

P. O. Box 1763, Clemmons, NC 27012
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www.salempresbytery.org

TO: Members of Salem Presbytery and Commissioned Ruling Elders
Ruling Elder Commissioners from Salem's churches
Certified Church Educators and all other church staff
Corresponding Members (PCUSA ministers in other presbyteries and other Christian ministers
Visitors and Guests of the Presbytery

Meeting: Tuesday, November 15, 2022
Worship will begin at 9:00 a.m.

PLACE ZOOM Virtual Platform Registration required prior to 5:00pm 11/14/2022.
Register here, if you haven't already:

https://us02web.zoom.us/meeting/register/tZMscuGurTsjH9PcgwcjA7zS4_KtH2aYn

This meeting and our February 2023 meeting will be on the ZOOM platform. We are planning to be in person again in May 2023!

We are grateful to the Presbytery staff and committee leadership for preparing us for our time together. We look forward to seeing you.

Elder Catreia S. Hunter, Moderator
Elder David Vaughan, Stated Clerk

Our Vision

By the grace of God and the working of the Holy Spirit, Salem Presbytery is a catalyst for transformational ministry, vital mission, and dynamic leadership in local congregations and worshipping communities.

9:00amv	Call to Order and Opening Prayer		Elder Catrelia Hunter, Moderator
	Worship and Celebration of the Lord's Supper	pg. 4	
	Worship led by CRE Rainey Ratchford (Parish E)		
9:45	Organization of Presbytery		Moderator
	Establishment of Quorum		Stated Clerk
	New Business	(Written proposed motions to be given to the Stated Clerk before the meeting begins.)	
	Approval of Docket		
	Moderator's Welcome		Moderator
	Corresponding Members	(Teaching Elders from other Presbyteries and ministers of other Christian denominations)	
	Ruling Elder Commissioners attending for the first time		
	Visitors and Guests		
9:55	Land Acknowledgement		
10:00	Transitional General Presbyter's Welcome and Report	pg. 5	Rev. Barbara Smith
10:05	Designated Presbyter's Welcome and Report Stated	pg. 6	Rev. Jodi Ligan
10:10	Clerk Communications & Report	pg. 8	Stated Clerk
10:15	Executive Council	pg. 13	Rev. Jennie Hemrick
	Budget and Finance Committee	pg. 22	Deacon Ronda Tatum
	Personnel Committee	pg. 14	Rev. Ernie Thompson
	Future staffing plan		
	Stewardship Committee		Rev. Kyle Goodman, Rev. Kim Priddy
10:40	Church Growth and Transformation Committee		Rev. Lee Zehmer
10:50	Salem Reports		
	EQUIP		Educator Donna Chase
	Hunger Committee		Rev. Leigh Wisner
	Presbyterian Youth Connection (PYC)		Rev. Taylor Barner
	Peace and Justice Task Force	pg. 38	Rev. Wes Pitts, Rev. Jess Rigel
11:15	Committee on Preparation for Ministry	pg. 39	Rev. John Senior
	Advancing to Candidacy: Taylor Austin, Steve Marks		

11:35	Commission on Ministry	Rev. Amanda Anderson, Rev. John Johnson
	Task Force on Examinations	pg. 42
	Welcome Liturgy	pg. 50
	Quarterly Report	pg. 51
	CRE Commissioning	pg. 54
	Presentation of Call	
	Service of Honorable Retirement	pg. 55
	The Rev. William Hoyle, The Rev. Andre Resner	

12:15pm	New Business	Moderator Hunter
	Announcements	
	Adjournment with Benediction	

Next Presbytery Meeting:
Tuesday, February 21, 2023
All on ZOOM platform

Mission of Salem Presbytery

Salem Presbytery connects, supports, and strengthens local congregations and worshipping communities to carry out Christ's transformative work of love and justice in the church and in the world.

Gathering

Call to Worship

(from Psalm 32:1-2)

One: Blessed is the one whose transgressions are forgiven, whose sins are covered.

Many: We come to worship, not because we are spotless, but because we know the One who has made us spotless.

One: Blessed is the one whose sin the Lord does not count against them and in whose spirit is no deceit.

Many: With grateful hearts, we come to worship the God of grace.

Opening Prayer and Lord's Prayer

Special Music: Let It Start With Me Words and Music by Gloria and William Gaither
Debbie Coles, piano
Craig Tidline, soloist
Myra Dobbins, Ricky Holbrook, MaulDean Williams, Arlie Bynum,
Natalie Dobbins-Denny, Lisa Rodriguez, Micheline Coles
Beulah Presbyterian Church, North Wilkesboro

Call to Confession

Prayer of Confession

Gracious God, we often focus on what seems like our own agenda, and end up missing what you have planned. Forgive us when we see our work as a career instead of a call. Holy Spirit, when you have called us and led us toward a place of fellowship with people unlike us, sometimes we gather around you with the usual folks, forgetting those who want in. Lord Jesus, help us to follow where you lead us, out to those you are already calling. Amen.

Assurance of Pardon

The Church as Christ's Body

Prayers of the People

The Word

Scripture: Luke 19:1-10

Sermon: Does Your Asset Map Have a Tree?

Eucharist

Invitation

Prayer of Thanksgiving

The Words of Institution

Prayer

Sending

Hymn: Blessed Assurance

Benediction

Two weeks ago, on November 1, I began my third and final year with you as your Transitional General Presbyter. And today marks the next step – a very important step - on your journey toward installed leadership!

In my most recent report to the Presbytery's September 2022 meeting, I shared that future staffing conversations had been, and would be, happening with Budget and Finance, Personnel, and Executive Council. Long, in depth, discerning conversations have indeed taken place. And today, marks the next step – a very important step - on your journey toward installed leadership as that plan is before you – the body of Salem Presbytery – for conversation and vote!

The next step is electing the people who will search for your new General Presbyter. Do you have a desire to serve? Is God speaking to your heart? If so, let me know and I will pass your name on to Executive Council. In accordance with our Presbytery Manual, Executive Council will present, for nomination at our February 21, 2023 meeting, the names of seven members to constitute this Special Committee on Representation. Once elected, they can hit the ground running.

In the meantime, let me highlight the important work of our five Engagement Pastors. At the risk of restating what may be obvious to some, the Engagement Pastors – Evan Harrison, Frank Dew, Leigh Wisner, James Harley, and Rainey Ratchford – have been working tirelessly. Originally envisioned to connect churches, it became clear early in their tenure that the work of the Engagement Pastors would be first to connect the church leaders. I hope you have taken advantage of the opportunities for meals, happy hours, picnics, or learning opportunities, or even a one-to-one conversation with your Engagement Pastor. They have each in their own way been a valuable link in the presbytery communication network as Salem seeks to move into the future in a more connected way. If you haven't yet connected, please make this a priority in 2023.

Have you taken advantage of our presbytery's subscription with MissionInsite to determine the opportunities you might have for mission and ministry right around your church? If you haven't, I have good news. The Church Growth and Transformation Committee has voted to renew our subscription with MissionInsite for 2023 – the gift that keeps on giving!

Finally, I want to express my heartfelt appreciation for all your prayers, texts, emails, and expressions of concern when Hurricane Ian decided to stop by for an uninvited visit. It was a terrifying experience, but one from which we emerged virtually unscathed. We lost a few roof tiles and had a few torn lanai screens. Our houses are built like bunkers. We never lost power. We did lose cable and internet for a few days. Our minor inconveniences paled in comparison to the total devastation experienced by our brothers and sisters not much further south within the bounds of Peace River Presbytery (where my husband holds his membership). While Presbyterian Disaster Assistance puts plans in place to welcome workers, we have partnered with Inspiritus, the ELCA's version of PDA.

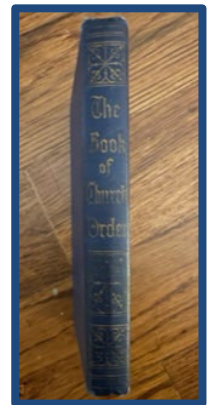
May God richly bless your holidays of Thanksgiving and Christmas and – stay safe!

The Rev. Dr. Barbara A. Smith
Transitional General Presbyter

Greetings of Gratitude Salem Presbytery!

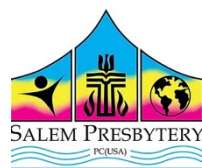
My first memory of church came from walking as a five-year-old with my grandfather to church. He let me ring the church bell, took me to Sunday School, and then fed me Reeds Cinnamon Candies to get me through the interminably long service that stood between me and Sunday supper. The church men (including the other Presbyterian church across the river) came over to play bridge and smoke (mostly pipes and cigars). The Circle luncheons (Presbyterian Women from across the county) were long afternoon affairs that required matching tablecloths for all the card tables and the latest jello recipes. So began a faith life that, at that young age, could only be defined by an ethos of love. Decades later, when we were relocating my grandparents to a nursing home, I was grateful to inherit their collection of “church books”, which I remembered being mostly hymnals and songbooks.

Imagine my surprise when, just three years ago, as we were packing boxes to move from Virginia to North Carolina, I discovered this little gem: my grandfather’s 1952 Book of Order (BOO) from one of the many times he served as a Ruling Elder. The entire book is ~250 pages printed and bound in a 3”x5” book the size of my cell phone. The Presbyterian historians among us will recognize that this BOO belonged to the Presbyterian Church in the United States (two mergers away from today’s PCUSA). Major similarities with today’s BOO are there, however in 1952, as a woman I would not have been allowed ordination, all pastors were automatically retired at the age of 70, and that the “posture of people in public [worship] be as far as possible uniform.”¹



So, we are always reforming – in ways that seem inconsequential and others that are transformational in every sense. As we work through how best to serve as God’s children, the hallmark of our tradition is that we do it together. The Scripturally based polity in all those iterations of the Book of Order is what continues to hold us together denominationally. But our connectivity lives and breathes in our relationships to each other as we live out communal worship. Salem Presbytery is made up of a variety of urban and rural, small and large churches. Over half of our denomination was not born into a Presbyterian cradle. It is the relationship of all of our churches that define the place where grace and gratitude and love lead us forward.

Many of our non-installed churches, however, are not present with us on the journey: 85% did not attend the July Presbytery meeting; 92% did not attend September’s meeting. At the September Presbytery meeting I told you that by November’s meeting, the new Task Force for the Changing Church, will be walking alongside at least 10 churches as they proactively begin revisioning their ministries based on their Church Empowerment Assessments (CEA) and especially God’s call. Just five churches have completed the CEA, with one church requesting shepherding team support. Follow up conversations with churches have revealed that while some churches don’t want



¹ The Book of Church Order (1052), p. 175

FOR INFORMATION:

Meetings of Presbytery - 2023

The Executive Council has ordered 2023 Presbytery meetings according to this schedule:

- February 21, 2023 (Tuesday) - all on ZOOM
- May 16, 2023 (Tuesday) - in person
- September 9, 2023 (Saturday) - in person
- November 14, 2023 (Tuesday) - format TBD

Annual Statistical Reporting and Salem documents

Clerks of Session and pastoral leaders have received an email from me regarding the annual statistical reporting process and the Salem documents that are needed from each of our chartered congregations. Please let me know if you have questions.

Sabbatical Leave

I am grateful to the Personnel Committee and the Executive Council for affording me a six-week sabbatical leave that will begin tomorrow and conclude on December 31, 2022. Barbara Smith, with assistance from Christine Ratledge, will cover my responsibilities during this brief period.

Synod Assembly

Please see the highlights and summary of the 250th Assembly of the Synod of the Mid-Atlantic, published in this packet.

Proposed amendments to the Book of Order

The Office of the General Assembly has released the booklet outlining numerous proposed constitutional amendments that came from the work of the 225th General Assembly this past summer. I will develop a plan to address these proposed amendments and forward this plan to the Executive Council. (I'll be looking toward splitting this matter for action at the next two meetings of Presbytery.) This deserves your careful review prior to the February 2023 meeting of Presbytery.

Proposed Amendments Booklet (English) is here:

https://www.pcusa.org/site_media/media/uploads/oga/pdf/ga225_book_amendments_2022_final.pdf

Proposed Amendments Booklet (Spanish) is here:

https://www.pcusa.org/site_media/media/uploads/oga/pdf/ga225_book_amendments_2022_final_es.pdf

Proposed Amendments Booklet (Korean) is here:

https://www.pcusa.org/site_media/media/uploads/oga/pdf/ga225_book_amendments_2022_final_ko.pdf

David Vaughan
Stated Clerk

- ❖ Supported the COLA for Synod staff for 2023, in accordance with the recommendation of the Finance Committee.
- ❖ The new Sexual Misconduct Policy (attached), replacing the policy from 1994.
- ❖ Revisions to the Synod's Personnel Policies.
- ❖ Revision to the Procedural Guide was approved
- ❖ The Synod Presbytery Review for 2021 Minutes was approved
- ❖ Instruct the Synod Clerk to notify those presbyteries with exceptions to request their adherence by the next review.
- ❖ Synod Assembly dates for 2023 are: March 10-11, 2023, and September 10-12, 2023, and the Clerk will communicate to presbyteries these dates.

EMERGING IDEAS COMMITTEE:

- \$6,500 was awarded to the Next Generation of African American Leadership Initiative during their meeting August 31, 2022
- \$8,000 was awarded to The Wild Church Network during its meeting September 12, 2022

NOMINATION COMMITTEE APPROVAL:

- TE Addie Peterson (EVA) was elected **Synod Moderator** and TE Eunil David Cho (AKAP) was elected **Synod Vice Moderator**.
- TE Rachel Hebert (EVA) was elected to the class of 2025 on the **Committee on Representation**.
- TE Jose Lopez (BAL) was elected to the class of 2025 on the **Jubilee Fund Committee**.
- RE John Barker (ABI) class of 2023 and TE Leigh Gillis (EVA) class of 2023 were elected to the **Nominating Committee**.
- TE Elnoria Harris (EVA) class of 2027 was elected to the **Permanent Judicial Commission**.
- Abingdon, National Capital, Peaks and Western North Carolina continue to have vacancies to be filled on synod committees.

EXECUTIVE COMMITTEE APPROVAL:

- Doug Sensabaugh as co-chair of the Synod Nominating Committee.
- The 249th Synod of the Mid-Atlantic Minutes.
- Approved the allocation of \$30,000 to Emerging Ideas for envisioning.
- Requiring that masks be worn by all attending the 250th Synod Assembly face-to-face.
- Allowing the Synod Assembly Planning Team to plan the 250th Synod Assembly.
- Recommend that 2023 per capita remain at \$1.15 for presbyteries.
- Increasing the mileage reimbursement rate from .585 to .625 for July-Dec 2022.
- Request from Synod Presbyterian Women to celebrate Communion during their annual Zoom gathering (July 2022).

CLOSING WORSHIP:

Moderator Scott presided during the closing devotion and Installation Services. He was assisted by TE Tracy Keenan (NEW) and RE Amanda Pines (EVA) and installed TE Addie Peterson (EVA) and Eunil David Cho (AKAP) Moderator and Vice Moderator respectively. Presentations were made to commissioners completing their time of service. Moderator Addie Peterson gavelled the meeting adjourned at 12:20 p.m. Meetings for 2023 will be held March 10/11 (Friday/Saturday); September 10,11,12 (Sun-Tues). Commissioners who attended the Assembly via zoom, your Synod Swag will be in the mail shortly.

The Rev. Jennie Hemrick, Moderator

The Executive Council (EC) met on September 15 and October 20.

Regular reports were received from Barbara Smith (Transitional General Presbyter), Jodi Lingan (Designated Presbyter), and David Vaughan (Stated Clerk).

For Information – The Executive Council:

Acting on behalf of Presbytery:

- Appointed an Administrative Commission of the Presbytery to assist the Session and Congregation of Covenant Presbyterian Church of Winston-Salem to close, effective January 31. The following individuals will serve on this AC: Ruling Elder David Boger (Sedgefield, serving as Moderator), Ruling Elder Laura Gaylor (Covenant), Teaching Elder Jodi Lingan (Presbytery staff), Ruling Elder Betty Rissmiller (Faith), and Teaching Elder Jeff Sockwell (Shallowford). The Stated Clerk, Transitional Executive Presbyter, Teaching Elder Alfredo Miranda (HR) and Administrative Assistant Christine Ratledge will serve as resources as needed.

Business of the Executive Council:

- Approved the docket for the November 2022 meeting of Presbytery;
- Received regular, detailed financial reports from the Budget and Finance Committee;
- At the recommendation of the Budget and Finance Committee, affirmed the Salem per capita rate at \$41/member;
- At the recommendation of the Budget and Finance Committee, affirmed the plan to open an Allegacy Business High Tier Money Market account;
- At the recommendation of the Personnel Committee (in collaboration with representatives of Budget and Finance), affirmed a Staffing Plan for Salem effective 11/1/2023 and approved the descriptions of the positions of General Presbyter, Designated Presbyter, and Stated Clerk; Personnel Moderator Ernie Thompson will present this matter at this meeting of Presbytery;
- Received the results of the 2021 financial audit, which resulted in an unqualified opinion of the 2021 financial statements (the audit report will be on Salem's website in due course);
- Approved the proposed 2023 budget for Salem Presbytery;
- Approved the addition of Christine Ratledge as a signator on Salem accounts, replacing the Rev. Bill Hoyle who is retiring;

For Action –

1. The Executive Council asks the Moderator to recognize Deacon Rhonda Tatum and the Rev. Ernie Thompson to speak before the Presbytery on behalf of the Budget and Finance Committee and the Personnel Committee.
2. The Executive Council asks the Moderator to recognize the Rev. Kyle Goodman and the Rev. Kim Priddy to speak to the Presbytery on behalf of the Stewardship Committee.

Presbytery Personnel Staffing Recommendations

The Presbytery Personnel Committee met on 9-13-22 to discuss the staffing scenarios proposed by the Budget and Finance Committee. Ronda Tatum, chair of the B&F committee joined us for the conversation.

The Personnel Committee recommends a variation on scenario 1:

- Plan to hire a General Presbyter at the end of the Designated General Presbyter's term on 10-31-2023.
- Keep the Stated Clerk's position at 10 hours/week as part of our long range staffing plan.
- Extend the Designated Presbyter for Transformational Ministry position with an additional two-year period beginning 11-1-2023 through 10-31-2025. A permanent position may be created if funding allows to support needs of churches.
- After funding the two-year extension of the Designated Presbyter for Transformational Ministry position, use any additional money generated by the closing of churches to create a permanent funding source to support Presbytery staffing needs using an endowment and/or a property development projects.

The Personnel Committee also discussed staff raises and bonuses. The committee recommends:

- Include a 4% increase in the 2023 staffing budget for cost-of-living adjustments and raises for the staff.
- Use a portion of any 2022 budget surplus to give bonuses of up to 4% to current staff.

**SALEM PRESBYTERY
POSITION DESCRIPTION**

TITLE: GENERAL PRESBYTER

Overview: Serves as the head of staff for Salem Presbytery, while focusing on the administrative functions of Salem Presbytery to support the ongoing work of pastors and presbytery members, and overseeing the presbytery's resources and standing committees.

Reports to: The General Presbyter and is accountable to the Executive Council through the Personnel Committee of Salem Presbytery.

Supervises: The Designated Presbyter for Transformational Ministry, Engagement Pastors, Communications Director, Financial Administrator, and Administrative Assistant.

Responsibilities:

- Directs the work of Salem Presbytery, serving alongside the Designated Presbyter for Transformational Ministry and other presbytery staff members as a witness to the Lordship of Jesus Christ.
- Represents the Presbytery to all Boards of the P.C.(U.S.A.)
- Works in conjunction with the Designated Presbyter for Transformational Ministry and Engagement Pastors to provide pastoral care to members of presbytery.
- Coordinates the work of all committees and commissions of the presbytery, except for the Permanent Judicial Commission.
- Maintains oversight of the Salem Presbytery budget striving to ensure short and long-term financial stability.
- Assist teaching elders, educators, and ruling elders to function effectively in their leadership roles by having a keen awareness of denominational leadership.
- Connect pastors and educators to faith formation/denominational training opportunities (NEXT, Credo, etc.).
- Provide tools and resources for healthy pastors and congregations.
- Coordinate internal and external resources (coaching, consultants, facilitators) to assist leaders/congregations.
- Supports and promotes Racial Ethnic Ministries in coordination with the Designated Presbyter for Transformational Ministry.
- Effectively handles diversity in racial, cultural, and theological matters while seeking to maintain the peace, unity, and purity of the Body of Christ.

- Provides a listening ear and sound wisdom to any person or constituency for advice and encouragement, or when conflicts arise within particular congregations of within the Presbytery.
- Be visible among the churches/pastors by worshipping at different locations with installed leadership (Designated Presbyter for Transformational Ministry responsible for non-installed leadership).
- Communicates mission and ministry to churches in Salem Presbytery.

Qualifications:

- Ordination as a P.C.(U.S.A.) Minister of the Word and Sacrament or Ruling Elder with demonstrated skills in administration, communication, organization, leadership, coaching, and conflict management.
- Has an understanding of the adaptive challenges facing the P.C.(U.S.A.), and can identify opportunities for adaptive change.
- Is resourceful, creative, and innovative within the bounds of Presbyterian polity.
- Is proactive, can foresee opportunities and put the resources in place to go after them.
- Excellent written and verbal communication skills.
- Demonstrates attention to detail.
- Demonstrates skills in cross-cultural ministry.
- It is preferred that the General Presbyter live within the bounds of Salem Presbytery.
- Shall maintain membership in Salem Presbytery.

Personal Characteristics:

- Is attentive to the presence of the Holy Spirit in themselves and in others and believes that God is up to something good in our churches and communities.
- Is able to understand and respect the theological diversity and faith and ministry expressions present in Salem Presbytery.
- Is accountable and holds others accountable with pastoral sensitivity.
- Functions effectively and constructively through uncertainty and conflict.
- Meets challenges with resourcefulness.
- Loves and encourages innovation.

SALEM PRESBYTERY POSITION DESCRIPTION

TITLE: DESIGNATED PRESBYTER FOR TRANSFORMATIONAL MINISTRY

Overview: Connects with and promotes “out of the box” thinking in small churches without installed leadership, or where there is no plan for installed leadership; identifies opportunities for new and expanded ministries; and connects and mobilizes congregations to work together.

Purpose: To help grow healthy and vibrant congregations and ministries in Salem Presbytery. The Designated Presbyter for Transformational Ministry will partner with congregations with no installed leadership to discern God’s will for their present and future, to identify strengths and opportunities for transformation and growth, and to help equip congregations and ministries in the faithful fulfillment of Christ’s call to be missionaries of love and justice in the world.

Reports to: The General Presbyter and is accountable to the Executive Council through the Personnel Committee of Salem Presbytery.

Term: through October 31, 2025.

Responsibilities:

Working with the COM Task Force on Ministry for the Changing Church in churches where there is no installed leadership or plan for installed leadership -

- promoting adaptive change, church revitalization, and – when necessary – helping a congregation identify their legacy;
- identify opportunities for new and expanded ministries through discernment and data (i.e. MissionInsite);
- works with congregations to devise plans for health (i.e. 7 Marks of Congregational Vitality – PCUSA Vital Congregations Initiative);
- supports small congregations in the execution of their growth and vision through active consultation and engagement, which includes pointing congregations to external resources (i.e. coaches) as needed;
- works with Engagement Pastors to identify specific areas of need;
- works with the Communication Director to assist congregations in taking advantage of technologies for enhanced communication and ministry;
- be available for *short-term* preaching and moderating Sessions of churches without leadership.

Qualifications:

- Has a clear understanding of the adaptive challenges facing the PCUSA and of the culture and polity which shape those challenges.
- Able to help congregations retool in light of these new challenges and opportunities.
- Can think theologically about ministry from a Reformed perspective and can articulate that perspective within the current context of the church in creative and innovative ways to help inspire transformation. (i.e. storytelling).
- Can help congregations assess current life cycle and map and measure opportunities for adaptive change and growth.
- Can connect congregations with common interests and offer guidance and resources for new and existing mission and ministry opportunities.
- Can facilitate large and small groups, develop healthy interpersonal relationships and promote organizational development with an emphasis on helping congregations transform and grow.
- Is a good listener, speaker and writer.
- Is a collaborative team player and team builder.
- Is able to coach and mentor healthy leadership in others.
- Is able to think outside the box and conveys an innovative spirit.
- It is preferred that the Designated Presbyter live within the bounds of Salem Presbytery.
- Shall maintain membership in Salem Presbytery.

Personal Characteristics:

- Is attentive to the presence of the Holy Spirit in themselves and in others and believes that God is up to something good in our churches and communities.
- Is able to understand and respect the theological diversity and faith and ministry expressions present in Salem Presbytery.
- Is accountable and holds others accountable with pastoral sensitivity.
- Functions effectively and constructively through uncertainty and conflict.

Education:

- A Masters in Divinity degree with experience in congregational/organizational leadership is preferred.

Certifications:

- Ordination as P.C. (U.S.A.) Teaching Elder/ Minister of the Word and Sacrament is preferred.

SALEM PRESBYTERY POSITION DESCRIPTION

TITLE: STATED CLERK

Purpose: The Stated Clerk is an officer of the Presbytery who performs those duties and responsibilities as set forth in the Book of Order, in resources issued by the Office of the General Assembly of the Presbyterian Church (U.S.A.) and the Association of Stated Clerks, and in this position description.

Accountability: As an officer of the Presbytery, the Stated Clerk is accountable to the Presbytery through Presbytery's Executive Council. The Stated Clerk works in collaboration with the presbytery staff team.

Responsibilities:

- Fulfill the responsibilities set forth in the Book of Order and in resources issued by the Office of the General Assembly of the Presbyterian Church (U.S.A.) and the Association of Stated Clerks.
- Serve as an advisor to the Presbytery Executive Council, with particular responsibilities as a resource person and advisor interpreting communication from the Synod of the Mid-Atlantic and the General Assembly that impact the mission and ministry of Salem Presbytery.
- Serve as official signatory in communications on behalf of Salem Presbytery.
- Refer any proposed changes to the Constitution of the Presbyterian Church (U.S.A.) submitted by the General Assembly for advice and consent to appropriate entities in the Presbytery.
- Oversee the recording and the editing of minutes of all meetings of Salem Presbytery in preparation for review and approval by the Presbytery Executive Council.
- Offer opinions in the interpretation of the Book of Order and Robert's Rules of Order when called upon to do so by individuals and bodies of Salem Presbytery,
- Collaborate with the Presbytery Executive Council in the preparation of the agenda for every stated and called meeting of the Presbytery.
- Recommend temporary clerks to serve as needed to assist with the fulfillment of these responsibilities.
- Provide direction for Presbytery staff as needed to assist with the fulfillment of these responsibilities.
- Submit Presbytery Minutes for Synod review.
- Act as or provide for a Parliamentarian at all meetings of Salem Presbytery. Oversee the annual review of Session Minutes of all churches of Salem Presbytery, citing those sessions who have not submitted Minutes for review.

- Refer to Committee on Ministry ministers and sessions with consecutive absences from meetings of Salem Presbytery.
Receive from, process, and return to OGA the Annual Statistical Reports.
- Act as consultant to the Commission on Ministry (COM) and staff regarding COM matters and constitutional procedures.
- Collaborate with the Communications Director in preparation and distribution of presbytery docket and accompanying documents.
- Conduct or provide for orientation for new commissioners to presbytery meetings.
- Supervise, in collaboration with the Administrative Assistant, registration and check in for presbytery meetings.
- Coordinates the work of the Permanent Judicial Commission.

Relationships: The Stated Clerk shall relate to Salem Presbytery as an elected officer of the governing body, to the Moderator of Presbytery and Presbytery Executive Council as advisor and consultant on matters pertaining to the office of Stated Clerk; to Presbytery's professional staff as colleague; and to the responsibilities and duties of the Stated Clerk.

Time Expected: An average of ten hours per week is expected, which is the equivalent on one-quarter time, with the understanding that the number of hours and hours worked will vary from week to week according to specific responsibilities and duties.

Terms of Office: It is understood that the Stated Clerk is an elected officer and not an employee of Salem Presbytery. However, due to the expected time requirements to fulfill the responsibilities and duties of office, the Stated Clerk shall be appropriately compensated by an amount recommended by Presbytery Executive Council and approved by Presbytery. The office is a part-time, exempt position open to any minister or ruling elder eligible to be a member of Salem Presbytery regardless of race, age, gender, national or ethnic origin. Ordinarily, the Stated Clerk shall be elected to a three-year term that may be renewed.

Qualifications:

- Excellent written and verbal communication skills.
- Demonstrates attention to detail.
- Demonstrates skills in cross-cultural ministry.

Personal Characteristics:

- Is attentive to the presence of the Holy Spirit in themselves and in others and believes that God is up to something good in our churches and communities.
- Is able to understand and respect the theological diversity and faith and ministry expressions present in Salem Presbytery.
- Is accountable and holds others accountable with sensitivity.

- Functions effectively and constructively through uncertainty and conflict.

Evaluative Review: There will be an annual performance review and evaluation of the person and the office. Adequacy of compensation shall also be reviewed. The annual review will be conducted by the Executive Council Moderator and the Presbytery Executive, with participation by moderators of Presbytery committees/commissions with which the Stated Clerk works.

At the beginning of the Stated Clerk's third year the above team will conduct an extensive review and evaluation and shall recommend to Presbytery through Presbytery's Executive Council any proposed changes in this position description and the renewal of the Stated Clerk's term of office for an additional term.

If the present Stated Clerk's term is not to be renewed, the Committee on Representation shall be alerted well enough in advance to begin the process of seeking another eligible candidate for the office. In the event that the office should become vacant before a term expires, the Moderator of Presbytery is authorized to appoint an interim Stated Clerk until a Stated Clerk is elected to a term.

The Executive Council Moderator will alert the Personnel Committee as to when the annual review has been completed and note any modifications to the position description.

Salem Presbytery
Statement of Financial Position
as of September 30, 2022

Assets				
1		Cash - General Fund	200,426	
2		Cash - Savings	57,852	
3		Cash - Hunger Fund	74,103	
4		Cash - Allegacy Money Market	249,049	
5			581,430	
6				
7		Pledges Receivable from previous year end	5,822	
8		Investments (\$359,649 available in Gen Fund)	1,901,567	
9		Note Receivable - Current	1,577	
10		Sales Tax Receivable	134	
11		Other Receivables	10,237	
12		Current Assets		2,500,767
13				
14		Land, Building, Equipment	499,926	
15		Less Accumulated Depreciation	(167,582)	
16		Land, Building, Equipment Net	332,345	
17		Notes Receivable - Long-term	3,459	
18		Non-current Assets		335,803
19				
20		Total Assets		2,836,570
21				
22				
Liabilities and Net Assets				
23				
24		Liabilities:		
25		Accounts Payable	16,802	
26		Other Liabilities	35	
28		Current Liabilities		16,837
29				
30		Net Assets:		
31		Unrestricted	2,380,573	
32		Temporarily Restricted	633,898	
33		Permanently Restricted	141,875	
34		Net Income	(336,612)	
35				2,819,734
36				
37		Total Liabilities and Net Assets		2,836,570

Salem Presbytery
Notes to Financial Statements
September 30, 2022

Statement of Financial Position

	Merrill				
	<u>Lynch</u>	<u>New Cov</u>	<u>Pres Fdn</u>	<u>PILP</u>	<u>Total</u>
1. Investments: at Last statement	1,543,649	155,987	229,535	73,779	2,002,950
Income	8,566	0	0	81	8,647
Fees	(1,291)				(1,291)
Gain/Loss on disposition	(6,804)				(6,804)
Additions/(Withdrawals)	10,000				10,000
	<u>1,554,120</u>	<u>155,987</u>	<u>229,535</u>	<u>73,860</u>	<u>2,013,502</u>
Unrealized Gain (Loss)	(111,935)	0			(111,935)
Current Balance	<u>1,442,185</u>	<u>155,987</u>	<u>229,535</u>	<u>73,860</u>	<u>1,901,567</u>
Asset Allocation:					
Fixed Income	69%				
Equities	28%	100%	99%		
Cash/Money Accounts	3%		1%	100%	

- | | | <u>Current</u> | <u>Long-Term</u> | <u>Total</u> |
|---|--------------------|----------------|------------------|--------------|
| 2. <u>Note Receivable</u> balance includes: | Grace Presbyterian | 1,577 | 3,459 | 5,036 |
| 3. <u>Other Receivables</u> : Compensation and Board of Pensions premium paid for Rev. Griff Gatewood to be reimbursed by Mt. Airy. | | | | |
| 4. <u>Other Liabilities</u> - Fidelity and BoP premiums for supplemental benefits withheld from employees' pay. | | | | |

	Salem Presbytery						
	Statement of Activities						
	Through September 30, 2022						
	Non-Budget						
	Pass-Throughs						
			REVENUE				
32			PCUSA	116,460			
33			Local Validated Causes	17,606			
38				134,066			
34			EXPENDITURES				
35			PCUSA	116,460			
37			Local Validated Causes	17,606			
39				134,066			
40			Revenue in Excess of Expenditures	0			
41							
42			Presbytery Funds				
43			REVENUE				
44			Campus Ministry	150			
45			Catawba Camping Scholarships from Synod	969			
46			Church Growth	75,600			
47			Decentralized Office Costs	5,431			
48			EC Approved Strategic Initiatives	131,800			
49			Hispanic Ministry	34,071			
50			Hunger	75,577			
51			New Covenant Funds	(30,004)			
52			Office Building Proceeds	(85,744)			
53			Peace & Justice	8,329			
54			Presbyterian Foundation	(36,101)			
55			Seminary Education Scholarship	311			
56			Roxanna Atwood Fund	(4,444)			
57				175,945			
58			EXPENDITURES				
59			Black Caucus	550			
60			Church Growth	7,836			
61			Decentralized Office Costs	4,353			
62			Hispanic	76,240			
63			Hunger	102,400			
64			Mission Challenge	3,600			
65			Peace & Justice	1,280			
66			Roxanna Atwood Fund	648			
67			Seminary Education Scholarship	2,950			
68				199,857			
69			Presbytery Funds Expenditures in Excess of Revenue	(23,912)			
70			Total Expenditures in Excess of Revenue	(336,612)			

Salem Presbytery								
Report of Fund Balances								
Activity Year to Date through September 30, 2022								
		<u>Beginning Balance</u>	<u>Income</u>	<u>Change in Mrkt value</u>	<u>Expense</u>	<u>Transfers</u>	<u>Ending Balance</u>	
1		General Fund	1,387,229.62	514,704.36	(166,363.17)	456,590.70	(204,450.00)	1,074,530.11
2		Presbytery Designated						
3		Campus Ministry	107,182.57	150.00				107,332.57
4		Office Building Proceeds	554,039.37		(85,743.59)			468,295.78
5		Decentralized Office Costs	8,991.65	7,436.49	(2,005.65)	4,353.01		10,069.48
6		Strategic Initiatives by EC	-	-			131,800.00	131,800.00
7		Church Growth Funds:						
8		Whispering Pines	50,438.74					50,438.74
9		Church Growth	116,173.09			7,836.00	75,600.00	183,937.09
10		General Loan	150,000.00					150,000.00
11		Missions	967.52					967.52
12		Youth Triennium	5,000.00					5,000.00
13			2,380,022.56	522,290.85	(254,112.41)	468,779.71	2,950.00	2,182,371.29
14		Temporarily Restricted						
15		Professionals & Pastors	4,432.50					4,432.50
16		African American Leadership Dev	7,000.00					7,000.00
17		Black Caucus	2,129.74			550.00		1,579.74
18		Camp/Conference Scholarship	14,407.87	968.72				15,376.59
19		Hispanic Ministry	92,241.35	34,071.08		76,240.70		50,071.73
20		Hunger International	90,486.38	37,788.41		55,000.00		73,274.79
21		Hunger Domestic	16,322.50	37,788.41		47,400.00		6,710.91
22		Peace & Justice	26,070.56	8,329.08		1,280.25		33,119.39
23		Seminary Education	21,321.99	310.50			(2,950.00)	18,682.49
24	NC	Virgil Ashbaugh	14,571.28	55.51	(2,490.05)			12,136.74
25	NC	Cora Harrison	4,551.25	17.67	(793.80)			3,775.12
26	NC	Maryland Hickerson	1,883.44	9.14	(409.82)			1,482.76
27	NC	Stone Estates	151,122.10	601.77	(26,994.20)			124,729.67
28	PF	Campus Co-Op Ministries	20,735.00	256.02	(2,586.58)			18,404.44
29	PF	Latta Scholarship	11,596.48	474.37	(4,793.08)			7,277.77
30	PF	DP Foust (Church Growth)	95,238.03	458.44	(12,104.65)			83,591.82
31	PF	Ruby Robertson	-	159.28	(1,609.57)			(1,450.29)
32	PF	Mission Challenge	56,155.63	1,796.37	(18,151.15)	3,600.00		36,200.85
33		Roxanna Atwood	3,631.64	411.48	(4,855.35)	648.14		(1,460.37)
34			633,897.74	123,496.25	(74,788.25)	184,719.09	(2,950.00)	494,936.65
35								
36		Permanently Restricted						
37	NC	Virgil Ashbaugh	520.00					520.00
38	NC	Cora Harrison	260.00					260.00
39	NC	Maryland Hickerson	600.49					600.49
40	NC	Stone Estates	12,482.34					12,482.34
41	PF	Latta Scholarship	21,727.65					21,727.65
42	PF	Ruby Robertson	10,719.56					10,719.56
43	PF	Mission Challenge	70,565.42					70,565.42
44		Roxanna Atwood	25,000.00					25,000.00
45			141,875.46	-	-	-	-	141,875.46
46			3,155,795.76	645,787.10	(328,900.66)	653,498.80	-	2,819,183.40

Salem Presbytery 2023 Proposed Budget

<i>See Budget Notes on Page 3</i>	2023 Proposed	2022 Amended	2022 Original	\$ Change from Amend
REVENUE				
¹ Per Capita - Presbytery	441,299	430,100	430,100	11,199
Per Capita - GA	116,108	106,400	106,400	9,708
Per Capita - Synod	22,593	23,500	23,500	(907)
² Other Receipts	20,000	10,400	10,400	9,600
Investment Income	20,000	20,000	20,000	
Interest	500	600	600	(100)
Reimbursement - El Buen	71,940	70,951	-	989
³ EC Approved Use of Designated Reserves	116,711	80,000	-	36,711
Campus Ministries Designated Fund	-	5,469	-	(5,469)
⁴ Withdrawal from Undesignated Reserves	15,849	25,000	25,000	(9,151)
TOTAL REVENUE	825,000	772,420	616,000	52,580
EXPENDITURES				
CAMPUS MINISTRY				
ASU	18,048	18,048	18,048	
NC School of the Arts	4,096	4,096	4,096	
St James at A&T	16,832	16,832	16,832	
Ukirk of Greensboro	26,752	26,752	26,752	
⁵ W-S Area Campus Ministry	9,920	15,389	9,920	(5,469)
W-S State - Grace Pres	5,280	5,280	5,280	
Campus Ministry Total	80,928	86,397	80,928	(5,469)
SEND				
GA Shared Mission	-	-	-	
⁶ Per Capita - General Assembly	116,108	106,400	106,400	9,708
⁷ Per Capita - Synod Mid-Atlantic	22,593	23,500	23,500	(907)
NC Council of Churches	1,000	1,000	1,000	
Send Total	139,701	130,900	130,900	8,801
COMMITTEES/COUNCIL				
Church Growth/Transformation	250	250	250	
Committee on Ministry	10,000	10,000	10,000	
Council	-	-	-	
⁸ Engagement Pastors	10,800	10,800	10,800	
Personnel	-	-	-	
Preparation for Ministry	9,535	9,535	9,535	
Resource Center	1,620	1,620	1,620	
Stated Clerk	2,000	2,600	2,600	(600)
Youth	4,000	4,750	4,750	(750)
Other Related Commissions	300	400	400	(100)
(Stewardship = \$0; Missions = \$200; Representation = \$100)				
Committees/Council Total	38,505	39,955	39,955	(1,450)

	2023 Proposed	2022 Amended	2022 Original	\$ Change
ADMINISTRATION				
⁹ Compensation				
Salaries	243,707	209,015	174,400	34,692
Housing	41,667	42,308	25,000	(641)
Salary - SECA	13,342	11,070	7,100	2,272
Insurance/Benefits	115,603	99,557	77,850	16,046
FICA/Medicare	8,488	8,200	8,200	288
Staff Appreciation	250	250	250	
Compensation Total	423,057	370,400	292,800	52,657
Compensation - Hispanic Ministry				
Hispanic Ministry Compensation	71,940	70,951	-	989
Compensation - Hispanic Ministry Total	71,940	70,951	-	989
Continuing Education				
General/Administrative Presbyter	2,000	2,400	2,400	(400)
Other Employees	-	500	500	(500)
Communications Director	-	500	500	(500)
Presbyter of Transformation	1,000	800	-	200
Continuing Education Total	3,000	4,200	3,400	(1,200)
Travel & Professional Expenses				
General Presbyter	7,500	9,000	9,000	(1,500)
Presbyter of Transformation	2,000	1,600	-	400
Communications Director	1,000	1,000	1,000	
Other Staff	1,000	1,500	1,500	(500)
Engagement Pastors	2,500	2,500	2,500	
Travel & Professional Expenses Total	14,000	15,600	14,000	(1,600)
Communications				
Telephone/Internet	5,600	6,000	6,000	(400)
Computer	8,500	8,800	8,800	(300)
Website	400	500	500	(100)
Communications Total	14,500	15,300	15,300	(800)
Administrative Expenses				
Dues & Subscriptions	-	100	100	(100)
Office Supplies	1,000	1,000	1,000	
Postage/Copying/Printing	5,100	5,100	5,100	
Professional Fees	13,000	13,000	13,000	
Bank & Payroll Fees	2,300	2,300	2,300	
Miscellaneous	1,369	1,217	1,217	152
Administrative Expenses Total	22,769	22,717	22,717	52
Insurance				
Insurance	16,600	16,000	16,000	600
Insurance Total	16,600	16,000	16,000	600
TOTAL EXPENSES	825,000	772,420	616,000	52,580

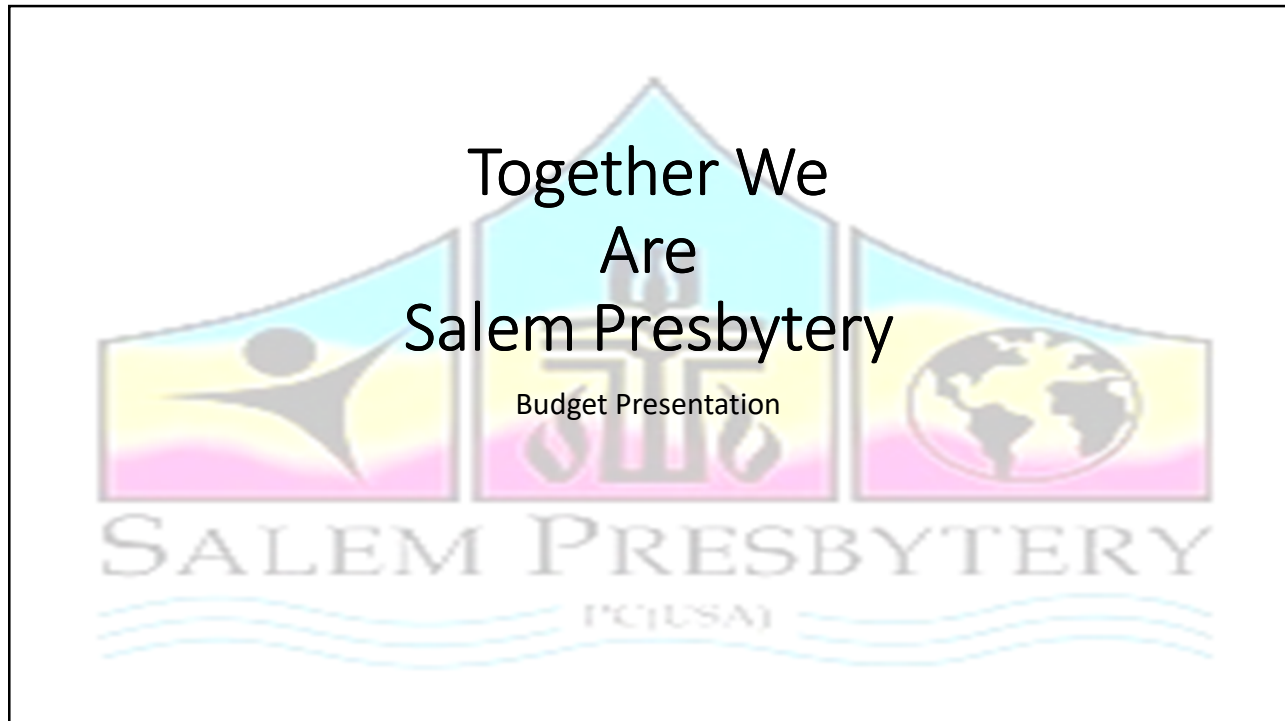
Notes to the 2023 Budget Proposal:

- 1** *Per Capita - Presbytery* - we are asking our churches for an increase in per capita from \$40 to \$41. Meeting this ask provides the necessary funding for our staffing model and allows for an increase in our per capita to General Assembly.
- 2** *Other Receipts* - This is not new revenue. The \$9,600 increase is related to one of the 2 programs Salem Presbytery participates in through Brotherhood Mutual (Safe Ministry Program & Ministry Partner Program). In 2022, we did not budget \$10,000 for the Safe Ministry Program because of an insurance claim by El Buen for a roof replacement but it was received. We are anticipating receipt of this \$10,000 in 2023. The Safe Ministry Program is on a historical claims basis and we do not know if Salem Presbytery will be penalized for this claim.
- 3** *EC Approved Reserves* - Executive Council Approved Reserves from the Strategic Initiatives Fund to fund the Designated Presbyter position. 10 months of the funds were approved in 2022 in the initial 18-month contract for the Designated Presbyter for Transformational Ministry position. November & December 2023 will be additional funds from the Strategic Initiatives fund (\$23,342). This includes a 4% increase for the proposed salary adjustment plus associated benefits and 2% increase in Board of Pension requirements.
- 4** *Withdrawal from Undesignated Reserves* - used to balance the budget. If churches increase their per capita contributions and the number of churches increase their support, our Presbytery will not have to rely on our already depleted reserve funds. It is the intent not to have to use reserves to cover operating expenses.
- 5** *Campus Ministries* - in 2022, W-S Area Campus Ministry received an extra stipend from the Campus Ministry Designated Fund in order to fully fund their program in 2022. The W-S Area Campus Ministry is seeking new ministry partners to help fund their budget in 2023. The 2023 budget is back to the 2022 original allocation.
- 6** *Per Capita - General Assembly* - the increase reflected in this area is due to the increase in G.A. per capita of \$9.85 per member 2023. The full apportionment for 2023 based on \$9.85 x 19,646 would be \$193,513. The proposed budget reflects 60% of the apportionment which is an increase over the 2022 budget. The member number used is as of 12/31/2021(19,646) compared to the member number of 20,438 used in 2022.
- 7** *Per Capita - Synod of the Mid-Atlantic* - the decrease reflected in this area is due strictly to the decrease in the membership number used for 2023. This is 100% of the 2023 apportionment for Synod for Salem Presbytery. The Synod per capita for 2023 remains \$1.15 per member. The member number used is as of 12/31/2021 (19,646) compared to the member number of 20,438 used in 2022.
- 8** *Engagement Pastors* - Engagement Pastors receive a stipend of \$180 per month. There are 5 Engagement Pastors, one per Parish. (\$180 per month x 5 Engagement Pastors x 12 months). They also receive mileage reimbursement for travel within their parishes if requested.

9 Compensation - 2023 Compensation & Benefit Schedule	<i>Salary</i>	<i>*Benefits</i>	<i>Total</i>
Administrative Presbyter (FT)	\$75,575	\$68,683	\$144,258
Designated Presbyter for Transformational Ministry (FT)	\$57,165	\$59,546	\$116,711
Stated Clerk (PT)	\$13,640	\$1,043	\$14,683
Director of Communications (PT)	\$26,780	\$2,049	\$28,829
Administrative Assistant (FT)	\$47,133	\$17,550	\$64,683
Financial Secretary (PT)	<u>\$23,415</u>	<u>\$30,228</u>	<u>\$53,643</u>
<i>Compensation Totals</i>	<i>\$243,708</i>	<i>\$179,099</i>	<i>\$422,807</i>

**Benefits include Board of Pensions, FICA, Housing Allowance, SECA if applicable*

General Presbyter & Designated Presbyter receive Housing Allow, BoP & SECA; Admin Asst & Financial Secretary receive Medical Coverage through BoP. Also include FICA for Director of Comm, Stated Clerk, Admin Asst & Financial Secretary



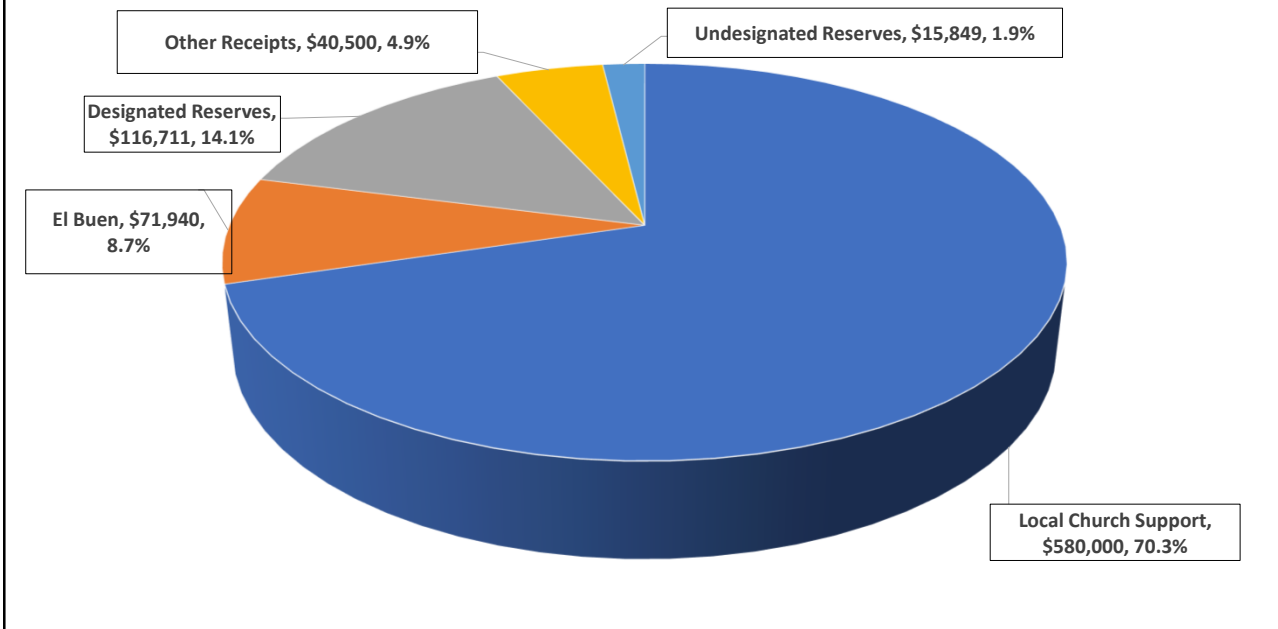
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The Vision

By the grace of God and the working of the Holy Spirit, Salem Presbytery is a catalyst for transformational ministry, vital mission, and dynamic leadership in local congregations and worshipping communities

2

Where does it come from?



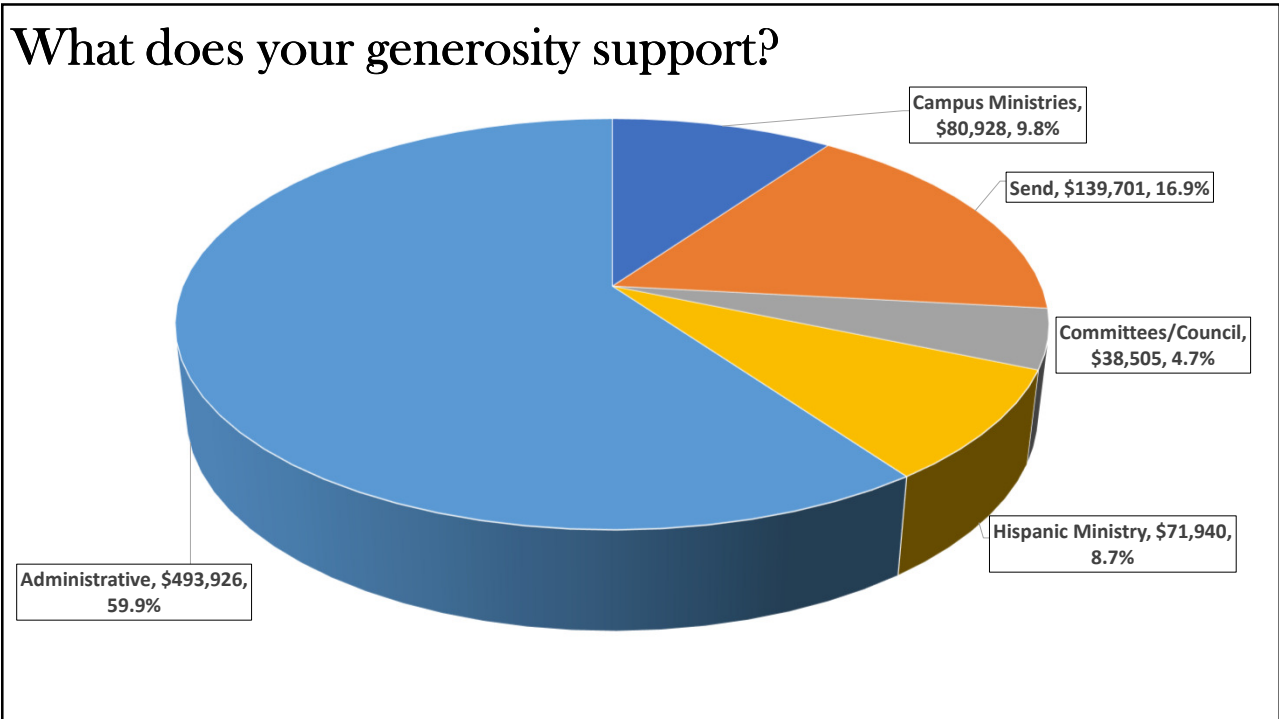
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REVENUE	2023	2022	2022	\$ Change
	Proposed	Amended	Original	
¹ Per Capita - Presbytery	441,299	430,100	430,100	11,199
Per Capita - GA	116,108	106,400	106,400	9,708
Per Capita - Synod	22,593	23,500	23,500	(907)
² Other Receipts	20,000	10,400	10,400	9,600
Investment Income	20,000	20,000	20,000	
Interest	500	600	600	(100)
Reimbursement - El Buen	71,940	70,951	-	989
³ EC Approved Use - Designated Reserves	116,711	80,000	-	36,711
Campus Ministries Designated Fund	-	5,469	-	(5,469)
⁴ Withdrawal from Undesignated Reserves	15,849	25,000	25,000	(9,151)
TOTAL REVENUE	825,000	772,420	616,000	52,580

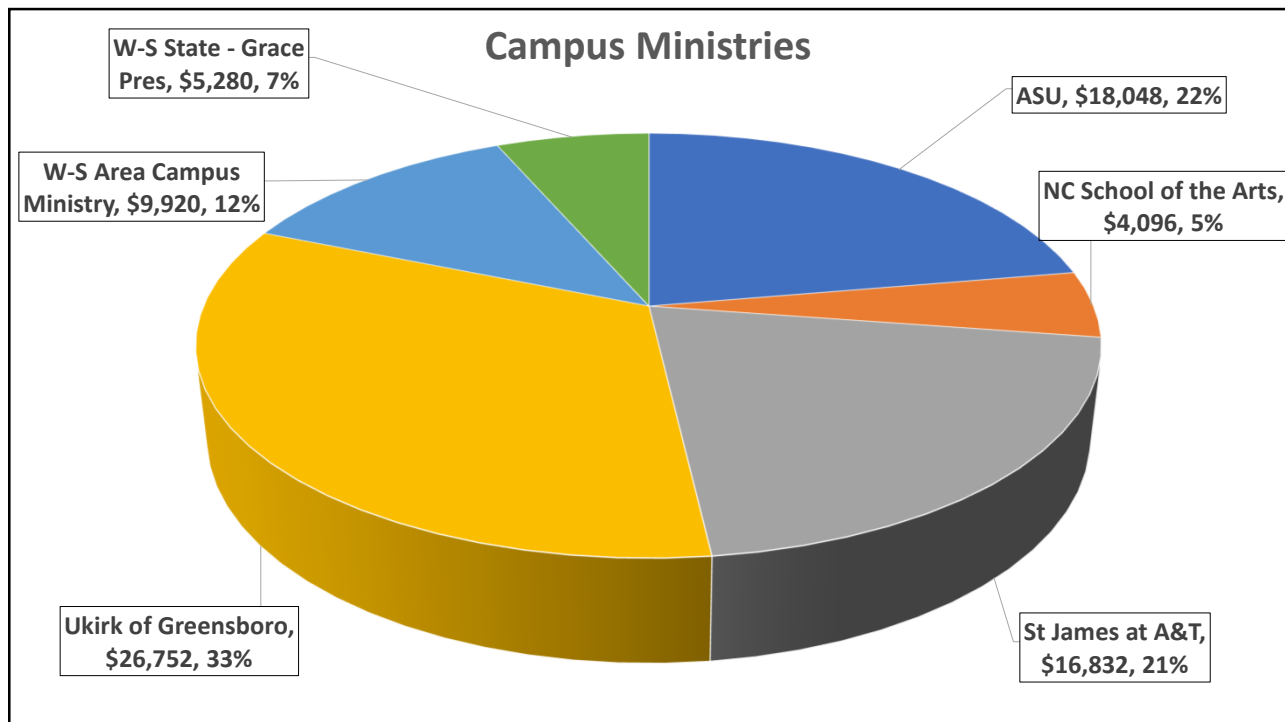
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- 1 **Per Capita - Presbytery** - we are asking our churches for an increase in per capita from **\$40 to \$41**. Meeting this ask provides the necessary funding for our staffing model and allows for an increase in our per capita to General Assembly.
- 2 **Other Receipts** - This is not new revenue. The \$9,600 increase is related to one of the 2 programs Salem Presbytery participates in through Brotherhood Mutual. In 2022, we did not budget \$10,000 for the Safe Ministry Program because of an insurance claim by El Buen for a roof replacement but it was received. We are anticipating receipt of this \$10,000 in 2023. The Safe Ministry Program is on an actuarial basis, & we do not know if Salem Presbytery will be penalized for this claim.
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- 4 **Withdrawal from Undesignated Reserves** - used to balance the budget. If churches increase their per capita contributions & the number of churches increase their support, our Presbytery will not have to rely on our already depleted reserve funds. It is the intent not to have to use reserves to cover operating expenses.

5



6

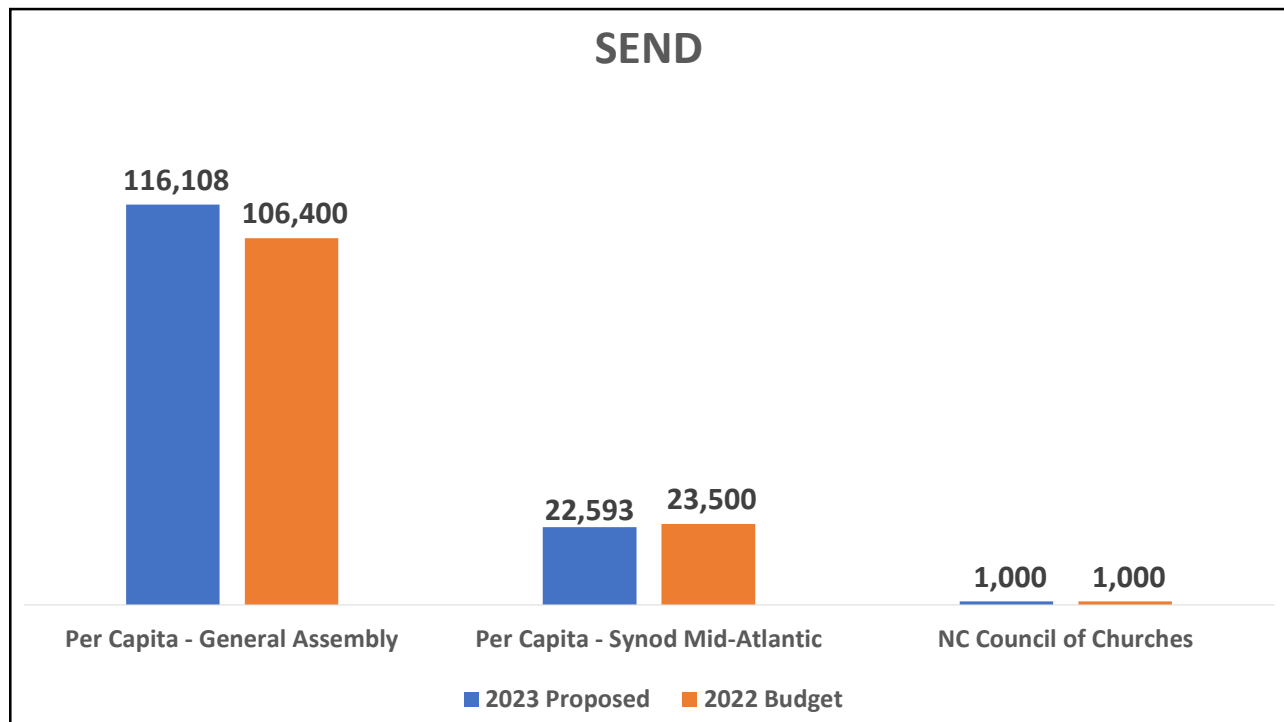


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Campus Ministries

- In 2022, W-S Area Campus Ministry received an extra stipend from the Campus Ministry Designated Fund in order to fully fund their program in 2022. The W-S Area Campus Ministry is seeking new ministry partners to help fund their budget in 2023. The 2023 budget is back to the 2022 original allocation.

8



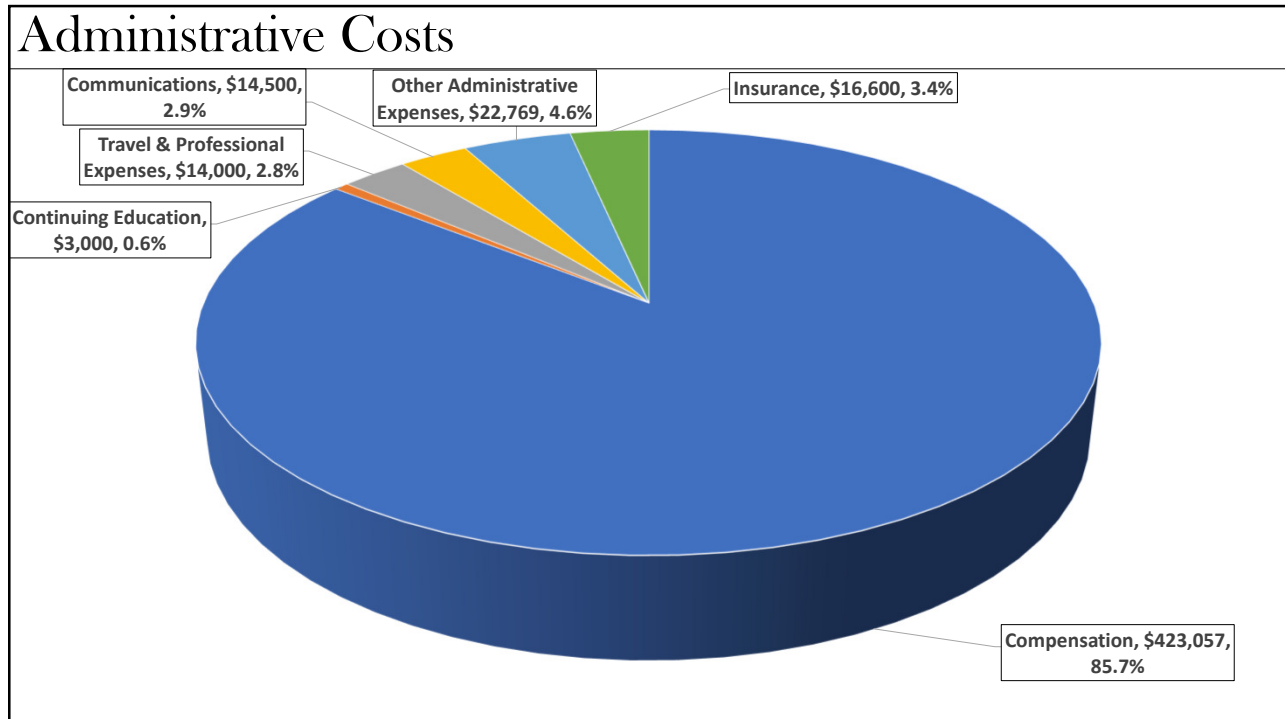
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Send - Per Capita

Per Capita - Synod of the Mid-Atlantic - the decrease reflected in this area is due strictly to the decrease in the membership number used for 2023. The member number used is the 12/31/2021 number of 19,646 compared to the member number of 20,438 used in 2022.

Per Capita - General Assembly - 100% apportionment for 2023 is \$9.85 x 19,646 or \$193,513. The proposed budget is 60% of the apportionment or \$116,108, higher than 2022 which was 58% of the apportionment. While not 100%, it is a step in the right direction.

10



11

Compensation Expenses

2023 Compensation & Benefit Schedule	Salary	*Benefits	Total
Administrative Presbyter (FT)	\$75,575	\$68,683	\$144,258
Designated Presbyter - Transform Ministry (FT)	\$57,165	\$59,546	\$116,711
Stated Clerk (PT)	\$13,640	\$1,043	\$14,683
Director of Communications (PT)	\$26,780	\$2,049	\$28,829
Administrative Assistant (FT)	\$47,133	\$17,550	\$64,683
Financial Secretary (PT)	<u>\$23,415</u>	<u>\$30,228</u>	<u>\$53,643</u>
Compensation Totals	\$243,708	\$179,099	\$422,807

*Benefits include Board of Pensions, FICA, Housing Allowance, SECA if applicable
 General Presbyter & Designated Presbyter receive Housing Allow, BoP & SECA; Admin Asst & Financial Secretary receive Medical Coverage through BoP. Also include FICA for Director of Comm, Stated Clerk, Admin Asst & Financial Secretary

12

