



**PRESBYTERY
OF
NEW YORK CITY**

*“Embodying God’s Love
Proclaiming God’s Word
Promoting God’s Justice
Growing in Faith and Size
Seeking the Welfare of the City”*
(Mission Statement, PNYC)

CALL PACKET
FOR THE
Called Meeting
Presbytery of New York City
Wednesday, June 30, 2010
5:30 p.m.

Rutgers Presbyterian Church
236 West 73rd Street
New York, New York 10023
212-8778227

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Stated Presbytery Meeting

June 30, 2010

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**Notice for a Called Meeting of
THE PRESBYTERY OF NEW YORK CITY**

at

Rutgers Presbyterian Church

236 West 73rd Street

New York NY 10023

Tel: 212-877-8227

June 30, 2010 at 6:00 P.M.

Pursuant to G-11.0201 of the Book of Order and Section V. of the Standing Rules of the Presbytery of New York City, upon the request by two minister members and two elder commissioners from two different churches, the Moderator of the Presbytery of New York City has directed the Stated Clerk of the Presbytery of New York City to announce a Called Meeting of the members of the Ecclesiastical Presbytery of New York City for Wednesday, June 30, 2010 at 6:00 P.M., with registration starting at 5:30 P.M.

The sole business to be conducted at the called meeting of the Presbytery of New York City is consideration of requests from the Interim Search Committee, the Personnel Committee and the General Council, to wit:

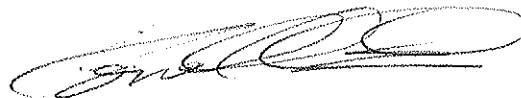
1. The report of the Interim Search Committee, regarding the election of Elder Antonio (Tony) De La Rosa as Interim Executive Presbyter. .
2. The report of the Personnel Committee on a staff reorganization plan, pursuant to the action of the Presbytery of New York City on May 18, 2010.
3. The report of the General Council, that the Presbytery of New York City ratify the action of the General Council to employ, as Acting Executive Presbyter, the Rev. David Prince beginning June 23, 2010 and continuing until the beginning of service of an Interim Executive Presbyter.

Pursuant to action of the Presbytery the Call Packet is available online. If you desire a paper copy please notify Carmen Austin, in writing or by email SCA@presbynyc.org, and a packet will be mailed to you. Some paper call packets will be available at registration on the information table.

The proposed docket for the Called Meeting is attached. Pursuant to Section V.B.4 of the Standing Rules of the Presbytery of New York City the quorum for this meeting shall consist of 50 minister members and 50 elder commissioners, with the elders representing not less than 40 churches.

We look forward to seeing each of you at the upcoming meeting on Wednesday, June 30, 2010. I encourage you to make every effort to attend. If you have any questions or concerns, do not hesitate to call me at 212-870-2221 extension 4333 or my Assistant, Carmen Austin at extension 4374.

Respectfully submitted,



**Rev. Cornell A. Edmonds
Stated Clerk**

History of Rutgers Presbyterian Church

When the first Rutgers congregation dedicated its first sanctuary on the corner of Henry and Rutgers Streets in Lower Manhattan on May 13, 1798, that congregation and sanctuary were the third unit of the Collegiate Presbyterian Church of New York City. It was north and east of the previous two units: the Church on Wall Street, now First Presbyterian (founded in 1716) and the New Church, now Brick Presbyterian (founded in 1765) at Beekman and Ann Streets. It was built on a plot of ground donated by Colonel Henry Rutgers, and paid for by contributions from the members. The three units shared the services of a three-person ministerial team, of which the Reverend Dr. John Rodgers was senior pastor.

In 1809, each of these three units was separately incorporated, and the Reverend Dr. Philip Milledolar was assigned as pastor to the Rutgers Street Church. By 1830, during the pastorates of two successors, Rutgers had become the largest Presbyterian church in the denomination, with 1157 members. The old frame church was replaced in 1843 with a large stone structure (still standing and in use as the Roman Catholic Church of St. Teresa of Avila). Because of the dynamic growth of the city and the profound demographic changes thereby brought about, the congregation decided in 1863 to move "uptown," taking over the Lenox Chapel at 29th and Madison, where a small, pastorless Presbyterian congregation was in residence. That group eventually became members of Rutgers, under the inspiring leadership of the Reverend Dr. John M. Krebs, who had been called to Rutgers in 1830 and spent his entire career there (1830-1867). Although the membership was now less than half of its all-time high (many additional Presbyterian churches having been opened in the city), the congregation, in 1873, demolished the Lenox Chapel and built an elaborate, expensive church on the spot.

Again, population changes, and the post-Civil War prosperity which transformed the church neighborhood into a largely business district, eroded the membership to an alarmingly low level. By 1884 the congregation was considering dissolution and the sale of the property. The church was closed for nine months. But a devoted core of officers and members invited the Reverend Dr. Robert Russell Booth (then at liberty and a charismatic presence) to head the church, which reopened at the end of January 1885. But the location of the church remained a hindrance to real growth, and in 1887 the congregation accepted the invitation of the Presbytery's Church Extension Committee to move to a newly opening section of the city at 73rd and Broadway. Through proceeds from the sale of the Madison Avenue property, a chapel was built in 1888 (approximately on the site of the present sanctuary), and a large church in the Romanesque style on the corner was dedicated in 1890.

At the new location and under the new leadership, the church flourished, as the Upper West Side underwent a building boom and acquired a considerable social cachet. By the time Rutgers celebrated its 100th Anniversary in 1898, it had 386 members, many of whom were prominent in civic circles. With the arrival of the Reverend Dr. Daniel Russell in 1915 (he remained as pastor for 27 years) another period of growth and change began. In 1925, when the membership was 445, the existing plant was demolished and the present aggregation of sanctuary, church house and bank building was erected. By 1942, the congregation welcomed a merger with the Harlem/New York Church, which brought the Reverend Dr. Ralph W. Key as co-pastor.

The years of World War II and its aftermath brought significant changes to the Upper West Side, with an influx of refugees and non-English-speaking peoples. Social cachet moved to the East Side, and although a core of Rutgers congregants remained loyal, their residences became widely scattered in the city, and their numbers slowly declined. This decline was masked for a time during the pastorate of the Reverend George Nicholson (1957-1963) whose brilliant preaching filled the sanctuary Sunday after Sunday. But the majority of those listeners were non-members who disappeared when he resigned. The long pastorate of the Reverend Dr. Cyril Jenkins (1964-1983) was marked by several interesting innovations designed to align the church more closely with its community, but there were no great gains in membership, which in 1983 stood at 161.

Dr. Jenkin's retirement was followed by a time of great change. There were three installed pastors, three interim pastors, a failed merger with the West Park Church, a reconfiguration of the interior of the Church House, and a redecoration of the church sanctuary. The Reverend Dr. Byron E. Shafer was installed in 1996 and has retired after a significant pastorate of ten years. By God's grace, the heart of Rutgers beats steady and strong. Under the leadership of the Reverend David Prince as Interim Pastor, the congregation is exploring new ways to spread the good news of God's love in New York's Upper West Side and beyond.

Direction to the Rutgers Presbyterian Church

The church is conveniently located at 236 West 73rd Street (west of Broadway) in New York City, just one block from the 72nd Street IRT subway station, where the numbers 1, 2, and 3 trains converge.

BY SUBWAY

Take the number 1, number 2 or number 3 train to the 72nd Street Station.

BY BUS

Take the M104 Bus from uptown or down town to 72nd Street and Broadway.

Take the M72 Bus from the eastside to 72nd Street and Broadway.



Proposed Docket
Called Meeting of the Presbytery of New York City
Wednesday, June 30, 2010
Rutgers Presbyterian Church
236 West 73rd Street
New York, New York 10023
212-877-8227

Rev. J. Perry Wootten, Moderator
Elder Effie Bynum, Moderator-Elect
Rev. Cornell A. Edmonds, Stated Clerk

5:30 P.M. Enrollment

6:00 P.M. Greetings and Opening Prayer Rev. J. Perry Wootten, Moderator

PROPOSED DOCKET

Constituting the Presbytery Meeting: Rev. Cornell A. Edmonds
 a. Establishing a Quorum, Accepting Excused Absences
 b. Presentation and Adoption of the Docket

The only items of business for this meeting

Report of the Interim Executive Presbyter Search Committee Elder Lynda Spielman

Report of the Personnel Rev. Jo Cameron

Report of the General Council Elder Effie Bynum

Meeting Closed with Prayer

INTERIM EXECUTIVE PRESBYTER SEARCH COMMITTEE
Report to the Presbytery of New York City
June 30, 2010

Report on Search Process

Organizing and Getting the Word Out

The IEP Search Committee, consisting of 12 members, was elected by the Presbytery at its September, 2009 meeting. Between October 27, 2009, and end May, 2010, the committee met fourteen times, and continuously worked between meetings. Each meeting opened and closed with prayer. Several members over this time resigned due to work and health constraints.

The meetings from October to December were largely organizational in nature. In October, the committee elected Elder Lynda Spielman and Rev. David Prince, as Chair and Vice-Chair respectively, and Rev. Cathy Stilwell volunteered as secretary. Rev. Oscar McCloud, Acting EP, helped us organize by providing resource materials. In November, Clint McCoy, Executive for Partnerships, Synod of the Northeast, joined our committee as a resource and provided us with his suggestions for using the *Middle Governing Body Search Committee Guidelines* material. His experience, guidance, and availability proved to be invaluable throughout our process. During the fall we finalized and placed an ad in *Presbytery Outlook* (which appeared in January and February), drafted and posted a Church Information Form (CIF) on the PCUSA/ Church Leadership Connection website, and began communications with Presbytery members, Synod and GA personnel seeking referrals and getting the word out. We also prepared a position description, secured an approved budget, organized materials and communications to inquirers and candidates, and posted the open position on the revised Presbytery website. As required, we provided our attestation to the Committee on Representation that we planned to be EEO compliant and would conduct an open search. Our deadline for receiving applications was set at April 1, 2010. By early January, our ad appeared, our CIF was set up and all referrals and inquiries were acknowledged. Our January meeting was devoted to establishing a tracking system and a review protocol, along with expanded efforts to pursue candidates.

Applicants and Interviews

The committee received and reviewed a total of 61 applications, although a few withdrew as we proceeded. Of these, one-third came from applicants who self-referred; with the balance of applications coming from the CLC matching process, and all but three were clergy. Information on the ethnic-racial background of the applicants, as well as age, was not available nor included in the resumes and Personal Information Forms (PIFs), however, our best estimate is that ten were racial-ethnic persons, and most were near or over forty-nine years old. The ratio of males to females was 2:1. It should be noted that we made special efforts to expand the diversity of the applicant pool with success. Of the group of 13 semi-finalists for whom we checked references, four were female, 3 were elders, and four were racial-ethnic persons. We interviewed four individuals as finalists; one was female, one was an elder, and two were of diverse racial-ethnic

backgrounds. In sum, we attest that we have conformed to the open search requirements and were compliant.

Recommendation to Presbytery

Terms of Agreement

The committee recommends that Elder Luis Antonio (Tony) De La Rosa be elected Interim Executive Presbyter to serve for a term up to three years beginning August 1, 2010, and ending July 31, 2013, or upon completion of the election of a permanent Executive Presbyter, whichever is earlier, further to the attached position description (Appendix I), and with the following terms:

Salary \$125,000

One month's vacation

Two week's study leave with \$1,000 available for study leave expenses

Participation in the Board of Pensions pension, medical and dental plans

Parking expenses at 475 Riverside, or adjacent facility, not to exceed \$5,000 p.a.

Relocation expenses to be paid as reimbursements from the IEP budget as follows: \$5,000 for moving expenses from Los Angeles to New York City, and \$125 per year for three years for Out of State California Bar fees.

The total cost of compensation and benefits for year one will be \$ 174,270 p.a.

Mr. De La Rosa will be subject to the personnel policy and practices of the NYC Presbytery. As IEP, further to his request, he will be provided with an informal quarterly performance review, as organized by the Personnel Committee, and an annual performance review in accordance with Presbytery personnel policy. Employment may be terminated with 90 days notice by either party.

Details of Elder De La Rosa's biography and statement of faith are attached. (Appendix II)

Request to Dismiss

The Committee respectfully requests that that they be dismissed by the Presbytery.

Respectfully submitted by the IEP Search Committee:

Chair, Elder Dr. Lynda Spielman, Vice-Chair, Rev. David Prince, Members, Rev. Ruth-Aimee Belonni-Rosario, Rev. Nadine Hundertmark, Elder Don Jang, Elder David Michel, Elder Joyce Seebrook, Rev. Mary Speers and Rev. Cathy Stilwell.

**PRESBYTERY OF NEW YORK CITY
PRESBYTERIAN CHURCH (USA)**

**POSITION DESCRIPTION
Interim Executive Presbyter**

Appendix I

POSITION DESCRIPTION AND PURPOSE

The Interim Executive Presbyter (IEP) is the Chief Executive Officer of the Presbytery of New York City who is responsible for the administrative operation of the Presbytery and supervision of its staff. As part of a team, working with the staff and the Presbytery at large, the IEP is responsible for leading in programs of reconciliation and spiritual renewal in a time of change, for assisting the Presbytery in restructuring its administrative staff, and for exercising pastoral concern for clergy and congregations so that the mission of the Presbytery can be accomplished.

ACCOUNTABILITY

The IEP is called and employed by the Presbytery and is accountable to the Presbytery for the implementation of Presbytery decisions through its governance and by its staff.

RESPONSIBILITIES

As the chief administrator and head of staff of the NYC Presbytery, the IEP shall have the following duties:

Presbytery:

Serves as the chief administrator accountable to the Presbytery for the implementation of Presbytery decisions in matters of strategy, program and resources; provides staff services for Presbytery councils, committees, and task forces, and serves as ex-officio of each and attending meetings when appropriate.

- Assists in nurturing and strengthening the churches of the Presbytery as they seek a common vision of mission to the city.
- Supervises executive and professional staff of the Presbytery, and provides for the supervision of support staff.
- Facilitates the Presbytery's work with the Lombard Mennonite Peace Center and any other consultants that may be deemed necessary.
- Serves as primary staff of the General Council, Committee on Ministry, Board of Trustees and Personnel Committee.
- Assists the Presbytery as appropriate in preparing and searching for a permanent Executive Presbyter.

- Ensures that the mission giving program of the Presbytery and the denomination are publicized among the congregations.
- Serves as officer of Presbytery-related corporations as specified by their by-laws.
- Coordinates with the staff and appropriate committees the Presbytery's ministry with pastors, sessions and candidates, giving attention to the needs of the diverse constituencies within the Presbytery.
- Serves as the AA/EEO officers of the Presbytery.
- Develops and implements in consultation with the Personnel Committee an annual performance review process for all staff.
- Provides oversight for the development of the annual budget.
- Facilitates long range planning, with awareness of the Presbytery's strategy for church growth/church redevelopment.

Denomination

- Liaises with appropriate individuals and agencies of the Synod and General Assembly for the enhancement of congregational life and ministry
- Interprets and advocate the interests of the Presbytery to the Synod and General Assembly, and the interests of the Synod and the whole church to the Presbytery.
- Coordinates the work of any Synod and General Assembly agency staff working with the Presbytery in accordance with arrangements and policies established in consultation with Synod and General Assembly.

Ecumenical

- Seeks opportunities to represent the Presbytery and to enhance its involvement in ecumenical relations and community affairs within the New York City area and across the denomination.
- Serves as representative and spokesperson for the Presbytery in ecumenical and interfaith relationships; and to the community and society in accordance with Presbyterian polity.

RELATIONSHIPS

In the capacity as head of staff, the IEP makes assignments of all staff to committees, councils, and Presbytery appointed task forces. The IEP is responsible for the supervision of all staff to the end that the work of Presbytery progresses harmoniously and effectively and shall conduct regularly scheduled meetings with all staff to assess and address related issues.

EVALUATION

The Personnel Committee shall undertake an annual performance review of the IEP in accordance with the current mission goals and policies of Presbytery and the Presbytery's Personnel Policies.

TERM

The Interim Executive Presbyter is elected for a term of two to three years and serves at the will of the Presbytery.

PERSON DESCRIPTION

Qualities:

- Possesses a strong Christian faith and commitment which is clearly expressed in practice.
- Relates well to individuals, laity and clergy and is able to understand their situations sympathetically in order to give advice and counsel.
- Able to lead the Presbytery in setting and working towards realistic goals.
- Have energy, imagination and vision and is able to receive and consider new information, and to develop, implement and interpret policies and programs.
- Has an understanding of the vital relations of the churches to the Presbytery and to each other.
- Is a member of the Presbyterian Church (USA) and has knowledge of its organization and resources.

Skills:

- Background in conflict management
- Experience and/or training as Interim Executive Presbyter for Presbytery, Synod or General Assembly
- Administrative skills: leading, managing, motivating, planning, evaluating, delegating
- Proven ability to interpret, advocate for, and manage change
- Experienced and conversant in stewardship of funds and property; budget administration
- Decision maker
- Team builder and leader in achieving and maintaining harmonious relationships among colleagues and professional staff
- Able to manage diverse and multicultural perspectives
- Excellent verbal and written communication capabilities and is proficient in the use of computer and other electronic communication technologies



Elder Tony De La Rosa’s background is a picture of the diversity, faithfulness and hope that shapes the history and future of the Presbyterian Church (USA). He is the oldest of three sons born to his immigrant parents, his late Mexican father and Puerto Rican mother (whose first mainland U.S. church home was First Spanish, Brooklyn). Tony grew up in Los Angeles, but was schooled in the East, graduating from Phillips Academy (Andover) and Yale College. He earned an M.Div. degree from Yale Divinity School and a J.D. from Yale Law School.

Tony is Clerk of Session at Immanuel Presbyterian Church of Los Angeles, a multi-cultural inner-city congregation where he is known as a gifted mentor to church members of all backgrounds seeking to fulfill their callings. As an elder commissioner to the Presbytery of the Pacific, he recently served on a high-profile administrative commission, where his ability to build bridges and negotiate competing goals – as well as eloquently interpreting the Book of Order - earned enormous respect from all sides. Tony has lent his skill in managing organizational change to all levels of the church. He has worked for 20 years with General Assembly-level entities, most recently as a member of its Special Committee on Civil Union and Christian Marriage. His leadership style is collegial and seeks to empower others to lead; he is intent on addressing hurts and enabling dialogue that honors all perspectives. He is humbly aware of God’s grace moving through all he is and does; it is in response to God’s grace, and in response to the gospel of justice and reconciliation, that Tony continues to offer his God-given gifts to the church.

Tony served in the 1990s as Executive Director of the Los Angeles Center for Law and Justice, devoted to advocating for the poor within the justice system. For the last eight years he has worked as in-house attorney with the nation’s largest public health plan. “Discerning jurisdictional boundaries, understanding behavioral limitations, and fashioning consensus” have been as crucial in his professional life as in his service to the church. Tony is a certified Professional Registered Parliamentarian. He currently lives with his partner in LA.

Tony is exceptionally aware of NYC Presbytery’s historic and prophetic mission, its “unflagging courage and witness in calling our denomination to address pressing theological and social issues...” and is committed to the kind of leadership that will renew the Presbytery’s vision and enable it to fulfill its mission.

The IEP Search Committee believes that God is calling Tony to be our Interim Executive Presbyter; we affirm that he has the spiritual gifts and administrative skills, the “energy, intelligence, imagination and love” to guide us through this hour, so that we together can claim the future that God is holding out to us.

Statement of Faith – Tony De La Rosa

By God's grace, I live. I am a child of God, who has named and blessed me into being as part of the richness and diversity of Creation. I live as a part of God's sacred history, one that has seen humankind fall into sin in a misplaced desire to break its dependence on God. Humankind, by itself, cannot heal the rupture of its relationship with God. Both my life and my place in God's Creation are a gift and a responsibility, for they are offered to my benefit as an eternal witness to a loving Creator, and entrusted to my stewardship to advance God's design.

I owe God an unfathomable debt, advanced on my behalf by the life, death and resurrection of Jesus Christ, God made human, who healed, instructed, prayed, redeemed and revealed for all humankind the promise of eternal life. Jesus Christ fulfills God's sacred history, calling all to acknowledge our break with God and live into the wholeness that God intends for us. Jesus lives a life that exalts the Holy One through service in accord with God's Will, most specifically to the reviled and outcast – the poor, the sick, the lonely, the lost—who reflect Christ's image and challenge us to respond with empathy and concern.

The Holy Spirit moves and inspires me, a constant and enduring divine presence that steers me a right when I would veer askew. Through the Spirit, I have been blessed to receive faith in God through Christ, a gift that is God's alone to grant. I seek to honor this gift by receiving God's Word in Scripture, which the Spirit inspires and illumines, and by participation in the life and witness of Christ's Church.

The Church disseminates God's promise of redemption to all whom it touches, through the proclamation of the Word and by celebration of the sacraments of baptism and the Lord's Supper which were gifted to the Church by Christ working through the Holy Spirit. In baptism, the promise of redemption begins by engrafting us into a community of believers in Christ. In the Lord's Supper, the Spirit offers to all believers Christ's redemption in holy commemoration of Jesus' death and resurrection.

Thus, I am humbled to be embraced by a God so powerful and so compassionate. In gratitude, my life is dedicated to the One who has bestowed upon my being richness beyond measure, grace without merit, and love without end.

Report of the Personnel Committee to the Presbytery of New York City
Special Meeting: June 30, 2010

Background

Motion adopted at the Presbytery meeting of May 18: "To request that the Acting EP and Personnel Committee submit a restructure staffing plan and brief (one page) revised descriptions for the staff listed in the plan for review at a Special Meeting of the Presbytery to be held in June 2010 on a date set by the Moderator."

Responding to this request of the Presbytery, the Personnel Committee presents its report with hope and in humility. Hope because we bring to you our best effort for proposals to address the many complex personnel considerations of the staff of our Presbytery. Humility because it is a daunting and sobering task to be charged with decisions that so deeply affect others' lives.

At the May 18 meeting of the Presbytery, a new Personnel Committee was formed by election of the Presbytery and charged with bringing to this special June meeting: 1) a new staff structure at or under the CASS budget line of \$609,761, and 2) one page position descriptions for each restructured staff position.

The Committee is made up of 7 people: two from the former Personnel Committee, Sara Hurst Jenoure and Rev. Seung Ik Lee. (Rev. Lee was unable to participate in this current work of the Committee.) Newly elected to the Committee on May 18 were Elders Elaine Connolly and Sara Moody, Revs. Nadine Hundertmark, Donald Shriver and Jo Cameron, Chair. Don and Jo are Honorably Retired. One position on the Committee remains unfilled. Acting Interim Executive Presbyter Oscar McCloud attended all our meetings through June 15. His assistance and guidance have been invaluable.

The day after the Presbytery meeting, May 19, Jo met with all the staff to both introduce herself and to give them the assurance of wanting to work with respect, compassion and grace in these coming weeks on all personnel issues. Jo offered her availability to any staff member for discussion or questions. The Committee has met 5 times to work on the charge given us by Presbytery the results of which we present to you today. There were also individual meetings with some staff members and our intention is to have individual meetings with each one. The Committee presented its recommended Personnel Structure and Position Descriptions to the Staff in a meeting immediately before the proposals were then presented to General Council on June 15.

How the Personnel Committee worked

The Personnel Committee gave enormous thought and care, both in our times together and apart, to of its decisions. Each meeting was opened with reflection and prayer, and closed in the same manner. Nothing was easy. We grieve for those friends and colleagues who will face

unemployment or cutbacks due to this restructuring. The fact that these times of widespread economic stress, joined with the Presbytery's seriously reduced financial reality makes this restructuring imperative in no way reduces our sorrow over the impact these decisions will have on our staff friends and colleagues, also our sisters and brothers, who have worked with diligence and faithfulness over these years.

In beginning this Personnel work, and through out all our discussions, we were guided by a number of understandings:

- to make decisions that further the ministry and mission of the Presbytery;
- to hold the work and commitment of the current staff in the highest regard and gratitude for their years of faithful work, especially for their forbearance in recent times;
- to reflect compassion and sensitivity to each staff member, realizing that the changes in or termination of employment are very serious matters and need to be addressed with care and discernment;
- to base our decisions on the administrative functions needed to further the ministry and mission of the Presbytery, and not on persons or personalities;
- to realize that a staff reduction will result necessarily in a reduction in functions that this reduced staff can accomplish;
- to offer proposals for staff restructuring that will come in at or below the CASS budget line of \$ 609,761;
- to acknowledge and appreciate that we were able to do this huge amount of work in such a short time period because we built on the work of Personnel Committees before ours. Much of their work is reflected in these proposals.

Proposed Staff Restructure

The proposed Staff Restructure reduces Presbytery from 11 full and part time positions to 7 full and part time positions.

All positions have been restructured.

Interim Executive Presbyter – full time: this position was currently "in search", and was not considered by us to be part of our charge.

Stated Clerk – part time, 3 days a week: a restructured position focusing on Book of Order functions and requirements thereby bringing the work of the Clerk in line with the denominational practices and position descriptions of other Presbyteries.

Financial Controller- part time, 4 days a week: this position has been analyzed and reviewed in detail in recent months and the Committee, after lengthy reflection and discussion, concurs with the current 4 day position. We feel this is necessary in terms of the work required, especially in this transitional time of Presbytery leadership

The other staff current positions have been restructured and folded into 4 newly titled positions:

(Interim) Associate Executive Presbyter - full time, a position covering aspects of the current 3 part time-Interim EPs.

Senior Administrative Assistant - full time - a restructured position of the current Office Manager and Administrative Assistant to the Executive Presbyter.

Administrative Assistant - full time - a restructured position including Receptionist responsibilities and some administrative assistance to the Stated Clerk, Controller, and Interim Executive Presbyter as directed by the Senior Administrative Assistant.

Administrative Assistant - part time, 17 hours a week - a position directed by the Senior Administrative Assistant to support the administrative staff of the office as well as Receptionist duties.

To bring the cost restructure of this in line with the CASS directive, we also propose a restructuring the position of the Property Manager position. (The Chair of CASS has been informed of this proposal.) This position is a contract employee, and requires 90 day notice of any changes. Our analysis of need and function of this position resulted in our proposal that the annual budget line the Property Manager position be reduced from \$85,000 to \$ 60,000.

Position Descriptions

The functions and broad details of all these 7 restructured Staff positions (not including the contract position of the Property Manager) are outlined in one-page Position Descriptions as requested by the Presbytery. These position descriptions are necessarily brief and will be additionally reshaped by the particular gifts, talents and experience of individuals who fill them.

We want to emphasize we are addressing the functions that we feel are critical and necessary for the Presbytery as it is now constituted. A new Interim Executive, a new Interim Associate Executive, redesigned volunteer responsibilities, increased administrative responsibilities of Committees, restructuring of Presbytery organization and structure will all influence these positions.

Related matters

Transition Procedures: All staff positions have been restructured. Staff members are invited to apply for the restructured positions. The Personnel Committee proposes that the start date for the Restructured Staff be September 1, 2010. Interviews to fill these positions would take place prior to that by members of the Personnel Committee and presented to Interim EP. Staff members who no longer continue in the employ of the Presbytery due to this restructuring will

be terminated. They will be eligible for Unemployment Insurance and severance from the Presbytery.

Severance Payments: There is no severance payment policy in the Personnel Manual. The Personnel Committee bases its Severance Scale on the scale in the Employee Handbook of the General Assembly Mission Council of the PC (USA), p. 21, with some adjustments: up to 2 years employment- 1 months salary; up to four years employment – 6 weeks salary; up to 8 years employment – 10 weeks salary; up to 12 years employment – 12 weeks salary. (If all current staff chose to end employment with the Presbytery, we estimate severance payments would exceed \$80,000. There is no current allocation for severance in the Presbytery budget.) The Committee is fully aware that severance payments can never fully or adequately reflect our gratitude for the work done over these years by staff members whose employment with the Presbytery ends with this staff restructuring. Severance payment to a terminated staff member will be contingent upon the terminated staff member continuing to work in his/her positions up to the effective date for the beginning of newly restructured position. In accordance with the Personnel Manual, terminated staff members are eligible for payment for unused vacation days, but not for payment for unused sick days.

Out-Placement Assistance: We also propose that the Personnel Committee offer out-placement guidance to any staff member seeking this assistance. This guidance would be advisory and given on a voluntary basis by members of the Presbytery experience in Human Resources, Personnel, or out-placement work. The Personnel Committee would prepare of roster of experienced volunteers. It will be up to the terminated Staff member to make contact with those on this roster.

Conclusion: The Personnel Committee presents this report on Staff Restructure and Position Descriptions in full knowledge that the Presbytery is in a period of transition and review in many areas. The Committee has given these recommendations our most careful thought, reflection and heart. We were guided by prayer and the bold confidence that the Holy Spirit would help us listen, decide, and recommend constructive proposals that reflected the deepest wisdom and compassion we would muster together. We ask that all who read, discuss, and vote on these recommendations will be guided by these same ways.

**Personnel Committee Proposal
Staffing Plan for the Presbytery of New York City**

Position	TIME	Salary & Housing	Soc Sec = 7.65%	SUI *	Comp & Taxes	Board of Pensions: 31.5%	Salary & Benefits	MAJOR AREAS OF RESPONSIBILITY	STRATEGIC PLAN AREAS	
									Nourish Leadership, Stewardship, Spiritual Renewal	Nourish Leadership
Executive Presbyter	FT	\$125,000.00	9,563	332	134,895	39,375	\$174,270.00	COM, CLP, TRUSTEES, CASS, G.COUNCIL	Nourish Leadership, Stewardship, Spiritual Renewal	Nourish Leadership
Stated Clerk	3 days	\$66,600.00	5,095	332	72,027	20,979	\$93,006.00	Book of Order Req., Judicial, Training	Nourish Leadership	Nourish Leadership
Associate EP	FT	\$75,000.00	5,737	332	81,069	23,625	\$104,694.00	CPM, CM&N, CWSW	Strengthen Cong.; Youth; Public Witness;	Communication;
Comptroller	4 days	\$75,000.00	5,737	332	81,069	23,625	\$104,694.00	CASS, TRUSTEES, G. COUNCIL	Stewardship;	Communication
Sr. Admin. Asst.	FT	\$55,621.00	4,255	332	60,208	17,521	\$77,729.00	EP/AEP		
AA	FT	\$41,000.00	3,137	332	44,469	12,915	\$57,384.00	RECEPT/ADMIN SPT		
AA	17hrs.	\$20,000.00	1,530	332	21,862		\$21,862.00	ADMIN SPT		
Total		\$458,221.00	35,054	2,324	495,599	138,040	\$633,639.00			

- \$25,000.00

Minus \$25,000
(Transfer of savings
from restructuring
Property Manager
Consultant line)

TOTAL \$608,639.00 (CASS Budget Line: \$609,761)

POSITION DESCRIPTION: **Executive Presbyter (EP)**

POSITION TIME REQUIREMENT – Full Time, Exempt

PURPOSE - Leads and provides administrative leadership in organizing and facilitating the mission and witness of the Presbyterian Church (USA) of New York City; exercises pastoral concern for ministers and congregations so that the mission of the Presbytery can be accomplished.

ACCOUNTABILITY - The Executive Presbyter is elected, employed by and accountable to the presbytery for the implementation of the governing body's decisions through its governance and by its staff.

DUTIES AND RESPONSIBILITIES - The Executive Presbyter is the chief executive officer and head of staff. Duties and responsibilities include:

1. Functions as the chief administrator accountable to the presbytery for the implementation of its decisions in matters of strategy, program and resources. The Executive Presbyter provides staff services for the presbytery councils, committees, commissions, corporations and task forces, serving as ex-officio of each and attending meetings when appropriate and available. Serves as the primary staff to the General Council, Committee on Ministry, Board of Trustees and the Personnel Committee. Serves as officer of presbytery-related corporations as specified by their by-laws. Serves as the AA/EEO officer of the presbytery.
2. Supervises the work of the presbytery staff, and supervises other executive or support staff as may be employed. Develops and implements, in consultation with the Personnel Committee, an annual performance review process for all staff.
3. Interprets and promotes with other staff the mission-giving program of the presbytery and the denomination among the congregations. Facilitates long range planning, assists the Presbytery in preparing and implementing a strategy for church growth and redevelopment. Provides oversight for the development of the annual budget.
4. Coordinates with the staff and appropriate committees, councils and the Board of Trustees so as to ensure her/his availability for guidance and counseling with pastors, sessions and candidates and gives special attention to the needs of the diverse constituencies within the presbytery.
5. Coordinates the work of any Synod and General Assembly agency staff working with the presbytery in accordance with arrangements and policies established in consultation with the Synod and General Assembly. Interprets and advocate the interests of the presbytery to the synod and general assembly, and the interests of the synod and the whole church to the presbytery.

6. Seeks opportunities to represent the presbytery and to enhance its involvement in ecumenical relationships and community affairs within the New York City area and across the denomination.
7. Is a member of the Presbyterian Church (U.S.A.) and has comprehensive knowledge of its organization, structure, polity and resources.

EVALUATION - The Personnel Committee shall undertake an annual performance review and a comprehensive evaluation at the beginning of the third year, which shall reflect the directives of the Presbytery's Personnel Policy, the Manual of Operations and the current mission goals and policies of the Presbytery.

TERM

The Executive Presbyter (EP) is elected for an indefinite term and serves at the will of the Presbytery.

POSITION DESCRIPTION - Stated Clerk (SC)

POSITION TIME REQUIREMENT – Part Time (Three Days) Exempt

PURPOSE - The Stated Clerk is an officer of the presbytery and fulfills the duties and responsibilities specified by the Constitution in the *Book of Order* in G-9.0203a.b, G-9.0302, G-9.0304a, G-9.0406, G-9.0707b, G-11.0101a.b.c., D-3.0106, D-4.0201, D-5.0206, D-7.0701, D-11.0701; and in *Robert's Rules of Order Newly Revised*, §47 and §48; and those specified in the Standing Rules. Administrative duties include the implementation of decisions and matters of strategy, program, and resources. (G-9.0701)

ACCOUNTABILITY - The Stated Clerk serves as an ecclesiastical and administrative officer of the presbytery. S/he reports and is accountable to the Executive Presbyter as Head of Staff; reports to the presbytery on judicial matters and as specified by the *Book of Order* and secures the General Council's appointment of investigating committees or committees of counsel when necessary.

DUTIES AND RESPONSIBILITIES - Duties and responsibilities include:

1. Trains clerks of sessions, orients new commissioners to Presbytery and General Assembly, and minister members, and upon request; guides elders, ministers and officers of the Presbytery in their understanding of the *Constitution of the Presbyterian Church (U.S.A.)*, the Manual of Operations, By-Laws and Standing Rules of Presbytery, and *Robert's Rules of Order*, and the policies and actions of the Presbytery.
2. Processes and records all minister calls, changes in terms of call, contracts, dissolutions and transfers, Presbytery correspondence, annual reports, the AA/EEO process and reports and all matters relating to judicial process. Prepares and/or receives, maintains, provides for the safekeeping, and/or for the distribution of: minutes of the Presbytery; corporate papers; reports to and from other governing bodies; and other historical artifacts and documents pertinent to the life and history of the Presbytery. Transmits Presbytery and congregational annual statistical reports to the General Assembly.
3. Maintains the membership rolls of ministers, elders and members, pastors of new church developments, Certified Church Educators, Lay Pastors, Candidates and inquirers. Keeps a record of attendance at Presbytery meetings; former commissioners to the General Assembly and Synod; a roster and term of current and former members of the Presbytery's Permanent Judicial Commission; and agencies with a formal relationship to the presbytery. Prepares annual directories.
4. Issues notice of all stated and special meetings of the Presbytery at least ten (10) days in advance, to the Presbytery membership and to clerks of sessions.
5. Addresses parity once a year, according to the *Book of Order* in G-11.0101a.b.c., and makes a recommendation to the Presbytery, when necessary, for a method to redress imbalances, if any.

6. Provides support service to the Permanent Judicial Commission, and to committees and commissions as required by the Standing Rules and the Manual of Operations, and performs such other duties as assigned by the executive presbyter and the Presbytery.

EVALUATION - The Executive Presbyter, in consultation with the Personnel Committee of the Presbytery, shall undertake an annual performance review, and a comprehensive review in the first part of the third year, to evaluate performance and to consider renewal of the term, which shall reflect the directives of the Presbytery's Personnel Policies, Manual of Operations, and the current mission goals and policies of the Presbytery.

TERM - The Stated Clerk is elected for a term of three years, or until a successor is named. S/he may serve an indefinite number of terms. (G-9.0203b)

POSITION DESCRIPTION:(Interim) Associate Executive Presbyter (AEP)

POSITION TIME REQUIREMENT – Full Time, Exempt

PURPOSE - Provides support and guidance to the congregations and fellowships of the presbytery for their programs, education, nurture and the development of lay leadership; directs implementation of the Presbytery's focus on strengthening congregations, communication, making a public witness and nurturing youth in the church.

ACCOUNTABILITY - The Associate Executive Presbyter (AEP) is elected by the General Council. S/he is accountable to the Executive Presbyter as Head of Staff. The AEP is part of a collegial staff team committed to the vision, mission, and goals of the Presbytery of New York City.

DUTIES AND RESPONSIBILITIES - Duties and responsibilities include:

1. Serves as a resource for congregations; serves as the primary staff person to the CPM, CWSW and the CPLM. Sets goals and strategy for public witness and strengthening congregations.
2. Develops a network of congregational contacts for the implementation of the presbytery's mission goals and objectives and links congregations in witness, mission and ministry.
3. Assists volunteers and staff in the planning, development, and implementation of presbytery's mission goals and objectives with regards to social justice needs and concerns. Develops and maintains relationships with those agencies responsible for services, education, and advocacy on social justice issues with which presbytery seeks
4. Oversees special outreach programs to youth, young adults, and older adults.
5. Nurtures immigrant fellowships and evaluates prior redevelopment projects.
6. Works with CM&N or its equivalent, and develops a comprehensive survey of the neighborhoods of New York City so that a strategy for the future of congregations may be developed.
7. Develops a resource network of lay professionals equipped to assist the congregations with strategic and imaginative planning for the future.
8. Works as a member of the presbytery's staff team; receives administrative support from administrative staff.
9. Oversees grant programs in consultation with the executive presbyter and performs other duties as may be assigned by the executive presbyter.

EVALUATION - The Executive Presbyter, in consultation with the Personnel Committee of the Presbytery, shall undertake an annual performance review, and a comprehensive review in the third year, to evaluate performance, which shall reflect the directives of the Presbytery's Personnel Policies, Manual of Operations, and the current mission goals and policies of the Presbytery.

TERM - The Associate Executive Presbyter is elected for an indefinite term.

POSITION DESCRIPTION: **Controller**

POSITION TIME REQUIREMENT – Part Time (Four Days) Exempt

PURPOSE - Administrative responsibility for the day-to-day financial management of the presbytery, including cash flow operations and analysis, implementation of presbytery's internal accounting, financial reporting and risk management systems, budget development and interaction with external audit and financial support services; assistance to the executive presbyter, the treasurer and the presbytery in the development of stewardship goals.

ACCOUNTABILITY - The controller is accountable to the Executive Presbyter and works closely with the treasurer. S/he is elected by the General Council upon nomination of a search committee of which the executive presbyter is a member, and is part of a collegial staff team committed to the vision, mission and goals of the Presbytery of New York City.

DUTIES AND RESPONSIBILITIES - Duties and responsibilities include:

1. Oversees the day-to-day cash flow management, monitoring the payables and receivables operations and dealing with the processing and deposit of cash items, authorization of budget disbursements, billings for apportionments and amounts receivable from churches or others, monthly bank and investment account reconciliation and compliance with applicable tax, withholding and financial reporting requirements. This includes payroll administration, preparation of cash flow forecasts and serving as liaison with external audit and financial support services.
2. Maintains the general ledger and other books and records of presbytery, which are necessary or appropriate for accounting, reporting, audit and internal control purposes.
3. Prepares reports covering the monthly and yearly financial statements, including the monthly operating and quarterly apportionment statements and the supporting schedules and reconciliation required for audit purposes. Advises the Executive Presbyter, the treasurer, CASS, the Board of Trustees, congregations, and other entities of the Presbytery on financial and accounting matters and performs routine financial analysis as may be required from time to time.
4. Serves as a financial resource to the Council on Administrative and Support Services (CASS) and the Board of Trustees, aids in the preparation and monitoring of the annual budget.
5. Monitors the internal financial and budgetary control procedures of the Presbytery so as to safeguard assets, including real property assets, and assures compliance with applicable laws, regulations and audit standards, insurance requirements, contract, gift and budget limitations and Presbytery policies to monitor compliance with presbytery's contracts.
6. Assists the Executive Presbyter and the Presbytery in recommending stewardship practices to the congregations and committees of the presbytery for the benefit of the mission of the

presbytery and its congregations. Performs other duties as may be assigned by the executive presbyter.

EVALUATION - The Executive Presbyter, in consultation with the Personnel Committee of the Presbytery, shall undertake an annual performance review, and a comprehensive review in the third year to evaluate performance, which shall reflect the directives of the Presbytery's Personnel Policies, Manual of Operations, and the current mission goals and policies of the Presbytery.

TERM - The Controller is elected for an indefinite term.

POSITION DESCRIPTION: Senior Administrative Assistant

POSITION TIME REQUIREMENT – Full Time, Non-Exempt

PURPOSE - Provides administrative assistance to the Executive Presbyter and the Associate Executive Presbyter; facilitates a smooth and efficient operation of the office; provides the administrative assistants with a weekly schedule for coverage of the receptionist areas; maintains the Presbytery's master calendar.

ACCOUNTABILITY - The Senior Administrative Assistant is appointed by the Executive Presbyter with the concurrence of the presbytery's Personnel Committee, and is supervised by and accountable to the Executive Presbyter.

DUTIES AND RESPONSIBILITIES - Duties and responsibilities include:

1. Provides comprehensive administrative support services to the Executive Presbyter and the associate executive presbyter and assists their work with committees, councils, and boards of presbytery. Coordinates arrangements for staff meetings and staff conferences and retreats.
2. Shares responsibility for the supervision of administrative assistants in the office, and develops and maintains office procedures and policies. Implements administrative modifications or changes as appropriate; posts and keeps current all the required government employment and safety notifications.
3. Works with: a) the Executive Presbyter on office budget management, training of new employees and/or volunteers; and b) the Stated Clerk on the database.
4. Maintains the Presbytery master calendar.
5. Creates and maintains a secure, confidential filing and record keeping system.
6. Serves as the secretary of the Committee on Ministry, and prepares a draft of the minutes for the Executive Presbyter and the chair of the COM's approval.
7. Performs other special assignments as instructed and directed by the Executive Presbyter, including but not limited to conducting research, contacting churches, elders and ministers.

EVALUATION - The Executive Presbyter conducts an annual performance review in accordance with the Personnel Policies of the presbytery.

TERM - The Senior Administrative Assistant is appointed by the Executive Presbyter in consultation and with the concurrence of the Personnel Committee and is employed for an indefinite term.

POSITION DESCRIPTION: **Administrative Assistant**

POSITION TIME REQUIREMENT – Full Time, Non-Exempt

PURPOSE - Provide administrative support services and serves as a receptionist as needed.

ACCOUNTABILITY - The Administrative Assistant is under the supervision of the Senior Administrative Assistant, and is accountable to the Executive Presbyter as Head of Staff through the Senior Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

1. Keeps the presbytery's directories up to date in the database. Maintains and distributes directories, rolls of churches and special ministries, attendance records, and lists.
2. Organizes the dissemination of the call packet for presbytery stated and special meetings. Serves as the recording clerk during presbytery meetings, records its transactions, takes notes and prepares a basic draft of the minutes of presbytery meetings for the stated clerk. Ensures that a recording of the meeting is available for research purposes.
3. Sets up meetings, makes physical space and food arrangements, issues reminder notices and provides support services for entities staffed by the stated clerk.
4. Makes travel arrangements as needed.
5. Sorts and distributes mail.
6. Assists with both phone and email communication; fulfills all duties connected with the telephone system, i.e. answers and transfers calls, keeps a record of calls, and keeps the phone recordings up-to-date.
7. Reviews and responds to regular correspondence as directed by the stated clerk; prepares reports and minutes; oversees and maintains a filing system.
8. Fulfills such other assignments as may be made by the Senior Administrative Assistant or Executive Presbyter.
9. Answers phone calls and greets visitors to the presbytery office along with other staff. Supervises volunteer assistance.
- 10 Provides administrative support to the Associate Executive Presbyter, Stated Clerk and Controller as needed; assists in maintaining the Stated Clerk's filing system, issues meeting notices.

EVALUATION – The Senior Administrative assistant in consultation with the Executive Presbyter, in accordance with the Personnel Policies of the Presbytery, conducts an annual performance evaluation.

TERM - The Administrative Assistant is appointed by the Executive Presbyter with the concurrence of the Personnel Committee and is employed for an indefinite term.

POSITION DESCRIPTION: Administrative Assistant

POSITION TIME REQUIREMENT – 17 hours/week, Part-Time, Non-Exempt

PURPOSE - Provides administrative support services as needed to the Presbytery Office.

ACCOUNTABILITY - The Administrative Assistant is under the supervision of the Senior Administrative Assistant accountable to the Executive Presbyter as Head of Staff through the Senior Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

1. Serves as the primary administrative support staff for the controller and as the receptionist.
2. Assists with both phone and email communication, scheduling, receipt and response to regular correspondence, and the preparation of reports, minutes, maintains a filing systems as directed.
3. Fulfills such assignments as may be made to her/him by the controller, the senior administrative assistant, or the Executive Presbyter or other staff as needs arise.
4. Assists with mailings, mass mailings, photocopying and filing.

EVALUATION – The Senior Administrative Assistant in consultation with the Executive Presbyter conducts an annual performance evaluation in accordance with the Personnel Policies of the presbytery.

TERM - The Administrative Assistant is appointed by the Executive Presbyter with the concurrence of the Personnel Committee

Report of General Council

The General Council met on Tuesday, June 15, 2010 and received the report of the committee* formed in May 2010 to recommend an Acting Executive Presbyter to fill that role upon the departure of Rev. Oscar McCloud and the arrival of the Interim Executive Presbyter.

The motion was Moved, Seconded and Carried to appoint Rev. Davis Prince to serve as Acting Executive Presbyter, beginning June 23, 2010, at the salary currently in place for Rev. McCloud. Inasmuch as Rev. Prince has a previously scheduled commitment for the period July 19-31, 2010, it was Moved, Seconded and Carried that the time be considered vacation for Rev. Prince.

Further, it was Moved, Seconded and Carried that Elder Dee Matthews be present in the Presbytery Office during Rev. Prince's vacation to maintain contact with Rev. Prince on Presbytery matters requiring immediate action.

Respectfully Submitted,

Effie M. Bynum, Moderator Elect

*Committee Members:

Sarah Jenoure
Laura Jervis
Dee Matthews