 1, 2024, to the Pacific Boychoir Academy for a portion of the campus of Park Blvd. Presbyterian Church upon such terms and conditions as general counsel and the corporate officers may determine, including the retaining of the security deposit and immediate possession of the premises in consideration of a waiver of any unpaid rent or other amounts in favor of the tenant was approved.