

Executive Board Minutes
March 15, 2018

The meeting was held at North Creek Presbyterian Church and was called to order by Moderator Rev. Kurt Helmke at 11:05 a.m. with a Service of Morning Prayer. The agenda approved as distributed.

A quorum, which is a majority of the voting members, was present as follows: Rev. Ted Schuldt, *HR*, CP George Eastman, *Neah Bay*, Rev. Kurt Helmcke, *North Creek*, Rev. Gustavo Carvajal, *Parker Heights*, Rev. Matt McCoy, *St. Paul's Academy*, Francie Irwin, *Othello First*, Kathy Garde, *Westminster*, Rev. Gustavo Carvajal, *Parker Heights*, John Collier, *Everett 1st*, Rev. Seth Normington, *Waterville Federated*, Dottie Villevik, *Everett First*, Rev. Wendy Taylor, *Port Angeles First*.

Absence without an excuse: Clay Antioquia, *Northern Light*.

Staff Present: Dr. Corey Schlosser-Hall, *EP*, Rev. Jinsuk Kim, *AEP*, Rev. Dean Strong, *Stated Clerk*.

Moderator

The Moderator reviewed the dates for 2018 meetings, as follows,

- Thursday, May 10 (All Zoom; Strategic adjustment)
- Thursday, July 12 (Fall Verge Event)
- Thursday, September 20 (Budget)
- Thursday, November 15 (End-of-Year)
- Retreat: January 17-18, 2019 Rainbow Lodge
- Leadership Summit June 7, Edmonds PC
- Leadership Summit October 19, site TBD.

The Board was reminded of annual items to address: Recruiting for committees, budget review and prep, nominate to nominating committee, etc.

Stated Clerk/Treasurer

2017 Statistics – Prior active, 8,323, Total gains 277, Total losses 898, Net loss 621,
Current Membership 7,702
Budget Membership 8,610
Difference 908
2018 Per Capita Budget – \$36,320

Churches that did not report: Craig & Klawock 1st, Hydaburg, Metlakatla, Quilcene 1st, Wrangell 1st.

2016 Financial Review¹ – The review was completed by Steve Bass of Clifton Larsen Allen (attached).

Campbell Farm² – A report detailing the presbytery's expenditures on Campbell Farm was received and reviewed. The Board had previously allocated \$101,500 for capital improvements, and \$5,922.13 of that amount is remaining, however additional \$18,900 had been awarded during 2017 to meet cash flow shortfalls. The Board APPROVED a motion that the remaining **\$5,922.13 for capital improvements could be allocated at the discretion of EP Corey Schlosser-Hall, Treasurer Dean Strong, Board Moderator Kurt Helmke and former Board member Warren Weber.**

Financial Statements – Were received and reviewed.³

Executive Presbyter

Executive Schlosser-Hall, whose written report⁴ was received, brought the following items:

Village and Rural Church Restoration – **A motion was APPROVED, “that the presbytery solicit individuals and/or churches to donate funds for the restoration of village and rural church buildings.”**

Proposal for Unrestricted/Undesignated Funds – A draft was received; no action was taken.

Campbell Farm Fundraiser Event – This event was organized by the Campbell Farm Advisory Board and other Farm supporters. As owners of the farm, the Executive Board had not been consulted nor had the event been officially approved. **A motion to officially sanction the fundraiser as an event of the presbytery was APPROVED.** It was agreed that the Executive Presbyter could represent the presbytery in the organizing and support of such an event, but that the Board should be consulted and informed electronically, providing the opportunity for a called meeting if requested by one or more board members.

Grants Committee

The Grants team approved allocating \$2,000 from the Morris Evangelism Fund to Mountain View PC to use “spf.io” multi language software to translate worship into Urdu for the approximately fifty Pakistani immigrants who are joining the congregation.

Emmanuel PC Community Garden – An application was reviewed by the committee and was attached to the agenda. **The Board APPROVED the committee’s recommendation “That a \$5,312 Community Blessing Grant be awarded to Emmanuel Presbyterian Church for its community Garden Project.**

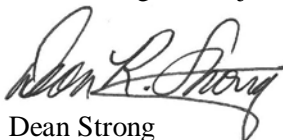
Organization & Infrastructure Task Force

A written report was received from the Task Force and is attached.⁵ Ted Schuldt reported, and brought the following resolution: **Resolved, That up to \$10,000 be allocated for purchasing or upgrading equipment, software and services for leadership summits and committee meetings and for other video and audio production needs with non-present participants. The resolution was APPROVED.**

New Business

Request was received from the Jean Kim Foundation asking that it be recognized as a Covenant Partner. Letters of endorsement were received from the Edmonds and Maplewood sessions. A third session endorsement is needed to begin the discussion and application process; no action was taken.

The meeting was adjourned with prayer at 1:53 p.m.



Dean Strong
Stated Clerk

Attachments:

1. Letter dated Jan. 25, 2018, Steven Bass to the Executive Board.
2. Campbell Farm Expenditures, 2017.
3. Statements of Activity and Financial Position.
4. Executive Presbyter’s Report to the Board.
5. Organization & Infrastructure Task Force Report.



January 25, 2018

To the Management and Executive Board
 North Coast Presbytery
 c/o Dean Strong, Stated Clerk and Treasurer

Dear Management and Executive Board Members:

We have completed the consulting services to the North Coast Presbytery (the Presbytery) as outlined in our engagement letter dated August 29, 2017. The procedures we performed were based on the guidance from the 2017 edition of the Presbyterian Church USA Book of Order (the Book).

The Book mandates in section G-3.0113 "Finances – Each Council shall prepare and adopt a budget to support the church's mission within its area. A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer. Terminology in this section is meant to provide general guidance and is not intended to require specific audit procedures or practices as understood with the profession accounting community."

Considering the date of the commencement of procedures we determined the appropriate period of the review to be from January 1, 2016 to June 30, 2017.

Our specific procedures and finding are enumerated below.

1. We reviewed a sample of bank reconciliations from the period of review, specifically December 31, 2016 and June 30, 2017.

Findings: The reconciliations were accurately prepared based on the bank statements and QuickBooks records. We were informed by Dean Strong that there had been instances that the opening balance for the subsequent month was different than the opening balance. QuickBooks does not have a true cutoff and closing process for a month end. The problem arose when a check was voided during the subsequent month. QuickBooks will adjust the beginning balance as if the check was never issued. To achieve the continuity of accounting the appropriate would be to put in a negative amount adjustment in the subsequent month. This results in the ending balance and the beginning balance being the same.

2. We read the December 31, 2016 and June 30, 2017 financial statements focusing on readability, and liquidity concerns for restricted amount related reserves.

Findings: Regarding readability, we observed that there are a large number of restricted accounts that are immaterial. We suggest that the Presbytery review its gift acceptance policy to limit the number of restricted gifts received. We have found that it takes as much time to account for a small gift as it takes for a large gift.

We also suggest that the general ledger be reviewed. There are hundreds of accounts, many with insignificant balances. This adds considerable time for the bookkeeper.

We suggest that the Presbytery have an abbreviated financial statement, say one or two pages, prepared for the board. We have found that complex financial statement presentations result in the statements not being read or fully understood. The full financial statement would still be prepared for the finance committee and would be available to others on request.

Regarding liquidity, the Presbytery should determine the need for liquidity based on a schedule of specific needs from restricted accounts plus a normal operating reserve. Many studies have been done recommending six months be set aside in liquid assets for operation reserves. Additional reserves can be set aside for special purposes, such as major repairs or remodels, property purchases, etc. Amounts of funds greater than defined reserves should be invested.

In consideration of the amounts in investments, we recommend that the Presbytery review and consider revising its investment policy on an annual basis.

3. Internal controls – We documented the accounting procedures and the personnel that perform the procedures.

Findings: The Presbytery staff is small with no more than four people in the office. Some live locally, some telecommute, and the bookkeeper lives in Oregon and never comes to the office. Given this scenario the chance for lack of communication is a risk. Another risk is the lack of segregation of duties necessary for proper internal controls. We recommend that another party be charged to review the bank statements, journal entries, and financial statements on a monthly basis. This person could be a finance committee member, or another volunteer with the appropriate accounting background. This person will not have access to changing the accounting records but only to review the records.

We discussed the issues of planning and management of the Presbytery's camps. Based on our observations we believe camps are subject to mission creep caused by changing demographics, passage of time, and changing management. Many camps throughout the country have become financial liabilities to their Presbyteries.

We recommend that the Presbytery engage a nationally recognized camping consultant to objectively look at the viability of the camps and suggest improvements.

We are available to review this report with you. It has been our pleasure to work with the staff of the Presbytery during our engagement.

Sincerely,

CliftonLarsonAllen LLP

Steven Bass, CPA
Principal
425-250-6016
steve.bass@CLAconnect.com

**Presbytery of Northwest Coast
Transaction Report
January 1, 2017 - March 9, 2018**

7000-95 Campbell Farm				2016	2017			
Date	Action	Name	Memo/Description	Capital Improvements	Mission Budget	Mission Budget	Emergency Funding	Fundraiser Expense
01/09/2017	Check	Heffernan Ins	Campbell Farm insurance			3,511.98		
01/09/2017	Check	Campbell Farm	Central WA Grant		7,500.00			
01/30/2017	Check	Warren Weber 10	1st Qtr stipend-Campbell Farm assistance	10,375.00				
02/17/2017	Deposit		Refund - Canceled policy			-297.39		
03/01/2017	Check	Albrecht Windows	Inv #15847 - Campbell Farm repairs	323.70				
03/01/2017	Check	Albrecht Windows	Inv #15897 - Campbell Farm repairs	2,524.74				
03/01/2017	Check	Albrecht Windows	Inv #15836 - Campbell Farm repairs	6,237.01				
03/28/2017	Check	Campbell Farm	Central WA Grant			7,658.68		
04/06/2017	Check	Warren Weber	Campbell Farm exp reimb	725.69				
05/04/2017	Check	Warren Weber	Campbell Farm exp reimb	1,762.48				
05/04/2017	Check	Albrecht Windows	Inv #16144 - Campbell Farm windows	4,404.63				
05/04/2017	Check	Warren Weber 10	2nd Qtr stipend-Campbell Farm assistanc	10,375.00				
05/09/2017	Check	Heffernan Ins	Campbell Farm insurance			3,511.97		
05/09/2017	Check	Campbell Farm	Central WA Grant	3,829.34				
06/01/2017	Check	Heffernan Ins	Campbell Farm insurance	3,708.04				
06/07/2017	Check	Warren Weber	Campbell Farm exp reimb	2,399.17				
07/11/2017	Check	Warren Weber	Campbell Farm maintenance reimb	3,167.71				
07/24/2017	Check	Campbell Farm	Emergency Funding				11,400.00	
08/17/2017	Check	Warren Weber	Campbell Farm maintenance reimb	1,734.62				
09/14/2017	Check	Warren Weber	Campbell Farm maintenance reimb	145.20				
09/14/2017	Check	Warren Weber 10	3rd Qtr stipend-Campbell Farm assistanc	10,375.00				
10/25/2017	Check	Warren Weber	Campbell Farm maintenance reimb	11,377.91				
11/16/2017	Check	Warren Weber	Campbell Farm maintenance reimb	10,288.68				
11/16/2017	Check	Warren Weber 10	4th Qtr stipend-Campbell Farm assistanc	10,375.00				
11/22/2017	Check	PNP Yakima Svc	dbt crd-Processing fee on tax pymt	3.95				
11/24/2017	Check	Yakima Co. Treas.	dbt crd-Personal property tax - Campbell Farm			173.40		
12/30/2017	Bill	Warren Weber	Nov-Dec Campbell Farm reimb	1,445.00				
02/07/2018	Check	Carolina Smoke Bl	Campbell Farm Benefit advance					1,555.40
				\$ 95,577.87	\$ 7,500.00	\$ 14,558.64	\$ 11,400.00	\$ 1,555.40
Capital Improvements Allocation				101,500.00				
Balance				5,922.13				

Friday, Mar 09, 2018 08:29:34 AM PST GMT-8 - Accrual Basis

**Presbytery of Northwest Coast
Activities, Actual Compared to Budget
January - December 2017**

INCOME	Actual	Budget	Variance
Per Capita Income	429,652	411,730	17,922
Unrestricted Gifts	4,000	40,000	(36,000)
Fees, Registrations, Books, Etc	7,549	24,000	(16,451)
Interest on MDCs	21,532	12,000	9,532
Rent and Lease Income	10,515	10,000	515
Dismissal Settlement		200,000	(200,000)
Real Estate Proceeds	220,003	200,000	20,003
Shared Staffing Contribution	30,200		30,200
CBG Interest & Earnings	110,963	44,000	66,963
Endowment Income	18,704	21,240	(2,536)
GA Mission-Offerings	149,678	150,000	(322)
Presbytery Mission Offerings	86,597	50,000	36,597
Unrealized Gains on Endowment	68,387		68,387
Grants	51,250	125,000	(73,750)
Total Income	1,209,029	1,287,970	(78,941)
EXPENSES			
Congregational Renewal	98	10,000	9,902
Village & Small Church Ministries	107,939	90,000	(17,939)
Multicultural Integration	69,222	50,466	(18,756)
New Expressions of Church	102,927	163,808	60,881
GA Mission	149,678	215,000	65,322
Presbytery Mission Partners	75,192	16,000	(59,192)
CBG, Peacemaking Grants	39,055	44,000	4,945
Grants to Churches & Partners	41,633	48,500	6,867
Campbell Farm	129,037	15,000	(114,037)
GA & Synod Per Capita	84,089	75,682	(8,407)
Meetings, Board, Committees	50,411	63,675	13,264
Real Estate Sales Costs	19,231	-	(19,231)
Office Expenses	52,029	75,750	23,721
Office Staff Expenses	292,476	289,046	(3,430)
Total Expenses	1,213,016	1,156,927	(56,089)
Net Income	(3,987)	131,043	135,030

**Presbytery of Northwest Coast
Statement of Financial Position
As of March 13, 2018**

ASSETS

Total Bank Accounts	475,471
Total Accounts Receivable	122,912
1500-05 Charles Schwab	878,971
1600-00 Mission Development Certificates	516,741
1600-05 New Covenant Funds	160,102
1700-25 Meadow Springs Loan	79,534
1700-30 Deming Property Loan	115,085
1700-35 United PC Loan	49,000
Total Fixed Assets (Bldgs, Land, Equip, Depreciation)	317,901
1900-00 Perm Restr - Presby Foundation	<u>852,321</u>

TOTAL ASSETS **3,568,038**

LIABILITIES AND EQUITY

Liabilities

Accounts Payroll Tax Payable	3,162
2000-25 Tidelands MDC Loan	<u>123,065</u>

Total Liabilities **126,227**

Net Assets

3000-00 Unrestricted/Undesignated Net Assets	1,215,085
3000-01 Unrestricted/Designated	
3000-09 Bicentennial	24,494
3000-33 SE Alaska Fund	241,373
3100-03 CBG Investment Fund	<u>883,721</u>
Total 3000-01 Unrestricted/Designated	1,149,588
3200-00 Temporarily Restricted	
3200-03 Peacemaking Presbytery	666
3200-06 Katie Allen Scholarship	14,422
3200-09 TT Camper Scholarships	8,453
3200-12 Oso Disaster Relief	90
3200-20 DeVries Scholarship Fund	2,027
3200-22 Morris Evangelism Fund	9,684
3200-24 Flood Support PDA	4,214
3200-36 Undesignated Mission	16,709
3202-09 MS Mathes Fund 0617/1744	49,383
3202-11 A Merchant Fund 0675/5347	30,323
3202-54 MS Mathes Whitworth Internships	5,000
3204-03 Phoebe Bakken Fund 5580	438
3204-12 Embert/Demmert Fund 5691	247
3204-18 J Earl Jackman Fund 2126	13,080
3204-21 Henry & Vineta Fawcett Fund 2890	<u>9,417</u>

Total 3200-00 Temporarily Restricted **164,151**

Total 3300-00 Permanently Restricted (Foundation) **863,156**

Net Income (Year to Date) **49,830**

Total Equity **3,441,811**

TOTAL LIABILITIES AND EQUITY **3,568,038**

Tuesday, Mar 13, 2018 11:02:42 AM PDT GMT-7 - Accrual Basis

EP Report

Executive Board

March 8, 2018

Items for EB Action in **GREEN**. Other items are report only.

ALASKA CLUSTER

Alaska Cluster of churches and their leaders will gather April 17-19 in Wrangell. Please pray for this gathering that will mark several transitions: 1) Sitka PC is re-forming as a fellowship and completing their ministry as a congregation. NWC Presbytery is forming an AC to work with Sitka through that transition. 2) Rev. Bob Carter will be retiring after 15 years in Petersburg in June. 3) Rev. Phil Campbell will be retiring after 8 years at Northern Light United next fall.

THREE INITIATIVES UPDATE**Cyclical and Studio E3 Catalyst Search updates**

I am very close to hiring a Cyclical Catalyst and Studio E3 catalyst. Should be there by the end of the month. I have a few more interviews.

Cyclical Notes: We are receive helpful support from our Cyclical Developer (Rob Douglas) for hiring the catalyst. I have submitted payment to Cyclical for their hiring support. When we get someone in place and begin the ramp up we will also pay Cyclical their service fee for the Cyclical Developer and access to resources for our Catalyst. All of these are budgeted.

We are hosting a **Discerning Missional Leadership Assessment June 5-8, 2018**. This is a process for people considering leading a new church expression to assess their gifts and competencies to do so. It will be in Bothell in partnership with Seattle New Life and PCUSA 1001 New Worshipping Communities program. I expect 3 NWC Presbyterians and spouses will participate and several from around the country. See <https://www.presbyterianmission.org/ministries/1001-2/assessment/> for more info.

In regard to Studio E3, the 4 Whatcom churches in Bellingham have been meeting with Rev. Hallack Greider who has connected them with Al Roxburgh (author of *Joining God, Remaking the Church, Changing the World* (2014) and founder/director of *Missional Transformation Network*) to take next steps. Next consultation will be March 20. Of note, several pastors and sessions are reading Al's book.

Edmonds PC session (Rev. Amy Delaney, Pastor) is discerning with the congregation some options that may lead to significant redevelopment of the property and new life of the church on that property. They have good pastoral and session leadership and are regularly communicating and seeking consult with Presbytery with myself and COM liaison Lorrie Nelson. Not actionable at this time, but may be in the future. See EP Report_EPC Property FAQs.pdf.

Village Ministries

On March 22 Janice Smith and Rev. Seth Normington will lead a retreat for several people who have begun the Commissioned Pastor development process and their mentors. Notably, Mt. Baker PC in Concrete and Clallam Bay recently connected with new pastoral leaders. However Rev. Richard Speer after arriving in Clallam Bay injured himself and has been hospitalized for over 2 weeks. Several other villages are searching for new pastoral leadership (Yakutat, Tieton, Petersburg).

Motion: To approve a “Village and Rural Church restoration fund” for individuals or churches to donate to for village and rural building materials if they wish.

For example, when promoting building projects in SE Alaska can we add the following to our promotional materials for Alaska building projects this summer? Janice Smith is inviting workteams to work on several projects in Alaska this summer.

“If you can't travel or have two left thumbs, you can still help these churches by buying some nails or boards or a new door by making a monetary contribution. Checks may be sent to *NW Coast Presbytery with the memo: Village and Rural Church Restoration Fund* or [donate online here.](#)”

We are also recruiting for interns to serve village congregations. See invite for work teams and internships [here](#):

<http://www.northwestcoast.org/ministrynews/2018/3/5/summer-of-service-alaska-2018?rq=internship>

UNRESTRICTED FUNDS STEWARDSHIP

Draft for feedback on a proposal for Unrestricted/Undesignated Funds Stewardship (forthcoming Tuesday, March 13, 2018).

REQUEST FOR CONSULT

Campbell Farm Fundraiser (Corey requests EB's consult on this type of thing as they come up).

In the dropbox is the final reconciliation from the Campbell Farm Westside Fundraiser “Celebration of Resilience.” This was championed by two westside members of the Campbell Farm Advisory Board and their congregations: Warren Weber (Emmanuel PC) and Michael Friedline who is also a non-profit fundraising consultant (Wallingford PC in Seattle).

Question: What level of authority do you want to give me as EP to advance our priorities like this when they comes up, especially when EB isn't meeting? Here were the variables I saw when this came up and why I advanced it:

- 1) Campbell farm is a ministry that we own and have prioritized in the last 18 months. We have said we want to help it grow sustainable. Campbell Farm was a top priority of the former CW Presbytery coming into merger.

COM AND CPM ITEMS OF NOTE

On other fronts that you should be aware of: We go through waves of pastoral leadership shifts and now is a particularly dense season throughout NWC presbytery. I just returned from Friday Harbor PC where Karen Butler and I provided the second PNC training for the Pastor Nominating Committee. I head out to Port Angeles on Monday where Dave Eekhoff and I will conduct the PNCs training #2 and Northern Light PC just elected their PNC last weekend and United PC of Seattle will be electing their PNC soon. These churches along with Petersburg PC and Tieton PC have begun searching in the last month. They add to several others who are searching.

COM is rolling out a process for ongoing development of pastoral leaders which involves: 1) annual consultation with COM; 2) Continuing Education Expectations; and 3) Pastoral evaluation Process. There are also several situations where COM is working with pastoral leaders and sessions on leadership issues. These are COM priorities, but you should be aware of these developments.

I am working with CPM on “going upstream”...providing encouragement and publicity for congregations and pastoral leaders to encourage people to consider entering the preparation for ministry process. We currently have the lowest number of people preparing for ministry that I’ve seen in 10 years...12. That may be just one of those ebbs and flows. We’ll see.

EP SCHEDULE April - June 2018,

Just items that takes me overnight, or time-off for a week or more.

April 8-14: Vacation. Spring Break for daughters.

April 15-16: Rev. Elizabeth Shen O’Connor Installation

April 18-19: Wrangell for Alaska Cluster Gathering.

May 1-3: Vancouver BC for Missional Church Consultation with Darrell Guder, St. Andrews Hall (Presbyterian), Regent (Ecumenical), Vancouver School of Theology (United Church of Canada) and Presbyterians from the States.

May 6-13: Presbytery Leader Formation. Little Rock, AR. I am on the faculty for training people new to EP service. This is my primary service to PC(USA) beyond Synod of AKNW.

June 16-23: Vacation. Daughter Maya graduates from high school.

From: Organization and Infrastructure Task Force
To: Executive Board

The following is an update on what we have done and where we are on the work we have been assigned. We invite input and conversation with you if you would like. At this point we do have one recommendation & request because we intend to purchase some of this equipment before the May Executive Board meeting where we will make our next report:

Recommendation: Approve of up to \$10,000 for purchasing or upgrading equipment, software and services for leadership summits and committee meetings and for other video and audio production needs with non-present participants.

Issues under consideration and status

1. Tech and Facilities

Integrated Data Base

After talking with the various stakeholders in the database, we would like to (as much as possible) have one place to enter changes to our data that would then be available for all our users to view, and use. It is important to us that the basic contact information for churches/ministries and persons be available online and on our mobile devices. Amy Delaney has identified a possible database vendor (In-C) who markets a system specifically designed for Presbyterians with all of our quirks and reporting requirements. It is being used in 14 presbyteries, and we will be demo-ing it soon for our potential use in this presbytery. You can view their 15 minute marketing video here (at the bottom of the linked page): <https://www.in-c.net/events/> Note that Cbase has a one-time set up fee of \$49 per church (for converting all our data) and a monthly maintenance/support fee of \$350. There are no additional or hidden costs, and all enhancements would be available to us as they are developed.

If this system does not work for all of our defined needs, we may need to either 1) pair it with another product to accomplish the specific missing tasks, such as event management, or 2) create a product or build an extension to an existing product that will address these needs.

AV

We used the February 15 leadership summit to test several things: 1) AV Team to setup and operate the virtual meeting and AV (thank you Seth Normington, Joey Mircea, France Janycek, and Josh Sheridan who worked with Dean Strong for AV); 2) Using Zoom instead of Adobe Connect as the platform; 3) Implementing [spf.io](https://www.spf.io/) for translation/interpretation English-Korean-Spanish. We recommend we continue with all three and recommend the Executive Board authorize up to \$10,000 for AV hardware and software, contracting with Joey Mircea for AV setup and support, expenses for other AV team, and other tech expenses to take the next step and implement our approach for June 2018 leadership summit.

We are aiming to achieve two goals with our equipment acquisition:

1. The ability to produce a high-quality audio and multi-camera high-definition feed and recording of presbytery leadership summits and other meetings, as needed.

2. The ability to use our equipment to either link it with existing equipment at the meeting site (e.g. churches in the presbytery) or as a complete, portable, independently capable setup that would require no other resources from the church except electricity (and perhaps a high-speed internet connection, unless we invest in our own connection).

Our timeline is to continue to use the equipment and services of a contractor/consultant (currently Joey Mircea) in 2018 with the goal of using more of our own equipment and less of a consultant's services so that we can largely "stand on our own two feet" by the first half of 2019.

Presbytery Office

Ted Schuldt and Corey met with the leadership at Seattle New Life and toured space that MAY be available for the presbytery to lease as an office. There are 3 separate offices and a large reception area for a desk for Jenine and at least as much office equipment as we have now. It is not clear where files would be kept. A conference room with tech capability would be available for our use and accommodate at least 25 participants. Access to the office space is through space used by the New Life staff. The entrance is staffed by a receptionist from the church. Many on the EB will be familiar with the location since another part of the building has been used for Board meetings.

Pastor James will make a final determination whether the space can be spared by the Seattle New Life church. It may be needed for their future ministry. At that point we can talk about costs.

2. Alignment

The Task Force has been considering the following matters concerning constituent services:

We believe there should be an evolution of the COM Liaison function that would generate a more robust role for the liaison to help congregations and pastors navigate the agencies and resources of the Presbytery beyond just COM matters. The liaison would become someone who could respond to and champion churches and pastors on several matters, not only COM matters and help churches and pastors navigate the resources and possibilities of the presbytery. We are working on what that evolution would look like and point toward and what competencies needed to serve in that way and how this function would be deployed through COM.

We have begun to discuss potential opportunities to consider and modify current organizational structures, agencies and staffing roles to better serve presbytery constituents as well? But we want to check in with the EB...does the EB want us to consider these matters?

3. Finances

The Finance Committee should:

- Develop a schedule for reports and reviews which clarifies who does what by when and ensure that recipients of reports review them on the approved schedule.
- Continue evaluating and change, as necessary, the structures and staff providing bookkeeping and accounting services.

A new work group should be formed to:

- Determine a strategy and plan to generate revenue beyond per capita (funds development, subscriptions to presbytery service or tools, etc.)

4. Goal Setting and Review

- The current process for establishing a five year plan and budget is excellent and should be continued.
- The current process for developing and approving an Annual Plan and Budget is also excellent and should be continued.
- After approval of the Presbytery Annual Plan/Budget The EB chair and a subgroup of the Executive Board should collaborate with the EP and Stated Clerk to develop, and revise as needed, specific goals for each that will achieve the objectives of the Plan and Budget
- On a regular basis the group will review progress in achieving goals with each
- Annually the group will talk with each about performance against goals and summarize that discussion with the EB.

5. Review and compensation

The Personnel Committee will:

- Will get a summary from the EB of EP and Stated Clerk performance and a summary from the EP of performance of remainder of the staff.
- Annually meet individually with the EP, Stated Clerk, and other staff members.
- In those meetings, recognize performance; discuss job satisfaction, personal goals, and any opportunities for improving systems or structures within the presbytery.
- Evaluate compensation for all positions relative to comparable organizations and other staff members and make recommendations to the finance committee for the coming year's budget

6. Pastoral Leadership and Policy Infrastructure

COM

COM is addressing a number of opportunities for pastoral evaluation, development, and support. They should be encouraged and given any support that would be helpful.

7. MMM

A work group should be formed to review the MMM and propose updates or changes.

The Presbytery of the Northwest Coast
Executive Board Minutes
May 10, 2018

The meeting, held by video conference, was opened at 11:15a.m. by Moderator Kurt Helmcke with a service of Morning Prayer. The agenda was approved as distributed. The Moderator reminded the board of future meeting dates and annual tasks.

A quorum, which is a majority of the voting members, was present as follows: John Collier, *Everett 1st*, Rev. Gustavo Carvajal, *Parker Heights*, CP George Eastman, *Neah Bay*, Rev. Kurt Helmcke, *North Creek*, Francie Irwin, *Othello First*, Rev. Matt McCoy, *St. Paul's Academy*, Rev. Seth Normington, *Waterville Federated*, Rev. Ted Schuldt, *HR*, Rev. Wendy Taylor, *Port Angeles First*, Dottie Villevik, *Everett First*.

Absent with excuse: Kathy Garde, *Westminster*.

Absent without an excuse: Clay Antioquia, *Northern Light*.¹

Stated Clerk

The Advisory Committee on the Constitution has unexpectedly ruled that the overture moving the Fruitland Church from Olympia Presbytery to Northwest Coast requires constitutional interpretation, and that its submission was after the 120 day deadline (which occurred before the February presbytery meeting where the final vote was taken) They will not allow the item to be considered by this assembly, though staff is exploring the use of a commissioners resolution.

Treasurer

Dean Strong reported that the presbytery is currently operating ahead of budget primarily because three staff positions budgeted to begin in January did not occur during the first quarter. Statements will now be published quarterly and are attached:¹

Statement of Financial Position – displays all funds, with allowed uses labeled.

Statement of Activity by Department – displays income from all sources and expenses by “management,” “mission pass-throughs,” and “program;” see the statement for further explanation.

Statement of Activity Compared to Budget – This statement excludes mission pass-throughs, which are beyond management control. It and compares actual income and expenses to budgeted income and expenses and displays the positive and negative variances from the budget.

Bicentennial Fund Use and Category Revision – The treasurer recommended, and **the Board APPROVED the following motion, “That the Bicentennial Fund currently comprised of \$24,494 be revised as unrestricted and undesignated; the amount to be included in the Plan being developed for Unrestricted/Undesignated Funds (see below).**

Rationale: These funds were raised by the presbytery three decades ago, are going unused, and should be available to churches or invested. The stated purpose of the created by G.A. was very broad: “a fund to expand, enhance, and enable the work of the Presbyterian Church (U.S.A.)” The presbytery portion of the raised funds was allocated by the presbytery among evangelism training, new church development, building

¹Bylaw 7.000(d). *When any member of an entity of the presbytery, a board, commission, unit, division, committee, task force, or any other body authorized by the presbytery or its Executive Board does not attend two successive sessions of that body and such absence is unexcused, the membership of that person shall be automatically vacated, and that person shall be notified by the Stated Clerk. The Stated Clerk shall be notified of the vacancy by the chairperson of the entity, and the Stated Clerk shall announce the vacancy and shall notify the Nominating Committee or other body that originated the nomination, election or appointment of the person who has been absent without excuse, in order that the vacancy may be filled in the manner by which the same position had been filled originally.*

aid, Tall Timber, the Church Shelter Network and a missionary and residence program.

Executive Presbyter

E.P. Schlosser-Hall joined the meeting from Little Rock, where he was training new executives. He reported the following:

The Rev. Rev. Amy Delaney, Pastor of Edmonds PC has been hired as Studio E³ Catalyst beginning July 1, 2018, (position description attached)² according to the following terms: .2 FTE (8-10 hours/week). \$13,000, salary, \$994.50 SECA, offset allowance; reimbursable business expenses of up to \$3,000 for travel and hospitality, up to \$3,000 annual for continuing education, and vacation and study leave to be coordinated with her .75 FTE Pastor position at Edmonds Presbyterian Church.

Commissioned Pastor Nettie Covalt has been hired as the Alaska Cluster Coordinator, (position description attached),³ according to the following terms: Irregular hours, \$8,000 annual stipend, up to \$5,000 reimbursable travel expenses, vacation and study leave to be coordinated with the Wrangell session.

The position of Cyclical Catalyst is expected to be filled by the June 7 leadership summit.

Regarding Campbell Farm, it was reported that the presbytery had purchased a van, to be reimbursed by the farm (see below); that the property tax exemption had elapsed but is expected to be recovered through reapplication; Warren Weber has concluded the capital improvements and deferred maintenance, and a first draft of new bylaws under consideration by Corey, Dean and the Advisory Board for forming a non-profit corporation as next step toward independence and self-sufficiency.

Campbell Farm Van Purchase – A Motion to ratify the following action taken by the Executive Presbyter after informing the Board was APPROVED, “to purchase a 2015 Ford Transit Van for Campbell Farm, to be reimbursed by Campbell Farm, for a purchase price of \$21,500 plus taxes and licensing, the total amount not to exceed \$25,000.”

Unrestricted/Undesignated Funds Stewardship Plan – The proposed plan, which incorporated earlier suggestions by the Board, was received and reviewed. **A motion to approve the plan in principle, referring it to the EP and Clerk for final editing was APPROVED.**

Tall Timber Revised Articles of Incorporation – **The following resolution was APPROVED, That the Board recommend to the presbytery that the revised Articles of Incorporation be approved by the presbytery⁴** *(The current Articles require that the members, which are the members of the presbytery, vote on revisions. The revision forms a corporation without members, governed by the Board of Directors. The Tall Timber Board already has the power to amend its bylaws. When the revised Articles and Bylaws are adopted, a new Covenant Agreement will be negotiated between the presbytery and Tall Timber).*

Past Due Per Capita Report – A report of the following churches pat due with per capita payments was received and reviewed: Craig & Kawock First, Zion, Lord of Glory, Metlakatla, Parker Heights, Sitka First, United PC of Seattle. COM is following up and will inform the Board.

Leadership Summit – The following plans and schedule were approved for the June 7th hybrid Leadership Summit to be hosted by Edmonds Presbyterian Church.

- 3-4:30 Workshops (Vital Congregations with Kathryn Threadgill, Associate for Vital Congregations, Presbyterian Mission Agency, Sean Chow of 1001 New Worshipping Communities, and one other workshop TBD.
- 5:00 Dinner
- 5:45 Worship: Rev. Scott Anthony, Pastor of Cottage Lake, preaching; music, liturgy and

- Communion to be provided by the Edmonds session.
 6:30 Discern, Discuss, Decide
 8:00 Adjourn

Zoom video conference support will be provided by Seth Normington, spf.io korean-english translation, AV support will be provided by Joey Mircea. Moderator Helmcke will be unable to attend this Leadership Summit; Seth Normington will present the Board report.

Verge 2.0 – The board reviewed a suggestion, and encourage the EP to invite John Medina, a UW Neuroscientist and author of *Brain Rules*, and Master Coach Patty Burgin, as the presenters at the fall Verge Conference, to address human response to change, adaption, stress, hope and courage.

A status report on Commissioned Pastor candidates was received from Village Ministry Coordinator Janice Smith.

Edmonds Session Property Inquiry – A letter was received from the Edmonds session stating that the congregation is facing an uncertain future and is exploring possible innovative uses of its property, including an invitation to relocate the presbytery office to its site. Board member Matt McCoy agreed to act as a liaison from the board as they consider how to redevelop the property. Since the current presbytery office building cannot accommodate COM or Board meetings, alternatives continue to be explored, which will now include Edmonds PC.

It was moved that the presbytery fund up to 75% of a commercial appraisal, not to exceed a total cost to the presbytery of \$5,000, to be negotiated by the presbytery’s staff and the Board moderator. The motion was APPROVED.

Organization & Infrastructure Task Force – A report was received and reviewed and is attached.⁵ In its report, the task force recommended that “a new work group to determine a strategy and plan to generate revenue beyond per capita (funds development, subscriptions to presbytery service or tools, etc.)” **It was moved to refer this recommendation to the Finance and Corporate Affairs Committee and to direct the staff to help revitalize, reactivate and to recruit new committee members, increasing its diversity, in order to address this new area of emphasis. The motion was APPROVED.**

Personnel

Stated Clerk Sabbatical – **The Board APPROVED the following recommendation from the Personnel Committee, as amended: “Resolved, That the Executive Board authorize an 8-10 week sabbatical for Rev. Dean Strong, Stated Clerk to be used over the next 18 months; allowing for extra weeks off during July, August or September 2018 in addition to regular vacation, and for a period of more formal study and refreshment during 2019; \$2,500 to be allocated for sabbatic activities with the request that Rev. Strong report his plans to the Board.”**

Rationale: Rev. Strong has served as part-time stated clerk in former NPS and now NWC Presbytery for 16 years. In the last three years the position has expanded to full-time plus, with the addition of Treasurer/Budget Director responsibilities, and service to the Synod and Seattle Presbytery. He has provided remarkable constitutional and process leadership in guiding the presbyteries through the ecclesiastical mergers and provided leadership in areas beyond his role as Stated Clerk/Treasurer.

Corey will cover for his Stated Clerk constitutional responsibilities, which are usually lighter during the summer, and budget director responsibilities during that time in consult with Bill Grosse, F&CA Chair. Jenine, with assistance from EJ Lee, will cover the administrative tasks during the time of absence.

Grants

A request was received from Birchwood, which had been reviewed and recommended by the committee, for a \$2,100 Community Blessing Grant, or another grant fund that qualifies, for the annual ecumenical Pentecost service in Bellingham. The request was APPROVED.

Adjourn

The meeting was adjourned at 1:58 p.m with a prayer by the Rev. Gustavo Carvajal.



Rev. Dean R. Strong
Stated Clerk

Attachments:

1. Financial Statements for the quarter ending March 31, 2018.
2. Studio E³ Catalyst position description.
3. Alaska Cluster Coordinator position description.
4. Tall Timber Second Restated Articles of Incorporation.
5. Organization and Infrastructure Task Force Report.

**Presbytery of Northwest Coast
Statement of Financial Position
1st Quarter Ending March 31, 2018**

ASSETS

Bank Accounts	434,934
Accounts Receivable (Mission checks deposited but not yet booked)	121,944
Charles Schwab Account	876,468
Mission Development Certificates	516,748
New Covenant (Mutal) Funds	160,102
Loan to Meadow Springs	79,534
Loan to Deming Property Purchaser	115,565
Loan to United PC of Seattle	49,000
Land, buildings, equipment, less depreciation	56,401
Stanwood/Tideland Property	261,500
Presbyterian Foundation	852,326
TOTAL ASSETS	<u>3,524,522</u>

LIABILITIES AND EQUITY**LIABILITIES**

Accounts Payable & Accrued Payroll Taxes	11,152
Stanwood MDC Loan	122,603
Total Liabilities	<u>133,755</u>

EQUITY

Unrestricted/Undesignated Net Assets	1,226,330
Board or Presbytery Designated Funds	
Bicentennial Fund ("cong. Renewal, evang., equipping, justice, mission")	24,494
SE Alaska Fund (support & mission, granted by committee)	242,108
Community Blessing Grant Fund	871,191
Total Board or Presbytery Designated Funds	<u>1,137,793</u>
Donor Restricted Funds	
Peacemaking Presbytery	1,549
Katie Allen Scholarship (CPM aid to seminary students)	14,422
Tall Timber Scholarships	9,773
Oso Disaster Relief	90
DeVries Scholarship Fund	2,027
Morris Evangelism Fund (From Synod for Evangelism)	7,684
Flood Support PDA (unused funds for Skagit River flood aid)	4,214
Undesignated Mission (to be distributed to Mission Partners)	16,709
MS Mathes Fund (for seminary interns)	51,098
Merchant Fund (support of Neah Bay, Clallam Bay & new church development)	30,128
MS Mathes Whitworth Internships	5,000
Phoebe Bakken Fund ("to aid mission churches")	493
Embert/Demmert Fund ("for assisting Native Americans of SE Alaska")	309
J Earl Jackman Fund ("for the development of lay pastoral leadership)	11,359
Henry & Vineta Fawcett Fund (for leadership seminar speakers/leaders)	9,838
Total Donor Restricted Funds	<u>164,692</u>
Permanently Restricted Presbyterian Foundation Holdings	<u>863,162</u>
First Quarter Loss	(1,210)
TOTAL EQUITY	<u>3,390,767</u>
TOTAL LIABILITIES AND EQUITY	<u>3,524,522</u>

**Presbytery of Northwest Coast
Statement of Activity By Department
January - March, 2018**

How to read this statement:

"Management" are overhead costs (meetings, admin expenses, core staff salaries) normally funded by per capita.

"Pass-throughs" are designated donations to mission entities that we deposit and pass on to those entities.

"Program" are presbytery mission projects and programs funding by our reserves and their earnings.

"Qtrly Budget" is the annual budget divided by four to measure our current progress

	Management	Pass- Throughs	Program	Total
Income				
5000-10 Per Capita Income	158,084			158,084
5000-40 Interest Income	9,269			9,269
5000-45 Unrestricted Donations	202			202
5000-65 Tidelands Lease	2,379			2,379
5000-70 Synod Rent	500			500
5000-85 Shared Staffing	6,710			6,710
5150-05 CBG Interest & Earnings			(8,619)	(8,619)
5200-10 Investment/Endowment Income			5,475	5,475
5250-00 Restricted Grants	10,000			10,000
5300-00 GA Mission-Offerings		34,388		34,388
5400-00 Presbytery Mission		40,904	1,803	42,707
Total Income	187,143	75,292	(1,341)	261,094
Expenses				
6000-00 Congregational Renewal & Revitalization	813	-	-	813
6100-00 Village & Small Church Ministriess	7,887	-	4,183	12,070
6200-00 Multicultural Integration	20,683	-	-	20,683
6200-50 New Expressions of Church	-	-	1,500	1,500
6300-00 Mission In & Beyond NWCP				
6300-01 GA Mission-Offerings		34,388		34,388
6400-00 Presbytery Mission		35,455		35,455
6500-15 Comm Blessing Grants			5,312	5,312
6700-05 Grants to Mission Partners			28,500	28,500
6700-20 Grants to Churches			3,612	3,612
Total 6300-00 Mission In & Beyond NWCP	-	69,843	37,424	107,267
7000-00 Governance & Congregational Support				
7000-02 GA Per Capita	16,084			16,084
7000-03 Synod Per Capita	1,043			1,043
7000-20 Presbytery Leadership Summit	1,759	-	-	1,759
7000-30 Exec Board & Committees	2,515			2,515
7000-35 Administrative Commission Expense	423			423
7000-40 COM Expenses	4,487			4,487
7000-50 CPM Expenses	1,092			1,092
7000-80 Interest on Stanwood Loan	1,061			1,061
Total 7000-00 Governance & Congregational Support	28,463	-	-	28,463

	Management	Pass- Throughs	Program	Total
7100-00 Support Services				
7100-10 Office Expenses				
7100-16 Bank Fees	54			54
7100-20 Books & Resources	428			428
7100-24 Equipment Lease	1,099			1,099
7100-26 Equipment Purchase	392			392
7100-28 Hospitality/Cleaning	544			544
7100-30 Insurance	1,151			1,151
7100-32 IT Support/Network	637			637
7100-36 Office Supplies	762			762
7100-38 Postage	283			283
7100-40 Financial Review	3,700			3,700
7100-46 Rent - Cascade View	2,966			2,966
7100-48 Software	5			5
7100-50 Telephone/Web/Conference	993			993
7100-54 Utilities	919			919
Total 7100-10 Office Expenses	13,933	-	-	13,933
7200-00 Office Staff Expenses				
7200-02 Operating Salary Expense	50,612			50,612
7200-03 Employee Benefits	15,893			15,893
7200-08 Employer Payroll Taxes	2,831			2,831
7200-20 Continuing Education	109	-	-	109
7200-30 Professional/Travel Expenses	3,540	-	-	3,540
7200-46 Bookkeeping	3,750			3,750
7200-48 Contractor Services (EJ Lee)	840			840
Total 7200-00 Office Staff Expenses	77,575	-	-	77,575
Total 7100-00 Support Services	91,508	-	-	91,508
Total Expenses	149,354	69,843	43,107	262,304
Net Operating Income (Loss)	37,789	5,449	(44,448)	(1,210)

Presbytery of Northwest Coast
Statement of Activity & Budget Comparisons Excluding Pass-Throughs
January - March, 2018

How to read this statement:

"Management" are overhead costs (meetings, admin expenses, core staff) normally funded by per capita.

"Pass-throughs" are designated donations to mission entities that we deposit and pass on to those entities.

"Program" are presbytery mission projects and programs funding by our reserves and their earnings.

"Qtrly Budget" is the annual budget divided by four to measure our current progress

"Variance" measures ahead or behind budget, positive numbers are head, negative behind.

	Management	Program	Total	Qtrly Budget	Variance
INCOME					
5000-10 Per Capita Income	158,084		158,084	102,459	55,625
5000-40 Interest Income	9,269		9,269	6,100	3,169
5000-45 Unrestricted Donations	202		202	11,250	(11,048)
5000-65 Tideland Lease	2,379		2,379	-	2,379
5000-70 Synod Rent	500		500	250	250
5000-85 Shared Staffing	6,710		6,710	6,129	581
5150-05 CBG Interest & Earnings		(8,619)	(8,619)	14,630	(23,249)
5200-10 Investment/Endowment Income		5,475	5,475	7,085	(1,610)
5250-00 Restricted Grants	10,000		10,000	33,750	(23,750)
Total Income	187,143	(3,144)	183,999	181,653	2,347
EXPENSES					
6000-00 Congregational Renewal & Revitalization	813	-	813	18,750	17,937
6100-00 Village & Small Church Ministriees	7,887	4,183	12,070	25,000	12,930
6200-00 Multicultural Integration	20,683	-	20,683	18,689	(1,993)
6200-50 New Expressions of Church	-	1,500	1,500	35,500	34,000
6300-00 Mission In & Beyond NWCP					
6500-15 Comm Blessing Grants		5,312	5,312	8,450	3,138
6700-05 Grants to Mission Partners		28,500	28,500	35,625	7,125
6700-20 Grants to Churches		3,612	3,612	-	(3,612)
Total 6300-00 Mission In & Beyond NWCP	-	37,424	37,424	44,075	6,651
7000-00 Governance & Congregational Support					
7000-02 GA Per Capita	16,084		16,084	15,309	(775)
7000-03 Synod Per Capita	1,043		1,043	3,150	2,107
7000-20 Presbytery Leadership Summit	1,759	-	1,759	5,369	3,610
7000-30 Exec Board & Committees	2,515		2,515	1,250	(1,265)
7000-35 Administrative Commission Expense	423		423	-	(423)
7000-40 COM Expenses	4,487		4,487	5,000	513
7000-50 CPM Expenses	1,092		1,092	750	(342)
7000-80 Interest on Stanwood Loan	1,061		1,061	-	(1,061)
Total 7000-00 Governance & Congregational Support	28,463	-	28,463	30,828	2,365

	Management	Program	Total	Qtrly Budget	Variance
7100-00 Support Services					
7100-10 Office Expenses					
7100-16 Bank Fees	54		54	89	36
7100-20 Books & Resources	428		428	-	(428)
7100-24 Equipment Lease	1,099		1,099	1,658	559
7100-26 Equipment Purchase	392		392	750	358
7100-28 Hospitality/Cleaning	544		544	375	(169)
7100-30 Insurance	1,151		1,151	1,071	(80)
7100-32 IT Support/Network	637		637	1,000	363
7100-36 Office Supplies	762		762	375	(387)
7100-38 Postage	283		283	188	(96)
7100-40 Financial Review	3,700		3,700	2,550	(1,150)
7100-46 Rent - Cascade View	2,966		2,966	3,060	94
7100-48 Software	5		5	128	123
7100-50 Telephone/Web/Conference	993		993	625	(368)
7100-54 Utilities	919		919	944	25
Total 7100-10 Office Expenses	13,933	-	13,933	12,811	(1,122)
7200-00 Office Staff Expenses					
7200-02 Operating Salary Expense	50,612		50,612	51,734	1,122
7200-03 Employee Benefits	15,893		15,893	15,865	(28)
7200-08 Employer Payroll Taxes	2,831		2,831	2,477	(355)
7200-20 Continuing Education	109	-	109	875	766
7200-30 Professional/Travel Expenses	3,540	-	3,540	5,250	1,710
7200-46 Bookkeeping	3,750		3,750	3,825	75
7200-48 Contractor Services (EJ Lee)	840		840	3,750	2,910
Total 7200-00 Office Staff Expenses	77,575	-	77,575	83,775	6,200
Total 7100-00 Support Services	91,508	-	91,508	98,372	6,863
TOTAL EXPENSES	149,354	43,107	192,461	265,922	73,461
NET OPERATING INCOME (LOSS)	37,789	(46,251)	(8,462)	(84,270)	75,808

Treasurer's Comments

Overall, we are running \$75k ahead of budget primarily because budgeted staff positions were not hired in the first quarter.

Income:

Per capita is ahead of budget; collections are slightly ahead, this offsets forecasted donations and investment earnings

Interest and Earnings have been hit by the recent stock market downturn

Restricted grants may come later in the year

Expenses:

Delayed hiring of Congregational Revitalization and New Church (Catalyst) positions have resulted in large positive variances.

Support services (overhead costs) are running as budgeted

Studio E3 Catalyst

Position and Person Description

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

PURPOSE

To engage, equip and encourage existing Northwest Coast Presbytery (NWCP) congregations and their leaders who are “healthy & ready” to catalyze renewal in their ministry and community. The Studio E3 catalyst will catalyze, coordinate, and curate the resources and learning from Studio E3 for next generations and partners in ministry. We believe God is calling NWC Presbytery to steward new life in Christ through existing congregations and new expressions of Christ’s church. This position is called “catalyst” because we expect this person to be like a chemical catalyst for the Holy Spirit’s inspiration and energy exchange between existing congregations and new expressions to renew the incarnate Gospel of Jesus Christ in the communities we serve and love. See “Studio E3 in NWC Presbytery” on next page for description. Studio E3 may be served by more than one person depending on their gifts and competencies for ministry and vocational circumstances.

RESPONSIBILITIES

To promote through your ministry, attitude and ethics 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 & Encourage

Curate and publicize the known dynamics and resources for congregational transformation and renewal including, but not limited to: 1) dynamics and characteristics of congregations who experience renewal/transformation; 2) processes for renewal/transformation; 3) wise guides, consultants, and spiritual leaders who have experienced and guided renewal/transformation.

Produce and share the stories of renewal and transformation you encounter in-person, online, and in print to encourage and equip the people of God.

Consult and coach with congregations and their leaders to assess their “health and readiness” and to engage renewal/transformation.

Teach in and around NWC Presbytery on the dynamics and characteristics of congregations in renewal/transformation.

Engage

Pastors and other congregants to pray, connect, learn from and with each other.

The best resources from around the region, country, and world for a congregation or cohort of congregations to meet their aspirations, character, and context. Not limited to PC(USA).

The agencies and resources of NWC Presbytery, PC(USA) and beyond to partner with congregations in this quest.

PERSON DESCRIPTION

- Bachelor's degree required. Graduate degree preferred.
- A Teaching Elder or Ruling Elder in the PC(USA) is preferred.
- Exemplifies the vow of serving with "energy, intelligence, imagination and love."
- Strong coaching and consulting skills.
- Effective interpersonal, small group, and public communicator through conversation, presentations/preaching, teaching, consulting, writing, and e-media with emphasis on images and video.
- Web-savvy including video conferencing & social media
- Listening-focused
- Encouraging & Resourceful
- Gives others energy

ACCOUNTABILITY/TERMS

This a part-time position for a 2-year term from the start date. We anticipate this person or persons will be working various hours between 10-20/week depending on the week. We will structure the position(s) to fit the needs of the person(s) God is calling to fulfill the mission of Studio E3.

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(s) and NWC Presbytery personnel policies. These are to be negotiated.

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

NORTHWEST COAST PRESBYTERY (northwestcoast.org)

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.*

Studio E3 in NWC Presbytery

Purpose and Description

NWC Presbytery is blessed with several congregations (20-25) who are healthy overall and doing vital ministry. Some are experiencing renewal. Several are plateaued or on the decline side of the congregational life-cycle and feel a bit stuck. They know that ministry as usual, just better and more of it, is no longer the answer. They want to shift their ministry to invite new life and growth (multi-dimensional sense of growth), but not sure what that would be or how. Moreover, they are open and trusting enough to team up with people and resources outside themselves to help. Let's call those conditions "healthy & ready."

Studio E3 (E3=Engage, Equip and Encourage) focuses on "healthy & ready" congregations to welcome ongoing renewal, take a next step, clarify or focus their vision, and/or collaborate with others. Doing so requires adaptive learning and leadership and a longer-term relationship with a coach, consultant, and/or process to listen to God & welcome renewal. In these cases, one idea, decision, meeting or renewal weekend, no matter how right or inspiring won't do it! Step into **Studio E3** together and see what God does.

Each congregation or cohort of congregations who participate in Studio E3 may have a unique emphasis. We want the effort to be customized for each congregation(s) rather than adopt one program, person, or resource to address the many situations in different congregations.

For example, in recent years some congregations engaged the *Unbinding the Gospel* process, some have discerned God's direction with Renewal Ministries NW, some engaged the *Journey of Discovery*, and others engaged the TCI and TAG Consulting vision process. Each scratched a particular itch. **Studio E3** focuses on matching the right person, team or resource for the congregation's aspiration.

The "Studio" concept suggests that participants enter a creative, generative space (metaphorically) or relationship with the triune God and each other to produce something remarkable. The participants are often different, just like in a music studio where the artist, producer, mixers, and director are often different project to project. **Studio E3** provides them the creative space, time, resources, and inspiration.

Right now we are looking at our 3 Bellingham churches are joining together with a coach to take steps together that may bless all three congregations and their communities. This timing and alignment only comes along once in a while. We want to take full advantage of this God-given gift of ripening circumstances and energy alignment. Enter **Studio E3**.

In another congregation, they have yearned to turn the corner with the health of their congregational culture. This is something that they've taken 2 steps forward and 3 steps back for a few years. Now they want to start taking 3 steps forward and 2 back to shift the momentum. Enter **Studio E3**.

We envision **Studio E3** and *Cyclical* to be sibling initiatives blessing, contributing to, learning from and feeding off each other to the glory of God! You can learn more about these and other dimensions of NWC Presbytery's calling and ministry plan [here](#).

Alaska Cluster Coordinator (ACC) Position Description

To apply please send PIF or resume to jenine@northwestcoast.org

PURPOSE: To coordinate leadership connections and regional activities for SE Alaska congregations in Presbytery of the Northwest Coast. To publish items of interest, events, images, and happenings in and around Northwest Coast Presbytery for SE Alaskans via email, website, Facebook and other media.

BEGINNING AND END DATES: This is a 1-year contract, renewable on mutually agreeable terms.

DESCRIPTION OF RESPONSIBILITIES

- 1) Recruit planning team and coordinate the SE Alaska regional gathering in April each year.
- 2) Coordinate and facilitate SEAK Cluster
- 3) Identify regular means of communicating with SE presbyters for connection.
- 4) Regularly seek and publish news, events, info, of significance to SE through e-media, including a quarterly (at least) e-newsletter, regular submission of announcements and stories through NWC Facebook site and website.
- 5) Occasionally provide personal pastoral response to congregations in SE Alaska when needed, negotiated with Executive Presbyter (EP).
- 6) Participate in COM as available and appropriate to inform COM of developments and advocate for SE as issues arise.
- 7) Attune to developments in Yukon presbytery with particular attention to Alaska issues effecting all Alaskans.
- 8) Other responsibilities as negotiated with EP.

QUALIFICATIONS:

- Demonstrates a renewed quality of life in the Gospel of Jesus Christ and vibrant faith.
- PC(USA) Teaching or Ruling Elder preferred. Member of SE Alaska congregation required.
- Support of and commitment to Alaska Native culture and communities.
- Capable communicator in person, print and e-media. Effective organizer.
- Tech-savvy including social media, web page editing, video conferencing.
- Self-motivating and directing while collaborative. Does not require significant outside direction

TIME EXPECTATIONS: This role will be enacted in irregular hours around the candidate's other vocational, ministry and family responsibilities. We expect you can accomplish this role in 3-5 hours/week with the exception of cluster gatherings and travel. No more than 300 hours/year.

COMPENSATION: \$8000 annual stipend paid in mutually agreeable installments. \$5000 travel & expense budget.

REIMBURSEMENT OF EXPENSES: Travel expenses will be reimbursed with approval of the Executive Presbyter and paid monthly. Allowable expenses are mileage (at the IRS allowable rate), airfare, ferry tolls and parking fees, accommodations and meals incurred while fulfilling responsibilities.

ACCOUNTABILITY & REVIEW: ACC is accountable to Northwest Coast Presbytery's Executive Board, supervised by the Executive Presbyter, and reviewed annually by Personnel Committee of the Executive Board. EP and Personnel Subcommittee will annually evaluate ACC's contract.

**SECOND RESTATED ARTICLES OF INCORPORATION
OF
TALL TIMBER RANCH**

Pursuant to the provisions of RCW 24.03.183, the undersigned hereby executes and submits the herein Second Amended and Restated Articles of Incorporation of Tall Timber Ranch for filing to supersede the original Articles of Incorporation for Tall Timber Corporation which were filed July 6, 1967, and all amendments thereto.

ARTICLE I

The name of the Corporation shall be Tall Timber Ranch. Tall Timber Ranch is a Washington public benefit nonprofit Corporation.

ARTICLE II

The duration of this corporation shall be perpetual.

ARTICLE III

The corporation is organized and shall be operated exclusively for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), or the corresponding provision of any future federal tax code (the "charitable purpose"); and the assets of the corporation shall be used only for such purposes.

ARTICLE IV

The corporation is subject to the following limitations:

(a) Exercise of Powers. All powers of the corporation shall be exercised exclusively for the purposes described in Article 3.

(b) Propaganda, Influencing Legislation and Political Campaigns. No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise permitted to an organization described in Code Section 501(c)(3). The corporation shall not participate or intervene (including, without limitation, by publishing or distributing statements) in any political campaign on behalf of, or in opposition to, a candidate for public office.

(c) Inurement of Net Earnings. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the corporation is authorized and empowered to pay reasonable compensation for services rendered, to make reimbursements for reasonable expenses incurred on its behalf, and to make payments and distributions in furtherance of its charitable purposes.

(d) Prohibited Activities. Notwithstanding any provisions to the contrary contained herein, the corporation shall not carry on any activities that are not permitted to be carried on by (i) an organization described in Code Section 501(c)(3) that is exempt from taxation pursuant to Code Section 501(a); or (ii) an organization contributions to which are deductible under Code Sections 170(c)(2), 2055(a)(2) and 2522(a)(2).

ARTICLE V

The corporation shall have no members.

ARTICLE VI

The principal place of the business and registered office of the corporation is 27875 White River Road, Leavenworth, Chelan County, Washington 98826.

ARTICLE VII

The number of directors of the Corporation shall be determined in the manner provided by the Corporation's bylaws and may be increased or decreased from time to time in the manner provided therein. The powers, duties, number, qualifications, terms of office, manner of election, time and criteria for removal of directors are as set forth in the bylaws of the corporation.

ARTICLE VIII

A director shall have no liability to the corporation for monetary damages for conduct as a director, except for acts or omissions that involve intentional misconduct by the director, or a knowing violation of law by a director, or for any transaction from which the director will personally receive a benefit in money, property or services to which the director is not legally entitled. If the Washington Nonprofit Corporation Act is hereafter amended to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of the directors shall be eliminated or limited to the full extent permitted by the Washington Nonprofit Corporation Act, as so amended. Any repeal or modification of this Article 8 shall not adversely affect any right or protection of a director existing at the time of such repeal or modification for, or with respect to, an act or omission of such director occurring prior to such repeal or modification.

ARTICLE IX

(a) Indemnification. The corporation shall defend, indemnify and hold harmless, to the full extent permitted by applicable law, each person who is, or is threatened to be made, a party to, or is otherwise involved in, any actual or threatened action, suit or proceeding (whether civil, criminal, administrative or investigative), by reason of the fact that he or she is or was a director or officer of the corporation, against all expense, liability and loss (including attorneys' fees) actually and reasonably incurred or suffered by such person in connection therewith.

(b) Insurance. The corporation may maintain insurance at its expense to protect itself and any director or officer of the corporation against any expense, liability or loss, whether or not the corporation would have the power to indemnify such persons against such expense, liability or loss under the Washington Business Corporation Act, as applied to nonprofit corporations.

ARTICLE X

Bylaws of the corporation shall be adopted by the board of directors at a regular meeting or a special meeting called for that purpose. Such bylaws shall not be inconsistent with the provisions of these Articles of Incorporation.

ARTICLE XI

Upon the winding up and dissolution of the corporation, the assets of the corporation remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to Presbytery of the Northwest Coast or its successor body, unless such entity no longer qualifies as an exempt institution under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), in which case all assets shall revert to the Presbyterian Church (USA) or its successor body.

ARTICLE XII

These Second Restated Articles of Incorporation have been adopted in accordance with the statutes of the state of Washington and by a consent in the form of a record executed by all Directors entitled to vote with respect thereto on _____, 2018, and shall become effective upon approval by the Secretary of State. These articles may be amended or restated by a two-thirds vote of the board of directors.

This document is hereby executed under penalty of perjury, and is, to the best of my knowledge, true and correct, this ____ day of _____, 2018.

TALL TIMBER RANCH

By: _____
Name: Stephanie Hankey
Its: Board Secretary

Organization and Infrastructure Task Force
05/01/2018

1. Tech and Facilities

Integrated Data Base

Status: This task is owned by Amy Delaney and team who are taking the lead on assessing appropriate DB. We are assessing a DB product “in-C” specifically designed for Presbyteries. You can view their 15 minute marketing video here (at the bottom of the linked page): <https://www.in-c.net/events/> Note that it has a one-time set up fee of \$49 per church (for converting all our data) and a monthly maintenance/support fee of \$350. There are no additional or hidden costs, and all enhancements would be available to us as they are developed. In the meantime Jenine Taylor and EJ Lee are cleaning up a master DB contact list to be used in Google contacts until DB can be identified.

AV

Status: This task is owned by Seth Normington and team. We will contract with Joey Mircea for June 7 and October 19-20 leadership summits. Seth Normington will be NWCP AV Team lead.

EB on March 15, 2018 Approved up to \$10,000 for purchasing or upgrading equipment, software and services for leadership summits and committee meetings and for other video and audio production needs with non-present participants. We have spent approximately \$4000 of that for conference room tech and ideacast tech. We now have a recording studio (video and audio) as well as live setup ZOOM conference room setup. Vendors/contractors we are working with include: **TheoTech** for spf.io for Korean-Spanish-English interpretation at leadership summits. **Joey Mircea** for AV equipment, setup, execution of leadership summits. **Zoom** for videoconference/Zoom Room. And potentially **in-C** for database.

Presbytery Office

Status: This task is owned by Ted Schuldt and team. CCS has said “no for now” to moving presbytery offices to 3700 Monte Villa Parkway. Edmonds PC sent letter of invite to consider locating office on Edmonds PC property with the potential to add on or renovate to create adequate space/amenities. See letter in EB dropbox.

2. Alignment

Status: We believe there should be an evolution of the COM Liaison function that would generate a more robust role for the liaison to help congregations and pastors navigate the agencies and resources of the Presbytery beyond just COM matters. Currently the COM is considering that role evolution and will report back to the task force after their May 31 meeting. We will have more to share after that. Any structural changes (committee alignment, functional shifts, staff responsibilities) will follow rather than precede COM liaison role evolution.

3. Finances

Status: Being executed by Dean & Kris who are regularly consulting with Corey as well. May 10 EB meeting will have current fruits of this project.

- Full presbytery financial reports will be reported quarterly (3/31; 6/30; 9/30 and 12/31) first to Board, then presbytery with all agencies receiving up to date reports at their request.

- We are contracting with Kris Green to continue bookkeeping services for near future. May consider changes later.

Recommendation to EB: That EB form a new work group to Determine a strategy and plan to generate revenue beyond per capita (funds development, subscriptions to presbytery service or tools, etc.)

4. Goal Setting and Review

Status: At this point we recommend Exec Board Moderator Kurt Helmcke and workgroup to engage #3 and 4 below in May 2018 and make their report to Personnel Committee for Personnel's review and compensation:

1. Continue the current process for establishing a five-year plan and budget forecast along with approval of following years budget which is excellent.
2. After approval of the Presbytery Annual Plan/Budget in October, the EB chair and a subgroup of the Executive Board should collaborate with the EP and Stated Clerk to develop, and revise as needed, specific goals for each that will achieve the objectives of the Plan and Budget
3. On a regular basis the group will review progress in achieving goals with each
4. Annually the group will talk with each about performance against goals and summarize that discussion with the EB.

5. Review and compensation

Status: This task is owned by Personnel Committee. Bill Palmer, Chair. Using for 2018 evals and doing COM recommended 360 evals for next round.

The Personnel Committee will:

- Will get a summary from the EB of EP and Stated Clerk performance and a summary from the EP of performance of remainder of the staff (see update #4).
- Annually meet individually with the EP, Stated Clerk, and other staff members.
- In those meetings, recognize performance; discuss job satisfaction, personal goals, and any opportunities for improving systems or structures within the presbytery.
- Evaluate compensation for all positions relative to comparable organizations and other staff members and make recommendations to the finance committee for the coming year's budget

6. Pastoral Leadership and Policy Infrastructure

Status: COM is working on proactive support and development for pastoral leaders to live into their best health, calling and abilities. They are taking a 3-part approach: 1) bi-annual consultation with pastoral leaders serving congregations for encouragement, check-in, aspirations; 2) Continuing education and development expectations developed and implemented over a 3-year period 2018-2020; 3) Pastor Evaluation Process for pastoral leaders and congregations. The overview is in dropbox. Will share with all presbytery at June leadership summit. Many parts being shared now.

7. MMM

Status: This task is owned by Corey in consult with Dean and team. Corey is making plans for this to be updated in consult with potential workgroup participants. Desire to have it completed by end of July 2018.

Executive Board Minutes

July 12, 2018

Call to Order

Kurt opened the meeting at 11:07 a.m. at the presbytery office with a Service of Morning Prayer. A quorum was present, as follows: Rev. Ted Schuldt, *HR*, CP George Eastman, *Neah Bay*, Rev. Kurt Helmcke, *North Creek*, Rev. Gustavo Carvajal, *Parker Heights*, Rev. Matt McCoy, *St. Paul's Academy*, Francie Irwin, *Othello First*, John Collier, *Everett 1st*, Rev. Seth Normington, *Waterville Federated*, Dottie Villesvik, *Everett First*, Rev. Wendy Taylor, *Port Angeles First*,

Absent by excuse: Kathy Garde, *Westminster*.

Absent without excuse: Clay Antioquia, *Northern Light*

Stated Clerk/Treasurer

Sitka Closing Administrative Commission – The presbytery assumes ownership for the church property and the cost of its maintenance as of August 1st estimated at \$36,000/year, which means approximately \$15,000 for remainder of 2018 (no Board action is needed; this is by presbytery action and G-4.0205).

The AC has hired Jim Bruce (Sitka PC Elder) as an independent contractor for 20 hours per week at \$20 per hour to provide security for building as of June 1, 2018.

A request for proposal for use of the property has been provided to four interested parties.

It was also reported a small fellowship continues to meet. Since land values are high in Sitka, former members of the congregation have expressed that the land should be retained. It was suggested that the presbytery might act as a trustee so that the property might be used, perhaps producing some income, while being held for future use.

Financial Reports¹ – The presbytery continues to operate below budget primarily because staff positions were budgeted to begin in January, but have not or will not begin until at least the last half.

The Budget Report includes only those areas over which there is control; for two quarters of activity it would be normal to have used 50% of the 2018 budget.

The Stated Clerk/Treasurer will be on sabbatical July 18 through September 14, 2018.

Executive Presbyter

Cyclical Catalyst – The Rev. Paul Kim, Associate Pastor of CCS/Pastor of Seattle New Life has been hired as Cyclical Catalyst to begin August 1, 2018. .25FTE. \$20,000 annual salary. Non-exempt salaried employee. \$3000 travel + \$3000 CE for startup education. See Resume in dropbox.

Part of the process is the forming of “discerners and starters” cohorts of people considering beginning new worshipping communities of different forms.

Alaska Cluster Coordinator -- Nettie Covalt started as July 1st.

E³ Regional Gatherings – Are scheduled for a short ministry lesson by Dr. Corey Schlosser-Hall and sharing resources available from each other and NWC Presbytery for ministry. Congregations have been requested to send two or more people. The dates are:

Eastern Washington: Monday, July 16th, 6:30-9:00pm at Kennewick First,

Whatcom/Skagit: Thursday, July 19th, 6:30-9:00pm at Bellingham First,

Snohomish/King: Monday, August 6th, 6:30-9:00pm at North Creek,

Olympic Peninsula: Wednesday, August 8th, 6:30-9:00pm at Port Townsend First Dessert.

Leadership Summit October 19-20 Leadership Summit – The following resolution was APPROVED as amended:

Host: Seattle New Seattle New Life (CCS' English Ministry Congregation) will host.

Accommodations: A hotel is two blocks from site.

Schedule:

Thursday October 18. Alaska Cluster Gathering.

Friday, October 19:

1-4pm Workshops:

- General Assembly Overview backgrounder (preview any B of O Amendments)
- Healthy Boundaries in English and Korean;
- Worldwide Ministry (Jonna Reeder);
- Practical Ministry Workshops (i.e. moderating session, church financial management or similar topic)

4-5 pm Welcome Reception & Registration

5pm Worship with Elizabeth Shen O'Connor as the invited preacher.

6pm Dinner and Celebration of Ministry Banquet

7pm Discern Discuss and Decide (EP report early on the agenda)

9pm Adjourn

Saturday, October 20 VERGE 2.0 (see VERGE Proposal in dropbox)

Budget & Forecast Strategic Questions – The 2019 budget and five-year forecast template is complete. The Board has been committed to a 5-year plan that will seek to stimulate new life in and around the presbytery through **Congregational Vitality/Renewal (Studio E3)** and **New Expressions (Cyclical)** and catalyzing resources and attention for **Village, Rural, Small Church Ministries**.

The Board discussed several questions to be used as guidance as the budget is drafted:

1. The Board continues to be committed to the above strategic direction and assumptions.
2. The goal of being revenue neutral by 2023 is revenue neutral (income equals or exceeds expenses) was affirmed.
3. Part of achieving revenue neutrality by 2023 is developing new giving from individuals, foundations and other grant sources. The Board continues to be committed to raise approximately \$40,000 during 2019 in this way for presbytery initiatives to vitalize/renew congregations and support new expressions/congregations.
4. Another part of achieving revenue neutrality by 2023 is declining *direct* grant support from the presbytery's reserves for several mission partners (Tall Timber, Campbell Farm, Mending Wings, Underground Ministries). The Board affirmed this goal.
5. Staffing for Cyclical, Studio E3 and Village Ministries are planned for two years in each case. The Board affirmed that continuation of these positions will depend on those initiatives becoming more self-supporting.
6. An underlying assumption is that income from property leases and sales should be invested in new expressions/congregations or renewal/vitalization of existing congregations. The Board affirmed this assumption, and suggested that *a property division or department might be needed, since property is a major asset and may be a major future revenue source.*
7. The Board also affirmed that achieving revenue neutrality may also require reconfiguring core staffing (EP, AEP, Stated Clerk, Presbytery Connector etc.).
8. It was also noted that many of the terms used in the budget narrative and strategic plan are foreign to the average church member. The use of simpler and terms and language was encouraged so that it might be more easily interpreted to the churches.

A draft of the 2019 budget and five year forecast will be available by August 10; it comes before the Board for its review and recommendation to the presbytery September 21st.

New Expressions Actions and Updates – The following resolution was brought before the Board: “that the presbytery authorize Baptism and Communion to be administered by Rev. Matt McCoy “beyond the congregational setting” that is a group gather by Rev. McCoy, as provided for by W-3.0403 and W-3.0410; the group is a discernment team of youth, poor and disabled persons, who are not active participants of churches, which has been gathered by Matt, as they worship together during their meetings as part of their discernment process (“In these cases, the minister of the Word and Sacrament is responsible for ensuring that the name of the newly baptized person is placed on the appropriate roll of a council,” per W-3.030403). After discussion, the resolution was APPROVED.

Discerning Missional Leadership (DSL) Assessment – Was held June 5-8, 2018 at Seattle New Life in Bothell. The NWC Project Host Coordinator was Rev. Paul Kim. PCUSA 1001 Lead Coordinator was Rev. Michael Gehrling. The Lead Assessor was Rev. Ann Steigerwald from Artesia Resourcing of Portland, OR. The assessment team consisted of Rev. Therin Fenner, Rev. Brandon Bailey, Rev. James B Notkin (Union Church Seattle) and Rev. Paul Kim. Seven participants completed the assessment; four from NWC Presbytery. The coordinators offered that the assessment was one of the best ever, and a higher number of the participants were assessed as ready to begin than is usual. They would like to make this a regular assessment site.

Collide Strategic Leap Retreat – Corey will be hosting a “strategic leap” (big next step) retreat for the Collide Board and other leaders September 22, 2018.

Village Ministries – Janice Smith continues to develop the Commissioned Pastor Development process. Another four to five people may enter the process over the next six months. Several candidates are attending the Whitworth Institute for Ministry this summer in the preaching development track supported by NWC Presbytery.

Studio E³ – (Congregational Renewal/Vitality) –Rev. Amy Delaney will postpone her start date as Studio E3 Director until fall for health reasons. The Bellingham congregations continuing a process of missional engagement. Pastors and leaders of all three congregations will meet together with consultant Al Roxburgh, in November. Each continues with missional experiments. The Vital Congregations/1001 New Worshiping Communities Workshop with Kathryn Threadgill, PCUSA Associate for Vital Congregations held at the last Leadership Summit is available on the presbytery website.

PCUSA Mission Co-Workers – It was noted that Rochelle and Tyler Holm will visit in and around NWC Presbytery. Their schedule is posted on the presbytery website.

Associate EP Report, Rev. Jinsuk Kim

The Fruitland PC transfer was approved at GA by means of a commissioner’s resolution.

Committees and Task Forces

Personnel – Staff reviews and a salary study will be completed during the summer and reported to the next Board meeting.

Continuing Business

Tall Timber Legal Funds Request – Legal fees for revising Tall Timber’s governing documents, undertaken so that they may obtain their own 501(c)(3) tax exemption instead of being covered by the PCUSA letter of determination, which does not allow non-PCUSA members on the Board, have exceeded expectations. “We are surprised at the costs as well but trust the gentleman running the firm, David Goodnight, a 20 year Chair of Warm Beach and principal at Stoel Rives in Seattle. He is not charging for his time (typically \$625/hr), yet he cannot ask his colleagues to offer their services pro bono, thus we find ourselves paying out some hefty fees. The total cost, in consultation with David Goodnight and other attorneys involved, we see this wrapping up at a total cost of no more than \$20K, and possibly as little as \$17K.”

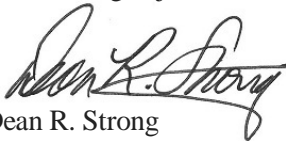
The Tall Timber Board requested, per the above quoted email, “Will NWC Presbytery consider participating in \$10,000 of the anticipated \$16-17K in total legal fees for transitioning to an independent 501(c)3? It was moved and seconded that \$10,000 be allocated. After discussion, the motion was DISAPPROVED.

The Edmonds PC Consultation regarding their property was postponed to next the Board meeting. It was reported that the appraisal had been received for \$3.2 million.

Adjourn

The next regular meeting is Thursday, September 20th, to review that 2019 proposed budget.

The meeting adjourned at 2:05 p.m.



Dean R. Strong
Stated Clerk

Attachment

1. Financial reports for the period ending June 30, 2018.

How to Read Financial Reports

Financial Position

What the presbytery owns and owes at any moment in time. In the for profit world, this is called a “balance sheet.” In the nonprofit world it is called “financial position.” Sometimes it is referred to as “Net Worth,” since it is everything an organization owns, less what it owes.

Assets - The financial instruments that hold value: Bank accounts, investments, real estate, etc.

Liabilities - what we owe but have not yet paid.

Net Assets - What the Assets (above) can be used for.

Assets = Liabilities + Net Assets (which is why this is called a “balance sheet” in for profit accounting)

Net Assets are always one of three categories:

Unrestricted/Undesignated - Basic savings. Current funds in the category have come from the savings of the three predecessor presbyteries, and the synod as it reduced its function.

Designated - Funds that the Presbytery or the Board have set aside for a specific purpose. The body that designates can always undesignate or change the use in the future. Example: The presbytery sold property several years ago at a large profit, and designated the proceeds to be used for making Community Blessing Grants. That designation could be changed at any time by the presbytery.

Restricted - Funds that can be used only as restricted by the donor. Donors who have given to the Presbytery Foundation have restricted the use of the earnings. These restrictions appear next to the fund name (if not apparent) under “Donor Restricted Funds.” Funds from other sources may be restricted; e.g. funds received from Presbyterian Disaster Assistance can only be used for that purpose. Donations to the presbytery on behalf of Campbell Farm, Tall Timber and other partners are all Restricted.

Endowment - Funds given to and held by the Presbyterian Foundation. The presbytery receives the earnings, but cannot ever use or touch the principle.

Financial Activity

This is how the presbytery manages its income and expenses. In the nonprofit world, this is “financial activity.” In the “for profit world” it is an “income statement” or “Profit and Loss.” Our accounting system uses only for-profit terms, so both kinds of titles may appear.

We manage our **Income and Expenses** by tracking them in four categories:

Endowment - Funds given to the Foundation. This occurs infrequently

Management - Income and expenses for the day to day management of the presbytery. The primary source of income is **per capita**. Expenses are meetings of presbytery, the Executive Board, COM, CPM, office expenses, and staff salaries.

Mission Pass Throughs – Donations received for other entities that we pass through to them, e.g. PCUSA special offerings, Mission Partners, etc. We have no control over these expenses since what comes in as donations is automatically paid out to the designees

Program – These are grants and gifts to ministries the Board or presbytery has chosen to support, like Campbell Farm, Tall Timber, Underground Ministries, etc. The principle source of these expenses are **unrestricted/undesignated assets**—in other words, savings. There is no ongoing source of replacing these funds beyond an occasional capital funds drive.

The Bottom Line – The amount of net income or loss during period increases or decreases the total amount of owned assets. Therefore, the amount of net income/loss always also appears as the last item of the Statement of Financial Position/Balance Sheet.

Presbytery of Northwest Coast
Statement of Financial Position
9-Jun-18

ASSETS

Bank Accounts	329,357	
Accounts Receivable (Mission checks deposited but not yet booked)	126,913	
Charles Schwab Account	881,191	
Mission Development Certificates	517,755	
New Covenant (Mutal) Funds	160,102	
Loan to Meadow Springs	78,034	
Loan to Deming Property Purchaser	112,819	
Loan to United PC of Seattle	49,000	
Land, buildings, equipment, less depreciation	56,401	
Stanwood/Tideland Property	261,500	
Presbyterian Foundation	<u>839,928</u>	
TOTAL ASSETS		3,413,000

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts Payable & Accrued Payroll Taxes	19,066	
Stanwood MDC Loan	<u>121,307</u>	
Total Liabilities		140,373

NET ASSETS

Unrestricted/Undesignated Net Assets		1,260,214
Board or Presbytery Designated Funds		
SE Alaska Fund (support & mission, granted by committee)	241,428	
Community Blessing Grant Fund	<u>881,086</u>	
Total Board or Presbytery Designated Funds		1,122,513
Donor Restricted Funds		
Peacemaking Presbytery	1,549	
Katie Allen Scholarship (CPM aid to seminary students)	14,925	
Tall Timber Scholarships	11,206	
Oso Disaster Relief	90	
DeVries Scholarship Fund	2,027	
Morris Evangelism Fund (From Synod for Evangelism)	7,684	
Flood Support PDA (unused funds for Skagit River flood aid)	4,214	
Undesignated Mission (to be distributed to Mission Partners)	16,811	
MS Mathes Fund (for seminary interns)	43,239	
Merchant Fund (support of Neah Bay, Clallam Bay & new church developmen	29,906	
MS Mathes Whitworth Internships	5,000	
Phoebe Bakken Fund ("to aid mission churches")	530	
Embert/Demmert Fund ("for assisting Native Americans of SE Alaska")	370	
J Earl Jackman Fund ("for the development of lay pastoral leadership)	10,935	
Henry & Vineta Fawcett Fund (for leadership seminar speakers/leaders)	10,254	
SE Alaska Mission Fund	<u>(465)</u>	
Total Donor Restricted Funds		158,275
Permanently Restricted Presbyterian Foundation Holdings		850,764
Net Loss Year to Date		<u>(119,140)</u>
TOTAL NET ASSETS		3,272,627
TOTAL LIABILITIES AND NET ASSETS		3,413,000

PROFIT AND LOSS BY DEPARTMENT

January - June, 2018

	ENDOWMENT	MANAGEMENT	PASS- THROUGHS	PROGRAM	NOT SPECIFIED	TOTAL
Income						
5000-00 Unrestricted Income		297,342				\$297,342
5150-00 Designated Income				1,156		\$1,156
5200-00 Restricted Income	10,857	19,500	145,397	3,880	6,490	\$186,125
5700-02 Unrealized gains/losses on Endowments	(12,398)					\$ (12,398)
Total Income	\$ (1,541)	\$316,842	\$145,397	\$5,036	\$6,490	\$472,224
GROSS PROFIT	\$ (1,541)	\$316,842	\$145,397	\$5,036	\$6,490	\$472,224
Expenses						
6000-00 Congregational Renewal & Revitalization		1,243				\$1,243
6100-00 Village & Small Church Ministries		13,089		18,808		\$31,897
6200-00 Multicultural Integration		37,679				\$37,679
6200-50 New Expressions of Church				10,571		\$10,571
6300-00 Mission In & Beyond NWCP	48	17,500	145,932	94,524		\$258,004
7000-00 Governance & Congregational Support		59,676		2,850		\$62,526
7100-00 Support Services		189,443				\$189,443
7800-00 Fund Expenses		0				\$0
Total Expenses	\$48	\$318,630	\$145,932	\$126,753	\$0	\$591,364
NET OPERATING INCOME	\$ (1,589)	\$ (1,789)	\$ (535)	\$ (121,717)	\$6,490	\$ (119,140)
NET INCOME	\$ (1,589)	\$ (1,789)	\$ (535)	\$ (121,717)	\$6,490	\$ (119,140)

BUDGET VS. ACTUALS: 2018 NWCP APPROVED 10/20/17 - FY18 P&L

January - December 2018

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Total Income			0.00%
GROSS PROFIT	\$0.00	\$0.00	0.00%
Expenses			
6000-00 Congregational Renewal & Revitalization	1,243.03	75,000.00	1.66 %
6100-00 Village & Small Church Ministries	31,896.96	100,000.00	31.90 %
6200-00 Multicultural Integration	37,679.26	74,757.00	50.40 %
6200-50 New Expressions of Church	10,571.14	142,000.00	7.44 %
7000-00 Governance & Congregational Support	64,635.55	147,011.00	43.97 %
7100-00 Support Services	189,443.14	378,486.00	50.05 %
Total Expenses	\$335,469.08	\$917,254.00	36.57 %
NET OPERATING INCOME	\$ -335,469.08	\$ -917,254.00	36.57 %
NET INCOME	\$ -335,469.08	\$ -917,254.00	36.57 %

Special Meeting of the Executive Board
August 30, 2018

A Special meeting of the Executive Board was called by the Moderator Kurt Helmcke on August 16, 2018, constituting proper notice according to the bylaws. The notice of the call is attached; the Board took action only on those items listed in the call.

The meeting was held electronically; all person were able to see, speak and hear one another simultaneously. It was called to order at 9:31 a.m. by Moderator Kurt Helmcke and was opened with prayer by Executive Presbyterian Corey-Schlosser-Hall. A quorum was present.

VOTING MEMBERS PRESENT: George Eastman, Ted Schuldt, Seth Normington, John Collier, Matt McCoy, WendyTaylor, Francie Irwin, Dottie Villevik, Gustavo Carvajal, Kathy Garde, Kurt Helmcke. Ex-officio without vote: E.P. Corey Schlosser-Hall

The following motion was approved: “ To ratify the *ARTICLES OF MERGER PRESBYTERY OF CENTRAL WASHINGTON, A Washington nonprofit corporation with and into the PRESBYTERY OF THE NORTHWEST COAST, OF THE PRESBYTERIAN CHURCH (U.S.A.) a Washington nonprofit corporation*, effective today, August 30, 2018, and to authorize Dean Strong, the corporate secretary for both Presbytery of Central WA and Presbytery of Northwest Coast to sign on behalf of both corporate entities.

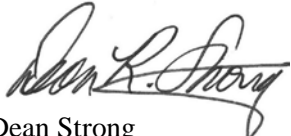
The session of Trinity United PC, voted on July 30, 2108, concluding that it was unable to manage wisely its affairs, and request that the presbytery assume original jurisdiction. The following were appointed “with the full power of the session. This commission shall assume original jurisdiction of the existing session, which shall cease to act until such time as the presbytery shall otherwise direct. (G-3.0303e)”. Jennifer Su LeSchander (RE St. James PC), Israel Jose (Neaners) Garcia (RE Trinity United PC), Rev. Jon Draskovic (TE), Rev. Stephanie Hankey (TE), CRE and Pastoral Associate for Village Ministries, Janice Smith.

The final member will be appointed by the Executive Board Moderator, Kurt Helmcke and reported to the next regular meeting of the Executive Board and NWC Presbytery:

The meeting was closed with prayer at 9:50 a.m. by WendyTaylor.

These minutes were recorded by Board Member Dottie Villevik in the absence of the Stated Clerk.

The Stated Clerk edited the recorded minutes which were reviewed and approved October 5, 2018.



Dean Strong
Stated Clerk

Attached:

Articles of Merger

Email dated August 16, 2018, K. Helmcke to the Executive Board, Subject: Call for a Special Meeting

ARTICLES OF MERGER

PRESBYTERY OF CENTRAL WASHINGTON.

A Washington nonprofit corporation

with and into

**PRESBYTERY OF THE NORTHWEST COAST, OF THE
PRESBYTERIAN CHURCH (U.S.A.)**

a Washington nonprofit corporation

In accordance with the provisions of the Revised Code of Washington ("RCW") Chapter 24.03, the following Articles of Merger are executed for the purpose of merging Presbytery of Central Washington, a Washington nonprofit corporation (the "Disappearing Corporation"), with and into Presbytery of the Northwest Coast, of the the Presbyterian Church (U.S.A.), a Washington nonprofit corporation (the "Surviving Corporation").

(1) A Plan of Merger dated as of August 30, 2018 (the "Merger Agreement") is attached hereto as Exhibit A and incorporated herein by reference.

(2) Pursuant to RCW 24.03.195, the Merger Agreement was duly approved at a meeting of members of the Disappearing Corporation held on October 16, 2015, at which a quorum was present, by more than two-thirds of the votes of the members of the Disappearing Corporation present at such meeting, and by a majority of members of the Board of Directors of the Disappearing Corporation.

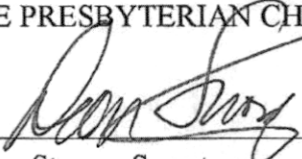
(3) Pursuant to RCW 24.03.195, the Merger Agreement was duly approved at a meeting of members of the Surviving Corporation held on October 16, 2015, at which a quorum was present by more than two-thirds of the votes of the members of the Surviving Corporation present at such meeting, and by a majority of members of the Board of Directors of the Surviving Corporation.

(4) The Merger shall become effective upon filing of these Articles of Merger.

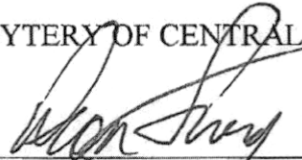
-- Signatures follow --

IN WITNESS WHEREOF, the Surviving Corporation has caused duplicate originals of these Articles of Merger to be duly executed as of this 30th day of August, 2018.

PRESBYTERY OF THE NORTHWEST COAST,
OF THE PRESBYTERIAN CHURCH (U.S.A.)

By: 
Dean Strong, Secretary

PRESBYTERY OF CENTRAL WASHINGTON.

By: 
Dean Strong Secretary

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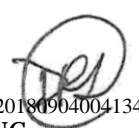


Exhibit A**PLAN OF MERGER**

This Plan of Merger (the "*Plan of Merger*") is made effective as of August 30, 2018 by and between Presbytery of Central Washington, a Washington nonprofit corporation (the "Presbytery of CW") and Presbytery of the Northwest Coast, of the Presbyterian Church (U.S.A.), a Washington nonprofit corporation (the "Presbytery of NWC"). Presbytery of CW and Presbytery of NWC are sometimes referred to individually as a "*Constituent Corporation*" or collectively as the "*Constituent Corporations*."

RECITALS

A. Presbytery of CW is a nonprofit corporation organized and existing under the laws of the State of Washington.

B. Presbytery of NWC is a nonprofit corporation organized and existing under the laws of the State of Washington.

C. The Board of Directors of the Constituent Corporations have concluded that it is in the best interests of the Presbytery of CW, the Presbytery of NWC and their respective members, for the Presbytery of CW to be merged with and into the Presbytery of NWC (the "*Merger*") as authorized by the laws of the State of Washington and pursuant to the terms and conditions of this Plan of Merger.

AGREEMENT

In consideration of the foregoing recitals, the covenants and agreements hereinafter set forth, and other good and valuable consideration, and for the purpose of prescribing the terms and conditions of the Merger, the parties agree as follows:

1. Merger; Effectiveness

(a) The Presbytery of CW shall be merged with and into the Presbytery of NWC (the "*Surviving Corporation*") pursuant to the applicable provisions of the Washington Nonprofit Corporation Act (RCW Chapter 24.03) and in accordance with the terms and conditions of this Plan of Merger.

(b) Upon the execution by each Constituent Corporation of Articles of Merger incorporating this Plan of Merger, and the filing of such Articles of Merger with the Secretary of States of the State of Washington, the Merger shall become effective at the date and time specified in the Articles of Merger so filed (the "*Effective Time*").

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2. Name of Surviving Corporation

The name of the Surviving Corporation shall be "*Presbytery of the Northwest Coast, of the Presbyterian Church (U.S.A.)*".

3. Articles of Incorporation

The Articles of Incorporation of the Presbytery of NWC as in effect immediately prior to the Effective Time shall, upon and after the Effective Time, be the Articles of Incorporation of the Surviving Corporation, subject to any subsequent amendment thereof as may be lawfully adopted.

4. Bylaws

The Bylaws of the Presbytery of NWC (dated May 15, 2014) in effect immediately prior to the Effective Time shall, upon and after the Effective Time, become the Bylaws of the Surviving Corporation.

5. Board of Directors; Officers

The directors and officers of the Presbytery of NWC immediately prior to the Effective Time shall continue to be the directors and officers of the Surviving Corporation.

6. Effect on Rights, Assets, Liabilities and Obligations

At the Effective Time, the separate existence of the Presbytery of CW shall cease, and the Presbytery of CW shall be merged in accordance with the provisions of this Plan of Merger with and into the Surviving Corporation, which (a) shall possess all the properties and assets, choses in action and other interests, and all the rights, privileges, powers, immunities and franchises, of whatever nature and description, of or belonging to each of the Constituent Corporations, and (b) shall be subject to all debts due on whatever account, restrictions, disabilities, duties, liabilities and obligations of each of the Constituent Corporations. All such matters in the preceding clauses (a) and (b) shall be taken and deemed to be transferred to and vested in the Surviving Corporation without further act or deed; and the title to any real estate, or any interest therein, vested by deed or otherwise in either of the Constituent Corporations, shall be vested in the Surviving Corporation without reversion or impairment. Any claim existing or action or proceeding, whether civil, criminal or administrative, pending by or against either Constituent Corporation, may be prosecuted to judgment or decree as if the Merger had not taken place, and the Surviving Corporation may be substituted in any such action or proceeding. Neither the rights of creditors nor any liens upon the property of any Constituent Corporation shall be impaired by the Merger.

7. Implementation

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(a) Each of the Constituent Corporations hereby agrees that at any time or from time to time as and when requested by the Surviving Corporation, or by its successors or assigns, it will so far as it is legally able, execute and deliver, or cause to be executed and delivered in its name by its last acting officers, or by the corresponding officers of the Surviving Corporation, each of whom is hereby irrevocably appointed as attorney-in-fact for such purposes, all such conveyances, assignments, transfers, deeds or other instruments, and will take or cause to be taken such further or other actions as the Surviving Corporation, its successors or assigns, may deem necessary or desirable, in order to evidence the transfer, vesting and devolution of any property, right, privilege, power, immunity or franchise to the Surviving Corporation or its successors or assigns, or to vest or perfect in or confirm to the Surviving Corporation or its successors or assigns title to and possession of all the property, rights, privileges, powers, immunities, franchises and interests referred to in this Plan of Merger, or otherwise to carry out the intent and purposes hereof.

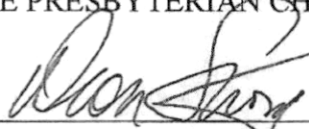
(b) Each of the Constituent Corporations shall take, or cause to be taken, all action or do, or cause to be done, all things necessary, proper or advisable under the laws of the State of Washington to consummate and make the Merger effective.

8. **Governing Law.** This Plan of Merger shall be governed by and construed and enforced in accordance with the laws of the State of Washington.

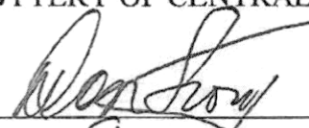
9. **Termination of Merger.** This Merger may be abandoned at any time prior to the filing of the Articles of Merger with the Secretary of State of the State of Washington, in the discretion of the Board of Directors of the Constituent Corporations. If the Merger is terminated, there shall be no liability on the part of any of the Constituent Corporations.

Dated as of the date set forth above:

PRESBYTERY OF THE NORTHWEST COAST,
OF THE PRESBYTERIAN CHURCH (U.S.A.)

By: 
Dean Strong, Secretary

PRESBYTERY OF CENTRAL WASHINGTON.

By: 
Dean Strong, Secretary

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Dean Strong <dean@northwestcoast.org>

Call for a special ZOOM mtg of Exec Board - Thursday, August 30, 9:30am (Pacific)

9 messages

Kurt Helmcke <kurt@northcreekpres.org>
To: Executive Board <executive_board@northwestcoast.org>

Thu, Aug 16, 2018 at 11:22 AM

Hello Exec Board members,

At Corey's request I'm calling a special meeting of the Executive Board to be conducted with Zoom Online:

Thursday, August 30, 2018 at 9:30 – 10:30 AM (Pacific).

We will discuss and decide on two issues:

1) Ratify the corporate articles of merger of CW and NWC Presbyteries (attached).

All steps of the merger had taken place except the final one which was to merge the state corporations. And completing that is important for properties and deeds of trust and all that. It affects Campbell Farm's property tax exemption for example. Corey had our attorneys draw them up and they said, "as you finalize this please take another action to ratify the articles of merger." Since both presbyteries, the synod and GA have already approved everything back in 2015-16 the EB can act on this one. This should be done before September 21 so Campbell Farm can apply for a property tax exemption by then.

2) Form an AC for Trinity United PC aligned with the message Corey sent to the board earlier.

Please respond Yes or No if you will be able to attend so we can be sure to have a quorum.

Thanks!

Kurt

Rev. Kurt Helmcke

Executive Board Moderator



Executive Board Minutes
September 20, 2018

Call to Order

Moderator Rev. Kurt Helmcke opened the meeting at 11:05 a.m. at Seattle New Life Fellowship, in Bothell, WA, with a prayer by the Moderator and a signing of the Doxology. A quorum was present, as follows: Rev. Ted Schuldt, *HR*, CP George Eastman, *Neah Bay*, Rev. Kurt Helmcke, *North Creek*, Rev. Gustavo Carvajal, *Parker Heights*, Rev. Matt McCoy, *St. Paul's Academy*, Francie Irwin, *Othello First*, John Collier, *Everett 1st*, Rev. Seth Normington, *Waterville Federated*, Dottie Villevik, *Everett First*, Rev. Wendy Taylor, *Port Angeles First*,

Absent by excuse: Kathy Garde, *Westminster*.

Absent without excuse: Clay Antioquia, *Northern Light*

Moderator

Trinity United Administrative Commission – The Rev. Seth Thomas was designated to the commission by the moderator, to be confirmed with all the members at the next presbytery meeting.

Stated Clerk/Treasurer

Rev. Dean Strong thanked the Board for additional time off this summer and reported feeling refreshed and renewed.

Stanwood Property Transfer – The Board directed the Stated Clerk to begin the process of transferring the Stanwood Property to Tidelands, for which the property was purchased.

Executive Presbyter

Campbell Farm – The application for state property tax exemption was filed and has been approved.

Village Ministry – Development of the Commissioned Pastor process continues, it is anticipated that more people will enter it over the next six month. Kevin Riley will be commissioned to serve at Mt. Baker. Several CP candidates attended the Whitworth Institute of Ministry. Janice Smith has been devoting significant time with *Trinity United* and Rev. Wendy Tingley.

Studio E3 (Congregational Renewal) – Rev. Amy Delaney begins October 1st. The Bellingham churches are working together toward renewal. *Calvin* has experiences a renewal of mission and focus.

New Expressions – Rev. Paul Kim began August 1st. A one year contract with Catalyst Consultants was executed; the program has been named *Cyclical Cascadia*. Rev. Kim is establishing relationships to share the vision of the program, a website, digital and video promotional pieces are being created.

Matt McCoy continues to work with a new worshiping community of about ten marginalized youth and young adults in the Bellingham area. The *Collide* board will hold a “strategic leap” retreat Sept. 22nd. Another New Church Expressions Leadership Assessment (PCUSA) will be held at Seattle New Life June 10-13, 2019. A large grant request to be submitted to the Murdock Charitable Trust for Cyclical/ New Expressions of the Church is being prepared.

The Board was briefed on plans for the October 19-20 Leadership Summit.

Associate EP Report, Rev. Jinsuk Kim

Rev. Kim reported that the annual Korean Pastor's Retreat, sponsored by the Synod of Alaska-Northwest, was well attended, productive, refreshing and fun. The Fruitland Church of Puyallup, which recently was transferred from Olympia Presbytery, will be introduced at the next presbytery meeting.

COM Request for FPC Bellingham

COM has been working with FPC Bellingham, and wishes to make a \$5,000 grant from their budget, to the church for hiring consultants to facilitate addressing some challenging issues. The amount is one third of the cost. Awarding the grant may exceed COM's 2018 operating budget. The following resolution was APPROVED, "That COM is permitted to exceed its 2018 budget by an amount not to exceed \$5,000 in order to allocate the same amount to FPC Bellingham "for consulting work with Kaleidoscope Institute to facilitate a churchwide 'gracious and courageous dialogue' entitled *LGBTQ and our Church*, enabling this conversation, and arriving at a shared decision, without dividing the church, after which FPC Bellingham will provide recommendations and teaching for how other congregations and their leaders can engage in a similar process."

Committees and Task Forces

Grants Committee Appointment – It was moved to appoint Elder Katherine Campbell of FPC Everett to the Grants Committee for a one year term beginning January 1, 2019. The motion was APPROVED.

Real Property Development Team – The Board APPROVED a resolution to established a Real Property Development Team, according to the attached proposal¹, to be moderated by Rev. Matt McCoy; future members to be appointed.

Infrastructure Task Force – A new database subscription has been purchased and loaded with the presbytery's records; it is being updated, scrubbed and formatted to current needs.

Personnel

The committee conducted reviews August 8, 2018 with presbytery staff Corey Schlosser-Hall, Jinsuk Kim, Jenine Taylor, and Janice Smith, and will with Dean Strong when he returns from sabbatical.

2019 COLA – The Board APPROVED the following resolution recommended by the committee, "That staff salaries be increased by 3.3% for a cost of living adjustment based on the 2018 Consumer Prices Index for Western Washington.

1% Salary Increase – A salary study was conducted for the Stated Clerk, EP, and Associate EP. NWCP salaries are at least \$15,000 less than Seattle Presbytery (which has a slightly larger budget, 5,000 more members but 15 fewer congregations). The committee believes the gap should be narrowed. The Board APPROVED the following resolution recommended by the committee, "That a 1% salary increase be awarded to Rev. Dean Strong (Stated Clerk/Budget Director) and Corey Schlosser-Hall (EP) as a result of 2017-18 salary study; the increases are included in the proposed 2019 budget (see above)."

Alaska Fund Committee

A \$5,000 grant was awarded to Metlakatla PC for five native youth to attend the PCUSA ethnic concerns consultation to be held at the Zephyr Point Presbyterian Conference Center in Lake Tahoe.

Ministry and Mission Partners Reports

Reports were received from Campbell Farm, Renewal Ministries, Eagle Wings, and Tall Timber.

Jean Kim Foundation – A proposal to endorse the new Jean Kim Foundation as a mission partner was received. The Board welcomed the Rev. Jean Kim and Jules Butler, Chairman of the Jim Foundation Board of Directors. A motion to endorse *the Jean Kim Foundation for the Homeless Education* was APPROVED.²

Continuing and New Business

2019 Budget – The Board received and reviewed the proposed 2019 Operating Budget which is included in the 2019-2023 Ministry Plan and Budget prepared by the Executive and Treasurer. The Board APPROVED a motion to recommend the budget to the presbytery, authorizing the Executive and Treasurer to make any needed minor revisions that arise before the presbytery meeting.

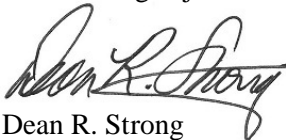
Edmonds PC Property – The Edmonds session has been discerning the future of the congregation and its property in consultation with the Board. In a letter dated August 29th, the session indicated that of three options it is considering, its preference is to redevelop the property in partnership with the presbytery. The Board APPROVED a motion to endorse the following option offered in the letter:

“Create a Multi-use building. Develop our building into a multi-use site, initially sharing the building with Presbytery of NW Coast and the Samaritan Center of Puget Sound. Additional spaces for other uses would be created,”

and to refer further development to the staff and/or the Real Property Team, to study the feasibility of the option and report to the next meeting.

Zion Per Capita Relief – A letter was received from the session. *Korean Zion* experienced membership and giving declines during its 2016 pastoral transition (retirement of a long time pastor, lengthy interim, transition to a new pastor) that resulted in the loss of 32 members. A recovery began during the latter half of 2017 and since that time, 30 new members have joined. Nevertheless, the session of *Korean Zion* in consultation with and as recommended by COM, requested of past due per capita incurred during the period of decreased giving. They have committed to paying 2018 per capita in two installments. The Board APPROVED the resolution recommended by COM, “That Korean Zion Presbyterian Church be forgiven of its past due 2016 and 2017 per capita assessments.”

The meeting adjourned at 1:50 p.m. with a closing prayer by the moderator.



Dean R. Strong
Stated Clerk

Attachments:

1. Real Estate Development Team Proposal.
2. *Proposal to Build Partnership* between the Jean Kim Foundation for the Homeless Education and the Presbytery of the Northwest Coast.

Real Estate Development Team Proposal*Rev. Matt McCoy, Exec Board Member*

The question before the Real Estate Development Team is this: **How does the Presbytery develop and strategy and plan for long-term holding of real estate, for the purpose of cultivating physical spaces of worship which connect meaningfully to the neighborhood?**

A bit of background

The Greek word for “Church” is “Ekklesia”, which can be translated as “called out people”. The Church is the people who have been called out by God. One of the reasons why we being a worship service with a Call To Worship is to remind us that we are called, by God, to church. We can ‘go’ to work, we can ‘go’ to the store, we can ‘go’ to school, but we don’t ever ‘go’ to church. We’re called to church.

Another aspect of “ekklesia” which deserves attention is that the Bible doesn’t refer to the church as a building, but rather as the gathering of the people in worship. Church is the people, gathered together, worshipping God.

And yet where we are when we are gathered together matters greatly. Places have names, and those places and names are significant. Ephesus is not the same as Rome, neither is Edmonds the same as Everson. A building primarily used to house worship is not the same as a building primarily used for selling groceries, even though both are very important.

Thus, when I refer to “Real Estate” I am talking, quite literally about the physical buildings which used to be the gathering places for our churches. But as the people cease gathering in these places, they cease being a church, because a physical building can never ‘be’ a church apart from the people. I wonder if these Real Estate holdings might become gathering places for called out people to worship God in a way that connects meaningfully with the neighborhoods around them?

The Real Estate Development Team:

The gifts, skills and perspectives that people will bring to this Team is very important. I feel like the following gifts and skills are needed to begin this journey properly:

1. Someone who understands **New Worshipping Communities**. The primary motivation for holding onto Real Estate for the long term is that we want to see these communities get a taste of what the Kingdom of God is like because of the way neighborhood people interact with these physical spaces.
2. Someone who understands **Hospice/End of Life Ministry**. Two primary reasons why this Real Estate is coming under the stewardship of the Presbytery is that the ministry which has been taking place in these buildings (frequently a church worship service) is either stepping back to a secondary stewardship role (more tenant than landlord) for the facility or the congregation may sense their ministry becoming complete in its current form and coming to a conclusion. People who are making role shift and end of life decisions need special pastoral care, and this team would greatly benefit from someone with experience in “Congregational Hospice Ministry” also known as ministry of “Faithful Completion.”

3. Someone who understands **Village Ministry**. Many of our real estate holdings will be in towns with less than 1,000 people, and how new ministries will connect meaningfully to Villiage neighborhoods will be particularly fascinating.
4. Someone who understands **regional level administration**. Much of what we do will feel incredibly boring to the average person. We need somebody who not only knows how to set up, organize, and streamline the legal and operational structures necessary for regional real estate development, we need somebody who can still “see and feel” the people and neighborhoods represented by these legal documents and monthly reports (no legal experience required). This person would also need to be able to set up the online meetings.
5. Someone who is interested working as a **denominational research assistant**. We are not the first presbytery, or the first denomination, who are trying to come up with a long-term plan for real estate. Each person on this team will need to research how other denominations are trying to do something similar, but I think we will need someone who can help provide background research assistance. It’s a big world out there. This person would also need to act as the secretary for the group meetings.

What will the time commitment be? I think this group can meet online once every other month for probably less than two years. There would be a fair bit of work to be done in between meetings.

What would the deliverables be? I think this group would seek to produce a few things, including but not limited to:

1. **Retained Real Estate.** A financially self-sustaining plan for long-term holding of real estate with a centralized tenant management program based out of the presbytery office. And as a bonus, if this works really well at generating revenue (I’m not optimistic about this), would it be possible to generate additional revenue to be used by the New Worshipping Community folks to give additional financial support to people wanting to connect meaningfully with their neighborhood?
2. **A place to experiment.** What if people who had a passion for a New Worshipping Community had a place to experiment with their way of living out the gospel that connects meaningfully with the neighborhood. Or put more simply, how do we help shalom to flourish in these neighborhoods with these real estate holdings? What is currently happening at Trinity United is an example of this.
3. **Support for a sale.** It won’t make sense to hold on to all buildings, and this team needs to help congregations and the presbytery discern which direction to go. If we sell a property, how might we do it? How might those funds be used to support new growth, new life, somewhere else? What happened with Deming is an example of this.
4. **Hospice for the Presbytery.** This team will need to engage in planning 3-5 years into the future, and I wonder how many congregations will cease to operate in 5 years time? This team could help churches with end-of-congregational-life decisions while they still have time, money and energy to make those decisions.
5. **Other.** We don’t know what we don’t know, and something else is bound to come up.



JEAN KIM FOUNDATION FOR THE HOMELESS EDUCATION
End Homelessness through education
 PO BOX 1835, Lynnwood, WA. 98046 Website: www.JeanKimFoundation.org

Authors of the Proposal:

Mr. Jules Butler, Esq., Board President. Tel: (425) 923-0161 E-mail: jules.butler@butlerlaw.org
 Rev. Jean Kim. Founder/President Emeritus. Tel: (425) 563-3006 E-mail: pastorinpurple1935@gmail.com

PROPOSAL to BUILD PARTNERSHIP with the PRESBYTERY of the NORTHWEST COAST, Presbyterian Church (USA).

Jean Kim Foundation for Homeless Education (“**JK Foundation**” hereafter) would like to establish an **endorsed partnership** with the Presbytery of Northwest Coast (“**NWC Presbytery**” hereafter), Presbyterian Church (USA). Once this partnership is established other local ecumenical churches/faith communities will be invited into this partnership in order to maximize our combined efforts in service to the work of this mission.

WHY PARTNERSHIP with NWC Presbytery?

- 1. A mission agency, initiative or project that NWC Presbytery knows, admires, and loves as discerned by the Executive Board or its authorized agency.*

Dr. Corey Schlosser-Hall, the Executive Presbyter, and Rev. Jin Suk Kim, the Associate Executive of the NWC Presbytery know our mission and have expressed admiration for the work and mission of JK Foundation: i.e. to “end poverty and homelessness thru college education.” Dr. Schlosser-Hall attended Jean Kim’s 80th birthday celebration where he gave an inspirational speech. It was from this event that JK Foundation was born. In 2017, Jean Kim was invited to attend a workshop held during a Presbytery that year where she led attendees in a presentation and discussion of the mission of JK Foundation. Rev. Jin Suk Kim so admires the ideals of our mission that he became both a financial and spiritual supporter of JK Foundation. Other congregational supported include Korean PC (USA) congregations which have also express admiration of our work and financial support for our mission.

What they seem to admire? There are many ways to carry out mission work in service to the homeless, but most such work simply aims at alleviating the symptoms of homeless rather than the underlying causes and conditions. While laudable, such mission work provides little more than a band-aid on an open wound which, ironically, unintentionally perpetuates the poverty and homelessness such work is designed to alleviate. JK Foundation seeks rather to draw out the God-given potential in every one of our students, guide and motivating them through the college education and job skill training process. Successfully completing the education process necessarily requires the acquisition of important life skills and mental and emotional healing.

We help provide such support along with tangible aid in the form of temporary shelter, textbooks, tutoring, and so much more. There is no better way to ending the pain and suffering of homelessness than by helping each person, one person at a time, to heal from the mental and emotional dysfunctions that create impossible barriers to full integration into society and guiding and supporting our students through to the acquisition of marketable skills and capacities that will allow them to support themselves moving forward. Essentially, we feed our students fish while we help teach them to fish. It is this process by which we work to end their poverty and homelessness for good. This is what NWC Presbytery Executives and congregations admire and why they want to support the JK Foundation mission.

2. *Rooted in the PC(USA). This mission partner was founded by one or more of our congregations and/or PC(USA) members.*

The mission of the JK Foundation was founded by Rev. Jean Kim, a life-long faithful Presbyterian minister, ordained by NWC Presbytery in 1987. She was commissioned out to the whole PC (USA) congregations, presbytery and Synod gatherings in the nation for 6 years (1998-2004) to carry out GA's campaign to "End Homelessness" (overtures 97-51 and 98-55 adopted by the 209th and 210th General Assemblies in 1997 and 1998). After that, she worked to create a Presbytery Network to End Homelessness, which included NWC Presbytery in the Synod of Alaska Northwest. It is thus clear that the spirit of the JK Foundation is deeply rooted in the PC(USA) ideal and spirit.

3. *At least 2 congregations support its ministry in some way: with volunteers, service on staff or board, with financial support, etc.*

Two congregations – Both Maplewood Presbyterian Church and Edmonds Presbyterian Church are long-time partners with JK Foundation. Each provides both direct financial support and also tangible material support. Rev. Amy Delany, Pastor of Edmonds Presbyterian Church has been a colleague of Jean Kim's for the past 20 years. She and her congregation are very familiar with Jean Kim personally and the work of JK Foundation and its mission.

Maplewood Presbyterian Church also knows Jean Kim personally; beginning in 1979 on the day she joined the church as a lay person. That congregation carried her under care to ordain her and supported her throughout her years of homeless mission work: e.g. Church of Mary Magdalene (Mary's Place); The Nest Mission; and now The JK Foundation. This congregation has been with her and has supported her for 40 years now. Jean Kim calls Maplewood Presbyterian Church, "my home church." In addition to direct financial support, Maplewood Presbyterian Church provides office space to JK Foundation to use along with other tangible aid.

These congregations support our endorsed relationship with **NWC Presbytery** and are committed to maintaining our working relationship.

4. **Jean Kim proudly proclaims her personal relationship with the NWC Presbytery.** NWC Presbytery (former North Puget Sound Presbytery) is the first Presbytery Jean Kim joined when she first came as an inquirer. It carried her through with strong support, care and love. And 31 years ago, on April 12, 1987, NWC Presbytery ordained her as a minister of the Word and Sacrament. For these reasons Jean Kim dares to call NWC Presbytery her, “**home Presbytery:**” a home she loves and cares about and respects deeply and dearly. Jean Kim is very much a product of NWC Presbytery and Maplewood Presbyterian Church.
5. **To invite “her home Presbytery” into care and support for the homeless.** It is just like inviting her own family in to the mission she serves; she wants to invite her own home Presbytery as a partner to the important mission she had founded and serves.

To raise consciousness among member churches of NWC Presbytery and educate them on the root causes of poverty and homelessness in the U.S. and engage them in a working relationship and partnership with JK Foundation in serving the homeless and seeking out solutions to end homelessness together.

6. **The encouragement member churches of the NWC Presbytery to support the JK Foundation** homeless education mission will empower the member churches as well as **JK Foundation** to build a stronger working relationship to help homeless students to pursue college education. The outcome will be doubled by this relationship.
7. **To Leave Solid Supports for JK Foundation to last after Jean Kim’s time. It is like an aging and dying mother who is leaving a young child behind and wants to leave a solid support for the child to grow up as a healthy adult.** By building a good working relationship between **JK Foundation** and the Presbytery of Northwest Coast/congregations she wants to create and leave strong supporters (churches) for this young child, **JK Foundation** that is yet to grow more to contribute to ending poverty and homelessness of homeless adults through college education.
8. **Because every human relationship is partnership:**
The relationship between humans and God, the relationship between parents and children, the relationship between siblings, the relationship between man and husband, the relationship between teachers and students, the relationship between government and people, the relationship between the rich and the poor, the relationship between helpers and those helped, all relationship is partnership. We need to be in partnership with those we serve, and with other missions, and co-workers; working together in partnership will produce better outcomes. Moreover, to carry out the work of ending homelessness, to eliminate poverty and homelessness for all people, these goals cannot be accomplished alone by one person or one organization. The solution requires partnership and cooperation: neither the **NWC Presbytery** nor the **JK Foundation** can carry out this important work without the love and support each can provide to the other. For this purpose, we seek to establish partnership with **NWC Presbytery.**

JKF Board chose to establish an Endorsed Mission Partnership with NWC Presbytery.

1. We understand that NWC Presbytery does not need to have voice on the board or council of Endorsed Mission Partner, Jean Kim Foundation.
2. NWC Presbytery will encourage congregations to give directly to Endorsed Mission Partner, JK Foundation on mission remittance form and through other messages, but JK Foundation does not receive a percentage of unified or undesignated mission giving.
3. A written covenant is not part of Endorsed Mission Partnerships
4. Annual reporting is not required of Endorsed Mission Partners.

HISTORY OF JEAN KIM FOUNDATION for the HOMELESS EDUCATION?

The Jean Kim Foundation was organized by the Rev. Dr. Jean Kim and her friends, July 2015, as a non-profit 501C (3) charitable organization in order to continue the legacy of Jean Kim's life-long service for the poor and homeless in the United States. The entire monetary gifts of \$20,000 she received for her 80th birthday became the seed money for the Foundation.

Jean Kim has discovered that many of the homeless people she serves are illiterate and/or high school or college drop outs. Many have a history of drug and alcohol abuse, are mentally and emotionally challenged, and have a history of incarceration. As a result they fall easily into unemployment or low-wage jobs that lead to homelessness. The first Board of the Jean Kim Foundation passionately felt they must help the poor and the homeless to get all levels of education and job-skill training. The following studies support the experience of Jean Kim and the concerns of JK Foundation Board:

The Link between Illiteracy, Poverty and Homelessness

According to a study conducted by the U.S. Department of Education and the National Institute of Literacy, 32 million adults in the U.S. can't read. 19% of high school graduates can't read. According to the Department of Justice, "The link between academic failure and delinquency, violence, and crime is welded to reading failure." ¹

More than 60% of all prison inmates are functionally illiterate. 90% of high school dropouts are on welfare. Low literacy directly costs the healthcare industry over \$70 million every year. ²

It is shown that struggling readers from low-income families are 13 times less likely to complete high school than their peers who can read proficiently. Failing to complete high school can put a damper on ambitious career plans and makes it that much harder to break out of poverty.

¹ [Begin to Read.com](#). Owned and managed by Write Express Corporation (Online source)

² [Do Something.org](#). 19 West 21st St, 8th Floor. New York, NY 10010 (Online source)

50% of homeless adults have incomes of less than \$300 per month. A lack of educational opportunities limits access to living-wage jobs. The lack of a high school diploma is associated with homelessness for individuals and families. Poverty, illiteracy and a lack of education are all closely linked to homelessness (Seattle-King County Committee to End Homelessness).

Therefore, education is seen as a powerful tool/weapon to combat and overcome the poverty and homelessness.

THE REALITY OF HOMELESSNESS IN THE STATE OF WASHINGTON

Washington State Homeless Statics of 2017 revealed that 21,112 persons experience homelessness of whom 8,591 persons stay outside.

King County's homelessness count rose above 11,643 in 2017 and 5,845 found living outside.

Snohomish County homeless counts of 2017 showed that 1066 persons did not have a permanent place to stay the night prior to the count. These numbers include 462 persons in emergency shelter, 80 staying in transitional housing and 515; almost half of them lived outside.

Actual figure might be much higher than this because one-night count can't be accurate since every homeless person is not visible. Some are hiding and unsearchable by the counters.

Homeless College Students: One in eight community college students in the United States are homeless. A new study by the Wisconsin HOPE lab has revealed that **about half** of community college students in the United States, which make **up 46% college students** in the country, do not have consistent housing and that **13 percent** are homeless. In absolute terms, this means at least **one million people** trying to receive postsecondary education do not have a roof over their heads. *(By Bryan Dyne. March 31, 2017).*

Number of Homeless Students in Washington State climbs to nearly 40,000. The number of homeless students doubled in the two-year span. **In King and Snohomish Counties**, the increase was 16 percent, according to a Seattle Times analysis of last year's numbers. In all, about 12,190 students were homeless in those districts.

WHAT IS THE PURPOSE OF JK FOUNDATION?

The JK Foundation's goal is to break the chain of poverty and homelessness through education by motivating economically impoverished and/or homeless adults to pursue college education for degrees, certificates, and vocational skills which are the essential tools to lead them to gainful employment and permanent housing. To advocate for and to achieve the above goals we seek to draw out the God-given talents and potential among the poor/homeless adult population of our communities, and to guide and empower them to pursue college education. Our mission goal starts with a strong conviction that everyone is created in the image of God as a child of God, that God loves everyone, including the poor and homeless, and that it is a human right to have a roof over ones head. Our mission is being carried out in partnership with citizens, colleges, local community groups/services, faith communities and government entities.

JK Foundation is a federally recognized 501(c) (3) non-profit organization - EIN # 47-45957

WHO DO WE SERVE?

The population we serve includes poor/homeless adults, seniors, veterans, racial ethnic minorities, domestic violence survivors, immigrants, and whoever wants to pursue a college education.

Those we serve are **economically** impoverished Washington State residents. Many of them are on some form of government assistance which qualifies them for federal student aid. Many of them live on the streets and in their cars. Some check in and out of motels and couch surf, while some live in low income subsidized housing.

Many suffer from various forms of **emotional disabilities** – depression, bipolar disorder, schizophrenia, Post-Traumatic Stress Disorders, personality disorders, anxiety disorders, attention deficit disorders, seizures, and others – along with substance abuse. Many seem to suffer from immature growth and development. Their behaviors and coping skills are limited and immature.

Most of us had parents who loved us, cared for us, and mentored us. However, many of our homeless friends had no such guidance and support in their early life so that they did not grow and mature naturally into adulthood. Many of us are fortunate to have and able to maintain a social support system with our family members, relatives and friends. But many of our homeless friends have had little to no social support system for most of their lives because they were reared in broken and abusive or neglectful homes or by emotionally disabled parental figures or foster parents. Many of those homes were led by adults whom were involved in substance abuse or engaged in abuse of children physically, emotionally, and sexually. With that said, our homeless brothers and sisters are not intellectually retarded; they are bright and they are intelligent.

Living without a place to call home is stressful, especially for students. They attend classes disheveled, dirty, smelly, and very obviously homeless. Such a condition not only distracts from their schoolwork and that of their peers, it is also embarrassing, degrading, and depressing. Homeless students report chronic fatigue due to lack of sleep caused by living on the streets or in uncomfortable cars, or in the woods and being exposed to unbearable temperatures and rain. As a result, most homeless students are physically ill. The constant lack of security for themselves and their possessions leaves them emotionally and mentally fatigued and extremely stressed.

With life on the street, pre-existing **physical conditions** such as high blood pressure, diabetes, obesity, heart and liver problems, substance abuse, and chronic pains in various parts of their bodies from past injuries, as well as learning disabilities or many other ailments, can all become much worse. In addition to the exacerbation of pre-existing conditions, they pick up new conditions and diseases as well.

This leaves many homeless people **too sick to perform well** in school or obtain and retain employment, but not sick enough to qualify for government's public assistance based on physical disability or mental illness. These challenges cause their academic performance to suffer greatly and they become discouraged, and many eventually drop out of school. Therefore, homelessness and their conditions of all forms of disabilities play a huge role of obstacles in the student's life.

Getting into community college, keeping up with studies, handling long-lasting emotional struggles as well as many daily obstacles including financial hardships prove to be a huge challenge for our students, which contributes to their dropping out of school.

However, many are trying very hard to keep up with their studies and work in part-time labor jobs with meager earning due to lack of education and/or job skills. Many are also unemployed due to emotional and physical disabilities along with not-enough-jobs to go around for all who want to work.

For many people who have been out of school for so long, getting into college is a tremendous challenge. Keeping up with studies is an even bigger challenge. It is a struggle for them to go to school in their brutal homeless life. They have to fight with health and financial issues; with ordinances that show little mercy to the homeless; with many traffic tickets and citations for public drinking, loitering and smoking; with all the stumbling blocks from their past incarceration histories and debts; with shelter/social service systems including low-income housing systems; they have to fight for sleeping and parking spots every night; for restrooms and showers; they have to fight with bad weather; with robbery, violence and assault in their street life.

They also must **fight through their own habits** of a chaotic and careless lifestyle. They must fight with their forgetfulness, excuses, irresponsibility, physical or emotional disabilities, addictions and unhealthy habits. They must be able to keep appointments, be responsible and attend classes regularly, and finish school tasks on time. They must fight for food, money, love, recognition and pride. They must fight with despair, discouragement, and hopelessness. They must fight with temptation to abuse substances or drop out of school. For all these reasons, their everyday life is a struggle and a fight. Some homeless people are exceptionally honest, reliable, and responsible; but for many, these things are challenges they must overcome.

Their ardent desire to enhance their education can easily be diminished by these many obstacles and barriers. It is obvious that our homeless students need extra support and encouragement. They need social support as well. Without help in meeting their needs, it is not possible for them to attain their educational goals, and they would likely drop out of the race. Therefore, to prevent drop outs and help them achieve academic success, which will lead to a self-sufficient and significantly enhanced life, an on-going case management and support service are absolutely necessary and required.

Despite all their unimaginable obstacles they show goodness, great potentials and hopes. They can be trained and taught toward a success. Case managers can also become social support system for our lonely needy students; they may walk with them all the way to the point where they finish college, get their degrees or certificates, find employment and housing, and achieve independent life — leaving their dependence on welfare completely.

WHAT ARE THE MISSIONS THAT PARTNERS WILL ENGAGE IN or SHARE?

To help each student to deal with above mentioned many obstacles, the partner NWC Presbytery, its member churches, small groups, committees or individuals within each congregation can find their talents, skills, experience, and expertise to be useful, and engage in services mentioned below as much as they wish:

1. **Outreach:** Without active outreach there is no way to be in contact with needy students. Staff/volunteers may visit weekly free meal program in the community and visit each table and begin conversation while they eat dinner regarding our education mission and learn about their interest. When potential students express a desire to pursue college education staff/volunteers who are knowledgeable of computer and of financial aid may help them by arranging a different meeting place during the week.

Do intake to understand their situation better using ready-made intake forms which include student's information, needs assessment, achievable goal setting together with students. To work on goals, staff/volunteers meet with potential students as often as necessary.

Give them appointment to apply for Federal Student Aid (FSA) (Bring User ID, Password, e-mail address, tax statement of prior year etc. Help them set up e-mail if they don't have one).

Counsel students to choose community colleges and 4-year colleges including online courses and help them to choose their interested subjects.

2. **Accompany potential students** to all appointments if he/she can't handle it alone; to college(s) to help them enroll; visit Academic adviser who then help check FSA status and help them obtain college financial aid and enrollment.
3. **Guide them to attend the new student orientation/advisory** meeting if it is required.
4. **Follow up** to see students obtain written admission approval, student ID, bus passes, etc.
5. **Update roster of all current and potential students** with updated contact information who approached JK Foundation staff or volunteers with desire to pursue college education. Keep records of students obtaining any form of assistance from the Foundation as well.
6. **Establish partnership** with Community Colleges, EDCC Emergency Service, Second Entry Program, department for helping disabled students, counseling Department, Work First Program, 1-Cath (health care training), Culinary Arts Program and many more.

Partnership with other community resources such as Snohomish County Work Force, DSHS/DVR job training, Veterans Advocates, Drug/Alcohol Treatment Programs, Community Outreach Social Worker; Career Training (Apprenticeship program, I CATCH - Health Care career and Adult Culinary Art (Cooking), Mental Health Services, Housing resources/navigators and even

local motels, auto repair shops and many more. **To help make their study a success**, refer and guide students to obtain extra support from these resources while they attend colleges.

7. **Offer crisis prevention**, intervention and advocacy with various tangible aids according to student's needs.

NEEDS OF POOR/HOMELESS STUDENTS

1. Food voucher or for non-perishable food items.
2. McDonald tickets/restaurant hot meal vouchers.
3. Car repair/ tabs/ insurance for those who live in cars.
4. Bicycles and/or repair cost.
5. Cell Phones, capable of internet, texting, e-mails: \$40.00/Mo.
6. Phone bills – average \$40.00/mo.
7. Gas vouchers – average \$30.00.
8. Laundry vouchers - \$10.00 one load including drying.
9. Orca cards – average \$30.00/mo.
10. Shower Vouchers - \$5.00 each.
11. Motel vouchers – average \$60.00 per night for sick students.
12. Rental Assistance for students who live in subsidized low-income housing or college dorms.
13. PUD bills.
14. Awards for students who successfully complete each quarter despite the above dozen barriers.
15. Computer/printer expenses for tent residents.
16. Special clothes/uniforms/shoes/tools and permits for training.
17. Fees for college placement test.
18. Students supplies and stationeries.
19. Text books.
20. Portion of tuition that are not covered by Federal or local financial assistance.
21. Share expenses for student's shelters.
22. Support the salary of full time Service Coordinator/case manager.
23. Adopt needy homeless students.
24. Invite lonely students at special occasions such as Christmas, Thanksgiving and their birthdays.
25. Help with job search and/of offer students work – yard work, cleaning homes, roof, gutters, debris, wash windows or any.
26. Grant writing. Seek out new grant sources.
27. Mentoring and/or tutoring needy students.
28. Share a home with homeless students – house, apartment.
29. Help with office work/computer work.
30. Host special activities such as student picnics and outings.
31. May invite someone from JK Foundation for consciousness raising and education on the issue of poverty and homelessness. Learn about the mission of JK Foundation.
32. Interested Churches may **donate a lot** to build additional student's shelters (Tiny houses).
Tiny house project is to make college education achievable for homeless students by providing temporary housing. Living condition in homelessness is a significant barrier to the achievement of students' educational goals.

Presbytery of the Northwest Coast
Executive Board Minutes
November 15, 2018

Moderator Rev. Kurt Helmcke opened the meeting at 11:05 a.m. at North Creek Presbyterian Church, in Mill Creek, WA, with a service of daily prayer and a singing of the Doxology. A quorum was present, as follows:

Rev. Ted Schuldt, HR, CP George Eastman, Neah Bay, Rev. Kurt Helmcke, North Creek, Rev. Gustavo Carvajal, Parker Heights, Rev. Matt McCoy, St. Paul's Academy, Francie Irwin, Othello First, John Collier, Everett 1st, Rev. Seth Normington, Waterville Federated, Dottie Villevik, Everett First, Rev. Wendy Taylor, Member-at-large.

Absent by excuse: Kathy Garde, Westminster.

Absent without excuse: Clay Antioquia, Northern Light

Staff Present: Corey Schlosser-Hall, Executive Presbyter, Rev. Jinsuk Kim, Associate Presbyter, Rev. Dean Strong, Stated Clerk.

Moderator's Report

Review of EP and Stated Clerk – Board members Kurt Helmcke, Wendy Taylor and Seth Normington met with E.P. Corey Schlosser-Hall and Stated Clerk Dean Strong; filed a written summary which is attached, and added oral comments.¹ The Board placed further discussion of staff utilization and priorities on the agenda of its annual January retreat.

Nomination of the 2019 Board Moderator – According to the bylaws, the Board elects its moderator “at the first meeting of the year.” This is problematic since the Board normally schedules an annual planning & priorities retreat for mid January and it is helpful the new Board moderator to prepare in advance for the retreat. The Stated Clerk will propose an amendment to the bylaws to provide for election of the moderator at the last meeting of the year, from the current members. In the meantime, Seth Normington was nominated as 2019 moderator and agreed to serve if elected; there were no other nominations. Outgoing Moderator Kurt Helmcke agreed to delegate the tasks of preparing for the retreat to the single nominee.

Stated Clerk/Treasurer Report

A written report and financial statements were received and reviewed and are attached.²

Cash Flow Plan – Increased presbytery operations, particularly the addition of new staff, is quickly draining the presbytery's cash held in checking and savings. In order to provide adequate cash flow, some short term investments will need to be liquidated to support current operations (see report). The Board APPROVED the following resolution recommended by the treasurer, “**Resolved, That the Finance and Corporate Affairs Committee be empowered to develop and execute a short term assets (various investment accounts) liquidation plan to provide the needed cash for increased operations.**”

Calvin Request to Mortgage Property – A request in the form of a loan application was received and distributed from Calvin PC to borrow \$165,000 from the Mission Development Certificate Program to remodel its entrance. After reviewing the application and supporting financial documents, the Board APPROVED the following resolution, “**That Calvin Presbyterian Church be permitted to use its property as collateral for a \$165,000 loan from the Mission Development Certificates and Loan Program, and that the presbytery guarantee the loan.**”

Per Capita Accounts Receivables – The treasurer had reviewed the accounts receivable ledger and discovered that most of the balance consisted of past due per capita from several churches (see attached report). **A motion was APPROVED, that the following past due per capita accounts be cancelled: Cottage Lake \$1,895, Agape \$2,212, Sitka \$4,725; and that a payment plan be negotiated with the session of United PC of Seattle for its past due amount.**

Executive Presbyter Report

Leadership Summit and VERGE 2.0 Roundup/Eval (for information) – It was reported that Collide will be hired as consultants for the 2019 VERGE 2.0 conference creative and design process, for up to \$2,000 of the budgeted funds, based on their excellent record with large group events, in order to help achieve the goal of every church session attending. Regarding the location, the following resolution was APPROVED, **“Resolved, That Calvin PC be invited to host the 2019 fall annual Leadership Summit.”**

Edmonds PC Feasibility – At the last board meeting the EB asked that the feasibility of moving the office to Edmonds PC be looked into from a property zoning and use perspective. Staff have inspected the property several times and believe it to be a good location for the Presbytery office. The City of Edmonds planning department has stated that the proposed uses fall within currently land use policy. In order to move forward the following resolution was APPROVED, **“Resolved, That no more than three requests for quote be solicited for renovation plans for cost estimating; that the E.P. be empowered to select a firm to provide drawings and estimates from no more than three general contractors, and that Pepitas Bilingual Pre-School (Lake Forest Park PC), Samaritan Center of Puget Sound and the session of Edmonds PC be included in this intitial planning and design processes; the results to be reported to the board and compared to an estimated cost of remodeling the current office space.”**

2019 Annual Retreat – Board members were requested to attend the 2019 Executive Board/COM/CPM Retreat January 17-18, 2019 at Rainbow Lodge near North Bend and to prepare by reviewing *2019 Ministry Plan and Budget* (in dropbox) and *How We Got Here: Ten Hallmarks of NWC Presbytery Culture*

Cyclical Cascadia Report - Rev. Paul Kim

A first Cyclical Discerners Gathering was held; about half of the participants were from NWC Presbytery and half from the greater Vancouver, BC area. Paul Kim and Andrea Perrett are working well at getting these folks together across contexts and countries! The next gathering is November 26, 2018.

Studio E3 (Engage, Equip, Encourage) Report - Rev. Amy Delaney

A Grant request to Presbyterian Mission Agency to partner with the Vital Congregations Initiative was reviewed. A three-congregation gathering with Dr. Alan Roxburgh hosted by FPC Bellingham was held on November 5, 2018. It is a cooperative endeavor to develop missional engagement by the St. James Bellingham First, and Birchwood congregations.

Associate EP Report – Jinsuk Kim

AEP Rev. Jinsuk Kim’s report was received and reviewed and is attached.³

Sitka AC Report

The presbytery voted to dissolve the Sitka congregation on Feb. 15th, and designated an administrative commission to execute the dissolution of the congregation and dispose of the property according to G-4.2025 (“hold, use, direct, limit, appoint, sell or dispose), in consideration of the requests of the congregation. Expenses of \$26,482.41 have been incurred since August 2018; additional costs of \$6,000-\$8,000 are anticipated. Jim Bruce (Sitka PC Elder and Resident) has been managing the property since August. There has been some interest from local organizations to lease the property; negotiations for a one year lease are underway. Meanwhile, the remaining fellowship is inactive. Temporary Pastor Rob Mathis will continue monthly visits to care for members unable or unwilling to join other Christian churches through December 31st at the direction of COM.

The following resolution recommended by the Executive Presbyter was APPROVED, **“Resolved, That all expenses related to the Sitka AC and property be accounted for from the SE Alaska Mission and Ministry Funds that are designated to be used for mission and ministry in SE Alaska** (approx. current balance is \$240,000).

Furthermore, the **resignation of A.C. member Eve Reckley was received and accepted.**

Trinity United PC AC/Session Report

The Trinity United AC has been meeting since September 17, 2018. The current focus is to

- Provide for worship; Rev. Stephanie Hankey is working with Kay Brown and has worship leaders lined up through December 2019;
- Ensure that Rev. Wendy Tingley transitions to disability coverage and income having concluded ministry August 20, 2018; her regular salary and dues will conclude November 30, 2018; disability coverage starts December 1, 2018;
- Explore options regarding the facility.

Elder Neaners Garcia, a member of the session and the AC was recently terminated from Underground Ministries for sexual misconduct. The following resolution was APPROVED, **“Resolved, That the resignation of Neaners Garcia from the TUPC AC be accepted, and that Elder Fran Zimmerly be designated to the AC, to be ratified by the presbytery at its next stated meeting.”**

By December 31, 2018 it is anticipated that the presbytery will be funding all facility expenses; dissolution of the congregation is being considered.

Campbell Farm

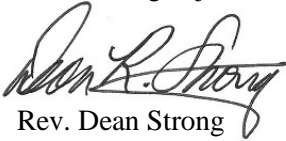
At the end of 3rd quarter 2018 the Campbell Farm had net current assets (current bank accounts less liabilities) of approximately \$65,000. This is the first time the farm has been debt free with reserves in many years. The oversight board and the staff continue to make progress toward strengthening the farm’s financial position. Plans are underway to hold a second western Washington fundraising event. Therefore, the following resolution was APPROVED, **“Resolved, That a fundraising event, to be held in the spring of 2019 for Campbell Farm in Western Washington, be recognized as a presbytery event.”** The presbytery will provide planning and publicity support (Jenine and Corey) and donation collection channels (website, CC charging, and such). The planning team is hoping to hold the event at the Community Church of Seattle.

Covenant Partner Whitworth University

A revised partnership agreement with Whitworth University, already approved by its Board, was received and reviewed. After corrections were made regarding the nomenclature of the presbytery, the

revised Whitworth University partnership agreement was APPROVED.⁴

The meeting adjourned at 2:10 p.m. with prayer.



Rev. Dean Strong
Stated Clerk

Attachments:

1. *Board Review of Executive Staff.*
2. *Treasurer's Report* and Financial Statements.
3. *Associate Presbytery for Korean Ministries Report*, Nov. 15, 2018.
4. *Partnership Agreement between Whitworth University and the Presbytery of the Northwest Coast*, Presbyterian Church (U.S.A.), dated October 1, 2018.

Board Review of Executive Staff**November 8, 2018**Rev. Kurt Helmcke (moderator), Seth Normington, and Wendy Taylor

Moderator's Report**Review:** Excellent work by a gifted staff**Challenge/Opportunity:** Delegating key tasks to staff, committees, volunteers (with training & supervision)**Executive Presbyter Snapshot:**

- Larger presbytery
- More staff to guide/supervise (less hands-on with congregations)
- COM potential?

Stated Clerk / Treasurer Snapshot:

- Larger presbytery
- More administrative load
- Need for delegation/training

Recommendation: Sustainable Operations "Catch-up Phase"*Images...*

- Construction: Building > **Maintaining**
- Meal: Eating > **Digestion**
- Journey: **Pit Stop** to refuel/tune-up to keep moving forward
- Plant: Need to attend to **roots** to ensure health & fruitfulness

Map-Out Operations Strategy

White Board Exercise

- List Administrative Tasks
- Describe Foundational Infrastructure (Have/Need)
- Develop Strategy for Sustainable Operations

Treasurers Report
November 15, 2018

Budget Report (see Actual vs. Budget Report) – The 2018 budget forecasted a deficit of \$311,944 for the year; with 83% of the year expired, the deficit as of Oct. 31st is \$281,918. Since expenses will continue for the last two months of the year, while most of the income has been received (per capita), it now appears that we may finish the year at or beyond the forecasted deficit.

Highlighted: (a) income that was included in the budget that has not been realized.
Expenses across the board have been less than anticipated.

Statement of Financial Position (See Report) – A major theme as that as presbytery operations have ramped up this year, particularly with the beginning of three new staff positions, the expenses have been funded from cash held in bank accounts (See report “Decrease in Cash held in Bank Accounts). It will soon be necessary to begin liquidating either New Covenant Mutual Funds or Mission Development Certificates. The Treasurer will convene the Finance and Corporate Affairs committee to develop a liquidation strategy that best meets the needs of the presbytery.

Notes on Statement of Financial Position – This statement must be read carefully to accurately understand the resources available for mission and ministry, since several items must be shown that cannot actually be used. This is explained as follows:

(a) Accounts Receivable (amount owed to the presbytery) – Most of what is owed the presbytery is per capita from churches who have large balances from previous years:

Cottage Lake PC	1,894.	First Craig-Klawock	6,127.
Agape PC*	2,212.	Korean Zion PC	11,645.
Lord of Glory PC	3,097.	Mukilteo PC	30,061.
Metlakatla PC	3,795.	United PC of Seattle	<u>55,368.</u>
First Sitka*	4,725.	Total Per Capita Owed	118,925.

Arrangements need to be made to either recover or write-off these amounts. Agape and Sitka funds cannot be recovered. Metlakatla is receiving salary subsidies and is making a further request to the Alaska fund. Mukilteo funds should be recovered from the dismissal settlement. United PC owes this back per capita, plus a \$50,000 cash flow loan, for over \$100,000. This may be an area of concern.

(b) This amount of \$2,072,442 is the realistic amount that can be used for mission and ministry, since fixed assets and the Foundation Funds cannot be liquidated. Of that amount, about half (\$915,236) is designated for the Community Blessing Grant Fund, and \$237,258 is currently loaned to churches, so the **actual amount available for use is \$919,948.**

(c) The Stanwood property and its value will be transferred to Tidelands during 2019.

(d) There are questions about the fixed assets. The building and land shown has been carried over for many years, but does not represent assets that can be used or liquidated. This will be addressed in our next financial review and removed from our asset base if possible since it distorts our financial position.

(e) Unrestricted/Undesignated Net Assets – These are the assets not restricted by donors or presbytery designation. This figure of \$938,969 roughly corresponds to (b) above, since some of these assets are held instruments that cannot be liquidated (fixed assets and loans not yet due).

Presbytery of Northwest Coast
 Budget vs. Actuals as of October 31, 2018
 83% of the Budget Year

	Actual	Budget	A - B	% Used
INCOME				
5000-00 Unrestricted				
5000-10 Per Capita Income	354,465	409,836	(55,371)	86%
5000-30 Fees, Registrations, Books, Misc.	3,319	10,000	(6,681)	33%
5000-40 Interest Income	27,282	24,400	2,882	112%
5000-45 Unrestricted Donations	503	45,000	(44,497)	1%
5000-65 Tidelands Lease	7,929		7,929	
5000-70 Synod Rent	1,000	1,000	-	100%
5000-85 Shared Staffing	22,365	24,514	(2,149)	91%
Total 5000-00 Unrestricted	416,863	514,750	(97,887)	81%
5150-00 Designated - Community Blessing Earnings	37,021	58,520	(21,499)	63%
5200-00 Restricted				
5200-10 Investment/Endowment Income	21,673	28,340	(6,667)	76%
5250-00 Restricted Grants	18,151	135,000	(116,849)	13%
5250-10 Internship Contributions	-	10,000	(10,000)	0%
5300-00 GA Mission-Offerings	114,466	150,000	(35,534)	76%
5400-00 Donations to Presbytery Missions	87,047	85,000	2,047	102%
5700-02 Unrealized gains/losses on Endowments	(570)		(570)	
Total 5200-00 Restricted	240,768	408,340	(167,572)	59%
TOTAL INCOME	694,652	981,610	(286,958)	71%
Expenses				
6000-00 Congregational Renewal & Revitalization				
6000-05 Studio E3 Catalyst	1,430	50,000	(48,570)	3%
6000-10 Congregational Resources	917	25,000	(24,083)	4%
Total 6000-00 Congregational Renewal & Revitalization	2,347	75,000	(72,653)	3%
6100-00 Village & Small Church Ministries				
6100-05 Pastoral Associate	19,271	45,000	(25,729)	43%
6100-15 Capital Improvements		30,000	(30,000)	0%
6100-20 Church Leadership Salary Support	24,425	20,000	4,425	122%
6100-30 CRE Recruitment & Formation	2,877	5,000	(2,123)	58%
Total 6100-00 Village & Small Church Ministries	46,573	100,000	(53,427)	47%
6200-00 Multicultural Integration				
6200-05 Korean Min AEP Expenses	63,500	71,757	(8,257)	88%
6200-15 Interpretation & Translation	881	1,000	(119)	88%
6200-20 Fellowship & Community	1,577	2,000	(423)	79%
Total 6200-00 Multicultural Integration	65,958	74,757	(8,799)	88%
6200-50 New Expressions of Church			-	
6200-60 New Church Expressions	1,006	90,000	(88,994)	1%
6200-65 Leader Assessments	5,146	2,000	3,146	257%
6200-70 Staff for NCE Development & Support	41,399	50,000	(8,601)	83%
Total 6200-50 New Expressions of Church	47,552	142,000	(94,448)	33%
6300-00 Mission In & Beyond NWCP				
6300-01 GA Mission-Offerings	114,466	150,000	(35,534)	76%
6400-00 Donations Designated to Mission Partners	86,257	45,000	41,257	192%
6500-15 Comm Blessing Grants	7,412	33,800	(26,388)	22%
6500-90 Campbell Farm Direct Support	35,180		35,180	
6700-05 Grants to Mission Partners	102,500	142,500	(40,000)	72%
6700-20 Grants to Churches	7,115		7,115	
Total 6300-00 Mission In & Beyond NWCP	352,930	371,300	(18,370)	95%

	<u>Actual</u>	<u>Budget</u>	<u>A - B</u>	<u>% Used</u>
7000-00 Governance & Congregational Support			-	
7000-02 GA Per Capita	53,614	61,236	(7,622)	88%
7000-03 Synod Per Capita	3,476	12,600	(9,124)	28%
7000-10 GA & OGA Events	2,211	3,000	(789)	74%
7000-20 Presbytery Leadership Summit	16,396	21,475	(5,079)	76%
7000-30 Exec Board & Committees	7,691	5,000	2,691	154%
7000-35 Administrative Commission Expense	30,414		30,414	
7000-40 COM Expenses	22,040	25,000	(2,960)	88%
7000-50 CPM Expenses	4,156	3,000	1,156	139%
7000-60 Nom, COR, PJC, IC		700	(700)	0%
7000-70 Internship Support	1,842	20,000	(18,158)	9%
7000-80 Stanwood Loan	3,555		3,555	
Total 7000-00 Governance & Congregational Support	145,394	152,011	(6,617)	96%
7100-00 Support Services			-	
7100-10 Office Expenses			-	
7100-16 Bank Fees	209	357	(148)	59%
7100-18 Bldg Maint & Repair		1,530	(1,530)	0%
7100-20 Books & Resources	3,031	4,590	(1,559)	66%
7100-24 Equipment Lease	3,143	6,630	(3,487)	47%
7100-26 Equipment Purchase	6,804	3,000	3,804	227%
7100-28 Hospitality/Cleaning	1,731	1,500	231	115%
7100-30 Insurance	3,454	4,284	(830)	81%
7100-32 IT Support/Network	1,004	4,000	(2,996)	25%
7100-34 Legal Fees	659	1,020	(361)	65%
7100-36 Office Supplies	1,207	1,500	(293)	80%
7100-38 Postage	1,201	750	451	160%
7100-40 Financial Review	3,700	10,200	(6,500)	36%
7100-46 Rent - Cascade View	9,885	12,240	(2,355)	81%
7100-48 Software	4,742	510	4,232	930%
7100-50 Telephone/Web/Conference	4,085	2,500	1,585	163%
7100-52 Fees & Taxes	315		315	
7100-54 Utilities	3,121	3,774	(653)	83%
Total 7100-10 Office Expenses	48,292	58,385	(10,093)	83%
7200-00 Office Staff Expenses			-	
7200-02 Operating Salary Expense	172,357	206,935	(34,578)	83%
7200-03 Employee Benefits	55,465	63,460	(7,995)	87%
7200-08 Employer Payroll Taxes	9,729	9,906	(177)	98%
7200-20 Continuing Education (All Staff)	846	3,500	(2,654)	24%
7200-30 Professional/Travel Expenses			-	
7200-32 Exe Presbyter Prof Exp	10,225	12,500	(2,275)	82%
7200-33 Stated Clerk Reimb Expenses	545	2,000	(1,455)	27%
7200-34 CC Reimb Expenses	211	1,500	(1,289)	14%
7200-36 Alaska Cluster Coord Travel	-	5,000	(5,000)	0%
Total 7200-30 Professional/Travel Expenses	10,981	21,000	(10,019)	52%
7200-46 Accounting Services	14,860	15,300	(440)	97%
7200-48 Contractor Services (Web Page, Tech, Admin)	3,285		3,285	
Total 7200-00 Office Staff Expenses	267,524	320,101	(52,577)	84%
Total 7100-00 Support Services	315,815	378,486	(62,671)	83%
Total Expenses	976,570	1,293,554	(316,984)	75%
Net Operating Income	(281,918)	(311,944)	30,026	90%

Monday, Nov 12, 2018 02:34:21 PM GMT-8 - Accrual Basis

**Presbytery of Northwest Coast
Statement of Financial Position
As of October 31, 2018**

ASSETS

Current Assets	
Total Checking & Savings	108,485
Accounts Receivable	
1300-00 Accounts Receivable	3,629
1300-10 Per Capita Receivable	118,925
	<hr/>
Total Accounts Receivable	122,553 (a)
Charles Schwab	915,236
Mission Development Certificates	518,606
New Covenant Mutual Funds	170,302
Loans Receivable	
1700-25 Meadow Springs Loan	76,534
1700-30 Deming Property Loan	111,724
1700-35 United PC Loan	49,000
	<hr/>
Total 1700-00 Loans Receivable	237,258
Total Current Assets	2,072,442 (b)
Fixed Assets	
1800-05 Buildings	44,085
1800-10 Land	39,547
1800-15 Stanwood Property	261,500 (c)
1800-20 Building Improvements	5,000
1800-25 Leasehold Improvements	8,000
1800-30 Computer Equipment	6,369
1800-99 Accumulated Depreciation	(46,601)
	<hr/>
Total Fixed Assets	317,901 (d)
Permanently Restricted - Presbyterian Foundation	851,757
	<hr/>
TOTAL ASSETS	<u>3,242,099</u>

LIABILITIES AND NET ASSETS

Liabilities	
Accounts Payable (inc. payroll taxes)	12,549
Stanwood MDC Loan	119,547
	<hr/>
Total Liabilities	132,095
NET ASSETS	
3000-00 Unrestricted/Undesignated Net Assets	938,969 (e)
3000-01 Unrestricted/Designated	
3000-33 SE Alaska Fund	241,627
3100-03 CBG Investment Fund	915,236
	<hr/>
Total 3000-01 Unrestricted/Designated	1,156,863
3200-00 Temporarily Restricted	
3200-03 Peacemaking Presbytery	1,618
3200-06 Katie Allen Scholarship	11,725
3200-09 TT Camper Scholarships	-
3200-12 Oso Disaster Relief	90
3200-20 DeVries Scholarship Fund	2,027
3200-22 Morris Evangelism Fund	7,684
3200-24 Flood Support PDA	4,214
3200-36 Undesignated Mission	24,368
3202-09 MS Mathes Fund 0617/1744	44,372
3202-11 A Merchant Fund 0675/5347	29,014
3202-54 MS Mathes Whitworth Internships	5,000
3204-03 Phoebe Bakken Fund 5580	748
3204-12 Embert/Demmert Fund 5691	477
3204-18 J Earl Jackman Fund 2126	10,046
3204-21 Henry & Vineta Fawcett Fund 2890	10,985
3204-24 SE Alaska Mission Fund 2006	(779)
	<hr/>
Total 3200-00 Temporarily Restricted	151,589
Total 3300-00 Permanently Restricted (Foundation Funds)	862,582
TOTAL NET ASSETS	3,110,003
TOTAL LIABILITIES AND EQUITY	<u>3,242,099</u>

Tuesday, Nov 13, 2018 09:45:05 AM GMT-8 - Accrual Basis

Decrease in Cash held in Bank Accounts

As of November 12, 2018

	1/1/17	6/30/17	12/31/17	6/30/18	9/30/18	11/12/18
ASSETS						
Current Assets						
Bank Accounts	840,093	742,620	416,918	322,714	181,720	104,856
Accounts Receivable	86,735	68,540	139,468	128,231	120,810	122,604
Other Current Assets (Schwab, MDC's, Church Loans)	1,638,996	1,823,906	1,805,738	1,799,021	1,840,806	1,841,403
Total Current Assets	2,565,824	2,635,066	2,362,124	2,249,967	2,143,336	2,068,863
Fixed Assets (Stanwood Land) Foundation	190,927	190,927	317,901	317,901	317,901	317,901
	777,972	807,773	846,360	845,136	851,757	851,757
TOTAL ASSETS	3,534,723	3,633,767	3,526,385	3,413,003	3,312,994	3,238,520
LIABILITIES AND EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable	24,414	32,509	11,516	15,304	18,203	9,668
Other Current Liabilities	132,476	129,455	129,069	124,619	123,242	122,427
Total Current Liabilities	156,889	161,964	140,585	139,923	141,445	132,095
Total Liabilities	156,889	161,964	140,585	139,923	141,445	132,095
Equity	3,612,894	3,473,776	3,385,800	3,273,080	3,171,549	3,106,425
TOTAL LIABILITIES AND EQUITY	3,769,783	3,635,740	3,526,385	3,413,003	3,312,994	3,238,520

Monday, Nov 12, 2018 06:47:23 PM GMT-8 - Accrual Basis

		Available	If re- designated
ASSETS			
Checking and Savings	104,856	104,856	104,856
Total Accounts Receivable	122,604	30,000	30,000
Charles Schwab (CBG Fund)	915,236		915,236
MDC's (Designated)	518,606	518,606	518,606
New Covenant Funds (Designated)	170,302	170,302	170,302
1700-25 Meadow Springs Loan	76,534		
1700-30 Deming Property Loan	111,724		
1700-35 United PC Loan	49,000		
Fixed Assets - Tidelands, Improvements, Computers	317,901		
1900-00 Perm Restr - Presby Foundation	851,757	-	-
TOTAL ASSETS	3,238,520	823,765	1,739,001

Associate EP Report to Executive Board on November 15, 2018

By Jinsuk Kim

Teaching Heathy Boundary class in Korean during the Leadership Summit (10/19/2018) was a very special experience for me – interesting, challenging and substantial. Thanks to Rev. Johan Shin of Anchorage Korean Church who was partnering with me on teaching. There were five pastors and one observer in the class who were quite engaged in the topics and themes reflecting their experiences in the real life. It took us lots of time and effort to translate the materials in Korean. Although we have been faithful to the original content, which mostly were received with fascination by the participants, we could have explored more of the issues and problems in the Korean church. I thought four hours would be too long but surprisingly we needed more time to cover what we had prepared. We ended the session by learning how important it is to be aware of our sacred trust and power & vulnerability in our ministry. Johan and I are looking forward to continue next year and beyond.

One of the goals we set for Korean community for 2019 was **to put Korean representatives to Commissions and Committees**. There is no Korean representative currently serving in any Commissions or Committees. Earlier I volunteered to serve on NOM so that I could help find qualified Koreans to serve. Two very well qualified persons (RE JB Im for EB and TE Yo Kim for CPM) agreed to serve and the NOM approved. But I still want at least two more to serve from next year on in the commissions which I am working on with those Korean volunteers and NOM. I hope they will represent Korean churches very well and benefitting to the whole Presbytery.

Concerns of Korean churches and their future – At the last KPC retreat (Sept 17-19), Korean pastors and participants raised issues on our denomination becoming more liberal. They were alarmed by the liberal stance in the election of GA moderators. Their worry is real and at the core is about potential disruptions in the church once again and losing membership. I can safely say most of the Korean congregations are quite conservative from the point of view of the mainstream PCUSA. They talked about what to do should their liberal stance become more open and official. No one talked about leaving their beloved denomination but want to find ways to assure the congregations their faith integrity is safe and honored within our presbytery and denomination. I and Corey with others are working on this.

Jean Kim Foundation Ribbon Cutting Ceremony of mini manufactured shelters for the homeless. You are invited to join at “Good Shepherd Baptist Church, 6915 196th Street SW Lynnwood, WA, Sunday, November 18, 2018 12:00-2:00 PM.

**Partnership Agreement between Whitworth University
and the Presbytery of the Northwest Coast, Presbyterian Church (U.S.A)**

October 1, 2018

- I. **Preface.** This functional partnership expresses a joint commitment by the Presbytery of the Northwest Coast and Whitworth University to work together to advance the educational mission of the church. The Presbytery of the Northwest Coast is a governing presbytery of the Presbyterian Church (U.S.A), hereafter PC (USA), and is the geographic presbytery of the North Puget Sound region of the United States, comprising approximately 36 PC (USA) churches. Whitworth University (WU) is a Christian, residential, liberal-arts institution of higher learning whose historic denominational relationship has been with the PC (USA) and its predecessor denominations. The Presbytery of the Northwest Coast and WU share a long-standing relationship based on a common history, shared beliefs, and a shared vision for the church and Presbyterian institutions of higher learning. This voluntary institutional relationship between WU and the Presbytery of the Northwest Coast is not legally binding on either party, but does reflect a relationship of mutual respect and sustained cooperation.
- II. **Whitworth's History.** Whitworth's identity is firmly centered in both the Reformed theological tradition and Presbyterianism. Education has been an emphasis of the Reformed tradition since the time of Joh Calvin. In the United States, higher education is the oldest form of Presbyterian mission beyond the local congregation. Presbyterians founded more than one-fourth of all the church-related colleges that existed at the time of the American Civil War. During much of the 18th, 19th, and 20th centuries the church was involved directly in the governance and finance of its related colleges and universities. These structural and financial connections began to disappear during the last half of the 20th century as colleges, with the church's concurrence, became independent and self-governing. Many maintained an affiliation with the church through voluntary agreements, and the church, through its judicatories, continued to provide financial support to the colleges for many years.

Whitworth University's particular history has been significantly shaped by its connection to the Presbyterian Church. Prior to founding Whitworth College, the Reverend George Whitworth, a Presbyterian minister, ventured west on the Oregon Trail in the 1850s with a desire to establish a "Presbyterian colony in the West." On December 12, 1869, near George Whitworth's home, the First Presbyterian Church of Seattle was organized by the Presbytery of Oregon. He served as Pastor of Seattle First Presbyterian Church for many years.

In 1876, George Whitworth became the first Moderator and the senior ordained minister of the Presbytery of Puget Sound. Among the first 11 congregations which formed the Presbytery of Puget Sound were three from the present-day Presbytery of the Northwest Coast— First Presbyterian Church of Port Townsend, First Presbyterian Church of

Snohomish, and San Juan Island Presbyterian Church (now named Friday Harbor Presbyterian Church).

Founded in 1890 in the Puget Sound region by George Whitworth, the college was the result of Whitworth's, the Presbytery of Puget Sound's, and others' hopes that a Presbyterian institution could succeed in the distant Northwest. Financial challenges plagued the institution for much of its first fifty years and forced the campus to relocate from its original site in Sumner, to Washington to Tacoma in 1899 and to Spokane (its current site) in 1914. Through those years, support from the presbyteries proved crucial to the college's survival. During these years of hardship, the college's trustees often discussed the possibility of merging with other Christian institutions in the region, with the likely result that Whitworth would have to abandon its Presbyterian identity. But that outcome never materialized.

While other Presbyterian institutions in the West began to move in more secular directions, Whitworth remained steadfast in its identity as a Presbyterian institution. Under President Frank Warren (1940-1963), the college assumed an even stronger commitment to its Christian identity. The college adopted both an evangelical and an ecumenical character while remaining firmly rooted with the fabric of the Presbyterian Church and the Reformed tradition.

In the context of the last half of the twentieth and early twenty-first centuries, Whitworth's administrators, board of trustees, and faculty have remained committed to upholding a common educational mission of the mind and the heart (which goes back to the beginning of the college) and a desire to educate a diverse student body to honor God, follow Christ, and serve humanity. While interpretations of how to implement this vision has varied, the Reformed and Presbyterian identities of the university have remained an important tether, and Whitworth has prized its partnership with the Presbyterian Church in an effort to best serve God's Kingdom.

- III. **Theological Basis.** Christian faith, as expressed through the Reformed tradition, provides a theological foundation for both the PC (USA) and Whitworth University. Joined in the commitment to the centrality of Jesus Christ and the affirmation of the Holy Scripture as the authoritative guide for faith and practice, the denomination and the university are united by shared points of conviction as the basis for this partnership.

Points of common conviction include:

- In the Reformed tradition, both heart and mind matter. John Calvin recognized the work of Christ in the heart as foundational to the pursuit of truth, and likewise echoed scripture's call to use one's mind as service to God. Thus, study, understanding and scholarship are spiritual activities that are not only valid, but central to the life of Christian discipleship. Whitworth's commitment to a "mind and heart" education is deeply rooted in these Reformed values.
- "There is not a single square inch" of life, to quote Reformed theologian Abraham Kuyper, that does not fall under the sovereign rule and loving presence of God. All of life, created by God, is sacred, in the teaching of Reformed theology. At Whitworth as

well, while worship and other forms of faithful expression has enormous importance in the Christian life, there is likewise deep commitment to learning, faith and virtue in the classroom, throughout all aspects of campus life, and in our engagement with the community and the world.

- Central to Reformed theology’s anthropological views in the doctrine of total depravity. No one escapes the influence of sin in every realm of life. In our common humanity and sinfulness, we are called to approach knowledge and truth with humility and to deal with issues of failure from standpoint of empathy. Whitworth’s simultaneous commitments to learning through failure and success, responsibility and compassion, conviction and curiosity, grace and truth, and redemption and growth give particular witness to this theological affirmation.
- There is hope for all in the doctrine of Imago Dei; there is likewise hope for the world in our commitment to the stewardship of creation. Affirmed throughout scripture is a fundamental value accorded to all humans as created by God, in God’s image; this doctrine coves every person form every background and accords dignity and value to each one. There is similar worth intrinsic to the entire creation as a gift of God, entrusted to us for care. These deeply Reformed doctrines, shared by the denomination and the university, give contour to educational goals as they do to life commitments.
- Finally, our lives, according to scripture, are not about ourselves and our own individual ends. According to Reformed theology we are called to faith and service - specifically to transform the world for good. The church is “reformed and ever reforming.” Thus, while we work toward educational accomplishment, our higher calling is to gain understanding in order to live more faithfully in response to God's call, and specifically to bring reconciliation and good to the world. Thus, at Whitworth as in our theological and denominational heritage, there is purpose for education that extends beyond personal accomplishment. We are called into vocations, for which education prepares us that reflect the values of care, humanity and stewardship.

The Presbytery of the Northwest Coast and WU are committed to helping people discern their God-given talents and to equipping them for dealership and service for the church and society. Among the many shared values that underline this commitment are freedom to pursue knowledge and truth, stewardship of the world around us (God's creation) and serving others. These values are embedded in Whitworth’s mission to “honor God, follow Christ and serve humanity” and in NPS Presbyteries mission to “engage, equip and encourage people and congregations as they follow Jesus to transform the world.” WU and the Presbytery of the Northwest Coast pursue our common commitment and communities that are nurturing, supportive, enabling and empowering.

IV. Responsibilities of the Presbytery of the Northwest Coast. As the governing body interested with the responsibility to support and enable healthy, nurturing Ministry in PC (USA) churches in the North Puget Sound region and the Presbytery of the Northwest Coast will:

1. Affirm the volumes of the PC (USA) and identify and inform WU of opportunities to work with the Presbytery of the Northwest Coast to further the mission-based priorities of

WU in ways consistent with the character of the institution, with particular attention to WU's ministry of education and leadership development.

2. Encourage and support WU to pursue a concept of higher learning that respects and emphasizes spiritual as well as intellectual growth.
3. Encourage and support WU to support students in their vocational search especially those who feel called to church vocations
4. Communicate with and find ways to help WU strengthen relationships with all parts of the church - local, regional and national - by maximizing opportunities for connection and common mission.

V. **Responsibilities of Whitworth University.** WU is called to inspire, equip and connect with the PC (USA) in its many Expressions to serve Christ in the world through new and existing communities of faith, hope, love and witness. Among its strategic directions, WU is focusing on leadership development, equipping global citizens, and reaching out to young adults. WU will:

1. Affirm the work and mission of the Presbytery of the Northwest Coast, its member churches and their partnership in pursuing the PC (USA)'s mission-based priorities in ways consistent with the character of the institution.
2. Identify and inform and the Presbytery of the Northwest Coast of opportunities to work with WU to advance the mission of the Presbytery of the Northwest Coast and the PC (USA).
3. Advocate for the value of education provided by the Presbytery of the Northwest Coast congregations and assist in that educational ministry as called upon by the Presbytery of the Northwest Coast and/or particular congregations within the Presbytery of the Northwest Coast.

VI. **Implementation.** In carrying out its responsibilities, the Presbytery of the Northwest Coast agrees to:

1. Share information with WU about the PC (USA) and its work, especially as it relates to higher education, to enable WU to pursue its understanding of church-relatedness as fully as possible.
2. Promote WU to Presbyterians, particularly to prospective students.
3. Be a source of information about WU and resource to the Presbytery of the Northwest Coast congregations and other expressions of the church with which NPS Presbyterian may interact.
4. Work with WU to identify ways in which the PC (USA) and the Presbytery of the Northwest Coast can work as partners to address the emerging issues of a global society.
5. Refrain from presenting or publicizing any relationship with WU other than as pre-authorized by authorized W Representatives.

In carrying out its responsibilities, WU agrees to:

1. Work collaboratively with the Executive Presbyter of the Presbytery of the Northwest Coast or his/her designee, who shall be designated as a resource person for the Presbytery of the Northwest Coast for the purpose of providing information pertaining to WU.
2. Encourage students to be involved in the life and mission of Presbytery of the Northwest Coast PC (USA) churches through involvement in worship, internships and ministry with the members and participants of specific and NPS Presbyterian-PC (USA) congregation.
3. Encourage and support NPS Presbyterian-PC (USA) pastors and lay leaders and spiritual renewal and formation as well as the development of leadership skills through a wide array of certificate programs, conferences, and consultations.
4. Explore with Presbytery of the Northwest Coast congregations' new ways in which WU can serve as a resource to strengthen existing ministries and develop new ministries appropriate to geographic context and changing demography in the region.

VII. **Terms.** The terms of this partnership will commence upon its approval by both parties and continue for five years thereafter. The parties acknowledge that this relationship is mutually beneficial and either party may choose to discontinue this relationship at any point with immediate notice. This partnership is not a contract and does not create a legal partnership. "Partner" and "Partnership" as may be used in this agreement are relational, not legal terms. This partnership is based on relationships and trust the specific responsibilities for all partners. It is agreed that each partner will assume sole responsibility for its own actions and the creation and signing of this agreement does not hold any party legally liable for the actions of the other. Presbytery of the Northwest Coast acknowledges that it does not have permission or license to use the name, seal, symbol or tax exemption of WU other than as authorized.

PRESBYTERY OF THE NORTHWEST COAST

BY: _____

TITLE: _____

DATE: _____

WHITWORTH UNIVERSITY

BY: _____

TITLE: _____

DATE: _____