

Executive Board Minutes

January 19, 2023

The regular meeting was held on Zoom and opened with prayer by Co-Moderator Becca Niemeyer at 11:05 a.m. Pacific Standard Time. A quorum was present as follows.

Class of '23: Becca Niemeyer, Susan Sprague;

Class of '24: Stephanie Hankey, John Mason, Lorrie Nelson, Kevin Riley;

Class of '25: Emily Mitchell, Matt Paul, Mark Terayama, Brad Vardy.

Nonvoting members present: Amy Delaney, Acting EP, Jinsuk Kim, Assoc. EP; Dean Strong, Stated Clerk.

Absent: Steve Kinney, ('23)

Officer Elections

Reverends Matt Paul and Becca Niemeyer were reelected as co-moderators for 2023. Rev. Niemeyer was elected president of the corporation and Rev. Pau was elect Vice President.

Generative Discussion

The Board discussed its perception of the issues currently facing the presbytery that will need to be addressed by Executive Presbyter nominee Rev. Laura Terasaki when she assumes office in March:

- Presbytery staff transitions
- Churches in leadership transition
- Property management
- Future of the Verge event
- Campbell Farm
- Define reality & vision: of the churches,
- Presbytery finances
- Korean speaking congregations
- Alaska & Village/Rural struggling congregations

Committees

The following committees were designated for 2023:

Finance & Corporate Affairs Committee – Brad Vardy, Dean Strong, and Treasurer Matt Appell.

Mission Partnership Review – Mark Terayama, Becca Niemeyer, Kevin Riley, Lorrie Nelson, Matt Paul.

Personnel – Joe Bettridge, Emily Mitchell, Stephanie Hankey, Jim Alter.

Property Management – Kevin Riley, Matt McCoy, Liz Stulz.

The Commissioned Pastor and Educational Task Forces were dismissed with thanks.

Finance & Corporate Affairs

Bank Signatories – The following resolution was APPROVED, “Resolved That Becca Niemeyer, Dean Strong, Matt Appell and Kris Green, be signatories on all current and new Wells Fargo Checking and Savings Accounts, and that all other signatories be removed.”

Budget Error – Employment benefits in the 2023 budget used 31%; the correct percentage is 39%. No action was taken.

Lord of Glory Property – A request has been received from the Lord of Glory to vacate their property to avoid the mortgage payment which they believe they can no longer afford. They are exploring nesting within a neighboring congregation (Edmonds, Terrace View, or Calvin); COM has been informed.

Copier acquisition – The copier lease ended Dec. 31 and the machine was purchased for \$1,639.87, a cost savings over obtaining a new copier and lease. It will be housed at the Edmonds PC church office and shared with the church; a maintenance contract to be shared.

Property

Tieton – The AC continues its work of closing the corporation and transferring the deed to the presbytery. Insurance has been transferred to the presbytery policy. Minor flooding and damage to the heating system was discovered during the recent cold spell.

Property Management Fee – Board Member Kevin Riley requested compensation for the many hours he has contributed managing the presbytery’s former church sites. It was moved and that a stipend of \$1,000 per month, retroactive to March of 2022, until a recommendation to the Board is received from the new Exec. Presbyter, to be funded from the EP salary line item. After discussion, the motion was APPROVED.

Mission Partners

Ingall’s Creek Camp – An application and letters of endorsement have been received from camp Director Doug Walter. After discussion, the following resolution was APPROVED, “*Resolved*, That the request be referred to the Mission Partners Task Force for determination.”

Personnel

Jenine Taylor has announced she is leaving her position as Presbytery Communicator as of April 1st. Personnel Committee is interviewing a replacement this afternoon.

Appreciation and Good Bye arrangements for Jenine and Acting EP Amy Delaney, who will continuing until March 15th, were referred to the Personnel Committee.

Presbytery Meeting Agenda Thursday Feb. 9th

The following arrangements and agenda for the presbytery meeting were APPROVED,

Site: Edmonds PC

Format: Small Hybrid.

- Worship will be broadcast from Edmonds.
- Key participants (max 12) including Co-moderator (Becca), Dan Holland, some presenters, possibly new member candidates to be present at Edmonds.

Schedule:

- 1 pm Workshop – Book of Order Amendments
- 2 pm Worship & Preaching, EP Nominee Rev. Laura Terasaki, Preacher
- 2:45 Break
- 3 pm Business with 10 minute break if needed
 - a. Standard Reports – Stated Clerk, EP, AEP, Treasurer
 - b. Report of the EPNC, Floor Interview, & Election.

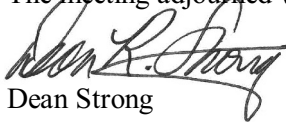
- c. Good-bye & Appreciation: Jenine Taylor & Amy Delaney
- d. Ordination Exam – Addie Domske, to serve as Assoc. Pastor, Snohomish 1st
- e. New Member Exams – (four to six) done concurrently.
- f. Book of Order Amendments (one motion with option to separate)

Current Meeting Schedule

The following schedule of meetings was reviewed and approved:

- Thu. Feb. 9 Presbytery Meeting (small hybrid)
- Thu. May 18 Board Meeting
- Thu. Jun 8 Presbytery Meeting (face to face, location TBD in south Snohomish Co.)
- Thu Sep 21 Board Meeting
- Thu Oct. 12 Presbytery Meeting (on-line only)
- Thu Nov 16 Board Meeting

The meeting adjourned with prayer at 12:27 p.m.



Dean Strong
Stated Clerk

Executive Board

Minutes

March 30, 2023

The meeting was opened at 12:02 p.m with a prayer by Co-Moderator Becca Niemeyer. A quorum was present:

Voting Members Present

2023: Steve Kinney, Rev. Becca Neimeyer, Susan Sprague;

2024: Rev. Stephanie Hankey, Rev. John Mason, Lorrie Nelson, Kevin Riley;

2025: Rev. Matt Paul, Rev. Mark Terayama, Brad Vardy;

Voting Members Absent: Rev. Emily Mitchell

Non-Voting Members Present: Rev. Laura Terasaki, EP, Rev. Dean Strong, Stated Clerk, Matt Appel, Treasure.

The agenda was approved as distributed.

Stated Clerk's Report

Clallam Bay – After discussion, the following resolution was APPROVED, “*Resolved*, That at its request, the current Administrative Commission designated with original jurisdiction and the full powers of the session be further authorized to implement the dissolution of the congregation ‘in consultation with its members,’ and execute all other tasks of dissolution, including transferring the property to the presbytery, dissolving the corporation, acquiring all church records, and developing a fellowship covenant with current members if requested.”

Current commission members: Moderator: Rev. Carol McLaughlin, Rev. Matt Paul, Rev. Bruce Cook, Loretta Klock, Donna Keys.

Mission Trip Grant Request – Rev. John Park of UPC of Seattle inquired about financial assistance for a mission trip to the native village of Kake. Overall cost is \$4,000, no specific amount was requested. Participants and the congregation are also being solicited for support. Hosting is being provided by Kake Memorial Church, which left Alaska Presbytery to join ECO in 2015 as part of that schism. Rev. Park and Pastor Joey Chang are friends from seminary; Rev. Chang is currently Co-Moderator of ECO Alaska Presbytery. Restrictions on NWCP Foundation funds would probably fit this purpose; the ethics and implications of using PCUSA donor funds for an ECO ministry should be considered. There is no history of the presbytery funding congregational mission trips.

It was moved that the request be denied on the grounds that historically the presbytery has not funded mission trips exclusive to a single congregation, but only mission trips open to all churches thus providing a way for small or financially challenged congregations to participate in a long distance mission trip. After discussion, the motion was APPROVED.

Executive Presbyter

E.P. Laura Terasaki provided a brief update on her latest (whirlwind) initial weeks. She shared that she believes the presbytery is ripe reexamining its vision for the future, after the pandemic, staff changes, several retirements (and more to come) and a season of church closures. A priority will be solid financial planning and developing new sources of support beyond per capita, which is a diminishing resource.

Verge

The future of the annual Verge conference was briefly discussed. Questions were raised about is

purpose, relevancy, timing and how it would best be held. The following task force was appointed to address it further: Emily Mitchell, Matt Paul, Becca Neimeyer; others are free to join.

Presbytery Gathering Thursday June 7-8th

The following resolution was APPROVED after discussion, “*Resolved*, That the following be adopted, with staff authorized to revise in light of logistics.”

Site: Community Church of Seattle
 Format: In person, broadcast only, no online full participation, single online speakers can be accommodated.

Accommodations:

Wednesday Pre Meeting Retreat (Board, COM, CPM)

1 hour or longer commute – Provided room, double occupancy (single room pay difference).

Thursday Presbytery Meeting (all commissioners)

Eastern WA, Ferry or AK – Provided room, double occupancy (single room pays difference).

AK participants – airfare (two weeks prior reservation required), presbytery provided rental car(s) must be shared (no individual use only cars will be provided).

Schedule:

June 7 Wednesday – **Leadership Pre-Meeting Retreat** (Board, COM, CPM)

12pm Lunch (provided)

1-4 pm Plenary: Forward Together: Mission, Vision, Values Reexamination – led by
 Laura Terasaki

Dinner on your own

June 8 Thursday

9-11 am **Leadership Retreat Continued:** Forward Together Synthesis & Resourcing for
 the Future

Alaska Cluster Gathering

12-2 Lunch

2pm All Commissioners

Workshops

Quickstart Guide for new commissions

Korean-American meeting orientation

PACE Integration?

Tall Timber?

3pm Word & Sacrament

4pm Discern, Discuss, Decide

5pm Dinner Recess

6pm Discern, Discuss, Decide

7:00 Adjourn

Worship Planning Team – Stephanie Hankey, Laura Terasaki, Becca Niemeyer, John Mason.

Property

Tieton – The property deed has been transferred to the presbytery and a property manager hired. A detailed report with photographs was received and reviewed.

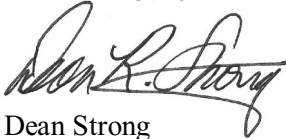
Mission Partners

Ingall's Creek Camp – The request from Ingall's Creek Camp to become a mission partner was referred to the Mission Partners Task Force “for determination.” The task force designated the camp as an endorsed mission partner, and issued the statement: “ The Mission Partner Task Force, appointed by and acting as directed by the Executive Board of the Presbytery of the Northwest Coast, voted to approve Ingalls Creek Enrichment Center (ICEC) becoming an Endorsed Mission Partner of the Presbytery on February 15th , 2023. ICEC is therefore a validated mission endorsed by the NWCP to the public, which does not require any covenant, annual reporting, or direct financial support from the Presbytery.”

Future Meeting Schedule

Thu. May 18	Board Meeting
Thu. Jun 8	Presbytery Meeting
Thu Sep 21	Board Meeting
Thu Oct. 12	Presbytery Meeting
Thu Nov 16	Board Meeting

The meeting adjourned with prayer at 1:07 p.m.



Dean Strong
Stated Clerk

Executive Board
Minutes
May 18, 2023

The meeting was opened at 11:06 a.m with a prayer by Co-Moderator Matt Paul. All voting members were present (by class):

2023: Steve Kinney, Rev. Becca Neimeyer, Susan Sprague;

2024: Rev. Stephanie Hankey, Rev. John Mason, Lorrie Nelson, Kevin Riley;

2025: Rev. Emily Mitchell, Rev. Matt Paul, Rev. Mark Terayama, Brad Vardy;

Non-Voting Members Present: Rev. Laura Terasaki, EP, Rev. Jinsuk Kim, AEP, Rev. Dean Strong,
Stated Clerk, Matt Appel, Treasurer

The agenda was approved as distributed.

Generative Discussion

The Board discussed how discipleship is best done in today's context, suggesting the most effective ways and markers for success.

Stated Clerk

Bylaw Amendments – The bylaws must be amended in order to implement the revision of officer and commission terms to mid year. The Stated Clerk drafted the proposed revisions, which were reviewed. The following resolution was APPROVED, “*Resolved* That the proposed amendments that facilitate revising elections and terms of office be recommended to the presbytery.

Transition to New Clerk – Dean Strong will remain in office with until a successor is elected but not beyond the October presbytery meeting.

Treasurer

Financial statements for the first quarter were received and reviewed and are posted on the website.

EP Report

Laura Terasaki reported that she is acclimating well. She mentioned that during some of her national training, she became aware of a need for crisis preparation, including identifying legal resources and who might serve as a spokesperson amidst a crises.

Campbell Farm needs attention including further clarifying the role of the Advisory Board.

As a newer member of the presbytery who is now spending significant time among congregations, she is perceiving that some people still identify with their former pre-merger presbyteries and that it would be healthier to emphasize a “one presbytery” identity. For example, as the Nominating Committee “shall ensure that nominations are . . . broadly representative of the constituency of the council, and in conformity with the church’s commitment to unity in diversity (F-1.0403),” age, ethnicity, and theological perspective are more important than geography.

Board of Pensions Revisions. The Board is considering updating their model through a series of feedback events, stating that continuing the current model would likely require 1) considering total dues for medical and pension of 50% of salary by 2025; and 2) offer only optional rather than automatic family coverage.

New Worshiping Communities Management – A position description for a New Worshiping Communities Coordinator was received, reviewed and APPROVED.¹ After discussion and revision, the following resolution was APPROVED, “*Resolved*, that a new worshiping community coordinator be hired by the EP, in consultation with the personnel committee, and that the EP and Treasurer be authorized to determine the salary and revise, if needed, the position description, which will include being moderator of a New Worshiping Community Task Force to be designated by the Board.”

Stated Clerk Position – The position description² was reviewed and APPROVED; the EP and Treasurer were AUTHORIZED to determine the salary within the current operating budget.

IDEA Task Force – After discussion, the following resolution was APPROVED, “*Resolved*, That a Task Force (learning community) for Inclusion, Diversity, Equity, & Antiracism (A policy will be required by the PCUSA after the July 2024 Book of Order release) be appointed by the Board when potential members are identified, who will further develop and recommend its purpose, function, authority and name, and that the former Antiracism Task Force be dismissed.

Associate EP Report

A written report was received and reviewed. Rev. Jinsuk Kim expressed his gratitude and reflected on his time of service to the presbytery.

Co-Moderators’ Report

Renewal Ministry 1001 Worshiping Communities Grant Application. An application was received and reviewed for Board awareness only. If awarded by the PCUSA, the grant may require a matching presbytery grant, which will be considered at a future time.

Alaska GA Reparations Meetings July 17-23, October 7-9, Program & Presbytery Representation. Last General Assembly, Summer of 2022, the Northern Light Overture was passed. This included a few key pieces our Presbytery is paying attention to and responsible for:

- Formal Apologies to the Soboleff family and the community around the closing of Memorial Presbyterian Church.
- Collaborative learning and healing visits to Juneau, including representatives from our Presbytery as well as Presbyterian Mission Agency
- Financial responsibility from our Presbytery for the support of building a Native Resource Center, utilizing the funds from the Sitka property sale, available upon request once that vision has been set in motion.

The scheduled apology ceremony on Indigenous People’s Day has been postponed due to conflicts with the tourist season. The Healing Task Force at Kunéix Hídi continues to meet regularly. It was moved that Matt Paul, Laura Krauss, and Laura Terasaki, be representatives of the presbytery at the event. After discussion, the motion was APPROVED.

Verge Update. November 4th Online Event. Becca & Emily reported. Mark Charles and Soong-Chan Rah, authors of *Unsettling Truths: The Ongoing, Dehumanizing Legacy of the Doctrine of Discovery*, have been scheduled as presenters.

Property Management Committee

A recommendation to sell the Everson Property has been postponed until the committee can meet again. A need for more members with finance, legal, property management, or real estate experience was identified. Rev. Catherine Toby, member-at-large from Tall Timber, was APPOINTED to the committee.

Personnel Committee

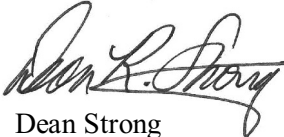
Rev. Joe Bettridge and Jim Alter, have completed service. Rev. Dan Holland was APPOINTED to the Committee.

Presbytery Meeting(s)

The following was APPROVED, “*Resolved*, That the October meeting be rescheduled to the 19th to avoid the Reparations Event in Alaska and the Polity Benefits and Mission Conference Oct. 9-12 (EP and Stated Clerk are expected to attend), and that the following details for the June 8th meeting be approved:

- Offering for Katie Allen Scholarship Fund;
- Bilingual Order of Worship & Communion;
- Worship Task Force responsible for Communion Elements;
- Installation of EP;
- Dean Strong to preach.”

The meeting was adjourned with prayer at 1:05 p.m.



Dean Strong
Stated Clerk

Attachments:

1. New Worshiping Communities Coordinator position description.
2. Stated Clerk position description.

New Worshipping Communities Coordinator

To apply please send cover letter and PIF or resume to laura@northwestcoast.org

PURPOSE

To engage, equip and encourage new expressions of Christ's Church in the Northwest Coast Presbytery. Pray for, recruit, assess, equip, and deploy leaders, potential leaders, and congregations. We believe God is calling NWC Presbytery to steward new life in Christ through many new expressions of Christ's Church sent from, connected with, and/or giving new energy and hope to existing congregations. We welcome the Holy Spirit's inspiration and energy exchange between new expressions and existing expressions of Christ's Church to renew the incarnate Gospel of Jesus Christ in the communities we serve and love.

RESPONSIBILITIES

To promote through your ministry the mission of NWC Presbytery which is *"to engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world."*

EQUIP AND ENCOURAGE

- 1) In partnership with our Executive Board and Executive Presbyter, recruit and moderate a New Worshipping Communities Task Force.
- 2) Facilitate plans and systems for identifying, developing, and resourcing potential leaders of NWCs.
- 3) Assign liaisons from the New Worshipping Communities Task Force to leaders of NWCs for encouragement, resourcing, and accountability.
- 4) Learn, communicate, and build relationship with anyone who has insights around starting NWCs such as church planting networks, PCUSA agencies, ecumenical partners, etc.
- 5) Encourage the imagination and practical groundwork of starting NWCs within the everyday practices of existing congregations in NWC presbytery.
- 6) Curate and share stories of NWCs in person, print, online and video.
- 7) Ground this work in reformed theology and prayer.

ADMINISTRATION

- 1) Attend weekly Northwest Coast Presbytery staff meetings and meet as needed with Executive Presbyter.
- 2) Develop and manage a sustainable budget and solicit funds when applicable.
- 3) Write and manage potential grants related to this work.

OTHER

- 1) Collaborate closely with our Executive Presbyter for developing NWCP's model for cultivating NWCs.
- 2) Cultivate a decolonial model for church planting and fresh expressions of church.
- 3) Apply a diversity, equity, and inclusion lens in this work and be continually educating and resourcing oneself and others in this approach.

QUALIFICATIONS

- Healthy and vital embodied faith, spiritual maturity
- Experience planting or participating in a new worshipping community
- Personal commitment to inclusion, diversity, equity, and anti-racism
- A Teaching Elder or Ruling Elder in the PC(USA) is preferred
- Serves with energy, intelligence, imagination and love
- Scrappy, nimble, flexible, adaptable
- Emotional intelligence, self-differentiation, healthy boundaries
- Effective interpersonal and public communicator
- Tech-savvy

ACCOUNTABILITY/TERMS

This is a 15 hour a week part-time position for a 2-year term from the start date. Position may be extended in term or expanded in hours depending on funding and initial outcomes. We are semi-flexible to structure the position to fit the needs of the person who God is calling to it.

Supervised by and reports to Executive Presbyter (EP). Annual review by EP and personnel committee.

Salary and benefits commensurate with the structure of the position (to be negotiated) and NWC Presbytery personnel policies.

Reimbursables: Travel expense reimbursement and hospitality reimbursement for all travel and service related to this role. Professional expenses for any resources needed to engage this role.

NORTHWEST COAST PRESBYTERY

Northwest Coast Presbytery is a regional expression of the Presbyterian Church (USA) in NW Washington, Eastern Washington and SE Alaska. Comprised of 58 congregations, several new expressions of the church, over 120 minister members, and partners we *engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world.*

Stated Clerk of Northwest Coast Presbytery

To apply please send cover letter and PIF or resume to laura@northwestcoast.org

PURPOSE

The role of Stated Clerk is provided for by the Constitution to assist the Presbytery in achieving its mission by guiding, communicating, maintaining, and preserving the ecclesiastical business of the Presbytery within the spirit and letter of the Constitution and governing documents of NWC Presbytery.

RESPONSIBILITIES

To promote through your ministry the mission of NWC Presbytery which is *“to engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world.”*

- 1) Constitutional Responsibilities: The Stated Clerk shall perform all the requirements of the Stated Clerk described in the Constitution of the PC(USA).
- 2) Presbytery Responsibilities: The Stated Clerk shall perform all of the requirements of the Stated Clerk described in the Standing Rules and Administrative Manual of Northwest Coast Presbytery including, but not limited to carrying out processes approved by the Executive Board to review and make recommendations with regard to overtures to the PC(USA) Constitution, conduct the annual review of session records, annual review of ministers, and compile the annual General Assembly statistical report.
- 3) Shall serve as the parliamentarian of the Presbytery and provide advisory opinions and Constitutional process guidance regarding the meaning of the provisions of the Constitution and Presbytery governing documents to the Presbytery and its various entities.
- 4) Train new Clerks of Session and advise on polity matters
- 5) Shall carry out all other responsibilities assigned by Executive Board/EP, which are reasonable within the part-time status and consistent with the role of the Stated Clerk.
- 6) May carry out other responsibilities requested by Permanent Judicial Commission, Nominating Committee, and/or Commission on Preparation for Ministry which are reasonable within the part-time status and consistent with the role of Stated Clerk as negotiated with the committee moderator and/or the Executive Presbyter.
- 7) Confer with Presbytery attorneys on investigations and PJC cases, liability issues, engaging an attorney as counsel for Prosecuting Committees as needed, and advising attorneys on our polity in the Rules of Discipline as compared to civil law.
- 8) Attend relevant conferences such as Mid-Council Leaders Orientation, General Assembly, Polity Conferences etc.

OTHER

- 1) Attend weekly Northwest Coast Presbytery staff meetings and meet as needed with Executive Presbyter.
- 2) Collaborate closely with our Executive Presbyter in the spirit of teamwork.
- 3) Apply a diversity, equity, and inclusion lens in this work and be continually educating and resourcing oneself and others in this approach.

QUALIFICATIONS

- Healthy and vital embodied faith, spiritual maturity
- Organized, dependable, detail-oriented
- Strong knowledge and practice of the polity of the PC(USA)
- Personal commitment to inclusion, diversity, equity, and anti-racism
- A Teaching Elder or Ruling Elder in the PC(USA)
- Serves with energy, intelligence, imagination and love
- Emotional intelligence, self-differentiation, healthy boundaries, resilience
- Ability to navigate conflict with clarity and professionalism
- Effective interpersonal and public communicator
- Tech-savvy

ACCOUNTABILITY/TERMS

This a 20 hour a week part-time position with a remote office. The Stated Clerk is elected by the Presbytery; accountable to the Presbytery through the Executive Board (EB) and Personnel Committee of the EB. As provided by the PC(USA) *Book of Order*, as Stated Clerk can exercise their own conscience in constitutional interpretation and judgments free from direction and influence.

The Stated Clerk serves a 3-year term renewable every three years following a comprehensive review and evaluation at least every three years prior to the possibility of being re-nominated for an additional 3-year term.

Salary and benefits commensurate with the structure of the position and NWC Presbytery personnel policies.

Reimbursables: Travel expense reimbursement and hospitality reimbursement for all travel and service related to this role. Professional expenses for any resources needed to engage this role and remote office set-up as needed.

NORTHWEST COAST PRESBYTERY

Northwest Coast Presbytery is a regional expression of the Presbyterian Church (USA) in NW Washington, Eastern Washington and SE Alaska. Comprised of 58 congregations, several new expressions of the church, over 120 minister members, and partners *we engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world.*

Executive Board Minutes
Regular Meeting
 September 21, 2023

The meeting was called to order at 11:05 with prayer by Co-Moderator Rev. Becca Neimeyer. A quorum was present as follows:

Class of 2023: Steve Kinney, Rev. Becca Neimeyer, Susan Sprague;

Class of 2024: Rev. Stephanie Hankey, Rev. John Mason, Kevin Riley;

Class of 2025: Rev. Emily Mitchell, Brad Vardy.

Voting members absent: Rev. Matt Paul, Rev. Mark Terayama, Lorrie Nelson.

Non voting members present: Revs. Laura Terasaki, Rev. Dean Strong, Treasurer Matt Appel.

Staff present (for IDI interpretation): Kim Westling.

Intercultural Development Inventory

The meeting began with a discussion and interpretation of the group results of the Intercultural Development Inventory (IDA) recently completed by Board members and presbytery staff. Rev. Jihyn Oh, Director of Mid Council Ministries, and Rev. Josh Park, Manager for Korean-Speaking Councils led the discussion.

EP Report

Executive Presbyter Rev. Laura Terasaki submitted a written report which was reviewed and is attached.¹ After meeting regularly with the Campbell Farm Advisory Board and the staff, she brought the following resolution, which was APPROVED after discussion:

Campbell Farm – ***Resolved, That the current Memo of Understanding with the Campbell Farm Advisory Board be terminated;***

2) That the Advisory Board be dissolved,

3) That a Campbell Farm Task Force be appointed as needed by the Executive Presbyter and the Co-Moderators, as confirmed by the Board, to oversee operations and propose a long term solution;

4) That it be clarified that Director Dionna Bennet is an employee of the presbytery who reports to the Executive Presbyter, is subject to all presbytery personnel policies, and is accountable to the Executive Board.”

Asset Manager – Managing church properties assumed by the presbytery continues to be challenging. The Property Management Committee with the Executive reported the following resolution which, after discussion, was APPROVED, ***Resolved, That the Executive Presbyter be directed to search for and hire an assets manager as defined by the attached Position Description.”***²

Treasurer

2024 Proposed Operating Budget – The following resolution was reported by Treasurer Matt Appel, ***Resolved That the Proposed 2024 Operating Budget, to be funding in part by a presbyery per capita apportionment of \$45.00, synod \$0.25 and General Assembly \$9.80, be recommended to the presbyery, acknowledging that the budgets for years beyond 2024 are pro forma for forecasting only.”*** The budget was APPROVED as amended and updated during the discussion, and is attached.³

Co-Moderators' Report

Alaska Reparations Blankets – The Co-Moderators have been participating in the preparations for the reparations ceremonies to take place in Juneau in October to address the closing of the Memorial Church. They reported the following resolution, which was APPROVED, **“Resolved, That \$1,500 be allocated from the Peace Global Witness Fund for blankets to be presented to families of the Memorial Church as part of the Alaska Reparations Meeting.”**

Property Management Committee

Proposed Sale of the Everson Property – The Property Management Committee reported the following resolution, accompanied by their review, evaluation, and cash flow analysis, **“Resolved, That the property of the former Everson Presbyterian Church be listed for sale at a price to be determined by the committee, that the committee be authorized to enter into a listing agreement with a real estate agency; and that acceptance of an offer be authorized by a majority vote of the total membership of the Board via electronic means, reserving the right of any board member to call a meeting to discuss the offer before a vote to sell is taken.”**

After discussion, the resolution was APPROVED.

Presbytery Meeting

The following schedule and arrangements for the October 26th meeting of the presbytery were APPROVED:

Site: St. James Presbyterian Church

Worship: Provided and facilitated by the session of St. James

Preaching: Rev. Seth Thomas, host pastor

Participation: In person or online

Schedule:

3:30 PM: Registration

4:00 PM: Workshops (To be approved by the co-Moderators)

5:00 PM: Dinner

6:00 PM: Worship

6:30 PM: Meeting

The meeting adjourned at 1:16 p.m. with a closing prayer by Co-Moderator Rev. Becca Niemeyer.



Rev. Dean Strong
Stated Clerk

Minutes Approved 10/16/2023
Per the standing rule.

Attachments:

1. *Executive Presbyter's Report September 2023.*
2. Asset Manager Position Description.
3. 2024 Proposed Operating Budget.

Executive Presbyter's Report – September 2023

Joys

- Relationship Building – fruitful, proactive, and life-giving
 - Worship Visits: Quincy, Mt. Vernon, Maplewood, Desert Aire, St. James, Sunnyside, Neah Bay, Port Angeles, Friday Harbor, Cascade View, Mt. Baker, Lord of Glory, Anacortes
 - Mission Partners: Campbell Farm, Renewal Ministries, Underground Ministries
 - Session Visits: Kennewick, Lord of Glory, FPC Snohomish, Neah Bay, Sunnyside
 - Pastor Visits: Too many to count – focused on Korean pastors this summer
- Our graphic designer is amazing (their day job is overseeing design for Coca-Cola). We are currently in the 2nd round of revisions for a new logo and branding guide.

Challenges

- **Campbell Farm** – Great ministry—Dionna has a beautiful vision for it. Historically poorly attended to on the presbytery side. Some solid board members but the board is overall still low functioning. Financially barely viable with no clear development plan. Huge liability flags for the presbytery property and otherwise. Significant issues with board chair who needs to be removed. I propose three options:
 - Conclude Campbell Farm's Ministry. Accept that it does not have a strong board, has many challenges, and is not financially viable at the moment.
 - Bring Campbell Farm and its operation internal to the Presbytery staff. Remove board chair and revise advisory board significantly or eliminate. Dionna becomes direct report to Laura and they meet weekly for clear direction. We write a clear job description for Dionna as "Organizing Executive Director" of Campbell Farm for a designated term. Hope and pray we can get the basic foundational pieces of non-profit in place.
 - Work to make Campbell Farm and independent 501(c)3 separate from NWCP over the course of 5 years. This plan requires a very strong and skilled board chair and we do not have a candidate for that currently.
- **Alaska**
 - Need to prioritize a few visits there in 2024. Some of our churches we are not even sure they are still meeting, and I've heard rumors that some of the properties are unsafe. I will go and make my own assessment in-person.
- **General Transition**
 - This whole year I have been focused on relationships and getting our foundation set for good ministry. Off-boarding, on-boarding, hiring, and training new staff has taken a lot of effort and time.
 - Administration – the previous staff team had their own system for managing the business of the presbytery and our new staff team are finding we need to develop our own systems. Many of the resources of the past are out-of-date and so there is significant time needed to update policies, procedures, trainings etc. If we can get these things in a good place, it will help us save time and move more efficiently.
 - A few atypical pastoral transition plans were approved by COM prior to my arrival and now mid-process they are unsurprisingly having issues. I'm trying to educate COM on

best practices going forward and hoping to course correct now that we are in the midst of things. It's a bit messy but fixable and taking extra time.

- **Triage/Time-Management**– Still learning this role (my mid-council trainings have told me that it takes about 3 years before you become proficient). Love the work but am spread thin. Many things need attending to and I'm having to do some hard triage—things that deserve attention are piling up and there is also a backlog from things that were dropped during staff transitions and the pandemic. Many folks want my attention but they also don't give me advance notice and find themselves needing me urgently before a deadline for example. I'm working on trying to set up realistic expectations and help people learn to give me lead time. I'm also working regularly on my sabbath days and vacation time to keep up and that is not sustainable in the long run. Going forward, I'm working on getting stricter about my boundaries, delegating more to Kim, and finding tools to help assist my productivity and task management. I'm also going to avoid booking travel/church visits for the rest of November and Early December so I can hopefully catch up.

God at Work

Despite institutional decline and our post-modern/secular age, signs of God's activity are abundant. There is life and vitality in our congregations. Lives are being transformed by Jesus, new commitments to the faith and subsequent baptisms are frequent, the marginalized are being liberated through ministries like the OPOP program of Underground Ministries. Likewise, though we are a pandemic traumatized people, the presence of the Holy Spirit is tangible—healing, bringing together, nurturing, and sustaining pastors and congregations as we move forward changed. Each week I read of institutional decline and yet I see signs of new life and vitality all around our presbytery. God's abundance, blessing, and steadfast hand are tangibly present in our community of faith.

Asset Manager of Northwest Coast Presbytery

To apply please send cover letter and resume to laura@northwestcoast.org

PURPOSE

The primary role of the Asset Manager is to oversee the administration of our Northwest Coast Presbytery property portfolio. This position is also the primary liaison to our property managers, NWCP Property Oversight Committee, realtors, contractors, and more.

RESPONSIBILITIES

To promote through your ministry the mission of NWC Presbytery which is *“to engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world.”*

- 1) Set the agenda and moderate our Property Oversight Committee’s work including the documentation of minutes for our Executive Board.
- 2) Prepare proper documentation regarding the potential lease, sale, management, or redevelopment of a property for Executive Board communication.
- 3) Come alongside our Administrative Commissions when they are in the process of supporting a congregation through dissolution and help manage the property transition process.
- 4) Make site visits and travel to our properties as needed across WA and AK.
- 5) In partnership with the committee, vet, hire, and be the main point of contact for contractors, property managers, realtors and other relationships.
- 6) Ensure contractor invoices are paid in a timely manner in partnership with our bookkeeper and treasurer and follow appropriate protocols for approvals.
- 7) Maintain accurate records in our file system.
- 8) Make recommendations to improve the efficiency and quality of our property oversight tasks and procedures.

OTHER

1. Attend relevant meetings and meet with Executive Presbyter as needed.
2. Collaborate closely with our Executive Presbyter in the spirit of teamwork.
3. Apply a diversity, equity, and inclusion lens in this work and be continually educating and resourcing oneself and others in this approach.

QUALIFICATIONS

- Background in building maintenance, real estate, property management, or other related field
- Healthy and vital embodied faith, spiritual maturity, stewardship mindset
- Organized, dependable, detail-oriented
- Personal commitment to inclusion, diversity, equity, and anti-racism
- Emotional intelligence, self-differentiation, healthy boundaries
- Effective interpersonal communicator
- Tech-savvy

ACCOUNTABILITY/TERMS

This is a remote PT hourly position with the potential to grow depending on the shifting needs of our presbytery. Compensation is \$25/hour, typically 10 to 20 hours a week (with extra hours as needed to cover occasional travel). Asset Manager reports to Executive Presbyter.

Reimbursables: Travel expense reimbursement for all travel and service related to this role.

NORTHWEST COAST PRESBYTERY

Northwest Coast Presbytery is a regional expression of the Presbyterian Church (USA) in NW Washington, Eastern Washington and SE Alaska. Composed of 58 congregations, several new expressions of the church, over 120 minister members, and partners, we engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world.

**Presbytery of the Northwest Coast
2024 Proposed Operating Budget, 2025-2028 Pro Forma**

	Note	12/31/2022	22 Budget	YTD 8/31	2023 Budget	Proposed 2024	2025	2026	2027	2028
Revenue										
Unrestricted	(1)	224,053	479,117	477,819	456,549	473,488	474,874	475,572	475,637	466,674
Restricted Income	(2)	204,142	201,525	146,114	162,676	163,810	165,001	166,251	167,563	168,941
Real Property Values	(a)	-	-	-	200,000	-	200,000	-	-	-
Endowment Principle Value Gain (loss)		(210,001)	-	38,194	-	-	-	-	-	-
Total Revenue		218,194	680,641	662,126	819,225	637,298	839,874	641,823	643,200	635,616
Expenses										
Vital Congregations: Renewal	-	-	9,000	-	-	-	-	-	-	-
Village & Small Church Ministires	(3)	36,520	75,499	10,677	50,362	20,250	5,513	5,788	6,078	6,381
Multi-Cultural Integration	(4)	69,369	64,828	36,238	64,305	11,050	11,050	11,050	11,050	11,050
New Expressions of the Church		1,020	70,000	625	500	-	-	-	-	-
Mission In & Beyond NWCP	(5)	210,413	206,000	154,254	173,500	160,000	160,000	160,000	160,000	160,000
Governance & Management	(6)	116,501	107,664	67,558	137,312	130,751	128,770	133,929	125,226	123,660
Distributed Office/Tech Expenses	(7)	48,298	51,658	24,545	37,750	41,573	43,576	45,680	47,889	50,210
Operating Staff Expenses	(8)	201,158	298,835	170,820	299,339	393,320	340,193	355,627	371,833	388,850
Real Estate & Property Management	(9)	68,104	27,901	164,941	32,701	80,701	84,736	88,973	93,421	98,092
Total Expenses		751,383	911,386	629,658	795,769	837,645	773,837	801,047	815,498	838,244
Change in Net Assets (Net Income - Loss)		(533,189)	(230,744)	869,487	23,456	(200,346)	66,037	(159,224)	(172,298)	(202,628)
				(207,360)						
USABLE Net Assets		3,492,187		3,477,464	3,284,827	3,084,480	3,150,518	2,991,293	2,818,995	2,616,367
Cumulative Change in Net Assets 2022-2027					(207,360)	(407,707)	(341,669)	(500,894)	(673,192)	(875,820)

(a) Assumes congregations close with assets reverting to the presbytery.

Overhead Funding & Expenses

	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
Per Capita	344,631	285,930	286,821	281,138	298,215	302,191	305,372	307,815	301,131
Less: Management & Support Services									
Presbytery Meetings & Commissions	26,296	35,500	21,180	36,000	36,650	37,333	38,049	38,802	39,593
Office Expenses	48,298	51,658	24,545	37,750	41,573	43,576	45,680	47,889	50,210
Presbytery Staff									
Executive (Salary, Taxes, Benefits, Travel)	166,905	164,451	88,195	158,845	173,757	182,444	191,567	201,145	211,202
EAP for Korean Ministries	55,487	51,328	27,201	53,255	-	-	-	-	-
Stated Clerk	64,729	48,330	22,031	34,300	50,700	52,516	55,142	57,899	60,794
Treasurer/Budget Manager	-	-	6,696	18,773	19,711	20,697	21,732	22,818	23,959
Admin	54,442	56,054	30,419	57,421	50,510	53,035	55,687	58,471	61,395
Bookkeeping	23,490	27,500	12,600	27,500	30,000	30,000	30,000	30,000	30,000
Web, Tech (EJ Lee)	873	2,500	4,523	2,500	3,000	3,000	3,000	3,000	3,001
Alaska Coordinator	(842)	8,865	-	5,000	-	-	-	-	-
Total Management & Support Services	439,677	446,186	237,390	431,344	405,901	422,601	440,857	460,024	480,154
Gain/(Loss)	(95,046)	(160,256)	49,431	(150,207)	(107,686)	(120,410)	(135,484)	(152,209)	(179,022)

REVENUE SUBSCHEDULES

Sched. 1 - Unrestricted Revenue

	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
Membership (a)	9,295	7,060	7,082	6,615	6,627	6,362	6,107	5,863	5,629
Per Capita Assessment	\$ 40.50	\$ 40.50	\$ 40.50	42.50	\$ 45.00	\$ 47.50	\$ 50.00	\$ 52.50	\$ 53.50
Presbytery Per Capita	344,631	285,930	286,821	281,138	298,215	302,191	305,372	307,815	301,131
Synod Per Capita (\$.25)	1,732	1,765	1,654	1,654	1,657	1,590	1,527	1,466	1,407
GA Per Capita (\$9.80)	62,222	63,399	43,439	65,158	64,945	62,347	59,853	57,459	55,160
5000-10 Per Capita Income	344,631	351,094	316,261	347,949	364,816	366,128	366,752	366,740	357,699
5000-30 Fees, Registrations, Books, Etc (b)	5,726	3,000	3,664	3,000	3,000	3,000	3,000	3,000	3,001
5000-40 Investments Interest & Earnings (c)	(185,419)	81,423	94,251	54,000	54,000	54,000	54,000	54,000	54,000
5000-70 Rent Received (d)	55,100	40,000	45,050	48,000	48,000	48,000	48,000	48,000	48,000
5000-80 Miscellaneous Income (Synod)	4,015	3,600	18,593	3,600	3,672	3,745	3,820	3,897	3,975
Total Unrestricted Revenue	224,053	479,117	477,819	456,549	473,488	474,874	475,572	475,637	466,674

- (a) 2024 = 6627 then forecasting 4% decline per year, national average
- (b) Includes Triennium, Misconduct Prevention, CCLI, etc.
- (c) Interest on MCDs, New Covenant Funds, Savings, Loans
- (d) Trinity \$2,500; Everson \$1,500 per month

Sched. 2 - Restricted Revenue, 5200

	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
5200-10 Temporarily Restricted from Pres. Found.	21,538	22,676	16,715	22,676	23,810	25,001	26,251	27,563	28,941
5250-00 Temporarily Restricted Grants	10,000	40,000	15,499	-	-	-	-	-	-
5250-20 Synod Distributions	4,489	-	-	-	-	-	-	-	-
5300-00 GA Mission-Offerings (pass throughs)	102,850	80,000	69,508	80,000	80,000	80,000	80,000	80,000	80,000
5400-00 Presbytery Mission (pass throughs)	65,265	60,000	44,391	60,000	60,000	60,000	60,000	60,000	60,000
Total 5200-00 Restricted Revenue	204,142	202,676	146,114	162,676	163,810	165,001	166,251	167,563	168,941

EXPENSE SUBSCHEDULES

Sched. 3 Village & Small Church Ministries

6100-30 CP Recruitment & Formation	4,228	3,500	436	-	-	-	-	-	-
6100-05 Salary Support									
Mt. Baker (Concrete) (EB Min. 9/16/2020)	33,134	33,134	10,241	15,362	-	-	-	-	-
Acme PC (EB minutes 12/9/2021)	-	15,000	-	15,000	15,000	-	-	-	-
Other Churches	-	10,000	-	10,000	-	-	-	-	-
6100-25 Alaska Cluster Meetings	-	5,000	-	5,000	5,250	5,513	5,788	6,078	6,381
Alaska Coordinator & Expenses	(842)	8,865	-	5,000	-	-	-	-	-
Total Village & Small Church Ministries	36,520	75,499	10,677	50,362	20,250	5,513	5,788	6,078	6,381

Sched. 4 - Multicultural Integration 6200-0

	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
6200-06 AEP for Korean Ministry (.5 FTE 2021)	34,985	34,985	18,087	36,174	-	-	-	-	-
6200-07 BOP Benefits	16,518	12,944	8,568	13,384	-	-	-	-	-
6200-08 Payroll Taxes	772	1,399	415	1,447	-	-	-	-	-
6200-09 Reimbursable Prof Exp. (Big Tent, NCKPC)	3,013	1,500	130	2,000	-	-	-	-	-
6200-10 Continuing Education	199	500	-	250	-	-	-	-	-
6200-15 Intepretation & Translation	-	500	-	1,050	1,050	1,050	1,050	1,050	1,050
6200-20 Fellowship & Education	13,882	13,000	9,037	10,000	10,000	10,000	10,000	10,000	10,000
Total Multicultural Integration	69,369	64,828	36,238	64,305	11,050	11,050	11,050	11,050	11,050

Sched. 7 - Mission In & Beyond NWCP

	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
GA Mission & Offerings, 6300-01 (Pass-Through) (a)	102,850	80,000	69,508	80,000	80,000	80,000	80,000	80,000	80,000
Presbytery Mission 6400-00 (Pass-Through)	64,563	60,000	44,122	60,000	60,000	60,000	60,000	60,000	60,000
<i>Tall Timber (30%), Eagle Wings (20%), Renewal Ministries NW (20%), Tall Timber Scholarships (10%), Underground Ministries (10%), Mending Wings (5%)</i>									
Grants to Mission Partners (6700-05)									
Campbell Farm Ministry of NWC Presbytery	20,000	20,000	15,000	20,000	20,000	20,000	20,000	20,000	20,000
Mending Wings (4/21/22 EB Minutes) (b)	13,000	13,000	10,125	13,500	-	-	-	-	-
Tall Timber Ranch (c)	-	-	8,499	-	-	-	-	-	-
Underground Ministries	10,000	-	7,000	-	-	-	-	-	-
Sub-Total Direct Grants to Mission Partners	43,000	33,000	40,624	33,500	20,000	20,000	20,000	20,000	20,000
Total Mission In & Beyond NWCP	210,413	173,000	154,254	173,500	160,000	160,000	160,000	160,000	160,000

(a) Special Offerings, unified and designated giving to PCUSA ministries, etc.

(b) Mending Wings requested 1 more year of grant support at same level as 2021 to move through COVID-19 season

(c) TTR pass through from grant received for youth mental health

Sched. 8 - Governance & Congregational

	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
7000-02 GA Per Capita Expense	62,222	63,399	43,439	65,158	64,945	62,347	59,853	57,459	55,160
7000-03 Synod Per capita expense	1,732	1,765	1,654	1,654	1,657	1,590	1,527	1,466	1,407

7000-05 GA and OGA Events	(a)	-	-	-	2,500	2,500	2,500	2,500	2,500	2,500
Triennium	(b)	-	7,000	-	7,000	-	-	7,000	-	-
Sub-total		63,955	72,164	45,092	76,312	69,101	66,437	70,880	61,425	59,068
Presbytery Meeting										
7000-20 Supplies & Food		6,339	500	6,225	500	525	551	579	608	638
7000-23 Airfare	(c)	1,032	1,000	3,539	7,500	7,875	8,269	8,682	9,116	9,572
7000-24 Lodging	(d)	2,807	1,000	2,917	5,000	5,250	5,513	5,788	6,078	6,381
7000-25 Speakers & Verge Expenses		3,000	8,000	-	8,000	8,000	8,000	8,000	8,000	8,001
Sub-total		13,179	10,500	12,682	21,000	21,650	22,333	23,049	23,802	24,593
7000-30 Executive Board & Subcommittees	*	5,246	1,000	305	1,000	1,000	1,000	1,000	1,000	1,000
7000-35 Administrative Commissions		-	500	-	500	500	500	500	500	500
7000-40 Commission on Ministry (COM)	*	2,603	20,000	5,238	10,000	10,000	10,000	10,000	10,000	10,000
7000-50 Commission on Prep for Ministry (CPM)	*	5,050	3,000	2,750	3,000	3,000	3,000	3,000	3,000	3,000
Expenses met from Designated Funds		-	-	1,287	-	-	-	-	-	-
7000-60 Nom, COR, PJC, IC		218	500	205	500	500	500	500	500	500
7000-70 Internship Support		19,250	-	-	-	-	-	-	-	-
7000-90 Grants to Churches		7,000	-	-	25,000	25,000	25,000	25,000	25,000	25,000
Total Governance and Congregational Su		116,501	107,664	67,558	137,312	130,751	128,770	133,929	125,226	123,660

(a) Staff to GA, Moderator's Conference, etc. 2022 will be virtual. OGA may resume travel in 2023

(b) Triennium is every 3 years. This includes budgeting for presbytery's one-third share.

(c) Starting in 2023 10 AK airfare @ \$475 three times a year

(d) Lodging YTD costs + 40 nights @ \$125.

*Travel included

Sched. 9 - Distributed Office Expenses	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
7100-16 Bank Charges	173	386	121	394	414	434	456	479	503
7100-20 Books & Resources	249	2,435	64	2,556	2,684	2,818	2,959	3,107	3,263
7100-22 Depreciation	15,467	-	-	-	-	-	-	-	1
7100-24 Copier Lease	3,374	7,177	-	3,400	3,570	3,749	3,936	4,133	4,339
7100-26 Equipment Purchase	(a) 1,640	8,000	3,142	2,000	1,000	1,050	1,103	1,158	1,216
7100-28 Hospitality/Cleaning	2,048	-	2,649	-	-	-	-	-	-
Internet service staff supplement	(b) -	1,500	1,000	1,500	1,500	1,500	1,500	1,500	1,500
7100-30 Insurance (Office)	1,806	1,000	-	1,800	-	-	-	-	-
7100-34 Legal Fees	-	1,561	-	1,000	1,050	1,103	1,158	1,216	1,276
7100-36 Office Supplies	154	1,000	221	500	525	551	579	608	638
7100-38 Postage	1,030	600	245	600	630	662	695	729	766
7100-40 Financial Review	-	3,000	-	3,000	3,150	3,308	3,473	3,647	3,829
7100-44 Reimbursables	2,779	3,000	2,767	3,000	3,150	3,308	3,473	3,647	3,829
7100-52 Taxes & Fees	4,417	-	2,863	-	5,000	5,250	5,513	5,788	6,078
7100-53 Tech, Software, IT	15,161	22,000	11,472	18,000	18,900	19,845	20,837	21,879	22,973
Total Office Expenses	48,298	51,658	24,545	37,750	41,573	43,576	45,680	47,889	50,210

- (a) includes new laptops for staff. Printer/scanner for new AEP
- (b) Work from home agreements include provision for reimbursing staff \$25/month for internet service.

Sched. 10 Operating Staff Expenses	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
7200-02 Operating Salaries	111,092	187,583	106,506	187,911	262,734	209,720	220,206	231,217	242,777
7200-03 Employee Benefits	52,066	57,228	34,218	55,948	67,587	70,967	74,515	78,241	82,153
7200-08 Payroll Taxes	5,292	11,024	4,162	12,080	14,744	13,232	13,894	14,589	15,318
7200-20 Continuing Education/Books	747	2,500	3,029	2,500	4,125	4,256	4,394	4,539	4,691
7200-46 Financial Services (Bookkeeping)	23,490	27,500	12,600	27,500	27,500	27,500	27,500	27,500	27,500
7200-48 Admin Services Contractor (E.J. Lee)	873	2,500	4,523	2,500	2,500	2,500	2,500	2,500	2,500
7200-32 Staff Travel & Business Expenses	7,599	10,500	5,782	10,900	14,130	12,017	12,618	13,249	13,911
Total Operating Staff	201,158	298,835	170,820	299,339	393,320	340,193	355,627	371,833	388,850
Staff subschedules:	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
Executive Presbyter Salary (1 FTE Exempt)	107,302	110,208	56,235	105,000	110,250	115,763	121,551	127,628	134,010
Benefits	44,736	34,312	27,658	34,312	42,998	45,147	47,405	49,775	52,264
Payroll Taxes (7.65%)	8,048	8,431	4,302	8,033	8,434	8,856	9,299	9,764	10,252
Business/Travel Expenses	2,133	10,000	-	10,000	10,500	11,025	11,576	12,155	12,763
Continuing Ed.	4,686	1,500	-	1,500	1,575	1,654	1,736	1,823	1,914
Total Executive Presbyter	166,905	164,451	88,195	158,845	173,757	182,444	191,567	201,145	211,202
Admin Assistant/Connector (.8 FTE)	33,739	34,575	24,051	35,751	36,466	38,289	40,203	42,213	44,324
Benefits (30%)	18,122	18,636	4,528	18,636	10,940	11,487	12,061	12,664	13,297
Payroll Taxes (7.65%)	2,581	2,645	1,840	2,735	2,790	2,929	3,076	3,229	3,391
Business Expenses	-	250	-	300	315	331	347	365	383
Total Admin Assistant	54,442	56,106	30,419	57,421	50,510	53,035	55,687	58,471	61,395
Real Estate Asset Manager (.5 FTE)	-	-	-	-	28,000	29,400	30,870	32,414	34,034
Payroll Taxes (7.65%)	-	-	-	-	2,142	2,249	2,362	2,480	2,604
Business Expenses	-	-	-	-	1,000	331	347	365	383
Total Admin Assistant	-	-	-	-	31,142	31,980	33,579	35,258	37,021
Stated Clerk (.5 FTE)	53,300	42,800	20,000	30,000	35,000	36,750	38,588	40,517	42,543
Benefits (39%)	11,429	4,280	2,031	3,000	13,650	14,333	15,049	15,802	16,592
Reimbursable Expenses	-	250	-	300	1,000	331	347	365	383
Continuing Ed	-	1,000	-	1,000	1,050	1,103	1,158	1,216	1,276
Total Stated Clerk	64,729	48,330	22,031	34,300	50,700	52,516	55,142	57,899	60,794
Worshipping Communities Coordinator	-	-	-	-	35,000	36,750	38,588	40,517	42,543
Benefits (39%)	-	-	-	-	13,650	14,333	15,049	15,802	16,592
Business Expenses	-	-	-	-	1,000	331	347	365	383
Total Worshipping Communities Coordinator	-	-	-	-	49,650	51,413	53,984	56,683	59,517

Treasurer/Budget Director (.25 FTE)	-	-	6,220	17,160	18,018	18,919	19,865	20,858	21,901
Payroll Taxes (7.65%)	-	-	476	1,313	1,378	1,447	1,520	1,596	1,675
Reimbursable Expenses	-	-	-	300	315	331	347	365	383
Total Treasurer/Budget Director	-	-	6,696	18,773	19,711	20,697	21,732	22,818	23,959
Sched. 11 Property Management	12/31/2022	22 Budget	YTD 8/31	2023 Budget	2024	2025	2026	2027	2028
7300-10 Property Insurance & Tax	23,830	15,612	33,361	15,612	22,257	23,370	24,538	25,765	27,054
7300-20 Maintenance	30,238	6,799	102,507	11,599	51,679	54,263	56,976	59,825	62,816
7300-25 Utilities	4,532	1,236	7,485	1,236	1,298	1,363	1,431	1,502	1,577
7300-35 Property Management	9,505	4,254	21,587	4,254	5,467	5,740	6,027	6,329	6,645
Total Property Management	68,104	27,901	164,941	32,701	80,701	84,736	88,973	93,421	98,092