

Presbytery of Plains and Peaks –Stated Meeting

August 6, 2020

Virtual

The Presbytery of Plains and Peaks met on Thursday, August 6, 2020 virtually. All motions made at this meeting will be verified at the next in person meeting.

Opening of the Meeting

Moderator, Ruling Elder Diane Kenning convened the meeting at 10:00 a.m. with prayer. The moderator then recognized the Native Americans who settled the land now known as Colorado and Nebraska.

Declaration of a Quorum

It was determined that a quorum was present. The roll, when completed indicated the following (A=absent, all others present):

Ruling Elder Commissioners

Alliance		Curtiss, Sherrie	Laporte	A
Berthoud	A		LaSalle	A
	A		Lisco	A
Boulder, St. Andrew	A		Longmont, Central	A
	A			A
Boulder, Valmont		Glazier, Joyce	Longmont, Westview	Cely, Sharon
		Myers, Doug	Loveland, First	Losche, Barbara
Bridgeport	A		Loveland, Mtn. View	Churchill, Kathryn
Broomfield		Kyle, Pat		Dynes, John
Brush		Moos, Carol	Masonville	A
Dalton		Morgan, Linda	Milliken	A
Estes Park		Meyer, Kent	Minatare	Hudson, Carolyn
		Unruh, Sherry	Nederland	Harrison, Marylou
Ft. Collins, First	A		Pinewood Springs	A
	A		Scottsbluff	Taylor, Etta
Ft. Collins, Harmony	A		Sedgwick	A
	A		Sidney	Farmer, Carl
Ft. Collins, Westminster		Gorman, Dee		Kromberg, Chris
Ft. Morgan		Brown, Chris	Sterling	Lechtman, Jomari
Goodrich	A			Witherspoon, George
Gordon		Walter, Jeanne	Timnath	McBride, Mike
Greeley		Shephard, Jeri	Yuma	Heltenberg, Ray
Kimball		Atkins, Peggy		

Minister Members

A Adams, Jan	A Brown, Chris	A Dexter, Don
A Adams, Samuel	A Bruns, Robert	D'Ippolito, Nancy
Adamson, Stan	A Buechner, John	A Dobie, Joanne
A Barker, David	A Bunning, Fred	A Donatucci, Ray
Benz-Whittington, Bethany	A Bunning, Virginia	Dooling, Bob
A Berosek, Jonathan	A Carhartt, Andy	Fenning, Rich
A Billington, Ruth	A Carpenter, Wayne	A Fiet, April
A Bird, Stephen	A Chang, Joshua	Fiet, Jeff
A Blair, Mickey	A Christiansen, Peggy	Fiorino, Jamie
A Blanco, Jesus Chuy Gallegos	A Corbett, Larry	A Fitzsimmons, Michael
Blom, Charley	Cuthbertson, Judy	Fox, Andi
Brooks, Jan	A Dean, Mary Jo	A Freund, Ernie

	Garner, Eric		Moore, Joseph	A	Strom, Paul
A	Geckler, Steve	A	Moore, Michael		Sunderland, Eric
	Gorman, Ken		Morgan, Amy	A	Tedford, Elwyn
A	Hargleroad, Bobbi	A	Mykles, Vicki Fogel	A	Thompson, Rich
A	Herr, Scott	A	Nail, Larry	A	Vandegrift, Keith
A	Hess, John		Nelson, Corey	A	Vander Broek, Lyle
	Hofmann, Carl	A	Nickerson, Wayne		Vanderpol, Jacqueline Decker
A	Johndreau, Deb		Nuss-Warren, Ron	A	Vanderveen, Peter
A	Johnke, Frank	A	Park, Gi Hyun	A	Vincent, James
A	Johnson, Gary		Pass, Denise		Webb, Jim
A	Keefer, James	A	Perica, Glenn		Webber, Matt
A	Kim, Jay	A	Phillips, Tom		Webster, Dick
	Kintzel, Vickie	A	Rolston, Holmes		Wendlandt, Hansen
	Krauss, Laura	A	Roosa, Stephen	A	Wiener, Paul
	Kunter, Larry		Shannon, Denise		Witherspoon, Brian
A	Kyncl, George	A	Shedd, Jack		Witherspoon, Michelle
A	LaRocque, Kathleen	A	Short, Andrew	A	Wright, Gus
	LeTourneau, Gary	A	Smith, Michael		Wrought, Judy
A	McKnight, Oakey		Spencer, Sue		
	McQueen, Bruce		Stetson-Warning, Patricia		

Other Voting Members

	Culp, Brad	Presbytery Treasurer	A	Kintzel, Jay	COM Member
	Dickinson, Carolyn	CP – Minatare	A	Patrick, Lydia	Council Member
	Foutz, Alan	CP – Kimball	A	Ping, Kirk	COM Member
A	Fulkerson, Judi	Council Member		Robertson, Deanna	COM Member
	Gillespie, Bud	CP – Dalton/Lodgepole		Shupe, Maria	Highlands Ex. Director
	Gross, Mike	CP Brush/Ft. Morgan		Sohl, Dennis	CPM Co-Moderator
	Heltenberg, Carol	PW Moderator		Waltermire, Pat	Council Member
	Kenning, Diane	Presbytery Moderator	A	Weber, Sue	COM Member
	Kenning, Mark	Synod RE Commissioner		Wilkinson, Mike	Council Member

Corresponding Members (Presbytery VOTED to seat the following people as corresponding members.)

Myers, Rene Presbyterian Mission Agency

Others Present

Lesko, Jessica Greeley

Standing Rules

Presbytery VOTED to suspend Section 3.1 of the *Standing Rules* for this meeting.

Approval of the Docket

Presbytery VOTED to approve the docket as presented.

Moderator's Announcements

As moderator, Diane Kenning appointed the Reverend Jeff Fiet to the Nominating Committee, Class of 2022.

Worship/Offering

The Reverend Denise Pass showed a music video that was created by First United Presbyterian Church in Loveland, Colorado. She then asked that attendees give their “offering” for this meeting to a local mission within your home congregation or to the Presbytery.

Presbyterian Mission Agency

Rene Myers was introduced to the Presbytery as a Mission Engagement Advisor with the Presbyterian Mission Agency. She talked to the Presbytery about the Matthew 25 initiative and showed a short video about it. She invited all of the churches in the Presbytery to look into the initiative and join with PMA. She also informed the Presbytery that she is available as a resource.

GA Commissioners Report

Teaching Elder Vickie Kintzel reported on the actions that were taken and were not taken at the General Assembly this summer. She also thanked the Presbytery on behalf of herself, Ruling Elder Becky Cranwell, and Theological Student Advisory Delegate Ryan Miller. A short video from Becky was shown thanking the Presbytery for the opportunity to serve as a GA commissioner.

Executive Presbyter’s Report

Teaching Elder Denise Pass, Executive Presbyter, presented a written report to the Presbytery (Attachment A). She then asked Teaching Elder Denise Shannon to present information for a book study on “Waking up White” that will be done this fall for the Presbytery virtually. The Reverend Pass then asked Teaching Elder Eric Sunderland to talk about his journey with spiritual direction. The Reverend Sunderland told the Presbytery that he is now a certified spiritual director and he would talk with anyone that is interested in their own spiritual direction. The Reverend Pass also told the Presbytery that we will participate in the 21-day Racial Challenge starting on September 8th and there is more information on the PCUSA website. She is working on a watch party for the documentary “13th”, which is about the 13th Amendment to the US Constitution.

Scripture/Devotion

The Reverend Denise Pass read and reflected on Matthew 25:31-46.

Highlands Executive Director Report

Ruling Elder Maria Shupe, Executive Director of Highlands Presbyterian Camp and Retreat Center, presented a written report to the Presbytery (Attachment B). She then showed a video of the burning of the mortgage celebration held on July 26, as the mortgage has been paid off.

Pinewood Springs Administrative Commission

Teaching Elder Hansen Wendlandt, Pinewood Springs Administrative Commission moderator, presented a written report to the Presbytery (Attachment C).

Stated Clerk’s Report

Ruling Elder Mark Kenning, Acting Stated Clerk, presented the following items to the Presbytery.

- 1) Presbytery VOTED to approve the minutes of the February 27, 2020 meeting of the Presbytery of Plains and Peaks.
- 2) The administrative commission for Pinewood Springs Community Church in Pinewood Springs, Colorado, reported it has completed its task. The Presbytery VOTED to dismiss the commission with an expression of gratitude.

Stated Clerk Information:

- 3) Commissioners, please remember to report back to your session after the Presbytery meeting.
- 4) The Stated Clerk has received the following resignations:
 - a) Ruling Elder Russ Skinner – Committee on Ministry – Class of 2020
 - b) Teaching Elder Matthew Benz-Whittington – Highlands Camp Committee – Class of 2022
 - c) Teaching Elder Michael Moore – Highlands Camp Committee – Class of 2021
 - d) Ruling Elder Maria Shupe – Nominating Committee – Class of 2020
 - e) Ruling Elder Russ Skinner – Nominating Committee – Class of 2021
- 5) With the COVID restrictions, clerks of session were not able to meet in person and read/review each other's minutes. Instead they each sent them to the office where they were read by the Stated Clerk. They are now all read. Generally, the clerks did a good job last year; eleven had no exceptions (and twenty-four had exceptions). The most common exception was that sessions did not review their manual of operations, including policies on sexual misconduct, child protection and finances. Regular review (and updating) of these policies is important for the health and trust of the congregation.

Presbytery of Plains and Peaks/Presbytery of Wyoming Joint Administrative Commission

Teaching Elder Vickie Kintzel, Joint Administrative Commission moderator, presented a written report to the Presbytery (Attachment D). The AC was not dismissed because the report has yet to be accepted by the Presbytery of Wyoming. They meet on September 26.

Committee on Ministry

Ruling Elder Deanna Robertson, Committee on Ministry co-moderator, presented the following items to the Presbytery.

- 1) Presbytery VOTED to approve the annual terms of call report (Attachment E).
- 2) Presbytery VOTED to grant the Reverend Gary LeTourneau the status of Honorably Retired, beginning on November 1, 2020.

Committee on Ministry Information:

- 3) COM VOTED to appoint the Reverend Eric Sunderland as the moderator of the session of First United Presbyterian Church in Milliken, Colorado, effective February 17, 2020.
- 4) COM VOTED to appoint the Reverend Joseph Moore as the moderator of the session of First Presbyterian Church in LaSalle, Colorado, effective June 1, 2020.
- 5) COM VOTED to appoint the Ruling Elder Kirk Ping as the moderator of the session of the Presbyterian Community Church of the Rockies in Estes Park, effective August 1, 2020.
- 6) COM VOTED to appoint the Reverend Eric Garner as the moderator of the session of Westview Presbyterian Church in Longmont, Colorado, effective July 1, 2020.
- 7) COM VOTED to accept the dissolution agreement with the Reverend Michael Fitzsimmons and First Presbyterian Church in LaSalle, effective May 31, 2020.

- 8) COM VOTED to approve the Ministry Information Form for Family of Christ Presbyterian Church in Greeley, Colorado, and gave them permission to circulate it online.
- 9) COM VOTED to add “bi-vocational” to the Ministry Information Form for Family of Christ Presbyterian Church in Greeley, Colorado.
- 10) COM VOTED to approve the Interim Ministry Information Form for First United Presbyterian Church in Milliken, Colorado, and gave them permission to circulate it online.
- 11) COM VOTED to renew the full-time interim pastor contract between the session of Timnath Presbyterian Church in Timnath, Colorado, and the Reverend Charley Blom, beginning March 10, 2020 and expiring March 9, 2021 with the following terms of call:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$36,580.00
Housing, utility, and furnishing allowances	\$24,000.00
Total Effective Salary (sum of all above lines)	\$60,580.00

Vouchered Professional Expenses:

Car Allowance	\$1,200.00
Continuing Education Allowance (Pby. minimum = \$600.00, cumulative up to three (3) years)	\$600.00

Vacation – Four (4) weeks including four (4) Sundays

Continuing Education – Two (2) weeks per year cumulative up to six (6) weeks

Pension, medical, disability, and death benefit coverage under the Board of Pensions

- 12) COM VOTED to renew the full-time interim pastor contract between the session of Westview Presbyterian Church in Longmont, Colorado, and the Reverend Lonnie Darnell, beginning May 1, 2020 and expiring October 21, 2020 with the following terms of call:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$15,000.00
Housing, utility, and furnishing allowances	\$20,000.00
Other allowances, including all forms of compensation not otherwise covered on the above lines, such as medical deductible and medical expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (including dental plans) (not premiums for group plan coverage – i.e. Board of Pensions dues), and others	\$600.00 \$250.00
Total Effective Salary (sum of all above lines)	\$35,850.00

Optional Compensation not included in Effective Salary

SECA Offset under 50%	\$2,750.00
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Vouchered Professional Expenses:

Car Allowance (state that you pay at current IRS rate if you do not have a maximum amount)	\$600.00
Business Expenses/Professional Expenses	\$1,800.00
Continuing Education Allowance (Pby. minimum = \$600.00, cumulative up to three (3) years)	\$1,000.00

Vacation – Two (2) weeks including two (2) Sundays

Continuing Education – One (1) week

Pension, medical, disability, and death benefit coverage under the Board of Pensions

- 13) COM VOTED to renew the part-time (8-10 hours/week) temporary supply contract between the session of Lisco Presbyterian Church in Lisco, Nebraska, and Darren Emerick (CP Learner), beginning April 1, 2020 and expiring October 31, 2020 with the following terms of call:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$250/week
Total Effective Salary (sum of all above lines).	\$250/week

Vouchered Professional Expenses:

Car Allowance (state that you pay at current IRS rate if you do not have a maximum amount)	Unlimited
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Vacation – Four (4) weeks including four (4) Sundays

Continuing Education – Two (2) weeks – cumulative up to six (6) weeks

- 14) COM VOTED to approve the contract between the session of Rankin Presbyterian Church in Brush, Colorado and CP Mike Gross for 20 hours per week, beginning June 1, 2020 and ending May 31, 2021 with the following terms:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$7,083.34
Housing, utility, and furnishing allowances	\$7,083.34
Total Effective Salary (sum of all above lines).	\$14,166.68

Accountable Reimbursable Expenses

Car Allowance (state that you pay at current IRS rate if you do not have a maximum amount)	\$500.00
Business Expenses/Professional Expenses	\$200.00
Book Allowance	\$100.00
Continuing Education Allowance (Pby minimum = \$600.00, cumulative up to three (3) years)	\$300.00
Other Accountable Reimbursables (specify)	\$150.00

List any other provisions:

Board of Pensions – Pension plan and health insurance to include CP and spouse (UPC and Rankin split 50% each)

Vacation – Four (4) weeks per year including four (4) Sundays

Continuing Education – Two (2) weeks cumulative up to four (4) weeks

- 15) COM VOTED to approve the contract between the session of United Presbyterian Church in Ft. Morgan, Colorado and CP Mike Gross for 20 hours per week, beginning June 1, 2020 and ending May 31, 2021 with the following terms:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$14,166.66
Housing, utility, and furnishing allowances	\$14,166.66
Total Effective Salary (sum of all above lines).	\$28,333.32

Accountable Reimbursable Expenses

Car Allowance (state that you pay at current IRS rate if you do not have a maximum amount)	\$500.00
Business Expenses/Professional Expenses	\$200.00
Book Allowance	\$100.00
Continuing Education Allowance (Pby minimum = \$600.00, cumulative up to three (3) years)	\$300.00
Other Accountable Reimbursables (specify)	\$150.00

List any other provisions:

Board of Pensions – Pension plan and health insurance to include CP and spouse (UPC and Rankin split 50% each)

Vacation – Four (4) weeks per year including four (4) Sundays

Continuing Education – Two (2) weeks cumulative up to four (4) weeks

- 16) COM VOTED to appoint the Reverend Sue Spencer as moderator of the session and approve the part-time (10 hours/week) temporary supply contract between the session of Westview Presbyterian Church in Longmont, Colorado, and the Reverend Susan Spencer, beginning May 1, 2020 and expiring May 31, 2020 with the following terms of call:

Effective Salary

Monthly cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$1,400.00
Total Effective Salary (sum of all above lines).	\$1,400.00

- 17) COM VOTED to appoint the Reverend Sue Spencer as moderator of the session and approve the part-time (10 hours/week) temporary supply contract between the session of Westview Presbyterian Church in Longmont, Colorado, and the Reverend Susan Spencer, beginning June 1, 2020 and expiring June 30, 2020 with the following terms of call:

Effective Salary

Monthly cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$1,400.00
Total Effective Salary (sum of all above lines).	\$1,400.00

- 18) COM VOTED to renew the part-time (25 hours/week) temporary supply contract between the session of Harmony Presbyterian Church in Ft. Collins, Colorado, and the Reverend Augustine Wright, beginning July 1, 2020 and expiring June 30, 2021 with the following terms of call:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$23,619.72
Housing, utility, and furnishing allowances	\$20,400.00
Employing organization contributions to 403(b)(9) plans, tax-sheltered annuity plans, and equity allowances	\$4,800.00
Total Effective Salary (sum of all above lines).	\$48,819.72

Vouchered Professional Expenses:

Business Expenses/Professional Expenses	\$145.00
Continuing Education Allowance (Pby. minimum = \$600.00, cumulative up to three (3) years)	\$150.00

Board of Pensions – Full dues will be covered by the church including pension, medical, disability, and death
 Vacation – Four (4) weeks including four (4) Sundays
 Continuing Education – Two (2) weeks – cumulative up to six (6) weeks

- 19) COM VOTED to approve the contract between the session of the United Church of the Plains in Dalton, Nebraska and CP Bud Gillespie for 12 hours per week, beginning July 1, 2020 and ending June 30, 2021 with the following terms:

Effective Salary

Housing, utility, and furnishing allowances	\$800.00
Total Effective Salary (sum of all above lines).	\$800.00

Accountable Reimbursable Expenses

Car Allowance	IRS Rate
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- 20) COM VOTED to approve the contract between the session of the Immanuel Lutheran Church in Lodgepole, Nebraska and CP Bud Gillespie for 12 hours per week, beginning July 1, 2020 and ending June 30, 2021 with the following terms:

Effective Salary

Housing, utility, and furnishing allowances	\$800.00
Total Effective Salary (sum of all above lines).	\$800.00

Accountable Reimbursable Expenses

Car Allowance	IRS Rate
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- 21) COM VOTED to appoint the Reverend Janet Brooks as moderator of the session and approve the full-time interim pastor contract between the session of First United Presbyterian Church in Milliken, Colorado, and the Reverend Janet Brooks, beginning June 16, 2020 and expiring June 15, 2021 with the following terms of call:

Effective Salary

Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans)	\$31,234.00
Housing, utility, and furnishing allowances	\$3,600.00
Manse amount	\$10,450.00
Total Effective Salary (sum of all above lines).	\$45,284.00

Optional Compensation not included in Effective Salary

SECA Offset under 50%	\$2,588.00
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Accountable Reimbursable Expenses

Car Allowance	Paid monthly as turned in
Continuing Education Allowance	\$600.00
Other Accountable Reimbursables (specify) – Cell Phone subsidy (does not need tracked)	\$900.00

Moving expenses will be paid in the amount of the actual expense of receipt turned in

Vacation – Four (4) weeks including four (4) Sundays

Continuing Education – Two (2) weeks per year cumulative up to six (6) weeks

Full Board of Pensions

- 22) COM VOTED to sustain the examination, welcome, and admit the Reverend Janet Brooks into the Presbytery from the Presbytery of Northern Kansas effective June 16, 2020.
- 23) COM VOTED to dismiss the Reverend Lonnie Darnell to the Presbytery of New Hope effective May 15, 2020.
- 24) COM VOTED to dismiss the Reverend Matthew Benz-Whittington to the Presbytery of East Tennessee effective July 1, 2020.
- 25) After discussion regarding how to handle the next PNC steps during this pandemic, COM VOTED to have Executive Presbyter Denise Pass and Eric Garner (church liaison) help the Westview Presbyterian Church (Longmont, CO) PNC determine the best way to do neutral pulpits. Denise and Eric are to report back to the COM with what the PNC has decided.
- 26) COM VOTED to approve the continued relationships with the Reverend Joseph Moore serving as parish associate at First Presbyterian Church in Ft. Collins, Colorado and the Reverend Glenn Perica serving as parish associate at First Presbyterian Church in Ft. Collins, Colorado.

- 27) COM recommends that the Presbytery, in response to a satisfactory review of their annual reports conducted by COM, continue the following minister members as active members in service beyond the jurisdiction of this church:
- a) Teaching Elder Matthew Benz-Whittington – Boulder, First Congregational Church
 - b) Teaching Elder Jesus Gallegos Blanco – Longmont, Central Latino Ministry
 - c) Teaching Elder Andromeda Fox – Broomfield, United Church
 - d) Teaching Elder Scott Herr – American Church in Paris
 - e) Teaching Elder Carl Hofmann – Grace Commons Church (formerly First Presbyterian Church – Boulder)
 - f) Teaching Elder Deb Johndreau – Hyannis and Ashby, Congregational Churches
 - g) Teaching Elder Gary Johnson – Pastoral care and counseling
 - h) Teaching Elder Gi Hyun Park – Ft. Collins, First Korean Church
 - i) Teaching Elder Keith Vandegrift – Country Director of Guatemala – Antioch Partners/Agros International
 - j) Teaching Elder Brian Witherspoon – Sterling, Zion Congregational Church
- 28) COM recommends that the Presbytery, in response to a satisfactory review of their annual reports conducted by COM, continue the following minister members as members-at-large:
- a) Teaching Elder Bethany Benz-Whittington
 - b) Teaching Elder Joshua Chang
 - c) Teaching Elder Joseph Moore
 - d) Teaching Elder Vicki Fogel Mykles
 - e) Teaching Elder Sue Spencer
 - f) Teaching Elder Matthew Webber
- 29) COM VOTED to renew the commission for Mike Gross as Commissioned Pastor at Rankin Presbyterian Church in Brush, Colorado and United Presbyterian Church in Ft. Morgan, Colorado for a three year period, beginning June 1, 2020 and ending May 31, 2023 with annual reviews, and with authorization to perform the following functions: administer the Lord’s Supper, administer the sacrament of baptism, moderate the session, have a voice and vote at Presbytery meetings, and perform a service of Christian marriage when invited by the session.
- 30) COM VOTED to grant the Reverend Bethany Benz-Whittington permission to labor outside the bounds of this Presbytery to do a short-term interim position at Good Shephard Presbyterian Church in the Presbytery of Denver.
- 31) The annual review of Commissioned Pastor Jim Reed has been completed for 2019 and 2020.
- 32) The annual review of Commissioned Pastor Mike Gross has been completed for 2020.
- 33) COM VOTED to approve Mary Jo Dean as the liaison to First Presbyterian Church in Alliance, Nebraska.
- 34) COM VOTED to approve Laura Krauss as the liaison to the Rankin Presbyterian Church in Brush, Colorado and United Presbyterian Church in Ft. Morgan, Colorado.
- 35) COM will be bringing a motion to the October Presbytery meeting for commissioners to vote on. It is a change in terms of call for the Reverend Gary LeTourneau and the Reverend Jim Webb. Currently Gary is the pastor and Jim is the associate pastor at Mountain View Presbyterian Church in Loveland, Colorado. The congregation is requesting that they become co-pastors. This requires a 3/4 vote of the Presbytery. The church will provide the delegates with a rationale for this change.

Committee on Preparation for Ministry

Ruling Elder Dennis Sohl, Committee on Preparation for Ministry co-moderator, presented the following items to the Presbytery.

- 1) Presbytery VOTED to rescind the October 2004 policy that CPM conduct its matters on the Friday evening of Presbytery weekends since Presbytery no longer meets on Friday evening.
- 2) Presbytery VOTED to rescind the June 2004 policy regarding Extraordinary Circumstances as it is now included in the *Book of Order* (G-2.0610).
- 3) Presbytery VOTED to adopt the "Guidelines of the Committee on Preparation for Ministry (Attachment F).

Committee on Preparation for Ministry Information:

- 4) The committee held their annual consultation with candidate Jessica Kotila, a member of First Presbyterian Church in Ft. Collins, Colorado, and approved her as a candidate ready to receive a call.
- 5) CPM VOTED to admit Scott Kelley, a member of First Presbyterian Church in LaSalle, Colorado, into the Commissioned Pastor learner program.
- 6) CPM now has four people in the Commissioned Pastors program:
 - a) Darren Emerick – Bridgeport
 - b) Jessica Lesko – Greeley
 - c) Larry Shores – Loveland, Mountain View
 - d) Scott Kelley – LaSalle
- 7) Candidate Jenny Saperstein has received a call to Northside Presbyterian Church in Ann Arbor, MI and has now been ordained. She will be removed from the rolls as a candidate.
- 8) Inquirer Ryan Miller has decided to continue at San Francisco Theological Seminary and his plans are to graduate this spring and take his ordination exams this fall.

Committee on Representation

The Reverend Vickie Kintzel, Committee on Representation moderator, informed the Presbytery that the COR believes that the Presbytery is continuing to do the best that can be done.

Nominating Committee

Presbytery Moderator, Ruling Elder Diane Kenning, informed the Presbytery that the Nominating Committee itself needs members and a moderator. She encouraged the Presbytery to pray and consider serving on the Nominating Committee or one of the other Presbytery committees. She told the Presbytery if someone feels so moved to contact the Presbytery office.

Nominating Committee Information:

- 1) The following committees have current vacancies. If you know of anyone or if you are interested, please contact the Nominating Committee moderator.
 - a) Committee on Ministry – Class of 2022 – ruling elder
 - b) Highlands Camp Committee – Class of 2020, Class of 2021, Class of 2022 – congregational members and/or teaching elders

- c) Permanent Judicial Commission – Class of 2025 – ruling elder or teaching elder
- 2) Presbytery staff worked hard to provide a viable video conferencing option for those that live a good distance away. Virtual meetings have been put to a test with the pandemic and it has worked well. If you might be willing, able, and called to serve the large body, prayerfully consider. When the Presbytery can go back to meeting face-to-face, the virtual technology will still be available to those who wish to do the meeting remotely. Also, please prayerfully consider who among your congregation might be called for this work and let the Nominating Committee know.

Treasurer’s Report

Ruling Elder Brad Culp, Presbytery Treasurer, presented the first half of 2020 financial reports to the Presbytery (Attachment G). This report shows that 34% of the covenant commitment has been received, 38.6% of additional support, and 42.2% has been expended in the first half of the year.

Council

The Reverend Joseph Moore, Council Moderator, presented the following items to the Presbytery.

- 1) Presbytery VOTED to approve the Disaster Preparedness and Response Policy (Attachment H).
- 2) Presbytery VOTED to approve the Sexual Misconduct Policy (Attachment I).
- 3) Presbytery VOTED to elect Teaching Elder Jeff Fiet to the Class of 2022 for the Nominating Committee.
- 4) Presbytery VOTED to approve the following change in the Executive Presbyter’s (TE Denise Pass) terms of call (this does not change the effective salary amount):

Cash Salary	\$48,460.00
Housing Allowance	\$21,540.00

Council Information:

- 5) Council VOTED to receive the assessment on Highlands Presbyterian Camp and Retreat Center from ECCC, Inc.
- 6) Council VOTED to set a task force of RE Diane Kenning, RE Mike Wilkinson, and RE Pat Waltermire (along with TE Denise Pass and Maria Shupe as staff resources) to review the shared Covenant Agreement with the Presbytery of Denver; to clarify the shared governance of Highlands by the Highlands Camp Committee, the subcommittees, and the councils of each presbytery, evaluate financial support for Highlands; evaluate the framework for providing oversight and guidance for the Executive Director of Highlands; and assess how the current Committee and Council governance supports all the staff at Highlands.
- 7) Council has not been able to meet face to face to have a more in-depth conversation regarding the Highland’s assessment. Council VOTED to release the assessment to the Highlands Camp Committee and the Financial Outlook Subcommittee.
- 8) Council VOTED to communicate to the churches that the Council will NOT be exercising additional oversight into any application from a church for the Federal CARES act loans.
- 9) Council VOTED to give churches that apply up to a \$500.00 grant from one-time money. An emergency grant proposal will be written up by Denise and distributed to the Council for approval. Once this is approved,

churches will be informed that they can apply for the grant up to \$500.00. A group consisting of TE Joseph Moore, RE Brad Culp, and TE Denise Pass (as staff resource) will look at each grant and either approve or deny. Money will be distributed to each church that is approved upon receipt of expenditure from the church if they have already made the purchase. For those churches that have not yet made the purchase, they are to send a cost estimate, and then the receipts after purchase.

- 10) Council VOTED to approve the Emergency Technology Grant Request/Application Form (Attachment J).
- 11) Council VOTED to approve the lease agreement with Westminster Presbyterian Church in Ft. Collins, Colorado and The Sanctuary effective March 1, 2020 through February 28, 2021.
- 12) Council VOTED to send the GA restricted money grant application for Family of Christ Presbyterian Church in Greeley, Colorado on to the Synod for the next step in the approval phase.
- 13) Council VOTED to appoint Teaching Elder Michael Fitzsimmons as an additional signer on the Chase checking account.
- 14) Council VOTED to appoint Teaching Elder Virginia Bunning and Ruling Elder Lydia Patrick as members of the Financial Outlook Subcommittee for 2020.
- 15) Council VOTED to approve the PDA initial recovery grant request to support Community Presbyterian Church in Nederland, Colorado and the community advocate program.
- 16) Council VOTED to approve the PDA initial recovery grant request to support the Central Latino Ministry in Longmont, Colorado.
- 17) First Presbyterian Church in Sterling, Colorado has applied for a State Historic Fund grant to pay for the updating of their stained-glass windows in the amount of \$85,000.00. The Presbytery does not have to approve this as it's not an encumbrance upon the property.
- 18) Council VOTED to spend up to \$3,000.00 of the education line item in the budget for educational webinars for the Presbytery.
- 19) The Presbytery office will remain closed to all meetings and staff will continue to work from home for the foreseeable future (most likely at least through the summer at this point). Committee meetings will continue to be held via technology and not be held in person.
- 20) The Council commissioned the GA commissioners (Teaching Elder Vickie Kintzel, Ruling Elder Becky Cranwell, and Theological Seminary Advisory Delegate Ryan Miller) to the 2020 General Assembly which will be done virtually this year due to COVID-19. They were thanked for their service to the larger church body.
- 21) The following is the legal description of the land authorized to be sold in 2018 by Valmont Community Presbyterian Church in Boulder, Colorado. The sale was finalized in March of 2020.

A parcel of land located in the E1/2 of the SE ¼ of Section 22, Township 1 North, Range 70 West of the 6th P.M., County of Boulder, State of Colorado, being more particularly described as follows:

Beginning at the intersection of the North line of the SE ¼ of said Section 22 and the Boulder County road number 39 (N 61st St.) East right of way line, from which point the E ¼ corner of said section 22 bears S89°44'40" E a distance of 1278.90 feet, said line forming the basis of bearings for this description;

Thence S00°32'20"E along said east right of way parallel to and 25 feet easterly of the West line of the NE ¼ of the SE ¼ of said Section 22 a distance of 126.14 feet; thence S89°44'40"E parallel to the North line of said SE ¼ of Section 22 a distance of 500 feet; thence N00°32'20" W a distance of 126.14 feet to the North line of said SE ¼ of Section 22; thence along said North line N89°44'40"W a distance of 500 feet to the point of beginning.

Said parcel contains 63,064 sq. ft., 1.448 acres.

- 22) First Reading – 3.1 *Stated meetings*: The Presbytery will hold a minimum of three (3) stated meetings each year, the dates and times to be determined by Council. Presbytery will publish meeting dates for the upcoming calendar year at its final stated meeting each year. Churches throughout the Presbytery will be invited to host meetings. **While in-person meetings are preferable, stated meetings by electronic media may be held, provided notice is given to all members and opportunity afforded to all who desire to participate.**
- 23) Executive Presbyter, Teaching Elder Denise Pass will draft a “Racism/Anti-Racism” document on behalf of the Council to send out to the Presbytery and put on the website.
- 24) Council will not be recommending the budget at this time, but the covenant commitment will most likely be \$58.00 for 2021.
- 25) Council VOTED to reallocate the \$2,500 grant that was to bring in representatives from the Yucatan Peninsula Mission to the Presbytery for conversation and education to Yucatan Peninsula COVID19 relief.
- 26) The Nominating Committee has the following vacancies that need to be filled as the work of the committee will begin soon.
 - a) Class of 2020 – 2 (ruling elder and teaching elder)
 - b) Class of 2022 – 2 (ruling elder and teaching elder)
 - c) Moderator –
- 27) Council VOTED to support the granting of an easement (Attachment K) that honors the historic use of the existing driveway at First Presbyterian Church in Gordon, Nebraska so that both parties have access to the back yards of their properties. The granting of this easement involves the transfer of \$1.

Closing Worship and Adjournment

Moderator, Ruling Elder Diane Kenning thanked the commissioners for their participation and patience with the first Presbytery virtual meeting and thanked all those who helped make the virtual meeting possible. Teaching Elder Denise Pass read Psalm 121 and showed a music video done by Teaching Elder Corey Nelson. She then led the Presbytery in a prayer adjournment. Presbytery adjourned at 12:00 p.m. The next stated Presbytery meeting will be held virtually on October 24, 2020.

Attested by:

_____ Ruling Elder Mark Kenning, Acting Stated Clerk

_____ Date Approved

Attachment A
Executive Presbyter Report
Denise Pass

Friends...

February 27 seems a lifetime ago. On March 11, I attended my last “public/face-to-face” meeting in Denver for the Colorado Council of Churches. On March 12, I attended my last “PPP/face-to-face” meeting with COM where we decided to recommend to our congregations that they suspend in-person worship, meetings, and building usage immediately and indefinitely. During a March 13 conference call with clergy, Colorado’s Gov. Polis indicated that he would be issuing a “stay-at-home order” soon, which came on March 26. The Nebraska Panhandle was still largely unaffected during these early days, but it soon became clear that no community would be immune to the coronavirus. New challenges seemed to arrive on an almost hourly basis, and I am in awe of the grace and adaptability of our pastors and their congregations. Who knew Presbyterians could become TV evangelists?

But the Church is not a building – it’s a body. And as the Body of Christ, our mission and ministry does not stop because a building is closed. And so, we have continued as best we can with closing the presbytery office and working remotely, except for critical work that can only be done in Greeley (think banking). Like you, Bobbi, Mark, and I have been hoping and praying that whatever version of normal we are going to return to would return quickly. This doesn’t seem to be happening, so we are considering our long-term options.

Even as all of my meetings got moved to Zoom (Synod, Council, COM, CPM, Highlands, Mid Council Leaders, New Worshiping Communities, etc.), I picked up a few random ones by Zooming into several session meetings across the presbytery, and held weekly Zooms for pastors and leaders to share how they are leading their congregations during the pandemic. The Highlands Camp and Retreat Center assessment from Episcopal Camps and Conference Centers (ECCC) was distributed to Council at the end of March, and to the Highlands Committee and PPP Finance Subcommittee in mid-May. Although we are unable to meet in person, an ad hoc group has now been formed to work through the primary recommendation, which is the governance structure and relationship with Denver Presbytery. The Financial Outlook Subcommittee has also begun the hard work of considering how to create a sustainable financial future for our presbytery. A highlight of this time came in mid-April as we gathered from across the presbytery to provide a recorded worship service for any who chose to stream it.

Across the board, everyone’s willingness to work within the constraints of meeting only via Zoom is a reminder of the love and devotion each of you have for our Presbytery. Please keep all those working on these issues in your prayers.

With barely two months to plan, the General Assembly figured out how to hold its 224th Assembly in June with 800 people in attendance! It is a joy to celebrate our new Co-Moderators: Ruling Elder Elona Street-Stewart and Rev. Gregory Bentley. I look forward to their leadership during the next two years (and I don’t envy them their task). We also celebrate the reelection of Rev. J. Herbert Nelson to another term as our Stated Clerk.

On Pentecost, when I had hoped to preach at CENTRALongmont, I instead ventured out to attend a masked, socially-distanced, non-singing, 10-person worship service to lay sanitized hands on a friend who became a newly ordained ruling elder. I’ve preached a couple of times since June 1 – once live and once recorded. I’ve even enjoyed “safe” tea, coffee, and lunch with a couple of you. These brief connections are manna to me.

Even as I write this, I am keenly aware of my privilege, and I am ashamed. My problems and frustrations in no way compare to the grief of the families of the 150,000 (and counting) who have died of coronavirus in the USA in just

six short months. It doesn't compare to the worry and heartache of those who have lost their jobs, their businesses, their health insurance, their homes. It doesn't compare to those who risk their lives every day as essential workers whether in hospitals and clinics, as first responders, at grocery stores, or on assembly lines at meat packing plants. It doesn't compare to those who are now being asked to risk their lives and return to classrooms and sanctuaries.

And it certainly doesn't compare to the 400 years of systemic and systematic disadvantage, disenfranchisement, murder, and oppression of those whose slave labor built this nation, whose land we stole, and whose lives are more at risk than mine during this pandemic. I feel the conviction of this moment we are now living in. Perhaps you are feeling it too. If there is any way I can support you, please let me know.

Friends, Jesus calls us to serve with and for "the least of these" (Matthew 25:40) – not as a group to be pitied, but as people who are deeply loved by Jesus. The Matthew 25 in the PC(USA) vision is an invitation to be actively engaged in our communities by working toward:

- **Building congregational vitality** by deepening and energizing our faith and growing as joyful leaders and disciples actively engaged with our community as we share the gospel of Jesus Christ in word and deed;
- **Dismantling structural racism** by fearlessly applying our faith to advocate and break down the systems, practices and thinking that underlie discrimination, bias, prejudice, and oppression of people of color;
- **Eradicating systemic poverty** by acting on our beliefs and working to change laws, policies, plans and structures in our society that perpetuate economic exploitation of people who are poor. ⁱ

As 2020 continues to unfold and our shared ministry continues to be shaped in new and demanding ways, I invite you to find opportunities to challenge the assumptions by which you live your life and consider how Jesus is inviting you, inviting us, to set aside the inconsequential and commit to serving with and for "the least of these."

To that end, the Presbytery will provide opportunities for prayer, reflection, and learning on how we can "connect, clarify and celebrate. First, sharing in the Matthew 25 vision will allow us to connect with other Presbyterians throughout this nation and with partners in mission around the world, providing a common language to articulate our service in Jesus' name. Second, the Matthew 25 vision will enable us to clarify our self-understanding, so we can begin to live out our calling as followers of Jesus, sharing the love and justice of God among those who are most marginalized. Third, being a part of the Matthew 25 vision is a way to celebrate the witness and work that unites us as people of God in the PC(USA), a vision large enough to embrace us all, yet specific enough to respond to the needs of local communities." ⁱⁱ

Look for future emails with that information.

It is an honor and a privilege to share God's ministry of reconciliation here, with you. Thank you for your prayers, your notes, your gifts of time, and most of all your faithful service.

ⁱ *Matthew 25 Bible Study*, pg. 5, Presbyterian Mission Agency, www.presbyterianmission.org/ministries/matthew-25/

ⁱⁱ *Ibid*, pg. 6



Attachment B
Report to the Presbytery of Plains and Peaks
August, 2020
Maria Shupe, Executive Director

We want to begin by sharing good news with you . . . good news that brings great joy! Through the generosity of many, the mortgage on the Retreat Center at Highlands is paid off! We are debt free!!

It is extraordinary that this day, which many have thought might never come, has come in the midst of a pandemic. It represents . . .

- over 20 years of work on the part of many,
- amazing and faithful generosity on the part of many,
- strong financial stewardship and planning on the part of many, and
- a healthy dose of courage, imagination and love!

We are so grateful!

We look forward to celebrating this good news via video during the assembly!

Under guidance from Boulder County Public Health, **Highlands has reopened to family groups and small groups of individuals.** Some things have changed . . . there is Plexiglas at the front desk and in the food service areas. Our salad bar and beverage bar are closed, but Daniel and food service staff are preparing great meals, ready to plate and serve. Masks and social distancing are required, but you can still enjoy the beauty of our site and our amazing facilities! Sue Spencer, Director of Sales and Marketing is working closely with guest groups to help them plan for a safe stay at Highlands. (Please see attached guidance approved by Boulder Co).

So far we have seen over \$470,000 in cancelled and postponed business in 2020, and we expect this number to increase. Under current guidelines, we can only accommodate groups of up to 50 people. We do not expect this guidance to be amended in the near future.

Highlands has adopted a **Revised 2020 Budget.** The revised budget begins with our May 2020 financials and reflects all actual revenue and expenses through May 31, 2020. Some important information about the revised budget:

- We anticipate a loss of almost \$95,000 in Summer Camp. Virtual camp has exceeded our original estimate of 30 campers, and we are covering the costs of Virtual Camp from funds set aside for Program Development from the Jane Hays gifts. Our evaluations from campers and parents about Virtual Camp are strong.
- We anticipate a loss of \$575,000 in guest revenue. And our projection of about \$100,000 in guest revenue for the remainder of this year is really a guess. It focuses on family groups, and groups of 24 people or less. It really depends on the course that the virus takes in Colorado, and the decisions that groups make about gathering even if permitted.
- **We have received a Payroll Protection Act loan of approximately \$100,000.** We hope that much, or all of this will be forgiven. Payback is not included in this budget. Final terms and applications for applying for forgiveness are not yet ready.

- **We also received a gift of approximately \$100,000 from the estate of a donor.**
- **We have refunded approximately \$11,000 in camper deposits and \$46,281.41 in guest group deposits for cancellations related to Covid 19.** We have moved a number of groups to 2021. **We are grateful that work we did in earlier years to fully fund our advance deposits meant that we had these funds on hand to make refunds.**
- Our part-time staff has been significantly reduced; and most of our seasonal staff have been eliminated. We have offered all staff who were living on site the opportunity to remain in their housing throughout this pandemic; and we have offered as many hours as possible.
- **We were fully shut down to guests from March 25th to approximately June 25th.** We are currently open to family groups and small groups of individuals.
- We have eliminated the Director of Operations position from the 2020 Budget. We have kept \$10,000 for part-time administration support for payroll, accounting and HR.
- The mortgage balance has been paid off, and the interest line item has been adjusted to reflect actual interest paid.
- We have reduced line items as much as possible to reflect reduced usage by campers and guests.
- We are working to use this time for major maintenance and upkeep and repair.
- It is our intention to fund the deficit in this Budget from the 10% gifts for Joy that have been received from all of the Jane Hays Gifts and funds set aside for Operational Support. In the most recent gift, the Highlands Committee has also approved setting aside \$586,579.16 for Operational Support. This action maintains our commitment to using these onetime gifts for Major Maintenance and Program Development; while also responding to the unique situation we currently are experiencing with Covid 19. It also continues to provide that all of our Advance Deposits and Restricted gifts are fully funded.
- We anticipate a savings on our Workman's Compensation Insurance of approximately \$6,500.

This time has allowed us to do some major maintenance projects while the weather is beautiful. This is one of the gifts of this time. We have refinished floors, painted, cleaned, rebuilt, reorganized and much more. It is a balance of available staff, available funds, prioritized projects and this unique opportunity. We are grateful to those who have provided volunteer hours for these projects and new projects . . . like Plexiglas installation!

We are deeply grateful for the leadership, partnership and support of the Presbytery of Plains and Peaks. We are very aware of the financial blessings and challenges that the Presbytery faces in these days as they consider their support of Highlands. The Highlands Committee is working hard to provide for a strong and secure financial future for the ministry of Highlands. We believe that is in the best interest of both the Presbytery and Highlands. We are grateful for the work, generosity and support that has made this possible.

Virtual Camp has been so much fun! When we began to dream about Virtual Camp, we said **"Faith formation, community building and fun . . . those are the things where we are experts. We can still make that happen!"** **And we have!** Those who have participated in Virtual Camp have experienced all of that and more! Campers and their families have learned to feed, serve, forgive, pray and love the way that Jesus' has taught us. We hoped to have 30 campers, and we are delighted that we have a total of 43 campers for Virtual Camp. Weekly parent check-ins and camper and parent evaluations have been very positive. On July 16th, approximately 35 Virtual Campers and their families came to Highlands for an afternoon of activities and fun.

The Highlands Committee has a Task Force that is meeting weekly to address immediate concerns in the constantly changing landscape of the corona virus. Our sub-committees continue to work and to dream about the future of Highlands. The Highlands Committee is meeting as often as needed to provide proactive leadership in these unusual days.

Generosity, gratitude, wise stewardship, imagination and joy! These are the words that guide us in these days! We are grateful for the generosity of many! Generosity that provides willing hands as well as financial support. Generous gifts of time . . . on projects and research, zoom meetings and follow through. Imagination, as we consider new ways of doing the ministry, we have been doing for 74 years in new ways. And great joy and gratitude for the blessings we know!

Attachment C
Pinewood Springs Administrative Commission Report
Hansen Wendlandt, Moderator

At the August 2019 meeting of the Presbytery, “Presbytery VOTED to form an Administrative Commission to work with Pinewood Springs Community Church in Pinewood Springs, Colorado, to determine the future of the church. The commission shall consist of three persons (TE Hansen Wendlandt, RE Denise Moore, RE Deanna Robertson) appointed by the Presbytery moderator in conformity to the Presbytery’s *Standing Rules* and the *Book of Order*. The Presbytery moderator designated the Reverend Hansen Wendlandt to be the moderator of the commission. The commission will provide monthly reports to the Committee on Ministry.”

AC members Denise Moore, Deanna Robertson, and Rev Hansen Wendlandt met with the Session of Pinewood Springs Presbyterian Church in Pinewood Springs, Colorado, two times, at the request of Council. We learned that they are a small family church, that gains meaning by being together and serving when a need presents itself. Their best memories are far away, but they “serve a purpose to worship together” and “put Jesus’ Word out there.” They are grateful, maybe hopeful, but weary and frustrated. They want to keep going but didn’t have much of a plan – other than faith – for how to make that realistic. They want prayers and strategies, and it wouldn’t take much growth to make a big change, even two people “who would enjoy” being there.

We’ve talked about money, and they are already doing everything to be frugal, short of selling the property and meeting in homes. (But with music being so important to their fellowship and worship, the sanctuary is a very real part of their life together.) We’ve talked about Presbytery and the PCUSA as supportive bodies in many ways. They also responded to our first meeting with a community open house that welcomed five people, two of whom came from a visible mission project.

We did talk about how a small loss or crisis could cripple the church irreparably. But this is not a naïve group of people holding onto traditions for traditions’ sake. They are not pining for some golden era to return. They love each other and want to continue that, as a church congregation, and they are willing to try a lot to make that happen.

Attachment D
Joint Administrative Commission:
Presbytery of Plains and Peaks and Presbytery of Wyoming Report

1) In August 2019, this joint Administrative Commission (AC) was formed by actions of the Presbytery of Plains and Peaks (PPP) and the Presbytery of Wyoming (POW) and was specifically charged to “seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the designating council” (G-3.0109(b)6) in a complaint filed by an accuser against Rev. Dr. Joseph Laughlin, deceased. Members were:

PPP: Rev. Vickie Kintzel (AC Moderator), Rev. Dr. Laura Krauss, and Elder Mark Nossokoff
Elder Mark Kenning, Acting Stated Clerk (resource)

POW: Rev. Steven Niccolls, Elders Greg Weisz (AC Secretary), Barry Johnson, and Carolyn McBurney
Rev. Kellie Thomson, Stated Clerk (resource)

2) The AC met nine times between August 2019 and July 2020, both in person and via video teleconferencing. Much work was done between meetings.

3) The AC interviewed 18 people. Using the accuser’s *Formal Complaint* as a starting point, seven people were interviewed. Eleven more people were followed up from suggestions from other’s suggestions during their interviews. Interviews were conducted or contact made with ministers that had served in Cheyenne and Fort Collins, police officers, office colleagues of Rev. Dr. Laughlin, doctors, lawyers, and Rev. Dr. Laughlin’s adult children. The accuser’s mother, mentioned several times in his complaint, was not interviewed at the accuser’s request. Additionally, a Basic Background Check was run on Rev. Dr. Laughlin. No criminal or sex offender citations were found within the seven-year limit of this check.

4) The AC believes the accuser has suffered trauma and understands he blames the church for a perceived lack of response. His pain is real. His anger is real. His need for healing is real. The AC found the accuser’s complaint and the circumstances he described in his life (both pertaining to the actual complaint and in general the difficulty of being gay in Cheyenne in the 70’s, 80’s, and 90’s) to be disheartening and heart-rending; the AC continually expressed compassion, sorrow, and empathy for him. The AC pondered numerous times “what if,” over time, he had received different responses from his family, the community, and churches.

5) Rev. Dr. Laughlin has been deceased since May 1992. The incidents that prompted the complaint happened in 1983 and 1984. Given these circumstances and despite rigorous attempts to both find people and probe their sometimes 30+ year-old memories, an independent collaborative determination of truth was impossible to reach. The AC was unable to come to a consensus on the details of what happened to the accuser or a determination of the truth due to the length of time that has passed and the fact that the accused is deceased and therefore unable to respond to the accusations.

6) The AC concludes that given the details available, it is likely that inappropriate interaction(s) occurred between the Rev. Dr. Laughlin and the accuser. However, the specifics of what happened are less clear, either from the complaint itself or from the AC’s investigation and discussion of the events. The AC is therefore unable to come to a full consensus on the underlying facts.

7) As part of its charge, the AC recommends that both Presbyteries:

- Enhance existing education to all staff, clergy, and member congregations about their responsibilities and duties around reporting of allegations of Sexual Misconduct.
- Provide and visibly display in each church, Presbytery office, and all Presbytery properties information about how someone can safely report misconduct.
- Foster environments that encourage survivors and witnesses to report misconduct.
- Instruct congregations and assure that Presbyteries take prompt action on such reports using congregational and Presbytery processes.
- Express regret for the church's inability to facilitate the accuser's healing and assure him that similar situations arising in the future will be handled differently.

The AC acknowledges the courage of the accuser in coming forward and appreciates his cooperation and patience in the course of this matter.

Approved and respectfully submitted by the AC July 21, 2020

**Attachment E
Annual Salary Report**

Church	Pastor	Year	Cash Salary	Housing Allowance	Employer Contributions	Other	Manse Value	Total Effective Salary	SECA Offset/Deferred Comp.	Auto Mileage	Business Expenses	Cont. Ed. & Books	Other
Alliance	Jay Kim	2019	30,000.00	22,000.00				52,000.00		3,370.00		2,000.00	
		2020	30,000.00	22,000.00				52,000.00		3,370.00	1,200.00	2,000.00	
Berthoud	Chris Brown	2019	28,136.00	25,000.00	5,000.00	4,447.00		62,583.00		1,000.00	500.00	1,600.00	
		2020	28,980.00	25,000.00	5,000.00			58,980.00	4,580.00	1,000.00	500.00	1,200.00	
Boulder,	Jacqueline Vanderpol	2019	19,000.00	58,000.00		1,000.00		78,000.00	5,890.00	3,500.00	1,500.00	1,750.00	
St. Andrew		2020	19,500.00	57,500.00		1,000.00		78,000.00	5,890.00	3,500.00	1,500.00	1,750.00	
Boulder,	Eric Garner	2019	36,715.00	21,600.00				58,315.00		1,000.00	500.00	1,000.00	
Valmont		2020	36,715.00	21,600.00		2,000.00		60,315.00		1,000.00	500.00	1,000.00	
Bridgeport	Jonathan Berosek	2019	44,100.00				13,230.00	57,330.00		3,000.00	2,000.00	2,600.00	1,000.00
		2020	44,100.00				13,230.00	57,330.00		3,000.00	2,000.00	2,500.00	1,000.00
Broomfield	John Buechner	2019	38,262.00	24,000.00				62,262.00		2,000.00	2,000.00	1,700.00	
		2020	39,320.00	24,000.00				63,320.00		2,000.00	2,000.00	1,700.00	
Brush	Mike Gross	2019	CRE - CONTRACT										
		2020	CRE - CONTRACT										
Dalton	Bud Gillespie	2019	CRE - CONTRACT										
		2020	CRE - CONTRACT										
Estes Park	Michael Moore	2019	43,285.00	32,464.00		906.00		76,655.00	5,000.00	3,467.00	1,451.00	1,576.00	1,596.00
		2020	44,367.00	33,276.00		906.00		78,549.00	5,000.00	3,043.00	1,451.00	2,000.00	1,596.00
Ft. Collins, 1st	Corey Nelson	2019	68,000.00	42,000.00				110,000.00		650.00	2,500.00	1,850.00	
		2020	70,666.00	42,000.00				112,666.00		650.00	2,500.00	1,850.00	
Ft. Collins,	Gus Wright	2019	Temporary Supply - CONTRACT										
Harmony		2020	Temporary Supply - CONTRACT										
Ft. Collins,	Eric Sunderland	2019	36,353.00	30,000.00				66,353.00	4,223.00		2,200.00	1,000.00	
Westminster		2020	36,376.00	30,000.00				66,376.00	5,304.00		2,200.00	1,000.00	
Ft. Morgan	Mike Gross	2019	CRE - CONTRACT										
		2020	CRE - CONTRACT										
Goodrich	Denise Shannon	2019	Temporary Supply - CONTRACT										
		2020	Temporary Supply - CONTRACT										
Gordon	Patricia Stetson-Warning	2019	25,600.00		2,400.00		12,000.00	40,000.00		3,000.00		600.00	
		2020	25,600.00		2,400.00		12,000.00	40,000.00		3,000.00		600.00	
Greeley	Laura Krauss	2019	Interim Pastor - CONTRACT										
		2020	Interim Pastor - CONTRACT										
Kimball	Alan Foutz	2019	CRE - CONTRACT										
		2020	CRE - CONTRACT										
LaPorte	Judy Cuthbertson	2019	VACANT PULPIT										
		2020	Temporary Supply - CONTRACT										
LaSalle	Michael Fitzsimmons	2019	Temporary Supply - CONTRACT										
		2020	Temporary Supply - CONTRACT										

Presbytery of Plains and Peaks
August 6, 2020

Lisco	Darren Emerick	2019	Temporary Supply - CONTRACT										
		2020	Temporary Supply - CONTRACT										
Longmont, Central	David Barker	2019	54,570.00	39,000.00				93,570.00	2,500.00		1,200.00	2,300.00	
		2020	54,570.00	39,000.00				93,570.00	2,500.00		1,200.00	2,300.00	
Longmont, Westview	Lonnie Darnell	2019	Interim Pastor - CONTRACT										
		2020	Interim Pastor - CONTRACT										
Loveland, 1st	Amy Morgan	2019	25,687.50	30,962.50				56,650.00			2,000.00	2,100.00	
		2020	25,150.00	33,000.00				58,150.00			2,000.00	2,100.00	
Loveland, Mtn. View	Gary LeTourneau	2019	43,740.00	34,068.00				77,808.00			3,464.00	2,786.00	
		2020	44,440.00	34,615.00				79,055.00			3,500.00	2,800.00	
	Jim Webb	2019	52,401.00	26,556.00				78,957.00			4,330.00	4,524.00	
		2020	53,240.00	26,980.00				80,220.00			4,400.00	4,600.00	
Masonville	Vickie Kintzel	2019	Temporary Supply - CONTRACT										
		2020	Temporary Supply - CONTRACT										
Milliken	VACANT	2019	32,878.00	3,600.00			10,943.00	47,421.00	2,724.00	1,000.00		600.00	900.00
		2020						0.00					
Minatare	Carolyn Dickinson	2019	Temporary Supply - CONTRACT										
		2020	Temporary Supply - CONTRACT										
Nederland	Hansen Wendlandt	2019	42,382.69	10,500.00				52,882.69	2,400.00	2,000.00		600.00	
		2020	42,382.69	10,500.00				52,882.69	2,400.00	2,500.00		1,100.00	
Pinewood Springs	VACANT	2019	VACANT PULPIT										
		2020	VACANT PULPIT										
Scottsbluff	April Fiet	2019	20,250.00	10,000.00				30,250.00		750.00	750.00	750.00	
		2020	20,250.00	10,000.00				30,250.00		750.00	750.00	750.00	
	Jeff Fiet	2019	20,250.00	10,000.00				30,250.00		750.00	750.00	750.00	
		2020	20,250.00	10,000.00				30,250.00		750.00	750.00	750.00	
Sedgwick	Larry Nail	2019	Temporary Supply - CONTRACT										
		2020	Temporary Supply - CONTRACT										
Sidney	Mary Jo Dean	2019	28,000.00	12,000.00				40,000.00			2,000.00	1,000.00	2,000.00
		2020	25,500.00	14,500.00				40,000.00		1,000.00	2,000.00	3,000.00	
Sterling	Michelle Witherspoon	2019	37,843.00	28,410.00				66,253.00	5,068.00		1,500.00	2,000.00	1,000.00
		2020	38,865.00	29,177.00				68,042.00	5,205.00		1,500.00	2,000.00	1,000.00
Timnath	Charley Blom	2019	Interim Pastor - CONTRACT										
		2020	Interim Pastor - CONTRACT										
Yuma	Jamie Fiorino	2019	30,000.00	3,000.00		3,000.00	12,000.00	48,000.00		1,500.00	as vouchered	1,350.00	
		2020	30,870.00	3,000.00	3,000.00		12,000.00	48,870.00		1,750.00	1,000.00	1,100.00	

Attachment F
GUIDELINES OF THE COMMITTEE ON PREPARATION FOR MINISTRY
Presbytery of the Plains and Peaks
(adapted from the John Calvin Presbytery)

Table of Contents

Inquiry and Candidacy Process Background Information	2
Summary: Process for Application to Inquiry	4
Forms to be used in the Application Process for Inquiry	5
Forms for CPM use to enroll an Inquirer	5
Process for a Session in Recommending an Applicant to be Received as an Inquirer	6
Guidelines for Session Sponsoring Inquirers or Candidates	7
Process for a CPM Liaison to Provide Care and Guidance for an Inquirer or Candidate	8
Educational Requirements for Inquirers/Candidates	9
Process to Move from Inquiry to Candidacy	11
Becoming Certified Ready to Receive a Call & Ordination	12
Forms that complete work with the CPM	13
Appendix A: Forms & Process Summary	14

Inquiry & Candidacy Process Background Information

We offer the following guidelines for candidates, Sessions, and mentors from Session and CPM, in addition to those provided in the Book of Order, G-2.06.

Please consult that section, as well as the Advisory Handbook available on the PCUSA website at <https://www.pcusa.org/resource/preparation-ministry-handbook/> for full appreciation and additional details of the process.

Inquiry provides the opportunity for the church and for those who believe they may be called to the ministry of the Word and Sacrament to explore and test that call together. An effective exploration occurs within a network of caring, supportive relationships - first, between the inquirer and the church session, then with the presbytery, through its Committee on Preparation for Ministry (CPM), and with the seminary. In regular consultations with the CPM, the inquirer evaluates the personal implications and the suitability of a church occupation, is guided in prayerful examination of their motivation, personal faith and experience in the congregation, and makes a serious assessment of the gifts needed by ministers of the Word and Sacrament. In addition, this phase provides the church with opportunities to respond directly to the inquirer's questions and concerns.

A member of a congregation is enrolled as an inquirer when they approach the session about the possibility of becoming a minister of the Word and Sacrament and formally agrees with the session and with the presbytery's Committee on Preparation for Ministry to explore the implications of this quest. Enrollment is intended to be an easy step; people are encouraged to take this formal action soon after they have made their personal decision to explore the call to ministry so that the presbytery's committee can provide them with support and counsel as early as possible.

A person desiring to become an inquirer must honestly consider their call to ministry and the gifts and talents that they have. It is important that there has been active participation as a member in good standing in the life and

mission of the church (at least 6 months) that would validate such a call and that the person initiate discussion of the sense of call with their pastor, college chaplain, or other spiritual advisor. Inquirers/Candidates who are church officers are encouraged to consider stepping down from office while in preparation.

When contact is made with the CPM moderator by the Session of care, a link to the electronic Form No.1 will be sent to the person seeking inquiry. Completed copies are submitted by the potential inquirer to the Session for use at the meeting seeking their recommendation. These are then sent to the CPM by the Session. The inquirer should retain a personal copy. CPM will ask the session to sustain a portion of the cost of the required psychological evaluation. The responsibility for the cost shall ordinarily be equally shared between the Session, the inquirer, and the CPM.

Session normally recommends only persons who meet the following minimum qualifications:

- The applicant shall have been an active member in good standing in that church for at least six months, with clear evidence of spiritual growth and commitment to Jesus Christ.
- Eagerness to discern a sense of call to ordered ministry of word and sacrament.
- A demonstrated ability to live the Christian faith.
- For further guidance please refer to page 9 of this document (Guidelines for Session Sponsoring Inquirers or Candidates)

Both the inquiry phase and the candidacy phase of the process nurture and test the individual's development in five key areas:

- **Education for Ministry**, which includes evaluation of the individual's academic progress and reflection on the purpose of educational experiences and on their relation to preparation for the ministry of the Word and Sacrament
- **Spiritual Development**, which provides a framework in which individuals can reflect on their personal faith journeys.
- **Interpersonal Relations**, which provide opportunities to reflect on how an individual relates to others and what this means in terms of the ministry of the Word and Sacrament.
- **Personal Growth**, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship.
- **Professional Development**, to help persons develop specific skills that will enhance their effectiveness as ministers of the Word and as presbyters.

During both the inquiry phase and the candidacy phase, the individual's progress is measured by specific expected outcomes formulated in light of these five growth areas. It is important that the expected outcomes be understood as *essential* goals rather than simply as minimum requirements to be met or papers to be written. These expected outcomes serve as the focus of ongoing consultations between the inquirer/candidate, the session, and presbytery's Committee on Preparation for Ministry.

Ordinarily a person who intends to serve in the Presbyterian Church (U.S.A) should be received as an inquirer *before* beginning their seminary education (one to two years before undergraduate work is completed is not too soon). All potential inquirers should be encouraged to attend Presbyterian seminaries. Regardless of seminary of choice, they will work out an overall plan for education with the CPM to ensure all requirements are met. As the primary contact with persons interested in professional ministry, sessions have a special responsibility to see that the process is timely. The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate. [G-2.0602]

Many inquirers/candidates need financial aid for a seminary education. Several models of funding exist among churches. Some churches have established memorial funds for this purpose; others take a monthly offering; some place this need directly in the general operations or local mission budget. In addition to these ways, some congregations make special gifts. Where possible, funds should be given as a scholarship.

Further information concerning the process can be found in G-2.06 **Preparation for Ministry** of the *Book of Order (2019-2021 ed.)* and in the *Advisory Handbook* which is downloadable from the PCUSA website.

Summary: Application Process for Inquiry

1. Member informs session of desire to enter the inquiry process.
2. Session contacts the CPM moderator for forms (1A, B, C) and information on process.
3. Applicant completes Forms 1A, B, and C, and submit the application, with all necessary official transcripts and copies of diplomas, to the Clerk of Session.
4. A CPM representative attends a Session meeting to explain their responsibilities (including cost of vocational evaluation)
5. The session interviews the applicant.
6. The session votes on recommendation of applicant to the CPM (if affirmative appoints a liaison from the Session).
7. Clerk of Session or Session Liaison completes Form 1D and sends it to the presbytery's Stated Clerk, Executive Presbyter, and moderator of CPM.
8. Applicant schedules appointment with the CPM through the CPM moderator. All transcripts and diplomas, along with a copy of Forms 1A, B, C, and D are filed physically and electronically with the Presbytery Office.
9. Preliminary interview with the CPM (session liaison is encouraged to attend and report back to Session).
10. If the CPM votes to enroll the person as an inquirer, the CPM will review and outline the learning objectives for the next 12 months (Form 2A), and also complete Form 2B, the Covenant Agreement.
11. CPM assigns committee liaison.
12. Both Session Liaison and CPM liaison are expected to maintain regular communication with the inquirer throughout the process.
13. The CPM brings Inquirer to Presbytery for its endorsement. **Applicant prepares a one-page statement that outlines their sense of Christian faith, motivation and service. This statement MUST be received by the Presbytery Office two weeks prior to the meeting of the Presbytery.**

Forms to be used in the Application Process for Inquiry

Download at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>

Form 1A "Background Information for Session and Committee on Preparation for Ministry"

This form provides basic information regarding the applicant's background, identity, and interests. It includes a list of personal references.

Form 1B "Questions for Reflection"

These questions are to be completed by the applicant as a basis for direct discussion first with the Session of the applicant's home church and later with the presbytery's Committee on Preparation for Ministry.

Form 1C “Financial Planning for Theological Education”

Using basic information provided by the applicant, this spreadsheet automatically generates a projection of the applicant’s financial resources and needs relative to the required seminary training.

Form 1D “Session Evaluation and Recommendation”

This form is completed by the applicant’s Session and forwarded along with the other application forms to the presbytery’s CPM. The form includes questions that may guide the Session’s discussion with the applicant and provide support for its recommendation to the CPM.

Forms for CPM use to enroll an Inquirer

The following forms are used by applicants and their CPMs when a decision has been made to recommend the applicant be enrolled by the presbytery as an Inquirer.

Download at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-enrolling-inquirer/>

Form 2A “Report of Consultation regarding application”

In addition to formulating its recommendation to the presbytery to enroll the applicant as an inquirer, the committee/commission overseeing preparation for ministry should also establish goals for the first year the new inquirer will be under care. This form records the growth objectives agreed to by the new Inquirer and the committee/commission overseeing preparation for ministry. The completed report is sent to the enrollee, the theological institution, and the sponsoring session.

Form 2B “Covenant Agreement and Inquirer Release”

A signed acknowledgement of the new covenant relationship entered into by the inquirer, the session and the committee/commission overseeing preparation for ministry. The inquirer release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.

**Process for a Session in Recommending an Applicant to be Received as an Inquirer
(Completing Form 1D)**

1. The applicant (after they have completed Forms 1A, B, and C and sent them on to the moderator and clerk of session) will arrange a time with the moderator of their session to meet with the session. The purpose of the session meeting is to determine whether or not the session wishes to recommend that the presbytery receive the applicant as an Inquirer. Copies of Form 1A, B, and C may be distributed to session members to aid in the interview process.
2. The Session is encouraged to discuss with the applicant the themes referenced on the submitted forms. Form 1B outlines some questions to be considered. The following serve as helpful starting questions.
 - a. Please describe your Christian experience and spiritual journey.
 - b. What are your perceptions of and motives for responding to God's call?
3. After sufficient discussion has occurred, the Session will ask the applicant to step out of the meeting so that the Session may deliberate.

4. The Session will discuss its thoughts and feelings about the applicant, how it can support them with prayers, money, letters, etc., if it chooses to endorse the applicant.
5. The session will vote to recommend or not recommend that the presbytery receive the applicant as an inquirer.
6. The Session will agree to support the one-third of the cost of psychological evaluation and background check.
7. The Session will inform the applicant of their decision and offer prayer on their behalf.
8. The Clerk of Session or session liaison will fill out Form 1D; the applicant will sign it. The Clerk of Session will send Form 1D directly to the Stated Clerk of Presbytery and a copy to the moderator of CPM.
9. The Session will appoint a session liaison who will communicate with the session and with the applicant about their concerns and needs. This session liaison will seek to encourage the applicant throughout their time as an inquirer/candidate or until another session liaison is appointed. A session liaison may continue to fulfill the role of liaison even after completing a term on session. In addition, this person is encouraged to attend the initial consultation with the applicant when they come before the CPM. Other communication with the CPM liaison may also occur on an as-needed basis.

Guidelines for Session Sponsoring Inquirers or Candidates

The session of the local church and the Presbytery have joint responsibility for the care and oversight of inquirers/candidates. It is important to have strong communication between the Committee on Preparation for Ministry (CPM), the inquirers/candidates, Sessions, and seminaries. As the inquirers/candidates develop and proceed, all parties involved need to be fully aware of the individual's strengths and weaknesses. The local session is of critical importance with respect to assuring the Church of developing trained, dedicated and qualified leadership for future years.

Session can enable the inquirer/candidate to mature in proficiency, understanding, and the ability to communicate Presbyterian Polity, Theology and Worship. Session can help the inquirer/candidate to sustain interest and enthusiasm during the academic year. A relationship of trust should be developed such that Inquirers/Candidates can be open about struggles they experience, including financial, relational, emotional, spiritual, and mental health challenges. Session should be supportive of the Inquirer/Candidate, assisting them, where appropriate, in connecting with other resources to support their health and wholeness through this process. Session may also provide opportunities for the inquirer/candidate to develop particular skills through experiential learning. Such experiences should include not only activity in the local church, but also exposure to other congregations both larger and smaller, and of a variety of cultural, racial and socio-economic compositions.

There are also a number of ways in which Session and the local church can assist in fulfilling the needs of the Inquirer/Candidate. For example, they may provide opportunities to preach when the inquirer/candidate is home for a visit. They may also assist in providing field education experiences locally or through the contacts available to them. Most importantly, they are to stay in frequent contact by personal communications, pray for them, and give regular financial support.

The session should be particularly aware of the areas of experience needed to assist the inquirer/candidate in developing strengths. We encourage communication of your concerns with respect to a particular inquirer/candidate. Our objectives are to encourage all governing bodies to seek and to develop highly qualified inquirers/candidates who will maintain a high standard of excellence in the ministry.

Process for a CPM Liaison to Provide Care and Guidance for an Inquirer or Candidate

CPM's goal is to support and guide the inquirer/candidate with understanding and compassion. We are to provide regular, open, candid, and transparent communication and evaluation of our inquirers'/candidates' progress in preparation for the ministry of the Word and Sacrament.

1. After a CPM member learns that they will be the liaison of an inquirer, they should make contact face to face or by phone as soon as possible. At this time the liaison needs to let the inquirer know that ordinarily the best access to the CPM is through their liaison for ongoing communication and questions.
2. In order to provide ongoing support and guidance, the liaison should make phone contact (or by email if phone is not possible) monthly.
3. The liaison should inquire about the course of study and field education experiences of the inquirer. This will insure that the inquirer is following the CPM's guidelines for educational requirements. The liaison should be willing to review the psychological evaluation report with the inquirer, if requested. The inquirer should make sure that transcripts and field education reports are regularly sent to the CPM, and the liaison should communicate with the inquirer regarding updates and any areas of concern.
4. The liaison should maintain a CONFIDENTIAL informal file on each of their inquirers (in addition to the Presbytery Office's main file) for the purpose of tracking annual reports, and to make note of ALL phone calls, meetings and correspondence.
5. The liaison will update the CPM regarding to the following information:
 - a. Requests for financial assistance
 - b. The inquirer's/candidate's Field Education placement and evaluation
 - c. Completion of additional written requirements such as faith statement
 - d. Changes in address, etc.
6. The CPM liaison should remain in contact with the inquirer/candidate's session liaison.

Educational Requirements for Inquirers/Candidates

CPM shall assist each inquirer/candidate in designing a course of study suited to the needs of that person. The American Association of Theological Schools must accredit the seminary. Such a course of study may include other experiences that will give the inquirer/candidate adequate knowledge of Presbyterian polity and Reformed theology, as well as exposure to other theological traditions.

Inquirers/candidates will pass seminary courses in:

- Old Testament survey
- New Testament survey
- Biblical Theology (i.e. NT theology, OT theology, Hermeneutics)
- Reformed Systematic/Historical Theology
- Ethics
- Academic Calendar year in Greek to include exegetical work in the language (or its equivalent)
- Academic Calendar year in Hebrew to include exegetical work in the language (or its equivalent)
- Church History
- Reformed Worship and the Sacraments
- Pastoral Theology/Pastoral Care & Counseling
- Homiletics and preaching at least 3 sermons with evaluation
- Presbyterian polity, program, history and ethos
- Christian Education

In extraordinary circumstances, permission may be granted by the CPM to take required classes pass/fail. Alternate courses must be approved by the CPM.

The inquirer/candidate will arrange for the seminary to send a transcript of grades to the Presbytery Office at least annually. The Presbytery Office will provide a copy for the CPM chairperson.

The inquirer/candidate will be expected to take the five Presbyterian Standard Ordination Examinations (Bible Content, Biblical Exegesis, Polity, Theology, and Worship and Sacraments) as professional qualifying examinations. The Biblical Exegesis, Polity, Theology, and Worship and Sacraments Exams will usually be taken on one occasion. Candidates will have to re-apply for permission to retake the exams if they fail twice. Exceptions to this policy must be approved by the CPM. Candidates cannot be ordained unless these examinations are passed or an exception is granted.

At least two field education experiences will be undertaken during seminary. These should be two separate types of ministry related to the Presbyterian Church (U.S.A.). Inquirers/candidates shall seek to gain experience and training in all facets of the ministry. They may be encouraged to undertake field education in a cultural or economic setting unlike their own. CPM must be informed of field education experiences in advance, even when assigned by the seminary, and may make specific assignments in certain cases. Field Education experiences in home congregations will not be approved. An accredited Clinical Pastoral Education (CPE) program is required as one of the two field education experiences unless otherwise approved by the CPM. Supervisor's reports should be sent to the Presbytery Office.

Annual Consultations: The inquirer/candidate consults at least once a year with the CPM to assess their program toward previously established goals in each of the five growth areas as outlined in Form 3. The form shall be submitted to the Stated Clerk of Presbytery, Executive Presbyter, CPM liaison, and Moderator of CPM no less than two weeks prior to the meeting. During each consultation, the CPM and inquirer/candidate work together to initiate appropriate new goals. It will be the joint responsibility of the inquirer/candidate and their CPM liaison to schedule annual consultations. A minimum of two annual consultations is required before ordination. The Presbytery will bear all reasonable costs for required in-person consultations.

Process to Move from Inquiry to Candidacy

After a year under care of CPM as an inquirer, she/he/they may proceed to advance to candidacy. Before this matter may be considered by the CPM, the inquirer shall:

- Pass the Bible Content Examination.
- Receive recommendation for approval from the Session of their home church, after interview is completed
- Undergo an interview to evaluate "readiness" for candidacy with CPM

Then, the CPM will prepare a summary of the consultation including a recommendation with reasons to support, delay, or deny the inquirer's proceeding to candidacy.

Forms 5A-D used for advancing to Candidacy are found at the link:

<http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-advancing-candidacy/>

The inquirer meets with their Session and a member of the CPM (usually the liaison) to evaluate readiness of the inquirer. The conversation with the liaison may take place in the course of the continual guidance and concern provided in monthly conversation. The Session may recommend to the CPM that the inquirer becomes a Candidate. The inquirer and Clerk of Session shall complete Form 5A and forward it to the presbytery's Stated Clerk and moderator of CPM.

Then, the inquirer schedules an appointment with the CPM, through the CPM liaison or moderator.

At least two weeks before appointment the Moderator of CPM must have the following:

- One-page summary of annual consultation(s) (Form 3) with CPM.
- Report of field education experience and/or CPE if either has taken place
- One-page statement of faith
- Forms 5A & 5B

When the candidacy interview takes place, the session liaison should be present. After the interview, the CPM determines whether to recommend to Presbytery that the inquirer be advanced to candidacy or not. If recommendation is to support proceeding to candidacy, the CPM Moderator shall ensure that an examination of the applicant is added to the agenda for the next meeting of the Presbytery.

When the CPM presents the inquirer to Presbytery, the statement of faith shall be included in the packet. The inquirer will share a summary of their call to ministry. The Stated Clerk will remind the presbyters of parameters of questioning (CPM Moderator will coordinate with Presbytery Moderator). After questioning by the presbyters, CPM presents its recommendations and the Presbytery votes. The CPM liaison and session liaison should be at this Presbytery meeting.

Becoming Certified Ready to Receive a Call

Candidates may be Certified Ready to Receive a Call and circulate their Personal Information Form after all of the following have occurred:

- They have been a candidate for a minimum of one year
- They have completed two annual consultations

- They are within six months of receiving a Master's of Divinity degree
- They have passed all of the Standard Ordination Examinations
- CPM has approved of plans to complete CPE requirement (if not already completed)
- They have delivered a sermon to the members of the CPM
- CPM has voted to Certify the candidate Ready to Receive a Call and granted permission to Negotiate for Service

The candidate MUST be Certified Ready to Receive a Call prior to the circulation of their PIF.

Ordination

The Presbytery of call (ordinarily) examines and ordains the candidate. If a church from this Presbytery is extending a call to one of our own candidates, the COM will proceed with overseeing that process.

G-2.07 ORDINATION

G-2.0701 Ordination

Ordination to the ordered ministry of minister of the Word and Sacrament is an act of the whole church carried out by the presbytery, setting apart a person to ordered ministry.

Such a person shall have fulfilled the ordination requirements of the presbytery of care and received the call of God to service to a congregation or other work in the mission of the church that is acceptable to the candidate and to the presbytery of call.

G-2.0702 Place of Ordination

The presbytery placing the call to the candidate for ministry shall ordinarily examine, ordain, and install the candidate.

G-2.0703 Service Ordination

The order for that service of worship in the Directory for Worship (W-4.04) shall be followed.

G-2.0704 Record of Ordination

The Presbytery of call shall record the ordination and installation, along with written affirmation of the new minister of the Word and Sacrament to the obligations undertaken in the ordination questions, and enroll the minister of the Word and Sacrament as a member of the presbytery. The stated clerk of the presbytery shall report these actions to the General Assembly, the presbytery of care, and to the congregation of which the candidate was formerly a member.

Forms that complete work with the CPM

The forms included from the PCUSA website “complete” in different ways the work between a particular CPM and an Inquirer/Candidate in the process of preparation for the ministry of Word and Sacrament. They cover transfer of care to another presbytery’s CPM, withdrawal/removal from the process, certification of readiness to receive a call, and ordination to the ministry of Word and Sacrament.

Download at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-complete-cpm/>

Form 6 “Summary Report of Final Assessment”

This form, completed by the CPM, acknowledges that the CPM of the candidate’s presbytery has conducted a final assessment of the candidate’s preparation and readiness to begin ministry. It certifies that she/he has successfully completed all of the denomination’s and the CPM’s requirements and so is ready to be examined for ordination. *(Since this report may need to be shared with another calling presbytery, this form should be used by all presbyteries.)*

Form 7A “Certificate of Approval of Transfer”

This form is used in the transfer of an Inquirer/Candidate from one presbytery to another. It is completed and signed by the Stated Clerk of the transferring presbytery and by the Stated Clerk of the receiving presbytery, who sends the form to the Office of the General Assembly at the address indicated. *(This form should be used by all presbyteries.)*

Form 7B “Report of Withdrawal, Removal, or Ordination”

This form is used to report to the Office of the General Assembly particular actions taken by presbyteries and the appropriate committees relative to the withdrawal, removal, or ordination of an Inquirer or Candidate. *(This form should be used by all presbyteries.)*

Appendix A: Preparation for Ministry Process & Forms

Form	Title/Description	Process
Application Forms: There are four forms to the application for enrollment as an inquirer.		
1A	<u>Application to be enrolled by Presbytery as an Inquirer</u> To be completed initially by the applicant seeking to be enrolled. Both the committee/commission overseeing preparation for ministry and the presbytery’s actions regarding the application are recorded on this form. It provides basic information regarding the applicant’s background, identity, and interests. This form includes a list of personal references.	<ul style="list-style-type: none"> • Filled out by applicant and given to Session. • Signed by applicant.
1B	<u>Questions for Reflection</u> These questions are to be completed by the applicant as a basis for direct discussion first with the session of the applicant’s home church and later with the presbytery’s committee/commission overseeing preparation for ministry.	<ul style="list-style-type: none"> • Filled out by applicant and given to Session. • Signed by applicant.
1C	<u>Financial Planning for Theological Education</u> Using basic information provided by the applicant, this spreadsheet automatically generates a projection of the applicant’s financial resources and needs relative to the required seminary training.	<ul style="list-style-type: none"> • Filled out by applicant and given to Session. • Signed by applicant.
1D	<u>Session Evaluation and Recommendations</u> This form is completed by the applicant’s session and forwarded along with the other application forms to the presbytery’s committee/commission overseeing preparation for ministry. The form includes questions that may guide the session’s discussion with the applicant and provide support for its recommendation to the committee/commission overseeing preparation for ministry.	<ul style="list-style-type: none"> • Filled out by Session and given to CPM, along with Forms 1A, 1B and 1C, before the applicant meets with the Committee.

<p>Forms for enrolling an Inquirer: These forms are used by applicants and their committee/commission overseeing preparation for ministry when a decision has been made to recommend the applicant be enrolled by the presbytery as an inquirer.</p>		
2A	<p><u>Report of Consultation regarding application</u> In addition to formulating its recommendation to the presbytery to enroll the applicant as an inquirer, the committee/commission overseeing preparation for ministry should also establish goals for the first year the new inquirer will be under care. This form records the growth objectives agreed to by the new Inquirer and the committee/commission overseeing preparation for ministry. The completed report is sent to the enrollee, the theological institution, and the sponsoring session.</p>	<ul style="list-style-type: none"> • Filled out after CPM action to enrolling applicant as an inquirer. • If enrolled, signed by the inquirer, CPM liaison and CPM chair. • Distributed to CPM members, inquirer, theological seminary, and Session.
2B	<p><u>Covenant Agreement and Inquirer Release</u> A signed acknowledgement of the new covenant relationship entered into by the inquirer, the session and the committee/commission overseeing preparation for ministry. The inquirer release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.</p>	<ul style="list-style-type: none"> • Filled out after Form 2A is completed. • Signed by inquirer, Session moderator, and CPM chair. • Distributed to CPM members, inquirer, Session moderator, and Stated Clerk. • Enrollment is reported to Presbytery. • Form 7A is filled out.
<p>Forms for annual consultations: These are used to prepare for and report the outcome of a consultation. The same forms are used in the inquiry and candidacy phases as well as for consultations once a candidate has been “certified ready to be examined for ordination, pending a call.”</p>		
3	<p><u>Pre-consultation report on development areas</u> This report, completed by the inquirer/candidate before each consultation, evaluates progress in accomplishing previously agreed-upon goals and objectives. The form requests a listing of completed courses and includes specific questions to be addressed in each of the five growth areas.</p>	<ul style="list-style-type: none"> • First section filled out by CPM chair; balance filled out by inquirer or candidate. • Sent to CPM before consultation.
4	<p><u>Report on Consultation</u> A summary report of the consultation, completed by the committee/commission overseeing preparation for ministry and the inquirer/candidate, that indicates developmental progress in the five key areas along with growth objectives agreed to for the next year. The completed report is sent to the inquirer/candidate, theological institution, and sponsoring session.</p>	<ul style="list-style-type: none"> • Filled out after consultation with CPM. • Signed by the inquirer or candidate, CPM liaison and CPM chair. • Distributed to CPM members, inquirer or candidate, theological institution, and Session.
<p>Forms for advancing to Candidacy: These forms are used by inquirers and their committee/commission overseeing preparation for ministry when a decision has been made to recommend the inquirer be advanced by the presbytery to candidate status.</p>		
5A	<p><u>Application to be enrolled by Presbytery as a Candidate</u></p>	<ul style="list-style-type: none"> • Filled out by inquirer and given to Session.

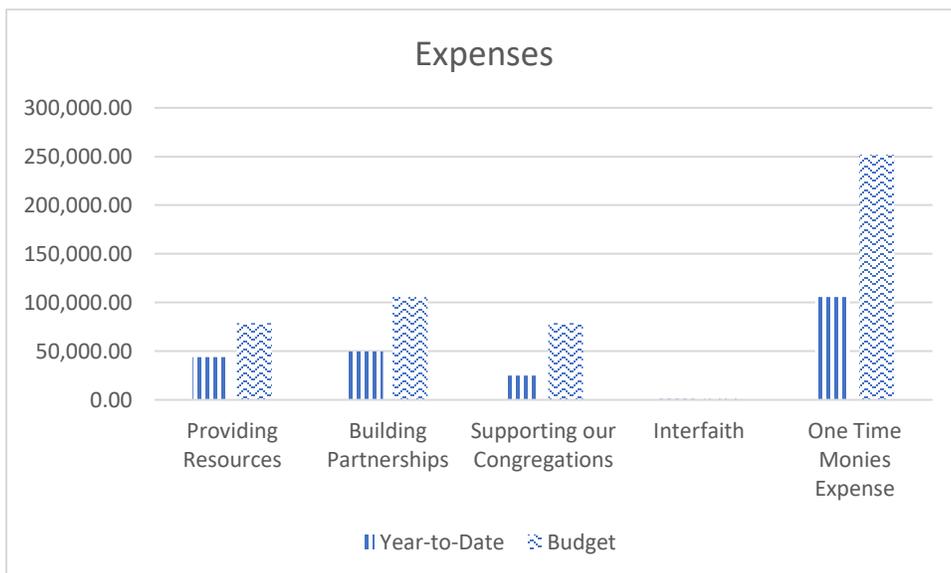
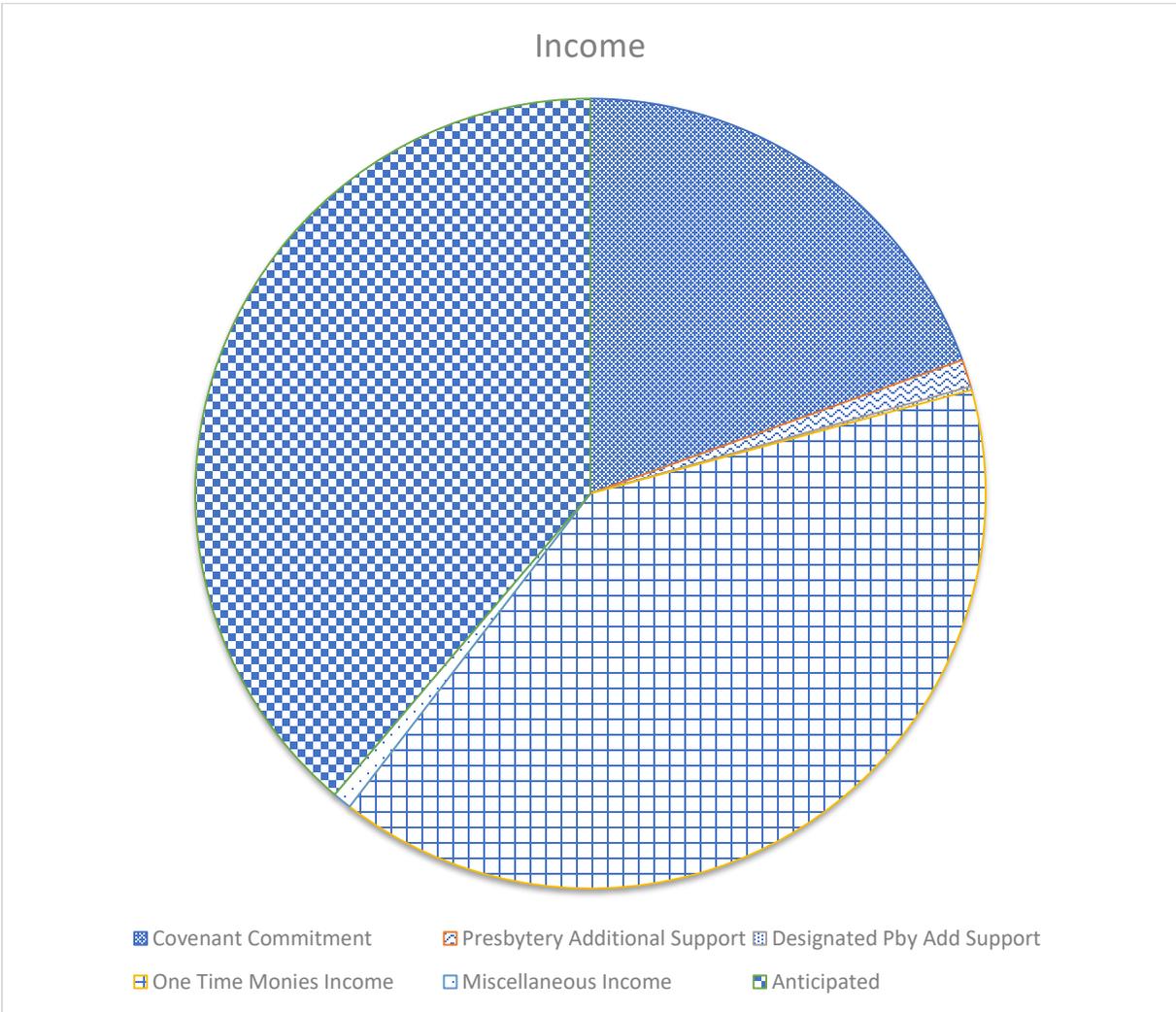
	To be completed initially by the Inquirer seeking to be advanced to candidacy. The recommendations of the session and the committee/commission overseeing preparation for ministry along with the action taken by the presbytery are recorded on this form.	
5B	<p><u>Session evaluation and recommendation for Candidate</u> This form is completed by the inquirer’s session and forwarded to the presbytery’s committee/commission overseeing preparation for ministry. The form includes questions that may guide the session’s discussion with the inquirer and provide support for its recommendation to the committee/commission overseeing preparation for ministry. Attach a letter explaining rationale for the session’s action in light of inquirer’s suitability.</p>	<ul style="list-style-type: none"> • Filled out by Session and forwarded to CPM along with Form 5A. • If approved, applicant submits a Statement of Motivation for Seeking the Ministry and is examined by Presbytery. • Form 7A is filled out.
5C	<p><u>Report of Consultation Regarding Application to become a Candidate</u> A signed acknowledgement of the new covenant relationship entered into by the candidate and the committee/commission overseeing preparation for ministry. This form also establishes growth areas for the candidate. The completed report is sent to the inquirer/candidate, theological institution, and sponsoring session.</p>	<ul style="list-style-type: none"> • Filled out after consultation with the inquirer. • Signed by inquirer, CPM liaison and COM chair. • Distributed to CPM members, inquirer, theological institution, and Session.
5D	<p><u>Covenant Agreement and Candidate Release</u> A signed acknowledgement of the new covenant relationship entered into by the candidate, the session and the committee/commission overseeing preparation for ministry. The candidate release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.</p>	<ul style="list-style-type: none"> • Filled out after Form 5C is completed. • Signed by candidate, Session moderator, and CPM chair. • Distributed to CPM members, candidate, Session moderator, and Stated Clerk.
<p><u>Forms that complete work with the CPM:</u> These forms “complete” in different ways the work between a particular committee/commission overseeing preparation for ministry and an inquirer/candidate in the process of preparation for the role of teaching elder. They cover transfer of care to another presbytery’s committee/commission overseeing preparation for ministry, withdrawal/removal from the process, certification of readiness to receive a call, and ordination to the role of teaching elder.</p>		
6	<p><u>Summary Report of Final Assessment</u> This form, completed by the committee/commission overseeing preparation for ministry, acknowledges that the committee/commission overseeing preparation for ministry of the candidate’s presbytery has conducted a final assessment of the candidate’s preparation and readiness to begin ministry. It certifies that she/he/they has successfully completed all of the denomination’s and the committee/commission overseeing preparation for ministry requirements and so is ready to be examined for ordination. <i>(Since this report may need to be shared with another calling presbytery, this form should be used by all presbyteries.)</i></p>	<ul style="list-style-type: none"> • Filled out by the CPM chair. • Signed by CPM chair. • Distributed to CPM members and shared with a calling presbytery. • Form 7A is filled out.

<p>7A</p>	<p><u>Changing the Relationship of Care with the Presbytery</u> This form is used when a person under care advances within the process, such as enrolling as an inquirer advancing to candidacy, a transfer of covenant relationship, or certification of readiness to seek a call. It is completed and signed by the stated clerk who sends the form to the Office of the General Assembly at the address indicated. <i>(This form should be used by all presbyteries.)</i></p>	<ul style="list-style-type: none"> • Filled out by the CPM chair. • Signed by Stated Clerk. • Distributed to CPM members, Stated Clerk and OGA.
<p>7B</p>	<p><u>Report of Conclusion of work with this Presbytery</u> This form is used to report the ending of the preparation for ministry process (through transfer, withdrawal, removal or ordination). It is completed and signed by the stated clerk who sends the form to the Office of the General Assembly. <i>(This form should be used by all presbyteries.)</i></p>	<ul style="list-style-type: none"> • Filled out by the CPM chair. • Signed by Stated Clerk. • Distributed to CPM members, Stated Clerk and OGA.

**Attachment G
Treasurer Report
Brad Culp**

Statement of Activities - Actual vs Budget					
as of June 30, 2020					
	June	Year-to-Date	Budget	\$ Over Budget	% of Budget
40000 - INCOME					
40100 - Covenant Commitment	11,807.90	84,194.95	247,885.00	-163,690.05	34.0%
40150 - Presbytery Additional Support	593.00	4,821.75	12,500.00	-7,678.25	38.6%
40200 - Designated Pby Add Support	25.00	625.00			
40250 - One Time Monies Income	0.00	171,112.00	171,112.00	0.00	100.0%
40300 - Miscellaneous Income	277.11	494.18			
40350 - Previous Year Support	0.00	3,333.40			
TOTAL INCOME	12,703.01	264,581.28	431,497.00	-171,368.30	61.3%
60000 - OPERATING EXPENSE					
61000 - PROVIDING RESOURCES					
61100 - Financial Review	0.00	0.00	1,000.00	-1,000.00	0.0%
61150 - Condo Assoc Fees	200.00	1,200.00	3,600.00	-2,400.00	33.3%
61200 - Equipment and Furniture	0.00	700.92	1,500.00	-799.08	46.7%
61250 - Equipment Lease	335.30	1,944.30	3,400.00	-1,455.70	57.2%
61300 - Insurance - Office	1,869.73	3,474.35	6,000.00	-2,525.65	57.9%
61350 - Insurance - Highlands	16,002.52	32,416.97	54,000.00	-21,583.03	60.0%
61400 - Office Expenses	488.15	1,690.75	3,200.00	-1,509.25	52.8%
61450 - Postage	20.60	137.60	600.00	-462.40	22.9%
61500 - Repairs & Maintenance	0.00	0.00	575.00	-575.00	0.0%
61550 - Telephone	287.50	1,736.90	3,600.00	-1,863.10	48.2%
61600 - Utilities	23.18	513.98	1,300.00	-786.02	39.5%
TOTAL PROVIDING RESOURCES	19,226.98	43,815.77	78,775.00	-34,959.23	55.6%
62000 - BUILDING PARTNERSHIPS					
62100 - General Assembly Per Capita	3,361.47	20,168.83	40,337.65	-20,168.82	50.0%
62150 - Synod Per Capita	1,126.75	6,760.50	13,521.00	-6,760.50	50.0%
TOTAL BUILDING PARTNERSHIPS	4,488.22	26,929.33	53,858.65	-26,929.32	50.0%
63000 - SUPPORTING OUR CONGREGATIONS					
63100 - Committee Expenses					
63101 - COM	0.00	0.00			
63102 - CPM	0.00	0.00			
63103 - Council	0.00	73.60			
63105 - Nominating Committee	0.00	0.00			
63108 - PPP/POW AC	0.00	90.33			
63100 - Committee Expenses - Other	0.00	0.00			
Total Committee Expenses	0.00	163.93	8,000.00	-7,836.07	2.0%
63150 - Presbytery Meetings	0.00	1,422.16	4,500.00	-3,077.84	31.6%
63200 - Education/Leadership/CP Events	0.00	243.02	10,000.00	-9,756.98	2.4%
63300 - Youth Triennium	0.00	0.00	3,500.00	-3,500.00	0.0%
63350 - Background Checks	37.00	333.00	1,000.00	-667.00	33.3%
TOTAL SUPPORTING OUR CONGREGATIONS	37.00	2,162.11	27,000.00	-24,837.89	8.0%

64000 - PERSONNEL (providing resources/supporting our congregations)					
64100 - Stated Clerk					
64110 - Stated Clerk Salary	1,000.00	6,583.34	19,000.00	-12,416.66	34.6%
64120 - Stated Clerk Continuing Ed	0.00	0.00	1,000.00	-1,000.00	0.0%
64130 - Stated Clerk Expenses	0.00	115.00	3,000.00	-2,885.00	3.8%
Total Stated Clerk	1,000.00	6,698.34	23,000.00	-16,301.66	29.1%
64200 - Office Administrator					
64210 - Office Administrator Salary	3,577.10	21,462.60	42,925.25	-21,462.65	50.0%
64220 - Office Admin Pension/Medical	2,561.57	15,369.42	30,738.87	-15,369.45	50.0%
64230 - Office Admin Continuing Ed	75.00	75.00	1,000.00	-925.00	7.5%
Total - Office Administrator	6,213.67	36,907.02	74,664.12	-37,757.10	49.4%
64300 - Other Personnel Expenses					
64310 - Payroll Taxes	338.68	2,076.67	4,740.00	-2,663.33	43.8%
64320 - Additional Staff Compensation	0.00	0.00	1,000.00	-1,000.00	0.0%
64330 - Contingencies	0.00	74.93	250.00	-175.07	30.0%
Total - Other Personnel Expenses	338.68	2,151.60	5,990.00	-3,838.40	35.9%
TOTAL PERSONNEL	7,552.35	45,756.96	103,654.12	-57,897.16	44.1%
65000 - INTERFAITH					
65100 - Colorado Council of Churches	0.00	500.00	500.00	0.00	100.0%
65150 - Interchurch Ministries of NE	0.00	500.00	500.00	0.00	100.0%
TOTAL INTERFAITH	0.00	1,000.00	1,000.00	0.00	100.0%
TOTAL OPERATING EXPENSE	31,304.55	119,664.17	264,287.77	-144,623.60	45.3%
70000 - ONE TIME MONIES EXPENSE					
70100 - Unrestricted Highlands Support	3,583.33	21,500.02	43,000.00	-21,499.98	50.0%
70125 - Highlands Assessment	0.00	5,912.98	7,500.00	-1,587.02	78.8%
70175 - 1001 New Woshiping Communities	0.00	0.00	57,500.00	-57,500.00	0.0%
71100 - Executive Presbyter					
71110 - Executive Presbyter Salary	4,200.00	25,200.00	50,400.00	-25,200.00	50.0%
71115 - Executive Presbyter Housing	1,633.34	9,800.04	19,600.00	-9,799.96	50.0%
71120 - EP Pension/Medical	2,158.33	12,949.98	24,900.00	-11,950.02	52.0%
71130 - EP Continuing Ed.	100.00	770.80	2,000.00	-1,229.20	38.5%
71140 - EP Business Expenses	68.58	1,321.47	10,000.00	-8,678.53	13.2%
71150 - EP Moving Expenses	0.00	173.63			
Total Executive Presbyter	8,160.25	50,215.92	106,900.00	-56,857.71	47.0%
72000 - MP Supporting our Congregations					
72060 - Greeley IP Support	6,000.00	15,000.00	27,000.00	-12,000.00	55.6%
72075 - YPM Theology Major Application	0.00	2,400.00	2,400.00	0.00	100.0%
72076 - YPM COVID 19 Relief	0.00	0.00	2,500.00	-2,500.00	0.0%
72090 - Central Sabatical Support	0.00	2,550.00	2,550.00	0.00	100.0%
72100 - Nederland Sabatical Support	0.00	2,500.00	2,500.00	0.00	100.0%
72110 - Technology Grant	0.00	5,441.14	17,500.00	-12,058.86	31.1%
Total MP Supporting our Congregations	6,000.00	27,891.14	54,450.00	-26,558.86	51.2%
Total One Time Monies Expense	17,743.58	105,520.06	269,350.00	-162,416.55	39.2%
Total Expense	49,048.13	225,184.23	533,637.77	-307,040.15	42.2%
Net Ordinary Income	-36,345.12	39,397.05	-102,140.77		



**Statement of Financial Position
as of June 30, 2020**

ASSETS

Current Assets

10000 - BANK

10100 - Petty Cash	100.00	
10200 - Chase Checking	4,030.49	
10300 - Chase Savings	117,774.00	
10500 - Pastoral Support Fund Savings	<u>10,636.39</u>	
Total 10000 - BANK		132,540.88

12000 - OTHER CURRENT ASSETS

12100 - Due from Highlands	0.00	
12200 - Due for Safe Gatherings - Church	0.00	
12300 - Due for Books of Order	0.00	
12400 - Due for Planning Calendars	0.00	
12500 - Misc. Account Receivable	<u>237.00</u>	

Total 12000 - OTHER CURRENT ASSETS		237.00
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14000 - INVESTMENTS

14100 - Ordinands Fund (NCF)	12,818.76	
14200 - One Time Monies (NCF)	680,271.49	
14210 - One Time Monies (TPF)	290,104.71	
14300 - Highlands Campership (PbyFound)	9,020.21	
14500 - McDonald Campership (PbyFound)	1,050.04	
14600 - Norton Endowment (PbyFound)	4,690.65	
14700 - Macintyre Fund (PbyFound)	<u>7,704.15</u>	

Total 14000 - INVESTMENTS		<u>1,005,660.01</u>
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Total Other Current Assets		<u>1,005,897.01</u>
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Total Current Assets			1,138,437.89
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16000 - PROPERTY

16100 - Presbytery Office		<u>142,776.28</u>	
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Total 16000 - PROPERTY			142,776.28
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17000 - OTHER RECEIVABLES

17100 - Boulder First Dismissal		<u>855,552.00</u>	
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Total 17000 - OTHER RECEIVABLES			<u>855,552.00</u>
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TOTAL ASSETS			<u><u>2,136,766.17</u></u>
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LIABILITIES & EQUITY

Other Current Liabilities

20000 - DONOR DESIGNATED FUNDS

20100 - Ordinands Fund (NCF)	12,818.76	
20200 - G.A. Mission Payable	0.00	
20400 - Pastoral Support Fund (Savings)	10,636.39	
20500 - Peacemaking	<u>4,688.21</u>	

Total 20000 - DONOR DESIGNATED FUNDS		28,143.36
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22000 - PBY DESIGNATED FUNDS

22050 - Accrued Audit Fund	6,000.00	
22100 - Accrued Condo Fees	10,615.00	
22125 - Accrued EP Cont Ed	30.00	

Presbytery of Plains and Peaks
August 6, 2020

22150 - Accrued SC Cont Ed	540.20		
22175 - Accrued Office Admin Cont Ed	33.24		
22200 - One Time Monies (NCF)	680,271.49		
22210 - One Time Monies (TPF)	290,104.71		
22220 - One Time Monies (Checking)	63,388.20		
22350 - Youth Triennium Fund	1,987.54		
22500 - Wray Building Fund	1,000.00		
Total 22000 - PRESBYTERY DESIGNATED FUNDS		1,053,970.38	
24000 - PERMANENTLY RESTRICTED (HC)			
24300 - Highlands Campership (PbyFound)	9,020.21		
24500 - McDonald Camperships (PbyFound)	1,050.04		
24600 - Norton Endowment (PbyFound)	4,690.65		
24700 - Macintyre Fund (PbyFound)	7,704.15		
Total 24000 - PERMANENTLY RESTRICTED (HC)		22,465.05	
26000 - PAYROLL LIABILITIES			
26100 - Fed. Tax and W/holding Payable	2,380.42		
26200 - State Tax & W/holding Payable	1,003.76		
26300 - 403B Payable	0.00		
26500 - FSA Reimbursement (Bobbi)	236.19		
Total 26000 - PAYROLL LIABILITIES		3,620.37	
Total Other Current Liabilities		1,108,199.16	
Total Liabilities		1,108,199.16	1,108,199.16
Equity			
30200 - Unrestricted Net Assets		989,169.96	
Net Income		39,397.05	
Total Equity		1,028,567.01	1,028,567.01
TOTAL LIABILITIES & EQUITY		2,136,766.17	2,136,766.17

**Cash in Checking/Savings NOT Designated
as of June 30, 2020**

Cash	
Checking	4,030.49
Savings	117,774.00
Total	121,804.49

Money in Savings/Checking that is Designated

GA Mission Payable	0.00
Peacemaking	4,688.21
Accrued Audit Fund	6,000.00
Accrued Condo Fees	10,615.00
Accrued EP Cont Ed	30.00
Accrued SC Cont Ed	540.20
Accrued Office Admin Cont Ed	33.24
One Time Monies	63,388.20
Youth Triennium Fund	1,987.54
Wray Building Fund	1,000.00
Total	88,282.39

Cash in Checking/Savings not Designated 33,522.10

Statement of Financial Position			
Line Item Details			
as of June 30, 2020			
Ordinands Fund (NCF)		Accrued EP Cont. Ed. (Checking)	
01/01/2020 Balance	13,406.02	01/01/2020 Balance	30.00
Income Reinvest	34.85	Transfer from Line Item to Accrued	0.00
Unrealized Gain/Loss	-422.11	06/30/2020 Balance	30.00
Annual Consultation	0.00	From - Unused budget line item	
Psych Evaluation	-200.00	For - Future EP Continuing Education	
Background Checks	0.00		
06/30/2020 Balance	12,818.76	Accrued Stated Clerk Cont. Ed. (Checking)	
From - Ordinations & installations (legacy)		01/01/2020 Balance	540.20
For - Inquirers/candidates, & CP expenses as approved by CPM		Used Accrued Funds	0.00
		Transfer from Line Item to Accrued	0.00
Pastoral Support Fund (Savings)		06/30/2020 Balance	540.20
01/01/2020 Balance	19,098.06	From - Unused budget line item	
Interest	0.73	For - Future SC Continuing Education	
Pastor Installation	0.00		
Ordination	0.00	Accrued Office Administrator Cont. Ed. (Checking)	
Severance Agreement	-17,462.40	01/01/2020 Balance	33.24
Transfer from Peacemaking Funds	9,000.00	Transfer from Line Item to Accrued	0.00
06/30/2020 Balance	10,636.39	06/30/2020 Balance	33.24
From - Ordinations & installations		From - Unused budget line item	
For - Critical pastoral needs		For - Future OA Continuing Education	
Peacemaking (Checking)		One Time Monies (NCF)	
01/01/2020 Balance	13,688.21	01/01/2020 Balance	677,526.12
Peacemaking Offering	0.00	Income Reinvest	3,146.41
Transfer to Pastoral Support Fund	-9,000.00	Unrealized Gain/Loss	-401.04
Peacemaking Visit	0.00	Boulder, First Dismissal Funds	0.00
06/30/2020 Balance	4,688.21	Transfers to OTM (Checking)	0.00
From - Churches - Peacemaking offering		06/30/2020 Balance	680,271.49
For - Presbytery peacemaking initiatives		From - Lafayette & Dismissals	
		For - Reserves & Council designated projects/programs	
Accrued Financial Review Fund (Checking)			
01/01/2020 Balance	6,000.00	One Time Monies (TPF)	
Transfer from Line Item to Accrued	0.00	01/01/2020 Balance	295,918.42
06/30/2020 Balance	6,000.00	Common Fund Income	5,325.17
From - Unused budget line item		Unrealized Gain/Loss	-11,138.88
For - Future auditing needs		06/30/2020 Balance	290,104.71
		From - Lafayette Sale & Dismissals	
Accrued Condo Fees (Checking)		For - Reserves & Council designated projects/programs	
01/01/2020 Balance	10,615.00		
Transfer from Line Item to Accrued	0.00		
06/30/2020 Balance	10,615.00		
From - Unused budget line item			
For - Future condo needs			

One Time Monies (Checking)		Highlands Campership (PbyFound)	
01/01/2020 Balance	43,278.72	01/01/2020 Balance	9,779.04
2019 Operating Deficit	-52,240.78	Change in Acct. Activity & Market Value	-758.83
Boulder, First Dismissal Funds	171,112.00	06/30/2020 Balance	9,020.21
Transfers from OTM (NCF)	0.00	From - Designated donations for Highlands campers	
Transfer from Wray Building Fund	6,758.32	For - Highlands	
OTM Expense Line Items	-105,520.06		
06/30/2020 Balance	63,388.20	McDonald Campership (PbyFound)	
From - Lafayette Sale & Dismissals		01/01/2020 Balance	1,138.36
For - Reserves & Council designated projects/programs		Change in Acct. Activity & Market Value	-88.32
		06/30/2020 Balance	1,050.04
		From - Designated donations for Highlands campers	
		For - Highlands	
Youth Triennium Fund (Checking)		Norton Endowment (PbyFound)	
01/01/2020 Balance	1,987.54	01/01/2020 Balance	5,085.23
Transfer from Line Item to Accrued	0.00	Change in Acct. Activity & Market Value	-394.58
06/30/2020 Balance	1,987.54	06/30/2020 Balance	4,690.65
From - Designated donors for Youth Triennium		From - Designated donations for Highlands campers	
For - Future Youth Trienniums		For - Highlands	
Wray Building Fund (Checking)		MacIntyre Fund (PbyFound)	
01/01/2020 Balance	7,958.32	01/01/2020 Balance	7,704.15
Central Latino National Cacus	-200.00	Change in Acct. Activity & Market Value	0.00
Transfer to One Time Monies (Checking)	-6,758.32	06/30/2020 Balance	7,704.15
06/30/2020 Balance	1,000.00	From - Designated donations for Highlands campers	
From - Sale of Wray church & manse		For - Highlands	
For - Council designated projects/programs			
Partially designated for Central Latino Ministry			
Covenant Commitment Advances (Checking)			
01/01/2020 Balance	200.00		
Payment of 2020 Covenant Commitment	-200.00		
06/30/2020 Balance	0.00		
From - Minister Members and Congregations			
For - 2020 Covenant Commitment			

Presbytery Support Payments										
updated June 30, 2020										
	2018 Member- ship	Covenant Commitment	Covenant Commitment Total Paid	Covenant Commitment Total Yet to Pay	Covenant Commitment Total Paid	Pby Additional Support Pledge	Pby Additional Support Paid	TOTAL Pby Support Paid	GA Mission Support Pledge	Total GA Paid *including special offerings
		55.00								
Alliance	127	6,985.00		6,985.00	0%			0.00		
Berthoud	63	3,465.00	866.25	2,598.75	25%	0.00		866.25	0.00	
Boulder, St. Andrew	202	11,110.00	2,777.50	8,332.50	25%	0.00		2,777.50	0.00	
Boulder, Valmont	54	2,970.00	2,970.00	0.00	100%	0.00		2,970.00	0.00	
Bridgeport	163	8,965.00	1,602.15	7,362.85	18%			1,602.15		681.77
Broomfield	142	7,810.00	3,905.00	3,905.00	50%			3,905.00		
Brush	46	2,530.00	2,530.00	0.00	100%	0.00		2,530.00	0.00	60.00
Dalton	47	2,585.00	750.00	1,835.00	29%	0.00		750.00	0.00	
Estes Park	240	13,200.00	6,655.00	6,545.00	50%	0.00		6,655.00	3,675.00	2,387.50
Ft. Collins, First	751	41,305.00	10,737.90	30,567.10	26%	0.00		10,737.90	0.00	2,370.00
Ft. Collins, Harmony	55	3,025.00		3,025.00	0%	0.00		0.00	0.00	
Ft. Collins, West.	160	8,800.00	3,669.00	5,131.00	42%	1,000.00	419.00	4,088.00	0.00	7,005.68
Ft. Morgan	123	6,765.00	1,691.25	5,073.75	25%	3,663.00	1,526.25	3,217.50	1,200.00	500.00
Goodrich	59	3,245.00	3,245.00	0.00	100%	500.00	500.00	3,745.00	0.00	
Gordon	115	6,325.00	3,162.50	3,162.50	50%	0.00		3,162.50	3,600.00	1,950.00
Greeley	46	2,530.00	2,530.00	0.00	100%	0.00		2,530.00	0.00	562.61
Kimball	40	2,200.00		2,200.00	0%			0.00		
LaPorte	37	2,035.00		2,035.00	0%			0.00		
LaSalle	59	3,245.00	1,620.00	1,625.00	50%			1,620.00		
Lisco	24	1,320.00	1,320.00	0.00	100%	0.00		1,320.00	0.00	
Longmont, Central	238	13,090.00	3,272.50	9,817.50	25%	2,500.00	625.00	3,897.50	2,625.00	2,228.25
Longmont, Westview	185	10,175.00	5,086.00	5,089.00	50%	0.00		5,086.00	0.00	
Loveland, First	112	6,160.00	2,566.65	3,593.35	42%	0.00		2,566.65	2,500.00	3,885.00
Loveland, Mtn. View	416	22,880.00	550.00	22,330.00	2%			550.00		
Masonville	78	4,290.00	4,290.00	0.00	100%			4,290.00	3,246.36	1,358.78
Milliken	95	5,225.00	1,306.25	3,918.75	25%	0.00		1,306.25	0.00	
Minatare	14	770.00	500.00	270.00	65%			500.00		
Nederland	50	2,750.00	2,750.00	0.00	100%			2,750.00		
Pinewood Springs	9	495.00		495.00	0%			0.00		
Scottsbluff	145	7,975.00		7,975.00	0%			0.00		325.00
Sedgwick	24	1,320.00	1,320.00	0.00	100%	500.00	500.00	1,820.00	0.00	551.88
Sidney	96	5,280.00	1,375.00	3,905.00	26%			1,375.00		107.00
Sterling	212	11,660.00	5,832.00	5,828.00	50%	3,750.00	1,876.50	7,708.50	1,250.00	625.50
Timnath	132	7,260.00	3,630.00	3,630.00	50%	0.00		3,630.00	0.00	965.00
Yuma	148	8,140.00	1,685.00	6,455.00	21%	0.00		1,685.00	0.00	
TOTAL	4,507	247,885.00	84,194.95	163,690.05	34%	11,913.00	5,446.75	89,641.70	18,096.36	25,563.97

Attachment H Disaster Preparedness and Response Policy

Introduction

The purpose of this policy is to be certain that the Presbytery of Plains and Peaks (PPP) is as prepared as it can be for any disaster or emergency and its aftermath. To be effective, this plan must be coordinated with the City of Greeley, including police and fire departments, as well as regional and state responders (for disasters at the Presbytery office). Insurance companies may also be included in the planning.

Disasters come in many forms and may strike anywhere throughout our Presbytery. Natural disasters include, but are not limited to tornado, blizzards, wildfire, floods, ice storms, and hail/thunderstorms. Human-caused disasters include, but are not limited to building fires, explosions, suicide (or attempted), gun violence, or mass attacks. Any disaster will be a traumatic event, but the impact and effects of the trauma can be lessened by effective planning and leadership.

Presbytery of Plains and Peaks will:

- I. Establish a Disaster Response Team (DRT). This team should include key Presbytery leaders – Stated Clerk, Office Administrator, Executive Presbyter, other Presbytery staff, and Presbytery members who are first responders or volunteers experienced in disaster work.

- II. Establish and maintain a plan consisting of:
 - a. Steps to prepare for a disaster
 - b. Steps to be taken when a disaster strikes in the Presbytery away from the Presbytery office
 - c. Steps to be taken when a disaster requires evacuation of the Presbytery office building (fire, bomb threat, etc.)
 - d. Steps to be taken when a disaster requires moving to an interior location (tornado, intruder, etc.)
 - e. Steps to be taken when a community disaster is imminent (flooding, pandemic, etc.)
 - f. Steps to be taken immediately after a disaster

Disaster Preparedness and Response Plan

This Plan defines roles and responsibilities across the Presbytery for response to disasters. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication paths within the Presbytery. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need. This Plan is tailored around several unique characteristics of our Presbytery, but also is based on training and materials provided by Presbyterian Disaster Assistance (PDA).

This Plan serves as a beginning of an evolutionary and expanding system of connecting members of our Presbytery to resources and needs both inside and outside of our boundaries. It is hoped that future iterations of the Plan can serve as a model for congregations to develop their own specific disaster plans.

There are some volunteers in the Presbytery who have experience with disaster response efforts in the Gulf Coast, the Southeast, and in more local emergencies. This Plan is designed to focus this experience in an organized manner to prepare and respond to future disasters both within the Presbytery and reaching out to other parts of the nation. The Plan recognizes one of the key tenants of disaster response: all disasters are local. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support. Even in widespread events, the effects of a disaster are always localized right down to individuals and their lives.

A. Steps to Prepare for a Disaster

- i. Update the Presbytery directory to include all necessary communications information: home/office/cell numbers and email addresses for all Presbytery staff and committee moderators.
- ii. Establish communication protocols including a SMS text alert system to include each staff and committee moderator. (Alerts may include Presbytery staff, pastors, moderators of committees, key Highlands staff, Synod, or other leaders.) One person, the Office Administrator or a person designated by him/her, is responsible for activating the system when needed. Establish an alternative communications plan focused on person to person communication in the event of a loss of power/cell phone coverage.
- iii. The DRT should maintain contact information for emergency responders, insurance companies, and Presbyterian Disaster Assistance.
- iv. The DRT should have access to and be familiar with the SMS text alert system. The system should be exercised at least quarterly. Prewritten messages with information and instructions can provide clarity during the period of initial confusion.
- v. Secure a copy of an inventory of Presbytery property and an easily accessible copy of insurance coverage and deductibles, with a copy to be stored off-site. Send a copy to the Synod.
- vi. In the event the office is inaccessible, staff will work from home until the building can be accessed.
- vii. Media contact – NO one talks to the media except the Stated Clerk/Executive Presbyter or his/her designee in the event of a disaster that effects the building or member congregations. The Stated Clerk/Executive Presbyter or designee is authorized to talk with leadership or legal before talking with the media. (However, be prepared to respond to social media account which will occur.)

B. Steps to be Taken When a Disaster Strikes in the Presbytery Away from the Presbytery Office

- i. Send a group text message to pre-established recipients, advising them of the incident, actions they should take, and how to communicate with the PPP DRT.
- ii. Convene the DRT in a safe location or by telecommunication to discuss actions. This may include, but is not limited to requesting a PDA grant, marshaling churches to assist with labor, update the PPP website, etc.
- iii. Call Presbyterian Disaster Assistance
 1. Advise them of the nature of the incident and the extent of any damage or injuries. Include if known, the number of facilities damaged, staff/Presbytery members injured or killed.
 2. Tell PDA specifically that you would like their assistance (or do not need assistance at this time.)
- iv. Send out periodic follow-up text messages. You cannot send out too much information.
- v. Update the PPP website. Rumors get started in an information vacuum. Follow social media coverage.

C. Steps to Take When a Disaster Requires Evacuation of the Presbytery Office (fire, bomb threat, etc.)

- i. Evacuate.
- ii. Notify the DRT chair of situation.
- iii. Convene the DRT to determine further actions if necessary.

D. Steps to Take When a Disaster Requires Moving to an Interior Location (tornado, intruder, etc.)

- i. The designated interior shelter is the file room, a safe distance from windows and the exterior.
- ii. Move to the interior shelter.
- iii. Notify the DRT chair of the situation.
- iv. Convene the DRT to determine further actions if necessary.

E. Steps to be Taken When a Community Disaster is Imminent (flooding, pandemic, etc.)

- i. Send a group text message warning staff and committee moderators of the imminent disaster and suggesting preparation steps to take to minimize damage.
- ii. Establish a disaster communications center, at the Presbytery office, if possible, that will be ready.
- iii. DRT will meet with Council (if able to do so in a timely manner) and make recommendations to affected church(es).
- iv. Executive Presbyter will communicate recommendations, emergency contact information, and government actions/resources to all teaching elders, clerks of sessions, and churches.

F. Steps to Take Immediately After a Disaster

- i. Staff
 1. Staff where you are until danger passes.
 2. Assess your own damage, and attend to family, loved ones, and yourself first.
 3. Convene the DRT to determine further actions.
 4. When the relief phase of the disaster response begins, coordinate efforts of the Presbytery of the local level, working in cooperation with other Presbytery members, interfaith response groups, FEMA, civil and governmental authorities, etc.
 5. Long-term recovery efforts may stretch into many months or even years. As these efforts continue, Presbytery staff and other disaster recovery workers will need pastoral care for themselves and their families, on order that these workers may continue to be effective leaders. Disasters always put great stress on persons and families involved in response and recovery. Presbytery will need to plan for ways to minister to the special needs of these persons during times of crisis.

Attachment I
POLICY ACKNOWLEDGMENT
FOR "POLICY AND PROCEDURE ON SEXUAL MISCONDUCT"

TO: All Members of Presbytery
All Persons on Other Rolls of Presbytery
All Employees of Presbytery
All Volunteers of Presbytery

The Presbytery's "Policy and Procedure on Sexual Misconduct"

On August 13, 2011, the Presbytery of Plains and Peaks amended the "Policy and Procedure on Sexual Misconduct" which explicitly prohibits professional misconduct of a sexual nature. This was further amended on May 5, 2012. **A new policy was adopted August 2020 (pending)**. A copy of the document is attached.

Unless otherwise indicated, this policy of the Presbytery of Plains and Peaks applies to all members of the Presbytery (ordained ministers), all persons on other rolls of the Presbytery (commissioned church workers, inquirers, candidates), all employees of the Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of the Presbytery as volunteers. This policy and procedure does not apply to persons unless they are either members of the Presbytery of Plains and Peaks, on the rolls of the Presbytery, or serve as employees, or as specific agents of the Presbytery.

It is essential that all who are subject to the policy and its procedures read and understand the policy, acknowledge that they have done so, and formally acknowledge that they are bound by the Presbytery's discipline in the matter.

Please complete the form below and return to:

The Office of the Stated Clerk – Presbytery of Plains and Peaks
7257 W. 4th St. - Unit 4
Greeley, CO 80634

-----DETACH AND RETURN-----

_____ I have received a copy of the "Policy and Procedure on Sexual Misconduct" as adopted by the Presbytery of Plains and Peaks **on August 2020 (pending)**. I have read it, I understand it, and I acknowledge that the policy and procedure applies to me.

_____ I certify that no civil, criminal, or ecclesiastical complaint has been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

_____ I am unable to make the above certification. I offer, instead a description of the complaint, termination, or the outcome of the situation with explanatory comments.

Signature	Printed Name
Street Address	City, State, Zip
Date	

**Presbytery of Plains and Peaks
Presbyterian Church (U.S.A.)
Sexual Misconduct Policy and its Procedures**

I. Policy Statement

It is the policy of the Presbyterian Church (U.S.A.) (hereinafter referred to as PC(USA)) and the Presbytery of Plains and Peaks (hereinafter referred to as PPP) that all teaching elders, commissioned pastors, church members, church officers, non-member employees, and volunteers of congregations, councils, and entities of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a teaching elder, commissioned pastor, church member, officer, employee, or volunteer to engage in sexual misconduct.

Distribution

Copies of this policy and its procedures shall be made available to all members and interested parties of the PPP. It shall be posted on the PPP website. It governs and protects members and employees of the PPP.

II. Standards of Conduct

... As [God] who called you is holy, be holy yourselves in all your conduct;

... Tend the flock of God that is in your charge, ... not under compulsion but willingly, ... not for sordid gain but eagerly. ... do not lord it over those in your charge but be examples to the flock. – 1 Peter 1:15; 5:2-3, NRSV

... You know that we who teach will be judged with greater strictness. – James 3:1, NRSV

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel's good news is conveyed. "Their manner of life should be a demonstration of the Christian gospel in the church and in the world" (Book of Order, G-2.0104a).

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of teaching elders, commissioned pastors, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trusting relationship. It breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students.
2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trusting relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the pastor's, counselor's, officer's, or supervisor's responsibility to maintain the appropriate role and prohibit a sexual relationship.
3. Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. Sexual misconduct is antithetical to the gospel call to work as God's servant bringing wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

Definitions

Sexual Misconduct is the comprehensive term used in this policy to include:

1. Child sexual abuse; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior

may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the PC(USA), the sexual abuse definition of a child is anyone under age eighteen.

2. Sexual abuse as defined in the Book of Order: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (Book of Order, D-10.0401c).
3. Sexual harassment; defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution;
 - b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment; or
 - d. An individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.
4. Rape or sexual contact by force, threat, or intimidation.
5. Sexual misconduct is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.
6. Sexual Malfeasance; is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.
7. Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

III. Church Response to Allegations of Sexual Misconduct

A. Principles

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected, and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

The PC(USA) and PPP has jurisdiction over its members, officers, and employees such that if a member, officer, or employee is alleged to have committed an offense against Scripture, the PC(USA) Constitution, and/or the Standing Rules of PPP, the church, and PPP have the duty to inquire into the allegations and, if the allegations are

proven, to correct the behavior of the member, officer, or employee and ensure the safety of others in the community. Allegations of sexual misconduct are always considered allegations of offense against Scripture or the PC(USA) Constitution that trigger the disciplinary processes of the PC(USA) set forth in the Book of Order. In the case of an active non-member who is employed or volunteers with the church, the individual will be covered by the procedures of the written personnel policies of the council or entity.

If the person accused of sexual misconduct is no longer a member, officer, or employee of the PPP, but the conduct occurred while the person was acting on behalf of the PPP, the church does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm. The council may appoint an administrative commission to hear the allegations of sexual misconduct (G-3.0109b(6)). The council may also take measures to prevent future occurrences of harm through education and policy.

B. Reporting Requirements

1. Reporting Sexual Misconduct

A person needing to report that a member, officer, employee, or volunteer of the Presbytery has committed sexual misconduct is encouraged to seek guidance from the Executive Presbyter, Stated Clerk, the moderator of Presbytery, or the moderator of the Presbytery Council.

Congregation: If the person who is accused of committing sexual misconduct is a member, ruling elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the teaching elder, the clerk of session, or the chair of the Personnel Committee. If the accused is a member or officer of the church, the church will respond by using the procedures set forth in the Rules of Discipline of the Book of Order. If the accused is a non-member employee or volunteer, the church will respond by using procedures set forth by the session of the congregation.

Presbytery: If a person who is accused of committing sexual misconduct is a teaching elder member, the report of allegations should be made to the Stated Clerk of the Presbytery. If the report of allegations is placed in writing, the Presbytery will respond by using the procedures set forth in the Rules of Discipline of the Book of Order. If the person who is accused of committing sexual misconduct is a volunteer or non-member employee of the Presbytery, the report of allegations may be made to any of the staff or volunteers of the Presbytery. The Presbytery will respond by using procedures set forth by policy of the Presbytery.

2. Receiving Reports of Sexual Misconduct

Reports of allegations of sexual misconduct will occur in a variety of ways. Because a council or entity cannot control to whom the victim of sexual misconduct will speak first, it is important that officers, employees, and persons highly visible to church members and visitors understand how reports of incidents are channeled to the proper person. The allegations may come from persons who have or who do not have a formal relationship with the PC(USA) and may be made to a variety of officers or leaders within the PC(USA). It is the duty of these officers to see that any allegation of sexual misconduct is reported appropriately, keeping in mind the mandatory reporting requirements for allegations of child abuse.

Reports of allegations of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused, and the church. Reports of allegations should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities as outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the victim or the accused unless the incident is divulged in the process of pastoral care, counseling, or a therapy session. If the victim is hesitant to talk to “higher authorities,” the person who has received the initial report has a special pastoral responsibility to build trust and willingness to speak with the accuser, lest the church be unable to respond because no one is able to give firsthand information.

The person receiving the initial report of allegations of sexual misconduct shall analyze the relationship of the person accused of sexual misconduct with the PC(USA) and shall make sure that the allegations of offense are filed with the council which has jurisdiction over the person accused. This may be done by the person alleging harm or by any member of the PC(USA).

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. A report of allegations of sexual misconduct in writing from a member of the PC(USA) alleging another member or officer of the PC(USA) committed an offense must be acted on according to the Rules of Discipline of the Book of Order. If a clerk or the Stated Clerk receives a report of allegations in writing from a non-member of the PC(USA) alleging another member or officer of the PC(USA) committed sexual misconduct, the report also should be acted on according to the Rules of Discipline of the Book of Order. If the person who makes the report is unwilling or unable to place it in writing, any member of the PC(USA) may make the written statement that will automatically trigger the Rules of Discipline of the Book of Order.

The person taking the report should let the victim know that the Presbytery has a Sexual Misconduct Response Team and offer to have one of its members contact them. These trained team members can serve as an advocate and friend during this process.

3. Mandatory Reporting of Child Abuse

All ruling elders, deacons, Certified Christian Educators, teaching elders, and employees of the Presbytery are required to report knowledge of child abuse to the civil and ecclesiastical authorities according to the Book of Order. The Book of Order requires that

- “Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse” (G-4.0302)

Further

“In the exercise of pastoral care, teaching elders (also called ministers of the Word and Sacrament) and ruling elders who have been commissioned by a presbytery to limited pastoral service” (G-2.10), shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing care and all information relating to the exercise of such care.

When the person whose confidences are at issue gives express consent to reveal confidential information, then a teaching elder or a ruling elder commissioned to pastoral service may, but cannot be compelled to, reveal confidential information.

A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person (G-4.0301). All persons covered by this policy have an additional duty to report knowledge of child sexual abuse to the employing entity, supervisor, or council representative. All persons should be informed of and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse. These reports should be made within a reasonable time of receiving the information.

These provisions of the Book of Order attempt to balance conflicting moral duties for officers of the Presbyterian Church (U.S.A.).

For teaching elders, the provision strives to balance the duty to protect children from future harm with the duty of a teaching elder to hold in confidence any information revealed to them during the exercise of pastoral care in any ministry setting as defined in G-4.0301 in the Book of Order.

For ruling elders, deacons, certified Christian educators, and PPP employees, the provisions strive to balance the duty of an officer of the church to protect children from harm and any secular duty the officer may have to hold in confidence any information revealed as a result of a secular relationship such as attorney/client, counselor/client, or physician/patient. The secular duties will be a function of secular law and may vary from state to state.

C. Responding

The appropriate council or entity response will vary according to the relationship of the PC(USA) with the person who is accused of sexual misconduct. Church members and officers are subject to inquiry and discipline (censure and correction) under the Book of Order. Non-church member employees and volunteers are subject to oversight and correction by the council or entity that employs them.

1. Accused Covered by Book of Order

When an allegation of offense of sexual misconduct has been received by the Stated Clerk of the Presbytery, the Stated Clerk will report to the Council that an offense has been alleged and that the Council will proceed according to the procedures set forth in the Rules of Discipline of the Book of Order. The Council should appoint an investigating committee to inquire into the allegations. The investigating committee must promptly begin its inquiry into the allegations. Delay may cause further harm to the victim and/or the accused.

Councils and entities must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

The session has original jurisdiction in disciplinary cases involving members, ruling elders, and deacons of the church, each congregation having jurisdiction only over its own members.

The Presbytery has original jurisdiction in disciplinary cases involving teaching elders. The Presbytery may dissolve a pastoral relationship when the "Word imperatively demands it" (G-2.0904). However, the Presbytery may only place a teaching elder on administrative leave when allegations of child abuse have been received and the Presbytery has followed the Book of Order procedures to conduct its risk evaluation to determine whether or not a teaching elder member accused of child abuse should be placed on administrative leave (D-10.0106). It is recommended that the Permanent Judicial Commission (PJC) members who will conduct this risk evaluation based upon the allegations and a hearing should also take into account secular legal advice.

When a church officer renounces jurisdiction, the Stated Clerk shall report the renunciation at the next meeting of the council and shall record the renunciation in the minutes of the council. The status of any pending charges may be shared with the council at that time.

2. Accused Not Covered by the Book of Order

When a council or entity of the Presbytery receives an accusation of offense of sexual misconduct against a non-member employee or volunteer, the procedural response of the council or entity will be guided by the written personnel policies of the council or entity. Usually the council or entity will have a personnel committee that will be responsible for the inquiry. If a council does not have a personnel committee, it may appoint either a committee or administrative commission for the review of the allegation.

The committee or commission that will respond to the allegation of offense of sexual misconduct will do the following:

- a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
- b. If so, gather additional information necessary to make a decision about correcting the behavior.
- c. Determine any remedies, including limiting ministry, suspension or termination necessary and advisable under the circumstances. If the accused is a member of another denomination, that denomination will be notified of the allegations and the response.
- d. Inform the victim and the accused of the remedy.
- e. In all cases, the Personnel Committee shall prepare a written report, which shall be included in the accused's permanent personal file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

All procedures shall follow the guidelines set forth by the council, employing agency, or entity of the Presbytery.

3. Council or Entity Record Keeping

The PPP or church should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible. In Case #208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to say that a council or entity may share the contents of inquiry reports with other councils or entities of the PC(USA) when necessary. The Stated Clerk will maintain the records while the inquiry is in process.

IV. Prevention and Risk Management

A. Implementation

The PPP shall make this policy and any future revisions easily available to all its members, employees and churches, and encourage all churches to inform its members of this policy.

B. Liability and Insurance

A council or entity can be held liable for harm caused by sexual misconduct of an officer, teaching elder or employee based on a number of legal theories. Councils and entities should take such potential liability into consideration when establishing hiring and supervisory practices. Incoming teaching elder members shall be required to complete a background check and boundary training. Such checks and training shall be completed every three years.

The PPP will regularly consult with their insurance carrier regarding programs and activities it sponsors. Insurance coverage will include provisions for sexual abuse and molestation.

C. Employment Practices

1. Record Keeping

Accurate record keeping is an essential part of hiring and supervision practices of churches, middle governing bodies, and related entities. Every council and entity should maintain a personnel file on every employee, including teaching elders. The file should contain the application for employment, any employment questionnaires, background checks, references responses, and all other documents related to an employee's employment, except records which may be required, by law, to be kept in separate files.

2. Prescreening Applicants

The PPP has established thorough and consistent hiring practices. If an applicant is unknown to the employer, the employer should confirm the applicant's identity by requiring photographic identification such as a driver's license or passport. The Council should perform a background check, including a national criminal background check, on all applicants.

Part of pre-employment screening should include specific questions related to discovering previous complaints of sexual misconduct.

3. References

The employing council or entity is responsible for contacting references for prospective teaching elders, employees, or volunteers. A written record of conversations or correspondence with references should be kept in the teaching elder or employee's personnel file.

A council should delegate responsibility for previous employer reference checks.

The person within the council or entity authorized to give a reference is obligated to give truthful information regarding allegations, inquiries, and administrative or disciplinary action related to sexual misconduct of the applicant. If false or misleading information is given by the applicant, or relevant information is withheld, the applicant should be eliminated from consideration.

Applicants should be informed of negative comments regarding sexual misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

V. Educating and Training – Awareness

Since the issue of sexual misconduct has become an ever more present reality, there is an emerging need to educate and train a wide variety of persons. Persons needing this specific education include teaching elders, commissioned pastors, volunteers, officers, non-professional and professional staff, ministerial candidates, professionals who will be working with this issue within the denomination, members of the congregation, and PPP staff including supervisors, employees, Executive Presbyter, and the Stated Clerk.

Education for these persons and groups will be different on a group-by-group basis. A primary requirement for all persons should be common knowledge regarding professional and ministerial boundaries, the General Assembly Sexual Misconduct Policy and this PPP Sexual Misconduct Policy.

Much of a congregation's education currently happens in response to an actual case of sexual misconduct. However, it is recommended that the congregation be as proactive in this area as possible offering education in a

variety of settings. There are already numerous resource materials available that could be adapted to a congregation's setting.

Employing entities need to make sure all employees are well acquainted with, understand, and abide by their policy and procedures. Employing entities should offer additional training and resources, such as: a workshop during staff meeting; lunchtime discussion group; articles and books made available; etc.

Any professionals (therapists, attorneys, advocates, mediators, arbitrators) used by a council should have access to experts qualified in the field of sexual misconduct if they themselves are not.

Roles of Staff: The role of the Stated Clerk is limited to receiving complaints and serving as consultant/resource to the ecclesiastical judicial process. The role of other members of Presbytery/Synod staff is limited to providing appropriate support and counsel to the Committee on Ministry, but it not intended to include responsibility for either counsel or management except at the direction of that Committee on Ministry. The role of the Executive Presbyter is to notify insurance carriers, civil authorities, or local employing or governing bodies, and to provide support and counsel to the Committee on Ministry. The role of staff is to provide a channel for communication and to describe existing process; members of the Presbytery staff are not to adjudicate or to provide advice and counsel other than as directed by the Presbytery through either the Committee on Ministry or through judicial process.

**Attachment J
Emergency Technology Grant Application**

The Council of the Presbytery of Plains and Peaks recognizes that the COVID-19 Pandemic brings the requirement – and the opportunity – to develop new ways to connect in worship, faith formation and community care. We are happy to announce the initiation of a new grant that is immediately available for our congregations or pastors. You can be reimbursed for recent purchases for technology, software, or equipment due to the demand to move worship, fellowship, and meetings to online systems; or if a lack of funds has kept you from upgrading in this way, you can apply for funds to make those upgrades.

Technology Grants for Congregations or Pastors – up to \$500

Grants to expand the technology capacity of a congregation are immediately available in an amount of up to \$500. Approved expenses could include licenses for the Zoom videoconference platform or music/video streaming licenses, a camera to record YouTube videos, or part of the cost of a tablet for the pastor. Sessions with adequate funds for needed upgrades are asked to refrain from applying for this grant. Either a session or a pastor may apply for this grant.

Name of Congregation	
Name of Person Completing This Application	
Your Position in Congregation	
Your E-mail Address	
Preferred Phone Number	
Secondary Phone Number	
Grant Amount Requested <i>(please provide copies of receipts for technology already purchased, or proof of cost for technology you would purchase if funds were available)</i>	
Who is Making This Grant Request?	Pastor/Co-Pastor/Associate Pastor OR The Session OR A Committee or Team Authorized by the Session
Date of Session Meeting if this is a Session Request	
How will you use this grant?	

Thank you for your application! Rev. Joseph Moore and PPP Treasurer Brad Culp will be reviewing the applications and approving the requests. Please send application information and documentation to bobbi@plainsandpeaks.org and she will forward the applications to Joseph and Brad for consideration.

The Council looks forward to hearing the good news of how this grant equips your ministry and will be in touch for you to share the results with us. Any Questions? Contact Executive Presbyter Denise D. Pass, ep@plainsandpeaks.org. Be assured that your congregation is in our daily prayers. Thank you for your leadership.

Attachment K
First Presbyterian Church in Gordon, Nebraska – Easement

GRANT OF EASEMENT IN PERPETUITY FOR ALL PURPOSES

THIS EASEMENT is made this _____ day of _____, 2020 by and between THE FIRST PRESBYTERIAN CHURCH OF GORDON, NEBRASKA, as Non-Profit Religious Corporation organized in the State of Nebraska, as PARTY OF THE FIRST PART, and MARIA G. CERVEN, as PARTY OF THE SECOND PART.

WHEREAS the PARTY OF THE FIRST PART is the owner of the following described real estate:

A part of that certain tract of land situated in the Town of Gordon, originally platted and known as Outlot “K” to Gordon, Nebraska, said part bounded and described as follows, to-wit: Commencing at a point on Third Street 85 feet east of the extended east line of Pine Street, running thence east along the north line of Third Street 65 feet, thence north parallel with the east line of said Pine Street 115 feet, thence west parallel with the north link of Third Street a distance of 65 feet, thence south 115 feet to the place of beginning.

And also that part of the alley vacated by City of Gordon Ordinance No. 1183 lying adjacent thereto.

WHEREAS the PARTY OF THE SECOND PART is the owner of the following described real estate:

That part of Outlot “K” to Gordon, Sheridan County, Nebraska bounded as follows, to-wit: Starting at a point 115 feet north of Third Street and 85 feet west of Oak Street and extending west 65 feet to the alley, thence south 115 feet; thence east parallel along Third Street a distance of 65 feet; thence north 115 feet to the place of beginning.

And also that portion of the alley vacated by City of Gordon Ordinance No. 1183 lying adjacent thereto.

WHEREAS, a twenty foot wide alley vacated by City of Gordon Ordinance No. 1183 lies along the east boundary of PARTY OF THE FIRST PART’S real estate, and along the west boundary of PARTY OF THE SECOND PART’S real estate;

WHEREAS, said alley is used as a driveway for the mutual benefit of access to both parties’ above described real estate, and both parties’ require continued mutual access over and across the driveway in question, and further a building belonging to PARTY OF THE SECOND PART encroaches upon real estate owned by PARTY OF THE FIRST PART within said driveway;

NOW THEREFORE PARTY OF THE FIRST PART and PARTY OF THE SECOND PART, in consideration of One Dollar and Other Good and Valuable Consideration, hereby grant to each other, and their heirs, assigns and invitees, an easement for mutual access and use upon the above described real estate owned by both PARTY OF THE FIRST PART and PARTY OF THE SECOND PART, with said easement being more specifically described as the formerly vacated alleyway dividing the real estate owned by PARTY OF THE FIRST PART and PARTY OF THE SECOND PART, as bounded and described by City of Gordon Ordinance No. 1183, an beginning at a point that is the intersection of the west line of said vacated alley and the north line of Third Street and extending north 115 feet

