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## Presbytery Staff Office Hours

Presbytery of Western New York, 2450 Main Street, Buffalo, NY 14214-2191  
(716) 835-8056 FAX: 835-8072 Website: [www.pbywny.org](http://www.pbywny.org)

**BRONWEN Boswell (Ext. 29)**  
Stated Clerk/Acting Head of Staff  
Home: 836-6297  
[bronwenb@pbywny.org](mailto:bronwenb@pbywny.org)

Hours vary, but primarily:  
Tuesday and Thursday: 9:00 – 4:00 PM  
Wednesday: 12:30 – 3:00 PM

**TIMOTHY Rogers-Martin (Ext. 24)**  
Interim Transition Leader  
[SpiritedStrategy@mindspring.com](mailto:SpiritedStrategy@mindspring.com)

Days vary – Check with the office

**MARY Mohlke (Ext. 26)**  
Christian Education Coordinator  
Resource Center: 631-0979  
Home: 688-8699  
[marym@pbywny.org](mailto:marym@pbywny.org)

Usually Monday- Friday, 12:30-4:00PM, Pres. Office  
The Resource Center is Open:  
9:00 – Noon Monday – Friday (Sept. – June)  
9:00 – Noon Tuesday – Thurs. (Aug.)  
NOTE: Additional hours are available by appointment.

**MARY-DIANA Pouli**  
Youth Coordinator  
Amherst Youth Board: 631-7215  
Home Fax: 839-0491  
[mnmski@adelphia.net](mailto:mnmski@adelphia.net)

Hours vary, but primarily  
10:00 – 2:00 Wednesday (July – September)  
NOTE: Additional hours are available by appointment.

**CAROL Lally (Ext. 23)**  
Business Manager, Office Manager  
[caroll@pbywny.org](mailto:caroll@pbywny.org)

8:30-4:00 Monday - Friday

**JAN Tyson (Ext. 21)**  
Administrative Assistant  
[jant@pbywny.org](mailto:jant@pbywny.org)

8:30-4:00 Monday - Friday

**KAREN Muchow (Ext. 27)**  
Interim Acting Camp Director  
Home: 937-6400  
Cell: 432-5828  
Camp: 496-6030  
Keeler Lodge Pay Phone: 492-9973  
[karenm@pbywny.org](mailto:karenm@pbywny.org)

Hours vary during the season, but primarily:  
Monday and Tuesday: 9AM - Noon  
Wednesday: 9AM – 1PM  
Thursday: off  
Friday: 9AM – 4PM

**AL Walter (Ext. 28)**  
Duffield Bookkeeper  
[alw@pbywny.org](mailto:alw@pbywny.org)

8:00am – 11-12:00 Monday – Wednesday & Friday

**Gil Massey**  
Duffield Caretaker  
Home: 492-1035

Hours vary during the season, but primarily:  
Summer: 40/ week (July & August)  
Spring: 20 hours/week (May - June)  
Fall/Winter: 10 hours/week (September – April)

# Presbytery Office and You

The primary mission of the Presbytery office and its staff is to serve the needs of the leaders, committees and congregations of our Presbytery. In that interest, the Office Support Staff considers accessibility to be of utmost importance. There are, of course, times when that accessibility may not be as instantaneous as we all would like. In those instances, we ask you to be patient with us.

## ***Our Goal: Healthy, Effective Committees***

Our goal is to have healthy, effective committees excited about carrying out the ministry to which they have been called, and confident that they have the resources necessary to do so. Presbytery staff and the resources of the office are available to help.

## ***How Can Presbytery's Staff Help My Committee?***

The Stated Clerk and Program Staff want to be of particular help in clarifying and focusing the vision of what we are called to do and to be together as the people of God in Western New York. They are able to share information about what is happening in other areas of the Presbytery's mission and ministry, to find resources for committees and their programs, to help set goals that will further the purposes and priorities of Presbytery, or even to suggest new priorities for the life and work of our Presbytery.

The Presbytery staff person who works with you and your Committee will not necessarily attend every single committee meeting, but will certainly want to assist you in developing your Committee's annual calendar, in setting the agendas for your meetings, in planning events, and in dealing with specific critical needs which arise.

Our Administrative Assistant will respond to your inquiries and, if they are unable to answer your questions, will refer your call to the proper person. The Office Support Staff keeps the Presbytery Directory and Calendar of events and meetings up-to-date.

- Be sure to check dates with them for events involving many people.
- Make sure meeting dates get on their calendar.
- Send them minutes of your meetings for the permanent file of your committee.

The Presbytery funds the operating expenses for your committee. Complete and submit vouchers for budgeted items, and for reimbursement of expenses. Vouchers and receipts should be sent to the Business Manager's attention at the Presbytery Office. The Business Manager also provides each committee chairperson with quarterly financial statements showing the budget activity for all committees of the Presbytery.

## ***Meeting Spaces***

The Presbytery Office has a large room suitable for meetings of up to two dozen participants. Reserve it ahead of your meeting.

Committees also meet in a variety of churches, the Resource Center and Duffield.

## ***Policy for Sending Information To Congregations***

Events sponsored, or endorsed, by your committee can be posted on the Presbytery web site, put in **Crossings** and/or emailed to churches. We can also produce a set of mailing labels so that you can do a mailing yourself. We prefer that the document we receive be in finished form.

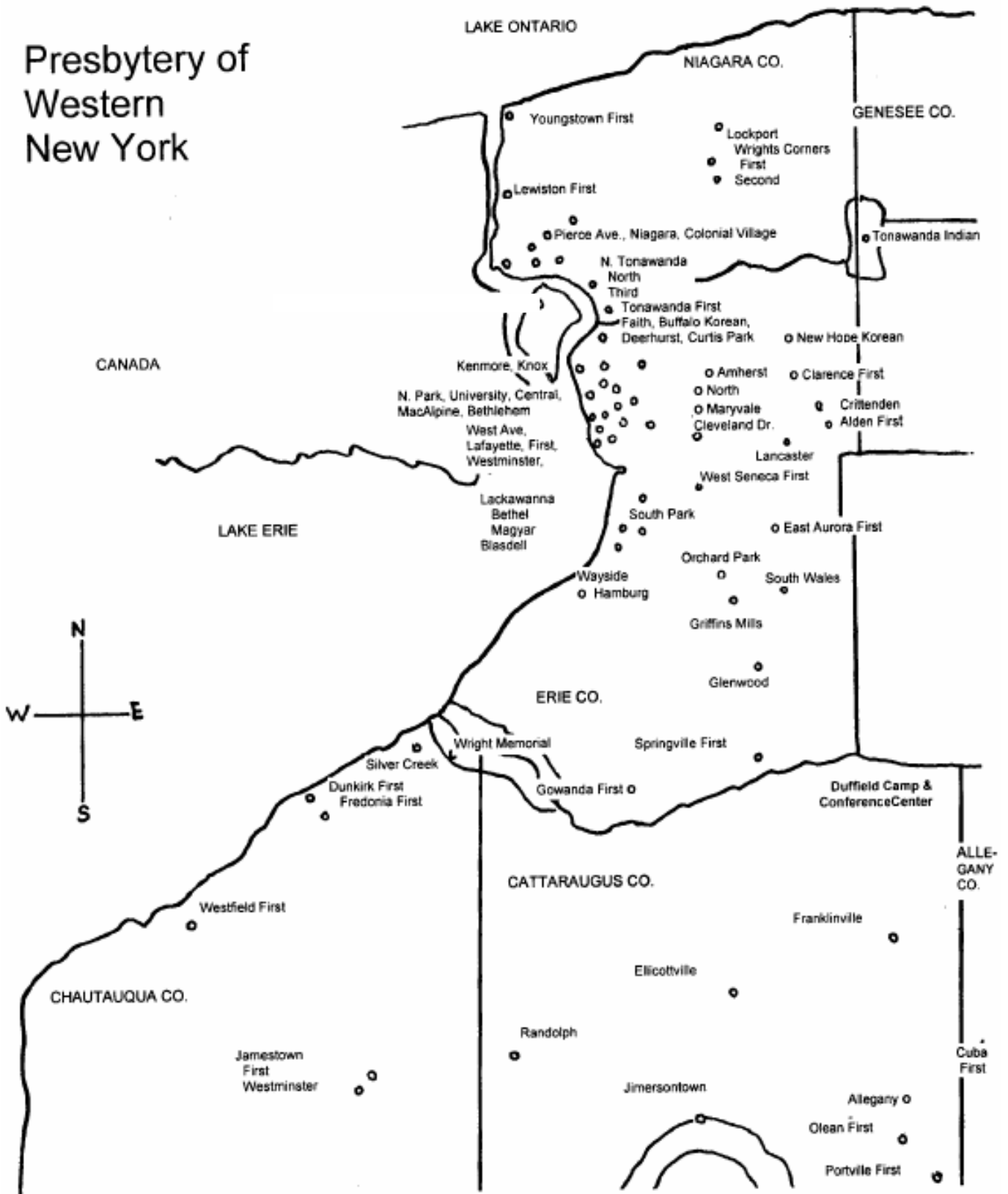
Often, organizations, agencies, or congregations ask us to send a fax or mailing for them. Our policy is to do this, or to provide labels, only for information or events that have been endorsed by a Presbytery committee. We may refer a group to you that would like an endorsement from your Committee.

If you want material copied, put it on a disk or email it to the Presbytery Office. The current cost of duplication and mailing can be obtained by calling the Presbytery office. The amount associated with "Copying/Mailing Service", is charged to your Committee's Management Expense line in the budget.

**Crossings** is a place to put information about your committee, its plans, and events. Ideas for other churches are really appreciated. Email [Marym@pbywny.org](mailto:Marym@pbywny.org). The deadline for submission of items is the second last Friday of the month for inclusion in the next month's edition.

# Map of Presbytery

## Presbytery of Western New York

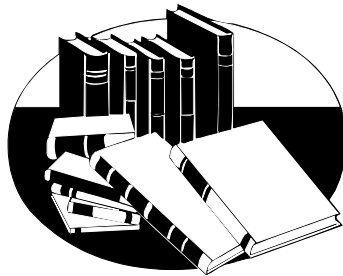


# The Resource Center

is a **LIBRARY** where over 6000 books, videos, tapes, CDs, curriculum are available for churches to borrow and preview, and where people share ideas

## If You Want It, We've Probably Got It!

Bible Study  
Faith Development  
Worship, Mission, Spiritual Growth  
Teacher/Leader Training  
Stewardship, Church Growth  
Youth Groups, Child-youth-adult Education, Confirmation  
Personal Growth, Parenting, Small Groups  
Retreats, Drama, Games,  
Presbyterian Church, World Community, Social Concerns/Justice Ministries



is **MARY MOHLKE** Director, Consultant, Certified Christian Educator, who recommends program or people resources available in the area, and who assists in the planning of educational events, workshops, retreats.

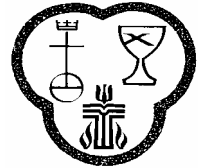


How might we serve your church  
in education?

## Financial Support

The Resource Center is supported by the Education Committee of WNY –Presbyterian Church, U.S.A., United Church of Christ, Christian Church, (Disciples of Christ)

If your church is part of one of these denominations, you have free use of the Resource Center.



Other denominations, churches and individuals may use the Resource Center for an annual fee.

## Workshops

The Education Committee of WNY provides workshops in teaching skills, techniques and/or development of teachers and leaders, consultations with church teachers, leaders, pastors to assist with planning, designing and implementing educational ministry.

## Where Is the Resource Center?

The Resource Center is located in North Presbyterian Church, 300 North Forest Road, Williamsville, which is at the intersection of North Forest and Union, between Main Street and Sheridan Drive.

If you are traveling by expressway, exit the 290 at Main St., East. Turn left onto North Forest at the second traffic light (2 blocks). Turn left into church driveway, one car length past the traffic light at North Forest and Union

## RESOURCES may be borrowed by

- Coming to the Resource Center
- Requesting resources by phone to be mailed. You pay for postage
- Asking that resources be brought to a particular meeting

## The Resource Center is Open

Monday - Friday, 9:00 AM – Noon, September – June,  
Aug., Tues.-Thurs. , 9AM-noon,  
300 North Forest Road  
Williamsville, NY 14221

**631-0979**

# Synod and GA Resources

## ***Presbyterian Publications that will help you***

Program Planning Calendar (a free copy is given to each Committee Chair every year)  
Mission Yearbook for Prayer and Study  
Book of Order

### Periodicals

Presbyterians Today  
Ideas! – for church leaders. Articles can be copied  
Church and Society  
Presbyterian Outlook  
Hungry Hearts Free from PCUSA Spiritual Formation  
The Nor'easter Leadership News

## ***WEB Sites that will help you***

pcusa.org	News Briefs – PCUSA
pcusa/ideas.org	Ideas e-zine for church leaders
pcusa/churchsociety	
pcusa/spiritualformation/hungryhearts	articles on spiritual formation
pcusa/washington/issuenet.htm	current issues
pcusa/horizons	current mission, ideas, articles for women
Synodoffice@synodne.org	Synod of the Northeast Office

## ***Telephone Numbers***

Check the back of your program calendar

### **Presbyterian Center – Louisville, KY**

The Presbyterian Center (Louisville - People) .....	1-888-728-7228/1-502-569-5018 (fax)
General Information .....	1-800-872-3283
Resources .....	1-800-524-2612
Curriculum Orders/Helpline .....	1-888-728-7228, Ext. 5523 or 5075
Presbyterian Distribution Services (PDS) .....	1-800-524-2612, Ext. 5066
Presbyterian Publishing Corp. (PPC) .....	1-800-227-2872/1-502-569-5113 (fax)
Westminster John Knox Press .....	1-888-728-7228, Ext. 5022
Washington Office.....	1-202-543-1126

**Synod of the Northeast – Syracuse, NY** ..... 1-315-446-5990, 1-800-585-5881 or  
1-315-446-3708 (fax)

Frank Poole	Interim Synod Executive
N. Scott Cupp	Church Development
Lester Staton	Outreach and Advocacy
Lida Dawson Price	Stewardship/Communications
Earl Arnold	Stated Clerk



## Identity Statement and Purpose, Presbytery of Western New York

The Presbytery of Western New York, of the Presbyterian Church (USA) is a family of congregations working together to serve God, bear witness to Jesus Christ, and celebrate the Holy Spirit among us. We share a common faith; yet each congregation has a unique identity and ministry within its own neighborhood and with its own people.

We believe that God intends the Church to be open to all people and to their various cultural expressions of joyful faith. We see the need for our faith and witness to be relevant to the life and death issues of all people, and immersed in the actual situations in which people live, both through the work of specialized ministries and through the ministry of each congregation.

### Purpose of the Presbytery

***The presbytery is responsible for the mission and government of the church throughout Western New York.*** Among the powers described in the Book of Order, this statement identifies the following as needing specific emphasis at the present time:

- ❖ to provide encouragement, guidance and resources to its member churches and their pastors, to strengthen leadership, worship, nurture, witness, service, stewardship and participation in the mission of the world-wide church;
- ❖ to coordinate the work of its member churches, guiding and supporting them in their respective ministries, mobilizing their strength and encouraging their mutual cooperation for the most effective witness to the church, unchurched, and needy people of Western New York;
- ❖ to develop strategy for the mission of the Church in Western New York, including organizing new churches, and determining their locations.

Approved by Presbytery 9/5/90

# **Mission and Goal Statements**

## **Presbytery of Western New York, Presbyterian Church (U.S.A.)**

**Called together by the power of the Risen Christ, we are a covenant community witnessing to our faith in a hostile world.**

**Empowered by the Holy Spirit, we work together to worship, to serve God, and to bear witness to Jesus Christ,**

**Guided by our reformed faith, we seek to:**

**I. Strengthen congregations by:**

Providing encouragement, guidance, and resources to our member churches and pastors.

**Strategies**

1. Provide leadership training in the areas of spiritual renewal and church growth
2. Provide training and support to church professionals
3. Affirm and empower lay leaders and committees

**II. Facilitate Mission by:**

**Providing a strategy which coordinates and strengthens the respective ministry of member churches and our unique witness as a Presbytery.**

**Strategies:**

1. Engage Presbytery in peace and justice ministries.
2. Help congregations look beyond themselves.
3. Meet with sessions regarding their mission.
4. Help congregations strategize for growth, budgeting, goal setting and expanded use of their resources

**III. Connect congregations with each other, the wider church, and the world by:**

Providing a larger vision through communication, leadership, and opportunities for participation.

**Strategies:**

1. Challenge churches with a world-wide vision
2. Encourage and foster ecumenical/interfaith contacts locally, nationally and internationally
3. Create and support regionally shared ministries for community mission
4. Increase utilization of Presbytery-wide resources (Duffield Presbyterian Center, Resource Center, Presbyterian Youth Connection, Presbyterian Women, etc)

Approved 4/25/95  
Pages 131-132

# Manual of Administrative Operations

## ***Purpose***

According to G-9.0405 of the Book of Order “Each governing body above the session shall, in consultation with the governing body above and below it, develop a manual of administrative operations”.

G-9.0401 defines administration as “the process by which a governing body implements decisions. It involves working with and through persons to accomplish goals and includes developing leadership, planning, communicating, organizing, budgeting, supervising, and evaluating”.

G-9.0403 “A governing body may delegate particular aspects of its task to councils, boards, agencies, commissions, and committees, but always on the basis of accountability to the governing body”.

The purpose of this manual is to guide members of the Presbytery in their leadership roles. It is not the purpose of this manual to repeat the By-laws, but to give guidance in areas not covered by the By-laws. In all instances the pattern of governance should be such that it guards against manipulation and tyranny; yet allows for flexibility and openness to change.

## ***Administrative Principles***

G-9.0401 to G-9.0406 of the Book of Order delineates the principles of administration which this manual intends to follow. Administrative policies peculiar to the Presbytery of Western New York, but in no way conflicting with the Book of Order, will be outlined in this Administrative Manual.

## ***Presbytery of Western New York Current Staffing***

### Executive:

- General Presbyter (vacant)
- Stated Clerk
- Interim Transition Leader (2004-2007)

### Program:

- Christian Education Coordinator
- Camp Director
- Youth Coordinator

### Support:

- Business Manager
- Administrative Assistant
- Duffield Presbyterian Center Bookkeeper

## ***Procedures For Nominations & Election***

### **Administrative Staff**

Nomination and election of the General Presbyter and Stated Clerk shall be done in accordance with the appropriate sections of the current Book of Order and in compliance with the Personnel Policies of this Presbytery.

When an office becomes vacant, it shall be the responsibility of the chair of Presbytery Council to inform the Nominating Committee who then will appoint a group of three (one from Nominating, one from Personnel, plus one other) to search for a possible interim replacement. This group will advise the Presbytery Council when they are prepared to nominate an interim for the position. Presbytery Council will then vote whether to submit the name to Presbytery for its approval.

Nominating will then nominate a search committee of eleven people, following the rules of representation, to seek a permanent replacement for the position. The Presbytery shall vote to elect this committee after having provided for nominations from the floor.

When this committee is ready to nominate an individual, they shall report to Presbytery Council and then bring the nomination and the terms of the call to the Presbytery for its approval. With a majority vote of Presbytery, the nominee shall be elected.

### **Support Staff**

When a position becomes vacant in the Support Staff, the General Presbyter, working with the Personnel Committee, shall advertise, interview and choose the individual who will fill the vacancy. He/she will then report this change to the Presbytery.

### **Program Staff:**

Section G-9.0403 of the Book of Order states that: "A governing body may delegate particular aspects of its task to councils, boards, agencies, commissions and committees, but always on the basis of accountability to the governing body."

Program staff shall be set up to most efficiently perform the work of the Presbytery. Members of committees will be nominated by the nominating committee for a term of three years. The chair of each committee shall be elected by the members of the committee.

One exception to this process is the Scholarship Committee which relates to both the Presbytery and the State University at Buffalo where the funds for the Presbyterian Scholarships are held. In order to have continuity, SUNY requested that University Presbyterian Church maintain the oversight of this committee. There shall be three or more members of the committee which may come from other churches in the Presbytery, but the chair will be a member from University Presbyterian Church (See By-laws IV,6).

Relationship to the Presbytery is needed to publicize the availability of the Scholarships at SUNYAB although there is no stipulation the recipients must be Presbyterian.

## **Committees**

- A. Standing Committees -  
Presbytery shall have the standing committees as listed in the structure rationale with their corresponding responsibilities.
- B. Membership of Standing Committees -  
Number and composition of standing committees shall be found in the By-laws.
- C. Membership of Special Committees and Task Forces -  
Size, composition and purpose of Special Committees and Task Forces shall be proposed to Presbytery by Presbytery Council.
- D. Reports of Committees -  
Presbytery Council actions shall be reported to Presbytery in an omnibus motion unless voted otherwise by members of the Presbytery.

## **Commissions**

**Note:** This material refers only to administrative commissions. The Permanent Judicial Commission of Presbytery shall function in accordance with the Rules of Discipline.

- A. Commissions are appointed by governing bodies to consider and conclude matters given to them. Rules for the composition, number and powers are outlined in G-9.0502 through G-0.0505 in the Book of Order.

Administrative commissions of the Presbytery shall be appointed to the following tasks:

- ◆ Ordination and/or installation of pastors and associate pastors
- ◆ Organization, merger, or dissolution of congregations
- ◆ Visitation of churches reported to be affected with disorder

Commissions are to be composed of ministers and elders in numbers as equal as possible. For purposes of ordination and/or installation, there shall be no fewer than five members, with no more than one elder from any congregation. For all other purposes there shall be no fewer than seven members, with no more than one elder from any congregation.

Reports of commissions to ordain and/or install will be filed with the Stated Clerk who will lodge them in the Omnibus Motion along with a motion to dismiss the commission with thanks.

All other commission reports are to be presented to the Presbytery.

Commissions to ordain and/or install will require no staff services. Commissions to organize, merge, or dissolve congregations will have staff services from the General Presbyter as needed and requested as well as consultation with trustees regarding Presbytery finances. Commissions to inquire into difficulties in a congregation will be staffed by the Stated Clerk.

Commissions established to inquire into difficulties in a congregation, particularly conflicts concerning the pastor, shall consult with the Committee on Ministry prior to making a report or recommendations to the Presbytery. However the Committee on Ministry will have no authority to alter the commission's report and recommendations or to prevent the commission from making its report and recommendations.

Commissions established to inquire into difficulties within a congregation will carefully observe all of the "due process" concerns and provisions regarding hearings found in G-9.0505.

# By-Laws, Presbytery of Western New York

Updated July 28, 2001 and April 22, 2002

## Introduction

These By-laws provide an organizational framework by which the Presbytery of Western New York carries out its mission in the service of Jesus Christ, subject always to the Constitution of the Presbyterian Church (U.S.A.) and actions of the General Assembly and Synod of the Northeast.

## I. Membership of the Presbytery

1. The Presbytery of Western New York of the Synod of the Northeast and the Presbyterian Church (U. S. A.) encompasses the Counties of Cattaraugus, Chautauqua (except for the Ripley Church), Erie, Niagara, Town of Cuba in the County of Allegany, and that portion of the Tonawanda Indian Reservation in the County of Niagara, all in the State of New York.
2. Voting membership in Presbytery is established in accordance with the *Book of Order*, and consists of:
  - a) the minister members of Presbytery, all of whom are continuing members of Presbytery effective on the date of their reception;
  - b) elders appointed by their sessions in numbers as determined by the Form of Government and additional elder representatives from small churches as designated by Presbytery;
  - c) any elder serving as an officer of the Presbytery, a member of the Presbytery Council, or a chairperson of a standing committee during such tenure; (As amended 1/27/01)
  - d) Certified Christian Educators who are ordained elders and are employed by Presbyterian churches. (As amended 3/23/99, p. 46)
  - e) any elder serving as a Commissioned Lay Pastor, during the period of active service pursuant to a commission. (As amended 11/14/00, pp. 246-51, 280-1)
3. The Presbytery of Western New York is, and shall continue to be, incorporated under the Religious Corporations Law of the State of New York. The members of the Corporation shall be the voting members of the Presbytery present at any duly called meeting.

## II. Meetings

1. Presbytery shall hold at least four Stated Meetings each year on a schedule proposed by Presbytery Council and approved by Presbytery at least three months prior to the start of a new schedule. Special meetings may be called in accordance with the *Book of Order*. (As amended 11/16/99, p. 116; 1/27/01)
2. There shall be a Stated Meeting in each year on a regular basis at which Communion is served and the service to the church of persons who have died is recognized.
3. At Stated Meetings each year financial reports will be made and received, and reports from the committees of Presbytery will be received or approved. (As amended 1/27/01)

4. There shall be an Annual Stated Meeting in March, April or May, at which officers and committee members of Presbytery are elected. Newly elected officers and committee members shall take office on June 1 unless otherwise specified by Presbytery. (As amended 4/27/99, p. 73)
5. A quorum shall be defined as 12 minister members and 12 elder members representing at least eight churches.

### **III. Officers and Staff**

#### **A. Officers**

1. The Officers of the Presbytery shall be the Moderator, the Moderator-Elect (who shall be the First Vice-Moderator), the Stated Clerk, and the Treasurer. Their duties shall include those assigned to each office by the *Book of Order*, by these By-laws, and by the Presbytery. Their terms shall be one year, except the Stated Clerk, whose term shall be five years. The Moderator may appoint one or more additional Vice-Moderators to assist with moderatorial responsibilities. (As amended 5/2/00, pp. 220-221)
2. At its Annual Stated Meeting, the Presbytery shall elect a Moderator (who shall normally be the former Moderator-Elect), a Moderator-Elect, a Treasurer, and a Stated Clerk when appropriate. There shall be an installation for a new Moderator of Presbytery at the Annual Stated Meeting. The new Moderator takes office upon election and installation. All other newly-elected officers begin their terms on June 1 and end them on May 30 unless specified differently by Presbytery. (As amended 4/27/99, p. 73; 5/2/00, pp. 220-21)
3. If a vacancy occurs in the offices of Moderator-Elect, or Treasurer, the Moderator may appoint a person to fill the vacancy until the next Stated Meeting, at which time the Presbytery may elect a person to fill the unexpired term. If a vacancy occurs in the office of the Stated Clerk, the Moderator shall appoint a person to fill the vacancy until the next Stated Meeting. At that time, the Presbytery may elect a person as Interim Stated Clerk until the next Annual Stated Meeting when officers are elected. (As amended 5/2/00, pp.220-21)

#### **B. Staff**

1. The Presbytery shall employ a General Presbyter whose responsibilities, calling, accountability, review, and re-election shall be as described in the *Book of Order*, and/or the Administrative Manual of the Presbytery.
2. Other staff may be employed by Presbytery to assist in its work. They will be accountable to the General Presbyter.

### **IV. Organizational Structure**

1. Presbytery's permanent organization shall consist of committees, and a Presbytery Council to carry out its work. (As amended 1/27/01)
2. Task Forces and Commissions may be authorized for short-term special assignments. An exception is the Permanent Judicial Commission which has permanent status.
3. All mission, ministry, and program tasks of the Presbytery are under the oversight of committees as follows:

- a) **Administrative Committees:** these are committees which deal with the Administrative functions of the Presbytery:
    - 1) Nominations Committee
    - 2) Committee on Preparation For Ministry
    - 3) Committee on Ministry
    - 4) Personnel Committee
    - 5) Board of Trustees
    - 6) Stewardship and Finance Committee (As amended 7/28/01)
  
  - b) **Mandated As Needed Committees:** these exist for specific purposes, whose work is of brief duration:
    - 1) Session Records
    - 2) Permanent Judicial Commission
    - 3) Bills and Overtures
    - 5) Committee on Representation
  
  - c) **Program Committees:** these grow directly out of the Mission and Goal Statements of the Presbytery and represent the way the Presbytery carries out its mandate from the mission/goal statements.
    - 1) Youth Council
    - 2) Duffield Presbyterian Center
    - 3) Christian Education
    - 4) Church Growth and Development (As amended 1/27/01)
    - 5) Native American Concerns
    - 6) Scholarship
    - 7) Mission Committee (As amended 1/27/01)
    - 8) Church and Society
      - a) Task Forces as appropriate
      - b) COWAC (Committee on Women and the Church)
    - 9) Worship
4. Committees will be responsible to see that Presbytery Goals (as stated in the Manual of Administrative Operations and as further refined and defined by Presbytery, Synod, and the General Assembly) are effectively carried out. Committees will review the work of any other organizations under their purview and report at least once each year to the Presbytery on the success of their work. Committees will review their budgets and that of organizations under their purview and submit approved budgets to the Stewardship and Finance Committee for inclusion in the Presbytery budget. Committees may be required to review the budgets of other Presbytery organizations. (As amended 11/14/00, pp. 246-51)
  
  5. Committees will elect chairpersons who are responsible to see that committee meetings are held, minutes are kept, and proper procedures are followed as adopted by the committees in conformity with these By-laws. Committee chairpersons shall also see that their committees are represented at Presbytery Council meetings as required by Article V of these By-Laws. (As amended 11/14/00, pp. 246-51, 280-1)
  
  6. Committees are free to develop and revise their committee structure, as necessary, to enable Presbytery to function as effectively as possible in their areas of responsibility. Changes in committee structure must be submitted to and approved by Presbytery. (As amended 1/27/01)

7. Presbytery shall have such committees as are necessary to carry out its work. Committees shall include at least those required by the *Book of Order*. Presbytery shall also have a Board of Trustees, Committee on Bills and Overtures, and a Committee on Women and the Church. Presbytery may form additional committees if required. (As amended 1/27/01)
8. The Presbytery shall have a Permanent Judicial Commission consisting of four ministers and four elders from different churches.

## V. The Presbytery Council

(As amended 1/27/01)

1. The Presbytery shall have a Council as provided in *The Book of Order*.
2. The overall purpose of the Presbytery Council is to lead the Presbytery in envisioning and implementing a faithful and effective mission and ministry.
3. Within that broader purpose, the Council shall pursue the following more specific purposes, each with the attendant particular responsibilities as noted:
  - a) to engage in strategic planning for the life and work of the Presbytery;
    - (1) to approach the Presbytery as a system of inter-connected parts
    - (2) to hold regular meetings devoted solely to visioning and strategic planning
    - (3) to encourage each part of the Presbytery structure to think and plan in strategic terms
  - b) to strengthen and enhance the connectional system of our Church;
    - (1) to serve as a conduit for communication among congregations, and between congregations and higher governing bodies
    - (2) to present to the churches the budget of the mission and benevolent causes and agencies as adopted by Synod and General Assembly;
    - (3) to provide a means for each part of the Presbytery's structure to have access to each and every other part of the structure
  - c) to coordinate and oversee Presbytery program and mission:
    - (1) to conduct regular, ongoing review of the work of the Presbytery;
    - (2) to develop and refine the mood, style and spirit of Presbytery meetings;
    - (3) to prepare the docket of business for the meetings of Presbytery;
    - (4) to consider and report upon all proposals and appeals for monies;
    - (5) to develop, prepare and propose the Presbytery budget;
    - (6) to nominate members of the Committee on Nominations and the Committee on Representation;
    - (7) to fill vacancies on committees between meetings of the Presbytery.
4. The membership of the Presbytery Council shall be the following:
  - a) the immediate Past Moderator of Presbytery
  - b) the Moderator of Presbytery
  - c) the Moderator-Elect of Presbytery
  - d) the President (or a representative) of the Board of Trustees
  - e) a representative of the Committee on Nominations

- f) a representative of the Personnel Committee
  - g) a representative of the Stewardship and Finance Committee
  - h) a representative of the Christian Education Committee
  - i) a representative of the Church Growth and Development Committee
  - j) a representative of the Duffield Presbyterian Center Committee
  - k) a representative of the Mission Committee
  - l) a representative of the Church and Society Committee
  - m) a representative of Presbyterian Women in the Presbytery
  - n) a representative of the Committee on Preparation for Ministry
  - o) a representative of the Committee on Ministry
  - p) five Members-at-Large (to achieve balance)
  - q) the General Presbyter, Stated Clerk of Presbytery shall be *ex officio* members of the Council
  - r) the members of the Presbytery Program Staff shall be advisory members of the Council
5. Other groups, committees, task forces, etc. which do not have direct representation on the Presbytery Council shall have access to meetings of the Council to present reports, proposals and requests as necessary.
  6. All meetings of the Presbytery Council shall be open meetings, unless the Council finds it necessary to conduct some business in executive session.
  7. The Presbytery Council may be assigned additional specific responsibilities by the Presbytery in accordance with the *Book of Order*.
  8. The immediate Past Moderator of the Presbytery shall serve as Chairperson of the Presbytery Council during the year following his/her term as Moderator. The Chair-person will preside at Council meetings and furnish leadership in helping Council to fulfill its purpose and responsibilities.
  9. The Presbytery Council shall elect a Vice-Chairperson to preside at meetings in the absence of the Chairperson, or when requested at other times. The Vice-Chairperson shall fulfill other necessary functions as requested.
  10. The Stated Clerk shall serve as Secretary for the Presbytery Council.
  11. The Presbytery Council shall meet at least six times each year. The meetings shall be in concert with the Stated Meetings of Presbytery -- January, March, May, July, September, and November. The Council may meet at other times as necessary.
  12. The Presbytery Council shall report at each Stated Meeting of Presbytery every item of business transacted by it. Its decisions shall be effective immediately wherever specific authority has been conferred to Council by the Presbytery, but may be reviewed and reversed by Presbytery.
  13. A Docket Committee, composed of staff and Council members as determined by Council, will recommend to Council a proposed docket for each Presbytery meeting. The Docket Committee will also prepare the agenda for regular Council meetings.
  14. The Presbytery Council may appoint Task Forces as needed. In doing so, it shall specify a task, a termination date, and a supervising body.

## VI. Committee Membership

1. Members-at-Large of the Presbytery Council and members of all committees shall be elected by the Presbytery for terms of three years. Terms of office normally begin on June 1 and end on May 30 three years later. Presbytery may also fill vacancies for the remainder of the terms of those who resign or abandon their duties. (As amended 4/27/99, p. 73; 1/27/01)
2. No person, except *ex officio* members, may serve more than six years consecutively on the Presbytery Council, the Board of Trustees, or on any committee, counting both service as a member and service as the chairperson. However, this shall not prevent the immediate past Moderator of Presbytery from serving as Chairperson of the Council. (As amended 1/27/01, p?)
3. Committees shall consist of laypersons and ministers, with at least one-half the members being laypersons. The Committee on Ministry shall consist of an equal number of elders and ministers with a membership of at least six.
4. The Stewardship and Finance Committee shall consist of twelve members, all elected at-large for a term of three years by Presbytery. The committee shall be comprised of three classes of four members each. The chairperson shall be elected by Presbytery upon the recommendation of the Presbytery Council, for a three-year term concurrent with that person's term of election to the committee. (As amended 1/27/01)
5. The Stewardship and Finance Committee reports to Presbytery through the Presbytery Council. It will present the budget for Presbytery after chairpersons of committees, task forces, commissions and search committees have submitted their budgets to the Committee chairperson. (As amended 1/27/01)
6. Other committees of Presbytery may consist of numbers of persons as felt appropriate by the committee themselves, or by the Presbytery or its Nominations Committee, unless otherwise specified in the *Book of Order*. All Committee memberships shall be distributed as evenly as possible in three-year terms which rotate people off or for re-election in each year.

NOTE: Presbytery acted 1/26/99, p. 34 to set Christian Education Committee at nine members; 3/23/99, p. 48, Bills & Overtures Committee at nine members; 4/27/99, p. 73, Committee on Preparation for Ministry at eighteen members.

7. Each committee of the Presbytery shall elect its own chairperson in February to take office June 1 for a term of three years or until the end of the term on the committee. If no one on the committee is available, the matter shall be referred to the Nominations Committee. Each Committee shall also elect a Vice-chairperson.

## VII. The Board of Trustees

1. Offices and Records - The business office and records of the Presbytery shall be located in the Presbytery office or such other place as may be determined by the Presbytery from time to time, pursuant to its rules and By-Laws. All books and records of the Board of Trustees shall be kept at the Presbytery office.
2. Relationship with Presbytery - The President or a representative shall be a member of the Presbytery Council. The Board of Trustees shall communicate regularly to Presbytery and, insofar as possible, shall have a representative in attendance at meetings of the Presbytery. The Board of

Trustees shall review periodic financial reports and the annual audit conducted by the Presbytery's accountants. The Board of Trustees shall be responsible for the investment of the Presbytery's trust funds and capital funds, and will approve or disapprove requests for loans or grants from those funds, subject to the recommendation of the Stewardship and Finance Committee of the Presbytery. The Board of Trustees shall be responsible for and charged with the maintenance and supervision of property owned by the Presbytery known as the Duffield Presbyterian Center. A member of the Board of Trustees shall attend the meetings of the Duffield Presbyterian Center, but the supervision, management, and maintenance of the Duffield Presbyterian Center may be delegated to the Committee. However, the Board of Trustees shall have the power to review any actions of the Committee with respect to the property, and no contract of the Committee shall be valid unless authorized by the Board of Trustees. (As amended 1/27/01)

3. Real Estate Transactions - The Board of Trustees shall review all requests by the Presbytery and by churches in the Presbytery for approval by the Presbytery of real estate transactions listed in the Form of Government as requiring such approval and shall promptly report the requests with its recommendations to the Presbytery for action at its meetings.
4. Composition of the Board of Trustees - The Board of Trustees shall consist of twelve voting members, four of whom are elected each year for a three year term by the Presbytery. The General Presbyter and the Treasurer of the Presbytery, if not elected as a voting member, shall also be members of the Board, *ex-officio* without vote. The term of any Trustee who resigns or otherwise leaves office during his or her term shall be filled for the remainder of the term by the Presbytery.
5. Officers of the Board of Trustees - Each year, before the spring Presbytery meeting, the Board of Trustees shall elect a president, vice-president, treasurer, and secretary, all of whom shall be different persons. Each term of office shall be one year, and no officer may hold the same office for more than two consecutive terms.
6. Meetings - The Board of Trustees shall meet at the office of the Presbytery or such other place within the Presbytery of Western New York as may be determined by the Board not less than four times per year and, if possible, not more than one month in advance of meetings of the Presbytery so that actions taken at Trustees' meetings may be communicated and, if necessary, approved or discussed by Presbytery. A special meeting of the Board of Trustees may be called by any officer of the Board or any two or more members of the Board of Trustees who are not officers. Notice in writing shall be mailed to each member of the Board of Trustees at least ten days in advance of a regular meeting, and by 24 hour telephone notice in advance of special meetings if written notice is impractical. A quorum for the transaction of business shall not be less than a majority of the voting members. Any one or more members of the Board of Trustees may participate in a meeting of the Board by means of a conference telephone call or similar device allowing all participating persons to hear each other at the same time. Participation in this manner shall constitute the presence of such person at a meeting.
7. Actions at Meeting - Except as required by law, a majority vote of those in attendance at a meeting where there is a quorum shall carry a decision. Each Trustee, including officers, shall be allowed one vote.
8. Actions Without Meeting - Resolutions may be passed and actions taken by unanimous written proxy of each Trustee and any such resolution or action by all of the Trustees entitled to vote and filed with the minutes of the Trustees shall be the act of such Board with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the Board.

9. Compensation - No compensation shall be paid to any Trustee except for professional services as may be approved by the Board. Expenses of any Trustee incurred in connection with Presbytery business may be paid pursuant to Board approval.
10. Conflict of Interest - No contract or other transaction between the Presbytery and any other entity shall be impaired, affected, or invalidated nor shall any Trustee be liable in any way by reason of the fact that one or more Trustees are interested in or are a director or officer of such other entity, provided that such facts are disclosed and made known to the Board of Trustees, and the interested Trustee(s) refrain from voting on such matters.

Any Trustee may be a party to or interested in any contract or transaction of the Presbytery and no Trustee shall be liable in any way by reason of such interest, provided that the fact of such interest be disclosed and made known to the Board of Trustees, and provided that the Board of Trustees shall authorize, approve, or ratify such contract or transaction by the vote (not counting the vote of any such Trustee) of a majority of a quorum, notwithstanding the presence of such interested Trustee at the meeting at which such action is taken. Such Trustee may be counted in determining the presence of a quorum at the meeting. This section shall not be construed to impair or invalidate or in any way affect any contract or other transaction which would otherwise be valid under applicable law.

11. Committees of the Board - The Board of Trustees may designate committees from time to time to carry on certain aspects of its business, but the actions of such committees shall be ratified by the Board of Trustees before the committee's actions or recommendations are carried out.
12. Removal of Trustees - Any Trustee may be removed with or without cause by action of the Presbytery at any time.

## **VIII. Indemnification**

The Presbytery shall indemnify its officers, trustees, committee chairpersons, members of Presbytery Council, and employees, and their respective executors and administrators, to the extent allowed for officers and directors under the provisions of Section 722 and 723 of the New York Not-For-Profit Corporation Law. (As amended 1/27/01)

## **IX. Rules**

The Presbytery shall be governed in all its actions by the Constitution of the Presbyterian Church (U.S.A.) and by *Robert's Rules of Order (Newly Revised)* where the Constitution does not apply, and by these By-laws. The Presbytery Council shall serve as the ongoing committee on rules, reviewing the By-laws and the Manual of Administrative Operations and recommending any changes that may be needed.

## **X. Amendments**

These By-laws may be amended by a majority of the eligible voters present and voting at a Stated Meeting of the Presbytery, provided that notice of the proposed amendment has been presented in writing at a previous Stated Meeting of the Presbytery.

# Standing Rules For The Presbytery of Western New York

Updated April 25, 2001

In the Presbytery of Western New York, Standing Rules are rules related to the administration of the Presbytery's meetings and ongoing work. The Standing Rules are subject in all respects to the Constitution of the Presbyterian Church (U.S.A.) and to the By-laws of the Presbytery. In any case of conflict with the parliamentary authority in the Presbyterian Church (U.S.A.), Roberts Rules of Order, the Standing Rules supersede that authority.

## **1. Number and Format of Presbytery Meetings (added 10/30/01)**

- a. Presbytery shall hold five Stated Meetings and one Annual Meeting each calendar year. Normally, the Stated Meetings shall be held on the fourth Tuesday of each odd-numbered month. Normally, the Annual Meeting shall be held on the fourth Tuesday in May. The schedule of meetings shall be proposed by Presbytery Council and approved by Presbytery at least three months prior to the start of a new schedule. The Presbytery Council may propose that particular Presbytery meetings be held on other than the fourth Tuesday to avoid conflicts or for other good reasons. Special meetings may be called in accordance with the Book of Order (G-11.0201).
- b. Normally, Presbytery meetings shall take place in and be hosted by member churches of the Presbytery. Normally, the Stated and Special Meetings shall be held in church fellowship halls. The Annual Meeting shall be held in the sanctuary.
- c. The Stated Meetings of Presbytery will be scheduled to begin and end in the afternoon and will include a break for refreshment approximately midway through the meeting. The Annual Meeting may be scheduled for a longer period and may include a sit-down meal in lieu of a refreshment break.
- d. A \$1.00 refreshment fee shall be collected from everyone at registration for Stated Meetings. The proceeds thereof shall be turned over to the host church. At the Annual Meeting, a \$4.50 meal fee shall be collected by the host church from those who plan to partake of the meal.

## **2. The Two-Meeting Rule (amended 10/30/01)**

When a motion involves adding, deleting, or changing a policy of presbytery, or a matter which is known to be controversial, or a matter judged to be sufficiently complex to warrant it, the entity presenting the motion shall present it for "informational first reading" at one meeting of presbytery, and for vote at a subsequent meeting.

At informational first reading, the item will be presented, and questions may be asked for clarification and information; discussion, debate, and any amendments will not be permitted at this meeting, but only at the second presentation of the motion.

If the presenting entity is a committee of Presbytery Council, and if the two-meeting rule was not suggested by the presenting entity, Presbytery Council may impose the rule on the motion, or waive it, if it has been suggested. As amended 1/29/00

### **3. Procedure for New Business Item at a Presbytery Meeting**

Any member of presbytery has the privilege of presenting a proposed item of new business which the member intends for action at the same meeting. The item must be presented in writing to the Moderator and Stated Clerk prior to the indicated deadline for such items.

To process such items, the Moderator will convene the Docket Committee over the refreshment break, and the committee shall make a recommendation for Presbytery's consideration as to the handling of the item. Final determination on all new business items belongs to the Presbytery.

### **4. Rule on Appointments by the Moderator**

Ordinarily, all appointments to administrative commissions, task forces, search committees etc., will be acted on by Presbytery. The function of the Moderator will be to present a slate of nominees to Presbytery, giving due consideration to concerns for inclusiveness and representation. One name will be proposed for each position. There will be opportunity for nominations from the floor.

#### Special Rule for Appointment of an Investigative Committee

However, in keeping with the Rules of Discipline, the Moderator in consultation with the Stated Clerk shall have the authority to appoint an Investigative Committee to investigate a statement of alleged offense (D-10.0201b). All such appointments shall be reported at the next Presbytery meeting.

### **5. The Omnibus Motion (amended 10/30/01)**

- a. All motions received in time will be placed in the Omnibus Motion. The Omnibus Motion will be the first business item docketed for the Presbytery meeting. The Omnibus Motion will be sent out with the call to the meeting or will be posted on the Presbytery website (current address: [www.pbywny.org](http://www.pbywny.org)) not later than the fourth day before the meeting (normally, the Thursday preceding the meeting).
- b. At the request of any presbyter or at the direction of the Presbytery Council, any item will be removed from the Omnibus Motion and will be docketed for full consideration during the meeting. The remaining items in the Omnibus Motion will be voted on without debate or amendment.

### **6. Access to the Floor at Presbytery Meetings (amended 10/30/01)**

- a. The following committees have access to the floor of Presbytery through the Presbytery Council: Personnel Committee and the Stewardship and Finance Committee.
- b. All other committees have immediate access to the floor of Presbytery on non-financial items. Financial items cannot be brought to the floor unless they have first been reviewed by the Presbytery Council. All such committees are requested to inform Presbytery Council of all items on which Presbytery action is requested or required through the regular reporting process at Presbytery Council meetings.
- c. Christian educators who are employed by and members of PCUSA churches have privilege of voice at Presbytery meetings. (Amended 7-22-03)

## **7. *The Motion to Table and the Motion to Postpone***

During consideration of a motion, the motion to table is appropriate only if the intention is to temporarily remove it from consideration and return to it later in the same meeting. Motions to table are not debatable.

If the intent is to delay consideration until a subsequent meeting or indefinitely, this is a motion to postpone. Motions to postpone are debatable.

The Moderator, who may consult with the Stated Clerk, will determine the distinction between tabling and postponing motions.

## **8. *Roles of the Moderator and Stated Clerk in Meetings***

In all meetings of Presbytery, the Moderator (or other person presiding) rules on all matters of procedure, points of order, etc. The Moderator may, but is not required to, consult with the Stated Clerk prior to a ruling. The role of the Stated Clerk is to advise and assist the Moderator in the facilitation of the Presbytery's work. It is not the function of the Stated Clerk to offer a ruling on any question.

All procedural rulings of the Moderator are open to appeal through the process described in Roberts Rules of Order. The procedure for any such appeal will be facilitated by the Stated Clerk.

## **9. *Additional Elder Representation at Presbytery Meetings***

Parity between the minister members resident within the bounds of Presbytery, and the total number of elder-commissioners which the churches are entitled to send to Presbytery meetings, is to be maintained. For this purpose, immediately after the filing of annual statistical reports by the Presbytery and the congregations, the Stated Clerk will determine the number of minister members resident within the bounds of Presbytery, and the total number of elder-commissioners which the churches are entitled to send to the Presbytery meetings for that year. If there is a greater number of ministers, the Stated Clerk will establish a rotational system by which the congregations with one elder-commissioner will be entitled to send an additional voting elder-commissioner to the upcoming meeting of Presbytery. The number of congregations to which this invitation is extended will be the number needed to achieve parity with the total number of resident minister members. For this purpose, the churches will be considered by the alphabetical designation of their city, village, or town, as they are listed annually in the Presbytery directory.

## **10. *Procedure for Nomination and Election of General Assembly and Synod Commissioners***

### **Procedure for Minister Commissioners:**

September

1. Nomination Forms sent to pastors, clerks, special service clergy, and members-at-large.
2. The Stated Clerk gives the Chair of the Nominations Committee
  - (A) the current sequence list of ministers
  - (B) the attendance record of the first 10 names
  - (C) committee involvement of the same 10 names

3. Nominations Committee determines the next 5 names who qualify for consideration by current attendance and participation guidelines. (see item 1 below). The application is sent to all 5.

## November

1. At the Nominations Committee meeting all nomination forms received are reviewed. All ministers to be considered as commissioners must qualify by the current attendance and participation guidelines as follows:
  - they must have attended ½ of the presbytery meetings over the last two years
  - they must be presently serving the presbytery as an active committee member.
2. The committee is instructed in its choice of commissioners by:
  1. seniority
  2. level of participation in the presbytery
  3. attention to diverse representation, i.e., age, gender, racial/ethnic, size of church.
  4. interest and potential effectiveness as a commissioner
  5. availability to presbytery to report back

Alternates will be considered as a nominee for General Assembly commissioner in the following year, but nomination is not automatic.

3. At the November presbytery meeting, the Nominations Committee presents the names of 2 commissioners and 2 alternates for election. A summary of the qualifications for service is given with each name. Election will occur by ballot at the next meeting. Nominations from the floor will be accepted if the nominee qualifies by the guidelines and is willing to serve. The guidelines and the additional considerations for selection will be listed on the back of the ballot.
4. The Stated Clerk is responsible for updating the sequence list of ministers after General Assembly.
5. A name on the sequence roster will go to the end of the list once she/he has served as a commissioner to General Assembly.

## Procedure Notification

At the September presbytery meeting the procedure for electing ministers will be attached to the Nomination Form included in the floor papers.

Incoming pastors are to be informed of the policy upon entrance into the presbytery.

## Guidelines

To qualify for consideration as a nominee for the office of General Assembly commissioner:

- They must have attended ½ of the presbytery meetings over the last 2 years.
- They must be presently serving the presbytery as an active committee member.
- A minister's name will be added to the roster after serving for 2 years as a member of presbytery.

## **Additional Considerations**

1. seniority
2. level of participation in the presbytery
3. attention to diverse representation, i.e., age, gender, racial/ethnic, size of church
4. interest and potential effectiveness as a commissioner
5. availability to presbytery to report back

Alternates will be considered as a nominee for General Assembly commissioner in the following year, but nomination is not automatic.

## **Procedure for Elder Commissioners**

1. The Nominations Committee shall offer to Presbytery one set of elder commissioners with alternates that agrees with the number of elder commissioners to be elected. If three elder commissioners are to be sent, then there will be three nominated as commissioners, and three additional as alternates.
2. The sequence roll for churches shall be followed in a manner similar to that described in the Procedure for Minister Commissioners.
3. The following procedure should be followed in the selection of the nominees:
  - a. Churches will be informed no later than two years in advance of a General Assembly that the church will be eligible to provide an elder candidate for this responsibility, and the church shall be asked to designate such a candidate by September 1st following this notification.
  - b. It will be expected that this candidate shall be an active participant in the life of the Presbytery in one of the following ways: as a permanent delegate who will regularly attend the meetings of Presbytery; or serve as a member of Presbytery Council; or attend at least half of the meetings of Presbytery as a visitor or delegate in the interval of time prior to the election of General Assembly commissioners.
  - c. If a church is unable to provide such a candidate for General Assembly service, the Nominations Committee will be under no obligation to nominate an elder from that church, and it shall retain that church in its same position in the sequence roll.
  - d. The elder nominees elected by Presbytery to serve as alternates in a given year must be available to attend if one or more of the principal commissioners cannot attend. If the alternates in a given year are not needed in this way, they will be the Nominations Committee's nominees for Principal Commissioner in the next year, providing their eligibility is maintained in the intervening year.

### Nomination from the Floor

Other nominees, either ministers or elders, may be placed in nomination by members of Presbytery from the floor in the traditional manner, following the criteria listed in the applicable section above. Anyone making a nomination from the floor will have obtained from the would-be nominee permission to do so, and the assurance that if the person is elected, he/she will serve. Persons nominated from the floor at the November meeting will be responsible for providing a biographical sketch indicating the person's involvement in the life of the Presbytery, in line with the criteria listed above.

**Note:** This procedure is to operate with the awareness that the Presbytery's principal and alternate commissioners to General Assembly must be reported to the Office of the General Assembly no later than February 1.

## ***11. Procedure for Nomination and Election of Commissioners to Synod***

In keeping with the current policy of the Synod of the Northeast, the Presbytery will elect ministers and elders to serve multi-year terms according to the rotation system established by Synod. Nominees will be required to agree that, if elected, they will serve on the committees pre-assigned by Synod.

The process for electing Presbytery's nominees will follow the sequence roll for ministers, listed according to the date that they last represented our Presbytery at a meeting of the Synod; or, by the date of their being received into our Presbytery as minister members. Churches will be listed according to the last date on which they were entitled to nominate an elder to be a commissioner to Synod. The attendance requirement - that a nominee must have attended at least half of the presbytery meetings in the previous year - will apply. The Nominations Committee will present a slate which contains twice the number of commissioners to be elected, so that alternates can be designated.

## ***12. Nomination and Election of Youth Advisory Delegates to General Assembly and Synod***

In January of each year, youth interested in being YADs, and who have been nominated by their local Sessions, will be invited to an orientation and training session which explains the work of General Assembly and Synod, and the role of the Youth Advisory Delegate in each governing body. At the end of this event, the youth will nominate candidates to be the principal nominees and alternate nominee (s) for both General Assembly and Synod. The results of this process will be reported to the Nominations Committee, which will present the nominations at the January Presbytery meeting. No further nominations will be received. The vote which Presbytery takes will be to confirm these choices.

Revised August, 2003

# Committee Structure

## 1. Committees. Three types of committees are identified in the Presbytery structure:

**A. Administrative** -- These committees deal with the operational and administrative functions of the presbytery. Some are mandated by the Book of Order, others are required for the effective functioning of the Presbytery. Administrative Committees are:

- (1) **Nominations.** Its primary task is to enlist persons to serve on committees, boards and other entities within the structure. It also nominates persons to serve as commissioners to higher governing bodies.
- (2) **Committee on Ministry.** Provides general oversight for clergy, sessions and congregations. Specific functions are noted in the Book of Order.
- (3) **Committee on Preparation for Ministry.** Provides guidance and counsel to those preparing for church vocations.
- (4) **Personnel Committee.** Develops and recommends personnel policies and practices for the Presbytery. Provides support, oversight and annual reviews for Presbytery's staff.
- (5) **Trustees.** Responsible for care and preservation of the Presbytery's invested and property resources. Required by New York State corporation law.
- (6) **Stewardship and Finance.** Responsible for preparing, interpreting and monitoring of Presbytery's budget. Provides resources for assisting congregations in stewardship development.

**B. Mandated As-Needed** -- These committees exist for very specific purposes, some of which are mandated by the Book of Order. The As-Needed Committees are:

- (1) **Session Records.** As per the Book of Order direction, this committee regularly reviews the records of each Session of the Presbytery.
- (2) **Bills & Overtures.** Studies proposed changes to the constitution sent down by General Assembly for advice and consent, and brings recommendations to Presbytery regarding their approval. Also handles specific bills and overtures proposed to the presbytery itself.
- (3) **Permanent Judicial Commission.** Required by the Book of Order, this committee handles cases sent to it according to the Book of Discipline. Meets only as needed.
- (5) **Committee on Representation.** Advises the Presbytery's Nominating Committee of any need for nominations in particular categories needing representation

**C. Program** -- These committees represent the way the Presbytery carries out the mission and ministry set forth by the Mission and Goal Statements. These committees function in three broad areas:

- (1) **Presbytery Youth Council.** A representative group of youth and adults who plan and carry out Presbytery-wide programming for youth, known as the Presbytery Youth Connection.
- (2) **Church Growth and Development.** They work in the broad area of church development, transformation redevelopment, and ministry strategies.
- (3) **Duffield Presbyterian Center.** This group is responsible for planning, development and programming at the Duffield Presbyterian Center.
- (4) **Christian Education.** They are responsible for providing leadership development and resources for congregations, and Church Educators. Together with the ecumenical partners, they support and oversee the Resource Center.
- (5) **Small Church.** This Providing support, encouragement and resources for the unique ministry of smaller membership churches in the Presbytery is this group's task.

(6) **Native American Concerns Committee.** They provide support and resources for the specific needs of our Presbytery's Native American congregations.

(7) **Scholarship.** In concert with University at Buffalo, they disburse scholarship grants to students.

(8) **Mission Interpretation and Funding.** It is responsible for facilitating a deeper understanding of the nature and necessity of mission; for planning and implementing opportunities for churches and groups to participate in the Lord's work both locally and globally; and for developing recommendations for funding various specific mission projects validated by member Sessions of the Presbytery. Self-Development of People is a sub-committee.

(9) **Church & Society.** This program area represents the Presbytery's commitment to and engagement in the societal aspects of our faith. It ordinarily operates by establishing task groups around specific projects and needs. Current task groups include: **Aging, AIDS, Eco-justice, Hunger, Peace, Mental Health.** It includes one "standing" sub-committee, the **Committee on Women in the Church**, which encourages and advocates for the unique gifts of women in service to the church.

(10) **Worship.** In collaboration with the presbytery Moderator, this committee plans and arranges worship at Presbytery meetings and other gatherings.

**2. The Presbytery Council.** The Council is responsible for leading the Presbytery in envisioning and implementing a faithful and effective mission and ministry for the Presbytery. It carries out that purpose in three broad functional areas:

- A. to engage in strategic planning for the life and work of the Presbytery
- B. to strengthen and enhance the connectional system of our Church
- C. to coordinate and oversee Presbytery program and mission.

**[Further specific provisions regarding Presbytery's committee structure are found in the By-Laws.]**

# Planning and Leading Effective Meetings

1. **Prior to the Meeting:**
  - Remind members of the meeting (postcards, phone tree, email, etc.). Presbytery support staff will assist.
  - Review minutes of previous meeting(s), consult with staff to identify items of business.
  - Prepare an agenda (include a proposed time for adjournment!) Consult with your Presbytery staff person.
  - Prepare/assemble necessary reports, materials, etc.
  - Make sure the meeting space is inviting and hospitable
  
2. **At the beginning:**
  - Be as consistent as possible in starting the meeting on time.
  - Recognize that a bit of small talk at the outset is not only necessary but unavoidable.
  - Convene with a time of prayer or worship or devotional centering.  
Members minister to one another as well as do business. Learning to trust one another builds a great committee
  - Determine that a quorum sufficient to do business is present.
  - Make sure that the/a secretary is present and ready to take minutes/notes.
  - Review the agenda with the group (note proposed time for adjournment).
  - Adjust/revise the agenda as necessary.
  
3. **During the meeting, remember that as the moderator, you are responsible for:**
  - Keeping the conversation/discussion on track and on the subject.
  - Assuring that everyone has an opportunity to speak. That may well include:  
encouraging the more hesitant folks to participate and  
monitoring and restraining the more assertive folks
  - Sensing and confirming the group's readiness to end discussion and move to a decision.
  
4. **Concluding the meeting:**
  - Determine that all the business has been completed.
  - Review all action items and recommendations:  
check that they have been recorded accurately  
check that follow-up assignments have been made and are clear to others
  - Point out reminder note of next meeting.
  - Adjourn with prayer or a benediction/blessing.
  
5. **After the meeting:**
  - Coordinate the preparation and distribution of minutes with committee secretary and Presbytery office.
  - Check dates for proposed events with the Presbytery master calendar.
  - Report Committee's actions, recommendations to Presbytery office and/or Council as necessary.

## Additional Tips for Productive Committee Work

1. Develop an **annual calendar** in conjunction with the Presbytery.
2. Create a **budget** with committee. See Budget section of manual for timeline.
3. Submit vouchers with receipts for **reimbursement** of program and administrative expenses to the Business Manger in the Presbytery Office. A voucher is included in this manual.

4. The Nominations Committee will inform you of all **new members** for your committee. Members of committees are listed in the Presbytery Directory and are available from the Presbytery Office.
5. The Nominations Committee is responsible for identifying and enlisting all committee members, and for securing Presbytery's approval/election of the members. The Nominations Committee is pleased to receive and consider your specific suggestions of persons you believe would be valuable additions to your Committee, and /or of persons you know who are willing to serve on your Committee.
6. If someone is **not attending**, check with him or her as to the reason. If they cannot attend the meeting, or no longer wish to serve, notify the Nominations Committee that you wish a person's name to be removed from your committee roster and ask them to seek a replacement.
7. **Orient new members** to the committee's work. Provide them with copies of goals, member's names and helpful information. Encourage new people to ask questions and provide time. Check with them about their sense of being included.
8. You can **interpret the mission** of your committee by
  - Mailing to congregations. Request labels from the Presbytery Office.
  - Putting an article in Crossings, Presbytery's monthly newsletter
  - Providing a workshop at Presbytery Day, March 19, 2005. The form is included under forms.
  - Holding a workshop prior to a Presbytery meeting or following a Presbytery meeting
  - Making an announcement at a Presbytery meeting
  - Making a presentation at a Presbytery meeting. If your Committee wants time on the docket of Presbytery, you need to submit a docket request form well in advance of the Docket Committee meeting which is typically the second Thursday of each month that there is a Presbytery Meeting. A copy of the docket request form has been included in this manual.
  - Providing a program at a church. Be imaginative! Offer to present a Minute for Mission, teach a class, provide a family night program, or meet with the session. If we want to effect life in congregations, we must go to congregations.

# Leadership Functions

## Functions That Help a Group Fulfill Its Task

1. **Initiator:** proposes tasks, goals, actions, defines a group problem, suggests procedures for solving a problem
2. **Informer:** asks for or offers facts, information; expresses feelings, gives opinions
3. **Clarifier:** interprets ideas or suggestions, defines terms, makes clear alternatives and issues before the group; asks for clarification of values, ideas, issues
4. **Summarizer:** pulls together related ideas and suggestions after the group has discussed them
5. **Reality Tester:** asks if the group is nearing a decision; sends up "a trial balloon", tests ideas against values of group, tests conclusions
6. **Orienter:** defines position of group with respect to goals, points out departures from agreed-on directions

## Phrases to help a group accomplish its task

- ❖ Are we ready to agree on these steps?
- ❖ We seem to have three choices of action
- ❖ What do we need to do next?
- ❖ I'd like to hear more about Jan's proposal
- ❖ That action will cause us to exceed our budget
- ❖ I read about this topic last week.
- ❖ When is the completion date?
- ❖ I like that suggestion!
- ❖ Do you mean we could...?
- ❖ It sounds like we are all saying....

## Functions That Help the Group Have Good Relationships

1. **Harmonizer:** attempts to reconcile disagreements, reduces tension, gets people to explore differences, uses humor if appropriate
2. **Consensus Taker:** checks to see how group is coming on making a decision, checks if everyone is "on board"
3. **Gate Keeper:** keeps communication flowing and everyone involved, encourages the participation of others
4. **Encourager:** Is friendly, warm and responsive to others, accepts the contributions of others by facial expression or voice
5. **Compromiser:** modifies own position in interest of group cohesion, admits error when own ideas are involved in conflict, yields status
6. **Standard setter:** tests whether group is satisfied with its procedures or wants to hear new suggestions, expresses standard for group to attempt to achieve

## Phrases to help develop good relationships

- ❖ Perhaps it is time for a break
- ❖ Have we done all we can do.....?
- ❖ I see that my information was not correct.
- ❖ Thanks for your input, Jim.
- ❖ Let's think of some additional ways to handle this
- ❖ Look at the similarities of the two ideas.
- ❖ I am willing to change my proposal
- ❖ Louise, what do you think?
- ❖ Let's ask each person to....
- ❖ I'd like to wait until the next meeting to make that decision.

### Behavior That Keeps a Team From Accomplishing Its Tasks

1. Criticizing or blaming others; showing hostility against the group or an individual
2. Blocking: interfering with group progress by going off on a tangent; giving personal experiences unrelated to the problem, arguing too much
3. Withdrawing: acting indifferent or passive, daydreaming, whispering to others, wandering from the subject; looking out the window.
4. Competing: vying with others to produce the best idea, talk the most, play the most roles, gain favor with the leaders

### Steps that help an individual work through personal issues

1. Awareness: What is my body telling me? Where are my tension points?
2. Owning: Acknowledge to myself the source of the tension.
3. Deciding: How much do I want to share now. How much can I shelve:
4. Leveling: Let others know what is going on in me, stating what I think, feel, want
5. Confronting: Tell others the effect of their behavior on me
6. Asking for Clarification: Let others know when I'm unclear
7. Listening: Pay attention to what is being said
8. Checking out: Find out whether others see things the way I do
9. Re-committing myself: Decide to "get in there" and work on the task.

The most effective leader is one who:

- ❖ Takes responsibility for performance, is seeking a solution
- ❖ Does not make all the decisions
- ❖ Develops the group into a unit that makes better decisions than leader alone can make
- ❖ Develops efficient communication and influences processes which provide: better information, more knowledge, more facts, more experience than a single person is capable of
- ❖ Anticipates rapid-decision situation and prepares group with a procedure for handling this
- ❖ Establishes and maintains a supportive, enthusiastic atmosphere
- ❖ Encourages sharing of responsibility

#### **Seeks to minimize the influence of own position by**

- Listening well and patiently,
- Being patient with group process,
- Accepting more blame than leader is due at times,
- Letting others express views and not selling own view,
- Never imposing a decision on a group,
- Framing leader's own contributions as questions or in a tentative way,
- Arranging for others to perform leadership functions (thereby increasing their status)

#### **Deals with group's problems in the group**

- ❖ Performs linking function in relation to total organization
- ❖ Has adequate technical competence or can locate and provide the needed resources

## Sharing Responsibility for Practicing Discernment at Meetings

*It is the privilege and responsibility of everyone present to help keep the group faithful to discernment guidelines. Gently making suggestions such as the following can help the members of the group observe agreed upon guidelines conscientiously.*

- ❖ Could we take some time for silence?
- ❖ Could we take some time to become centered in God?
- ❖ Has everyone who wants to speak had a chance to do so?
- ❖ Are we truly listening to one another?
- ❖ Perhaps we could take a break and then try to refocus.

### ***When a person is speaking too long:***

- ❖ Could you wind up your remarks so that others can speak?

### ***When a person addresses too many points:***

- ❖ Could we take just one point at a time?

### ***When someone throws a monkey wrench into the proceedings:***

(To the individual or to the group)

- ❖ Should we stop and take this up now?  
or
- ❖ Is that something we could deal with at a later time?

### ***When more than one person is speaking at the same time.***

- ❖ Could we speak just one at a time?

## Discernment Listening Guidelines

*The goal of spiritual discernment is to receive God's guidance.*

1. Take time to become settled in God's presence.
2. Listen to others with your entire self (senses, feelings, intuition, imagination, and rational faculties).
3. Do not interrupt.
4. Pause between speakers to absorb what has been said.
5. Do not formulate what you want to say while someone else is speaking.
6. Speak for yourself only, expressing your own thoughts and feelings, referring to your own experiences. Avoid being hypothetical. Steer away from broad generalizations.
7. Do not challenge what others say.
8. Listen to the group as a whole - to those who have not spoken aloud as well as to those who have.
9. Generally, leave space for anyone who may want to speak a first time before speaking a second time yourself.
10. Hold your desires and opinions - even your convictions - lightly.

## Committee Reports, Action Requests to Presbytery

The work of each committee is subject to review and approval by the Presbytery as a whole, which has the authority to over-rule the committee and reverse an action.

The entire Presbytery, however, does not need to re-do the Committee's work by considering all the details handled at a committee meeting. The Presbytery needs to know in general terms what the committee is working on, what the committee is planning for the future, as well as any action that requires Presbytery approval.

Thus, the committee's report to Presbytery should not be in the form of the Committee's minutes. Nor should the Committee's report be an unstructured narrative talk about whatever may be happening in the committee's area of interest.

In order to provide for an orderly flow of information from Committee to Presbytery, and to expedite the flow of business at Presbytery meetings, Committee reports should consist of the following three categories of information:

- ❖ Actions Taken by the Committee
- ❖ Work in Progress (or in planning)
- ❖ Recommendations to Presbytery

NOTE: Recommendations to Presbytery are items that require a vote of the Presbytery. If it doesn't require a vote, don't list it under the recommendations. Please make all recommendations specific and worded in the form of a motion.

The **Committee Report Format** is suggested to committee chairpersons for their use. A copy of the form is in the **Forms section** of this manual and may also be secured as needed from the Presbytery office.

In order to provide for appropriate scheduling of time on the docket of Presbytery meetings, reports should be accompanied by a **Request for Presbytery Docket Time**. (A blank request form is available in the **Forms section** of this manual). Docket requests should be submitted to the Presbytery Office a minimum of one week prior to the meeting of the Docket Committee, which normally meets about two weeks prior to the Presbytery meeting.

## So, What Do We Do With It?

Sometimes when a report is presented, confusion can arise about what to do with it. Knowing what to do is especially important if the report contains recommendations for action by the body. Recommendations are best put in resolution form and are best grouped at the end of the report (even if they have been set out or referred to earlier in the report. (Robert's §50, p. 494) 1. The Chairperson or other reporting member should move that the recommendations be "**implemented**" or "**adopted**."

It is appropriate, at least initially, to move that all the recommendations be **implemented** or **adopted** in a single motion because that permits all of the recommendations and the report to be discussed together. Of course, if a member prefers that the recommendations be considered and adopted one-at-a-time, the member can make a motion to divide the question. If that division motion is seconded, discussed and carried, the discussion thereafter must be limited to each specific recommendation before the body until it is disposed of. It is wise of members who wish to vote on recommendations separately, to withhold a motion to divide until they feel that the general discussion of the report and its recommendations *in toto* has had a chance to educate the members sufficiently; otherwise much discussion on each of the recommendations could be unnecessarily repetitive.

Alternatively, the chairperson could move to adopt the report. If that motion is carried, it means that the body approves every word of the report including all its recommendations. Unless that broad approval is precisely what is intended, the motion to adopt the report should not be used (Robert's §50, p. 498).

Another thing which can be done is receive a report. When a motion to receive is adopted no action is required to be taken by anybody, even if the report recommends that actions be taken. Such a motion simply means that the body recognizes that the report has been presented to it. Although Robert's (§50, p. 499) regards the motion to receive a report as "generally meaningless" because a report is deemed automatically received when it is given (§50, p. 497), I believe that such a motion is particularly useful when a subordinate body is required to make a report to a superior body. This is the case with the Committee on Ministry and the Council which are required to report certain delegated actions to the next meeting of Presbytery (G-9.0403, 11.0103v, 14-0507c) 2. By adopting such a motion, Presbytery recognizes as a matter of record that the reporting body has carried out its duty.

Normally the content of a report is not entered in the official record (i.e. the minutes) unless someone moves that that be done (Robert's §47, p. 461). That motion, lest the minutes become unduly lengthy, thankfully is rarely made.

The motion to receive is always appropriate for financial reports. Such reports should never be "approved," "accepted," or "adopted" until they have been audited. Without an audit, the members of the body have no way of knowing the correctness, or otherwise, of the financial matters reported. To be precise, even after financial statements have been audited, the statements themselves are not approved; it is the report of the audit which is acted on (Robert's §47, pp. 468-69).

A report can appropriately be approved if the body is in a position to know the correctness of the contents of the report. Minutes are such a report. They should always be approved or approved as amended. (The approval may be done by consensus, without a formal motion (Robert's §40, p. 349.) If minutes are simply received, the body has said nothing whatever about the correctness of those minutes. Indeed, until minutes are approved, they do not constitute an official record of what transpired at the meeting they purport to report (id.).

However, when the minutes of one body are presented to another body before they have been approved by the body which met, the other body should only receive those minutes. This happens at every Presbytery meeting, when the minutes of the last meetings of the Board of Trustees and the

Council are presented, as required respectively by Presbytery By-Laws (By-Laws, VII, 2 & 6) and the Book of Order (G-11.0103v). Presbytery receives the draft minutes of those bodies before they next meet and have a chance to approve them.

If a committee wants Presbytery to act, the worst thing a chairperson or reporting member can wind up with is: "Thank you" or "That concludes our report." If she or he does so, the Moderator is entitled to conclude that no action is desired and so the Moderator can proceed to the next item on the docket.

If action is desired the chairperson or reporting member should ask for it by making the appropriate motion.

A motion from a committee does not require a second. It is presumed to be supported by more than one member of the body (Robert's §4, p.35). Therefore, the Moderator may immediately put the motion to the Presbytery without waiting to see if it is supported.

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1 Citations to Robert's refer to sections and pages of Robert's, Rules of Order Newly Revised (9<sup>th</sup> ed. 1990).

2 Citations to "G-" refer to portions of the "Form of Government," in the Book of Order 2000-2001.  
#9 Bob Walker 1/27/01

## **Working with the Nominations Committee on Committee Staffing**

The Nominations Committee's basic responsibility is to identify, enlist and nominate persons to serve in all leadership positions in the Presbytery structure.

The Presbytery committee structure is set up on a rotation system, with each committee having three classes. Ordinarily, members are elected to serve for a three-year term, and may be elected for one additional three-year term on the same committee.

The Nominations Committee's major responsibility is to work with the various committees to secure members to serve. The bulk of that task is carried out in winter and spring, as we anticipate some committee members completing their terms of service and rotating off, thus creating the need for new members to come into service on the committee.

The first step in the process comes in winter, as each committee chair is contacted by Nominations to determine that committee's need for new members to replace those rotating off. Through the spring, they will then develop a complete slate of nominees to be presented at a Stated Presbytery meeting, ordinarily at the Annual Meeting in May. Nominations will be glad to receive suggestions from you as to potential new members who would be good additions to your committee. When the election of all the committee members is completed, you will be given an updated roster of your particular committee.

The Nominations Committee is also responsible for nominating members to replace those who have resigned, moved away or who are otherwise unable to continue serving. That replacement process is ongoing through the year. When a vacancy occurs on your committee, you are asked to contact your Nominations Committee liaison to let them know you need a replacement. A list of those liaison assignments can be obtained by calling the current Chair of the Nominations Committee.

# Nomination Committee Resource Form

(for inclusion in Nominations Committee data bank of potential committee members)

## About the Person

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ FAX \_\_\_\_\_

Vocation \_\_\_\_\_

Experience, Skills \_\_\_\_\_

Committee Interests \_\_\_\_\_

Please check one of the following:

Gender:  F  M

Status:  Clergy  Elder  Other: \_\_\_\_\_

Age:  -20  20-60  +60

Racial Ethnicity \_\_\_\_\_

Meeting Availability:  Day  Night  Both

## About the Person's Church

Church name \_\_\_\_\_ Town \_\_\_\_\_

Area:  Urban  Suburban  Rural

County:  Erie  Niagara  Chautauqua  Cattaraugus  Genesee

Submitted by  
Name

Phone(s)

Address

E-mail

# Funding the Presbytery Budget

We believe that the Presbytery's budget, just like a congregation's budget, is not merely a matter of dollars and line items. It is essentially a spiritual document. Funding the Presbytery budget is a concrete way of expressing our spiritual commitments. The Presbytery budget is funded in two specific ways: through per capita askings and mission commitments.

## 1. Per capita askings

The per capita budget covers the basic "overhead" costs for General Assembly, Synod and Presbytery administrative operations. At the Presbytery level, it includes such items as rent, utilities, office equipment and supplies, postage as well as salary and benefits for the executive, ecclesiastical and support staff. (Program staff are in the Mission Funding budget.) A formula for computing the per capita askings has been developed as a way to spread these expenses fairly among all our congregations, large and small. The Presbytery affirms that full payment of per capita askings is a first priority responsibility for our congregations.

## 2. Mission Commitments

Our Presbytery funds some fifty mission projects which reach out with God's love in an impressive variety of particular ways to an amazing variety of God's children. The continuation and the expansion of these mission programs depend on the committed support of all the Presbyterians in Western New York.

Our Presbytery has challenged itself, and each of its constituent communities of faith, to grow in their commitment to this broad mission. The challenge is to bring each congregation's giving to Presbytery's Program and Mission budget to at least the 10% level, i.e., that no less than one tenth of a congregation's total giving is committed to Presbyterian program and mission causes.

We hope, furthermore, that each congregation will challenge itself to increase its mission commitment by 1% a year. In other words, if the present mission commitment stands at 8%, then we hope the church will move to 9% next year, then 10% the following year, then 11% and so on.

## Who Is Responsible For Raising Funding for The Presbytery Budget?

We all share this responsibility. We urge each committee to interpret its program to Sessions and congregations. In a particular way, the Pastor(s) and Elder Commissioners(s) of each congregation are responsible for encouraging and leading Sessions and congregations to commit enough money through General Mission/Program pledges and Per Capita commitments to fund the Presbytery, Synod and General Assembly budgets. As an active participant in a particular part of Presbytery's mission, you are a special help to your own congregation as you interpret the mission of the whole Presbyterian Church.

## **Committee Budgets**

### ***What About Our Committee's Current Budget?***

The current year expense budget was presented in the summer and approved in the fall. Our final income and expense budget was adopted in the spring. A current year budget is included in this manual. As committee chairperson, you will receive the Presbytery quarterly budget statement. Please check the activity and status of your committee's budget carefully. Our Business Manager will be glad to answer any questions you may have through the year. Committees can approve changes within the overall committee allotment.

### ***What About Next Year's Budget?***

Next year's budget is already in preparation. A copy of the Budget process timeline is attached. Later this year, you and your committee may be asked to make adjustments in your requests. The preliminary Expense Budget for the following year is presented for an informational first reading at the September Presbytery meeting, and presented for approval at the November Presbytery meeting. The final budget (based on actual pledges received) will be presented for approval at the Annual Presbytery meeting in the spring.

### ***And The Budget for the Following Year?***

The following year budgeting process begins early in the current year. You have Budget Request Forms in this Manual. Requests for funding from the Mission/Program Operating Budget are to be forwarded to the Stewardship and Finance Committee by August 15<sup>th</sup>.

# **Concerning Reimbursement for Presbytery Committee and Other Presbytery Expenses**

## **POLICY STATEMENT**

People incurring expenses in the conduct of Presbytery business may be reimbursed. Reimbursable expenses shall include the following:

- ✓ Telephone calls
- ✓ Mailings
- ✓ Meals
- ✓ Purchase of materials authorized by the Committee
- ✓ Registration at affairs authorized by the Committee
- ✓ Travel expenses – where travel by personal automobile exceeds 50 miles in any given quarter, at the rate of \$.365 per mile (IRS rate) effective January 1, 2004.
- ✓ Other expenses formally approved by the Committee.

Reimbursement of these expenses will be made by the Presbytery Business Manager, upon submission of a voucher that has been approved by the appropriate Committee Chairperson and/or the Presbytery General Presbytery.

In the case of ministers appointed by the Committee on Ministry as moderators of session, the above expenses shall be reimbursed by the churches served, upon the request of the individual concerned.

Original policy approved April 15, 1978  
Revised/approved February 10, 1981  
Revised/approved May 28, 1985  
Revised/approved May 1998

# 2004 – 2005 Budget Process Timeline

## PRESBYTERY OF WESTERN NEW YORK 2004 - 2005 BUDGET PROCESS TIMELINE

### 2004 BUDGET FINALIZATION - 2005 BUDGET PREPARATION

May 11, 2004 (COUNCIL MTG)	Solicit Council input on any changes in Pledge Askings Procedure Present Annual Report	S & F Chair to Pby Council
May 25, 2004 (ANNUAL PBY MTG)	Present annual financial report.	Council to Presbytery
June 15, 2004	Deadline for committee requests for inclusion in 2005 budget	
July 7, 2004 (S&F MTG)	Stewardship & Finance Committee meeting, 3:30 p.m., Pby Office. Prepare 2005 Budget First Reading. Look at askings, estimate 2005 income.	S & F
July 13, 2004 (COUNCIL MTG)	Review July 7 meeting discussion with council	S & F Chair to Pby Council
July 27, 2004 (PBY MTG)	No action required at this meeting	
September 8, 2004 (S&F MTG)	Stewardship & Finance Committee meeting, 3:30 p.m., Pby Office. Preparation of Congregational Mailing. Finalize 2005 preliminary expense budget information, taking into account the estimated income from pledges	S & F
Sept 14, 2004 (COUNCIL MTG)	Present First Reading of 2005 Expense Budget to Council.	S & F Chair to Pby Council
Sept 28, 2004 (PBY MTG)	Present preliminary 2005 Expense Budget to Presbytery. (First Reading, no action required)	Council to Presbytery
Oct 15, 2004	Mail 2005 funding requests and budget interpretation materials to congregations. Response deadline Dec 31	Pby Office Staff
October 27, 2004 (S&F MTG)	Stewardship & Finance Committee meeting, 3:30 p.m., Pby Office. Begin Planning for 2006 budget, March mission funding consultation. Adjustments to 2005 expense budget if necessary. Prepare 2005 Budget Process (this document), revising as necessary.	S & F
November 2, 2004 (COUNCIL MTG)	Present 2005 Expense Budget to Council for Second Reading.	S & F Chair to Pby Council
November 16, 2004 (PBY MTG)	Present 2005 Expense Budget. (Second Reading, Presented for vote)	Council to Presbytery
December 31, 2004	2005 Congregational Pledges or estimates reported to Presbytery Office	Clerk of Session

# 2004 Budget

Presbytery of Western New York

2004 Final Budget - March 23, 2004

	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 Budget			Funded by		
				1st Reading	2nd Reading	Final	Per Capita	Program/ Mission	Designated Funds
<b>SUMMARY OF INCOME</b>									
From Church Pledges	924,213	892,127	857,096	851,500	851,500	802,506	370,656	431,850	
Trust Fund Interest Income	37,300	34,418	29,016	30,470	30,470	31,340	15,093	16,247	
Adult Education Fund Income	500	609	250	1,185	1,185	1,185			1,185
Duff Scholarship Fund Income	-	-	-	7,500	7,500	7,500			7,500
Small Church Program Fund Income	775	1,717	360	-	-	-			
Investment Income	1,596	1,307	1,592	2,000	2,000	2,000	2,000		
Capital Gains/(Losses) on Investment	(4,068)	(6,435)	13,231	7,500	7,500	16,000	5,445	10,555	
Miscellaneous Income	1,094	1,477	3,380	1,500	1,500	4,000	4,000		
Other Income	4,073	1,200	-						
Special Grant from Trust Funds			-						
Appropriated from Reserve Fund	0	0	-			11,382		11,382	
<b>TOTAL PRESBYTERY INCOME</b>	<b>965,484</b>	<b>926,420</b>	<b>904,926</b>	<b>901,655</b>	<b>901,655</b>	<b>875,913</b>	<b>397,194</b>	<b>470,034</b>	<b>8,685</b>
<b>SUMMARY OF EXPENSES</b>									
ADMINISTRATIVE COMMITTEES	17,217	16,234	17,910	28,300	28,300	28,300	3,550	16,250	8,500
AS NEEDED COMMITTEES	0	0	10,000	8,000	8,000	8,000	8,000	0	0
PRESBYTERY COUNCIL	4,409	5,055	4,373	4,685	4,685	4,685	4,500	0	185
PROGRAM COMMITTEES OF:									
Congregational Life	98,274	97,458	94,809	92,750	92,750	92,750	400	92,350	0
Church & Society	12,140	10,540	10,356	11,225	11,225	11,225	125	11,100	0
Mission	119,948	110,249	100,116	68,200	99,600	99,600	100	99,500	0
PERSONNEL	300,062	316,146	318,571	327,566	312,891	290,676	208,076	82,600	0
OFFICE EXPENSE	75,478	80,916	77,363	85,153	85,153	79,035	53,085	25,950	0
Uncollectible Pledges Written Off	9,262	19,334	3,339						
<b>PRESBYTERY OPERATIONS</b>	<b>636,790</b>	<b>655,932</b>	<b>636,836</b>	<b>625,879</b>	<b>642,604</b>	<b>614,271</b>	<b>277,835</b>	<b>327,750</b>	<b>8,685</b>
TOTAL Synod Per Capita	51,926	51,471	49,366	49,000	49,000	48,441	48,441		
TOTAL Synod Mission	77,074	63,639	61,524	60,250	60,250	56,572		56,572	
TOTAL G.A. Per Capita	72,389	73,833	72,578	70,500	70,500	70,918	70,918		
TOTAL G.A. Mission	128,319	106,464	102,852	100,750	100,750	94,575		94,575	
<b>TOTAL PC(USA) EXPENSES</b>	<b>966,498</b>	<b>951,339</b>	<b>923,156</b>	<b>906,379</b>	<b>923,104</b>	<b>884,777</b>	<b>397,194</b>	<b>478,897</b>	<b>8,685</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(1,014)</b>	<b>(24,919)</b>	<b>(18,230)</b>	<b>(4,724)</b>	<b>(21,449)</b>	<b>(8,863)</b>	<b>(0)</b>	<b>(8,863)</b>	<b>0</b>
Funded by Reserve Fund Balance									

	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 Budget			Funded by		
				1st Reading	2nd Reading	Final	Per Capita	Program/ Mission	Designated Funds
<b>ADMINISTRATIVE COMMITTEE EXPENSES</b>									
<u>Committee on Ministry</u>									
Career Eval & Counseling	593	250	600	550	550	550		550	
Conflict Team Trainings	1,185	0	0	500	500	500		500	
COM Programs/Training	0	1,166	1,102	1,500	1,500	1,500		1,500	
WNY Interim Pastor Network	484	216	215	250	250	250		250	
Triennial Visits	0	0	0			0		0	
Management Expenses	2,978	2,774	3,745	2,800	2,800	2,800	2,800		
New Minister Orientation	16	0	0	200	200	200		200	
Response Team	0	0	0	500	500	500		500	
Salary & Pension Supplement	0	0	0	500	500	500		500	
Clergy Retreats/Colloquies	2,505	2,500	1,375	1,500	1,500	1,500		1,500	
Continuing Education Grants	500	250	250	1,000	1,000	1,000			1,000
Administrative Commission Expenses	142	1,302	473	750	750	750		750	
Emergency Fund Reserve	5,000	5,000	5,000	5,000	5,000	5,000		5,000	
<b>Subtotal Committee on Ministry</b>	<b>13,403</b>	<b>13,458</b>	<b>12,761</b>	<b>15,050</b>	<b>15,050</b>	<b>15,050</b>	<b>2,800</b>	<b>11,250</b>	<b>1,000</b>
<u>Committee on Preparation for Ministry</u>									
Candidate Career Evaluation	880	137	2,831	3,000	3,000	3,000		3,000	
COPM Programs	2,332	1,996	1,539	2,000	2,000	2,000		2,000	
Duff Scholarships	0	0	0	7,500	7,500	7,500			7,500
Management Expenses	602	643	304	600	600	600	600		
<b>Subtotal Preparation for Ministry</b>	<b>3,814</b>	<b>2,776</b>	<b>4,674</b>	<b>13,100</b>	<b>13,100</b>	<b>13,100</b>	<b>600</b>	<b>5,000</b>	<b>7,500</b>
Nominations	0	0	449	100	100	100	100		
Trustees	0	0	25	50	50	50	50		
<b>TOTAL ADMINISTRATIVE COMMITTEES</b>	<b>17,217</b>	<b>16,234</b>	<b>17,910</b>	<b>28,300</b>	<b>28,300</b>	<b>28,300</b>	<b>3,550</b>	<b>16,250</b>	<b>8,500</b>
<b>AS NEEDED COMMITTEE EXPENSES</b>									
Session Records	0	0	0			0	0		
Worship	0	0	0			0	0		
SDC / PJC/Adm Comm Legal Fees	0	0	10,000	8,000	8,000	8,000	8,000		
Bills & Overtures	0	0	0			0	0		
<b>TOTAL AS NEEDED COMMITTEES</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
<b>PRESBYTERY COUNCIL EXPENSES</b>									
Conference Hour Speakers	185	359	0	185	185	185			185
Management Expenses	917	813	1,171	1,000	1,000	1,000	1,000		
Visioning Consultant			1,171			0			
Moderators Expenses	1,704	3,136	256	1,000	1,000	1,000	1,000		
Moderator to General Assembly Meeting	972	50	1,464	1,500	1,500	1,500	1,500		
Synod/GA Commissioner Expenses	631	697	311	1,000	1,000	1,000	1,000		
Duffield Capital Funds Campaign start up	0	0	0	0	0	0	0		
<b>TOTAL PRESBYTERY COUNCIL</b>	<b>4,409</b>	<b>5,055</b>	<b>4,373</b>	<b>4,685</b>	<b>4,685</b>	<b>4,685</b>	<b>4,500</b>	<b>0</b>	<b>185</b>

	2001	2002	2003	2004 Budget			Funded by		
	ACTUAL	ACTUAL	ACTUAL	1st Reading	2nd Reading	Final	Per Capita	Program/ Mission	Designated Funds
<b>CONGREGATIONAL LIFE</b>									
<u>Duffield Presbyterian Center Support</u>									
Presbytery Program Subsidy	50,000	50,000	50,000	45,000	45,000	45,000		45,000	
<u>Church Growth &amp; Strategy</u>									
Church Growth	249	2,346	1,580	1,000	1,000	1,000		1,000	
Percept VISTA Program	4,330	0	0					0	
Radio-TV Ministry, Council of Churches	1,000	1,000	1,000	1,000	1,000	1,000		1,000	
<u>Christian Education</u>									
Education Cmte, WNY	14,800	16,000	16,000	17,000	17,000	17,000		17,000	
Leadership/Curriculum	6,018	5,980	5,884	5,000	5,000	5,000		5,000	
Christian Education Coordinator		see page 6							
Management Expenses	0	91	17	400	400	400	400		
<u>Native American Concerns:</u>									
Jimersontown Church	2,000	2,000	2,000	2,000	2,000	2,000		2,000	
Tonawanda Indian Church	5,600	5,600	5,600	5,600	5,600	5,600		5,600	
Wright Memorial Church	6,000	6,000	6,000	6,000	6,000	6,000		6,000	
<u>Small Church Ministry</u>									
	775	1,717	102	2,500	2,500	2,500		2,500	
<u>Youth Council</u>									
Triennium (1/3 of 2004 costs)	2,000	2,000	2,000	2,000	2,000	2,000		2,000	
Regional Event	567	628	310	500	500	500		500	
Youth Coordinator		see page 6							
Program Expenses	3,935	2,596	2,815	3,250	3,250	3,250		3,250	
"Connections" Event	0	500	500	500	500	500		500	
Campus Church Connexion	1,000	1,000	1,000	1,000	1,000	1,000		1,000	
<b>TOTAL CONGREGATIONAL LIFE</b>	<b>98,274</b>	<b>97,458</b>	<b>94,809</b>	<b>92,750</b>	<b>92,750</b>	<b>92,750</b>	<b>400</b>	<b>92,350</b>	<b>0</b>
<b>CHURCH &amp; SOCIETY</b>									
<u>Management Expenses</u>									
	0	73	108	125	125	125	125		
<u>Committees</u>									
AIDS Taskforce	1,000	0	0	600	600	600		600	
COWAC	700	700	609	700	700	700		700	
Domestic Violence Awareness Taskforce	963	0	0			0		0	
Eco-Justice	86	267	145	300	300	300		300	
So. Africa	6,891	7,000	6,993	7,000	7,000	7,000		7,000	
Western NY Peace Center	2,500	2,500	2,500	2,500	2,500	2,500		2,500	
<b>TOTAL CHURCH &amp; SOCIETY</b>	<b>12,140</b>	<b>10,540</b>	<b>10,356</b>	<b>11,225</b>	<b>11,225</b>	<b>11,225</b>	<b>125</b>	<b>11,100</b>	<b>0</b>

	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 Budget			Funded by	
				1st Reading	2nd Reading	Final	Per Capita	Program/ Mission
<b>PRESBYTERY MISSION</b>								
<u>Local Mission Outreach Projects</u>								
AIDS Family Service	3,600	3,500	2,900		2,900	2,900		2,900
Alliance for Mentally Ill	850	900	900		1,000	1,000		1,000
Benedict House	2,800	2,500	1,500		1,600	1,600		1,600
Buffalo Adolescent Pregnancy Prevention	0	1,100	0		0	0		0
Buffalo Cadet One Squadron			1,300		0	0		0
The Bridge at Central	0	1,800	1,900		1,900	1,900		1,900
Camp Duffield Camperships	1,750	2,100	1,700		1,400	1,400		1,400
Center for Family Unity	500	550	500		500	500		500
Center for Mid-East Studies	1,100	1,300	1,400		1,500	1,500		1,500
Cephas Prison Ministry	3,000	2,800	2,200		2,300	2,300		2,300
Chautauqua Co. Rural Ministry	3,450	3,300	2,300		3,000	3,000		3,000
Child Advocacy Ctr of Niagara	650	500	400		700	700		700
Collins Visitors Center	0	1,000	800		0	0		0
Community Mission of Niagara Falls	1,050	1,100	1,000		1,500	1,500		1,500
Concerned Ecum Ministry Loave & Fishes	4,000	3,900	3,500		4,100	4,100		4,100
Cornerstone Manor	4,000	2,900	2,600		3,000	3,000		3,000
Family & Children's Services, Niagara Falls	950	1,300	1,250		1,500	1,500		1,500
Food For All	1,950	1,800	1,900		2,000	2,000		2,000
Friends of Night People	1,850	2,200	1,700		2,200	2,200		2,200
Genesis House	1,000	1,000	800		1,100	1,100		1,100
Habitat for Humanity, Buffalo	500	500	400		500	500		500
Habitat for Humanity, Niagara Falls	900	1,000	1,000		0	0		0
HART Interfaith	2,350	2,100	2,100		2,200	2,200		2,200
Haven House	4,000	4,000	2,800		2,700	2,700		2,700
Healing Hearts	850	0	0		0	0		0
Heart & Hands Faith in Action	0	0	0		1,100	1,100	New	1,100
Interfaith Caregivers	3,450	3,100	2,400		2,600	2,600		2,600
Interfaith Hospitality Network	2,300	2,850	2,500		2,700	2,700		2,700
Jamestown Community Learning Council	1,300	1,500	1,200		1,200	1,200		1,200
Joint Neighborhood Project	1,950	1,800	1,300		1,400	1,400		1,400
Journey's End Resettlement Services	6,000	6,400	4,600		4,000	4,000		4,000
Life Transition Center	500	600	400		500	500		500
Lockport Area VOICE			900		0	0		0
LOVE, INC of Springville	1,950	2,200	1,700		1,900	1,900		1,900
Network of Religious Communities	9,400	6,800	7,200		7,200	7,200		7,200
Niagara Co. Council of Churches	1,050	1,400	1,800		2,500	2,500		2,500
Niagara Hospice Circle of Hope	1,450	1,600	1,400		1,700	1,700		1,700
North Park Presbyterian Church	1,000	0	2,400		0	0		0
Olean Child Development Center	2,200	2,400	2,300		3,200	3,200		3,200
Parents Anonymous	1,500	1,700	1,100		1,100	1,100		1,100
Parish Nurse Program	2,600	2,100	1,400		1,600	1,600		1,600
Prime Time Arts	0	700	800		1,000	1,000		1,000
Project Lee Ministries			2,900		0	0		0
Reachout Ministries, Inc.	1,700	2,200	1,900		2,000	2,000		2,000
Samaritan Pastoral Counseling Center			1,200		900	900		900
Seneca Gospel Mission, Inc.	2,000	2,100	2,000		2,200	2,200		2,200
Twin Cities Comm Outreach (Tonawandas)	2,200	2,200	1,800		2,200	2,200		2,200
Union PC Food Ministry (Blasdell)	600	0	0		1,000	1,000		1,000
University PC Food Pantry	650	700	500		1,000	1,000		1,000
Urban Christian Ministry	4,500	4,900	3,900		3,900	3,900		3,900
VIVE Refugee Center	8,500	6,500	6,000		6,500	6,500		6,500
VOICE/W. Side Cong Empowerment	2,700	2,900	2,500		2,900	2,900		2,900
Westfield Community Kitchen	700	900	800		0	0		0
Westside Emergency Food Pantry	200	600	900		1,100	1,100		1,100
Wyndham Lawn Home for Children	0	700	0		0	0		0
Discontinued Programs	4,138	1,300	0		0	0		0
<b>SUBTOTAL LOCAL MISSION</b>	<b>105,638</b>	<b>103,300</b>	<b>94,650</b>	<b>63,600</b>	<b>95,000</b>	<b>95,000</b>		<b>95,000</b>

	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 Budget			Funded by		
				1st Reading	2nd Reading	Final	Per Capita	Program/ Mission	Designated Funds
<u>Seed Money</u>	2,000	800	1,000	500	500	500			500
<u>National/International Interpretation</u>						0			0
Scholarships/Grants	2,000	1,360	1,500	1,000	1,000	1,000			1,000
Annual Mission Conference	1,551	1,975	0	500	500	500			500
Emergency Grant - Journey's End	2,000					0			0
Missionary in Residence	1,500	0	0	500	500	500			500
Mission Interpretation Trips	4,500	2,300	2,450	2,000	2,000	2,000			2,000
Mission Yearbooks	496	487	500	0	0	0			0
Department Expenses	263	27	16	100	100	100	100		
<b>SUBTOTAL</b>	<b>14,310</b>	<b>6,949</b>	<b>5,466</b>	<b>4,600</b>	<b>4,600</b>	<b>4,600</b>	<b>100</b>	<b>4,500</b>	<b>0</b>
<b>TOTAL DEPARTMENT OF MISSION</b>	<b>119,948</b>	<b>110,249</b>	<b>100,116</b>	<b>68,200</b>	<b>99,600</b>	<b>99,600</b>	<b>100</b>	<b>99,500</b>	<b>0</b>
<b>PERSONNEL EXPENSES</b>									
<b>INTERIM TRANSITIONAL LEADER</b>									
Salary, Benefits, Expenses				70,000	70,000	55,000	35,000	20,000	
<b>GENERAL PRESBYTER</b>									
Severance Package Completion					6,668	6,668	6,668		
<b>TOTAL GENERAL PRESBYTER</b>	<b>79,869</b>	<b>79,078</b>	<b>78,651</b>	<b>6,700</b>	<b>6,668</b>	<b>6,668</b>	<b>6,668</b>		
<b>STATED CLERK</b>									
Salary	18,025	18,566	19,123		19,505	19,505	19,505		
One Time Bonus for "Acting Head of Staff"					5,000	5,000	5,000		
Benefits:									
Social Security Supplement	1,379	1,420	1,463		1,875	1,875	1,875		
Pension & Major Medical	4,957	5,952	5,546		7,474	7,474	7,474		
Study Leave	500	682	714		1,000	1,000	1,000		
Medical Reserve	360	371	382		490	490	490		
<b>TOTAL STATED CLERK</b>	<b>25,221</b>	<b>26,991</b>	<b>27,227</b>	<b>27,800</b>	<b>35,344</b>	<b>35,344</b>	<b>35,344</b>		<b>0</b>
<b>BUSINESS &amp; OFFICE MANAGER</b>									
Salary	42,024	43,285	44,584		44,584	44,584	44,584		
Benefits:						0			
Annuity	5,043	5,194	5,350		5,350	5,350	5,350		
Elective	6,724	6,926	7,133		7,133	7,133	7,133		
<b>TOTAL BUS &amp; OFC MANAGER</b>	<b>53,791</b>	<b>55,405</b>	<b>57,068</b>	<b>57,067</b>	<b>57,067</b>	<b>57,067</b>	<b>57,067</b>		
<b>ADMINISTRATIVE ASSISTANT</b>									
Salary	31,385	32,327	33,297		33,297	31,500	31,500		
Merit Increase retroactive to 10/1/00	250								
Benefits:									
Annuity	1,255	1,293	1,332		1,332	0	-		
Elective	5,020	5,172	5,327		5,327	5,120	5,120		
<b>TOTAL ADMINISTRATIVE ASSISTANT</b>	<b>37,910</b>	<b>38,792</b>	<b>39,956</b>	<b>39,956</b>	<b>39,956</b>	<b>36,620</b>	<b>36,620</b>		
<b>SECRETARY/RECEPTIONIST</b>									
Salary	22,890	23,870	24,419		15,040	12,500	12,500		
Benefits:									
Annuity	225	950	941		602	0	-		
Elective	3,599	3,796	3,785		2,406	2,000	2,000		
<b>TOTAL SECRETARY/RECEPTIONIST</b>	<b>26,714</b>	<b>28,616</b>	<b>29,145</b>	<b>29,503</b>	<b>18,048</b>	<b>14,500</b>	<b>14,500</b>		

	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 Budget			Funded by	
				1st Reading	2nd Reading	Final	Per Capita	Program/ Mission
<b>PERSONNEL EXPENSES</b>								
<u>YOUTH COORDINATOR</u>								
Salary	19,570	20,157	20,762		20,762	20,762		20,762
Benefits:						-		
Annuity	1,566	2,419	2,491		2,491	2,491		2,491
Elective	3,131	3,225	3,322		3,322	3,322		3,322
TOTAL YOUTH COORDINATOR	24,267	25,801	26,575	26,575	26,575	26,575		26,575
<u>CHRISTIAN EDUCATION COORDINATOR</u>								
Salary	18,772	20,353	20,964		20,964	20,964		20,964
Benefits:						-		
Annuity	0	2,442	2,516		2,516	2,516		2,516
Elective	0	3,256	3,354		3,353	3,353		3,353
TOTAL CHRISTIAN ED COORDINATOR	18,772	26,051	26,834	26,833	26,833	26,833		26,833
<b>PROFESSIONAL &amp; OFFICE EXPENSES</b>								
<u>PROFESSIONAL EXPENSES</u>								
Publications & Subscriptions	1,209	1,008	1,269	1,000	1,000	1,000	1,000	
Professional Expense Reimbursement:						-		
Pby Owned Auto provided to General Pres	5,374	4,757	4,242	4,200	4,200	4,200	4,200	
General Presbyter Professional Expenses	4,338	4,855	21	-	-	-	-	
Stated Clerk Mileage & Professional Exp	1,733	2,572	3,032	3,000	3,000	3,000	3,000	
Support Staff Travel Expense Reimburse	620	786	461	900	900	900	900	
Program Staff - Youth Coordinator	1,942	2,186	1,464	2,500	2,500	2,500		2,500
Program Staff - Education Coordinator	1,759	1,236	2,705	2,500	2,500	2,500		2,500
TOTAL PROFESSIONAL EXPENSES	16,975	17,400	13,193	14,100	14,100	14,100	9,100	5,000
<u>OTHER PERSONNEL EXPENSES</u>								
Continuing Education/Support Staff	1,773	2,279	1,759	2,500	2,500	2,500	2,500	
Computer Training/Temp Help	61	955	2,880	1,000	1,000	1,000	1,000	
Social Security	9,944	10,595	10,761	11,174	10,300	9,969	6,777	3,192
Search/Transition Expenses	0	105	192			-		0
Background Check Services	581	344	555	500	500	500	500	0
Workers Comp/Disability/Unemployment	4,186	3,734	3,776	4,000	4,000	4,000	3,000	1,000
TOTAL OTHER PERSONNEL EXPENSES	16,544	18,012	19,922	19,174	18,300	17,969	13,777	4,192
Reserve for Salary Adjustments	-	-	-	9,858	-	-	-	-
TOTAL PERSONNEL COSTS	300,062	316,146	318,571	327,566	312,891	290,676	208,076	82,600
<b>OFFICE EXPENSES</b>								
							<b>Prorated</b>	
							<b>2/3</b>	<b>1/3</b>
Rent	11,668	11,908	12,156	12,538	12,538	12,538	8,359	4,179
Utilities	5,603	4,389	5,288	6,695	6,695	5,500	3,667	1,833
Parking	1,600	2,400	2,400	2,472	2,472	2,400	1,600	800
Telephone/Telecommunications	5,509	5,862	4,524	6,180	6,180	5,000	3,333	1,667
Office Supplies	8,759	8,257	7,252	6,180	6,180	7,500	5,000	2,500
Payroll Service	1,652	2,264	2,163	1,854	1,854	2,300	1,533	767
Postage	3,948	4,899	2,907	5,150	5,150	3,200	2,133	1,067
Equipment/Maintenance/Rental	5,893	4,916	5,093	9,270	9,270	6,000	4,000	2,000
Equipment Depreciation	9,863	17,732	16,872	15,450	15,450	15,450	10,300	5,150
Audit	5,750	5,950	6,400	6,180	6,180	6,500	4,333	2,167
Office Maintenance Expenses	4,237	2,903	2,860	3,090	3,090	3,090	2,060	1,030
Hospitality	1,215	1,250	491	0	0	0	0	0
Security System	409	285	285	412	412	467	311	156
Employment Liability Insurance	3,027	3,027	3,027	3,090	3,090	3,090	2,060	1,030
Property & Liab. Insurance	6,344	4,874	5,646	6,592	6,592	6,000	4,395	1,605
TOTAL OFFICE EXPENSES	75,478	80,916	77,363	85,153	85,153	79,035	53,085	25,950

# Request for Docket Time at a Presbytery Meeting

Group, Committee, Department: \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_ Amount of time Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is a certain time in the meeting absolutely mandatory? (Due to out-of-town speakers, etc.)  
NO \_\_\_\_\_ YES \_\_\_\_\_ IF YES, state reason: \_\_\_\_\_

Motion(s) to Be Made at Presbytery Meeting: \_\_\_\_\_

Method of Presentation: \_\_\_\_\_

Materials to be distributed:	YES	NO
Call Papers (Sent PRIOR to the meeting):	[ ]	[ ]
Floor Papers (Distributed AT the meeting):	[ ]	[ ]
Will you need a table?	[ ]	[ ]
Is a darkened room required?	[ ]	[ ]
Do you have any special equipment requests? (i.e.: projector, screen, etc.)	[ ]	[ ]

Other: \_\_\_\_\_

Person(s) making the presentation: \_\_\_\_\_

Prepare a very brief write-up for "What Happened at Presbytery":  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Committee Chairperson Signature*

**PLEASE NOTE:** This form **must** be received no later than the Monday *prior* to the Docket Committee meeting which is typically held at 10:30 AM on the Thursday prior to the Presbytery Council meeting which is typically held the second Tuesday of the month of the Presbytery meeting. Please mail to: Presbytery of Western New York, 2450 Main Street, Buffalo, NY 14214-2191 or FAX your request to: 835-8072.

# Crossings News and Events

Crossings is published the last Wednesday of the month.  
The deadline is the 3<sup>rd</sup> week of the month.

Good news, special celebrations, ideas that worked you'd like to share with other churches

Church event to which the Presbytery is invited

Celebrations of people in the church

Names for the prayer list  
Include hospital or nursing home, phone for pastoral care

Name of person submitting form

Phone, email

Church

Email or mail to  
[Marym@pbywny.org](mailto:Marym@pbywny.org)  
Mary Mohlke, Presbytery of WNY, 2450 Main St. Buffalo, NY 14214-2191

# Committee Report Form

## Presbytery of Western New York

COMMITTEE: \_\_\_\_\_

1. Actions taken:

2. Work in Progress/planning:

3. Recommendations to Presbytery:

Submitted by: \_\_\_\_\_

Committee Chair

# Presbytery Day Workshop Proposal

Saturday, March 19, 2005, North Church, Williamsville

Title of Workshop: \_\_\_\_\_  
\_\_\_\_\_

Description of Workshop \_\_\_\_\_  
\_\_\_\_\_

Leadership For  
Workshop: \_\_\_\_\_  
\_\_\_\_\_

Objectives For  
Workshop: \_\_\_\_\_  
\_\_\_\_\_

Participants Will  
Learn: \_\_\_\_\_  
\_\_\_\_\_

Please indicate the time frame you desire for this workshop:

- \_\_\_\_\_ Early Morning  
\_\_\_\_\_ Late Morning  
\_\_\_\_\_ Two Part Workshop

Committee Making This Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_

Return this completed form to the Education Committee  
c/o Mary Mohlke  
300 North Forest Road  
Williamsville, NY 14221  
marym@pbywny.org

**Deadline: October 5, 2004**

Revised: 7-03

# Annual Report to Presbytery

Please complete this form and return it to the Presbytery Office by no later than 5/6/2005.

**NOTE:** The Book of Order requires that: “The Moderator, the Stated Clerk, the councils, commissions, committees, boards, agencies and organizations of every governing body above a session shall report annually all proceedings and actions to that governing body, which shall review them.” (G-9.0407 b)  
**Reports should be emailed or typewritten. They must not be given orally or hand-written.**

Name of group/committee:

Name of Chairperson/Moderator:

When does your group typically meet?

What were your group’s goals for the year?

What goals did your group accomplish?

What are your group’s long-range goals?

Please list your group’s “proceedings and actions” for the previous year:

Does your group have written policies and procedures? Please circle one: YES      NO

**(If yes, please send a copy to the Presbytery Office)**

---

Signature of the individual completing this form

# Budget Request Form

Committee .....

Line Item Title .....

Dollar Amount from Per Capita

Dollar Amount from Program/Mission

Description of Activity to be Funded. ....

.....

.....

.....

.....

What Objectives will be accomplished? .....

.....

.....

.....

.....

How does this effort contribute to the Mission Goals Statement of the Presbytery? .....

.....

.....

.....

.....

Committee Person Signature. ....

Date. ....

Note: Fill out a separate form for each line item in the operating budget.

**Return forms by June 15 if you want to be included in the year's budget**

Presbytery of Western New York, 2450 Main Street, Buffalo, NY 14214



**Request for Payment Form**  
**Presbytery of Western New York**  
**2450 Main Street**  
**Buffalo, NY 14214**

Request for payment in the amount of \$ \_\_\_\_\_

For \_\_\_\_\_  
 (ATTACH SUPPORTING DOCUMENTS)

Account No.	Account Name	Amount

Make check payable to: \_\_\_\_\_  
 Mail to: \_\_\_\_\_  
 \_\_\_\_\_

AUTHORIZATION:
Chairperson
Signature:
Date:

FOR OFFICE USE
Check #
Date



**Presbytery of Western New York**  
**2450 Main Street**

**Buffalo, NY 14214**

Request for payment in the amount of \$ \_\_\_\_\_

For \_\_\_\_\_  
 (ATTACH SUPPORTING DOCUMENTS)

Account No.	Account Name	Amount

Make check payable to: \_\_\_\_\_  
 Mail to: \_\_\_\_\_  
 \_\_\_\_\_

AUTHORIZATION:
Chairperson
Signature:
Date:

FOR OFFICE USE
Check #
Date