

# Minutes of the Stated Meeting

## June 5, 2010

### Presbytery of Northern New England

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### **Convene**

The Presbytery of Northern New England met in stated session on Saturday, June 5, 2010 at North New Portland Presbyterian Church, North New Portland, ME. The moderator, Rev. Eric Markman, called the meeting to order with prayer at 9:30 am.

See Appendix F for the attendance roll. The stated clerk declared a quorum.

### ***Voted to approve the docket.***

Elders present for the first time were introduced.

Voted to seat the following corresponding member:

Rev. Cynthia Kohlmann, Boston Presbytery  
Rev. Donald Maris, Albany

The assembly was welcomed to North New Portland by the pastor, Rev. Scott Planting. He provided a description of the logistics of the meeting and provided a brief history of the church and the area.

## **Stated Clerk Report**

*By Elder Cliff Creel*

***Voted to approve the minutes of the March 13, 2009 stated meeting.***

***Voted to delegate the approval of excused absences to the Stated Clerk.***

### **Presbytery Records**

The stated clerks in our synod met at Stony Point Conference Center on April 14 and 15 to review presbytery records, and for training and fellowship.

The Minutes of the Presbytery of Northern New England were approved without exception.

### **Session Records**

All session records have been reviewed except for New Boston, Marturia, Leeds and Fairbanks. These churches should submit their minutes and roll books to the Stated Clerk immediately.

### **Installation**

On May 16, 2010, the Rev. Dr. Howard Gaston was installed as the pastor at the Presbyterian Church of Barnet. The minutes of the installation are in Appendix A.

### **Judicial Action**

Disciplinary allegations have been received against two additional minister members of the Presbytery. An investigative committee has been established consisting of Rev. George Hardy (chair), Rev. Brendon Bass (clerk), Elder Sue Jones (Eliot), Rev. Richard Crocker and Elder Chris Lepine (Litchfield). Because of the relationship between the two allegations, they were given to the same investigative committee.

A disciplinary allegation has been received against an elder member of one of our churches. This has been referred to the appropriate clerk of session. The Stated Clerk will be training the session and investigative committee of this church.

We now have four investigative committees active with one moving to trial.

A trial is scheduled for June 15, 2010 at Bedford, NH at 9:30 am in reference to alleged sexual abuse by Rev. Isaias Rivera.

## **Administrative Commission to Tabernaculo de Adoracion y Musica**

*By Elder Darnall Burks*

The embezzlement suit against Rev. Isaias Rivera continues. The latest hearing resulted in a postponement until 7 July 2010.

We have a firm contractual offer for the property for \$125,000 from ***Ministerio Apostolico Jesueristo es al Senor***, a Puerto Rican evangelical church in Lawrence. They have made a

\$6250.00 deposit and are spending considerable money, time & effort to fix up the property. We have turned on the water to facilitate them working there. We hope to close in June.

The former United Presbyterian congregation, which has been meeting across the street, has responded in a friendly way to our overtures in keeping them abreast of the developments. Several items of particular meaning to them have been given to the congregation.

A number of portable items: music equipment, communion sets, etc., some which were already in safe storage, have been collected at Londonderry. These are being offered to the Presbytery wherever they can find a useful home. Some of the music equipment has been sold.

### **Administrative Commission to Londonderry (LPC)**

*By Elder Darryl Johnson*

We have been able to conduct most of our meetings with conference calls and called meetings when they were necessary. Members of the Commission have been able to attend meetings at LPC when asked.

In May of 2009, the General Assembly "Church Transformation Grant" of \$50,000 over three years was awarded as well as matching requests from the Synod for \$50,000 over five years and Presbytery for \$50,000 over five years. The annual report for the first year was submitted in September, 2009, approved by the AC.

In June of 2009, with LPC appearing stable, the AC decided to back off its close attention, turn over oversight of the ministers to COM and prepare for ending the AC's work. This sense of "dormancy" only lasted until early July at which time some issues arose that caused increased participation in session meetings. As we engaged more fully with the session we were asked to investigate an issue around the music ministry.

LPC has been working very hard on their Mission Study. The final presentation to COM will be July 17, 2010. This congregation and its staff have worked very hard in these last two years to prepare for their future. We feel that they have every opportunity to come out with a strong and vibrant church.

### **Council Report**

*By Elder Dave Stoner*

The Council of the Presbytery of Northern New England met in stated meeting at Bedford Presbyterian Church, Bedford, NH on April 19, 2010

Council voted to take the following actions at our stated meeting:

to grant Ann Marie Simone a temporary leave of absence from her service on Council.

to approve Jamye Brown (Hession and Pare) to work with Cindy and Norma to start anew in QuickBooks for 2010 using the audited 2009 results as the starting point.

to authorize Norma Biron and Cindy Kohlmann to take a few days off as comp time for all the extra time they did during the audit.

to authorize QuickBooks training for Norma paid by leadership grant funds.

to designate a projector recovered from the Lawrence church for use by the Stated Clerk.

to authorize Brendon Bass and Tom Woodward to setup 5 minute presentations at Presbytery assemblies.

to authorize the Temporary Presbytery Administrator to meet with the current Camp Wilmot Board of Directors to hear their plans and intentions for the future, and their safeguards against future mismanagement

to refer to committee (Mission and Finance/Budget) the motion to recommend to Presbytery that designated mission funds shall be in addition to any presbytery funds to that mission unless specified otherwise by the donor.

to provide \$7000 for Youth Triennium as specified in the 2009 budget.

to approve the cost of the Stated Clerk attending the 219<sup>th</sup> General Assembly above and beyond the funds available in his continuing education funds.

to approve the use of \$2000 from the Peacemaking account towards the expenses of the Ubunye Pastor Exchange 2010.

to appoint Rev. Ralph Booth and Elder Ingrid Cyros to the Personnel Committee.

Council heard reports from the Personnel Committee about their meetings with Presbytery staff .

Council heard reports from the auditors and is awaiting the final report.

Council considered the concerns raised about having New Church Development being placed on hold and is exploring ways to engage in New Church Development work in the Presbytery.

***Voted by 2/3 majority to approve the amendments to the By-laws as shown in Appendix B, having had the first reading of these amendments at the March 13, 2010 stated meeting.***

The next Council meetings are:

July 19, 2010

August 16, 2010 at St. Johnsbury

October 18, 2010

November 15, 2010

## **Audit Report**

*By Rev. Cindy Kohlmann*

*Presbytery of Northern New England*

*June 5, 2010*

A preliminary report from Hession and Pare was distributed to the Council at the April 19<sup>th</sup> meeting, and the findings at that point were discussed and presented by John Hession and Jamye Brown, of Hession & Pare. The final audit report is presented in Appendix E.

Norma and I have been hard at work implementing new “best practices” in the office. These will result in a new look for the financial reports that the Council and Presbytery receive, and a more accurate form of accounting as we move forward.

Below are a few bullet points from the audit process. When the final reports are issued, these will be made available to the Presbytery electronically.

1. A financial review was conducted for the year ending December 31, 2007, providing us with the starting numbers. In the years following, the internal bookkeeping shifted continuously, causing confusion as to funds available, funds received, and funds dispersed. The bulk of the work in auditing 2008 and 2009 was tracking all these funds and determining where they ended up in the books. The final product is a reliable picture of the Presbytery’s finances at the close of 2009.
2. The Presbytery’s financial health is improving. While we are in debt due to the loan with HSBC to cover legal expenses, our debt is decreasing and we have the funds to cover our obligations. Monies received as temporarily restricted funds (MATE, One Great Hour of Sharing, Presbyterian Disaster Assistance, etc.) have been released appropriately, including any temporarily restricted funds that had been carried over into 2010.
3. Because of the degree of drift in the accounting over the last few years, the Council agreed to the recommendation of the auditors that a “new” company be started to reflect the Presbytery’s finances going forward. This new company in QuickBooks begins with the ending balances of 2009, and correctly classifies all monies received and disbursed by the Presbytery. Safe guards are being put into place to ensure that the financial organization of the new company continue to follow recognized accounting procedures so that the organization of the finances of the Presbytery will not be able to deteriorate again.
4. Temporarily Restricted Assets, Permanently Restricted Assets, and Board Restricted Assets will now be tracked in an Excel spreadsheet to provide a check and balance to the accounting in QuickBooks.
  - a. Temporarily Restricted Assets are monies received for certain purposes, most of which are immediately released, such as contributions to MATE. Some of these monies accumulate, including the Ubunye funds and the Presbytery’s portion of the Peacemaking offering. Tracking these monies in a separate spreadsheet will allow the office to accurately reflect balances, especially as some of these carry over from year to year.
  - b. The Presbytery is also the beneficiary of two permanently restricted funds through the Presbyterian Foundation, and has an endowment invested in the New Covenant Growth Fund of the Foundation. These monies are tracked in a separate spreadsheet, so that the information regarding the body of these funds is readily available.

- c. One difficulty discovered during the audit process was tracking monies designated by the Council, the Presbytery, or its committees. These monies include budget items for Triennium, MATE, Camp Wilmot, and the Mission Committee grants that are awarded on an annual basis and funded through the Presbytery's budget. A third spreadsheet was designed to track these Board Restricted Assets, which is updated based on the actions of the Presbytery and allows the Office Manager to document the release of these assets across the budget year.
5. In addition to creating an Excel spreadsheet to assist in tracking the assets of the Presbytery, several other suggestions were received from the auditors. Many of these suggestions had to do with how the work is done within the office, and those have largely been implemented. The result is a more streamlined process for the Office Manager that reduces the amount of work related to managing the finances of the Presbytery while making the end result clearer and easier to access. Other suggestions were as follows:
  - a. Outsource payroll – Currently, the Office Manager is in charge of payroll, including filing the appropriate forms with the IRS. This puts her in a legally difficult position, and increases the Presbytery's liability for payroll taxes. Three quotes have been received for outsourcing the payroll of the Presbytery, and this will be considered by and acted on at the next Council meeting.
  - b. External control – In order to provide another level of control, it has been recommended that the newly generated month-end checklist be reviewed by an external source. After the month-end checklist has been completed, including reconciling accounts and updating the Excel spreadsheets, these will be reviewed for accuracy. A quote to provide this service has been obtained, and will be reviewed by the Council.
  - c. Debit card use – At the time of the audit, the Office Manager was using a debit card tied to an investment account. This reduced the effectiveness of the account, but also allowed access to the entire amount invested. It was suggested that a second bank account be opened and a debit card for office use be authorized. This account will be monitored by the Treasurer and the Stated Clerk, and will have a limited amount of money available for use. When the Office Manager needs to have money transferred to this second account, receipts and ledgers will be checked for appropriate use before additional money is made available. This suggestion has been implemented.
  - d. Personnel matters – Part of the audit process included comparing adopted policies with actual practice. It was determined that there are no legally appropriate contracts for the Office Manager or Stated Clerk, and that the contract for the Temporary Presbytery Administrator is not complete. Research has been done to determine what elements the law requires, and the Personnel Committee is working to devise appropriate and accurate contracts for those who labor on behalf of the Presbytery.
  - e. Prudent management policy – Even though the Presbytery's endowment is not large enough to begin drawing from, the Presbytery should adopt a policy

regarding its investment and management as required by New Hampshire state law. This policy is being drafted for Council's consideration.

- f. Budget vs. accounting – It was determined that the budget the Presbytery adopts was not clearly tied to the accounting done in the office. This was especially true as the Presbytery would amend the budget through the year, and those changes were not communicated to the Office Manager. At the end of the audit process, the auditor worked with the Office Manager and TPA to input the 2010 budget into the office version of QuickBooks, and, at this point, the TPA will be responsible for communicating any changes to the budget or other financial decisions to the Office Manager.

The audit was an exhausting process, covering all of February, March, and April, and the work of straightening the Presbytery's books for the future will continue through June and July. When all is said and done, though, the news is heartening. The Presbytery is financially sound, and our financial health will continue to improve in the coming months and years. New processes are being put into place to regulate the way the finances of the Presbytery are managed and tracked, so that where we stand financially will always be clearly understood. Most of this is made possible by the commitment and character of the Presbytery's Office Manager, and by her willingness to learn new ways to handle her work as the Presbytery's Bookkeeper.

### **Personnel Committee**

*By Joan Mabon*

The committee is working with the Stated Clerk (Cliff Creel), Office Manager (Norma Biron), Temporary Presbytery Administrator (Cindy Kohlmann), Treasurer (Bob Robbins) and Presbytery Missioner (Brendon Bass). Currently, conversations are in progress with staff about job descriptions. Each staff member has a committee member as a liaison with the committee.

The committee is looking at personnel policies, some current policies need to be modified and new policies need to be implemented.

The idea of volunteer staff is being explored. Brendon Bass, as the Presbytery Missioner has set a model for this kind of position. We need to explore ways for persons with energy, gifts and time to work on certain tasks.

Recently, there has been a conversation with Jill Hudson from the Office of General Assembly about middle governing bodies, changes across the denomination and models for new structures.

The Temporary Presbytery Administrator is now given the title of Temporary Presbyter for Administration to allow better communications outside PNNE.

### **Treasurer's Report**

*By Bob Robbins*

Norma Biron and Cindy Kohlmann were thanked for all their hard work during the audit and accounting.

Current assets have always been clear. We have always known what we have in the bank. However, we've been very tight in cash flow. Churches have been getting their checks in on time

and we are now in good condition. All churches are encouraged to continue paying their per capita and mission quarterly.

We have not had a good understanding of liabilities. We still owe \$50,000 to Londonderry Presbyterian Church which is not on the balance sheet. The financial reports are not fully vetted following the audit and are not presented. Final reports are expected to be ready for the September meeting.

It is likely that the Lawrence church building will be sold and will bring in substantial cash.

### **Administrative Commission for Transition (ACT)**

*By Elder Jenny Stoner*

The ACT would like to thank everyone who attended the March presbytery assembly for your participation in the discussion groups focused on the working mission statement ACT is using for our work. We found your input most helpful and were delighted with the way in which you shared stories about the mission and witness of your congregations. These discussions fulfilled one of our objectives: that members of the presbytery have opportunities to know each other and benefit from being in community together.

From your input and our subsequent work, we believe that:

- our working mission statement with core practices is an acceptable tool for guiding discussion of structure
- the presbytery needs to carry out its mission more economically: we can no longer afford a full time executive/general presbyter
- the presbytery can be energized by creative leadership that is a combination of staff and volunteers

Based on these beliefs, we are working with Council and the personnel committee to strengthen the current staffing of the presbytery leadership, both volunteer and paid, and working to develop a model that can serve PNNE for the new place where we find ourselves at this time.

While we are working on this, we feel that it is most important to continue providing opportunities for sharing among people from different churches. People to divide into 2 groups, based on the color dot on their name tag, where each had the opportunity to tell about something important to their congregation. This was a chance to share something exciting that they are doing or a challenge they are facing. Each group was led by a member or members of the ACT.

The Presbytery is different than a year ago. The administration is now handled by Council and ACT is now going forward with strategic planning. We need to find a way to carry out our mission economically. We can no longer afford a full time General Presbyter.

### **Sudanese Fellowship**

*By Matthew Long*

The Sudanese Fellowship was formed in 2005 and is partnered with the Mid-Coast Presbyterian Church. The fellowship members are struggling. Many don't speak English. The priority is to worship God wherever they are no matter the burden.

Appreciation was expressed on behalf of all immigrants for the care provided by the Presbytery.

The worship offering will go to the Sudanese Fellowship of Portland, ME.

### **People Who Care Food Closet**

*By Rev. Scott Planting*

The lunch offering will go to the People Who Care Food Closet of Madison, ME.

### **Recess for Lunch and Fellowship**

The assembly recessed for lunch at 12:03 pm. The lunch offering was \$103.

### **Worship**

The assembly reconvened for worship at 1:02 pm. The sermon was offered by Rev. Scott Planting. The worship offering was \$656.

During Worship, the following were commissioned.

Commissioners to the 219<sup>th</sup> General Assembly.

Rev. Diane Hoppe-Hugo  
Elder Kay Shields  
Youth Advisory Delegate Kelsey Cowen

Delegates to the Pastor Exchange with Amatola Presbytery in South Africa

PNNE

Brendon Bass  
Becky Strader  
Eric Markman  
Presbytery of Boston  
Cindy Kohlmann  
Rob Mark  
Becky Evans

The following MATE delegates were commissioned for their trip to South Africa:

Sally Speich	Dory Dickman	Claire Austin
Rick Ness	Katie Ness	Sarah Nadeau
Sam Davis	Kyle Sawyer	Dale Wilbur
George Hardy	Joanne Hardy	Anjali Pal
Bonnie frick-Jesteadt	Ed Jesteadt	Betsy Ruffle
Polly Dessertine	Jack Kallis	Marna Cogswell
Sarah Schlesinger	Sam Schlesinger	Scott Planting

The Assembly resumed business at 2:17 pm.

## **Ubunye Task Group**

*By Rev. Brendon Bass*

For 3 years the Ubunye Partnership Committee has been working on plans to send a delegation of pastors to South Africa as phase II of our pastor exchange with Amatola Presbytery. On July 21 the exchange will begin when a delegation of three pastors from PNNE, Becky Strader, Eric Markman and Brendon Bass will be joined by Cindy Kohlmann, Rob Mark (whom many know from his time at Camp Wilmot) and his journalist wife Becky Evans from Boston Presbytery for this four week experience. The fact that the exchange includes representatives of Boston Presbytery shows how this committee is building partnerships here as well as with our South African colleagues. Support has also come from both Boston Presbytery and from the Synod of the Northeast Presbytery Partnership Group that includes PNNE, Boston and Southern New England.

In preparation for the trip, the Ubunye Committee held an overnight retreat, attended by all participants, April 15 – 17. This provided a time to learn about the history of our partnership with Amatola and to discuss specific plans for the seminar and other parts of the exchange, while experiencing Bible study and community building among the group.

During the time in South Africa pastors will participate in a seminar with pastors from Amatola and each one will be welcomed by several different pastors and congregations to experience some of the rich diversity of life and mission there. When they return they will have much to share with all of us.

We are deeply grateful to all of you in the presbytery who have supported our mission and partnership with sisters and brothers in Amatola, a portion of the Eastern Cape in South Africa. Since the partnership began in 1998 we have had many visits back and forth, including the Youth Exchange with 15 South African youth here in 2003 and 17 Americans in South Africa the following year. Part I of the Pastor Exchange took place in August-September 2007 when 4 South African pastors participated in a seminar with a dozen PNNE pastors, then were hosted by you in our churches. These exchanges have brought great riches to all who have been touched by them.

The consistent theme of the exchanges, as first suggested by our Amatola partners, is *Building Bridges, Breaking Barriers*. We commend this theme to everyone in the presbytery as one worthy of our attention in all we do on behalf of our Christian witness.

## **Temporary Presbytery Administrator**

*By Rev. Cindy Kohlmann*

There will be an immigration summit with Julia Thorne on June 19 in Springfield MA.

Police are visiting members of Marturia Presbyterian Church in Rochester, NH and asking for citizenship identification.

## **Committee on Ministry**

*By Elder Joanne Hardy*

***Voted to approve the request of the First Presbyterian Church of Barre, VT to designate the Rev. John Paterson as Pastor Emeritus, after a unanimous congregational vote to approve on Mary 30, 2010 with Rev. Carl Hilton VanOsdall moderating.***

### **Actions taken/Decisions made:**

1. Rev. John Mokkaosian: Approved renewal of Rev. Mokkaosian's contract as part time (25 hrs/wk) Temporary Supply Pastor, Londonderry Presbyterian Church, April 1, 2010-September 30, 2010, with the following terms of call:

Cash Salary	\$20,000
Housing/Utility Allowance	20,000
Travel – mileage at current IRS rate (max)	1,000
Medical/Dental Reimbursement	1,000
Professional Expenses	2,000
Continuing Education	600
Spiritual Renewal time (equivalent)	1,000
Vacation	1 month pro-rated over actual time of service
Study Leave	2 weeks pro-rated over actual service time
Board of Pension dues	effectively 39.3% of total effective salary

It was also voted to express concern about the ongoing sustainability of this compensation package given the overall financial picture of Londonderry Presbyterian Church at this time.

2. Rev. Rebecca Strader: Approved renewal as part-time (1/4 time) Stated Supply and Moderator to the Graniteville, VT congregation January 1 – December 31, 2010 with the following terms:

Cash Salary	\$ DNA
Housing	9,196
Social Security Offset (7.65%)	704
Study Leave	188
Pension and Medical	DNA
Deferred Compensation 403b	4,800
Professional expenses as vouchered; including auto expense at current IRS rate while on church business and appropriate meeting and travel expenses.	
Four weeks vacation, including Sundays	
Two weeks study leave, including Sundays	

3. Request an Inquiry for Vindication: Approved the request for vindication. An investigative committee will be appointed to conduct the inquiry.

### **4. Active Members Not Serving PC(USA) Churches:**

The following annual reports were received and approved:

Brendon Bass	Lissa Bradford	Richard Crocker
Mia Dyson	Marvin Ellison	Bruce Langford
Charles Lindner	Joan Mabon	James (Skip) Macauley
Beth Richeson	Garth Rosell	Richard Sanner

Allison VanderLinden     Dan Walker     Tracey Weatherhogg  
 Mark Wendorf     Jeffrey Young     Amanda Lape-Freeberg

The following reports were received and require further follow-up:

Gina Hilton-VanOsdall     David Medeiros  
 Constance Strand     Mary Westfall  
 Steve Wigall

Annual reports have not yet been received from the following:

Carol Ann Barker     Lynn Burgess     Aaron Findley  
 Peter Howe     George Hunsinger     Martha McDowell  
 Steve Row     Thysan Sam     Jon Laidlaw

5. Rev. Mark Wendorf: Approved his request for validation of his ministry as Interim Minister for North Yarmouth Congregational/UCC effective June 7, 2010 with the following terms of call:

Cash Salary	\$30,000
Housing Allowance	10,000
PCUSA Bd. of Pensions	12,400
Social Security Offset	3,060
Professional expenses	750 (reimbursable)
Mileage	3,000 (cap—reimbursed at current IRS rate)
Vacation	4 weeks annually
Study Leave	1 week annually

Contract is for 12 months, renewable in 6 month increments

6. Promotion of Marriage Enrichment for Clergy Couples: Joanne reported on the request from Rev. James Leehan to promote the Marriage Enrichment offerings that he and his wife (both licensed therapists) conduct. It was voted not to promote in any way (such as in PNNE Connections) because even listing them could be considered endorsement and we know nothing about them.

7. Rev. David Medeiros and Rev. Steve Wigall: Since they are no longer serving as active ministers, approved their status change to Member at Large.

8. Londonderry Presbyterian Church: Carlton Stallings and Sharon Ketcham presented LPC's Mission Study report. There was a thorough discussion and then COM voted to:

- 1) Commend them for their effort and thoughtful report
- 2) Ask the already established Task Force to further refine the goals including concrete next steps, include the preschool program, bring the mission grant proposal into line with this document (perhaps amending the mission grant proposal), determine staffing patterns for the future including the financial implications, having that approved by session, and
- 3) Return to COM on July 17, seeking authorization to elect a PNC.

It was acknowledged that some of the above requests are usually not a part of a mission study. However, this is an unusual situation and there is no way a PNC could prepare a Church Information Form without that kind of information.

9. *Quinquennial Anniversaries.* The following clergy members of Presbytery celebrate quinquennial anniversaries during the first 6 months of 2010:

55 Years	Robert L. Ferm	6 June 1955
	Ralph V. Hagopian	8 June 1955
	James M. MacKellar	29 May 1955
	Kenneth D. Voss	1 June 1955
50 Years	George H. Hardy	19 June 1960
	Walter R. Rice	6 June 1960
45 Years	Stuart Cameron	29 June 1965
35 Years	Peggi K. Boyce	3 March 1975
	Charles Scott Planting	22 June 1975
30 Years	Mark Wendorf	22 June 1980
25 Years	Charles H. Peet	13 May 1985
	Lalla K. Woerner	19 May 1985
20 Years	John Henry	18 March 1990

Nick Van Gombos has accepted a call in New Jersey and is bid a farewell and thanked for his service on the Committee on Ministry and as pastor at Bedford Presbyterian Church.

**Information background:**

COM meetings for the remainder of 2010 will be held at the Bedford Presbyterian Church on the following days:

17 July            28 August            9 October            13 November

**Adjournment**

The assembly adjourned with prayer at 2:23 pm.

Next stated meetings:

September 11, 2010 at Graniteville, VT  
December 4, 2010 at Rochester, NH (Marturia)

Attested,

Cliff Creel, Stated Clerk

**Appendix A: Minutes of Howard Gaston Installation**

Minutes of the Administrative Commission for Installation

Of Rev. Howard Gaston, A Minister of Word and Sacrament,  
As Pastor of Presbyterian Church of Barnet

May 16, 2010

Members Present: Rev. Eric Markman (Moderator), Elder Dr. Cliff Creel (Stated Clerk), Rev. Dr. Catherine Cook, Rev. Lynn A. Burgess, Rev. Dr. Dwight White, Elder Jean Beaulieu (Barnet), Elder Kay Shields (East Craftsbury), Elder Nancy Perkins (South Ryegate)

Members Excused: none

Members Absent: none

This administrative commission was appointed by the Moderator in fulfillment of the directive of the Presbytery of Northern New England on March 13, 2010 for the purpose of installing **Rev. Howard Gaston** as pastor of **the Presbyterian Church of Barnet, Barnet, VT.**

The commission was called to order with prayer at **2:37 pm on May 16, 2010** by the moderator Rev. Eric Markman **at West Barnet, VT.**

***Voted to approve the order of worship as presented with the participants indicated.***

***Voted to install*** Rev. Howard Gaston as pastor of the Presbyterian Church of Barnet.

***Voted to adjourn at the conclusion of the benediction of the installation service with the benediction being the closing prayer.***

This completes the work of this commission.

Submitted and attested,



***Cliff Creel, Stated Clerk***

## **Appendix B: Proposed Amendments to the Bylaws**

That the bylaws of the Presbytery of Northern New England be amended as follows. The italics show additions and the strike-outs show deletions.

### C. Council

1. The presbytery shall have a council consisting of sixteen or seventeen members, as follows:
  - a. Nine members elected at large by the presbytery;
  - b. The present and immediate past moderators, and the vice moderator of the presbytery as ex-officio members with vote; and
  - c. The general presbyter, the stated clerk, and the treasurer as ex-officio members with vote.
  - d. A synod commissioner, selected by the commissioner delegation, with vote.
  - e. The chair will be the seventeenth member unless the chair is also one of the sixteen members in a, b, c or d above.
2. A quorum shall consist of ~~a majority~~ ***one third*** of council's voting members, ***but not less than three.***
3. The council's members shall be elected at the final stated meeting of the year and take office at the conclusion of that meeting. The membership shall be divided into three equal classes, and one class shall be elected each year to three-year terms. No member shall serve more than six consecutive years.
4. The chairperson of the council shall be elected by the presbytery at the final stated meeting of the year, upon recommendation of the nominating committee. Term of office for the chair shall be one year with the possibility of re-election. The chair shall not serve in excess of three consecutive years. The chair shall have a vote on council.
5. The council shall hold the specific responsibilities set forth in the *Book of Order* (G-8.0202, G-9.0900, G-9.0902a, G-11.0301, and G-11.0303), and additional responsibilities as defined and delegated by the presbytery. The council's primary responsibilities will be:
  - a. To coordinate the mission and program of the presbytery (G-9.0902a) so as to:
    - 1) Provide a means of establishing goals and objectives for presbytery;

- 2) Develop a mission strategy using the goals and objectives of presbytery;
  - 3) Review and evaluate the presbytery's mission in the light of its goals and objectives and vice-versa; and
  - 4) Review the effectiveness of the whole presbytery's mission.
- b. To oversee the health and welfare of the presbytery;
  - c. To review the presbytery's life and mission in the light of G-11.0000. At no time shall the council transact business that properly belongs to the presbytery as a whole or to any presbytery standing committee;
  - d. Provide for ongoing evaluation of presbytery's mission programs;
  - e. Manage the administrative tasks of the presbytery; and
  - f. Carry out assignments as directed, from time to time, by the presbytery.
6. The presbytery, upon recommendation of the council, shall normally establish task groups. The council may establish a task group between meetings of the presbytery if the work of the task group falls within the goals set by the presbytery. Such a task group shall function only until the next stated meeting of presbytery, at which time the presbytery shall vote to continue or end the work of the task group. Task groups will normally carry out ministries and administrative functions not assigned to any standing committee. Those tasks would include, but not be limited to: personnel reviews, budgeting, determining mission expenditures, ecumenical participation, policy development, electronic communications, reviewing session records, stewardship, evangelism, new church development, specific mission partnerships, new church development, etc.
  7. Council may be authorized by presbytery to carry out the steps of the judicial process that require timely action.
  8. Council shall serve as the board of trustees. Council shall have the responsibility to receive, hold, encumber as necessary, manage and transfer property and assets on behalf of presbytery and to oversee management of its corporate affairs in support of religion, mission and charities within the bounds of presbytery in such manner as the presbytery may direct and in keeping with the constitution of the Presbyterian Church (U.S.A.). Council may assign the insurance, property and other trustee duties to one or more of the voting members of council. This delegation may include the authorization of one or more of the trustees to sign binding agreements within the scope of their responsibilities.

9. Council shall be responsible for worship, fellowship and community building during presbytery stated meetings.
10. Council shall arrange for the reports of all standing committees and task groups to be written and mailed to the members of presbytery and sessions of the churches along with the docket for the presbytery stated meeting so as to arrive 14 days before the meeting of presbytery.
- 11. An Executive Committee of Council shall consist of the Presbytery Officers and the Council Chair. This committee should meet before each Council meeting to determine the docket and structure the meeting. The Executive Committee is authorized to make decisions on behalf of Council when the decision must be made without delay and there is inadequate time to call a full Council meeting.**
- 12. The immediate past moderator of Presbytery shall be the Vice-Chair of Council and be authorized to perform the duties of the Chair during times when the Chair is not available and immediate action is needed or at times when the Chair invites the Vice-Chair to substitute. If immediate action is required and the Vice-Chair is not available, the Chair may appoint another Council member to act as Chair pro tem.**

## Background

Since Council has been authorized to be the Administrator of the Presbytery, some changes are needed to permit timely action.

There have been times when a quorum of Council cannot be assembled for a meeting, especially on short notice. Currently, with 14 members, 2 fewer than specified, a majority quorum requires 8 persons. This amendment changes that quorum to 1/3 which reduces this number to 5. It is much easier to assemble 5 persons on short notice than 8. Requiring a minimum of 3 allows for a smaller Council, such as if many should resign, but still keeps the quorum high enough to minimize the influence of any one person.

There are times when important decisions need to be made and there is no time to call a Council meeting, even with a reduced quorum. This is especially true with secular legal issues. This amendment establishes an Executive Committee empowered to act on these urgent matters.

With a large group, such as Council, it is important that the meeting be conducted efficiently to complete all necessary work. The Executive Committee will be asked to spend time before each meeting constructing a docket and providing structure to the meeting.

### **Appendix C: Mission Committee Report**

1. **Assembly Worship Offerings:** The Mission Committee intends the following to receive worship offerings at Presbytery Assemblies for the remainder of 2010:

<u>Date</u>	<u>Place</u>	<u>Recipient</u>
06/05/10	North New Portland, ME	Sudanese Fellowship, Portland, ME
09/11/10	Graniteville, VT	Food Works at Two Rivers, Montpelier, VT
12/04/10	Marturia Ch., Rochester, NH	Wings of Change, Windham, NH

2. Community Mission Grants: 2010 recipients are:

The Grapevine Family and Community Resource Center, Antrim, NH  
 Greater Nashua Interfaith Hospitality Network, Hudson, NH  
 Mitch's Place Emergency Shelter, Emmaus, Inc., Haverhill, MA  
 New Hampshire Council of Churches, Women's Prison Ministry, Goffstown, NH  
 Transportation Support for the Sudanese Presbyterian Fellowship, Portland, ME  
 Vermont Interfaith Action of Central Vermont, Barre, VT  
 Wings of Change, Challengers Camp, Windham, NH

Pending Council's decision regarding funds available for 2011 Community Ministry Grants, the Committee will invite 2010 recipients to apply first for these grants before promoting opportunities more widely.

3. **Immigrant Ministries:** As reported in the April/May *Epistle*, the **Pentecost offering** received in our churches in May will go to support the Ushindi Fellowship in Lowell and the Sudanese Fellowship in Portland.

Also in that issue was an invitation to attend an **Immigration Summit** to be held June 19 at the Tumaini Church in Springfield, MA. The Summit's major purposes are to educate people about national immigration reform legislation and to provide a meeting time/place for immigrants and others concerned. Julia Thorne, PCUSA's Manager for Immigration Issues and Immigration Counsel, will speak.

Brendon Bass, Co-Chair, for the Mission Committee

**Appendix D: Presbytery Missioner Report**

**Mission Committee Liaison** (see Mission Committee Report)

**Campus Ministries:** I have begun learning about various campus ministries in the Presbytery, some of which receive Synod grants. So far I have been in email contact with chaplains at the United Campus Ministries at UNH Durham and Keene State University and Presbytery's representative on the Board of Cooperative Campus Ministries at UVM Burlington.

**Office Assistant:** As time permits, I have been available approximately one day a week to help Norma to reorganize files and undertake other tasks as needed.

Brendon Bass, Presbytery Missioner

**Appendix E. Audit Report**

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**Appendix F: Attendance Roll****Summary**

<b>Category</b>	<b>Number in Attendance</b>
Minister Members	19
Elder Commissioners representing churches	22
Other Voting Elders	8
Non-Voting	13
<b>Total Attendance</b>	<b>62</b>

**Voting Elders except Church Commissioners**

<b>Elder Category</b>	<b>Num Pres.</b>	<b>Names</b>
Presbytery Officers	3	Cliff Creel (Stated Clerk), David Stoner (Vice Moderator), Robert Robbins (Treasurer)
Standing Committee Chairs	1	Joanne Hardy (COM)
Council Members	3	Jean Beaulieu, Bruce Andrews, Darryl Johnson, Dave Stoner
Commissioned Lay Pastors	1	Rick Ness
Presbyterian Women Moderator	0	
Certified Christian Educators	0	
<b>Total</b>	<b>8</b>	

**Non-Voting Attendance**

<b>Category</b>	<b>Num</b>	<b>Names</b>
Non-voting Elders	6	Darnall Burks (Nashua), Marilyn Burks (Nashua), Donald Jones (Eliot), Patricia Keys (Newburyport), Matthew Long (Sudanese), Alan Rau (Hartford)
Inquirers and Candidates	0	
Corresponding Members	2	Cindy Kohlmann (Boston Presbytery), H Donald Maris (Albany)
Registered Guests	4	Norma Biron (PNNE Staff), John Gibson (Eliot), Judy Hamilton, Jean Hansen (Newburyport),
Synod Commissioner	1	Shirley Reese
Youth Advisory Delegate (YAD)	0	
<b>Total</b>	<b>13</b>	

**Ministers Present**

Brown, Michael	Markman, Eric
Cook, M Catherine	Moningka, Herby
Ellison, Marvin	Planting, Scott
Gaston, Howard	Row, Stephen
Hardy, George	Strand, Constance
Hastings, Steve	Van Gombos, Nick
Hilton-VanOsdall, Carl	Vandelinden, Allison
Hoppe Hugo, Diane	Walker, Daniel
Leiserson, Erin	Wiley, David
Mabon, Joan	

**Ministers Excused**

Barker, Carol Ann	McDowell, Martha
Bass, Brendon	Medeiros, David
Bradford, Lissa	Merrill, Robert
Burgess, Lynn	Mokkosian, John
Crocker, Richard	Strader, Rebecca
Dyson, Mia	Stuart, James
Hagy, Karen	Tedrow, Tricia
Henry, John	Weatherhog, Tracy
Hett, Dennis	Wendorf, Mark
John, Robert	White, Dwight
Lape-Freeberg, Amada	Woodward, Thomas
Lindner, Charles	Zaragoza, Edward
Macaulay, James	
Mackellar, James	

**Non-Retired Ministers Absent**

Akoa-Mongo, Francois K	Mumbui, Karimi
Boyce, Peggi K	Quinlan, Stephen J
Findley, Aaron	Richeson, Elizabeth
Hilton-VanOsdall, Gina	Sam, Thysan
Howe, Peter F	Young, Jeffrey M
Hunsinger, George	

**Elder Church Commissioners**

Church	Num Allow	Num Attend	Names
Antrim NH, First	2	0	
Barnet VT	2	0	
Barre VT, First	2	1	Diane Nichols-Fleming
Bedford NH	3	1	David Dickey

Church	Num Allow	Num Attend	Names
Burlington VT, Christ	2	0	
E. Craftsbury VT	2	2	Jenny Stoner, John Weaver
Farmington ME, Fairbanks Union	2	0	
Graniteville VT, First	2	0	
Hartford ME, Community	2	1	Thomas Hamilton
Haverhill MA, First	2	0	
Kennebunk ME, St. Andrews	2	0	
Leeds ME, Community	2	1	Carole Ann S. Barker
Litchfield NH, Community	2	0	
Londonderry NH	2	1	Lucille Robbins
Lowell MA, Eliot	2	2	Cathy Gibson, Susan Jones
Lowell, MA, Ushindi Fellowship	2	0	
Manchester NH, First	2	1	Paul McCay
Nashua NH	2	2	Rita Kirk, Mary Oswald
New Boston NH	2	0	
New London NH, Kearsarge	2	0	
New Portland ME	1	0	
Newburyport MA, Old South	2	2	Norman Hansen, Richard Keys
North New Portland ME	1	0	
North Turner ME	1	1	Garrick Grant
Portland, ME, Sudanese Fellowship	1	1	Geng Biel
Rochester NH, Marturia	2	2	Samuel Wondal, Ivonne Wowor
Ryegate VT	2	0	
South Ryegate VT	2	0	
Starks ME, UCPC	1	0	
Topsham ME, Mid-Coast	2	2	Paul Brown, Marci Clark
Topsham VT	2	0	
Wales ME	2	2	Virginia Cram, Cathy Roy
Windham NH	2	0	
<b>TOTAL</b>	<b>62</b>	<b>22</b>	