

Presbytery of the Northwest Coast
Executive Board Minutes
January 18, 2019

The meeting was opened with prayer at 10:30 a.m. as part of the annual presbytery leaders and commissions retreat held at Rainbow Lodge in North Bend, WA.

A quorum was present, as follows: Francie Irwin, Othello, First , '19, Rev. Matthew McCoy, St. Paul's Academy, '19, Rev. Wendy Taylor, Quilcene, First , '19, Rev. Gustavo Carvajal, Parker Heights , '20, John Collier, Maplewood, '20, Rev. Seth Normington, Waterville Federated, '20, Dottie Villevik, Everett, First, '20, George Eastman, Neah Bay , '21, JB Im, Community Church of Seattle, '21, Rev. John Mason, Mountain View, '21, Freda Westman, Northern Light United, '21.

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

The Stated Clerk was attending COM when the meeting began; Corey Schlosser-Hall was elected temporary secretary to record the minutes.

Moderator Election – Rev. Seth Normington was elected Moderator for a one year term.

Trinity United Admin Commission – A proposed lease for the Trinity United facility had been distributed with the agenda and was reviewed. A resolution to lease the property was APPROVED as follows: ***Resolved, That the Trinity United administrative commission, which has original jurisdiction with the full powers of the session, is granted permission to lease the Trinity United facility for one year, including the worship space, to the Sonrise Christian Center, according to terms determined by the administrative commission.***

Birchwood Refinance – The Birchwood session seeks to refinance its mortgage at a lower interest rate and with an institution that supports the church. It has chosen the Mission Development Certificate Program. A further lower rate interest rate is offered over the term of the loan as long as 10% of the principle is on deposit; presbytery is offering to deposit half of this amount (approximately \$50 thousand) for the next five years, at which time the presbytery's amount pledged toward the loan will be renegotiated. The Board APPROVED the following resolution, ***“Resolved, That the presbytery guarantee a loan to Birchwood Presbyterian Church from the Mission Development Certificate program to refinance the existing \$825,000 mortgage for a period of twenty years, and that if feasible, the presbytery invest in and/or hold certificates of deposit with MDC pledged toward the Birchwood loan for at least the first five years of the loan, in a minimum amount of five percent (5.0 %) of the remaining principle, in order to provide the lowest interest rate offered from the lender.”***

UNITE Retreat Grant – The Board was polled in December and most seemed comfortable with awarding an amount for each student from NWC Presbytery. The initial request letter, distributed with the agenda, was received too late to be addressed at the previous Board meeting. Therefore, the Board APPROVED a resolution as follows, ***“Resolved, That \$1,600 be awarded from unrestricted funds for eight (8) scholarships of \$200.00 each, for student who attend the UNITE youth retreat held at Tall Timber in December.***

Meeting Schedule – the following meeting schedule was APPROVED:

Thu. Jan. 31, 9:00 a.m. - 11:00 a.m., by video conference.

Thu. Apr. 11, 9:00 a.m. -11:00 a.m., if necessary, by video conference. Agenda items to be submitted to the Moderator or Stated Clerk by Thu. Mar. 28 at 5:00pm. Notice to be given by Mon. Apr. 1.

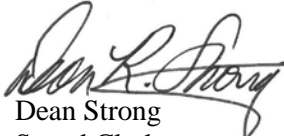
Thu. May 30, 10:00 a.m. -2:00 p.m., location to be determined, if possible outside of Sno-King to experience another part of the presbytery.

Thu. Aug. 15 10:00 a.m. -2:00 p.m., if necessary, by video conference. Agenda items to be submitted to the Moderator or Stated Clerk by Thu. Aug. 1, 5:00pm. Notice to be given by Monday, Aug. 5th.

Thu. Sep. 26 from 10:00-2:00: location to be determined.

Thu. Dec. 12 from 9:00-11:00: 9:00 a.m. -11:00 a.m., by video conference.

The meeting adjourned at 11:30 a.m. with prayer.



Dean Strong
Stated Clerk

Presbytery of the Northwest Coast
Executive Board Minutes
January 31, 2019

Moderator Rev. Seth Normington opened the meeting at 9:07 a.m. from Waterville, WA, via Zoom web conferencing software with prayer. A quorum was present, as follows:

2019 Rev. Matt McCoy, St. Paul's Academy,
Bellingham
2019 Rev. Wendy Taylor, Member-at-large,
2020 Rev. Gustavo Carvajal, Parker Heights,
Wapato,
2020 John Collier (Mukilteo),
2020 Rev. Seth Normington, Waterville Federated
2021 George Eastman, '21, Neah Bay
2021 JB Im, Community Church of Seattle
2021 Rev. John Mason, Mountain View,
Marysville
2021 Freda Westerman, Northern Light, Juneau

Absent:
2019 Kathy Garde (Westminster, Anacortes),
2019 Francie Irwin (Othello First),
2020 Dottie Villevik (Everett First),

Staff Present:
Janice Smith, Pastoral Assoc. Village Ministries,
Corey Schlosser-Hall, Exec. Presbyter,
Rev. Jinsuk Kim, Assoc. Exec. Presbyter for
Korean Ministries,
Rev. Dean Strong, Stated Clerk.

Generative Discussion

A conversation was held during a pre-meeting briefing with Rev. Scott Anthony of Cottage Lake PC about starting a new expression in partnership with Cottage Lake PC from their campus.

Janice Smith, Pastoral Associate for Village Ministries, discussed "Recognizing ways to work with village congregations who are and are not willing to make adjustments in their mission and ministry."

The Board discussed how it can support the new Commission on Ministry Liaison program.

Property management needs and strategies were discussed in light of the closing church properties (Sitka, Trinity United) that the presbytery is inheriting.

Strategic Items

Edmonds PC/Presbytery Office Renovation – Exploration of relocating the presbytery office to Edmonds continued. Three design proposals were reviewed. The following resolution was APPROVED, "Resolved, That the proposal from Dennis Chivers and DLC Architects be accepted¹ and up to \$5,000 be allocated from unrestricted reserves for "plan sketches, principle building elevation and preliminary budgets" according to the proposal, and that a cap of \$500,000 be established for the complete renovation for the purposes of design and permitting."

Bellingham New Worshiping Community – Rev. Matt McCoy has been gathering a group of worshippers who are beginning to organize. They have applied for a \$7,000 PCUSA Seed Grant for developing a longer term vision; the application was reviewed by the Board. The group is not ready to incorporate but does have financial management needs.

The following resolution was APPROVED, "Resolved, That Bellingham New Worshiping Community is recognized as ministry of the presbytery;

2. That a \$7,500 seed grant be awarded to the Bellingham New Worshiping Community from the presbytery budget and that the presbytery endorse a matching grant request of \$7,500 from the Office of Mission Program Grants, Program Mission Agency, PCUSA;

3. That a set of accounting books be established separate from those of the presbytery, and a checking account be established by the presbytery as a part of those accounts for use by the Bellingham New Worshiping Community at Wells Fargo Bank, with the following authorized signers: Denise McCoy, Matt McCoy, Christine Stone, Kris Green (Bookkeeper), Dean Strong (Treasurer).”

Murdock Charitable Trust Cyclical Grant Request – The Board reviewed a Murdock Charitable Trust Grant Request for new expressions of the church in the Pacific Northwest. It is a joint request with the Whitworth Office of Church Engagement (Rev. Terry McGonigal, Director) and Presbytery of Inland NW (Rev. Sheryl Kinder-Pyle, Exec Presbyter). If approved the presbytery would receive approximately \$200,000 over the next three years. The Board APPROVED the grant application.

Non Geographic Presbytery – A discussion continued that began at the retreat regarding the unique needs of Korean congregations, the challenges presented by the presence of racial ethnic and immigrant groups and the possibility of additional Korean congregations joining the presbytery as a way to meet those needs and challenges. Forming or becoming a non-geographic presbytery might make this possible.

The following resolution was APPROVED, “*Resolved*, That the Board appoint the Stated Clerk, the Associate Executive Presbyter and any other interested persons to work with Moon Lee to submit a question of constitutional interpretation regarding an existing presbytery’s assumption of the mission responsibilities of a non-geographic presbytery, to the GA Stated Clerk.”

Campbell Farm Gala – The Board previously approved providing staff time, credit card processing and publicity for a spring Campbell Farm Gala. A resolution to hold the event March 30, 2019 at Sammamish Presbyterian Church (Sammamish, WA) was APPROVED.

Vital Congregations Report – Studio E3 Catalyst Amy Delaney reported that Presbyterian Mission Agency (PMA) Director of Vital Congregations, Rev. Kathryn Threadgill, informed the presbytery that it has been selected as was one of 14 presbyteries to participate in the pilot project for vital congregations.

Feb 21 Leadership Summit Agenda – This will be a “Hybrid” meeting featuring both Zoom videoconference and in-person. There will be no travel reimbursements beyond mileage nor accommodations except for presbytery officers and reporting commission moderators. The meeting will be graciously hosted by Cascade View Presbyterian Church, in Everett, WA. The Board approved the following agenda:

4pm Workshops: Rev. Jean Kim, Jean Kim Foundation, book release and signing.
Rev. Amy Delany, Studio E3 Catalyst, *Vital Congregations Initiative: How to Get Involved*.

5pm Dinner (by reservation only)

6pm Worship, Presbytery Moderator Gustavo Carvival, Preaching.

7:00 p.m. – 8:30 Discern Discuss and Decide

Zoom coverage will begin at 5:45 p.m.

Personnel/Smith – Commissioned Pastor Jan Smith has been working ten to twenty hours per week serving small, rural and village congregations and developing the commissioned pastor development process. Beginning March 1st she will reducing her time by half to continue only the latter.

Fiduciary Items

Laptop Purchase – At the March 15, 2018 meeting, the Board approved allocating up to \$10,000 for purchasing or upgrading equipment, software and services for leadership summits. Of the approved amount, \$5,862.80 was spent on video conference equipment and furniture for the conference room. Two new laptops are still needed for broadcasting hybrid meetings. The Board APPROVED the following

resolution, “*Resolved*, That up to \$3,000 be allocated from unrestricted reserves for purchase of two laptops dedicated to hybrid presbytery leadership summits. “

Sitka AC, Chair Rev. Jim Christensen – The Administrative Commission will report to the presbytery that it is entering into a one year lease with the Sitka Food Cooperative of Sitka beginning Feb. 1st.

Neah Bay Financial Review and Issues – Steve Bass, a retired CPA and member of Seattle Presbytery, has been conducting a financial review of Clallam Bay for the years 2014-2018. He filed a report on Jan. 24 stating that requested financial statements have not been received, required IRS tax filings have not been made including receipts to donors, and the corporate registration has lapsed. The report was available for Board members to review. There appear to be no anomalies in the financial transactions. The session has not met since the receiving the report, but the moderator has responded by saying the session hopes to respond and correct any issues in 30 days. The Board simply needs to be aware of the financial issues if they are substantiated; COM will be made aware of and will address pastoral and leadership issues if appropriate.

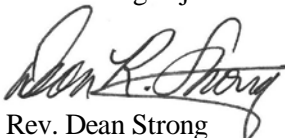
Everson Fellowship & Nooksack Valley Food Bank Lease² – At the August 17, 2017 meeting, the Board approved a resolution stating its intent to enter into a lease on behalf of the Everson Fellowship, with the Nooksack Valley Food Bank that would allow them to construct a 3,600 sq. ft. building on the church property to accommodate the growing operation. The cost of construction is being borne by the Food Bank. The Food Bank’s attorney has submitted the agreement which is attached to these minutes; construction permits have been obtained. The Board APPROVED the following resolution, “*Resolved*, That the proposed lease (to be attached) be approved, amended as follows:

18. ASSIGNMENT AND SUBLEASE. Neither Lessee nor his successors or assigns shall assign, mortgage, pledge, or encumber this lease or sublet the demised premises in whole or in part, or permit the premises to be used or occupied by others, nor shall this lease be assigned or transferred by operation of law, without the prior consent in writing of Lessor in each instance. ~~which consent shall not be unreasonably withheld.~~

Leave of Absence – The voting members of the Board, Executive Presbyter, and the Stated Clerk were exclusively present for a discussion and action on the following personnel item. The Rev. Paul Kim is employed part time as the Presbytery’s Cyclical Catalyst. He is also Pastor of New Life Community Church in Bothell, WA, a position from which he recently resigned. The Board APPROVED the following resolution, “That Paul Kim be granted a paid leave of absence in his role as Cyclical Coordinator, terms to be determined by the Executive Presbyter, beginning Feb. 4th and ending Apr. 11th.”

Stated Clerk/Treasurer, Rev. Dean Strong reported that year end reporting was underway including confirmation of adequate insurance and required financial reviews, and that session minutes would be reviewed after year end reporting by the churches was completed.

The meeting adjourned with a prayer at 10:52 offered by Corey Schlosser-Hall.



Rev. Dean Strong
Stated Clerk

Attachments:

1. *DLC Proposal* dated 7 December 2018.
2. *Nooksack Valley Foodbank Lease*.

The details:

The deliverables will include sketches, principal building elevation, and preliminary JANUARY 31, 2019
minutes, attachments
This work will be done hourly within a guaranteed maximum cost of \$3,750 plus reimbursable expenses (plotting, printing, mileage, etc.). This scope does not include extensive field-measured as-built plans and assumes the church will be able to supply fairly accurate plans of the existing facilities. Should field-measured as-built plans be required, they will be an additional hourly expense. Because of the unknown required scope of any desired 3D renderings, such renderings will also be an added, reimbursable expense and should run between \$500 - \$1,000, depending on complexity.

If this proposal is acceptable, please sign and return a copy to our offices.
Thank you for your consideration,

Dennis Chivers
Dennis Chivers
Principal, DLC Architects

Accepted:

By: _____
Title _____

LEASE

THIS LEASE made and entered into at Everson, Whatcom County, Washington, on _____, 2019, by and between **FIRST PRESBYTERIAN CHURCH OF EVERSON**, hereinafter referred to as Lessor, and **THE NOOKSACK VALLEY FOOD BANK ASSOCIATION**, a Public Benefit Corporation of the State of Washington, said Corporation being hereinafter referred to as Lessee.

NOW THEREFORE, the Lessor and Lessee, for and in consideration of the respective obligations contained hereinafter, and other valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

01. **PREMISES.** Upon the terms and conditions set forth, and in consideration of the payment from time to time by the Lessee of the rents hereinafter set forth and in consideration of the prompt performance continuously by the Lessee of each and every of the covenants and agreements hereinafter contained, to be kept and performed by the Lessee, the performance of each and every of which is declared to be an integral part of the consideration to be furnished by the Lessee, the Lessor does lease, let, and demise to the Lessee and the Lessee does hereby lease of and from the Lessor, **a portion of the following described premises**, situate, lying and being at Everson, Whatcom County, Washington and legally described as follows:

See attached Exhibit "A".

The premises being leased is intended to be used by Lessee to construct a building to be used by Lessee for the storage and delivery of food and food related items. The specific portion of the premises being leased is described on attached Exhibit "B". The dimensions of the building to be constructed and the approximate location of said building are shown on attached Exhibit "C". The property described on Exhibit "A" includes areas for parking. While this Lease does not include the parking areas, the Lessee and the Lessor agree to cooperate in sharing the parking areas. Lessor and

Lessee agree that the parking areas are for parking of motor vehicles at times when each party is actively conducting activities on the property described on Exhibit "A" and that neither party will use the parking areas for storage of motor vehicles or any other items.

02. **TERM.** To have and to hold the demised premises commencing upon issuance of occupancy permit by the City of Everson and continuing for up to one hundred (100) years so long as Lessee operates a food bank on the premises as a hunger relief program unless sooner terminated as hereinafter provided. Lessee may terminate this Lease upon sixty (60) days prior written notice to Lessor. Following completion of the building which lessee intends to construct on the leased premises, if the lessee fails to operate a food bank on the premises for a period of six months or longer, the lease shall terminate. Upon termination of this lease, all improvements constructed on the leased premises shall belong to lessor and lessee shall have no interest therein.

03. **BASIC RENT.** The rent which Lessee agrees to pay to the Lessor is as follows: One Dollar (\$1.00) per year, payable in one hundred (100) years or upon termination of the Lease if the Lease is terminated sooner.

04. **SUPPLEMENTAL ASSESSMENTS.** Lessee agrees to pay all of the following utilities charges on a current basis for the leased premises which Lessee may incur:

- 1) Electrical
- 2) Water
- 3) Gas
- 4) Sewage and Garbage
- 5) Telephone (including for Lessee's office)
- 6) All other charges for services contracted for by Lessee
- 7) All personal property taxes on Lessee's personal property.

8) Real property taxes on the land leased by Lessee and on the building which Lessee intends to construct and maintain on the land being leased. Lessor and Lessee will use the proportion of square footage of the leased premises as compared to the square footage of Lessor's total tax parcel, of which the leased premises is a portion, as the basis for determining Lessee's portion of property taxes due on the leased premises land.

In the event of the failure of Lessee to pay the above items, and all other damages, costs, expenses, and sums that Lessor may suffer or incur, or that may become due, by reason of any default of Lessee or failure by Lessee to comply with the terms and conditions of this lease, the unpaid obligations shall be deemed to be additional rent, and, in the event of nonpayment, Lessor shall have all the rights and remedies as herein provided for failure to pay rent.

05. **USE.** Lessee shall use the demised premises for the purpose of conducting therein the following and only the following activities and uses: Lessee is allowed to construct an approximately 3,600 sq. ft. food bank facility on the leased premises and has received a Conditional Use Permit from the City of Everson to do so. Lessee shall construct, maintain and operate the food bank facility in compliance with all conditions of said Conditional Use Permit. Lessee is also allowed to construct on-site parking improvements, pedestrian access improvements and vehicle access improvements in compliance with said Conditional Use Permit. A copy of said Permit is attached hereto as Exhibit "D". The building and all other improvements to be constructed by Lessee shall be completed within two (2) years of the date of this Lease and in case of failure to do so this Lease will terminate. In constructing the food bank facility and other improvements on the leased premises Lessee will use only contractors and subcontractors licensed in the State of Washington. Provided, however, Lessee may act as its own contractor and use volunteer labor except that Lessee will use only licensed

contractors to complete all electrical, gas and plumbing installations and otherwise comply with Everson building code and the laws of the State of Washington.

Lessee shall not use the premises for any purpose in violation of any federal, state, county or city statute or ordinance, or of any regulation, order, or directive of a governmental agency, as such statutes, ordinances, regulations, orders, or directives now exist or may hereafter provide, concerning the use and safety of the demised premises. On the breach of any provision hereof by Lessee, Lessor may at his option terminate this lease forthwith and reenter and repossess the demised premises.

06. **QUIET ENJOYMENT.** Lessor warrants that Lessee shall be granted peaceable and quiet enjoyment of the demised premises free from any eviction or interference by Lessor if Lessee pays the rent and other charges provided herein, and otherwise fully and punctually performs the terms and conditions imposed on Lessee.

07. **LIABILITY OF LESSOR.** Lessee shall be in exclusive control and possession of the demised premises and Lessor shall not be liable for any injury or damages to any property or to any person on or about the demised premises nor for any injury or damage to any property of Lessee.

08. **INSPECTION.** The Lessor reserves the right to inspect the demised premises at any and all reasonable times throughout the term of this lease. The Lessor covenants and agrees, however, that it will not interfere with the Lessee's operations while so doing.

09. **CASUALTY INSURANCE.** It shall be Lessee's responsibility to maintain insurance coverage against loss by fire or other casualty for Lessee's improvements, equipment, furnishings, and other personal property and Lessor shall have no responsibility therefore.

10. **LIABILITY INSURANCE.** The Lessee agrees that it will maintain liability insurance throughout the term of the Lease upon the premises for any injuries or damages to third persons, with Lessor named as an additional insured party, in an

amount not less than \$100,000 property damage and \$1,000,000 personal injury. Lessee will provide a copy of the policy to Lessor.

11. **HOLD HARMLESS PROVISION.** The Lessee further agrees the Lessor shall not be liable for any damage to property or injury to persons, sustained by Lessee or any person, caused by conditions or activities connected with Lessee's use or occupancy of the demised premises.

12. **LIENS, INSOLVENCY, ETC.** The Lessee shall keep the leased premises free from any lien arising out of any work performed, materials furnished or obligations incurred by the Lessee. In the event the Lessee becomes insolvent, voluntarily or involuntarily bankrupt, or if a receiver or other liquidating officer is appointed for the business of the Lessee, then the Lessor may cancel this lease at the Lessor's option.

13. **ALTERATIONS, ADDITIONS AND IMPROVEMENTS.** Lessee may at any time during the lease terms, subject to the conditions set forth below and at its own expense, make any alterations, additions, or improvements in and to the unimproved land leased.

Before commencement of any work all plans and specifications shall be filed with and approved by all governmental departments or authorities having jurisdiction and any public utility company having an interest therein, and all work shall be done in accordance with requirements of local regulations. The plans and specifications for any alterations or installations estimated to cost more than \$500.00 shall be submitted to Lessor for written approval prior to commencing work.

14. **REPAIRS.** Lessee shall, at all times during the lease and at its own cost and expense, repair, and maintain in a good, safe, and substantial condition, its building and any improvements, additions, and alterations thereto, on the demised premises, and shall use all reasonable precaution to prevent waste, damage, or injury to the demised premises.

15. **UNLAWFUL OR DANGEROUS ACTIVITY.** Lessee shall neither use nor occupy the demised premises or any part thereof for any unlawful, disreputable, or ultra-hazardous business purpose nor operate or conduct its business in a manner constituting a nuisance of any kind. Lessee shall; immediately, on discovery of any unlawful, disreputable, or ultra-hazardous use, take action to halt such activity. Lessee shall not allow any hazardous or toxic substances as defined by state or federal law to contaminate the soil on the leased premises and shall promptly notify Lessor of any spill of a hazardous or toxic substance on the leased premises.

16. **DEFAULT OR BREACH.** Each of the following events shall constitute a default or breach of this lease by Lessee:

If Lessee, or any successor or assignee of Lessee while in possession, shall file a petition in bankruptcy or insolvency or shall make an assignment for the benefit of creditors.

If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against Lessee, or if a receiver or trustee shall be appointed of all or substantially all of the property of Lessee.

If Lessee shall fail to pay Lessor any rent or additional rent when the rent shall become due and shall not make the payment within ten (10) days after notice thereof by Lessor to Lessee.

If Lessee shall fail to perform or comply with any other of the conditions of this lease and if the nonperformance shall continue for a period of thirty (30) days after notice thereof by Lessor to Lessee or, if the performance cannot be reasonably had within the thirty (30) day period, Lessee shall not in good faith have commenced performance within the thirty (30) day period and shall not diligently proceed to completion of performance.

If Lessee shall vacate or abandon the demised premises.

If this lease or the estate of Lessee hereunder shall be transferred to or shall pass to or devolve on any other person or party, except in the manner herein permitted.

17. **EFFECT OF DEFAULT**. In the event of any default hereunder, as set forth in Section sixteen, the rights of Lessor shall be as follows:

Lessor shall have the right to cancel and terminate this lease, as well as all of the right, title, and interest of Lessee hereunder, by giving to Lessee not less than thirty (30) days notice of the cancellation and termination. On termination Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the premises, and the worth of the balance of this lease over the reasonable rental value of the premises for the remainder of the lease term, which sum shall be immediately due Lessor from Lessee.

18. **ASSIGNMENT AND SUBLEASE**. Neither Lessee nor his successors or assigns shall assign, mortgage, pledge, or encumber this lease or sublet the demised premises in whole or in part, or permit the premises to be used or occupied by others, nor shall this lease be assigned or transferred by operation of law, without the prior consent in writing of Lessor in each instance, which consent shall not be unreasonably withheld.

19. **REMEDIES**. In the event of a breach or a threatened breach by Lessee of any of the terms or conditions hereof, Lessor shall have the right of injunction to restrain Lessee and the right to invoke any remedy allowed by law or in equity, as if the specific remedies of indemnity or reimbursement were not provided herein.

The rights and remedies given to Lessor in this lease are distinct, separate, and cumulative, and no one of them, whether or not exercised by Lessor, shall be deemed to be in exclusion of any of the others herein, by law, or by equity provided.

20. **WAIVER**. The failure of Lessor to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights or remedies that

Lessor may have regarding that specific instance only, and shall not be deemed a waiver of any subsequent breach or default in any terms and conditions.

21. **SURRENDER OF PREMISES.** Lessee shall, on the last day of the term, or on earlier termination and forfeiture of the lease, peaceably and quietly surrender and deliver the demised premises to Lessor free of sub-tenancies.

22. **NOTICE.** Any notice by either party pursuant to this agreement shall be valid if in writing and personally delivered or sent by registered mail, return receipt requested, postage prepaid to the below parties and addresses. Such notice shall be effective upon such personal delivery or three (3) days after such mailing, whichever is sooner.

23. **ATTORNEY FEES.** If any party hereto shall ever be in default with respect to this agreement, and the other party shall incur costs or employ an attorney to make any demand or to otherwise protect or enforce its rights herein or if any party shall without any fault on its part be made a party to any litigation, including without limitation any bankruptcy or insolvency proceeding, but excluding any condemnation proceeding commenced by or against the other party, the party in default or the party commencing said litigation shall pay all costs and expenses incurred by the other party, including costs of court, reasonable attorney fees and costs of searching title.

24. **NOTICE OF LEASE.** Lessor agrees that Lessee may file a Notice of Lease with the Whatcom County Auditor's office giving notice of this Lease.

25. **MISCELLANEOUS.**

a. Severability. If any provision of this agreement is held invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect the validity, legality, or enforceability of any other provisions hereof.

b. Entire Agreement. This lease shall constitute the entire agreement between the parties and shall not be modified except by an instrument in writing signed by all of the parties.

c. Time and Choice of Law. Time is of the essence of this lease. It is of the essence of this lease that the Lessee shall faithfully and punctually pay to the Lessor all sums of money coming due under this lease. Lessee shall faithfully and punctually observe and perform each and every of the Lessee's undertakings hereunder, and shall in no way jeopardize the property or the Lessor's title therein or the Lessor's interest in this lease. To the extent practicable, this lease shall be governed by and construed in accordance with the laws of the State of Washington.

d. Venue. The parties hereto agree that any action relating to this lease shall be instituted and prosecuted in the courts of the County of Whatcom, State of Washington, and each party hereto waives the right to change venue.

e. Paragraph Headings. The paragraph headings are for convenience only, and are not to be considered as controlling, enlarging or restricting the language to which they apply.

f. Gender and Number. The use of any pronoun shall mean the singular or plural, the masculine, feminine, or neuter, as the case and context may require.

g. Successors. This lease shall be binding upon and shall inure to the benefit of the parties, their respective estates, heirs, personal representatives, successors and permitted assigns.

IN WITNESS WHEREOF, the Lessor and the Lessee have executed this lease as of the day and year first above written. This lease is executed in duplicate, each to be considered an original for all purposes.

LESSOR:

LESSEE:

she signed the same as the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of _____, 20__.

Print Name: _____
NOTARY PUBLIC in and for the State
of Washington, residing at: _____
My notary commission expires: _____

Chicago Title Insurance Company**EXHIBIT A****First Presbyterian Church Tract
APN 139517 and 139518****Description:**

Beginning at a point 310 feet North of the South line of Section 30, Township 40 North, Range 4 East of W.M., and on the East line of the County Road leading from Everson to Hampton; thence East parallel with the East line of aforesaid Section line 110 feet; thence Northerly parallel with the East line of aforesaid County Road 220 feet; thence West parallel with the South line of aforesaid Section 30, 110 feet to the East line of aforesaid County Road; thence Southerly along the East line of aforesaid County Road 220 feet to the point of beginning.

Together with a tract in the Southwest quarter of the Southeast quarter of Section 30, Township 40 North, Range 4 East of W.M., beginning at a point on the center line of County Road #381, 560 feet North of the South quarter corner of said Section 30, thence East 20 feet to the Easterly line of said road and to the true point of beginning; thence East parallel with the South line of said Section 210 feet; thence South 1°06' West parallel with said County Road 200 feet; thence West 100 feet to the East line of the First Presbyterian Church tract, thence North 1°06' East 170 feet, thence West along the North line of said church tract 110 feet, thence North 1°06' East along the East line of said County Road 30 feet to the true point of beginning.

Situate in Whatcom County, Washington.

This exhibit is an accurate legal description of record as of 6/27/2013, Chicago Title Company's current plant date.

EXHIBIT "B"**LAND DESCRIPTION OF NOOKSACK VALLEY FOOD BANK
BUILDING LEASE AREA****PORTION OF TAX PARCEL NUMBER 400430 311044 0000**

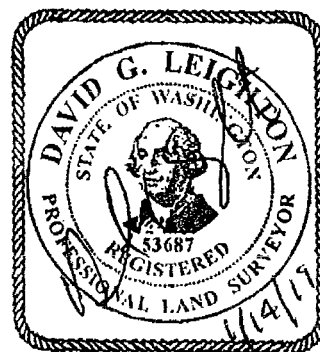
THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 30, TOWNSHIP 40 NORTH, RANGE 4 EAST, W.M., WITHIN THE CITY OF EVERSON, IN WHATCOM COUNTY, WA DESCRIBED AS FOLLOWS:

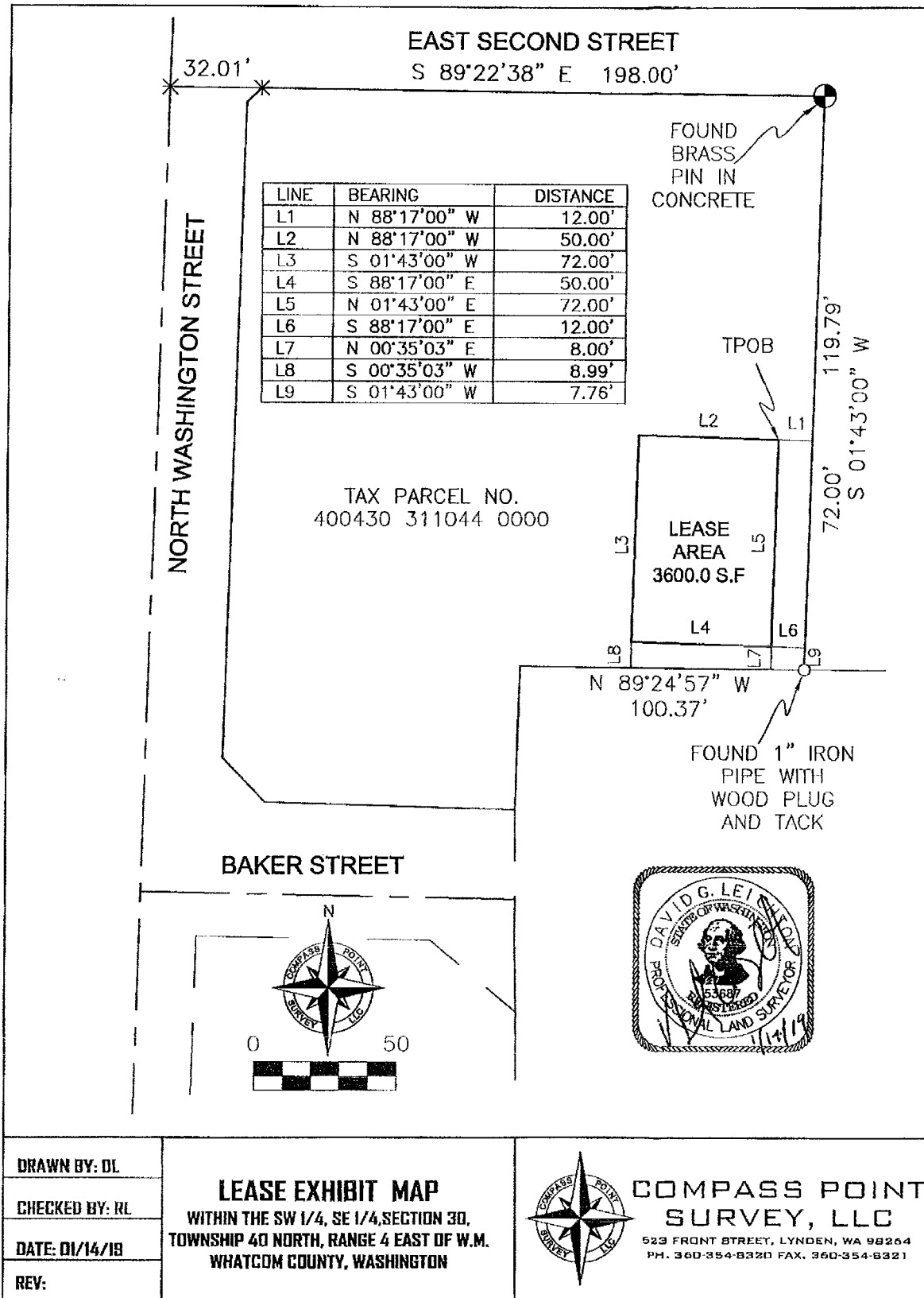
COMMENCING AT THE INTERSECTION OF THE EAST LINE OF NORTH WASHINGTON STREET AND THE SOUTH LINE OF EAST SECOND STREET AS SHOWN AT EASEMENT DESCRIPTION FILED UNDER AUDITOR'S FILE NUMBER 2130704423, RECORDS OF SAID COUNTY; THENCE SOUTH $89^{\circ}22'38''$ EAST ALONG THE SOUTH LINE OF EAST SECOND STREET, 230.01 FEET TO A BRASS PIN SET IN CONCRETE; THENCE LEAVING SAID SOUTH LINE SOUTH $01^{\circ}43'00''$ WEST ALONG THE EAST LINE OF SAID TAX PARCEL NUMBER A DISTANCE OF 119.79 FEET, TO A POINT ON SAID EAST LINE, SAID POINT BEARS NORTH $01^{\circ}43'00''$ EAST A DISTANCE OF 79.76 FEET FROM A 1 INCH IRON PIPE WITH WOOD PLUG AND TACK; THENCE LEAVING SAID EAST LINE NORTH $88^{\circ}17'00''$ WEST 12.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE NORTH $88^{\circ}17'00''$ WEST 50.00 FEET; THENCE SOUTH $01^{\circ}43'00''$ WEST 72.00 FEET; THENCE SOUTH $88^{\circ}17'00''$ EAST 50.00 FEET TO SAID EAST LINE; THENCE NORTH $01^{\circ}43'00''$ EAST ALONG SAID EAST LINE A DISTANCE OF 72.00 FEET TO THE **TRUE POINT OF BEGINNING**.

CONTAINING 3600 SQUARE FEET, MORE OR LESS.

SITUATE IN WHATCOM COUNTY WASHINGTON.

Prepared on 01/14/2019.





BEFORE THE CITY COUNCIL
CITY OF EVERSON, WASHINGTON

IN RE Conditional Use Permit Application of:)	REPORT OF DECISION
)	
Nooksack Valley Food Bank)	
Ted and Diane Lautenbach)	Adopted August 8, 2017
204 N. Washington Street)	
Everson, WA 98247)	

The matter having come before the City Council of the City of Everson for public hearing on August 8, 2017, the Council having duly considered all matters in the record, and all testimony given for and against the application, makes the following Findings of Fact, Conclusions of Law, and Decision:

FINDINGS OF FACT

1. The Applicant is the Nooksack Valley Food Bank.
2. The Applicant’s representative is Tony Freeland, P.E., of Freeland and Associates, Inc.
3. The Site address is 204 N. Washington Street, and the property is situated on the east side of N. Washington Street between Baker Street and E. 2nd Street within the City of Everson, Washington. The Site is in the SW ¼ of the SE ¼ of Section 30, Township 40N, Range 04E of the W.M., Whatcom County. The Whatcom County Assessor’s tax parcel number is 400430 311044.
4. The Site is within the Residential District and is subject to the standards established in Chapter 19.23 of the Everson Municipal Code (EMC).
5. The property is bordered on the south by Baker Street and an automotive repair business, on the west by the Presbyterian Church and N. Washington Street, on the north by E 2nd Street and single-family residential development, and on the east by single-family residences.
6. The Applicant is requesting that the City Council approve a conditional use permit to allow construction of an approximately 3,600 square foot food bank facility on a portion of the property occupied by the Presbyterian Church.
7. The application was processed as a Class III action pursuant to the provisions of Chapter 16.01 EMC.
 - a. An application was received by the City of Everson on June 29, 2017.
 - b. A Determination of Complete Application was issued by the City on July 17, 2017.
 - c. A Notice of Application was published and mailed to neighboring property owners on July 19, 2017.
 - d. The public comment period for this application was from July 19 through August 3, 2017. No comment was received during the public comment period.

- e. Pursuant to RCW 43.21C, WAC 197-11 and EMC 16.02.120(A)(3), the proposed development is categorically exempt under the State Environmental Policy Act (SEPA).
 - f. A public hearing before the Everson City Council was held on August 8, 2017. Opportunity for public comment was provided and testimony was received.
8. The use requested for approval by the Applicant is not specifically listed as a conditional use under Section 19.23.030 EMC; however, subsection (B) lists "Churches" and subsection (J) lists "Any use similar in nature and effect to a permitted use or a conditional use" as being conditional uses. The Applicant is requesting approval of the food bank facility as a use that is similar in nature and effect to other allowed uses, including Churches. The Applicant has indicated that the Nooksack Valley Food Bank has been operating out of the basement of the Presbyterian Church for nearly 30 years.
 9. The Site contains approximately 1.1 acres of lot area.
 10. The Site is located in the 100-year floodplain and within a portion of the floodplain that drains north to Canada. The proposed development includes the placement of approximately 380 cubic yards of material within the floodplain to accommodate slab-on-grade construction.
 11. Pursuant to Section 19.11.050 EMC, a request for a conditional use permit may only be approved by the city council if the council finds that all of the criteria set forth in Subsections (A) through (D) are met.
 12. Subsection 19.11.050(A) states that the proposal:

Is an enumerated conditional use in the zone in which the property is located.

The City Council finds that the proposed use, a food bank facility, is included under Subsection 19.23.030(J) EMC as being a conditional use that is similar in nature and effect to other permitted and conditional uses. In addition, the Council notes that the Food Bank has been operating on the Site out of the basement of the Presbyterian Church for many years; therefore, the proposed development could be viewed as being an expansion of the Church facilities. Churches are an enumerated conditional use under Subsection 19.23.030(B) EMC.

13. Subsection (B) states that the proposal:

Will not, with the appropriate conditions imposed, have significant adverse effects on the environment or on other uses or will mitigate to the greatest extent practical, all significant adverse effects on the environment, as the same or identified in an environmental impact statement.

The proposed use will not have a significant adverse effect on the environment or adjacent uses or properties. As stated above, the proposed development is categorically exempt under the City's SEPA regulations.

14. Subsection (C) states that the proposal:

Will, with appropriate conditions imposed, be compatible with the existing use, designs and appearance of the properties in its vicinity.

The Applicant has indicated that the Food Bank has been operating on the Site for many years and that there is a commercial auto repair facility located directly south of the proposed development location. In addition, the Site contains ample room for on-site parking.

15. Subsection (D) states that the proposal:

Will not, with appropriate conditions imposed, be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

The proposed use will not be materially detrimental to the public welfare, nor will it be injurious to the property or improvements in the area.

16. With the required Conditions of Approval, the request to approve a conditional use permit to allow construction of a food bank facility in the Residential zoning district is consistent with the conditional use permit criteria set forth in Section 19.11.050 EMC.
17. Section 16.12.074 EMC limits the placement of fill within the 100-year floodplain. The Applicant has submitted a floodplain analysis prepared by Freeland and Associated Inc. that shows that the proposed placement of fill within the floodplain will not increase the elevation of the 100-year base flood discharge by more than 0.1 of one foot. Approval of a floodplain development permit is required.

CONCLUSIONS OF LAW

Based on the above Findings of Fact, the City Council makes the following Conclusions of Law:

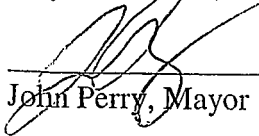
1. The request to approve a Zoning Conditional Use Permit requires action by the Everson City Council, and the Council has the authority to take action on such a request.
2. With the required Conditions of Approval, the application is consistent with the requirements established in the Everson Comprehensive Plan and in Titles 16 and 19 EMC.
3. Any Finding of Fact that is also a Conclusion of Law is hereby adopted as such.

DECISION

Based upon the aforementioned findings of fact and conclusions of law, the conditional use permit is APPROVED with the following included as conditions of approval:

- 1) On-site parking shall be provided to the satisfaction of the City Building Official consistent with the requirements set forth in Chapter 19.39 EMC.
- 2) Pedestrian access improvements shall be provided to the satisfaction of the Building Official.
- 3) Vehicular access improvements from E. 2nd Street shall be provided to the satisfaction of the Public Works Director.
- 4) Approval of a floodplain development permit shall be obtained in conjunction with the proposed development.
- 5) The project must be commenced (through filing of a building permit application) within a period of one (1) year from the date of approval of the conditional use permit; otherwise, the permit shall become void.

City of Everson, Washington



 John Perry, Mayor

8/9/17

 Date

METHOD OF APPEAL

There is no administrative appeal of the City Council's decision. Pursuant to Chapter 36.70C RCW, any land use petition challenging this decision must be filed with the superior court and served on the following parties within twenty-one days of the issuance of the decision:

City of Everson
 111 W. Main Street
 P.O. Box 315
 Everson, WA 98247

Nooksack Valley Food Bank
 204 N. Washington Street
 Everson, WA 98247

Freeland and Associates, Inc.
 220 W. Champion Street, Suite 200
 Bellingham, WA 98225

Executive Board
 April 11, 2019
 Minutes

CALL TO ORDER

The meeting, held via web conference, was called to order at 9:06 a.m. by Moderator Seth Normington, and an opening prayer by Rev. Wendy Taylor.

A quorum was present as follows: Class of 2019, Rev. Matt McCoy, Francie Irwin, Rev. Wendy Taylor; 2020, Rev. Gustavo Carvajal, John Collier, Rev. Seth Normington, Dottie Villevik, 2021, George Eastman, Rev. John Mason, Freda Wesman, JB Im.

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

The agenda was approved as distributed. Action was taken on the items appearing on the consent calendar and are recorded below.

GENERATIVE MODE

Discussion: Which Gospel of Jesus Christ are we preaching? EP Corey Schlosser-Hall shared from recent discussions about how the Gospel might be proclaimed in a way more relevant way to the present cultural context rather than focusing on the historical and social context of the Reformation, i.e. a context of abundant life rather than focusing predominantly on the hope of everlasting life since ones earthly life is short and dominated by hardship and suffering

Discussion: Support for Leaders of New Church Expressions – New benefits and health care programs are being launched by the Board of Pensions beyond the traditional medical and retirement benefits for full time installed pastors. The Board discussed creative ways to support non-traditional church leaders that may entice more of them into newer, higher risk projects offer lower financial security.

STRATEGIC MODE

Cascade View PC/Hispanic-Latino Outreach Ministry – The Grants committee had received and reviewed an application from Cascade View for a Community Blessing Grant in the amount of \$20,000; \$33,693 is the annual budget for this year according to the Board’s policy. The following resolution, recommended by the committee was APPROVED as follows, *Resolved*, That \$20,000 be granted to Cascade View PC from Community Blessing Grant Fund to partner with ELCA Minister Arhiana Shek Dill to “develop programs in which our members can participate, building trust and relationships among our Latino Immigrant neighbors in Everett, and to also connect with and support an emerging, ecumenical Latino Mission Strategy that connects the outreach ministries of Pastor Arhiana and *Iglesia Luterana Fe y Esperanza* in Everett, *Iglesia Luterana El Camino de Emaús* in Skagit County under the leadership of Pastor Emilio Benitez, and Pastor Esau Cuevas in reaching out to Anglo congregations in the wider region. Their vision is for a multi-point Latino ministry along the I-5 corridor that supports the work of Spanish-language Latino worshiping communities and outreach efforts, connecting with the majority English-language Anglo ELCA and PCUSA congregations in mutual ministry and *solidaridad*.”

VERGE 2.0 2019 – Northwest Coast, Olympia and Cascades presbyteries are all participating in the PCUSA’s Vital Congregations Initiative. The following resolution was APPROVED as follows, “*Resolved*, That VERGE 2.0, to be hosted by Calvin PC October 25, focus on the Vital Congregations Initiative by assembling the best of regional and nationwide Vital Congregations speakers, worship leaders, and teachers to design and execute a day of “engaging, equipping, and encouraging” all

congregations and their leaders in the presbyteries of Northwest Coast, Olympia, and Cascades (OR) toward congregational vitality.

Property Management Progress & Prognosis – EP Corey Schlosser-Hall briefed the Board regarding challenges and opportunities of the property of recently closed churches now held by the presbytery.

Trinity United – A written report was received from the Administrative Commission.¹ The AC is concluding their work of dissolving the congregation and transitioning to property management. Some deferred maintenance has been addressed. Still remaining are roof repairs, with total replacement in five years, carpet replacement, stove replacement, heating system stabilization, and pest control. The building has been leased to Sonrise Christian Fellowship, which includes responsibility for utilities. It is estimated that rental income will cover the cost of maintenance and repairs by the end of the year.

Sitka – The Administrative Commission continues its work of re-purposing the property to community use. Current tenants include Christ the Rock International, Sitka Young Life, Everything Organic and the Youth Advocates of Sitka. Negotiations are under way with the Sitka Food Co-op.

A property management and maintenance agreement with Travis Vaughn of Baranof Realty begins May 1st for a fee of 10% of rental income.

It is estimated that rental income will cover the cost of annual maintenance and repairs sometime during 2022.

A large section of Latta Hall roof is in need of repair; bids range from \$83,000 to \$88,000. The Board voiced its support for investing in and maintain the property to ensure its use as a community resource, and/or other future uses or sales value.

Studio E3 Vital Congregations Initiative – Amy Delaney has been successfully identifying potential congregations and facilitators for the Vital Congregations Initiative in partnership with Presbyterian Mission Agency. Thirteen people including Rev. Amy Delaney will attend the kick-off conference in Denver, CO May 6-9, 2019.

The presbytery's current facilitators are Rev. Gustavo Carvajal, Pastor, Parker Heights; Jeanette (“Nettie”) Covalt, Commissioned Pastor, Wrangell, AK, Rev. Amy Delaney, Pastor, Edmonds; Rev. John Mason, Pastor, Mountain View, Marysville, WA, and a Korean pastor to be named.

Churches participating to date are Everett First, Cordata (formerly Birchwood), Bellingham, WA; Lake Forest Park, Lake Forest Park, WA, St. James, Bellingham, WA, and possibly Othello First.

Cyclical Catalyst – On April 11, Nick Warnes (Cyclical Director), Rob Douglas (Cyclical Developer), Ross Lockhart (Cyclical partner from St. Andrews Hall), Andrea Perrett (Vancouver BC Cyclical coordinator), and participants from the presbytery assess what the program's first five months and discern next steps; a report will be made to the next Board meeting.

Leaders Recruitment – Board moderator Seth Normington will be leaving in June to assume a call in as Pastor Cooks Creek Presbyterian Church in Harrisonburg, VA. A new moderator will be elected.

Two additional members are needed for the Nominating Committee; the Board should place names, preferably women, before the presbytery at its June meeting. Both elders and church members are eligible. Additional members are also needed for the Grants Committee and the Alaska Fund Committee.

Dottie Villevik and Frida Westman volunteered to work with Corey to contact potential candidates, and will recommendations to the next stated meeting.

Presbytery Office Move – Architect Dennis Chivers met with Edmonds PC congregants, presbytery staff, Pepitas Preschool Director Melissa Robertson, Samaritan Center of PS Director Bev Shrumm and board member Doug Farnham on design desires for the property. The next step is a design charrette on May 29th, board members are invited.

FIDUCIARY MODE

Personnel Committee Recommendations

Pastoral Associate for Congregations – The committee with the EP, had assessed recent personnel changes and concluded that current staffing model featuring part-time positions has prevented presbytery staff from attending to congregations when they are most visible and available – on Sundays – because part time staff are also each serving a congregation. Therefore proposal for a full-time position is being developed that focuses on congregations through the recruitment, training, support, and quality control of congregational liaisons and the work of COM.

Pastoral Associate for Commissioned Ministries – CRE Janet Smith has been serving as the Pastoral Associate for Village and Small Churches part time while serving as the Commissioned Pastor at Acme. She requested a reduction in her presbytery workload to focus more on her call at Acme while continuing to focus on the commissioned pastor program. The following recommendation was APPROVED, “That Janice Smith’s position be revised to Pastoral Associate for Commissioned Ministries according to the attached description,² reducing the hours from 10-20 hours/week to 15-20 hours/month.”

Stated Clerk Revised Terms of Call – Rev. Dean Strong has been serving in a combined call as Stated Clerk for the presbytery and the Synod of Alaska-Northwest. The Synod has been financially supporting .25 of the salary and BOP benefits of \$74,924 + 37% BOP dues. As of April 1, 2019 the synod Stated Clerk position has been reduced to a monthly stipend since the complex process of reducing its function is now complete; the presbytery will no longer receive .25 salary and benefits income from Synod. This represents no change in Rev. Strong’s role within the presbytery as .75 FTE Stated Clerk/Treasurer, but it is a change in terms for calculating BOP benefits. The following resolution, recommended by the committee, was APPROVED as follows, *Resolved*, That Rev. Dean Strong’s Terms of Call as Stated Clerk/Treasurer & Budget Director be adjusted, for .75 FTE to salary (designated as housing for tax purposes) of \$56,193 plus full Board of Pensions Benefits.

Executive Presbyter Leadership Development – EP Corey Schlosser-Hall has seen a need to further develop his leadership skills to help the presbytery achieve its vision. This includes setting clear, aggressive goals and evaluation with staff and core volunteers, expanding the competencies of *others* to provide direct care to congregations and their leaders; and adopting the necessary workstyle to achieve these goals, while building trust and love within the presbytery, and helping others to form and grow the trust and love of our fellowship in Christ.

After thorough research, Corey and the committee recommended services from Patrick Hopp, Ph.D. of Leadership Development Worldwide. The following resolution was APPROVED, *Resolved*, That up to \$5,200 be allocated from unrestricted funds or appropriate restricted funds for coaching services with Leadership Development Worldwide, LLC, according to the attached plan and estimate.³

Other Fiduciary Recommendations

Sitka Administrative Commission – Rev. Elizabeth Shen O’Connor was designated as member.

Bellingham New Worshiping Community Checking Account – The following resolution was APPROVED, *Resolved*, that Lionel Thompson replace Christine Stone as an authorized signer on the Bellingham New Worshiping Community Wells Fargo Checking account.

Campbell Farm Gala – The planning committee is requesting advanced funding for procuring the venue and supplies. The venue refundable deposit is \$700 to be returned to the Presbytery after the event, which has been moved to Saturday June 1 at Northshore Senior Center ballroom in Bothell.

The following request was APPROVED, “*Resolved*, That up to \$3,000 be advanced to the Campbell Farm Fundraising Gala to be recovered from Gala ticket sales.

Neah Bay Financial Review – Issues reported to the Board January 31st and Commissioned Pastor George Eastman indicated they would be resolved in 30 days. He has confirmed that church’s corporate registration has been reestablished. Congregational tax filings related to CRE Eastman’s salary (1099s and such) since 2014 have been issued to him and he is working with his tax accountant to file current and back taxes. Regular financial reporting yet to be established.

Reimbursement Policy – The following recommendation from the treasurer was APPROVED, “*Resolved*, That a 60-day deadline be established for all reimbursement requests from staff or presbyters related to travel expenses.”

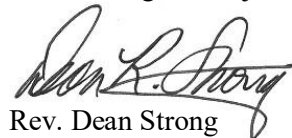
Special Presbytery Meeting – Candidate Curtis White has accepted a call as Pastor of St. Andrews Presbyterian Church in Macon, GA, of Flint River Presbytery. He has requested ordination by our presbytery, at Snohomish First, where he has served as Youth Director for many years. The call was not finalized in time for an ordination examination at the last presbytery meeting, and the June meeting will be after his service is to begin. Rev. Woojin Shim has been elected as Co-Pastor of the United PC of Seattle, his terms of call have been approved, and the Exam Team’s recommendation is that he be received as a member, so his membership examination and vote will be continued at the called meeting as well. Therefore, the Board APPROVED a resolution *Resolved*, to call a special Presbytery meeting on May 2, 1:00-2:30 at North Creek Presbyterian Church for the purpose of examining candidates for ordination and receiving new minister members; no reimbursement for travel; web conference attendance to be provided.

1st Qtr Financial Statements – were received. Operations are 6% ahead of budget for the first quarter. The only concern continues to be unbudgeted property costs for Sitka and Trinity, now at \$87,000 since the congregations closed and presbytery assumed responsibility (see above). Quarterly statements are posted on the Presbytery website.

New Business

McClellan Ordination & Installation – Faith McClellan was recently called as Pastor to Northern Light United Church in Juneau. A motion was APPROVED for the presbytery to conduct a service of ordination and installation during the June presbytery meeting which will be held at Northern Light.

The meeting was adjourned at 10:50 a.m. with a prayer by Frida Westman.



Rev. Dean Strong
Stated Clerk

Attachments:

¹ Trinity United Administrative Commission Report dated March 24, 2019.

² *Pastoral Associate for Commissioned Ministries, Position Description*

³ Coaching Plan and Estimate, LDW

Trinity United Administrative Commission Report
March 24, 2019

The work of the AC:

We feel that our work as an administrative commission on behalf of Trinity United Presbyterian Church is nearing its conclusion. We have guided the congregation through the process of discerning that it was time to formally dissolve the congregation and relinquish possession of the property to Presbytery. We have ensured that Pastor Wendy was taken care of to the best of our ability, that the members of the congregation were supported in finding new faith communities to worship and engage in mission with, that the finances had been closed responsibly, property documents have been obtained, a church plant has been found to rent the space, a lease signed, and immediate necessary maintenance/repairs has been performed for their use of the facility. The final items to complete our task of successfully closing the ministry of the congregation are related to allocation of furniture, instruments, and miscellaneous items which belong to the church, and to the closing of our handling of the break-in and theft of some items which belonged to the church. The lions share of our time is being spent trying to find homes for the “stuff” of the church that nobody seems to want and managing the ongoing facility needs of years of deferred maintenance.

The state of the AC:

We have had one member of our AC be removed and replaced, one member resign from the commission, and one member who has taken a new job and is no longer able to participate on the AC in a meaningful way. The team is starting to grow tired and is ready to wrap up our responsibilities and allow the Presbytery to assign another team to be responsible for: 1) the long-term plan for the use of this resource and 2) serve as property management for the repairs that continue to arise.

Important future expenses for the EB to consider:

The AC has had a roofer out to look at a leak in the roof. We reached out to a number of contractors in the last couple of weeks and have not received return phone calls except one from North Cascades Roofing. Upon inspection of the leak, the roofing contractor, Jesus Jimenez, communicated that the roof is in pretty bad shape and needs some serious repair. Bubbling in a lot of places and it sounds like it doesn't have the proper number of vents, which means it's likely trapping moisture.

Short-term solution to stop this leak:

- \$1500 leak stop / reseal — a temporary fix that will need to be redone with any new roof in the future
- \$3000 permanent leak solution around that particular spot in the roof.

Long-term rough estimates for replacing the whole roof:

- \$35,000 to recover the existing roof

- \$60,000-65,000 to replace the whole thing
- \$12,000 for a silver seal over the existing roof, which should last about 10 years.

Not knowing what the long-term plan for the building was, we decided on having N. Cascades Roofing go ahead with the \$3,000 permanent leak solution as we were unsure how long the fix would have to last.

We feel that it would be wise for the EB to start planning for large expenses to maintain the facility considering the long period of deferred maintenance and normal wear & tear on the building.

In service to Christ's church,
Jon Draskovic, moderator of TUPC AC



Pastoral Associate ***for Commissioned Ministries***

Position & Person Description

(Recommended by Personnel Committee 04/03/2019)

PURPOSE: To engage, equip and encourage potential commissioned pastors (CPs), CPs and the congregations or ministries they serve of Northwest Coast Presbytery while guiding the Commission on Ministry and Commission on Preparation for Ministry to develop and steward a robust commissioned pastoral leadership developmental pathway.

RESPONSIBILITIES

To promote through 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.”*

Engage...

Recruit potential CP candidates for ministry and their supervisors.
congregations and other ministries to see the benefits and possibilities of CP service.
COM and CPM to develop a robust commissioned pastor pathway for ministry leadership.
in Presbytery functions as appropriate and subject to availability.

Equip...

an effective, accessible process for equipping those who are called to serve as CPs in cooperation with our partners (Whitworth U and more)
CPs with competency-based, custom development plans in cooperation with CP candidates and supervisors to be approved by COM.
supervisors to be effective, growth-producing, healthy supervisors.
CPs to administer their own leadership development, commissioning, and renewal of commissions in synchronicity with COM and NWC Presbytery.

Encourage...

congregations, CPs, and supervisors in their ministry of the Gospel.
evaluation of CPs and supervisors on a regular basis to encourage ongoing growth and development of their competencies.
congregations, CPs and supervisors to keep their development in process, their credentials updated, and their certifications in order.

Other duties as assigned.

PERSON DESCRIPTION

- High sensitivity to God’s will, passionate about following Jesus, and longs to align with the leading of the Holy Spirit.



- Bachelor's degree required. Graduate degree preferred.
- A Teaching Elder or Ruling Elder in the PC(USA) is preferred.
- Service as an elder, pastor, or CRE in a village church is preferred.
- Strong coaching and consulting skills
- Effective communicator through conversation, consulting, writing, photos and video.
- Web-savvy including video conferencing & social media
- Listening-focused
- Compassionate & Visionary
- Encouraging & Resourceful
- Willing to travel occasionally to meet with CPs, congregations and supervisors in Washington State.

ACCOUNTABILITY/TERMS

This a 15-20 hour/*month*, part-time, non-exempt position for a 1-year term from the start date annually renewable by all parties.

Supervised by and reports to Executive Presbyter (EP). Annually reviewed by EP and personnel committee.

Salary \$27/hour.

Reimbursables: Full travel expense reimbursement and hospitality reimbursement for visitation and consultation. Professional expenses & 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 57 congregations, many 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.*



March , 2019

Who We Are

Leadership Development Worldwide, LLC (“LDW”) is a firm of business psychologists with exceptional insight into organizations, leaders and teams, and a deep understanding of our clients’ culture, values, and business priorities. We assist our clients in the selection and development of key leadership and their management teams to drive world-class performance and organizational culture. We take great pride in our consistent track record of results, and the enduring, collaborative relationships that we have built with our clients that range from private companies to global conglomerates.

Coaching Plan

1. Initial assessment phase:

- Contact coachee to discuss process, “chemistry check,” align expectations.
- Conduct a Developmental Assessment which includes a comprehensive interview combined with testing to better understand personality, communication style, emotional intelligence, etc.

2 Feedback and Development Plan phase:

- Feedback session with coachee (3 hours)
- Review testing and 360 feedback data
- Identify strengths and development areas to frame development plan
- Optional: loop in manager to participate in setting goals, discuss ways to support coachee, etc.

3 Individual Coaching and follow-up sessions:

- Telephonically or in person every month (typically one in-person session for 90 minutes)
- Optional: Include periodic check-in with manager on progress observed; follow-up with other stakeholders, as appropriate, on progress (hourly rate)

Fee Structure through 2019:

Per diem consulting fee/ consultant: \$3,500, prorated as indicated below, plus expense pass through

Estimate for this project: See attached Appendix

Executive Coaching and Development

“Coaching is a partnership between a coach and a client in a thought-provoking and creative process that inspires the client to maximize their personal and professional potential, which is particularly important in today’s uncertain and complex environment.” (adapted from the International Coaching Federation, 2014)

OBJECTIVES: Executive Coaching is designed to accomplish the following objectives:

- ❑ Increase the individual’s understanding of the leadership requirements necessary for success and satisfaction in both work and non-work environments
- ❑ Utilize his/her natural motivation to change and grow
- ❑ Help the individual value ongoing learning and feedback
- ❑ Create lasting changes in behavior that increase leadership effectiveness across multiple domains
- ❑ Instill systems of personal accountability and follow-through
- ❑ Create lasting personal satisfaction and greater self-efficacy regarding his/her own capabilities as an effective leader and person.

IDEAL COACHING ENVIRONMENT: Effective coaching is comprised of three main elements: the coaching candidate, the coach, and the supporting environment:

- ❑ Ideal candidates are those who are open to change and willing to accept and act upon constructive feedback. A high-performing leader, interested in growing his/her leadership effectiveness and impact, makes an excellent coaching candidate.
- ❑ Similarly, the ‘fit’ between the individual and the coach is imperative to the success of the coaching engagement. A strong relationship is critical to transparency, motivation and ultimately to goal attainment.
- ❑ Coaching engagements tend to be most effective when the organization presents coaching as an opportunity and an investment in individual development within the company.
- ❑ Effective coaching involves the declaration of clear expectations established in collaboration with sponsors who support the coaching process (e.g., direct manager). It also relies upon the ongoing feedback and support of the individual by said sponsors. Those deemed invested in the participant’s success will be identified and committed to the coaching effort throughout the process.

METHODS: Coaching targets and clearly defines objectives; creates measurable and “trackable” coaching plans; outlines clear timeframes and methods to measure progress; is behaviorally based yet considers the whole person; is time-limited and designed to create independence rather than dependence upon the coach.

- ❑ Coaching is comprised of face-to-face meetings between the coach and the individual, regular and ongoing telephone and e-mail contact, and periodic meetings with key stakeholders and partners in his/her development.
- ❑ Meetings and conversations are designed to help the individual safely practice new behavior and transition this learning immediately back into the workplace or life space.
- ❑ Regular feedback ensures the individual maintains focus and energy on the right objectives.
- ❑ Sessions are used to review, plan, rehearse, and prepare real-life activities designed to stretch the individual’s capabilities.

TIMELINE: This coaching process typically lasts 6-8 months and involves multiple steps, including:

Phase I: Assessment and Feedback (2-3 weeks)

- ❑ Clarifying goals and objectives of the coaching process
- ❑ Individual assessment to determine the individual’s personal and skill-based strengths, development opportunities, and gaps between current and ideal state. A sample of the types of tools used include:
 - Personal interview, supplemented with a life- and career-planning self-review
 - Measures of personality, critical thinking capabilities, emotional intelligence, health/wellness, and interpersonal capabilities
 - Targeted verbal 360 interviews with key stakeholders (30 minute interviews with 5 - 7 stakeholders)
- ❑ Comprehensive feedback session where all streams of data discussed and coaching is provided for creating an Individual Development Plan.

Phase II: Coaching work (4 – 6 months)

- ❑ Behaviorally based work, focused on helping the individual identify new leadership behaviors to practice in relevant domains identified in the feedback
- ❑ 1-2 hour monthly sessions, live, phone or web-based (e.g., Skype, FaceTime)
- ❑ Meetings include practice and rehearsal of important leadership skills and behaviors.
- ❑ Coach is “on call” for emergent situations where an immediate coaching discussion is critical to the individual’s success.
- ❑ All work is geared to applying principles and behaviors from the sessions to real-life action and behavior.

- ❑ Coach maintains contact with sponsors, to ensure alignment of work and to gauge progress.
- ❑ Quarterly “check in” meetings with relevant sponsors, to review progress and make any needed modifications.

Phase III: Integration (2-4 weeks)

- ❑ Toward the end of the engagement, an assessment is made of the individual’s progress against objectives (determined by individual, coach, and sponsor(s)).
- ❑ Coaching may be extended if progress is being shown but additional work is required.
- ❑ A final review meeting is held between the individual, coach, and sponsors to discuss progress, key learnings from the coaching engagement, and strategies for continued development.
- ❑ Periodic contact (e.g., twice yearly) between the coach and the individual is available over the course of the following year at no additional cost.

DELIVERABLES:

- ❑ A dynamic coaching plan with specific goals and tangible outcomes
- ❑ Monthly coaching sessions
- ❑ Quarterly progress review with individual and any relevant sponsors
- ❑ Contact with coaching sponsors as needed to support individual’s progress
- ❑ Post-coaching support

APPENDIX

PRICING:

Since this proposal is for a non-profit organization, LDW’s proposed rate fees will be:

<p>Executive Assessment, Feedback, and Goal-Setting</p> <ul style="list-style-type: none"> • Upon receipt of candidate resume, job description and candidate contact information LDW will send the on-line instruments link to the Leader; • Schedule the assessment interview with the Leader and the consultant • Schedule 360 feedback interviews with stakeholders. • Self guided developmental workbook that integrates assessment and feedback data • Three hour feedback and development planning meeting with coach 	<p>\$3,000</p>
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<p>Optional: Coordination with Manager</p> <ul style="list-style-type: none"> • Set coaching goals and establish time frame for coaching (6-12 months) 	
<p>Executive Coaching (5 months):</p> <ul style="list-style-type: none"> • Executive coaching is recommended at 2 sessions per month one 90 minute in person session and at least one phone “check in” session minutes. • Travel expenses will be reimbursed on a cost pass-through basis. • Late cancelations (less than 3 business days’ notice) will be billed. 	<p><i>\$800/ month</i></p>
<p><i>Estimated Fee for Assessment and 5 months of coaching (additional months billed at montly rate, above).</i></p>	<p>\$7,000</p>



<https://www.ldw-w.com/patrickhopp/#>

Patrick Hopp, Ph.D.



Dr. Patrick Hopp is a Principal Consultant with Leadership Development Worldwide, LLC, operating out of the Seattle, Washington office. He specializes in executive selection, executive coaching and leadership development training, working with both individuals and teams to maximize their effectiveness and opportunities for success.

For more than fifteen years, Patrick has worked with mid- and senior-level leaders in a variety of industries to help them select and build high performing talent. His work draws heavily from research and best practices in organizational behavior and applied psychology, emphasizing self-awareness and learning through real-time feedback. Patrick's clients learn to align their thoughts, feelings, values and actions as they work to overcome resistance in themselves and their stakeholders to achieve measurable goals that link directly to business objectives.

Patrick received his undergraduate degree in psychology from The University of Washington then earned a master's degree in integrative studies and a Ph.D. in psychology from Fuller Graduate School before



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completing clinical internships at Harbor-UCLA Medical Center, Loma Linda University School of Medicine and The VA Medical Center.

Patrick has served as acting director of Organization Learning and Development at Alaska Airlines and as an adjunct faculty member of Industrial Organizational Psychology at Seattle Pacific University. Prior to joining LDW, Patrick founded and managed a consulting firm in Seattle. He has two sons with whom he enjoys hiking and backpacking in the Pacific Northwest.

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Presbytery of the Northwest Coast Executive Board
Minutes
May 30, 2019

The meeting was called to order by the moderator and opened with a prayer by George Eastman at 10:03 a.m.

A quorum was present as follows: Class of 2019: Rev. Matt McCoy, Rev. Wendy Taylor; 2020: Rev. Gustavo Carvajal, John Collier, Rev. Seth Normington, 2021: George Eastman, Freda Westman, JB Im, Francie Irwin.

Absent: Dottie Villevik, Rev. John Mason, Kathy Garde.

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

The agenda was approved as distributed. The minutes of the previous meeting were approved.

The items on the consent calendar were approved and appear below in the normal order of business.

Generative Discussion

The Board discussed creative ways of thinking about preparation and competencies for ordained ministry, creative solutions for providing healthcare benefits to non traditional pastoral leaders, and fresh ways of thinking about the life cycles of churches.

Strategic Decisions

Associate for Congregations – A resolution to approve a position description and begin the search process was postponed indefinitely.

June 13 Leadership Summit – The following schedule was APPROVED:

Afternoon tours of Juneau area key ministry sites.

4pm: Discern, Discuss and Decide

5:30pm: Dinner

7:00pm: Worship including the ordination and installation Pastor Elect Faith McClennan; Dr. Corey Schlosser-Hall preaching.

Tierra Nueva Praying the Psalms Seed Grant Request – The following resolution was APPROVED, “*Resolved*, That \$7,500 from the New Expressions Budget be allocated to Tierra Nueva for a seed grant for the Praying the Psalms Ministry led by Salvio and Victoria Hernandez and that the presbytery endorse the application for a matching \$7,500 seed grant from the Presbyterian Mission Agency.

Iglesia Fe y Esperanza New Worshiping Community Seed Grant Request – An application was received late for presbytery endorsement. Since many board members were not able to review it, the Stated Clerk was directed to solicit a vote by unanimous written consent requesting a response within ten days.

VERGE 2.0 October 26, 2019 Speakers – The following resolution was APPROVED, “*Resolved*, That Rev. Anna Carter Florence, preaching Professor from Columbia Theological Seminary, Rev. Tom Brown from national Vital Congregations Initiative Team’ Rev. Ken Evers-Hood, Tualatin PC in Tualatin, OR, and Rev. Neil Trainer (Calvin PC) be invited as the presenters for VERGE 2.0

Studio E3 Budget Adjustment – Rev. Amy Delaney, the presbytery’s Studio E3 Catalyst requested that funds currently budgeted for next year be shifted to the current year to provide for a workshop entitled *Making Meetings Meaningful*, and for the Vital Congregations Initiative training expenses. The following resolution was APPROVED, “*Resolved*, That the 2019 Studio E3 Budget be increase by

\$6,000 (from \$15,000 to \$21,000) and that the 2020 preliminary budget line item for E3 be reduced by the same amount.”

Cyclical Catalyst Next Step – Paul Kim, who occupied the position, recently resigned. The Board discussed filling the position but requested an opportunity to first review the position description. The Stated Clerk was directed to include a motion to conduct a search and fill the position with the previously mentioned solicitation for a vote by unanimous written consent.

Recruiting Leaders for presbytery service – Freda Westman, Dottie Villevik and Corey Schlosser-Hall have been recruiting elders and church members for presbytery service. Two additional members are needed for the Grants and Alaska Fund committees of the Board.

Nominating Committee Nominees – The following resolution was APPROVED, “*Resolved* that Ann Collier, if she agrees to serve, be nominated for election to the Nominating Committee, Class of 2021, service to begin upon election, to the committee at the June 13th presbytery meeting.”

Board Moderator – Wendy Taylor was ELECTED as moderator to replace the departing Seth Normington.

Non Geographic Presbytery – Rev. Jinsuk Kim reported that exploring the possibility of additional Korean congregations joining the presbytery continue. This would require the presbytery becoming a nongeographic presbytery. The Board APPROVED the following resolution, “*Resolved*, That the Executive Board recommend to the presbytery that it form a committee to write an inquiry per G-6.02, or draft an overture for the Presbytery to submit to the 224th General Assembly (2020) to create an authoritative interpretation concerning G-3.0403 ‘The Synod is responsible for . . . creating non-geographic presbyteries subject to the approval of the General Assembly, . . .’ clarifying whether an existing presbytery may assume the mission responsibilities of a non-geographic presbytery.”

FIDUCIARY MODE

Treasurer’s Report – First quarter statements and a variance report were received and reviewed¹.

Property Management

Property Management Expenses and Budget – Expenses to date for Sitka and Trinity were reviewed. The following resolution was APPROVED, “*Resolved*, That expenses to date of \$48,273.49 be approved, and that an operating expense budget of \$213,000 be established for the remainder of 2019 for maintaining and improving the dissolved church properties owned by the presbytery, and that the respective Administrative Commissions be authorized to allocate funds within the following annual budget (includes year to date expenditures):

Sitka – Income: 8,800; Expenses: \$113,285.

Trinity United – Income: \$15,400; Expenses: \$100,289.”

Klukwan Property Upgrades – The following resolution was approved, “*Resolved*, that the Klukwan Assembly of God church, which cares for and inhabits our property in Klukwan, AK, be granted permission to perform the following facility upgrades or renovations at their own expense, according to the attached correspondence.”²

Tieton Roof Repair Grant – The following resolution, recommended by the Grants Committee, was APPROVED, “*Resolved*, That \$5,000 of the \$30,000 annual budget for village ministries capital projects be allocated to Tieton Presbyterian Church for roof and steeple repairs.”³

Emanuel PC application for a GA Restricted Fund grant – The application, reviewed and recommended by the Grants Committee, was endorsed by the Board.

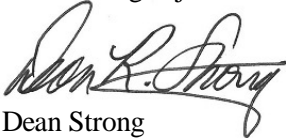
Other Items

Org and Infrastructure Task Force – A final report was received⁴, and the task force was dismissed with thanks: Bill Palmer (Chair from FPC Bellingham), Seth Normington (Waterville), Gail O’Dell (Northern Light UC), Amy Delaney (Edmonds) and Ted Schuldt (HR) along with Dean and Corey.

Tall Timber Covenant – A resolution to adopt the *Tall Timber Ranch & Northwest Coast Presbytery Covenant*⁵ was APPROVED.

Campbell Farm Advisory Board Delegated Authority & Responsibilities⁶ – A proposed document establishing the relationship between the Campbell Farm Advisory Board was received and reviewed. A motion to establish the Campbell Farm Advisory Board and delegate certain authorities, as delineated in the document, was APPROVED. The Rev. Gustavo Carvajal was appointed to Advisory Board as the required Executive Board Member.

The meeting adjourned at 2:10 p.m. with a prayer by the Moderator.



Dean Strong
Stated Clerk

Attachments:

1. First Quarter Financial Statements and Variance Report.
2. Email dated May 21, 2019, Brad Kesler to Corey Schlosser-Hall, Subject: Klukwan Upgrade Approval.
3. Tieton PC Capital Funds Grant Application.
4. Organization and Infrastructure Task Force Report dated May 23, 2019.
5. *Tall Timber Ranch & Northwest Coast Presbytery Covenant* .
6. *Campbell Farm Advisory Board Delegated Authority & Responsibilities*

Presbytery of Northwest Coast
Budget vs. Actuals: 2019 1st Quarter Ending March 31st.

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
INFLOWS			
5000-10 Per Capita Income	136,141	95,216	40,925
5000-30 Fees, Registrations, Books, Etc	1,494	1,500	(6)
5000-40 Interest	4,885	6,100	(1,215)
5000-65 Tidelands Lease	2,379	2,379	0
5000-70 Rent Received	1,200	250	950
5000-80 Miscellaneous Income (from Sitka & Trinity)	8,196	0	8,196
5000-85 Shared Staffing (from Synod for Stated Clerk)	7,001	6,251	750
5150-00 Designated Income -- Community Blessing Fund Earnings	74,401	10,000	64,401
5200-10 Restricted: Investment/Endowment Income	5,426	5,085	341
5250-00 Restricted: Grants	0	53,625	(53,625) (a)
5300-00 Restricted: GA Mission-Offerings	35,592	37,500	(1,908)
5400-00 Restricted: Presbytery Mission	15,953	22,500	(6,547)
5700-02 Restricted Unrealized gains/losses on Endowments	54,284	0	54,284
TOTAL INFLOWS	346,952	240,406	106,546
OUTFLOWS			
6000-00 Congregational Renewal & Revitalization			
6000-05 Studio E3 Catalyst	3,890	5,000	1,110
6000-10 Congregational Resources	350	5,000	4,650
Total 6000-00 Congregational Renewal & Revitalization	4,240	10,000	5,760
6100-00 Village & Small Church Ministries			
6100-05 Pastoral Associate	7,716	5,000	(2,716)
6100-15 Church Capital Improvements	0	7,500	7,500
6100-20 Salary Support	2,550	6,316	3,766
6100-30 CRE Recruitment & Formation	0	1,250	1,250
Total 6100-00 Village & Small Church Ministries	10,266	20,066	9,799
6200-00 Multicultural Integration			
Total 6200-05 Korean Min AEP Salary & Expenses	17,270	18,278	1,009
6200-15 Interpretation & Translation	0	1,000	1,000
6200-20 Fellowship & Community	0	575	575
Total 6200-00 Multicultural Integration	17,270	19,853	2,584
6200-50 New Expressions of Church			
6200-60 New Church Expressions	7,650	28,750	21,100
6200-65 Leader Assessments	0	3,000	3,000
6200-70 Staff for NCE Development & Support	4,481	10,250	5,769 (b)
Total 6200-50 New Expressions of Church	12,131	42,000	29,869
6300-00 Mission In & Beyond NWCP			
6300-01 GA Mission-Offerings	35,592	35,592	0
6400-00 Presbytery Mission	13,885	13,885	0
6500-15 Comm Blessing Grants	0	10,000	10,000
6500-90 Campbell Farm Direct Support	7,500	7,500	0
6700-05 Grants to Mission Partners	11,500	11,500	0
6700-20 Grants to Churches	6,600	2,000	(4,600)
Total 6300-00 Mission In & Beyond NWCP	75,077	93,500	18,423

1st Quarter Budget Report (continued)

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
7000-00 Governance & Congregational Support			
7000-02 GA Per Capita	16,762	17,233	471
7000-03 Synod Per Capita	925	963	38
7000-10 GA & OGA Events	0	500	500
7000-15 Youth Triennium Expenses	0	1,750	1,750
7000-20 Presbytery Leadership Summit	1,752	5,375	3,623
7000-30 Exec Board & Committees	4,069	1,250	(2,819)
7000-35 Administrative Commission Expense	583		(583)
7000-40 COM Expenses	2,984	3,750	766
7000-50 CPM Expenses	1,418	750	(668)
7000-60 Nom, COR, PJC, IC	0	175	175
7000-70 Internship Support	0	2,500	2,500
7000-80 Interest on Stanwood Loan	1,020	1,050	30
Total 7000-00 Governance & Congregational Support	29,513	35,296	5,783
7100-10 Office Expenses			
7100-16 Bank Fees	97	91	(6)
7100-18 Bldg Maint & Repair	0	250	250
7100-20 Books & Resources	120	1,171	1,051
7100-24 Equipment Lease	786	1,691	905
7100-26 Equipment Purchase	(22)	765	787
7100-28 Hospitality/Cleaning	541	383	(158)
7100-30 Insurance	1,197	1,093	(105)
7100-32 IT Support/Network	1,025	1,020	(5)
7100-34 Legal Fees	(605)	260	865
7100-36 Office Supplies	453	383	(70)
7100-38 Postage	89	191	102
7100-40 Financial Review	0	2,601	2,601
7100-46 Rent - Cascade View	2,966	8,121	5,156 (c)
7100-48 Software	1,481	130	(1,351)
7100-50 Telephone/Web/Conference	966	638	(328)
7100-54 Utilities	482	962	480
Total 7100-10 Office Expenses	9,576	19,748	10,172
7200 Presbytery Staff Salaries, Business Expenses, Travel	82,477	79,810	(2,667)
7200-46 Financial Services Contract	6,291	3,825	(2,466)
7200-48 Contractor Services (web page, database)	98	4,325	4,227
7300-00 Real Estate & Property Management	40,340	0	(40,340)
TOTAL OUTØOWS	287,279	328,423	41,144
NET CHANGE IN ASSETS	59,672	(88,018)	147,690

Presbytery of the Northwest Coast
1st Quarter Budget Variance Report

A positive variance is normally desirable, a negative variance is normally undesirable from a monetary standpoint only (sometimes expenditure are desired, so it is not always good when an expense is under budget).

Income Variances – A *positive* variance occurs when income exceeds the budget amount; a *negative* variance occurs when income is less than the budget amount

Expense Variances – are the opposite of income variances; a positive variance occurs when an expense is less than budget, a negative variance occurs when an actual expense exceeds the budgeted amount.

Most items are budgeted on an annual basis, so budgeted amounts are one-fourth of the annual budget, unless specific timing of an expense was forecasted at the time the budget was developed.

Significant variances exceeding 10% or \$15,000, whichever is greater, are explained below

Significant Income Variances

(a) 5250-00 Restricted Grants – Several grants were budgeted for the year (\$206,500), from individuals, the Murdock Charitable Trust, various foundations and the PCUSA. Non were received during the first quarter.

The total positive income variance of \$106,546 is not especially meaningful since churches vary in their per capita payments, but it is better to ahead of budget than behind.

Significant Expense Variances

(b) 6200-70 Staff for NCE Development & Support (positive \$5,569) – Position ended and currently unfilled.

(c) 7100-46 Rent - Cascade View (positive \$5,156) – The annual budget includes renovation or a move not yet realized; may occur later this year.

(d) 7300-00 Real Estate & Property Management (negative \$40,340) – These are unbudgeted costs for assuming ownership of the Sitka and Trinity United properties, which are partially offset by rental income (5000-70 above, which will also increase in the coming months). Budgets are being developed for these properties which the Executive Board will revise during the 2nd quarter.

The total expense variance for the quarter is a positive \$41, 144, despite the above unbudgeted real estate expenses.

The presbytery is currently operating well within its budget.

Dean Strong
Budget Director/Treasurer



Corey Schlosser-Hall <corey@northwestcoast.org>

Fw: Klukwan upgrade approval

Brad Kesler <bradkesler@alaskaag.org>

Tue, May 21, 2019 at 12:02 PM

To: Corey Schlosser-Hall <corey@northwestcoast.org>

Cc: Bill Welch <billwelch@alaskaag.org>, "mike.rose@jccalaska.com" <mike.rose@jccalaska.com>, Jamirella Campbell <jamixcicluna@gmail.com>

Hi Corey,

I hope all is well with you! The ministry is going well at Klukwan. We thank you for your continued partnership. The Pastor and church are requesting permission from you to do some upgrades, as is required by the lease agreement. Please see the email below for the planned upgrades. I have copied the Pastor on this email (Jami Campbell), so you can ask any questions you might have about the projects.

Blessings,

[Brad Kesler](#)

[Network Secretary](#)

[Business Administrator](#)

[Alaska Ministry Network](#)

www.akministrynetwork.org

[Partnering to...promote relationships, provide resources, and equip leaders.](#)

From: Jamirella Campbell <jamixcicluna@gmail.com>

Sent: Tuesday, May 21, 2019 8:32 AM

To: Brad Kesler

Subject: Klukwan upgrade approval

Hi,

Klukwan church is wanting to make a couple of repairs and upgrades. How do we get approval from the Presbyterian Church for these? These upgrades will be paid for by the church and Klukwan village office. Most of the work will be done by the village maintenance man.

-Install a Toyo stove upstairs in the percentage. We will need to do a little sheetrock work in this

installation as well.

-Cut a pass-through between the kitchen and living room. We will leave all supports intact. We just want to remove the small portion of sheetrock and frame it.

-New wheelchair accessible walkway to front doors. These means we will take out the crumbling step, and put in pressure treated wood ramp.

-Klukwan village wants to replace a few windows in the church. They have a storage room with new unused windows. If any are the right size we would like to replace them.

Thank you for your help,
Jami Campbell
Klukwan AG

Sent from my iPhone

To: Seth Normington
Moderator, NWCP Executive Committee

Care Of: Dean Strong
NWCP Stated Clerk

From: NWCP Grants Committee

Subject: Capital Funds Grant Action

The Tieton Presbyterian Church in Tieton, WA has two pressing capital projects they wish to complete this year. Their aging manse roof has been leaking and causing interior damage. It has been temporarily fixed, pending a permanent replacement to facilitate continued rental to produce income for the church.

A capital funds grant request for \$6,000 has been received to reroof their manse. They have two bids on the work, the lowest for \$6,267, the other for \$7,013.

The request also includes some work on the steeple of their church, which is shedding shingles in places making the church look shabbily cared for.

In addition to the grant, they intend to contribute \$5,000 to these two projects, intending to use a small part of their \$5,000 to cover the balance of the manse roof replacement cost, and the rest for repair work on the steeple.

The request describes several examples of their ministry to the community which they wish to continue, and their desire to keep their property in good enough repair to maintain these ministries in addition to their own program.

Frances Irwin has made us aware that Tieton is a small community, that the church has suffered a diminishing membership over recent years and wondered about the wisdom of investing \$6,000 in what may be a questionable near future for the church. We agree that this may be a valid concern but feel reluctant to contact them to ask about a matter which is clearly better within the purview of other NWCP personnel.

THUS: Grants Committee wishes to recommend this capital funds grant to the Executive Committee for approval – subject to their determination that the Tieton church future appears secure enough to warrant the investment.



PRESBYTERY OF THE
NORTHWEST COAST
EMBRACE | EQUIP | ENCOURAGE

Capital Funds Grant Application

Please keep primary proposal to a total of 2 pages. Feel free to attach additional supporting documents and return to us by email to jenine@northwestcoast.org.

DATE : 11/28, 2018 : **CHURCH** First Presbyterian Church of Tiebn

PROJECT NAME: Manse and Steeple Roof

PROJECT CONTACT:

Name: Leona Mason or Scott McIlrath

Phone: 509 672-5120

Email: mason3us@aol.com or Scottmcilrath@yahoo.com

DOLLAR AMOUNT REQUESTED:

\$ 6000.00

PROJECT DESCRIPTION: What are you proposing to do?

Reroof manse to stop damage occurring to interior of structure, To be able to continue to rent for church income.

Church Steeple need to have repair and replace damages.

KEY ISSUE: What is the key issue that the proposed project is designed to address?

The manse roof has been leaking. we have done a temporary fix at this time. Church Steeple shingles are coming off in places. Not pleasing to look at.

NEW or EXISTING: Is the project something new that the church is going to endeavor or does it support an existing ministry / activity?

This supports an existing ministry in our community. By having a church for local community. We are a gathering place for community in time of need. We support our church with helping local food bank. We have a head start program at our church. We have after school program for youth once a week.



PRESBYTERY OF THE
NORTHWEST COAST
ENGAGE | EQUIP | ENCOURAGE

Capital Funds Grant Application

BIDS: Have you gotten at least two bids for your proposed project? If so, please describe and attach detail. *yes, we have 2 bids from local contractors.*

IMPACT: What is your greatest hope of what this project could accomplish? Please be sure to indicate how your local community will be positively impacted by this project. *We could get the manse roof from leaking and doing more damage. The Steeple would look like we care about our church and community. We are here to stay in community. Just more pleasing to have people looking*

EVALUATE: How will you evaluate its effectiveness? *Protect structure and produce income for our church.*

That we care for our community + our church

OTHER FINANCES: How much money is the church planning to contribute or raise for this project? What other sources of money do you have or are you seeking? (i.e. special gift, community support, etc.) *At this time we feel we can contribute 5,000.00 to both of these projects combined. We are trying to keep church in other repairs.*

Leona Mason - Clerk of Session

Signature – Clerk of Session or Church Pastor

How grant requests will be evaluated:

While not an exhaustive list, these are potential questions that the Grants Committee will consider when evaluating requests:

1. Has the session clearly sought the direction of the Holy Spirit in the process of considering this project/initiative?
2. Does this proposal encourage the congregation to thrive in ministry, or simply survive?
3. Is the project/initiative something new to the community?
4. Are the goals and objectives clear?
5. Is there strong support from the church leadership?
6. Are there multiple sources of funding?
7. Is the congregation equipped to successfully execute the project/initiative?
8. Is there a clear leader/champion of the project who is committed to managing its implementation?

Project Description:

Church Steeple.

It is very steep to work on need to be done by someone with the right equipment. It is not very attractive to see as it is seen as you drive up to the church. The shingles have come off from the wind.

Impact:

our Church and feeling we are not falling down in disrepair.

HEETHER CONSTRUCTION LLC

P.O. Box 10980
 YAKIMA, WA 98909
 (509) 575 0423

October 4, 2018

HEETHCL832LG

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:			WORK TO BE PERFORMED AT:		
NAME	Scott McIlrath/ Tieton Presbyterian		House and Church Steeple		
ADDRESS	740 Franklin road		ADDRESS 720 & 740 Franklin Rd		
CITY	Tieton	STATE WA ZIP 98947	CITY	Tieton	STATE WA ZIP 98947
TELEPHONE	509-480-2677		E-MAIL:	Scottmcilrath@yahoo.com	

SERVING THE YAKIMA VALLEY FOR OVER 20 YEARS

WE ARE A CERTIFIED PABCO INSTALLER

WE AT HEETHER CONSTRUCTION WILL:	OPTION 1 COST	OPTION 2 COST	OPTION 3 COST
REMOVE AND DISPOSE EXISTING ROOF 1 LAYER	HOUSE	STEEPLE	
INSPECT ROOF SHEETING,			
STORMSHIELD ON EVES			
FELT #15 LB,			
DRIP EDGE METAL			
REPLACE PIPE FLASHINGS			
6 ATTIC VENTS			
REROOF PABCO P-30			
CLEAN-UP & DISPOSE OF DEBRIS			
SUB TOTAL	\$ 6,500.00	\$ 4,000.00	
TAX	513.50	316.00	
TOTAL	\$ 7,013.50	\$ 4316.00	

PROPOSAL INCLUDES:

MATERIAL AND LABOR REQUIRED IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS

From: Corey S-H
To: Organization and Infrastructure Task Force of the EB
Re: Progress and Update
Date: 05/23/2019

On November 30, 2017 this task force came into being with the following action of the Exec Board:

Infrastructure Development

On December 10, 2015, the Board agreed to appoint a “Focus and Infrastructure Task Force” to “assess the new landscape of NWC Presbytery and recommend infrastructure (facility, technology, policy, and staffing) that will catalyze us to move fully into and through this new day to be assertive in pursuing God’s calling for us.” Gail O’ Dell, Warren Weber, Stephanie Hankey and Gustavo Carvajal were appointed Jan. 22, 2016. Their report was received on June 9, 2016 the following areas were identified, and workgroups were appointed to address them: The Mission Statement (was revised), Facilities (a move to New Life Center was explored and dropped), Focus (three areas identified), Technology (Current Adobe system okay for small meetings, more support needed for Leadership Summits, Stated Clerk volunteered to develop an integrated database now 50-75% complete), Staffing (workgroup’s recommendation was rejected by the Board, new staffing plan adopted with 2018 budget). . . .

Follow-up Task Force – The following were APPOINTED to follow up on the continuing development of infrastructure for the presbytery: **Ted Schuldt, Seth Normington, Bill Palmer, Amy Delaney, and Gail O’Dell**, to report to the next regular meeting.

Corey’s Note: Since December 2017 this amazing team has been working through the issues. Here is a status update provided by Corey related to all the issues we have been working on.

Issues under consideration and status

1. Tech and Facilities

Integrated Data Base

Status: In-C has been subscribed to and implemented. Jenine has produced the 2019 directory with in-C and we have given access to all NWC Presbyterians to its data here: <https://directory.in-c.net/nwc/> **GIVE IT A TEST RUN.**

Jenine Taylor continues to build and develop the functionality of in-C database. She has also pressed the developers to build additional functionality into their services. It is expensive at \$3000+/year but we think it's worth it for now.

AV

Status: We have purchased and implemented all equipment identified to date. We are contracting with Joey Mircea to provide audio infrastructure expertise for all hybrid leadership summits. We are going to miss Seth Normington's primary support for the virtual hybrid ZOOM meetings. We do not have a replacement yet. Corey still desires for improved and more stable video capabilities for hybrid leadership summits and events so that a person will operate a camera to follow the conversation in a room so that online participants have the best possible experience. We have a stable and reliable video-conferencing room at the presbytery office, but still want to have a better room and space to provide a plug n play videoconferencing experience which brings us to . . .

Presbytery Office

Status: the Executive Board has approved a contract with architect Dennis Chivers to provide drawings for renovating the Edmonds Presbyterian Church facility for a mixed-economy ministry purpose in partnership with Edmonds PC, Samaritan Center of Puget Sound and Pepitas Preschool. Edmonds PC has extended the invitation to NWC Presbytery and the other partners. A design charrette is scheduled at Edmonds PC for May 29, 2019. After the design charrette, Dennis Chivers will produce a preliminary set of drawings to present to all 4 parties involved. Then all parties will need to determine their level of commitment to and willingness to move toward a renovated, realigned space and place for their ministries.

2. Alignment: Alignment of NWC service with constituents

Status: COM has approved a *new liaison proposal* (attached to email) which is the avenue through which we intend to address the alignment issue. At the request of the Personnel Committee, Corey is developing a FT staff position whose central role will be Liaison recruitment, onboarding, development and service quality. We hope that this will be a long-term solution to effective service to congregations and teaching elders.

3. Finances

Status: Chart of accounts has been overhauled. Schedule of quarterly reports and reviews has been established. The EB did not setup following funds development workgroup (described below) we recommended. Treasurer/Budget Director, Dean Strong is currently working to reboot the Finance & Corporate Affairs committee of the Exec Board.

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 for Executive Staff

Status: Exec Board Moderator Kurt Helmcke called together 3 people from the executive board to review goals and accomplishments of EP Corey Schlosser-Hall and Stated Clerk Dean Strong in October 2018 and reported results to the November 2018 Exec Board meeting (see “Board Review of Executive Staff” attached to email). This will be used annually to review and assess goals for each year and how much has been accomplished and what needs to be changed and reported to the personnel committee for their review process with elected staff.

5. Review and compensation

Status: This task is owned by Personnel Committee of EB. They used this process for 2018 evals and will be gathering 360 feedback for evals in 2019.

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 (done for 2018, Personnel committee is now preparing for 2019).
- 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: This task is owned by COM. COM approved pastoral eval process and continuing ed development. COM has not been able to implement the bi-annual consultation with clergy process they intended . . . yet. They did a pilot, but not the full meal yet.

7. MMM (Manual of Ministry and Mission)

Status: This task is owned by Corey & Dean in consult with responsible groups. We have established a new manual template and naming scheme. Corey and Dean are each taking different segments of the Manual and redoing them based on active policies and guidelines. The whole revised manual should be complete by **October 10 2019**. Goal is that only actively utilized policies will comprise the Manual of Admin Operations. We will rename it from the MMM and make sure that it is readily available to any presbyter on the website.

Corey

Personnel
 COM Search Process
 Sexual Misconduct/Safe Presbytery policies
 Grants and info
 NOM

Dean

Presbytery Bylaws, Standing Rules &
 Related policies
 Exec Board
 Financial
 CPM
 PJC
 COM outside of search process
 Other



PRESBYTERY OF THE
NORTHWEST COAST
ENGAGE | EQUIP | ENCOURAGE



Tall Timber Ranch & Northwest Coast Presbytery

Approved Unanimously on April 27, 2019 by Tall Timber Board
Effective June 1, 2019 - May 30, 2021

Vision

This covenant bears witness to the partnership in the Gospel of Jesus Christ between Tall Timber Ranch and NWC Presbytery and its constituent congregations. We see a dynamic, evolving relationship rooted in the experience and hope of people young and old who encounter the risen Lord and the Body of Christ through the ministry of Tall Timber. We see NWC, Tall Timber staff, campers and volunteers growing through encounters with God and God's creation in a unique place set apart for this as they lead, support, and participate in Tall Timber.

Legacy/Today/Tomorrow

Since 1957 Tall Timber Ranch (Tall Timber) has been providing life shaping experiences in a stunning setting where Christ is at the center of our activities. Initially, this was a camp for PC(USA) youth, however, over time, this has become a Kingdom of God resource that serves campers from many backgrounds, 35% of which were PC(USA) in the summer of 2016. For 60 years Tall Timber has been significantly supported by individual churches as well as the corporate bodies known as the Presbyteries of Central Washington and North Puget Sound Presbytery, who have now formed the new Northwest Coast Presbytery (NWC Presbytery). Historically, governance was enacted by Presbyterian Pastors and Elders on a PC(USA) only board. Additionally, to a decreasing measure over time, camps have had volunteer leadership provided by the Presbytery. This is now quite different.

Today, Tall Timber invests considerable resources in recruiting campers from PC(USA) congregations, other congregations, and those with no congregations throughout the region. In the summer of 2016 for example, over 50% of TT campers have no congregational affiliation. Fundraising consists of multi-constituent, multi-audience, donor development and cultivation. Governance is now enacted by a board that consists of a majority PC(USA) and minority of people connected to other denominational or non-denominational expressions of the church. A combination of full-time, seasonal, and part-time staff are employed by the camp which is separately incorporated from the church.

In the future we envision Tall Timber to be a covenant partner with NWC Presbytery that remains an independent 501(c)3 ministry with its own non profit status. This frees Tall Timber to continue to serve its constituency, which includes the Presbytery of Northwest Coast, yet includes more than 60% that are not affiliated with the Presbytery.

Our Co-Mission

NWC Presbytery's mission is to engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as they follow Jesus to transform the world.

The mission of Tall Timber is "Welcoming you to have fun and grow together in God's awesome wilderness."

Our shared co-mission is to engage, equip, and encourage the children, youth, adults and families of congregations (or no congregation) and their leaders in connecting with Christ for the first time or deepening their discipleship in a place where they can disconnect to reconnect with our risen Lord.

Promotion & Marketing

As covenant partners NWC presbytery will commit to . . .

- ❖ Enthusiastically support and encourage congregational kids, youth, and families to enjoy camps and retreats at Tall Timber.
- ❖ Connect representatives from Tall Timber to share with NWC Presbytery congregations and their youth about the ministry of Tall Timber.
- ❖ Share Tall Timber promotional material, videos, and ministry stories online, through e-news, and related to leadership summits.
- ❖ Host webinars and other educational engagement that Tall Timber might provide which would benefit congregations and their leaders.

Tall Timber staff and board will . . .

- ❖ Execute and deliver high-quality promotional material for camping and guest groups to NWC congregations and leaders.
- ❖ Exercise primary responsibility for marketing and promotion of Tall Timber camps and programs.
- ❖ Work with NWC for special Tall Timber events and programs for churches, pastors, youth leaders, young people, and others.
- ❖ Equip the board and other champions for sharing about the ministry of Tall Timber.
- ❖ The Staff will commit to supporting the Board and the Presbytery in this covenant partnership.

Fundraising and Financial Relationship

NWC Presbytery will provide 30% of congregation's undesignated mission giving to Tall Timber and encourage congregations to designate to Tall Timber or give directly to Tall Timber. Additionally, NWC Presbytery will give 10% of congregation's undesignated mission giving to Tall Timber Camper Scholarships. NWC Presbytery may from time to time provide other types of financial gifts for the

advancement of Tall Timber at the discretion of NWC Presbytery and/or Executive Board. Tall Timber staff and board will share with congregations they engage with about the covenant partnership with NWC Presbytery and other NWC partner ministries. NWC Presbytery congregations may from time to time organize and host fundraising events, galas, celebrations for Tall Timber ministries in addition to receiving requests for charitable giving. Also related to fundraising, before joining the TT Board, board members will commit to making Tall Timber a top 3 priority in their annual giving.

Governance

NWC Presbytery through its Executive Board, Executive Presbyter or assigned agents will continue to provide the Tall Timber board with recommendations for board members. The Tall Timber Board which as of 2018 nominates its own members, will consist of a majority PC(USA) teaching elders, ruling elders, or members. NWC Presbytery will continue to be the succeeding entity for the Tall Timber real property and all assets should the camp ever dissolve. These and other matters related to Board nomination and governance are addressed in the Tall Timber bylaws.

NWC Staff Involvement

NWC Presbytery Executive Presbyter will be named an advisory member of the Tall Timber board and attend at least one board meeting annually. S/He will also provide a written report to the board regarding developments in NWC Presbytery for at least one other meeting each year at which they are not present. They are available for consultation on an ongoing basis as their schedule and priorities allow.

Covenant Review and Renewal

This covenant will be reviewed every 2 years. All changes must be approved by the NWC Executive Board and the Tall Timber Board, the entities through which this covenant is enacted.

Tall Timber Board Signatures

Board President _____ Printed Name _____

Executive Director _____ Printed Name _____

NWC Presbytery Signatures

Board Moderator _____ Printed Name _____

Stated Clerk _____ Printed Name _____

Executive Presbyter _____ Printed Name _____

Establishment of and Delegated Authority and Responsibilities of
The Campbell Farm Advisory Board
By the Northwest Coast Presbytery Executive Board
Approved May 30, 2019

Prologue

The Campbell Farm (CF) is a wholly owned *ministry of* the Presbytery of the Northwest Coast Presbytery 9 (The Presbytery). The Executive Board of the Presbytery has “general supervision of the affairs of the presbytery between meetings,” has the responsibility and power to “manage the presbytery’s accounts, reserves, holdings, investments, insurance and all corporate and financial business of the presbytery,” and may “establish and superintend the agencies necessary for its work. (NWCP Bylaws, Art. 8).

This document establishes the Campbell Farm Advisory Board and delegates certain authority and responsibilities to that board.

The Campbell Farm Advisory Board shall be subject to the orders of the Presbytery Executive Board;

- a. all of its actions shall be reported to the next stated meeting of the Executive Board,
- b. none of its acts shall conflict with actions taken by the Executive Board or the Presbytery, and
- c. its criteria for action shall be the mission and vision statements of the Presbytery.

Advisory Board Members

The Campbell Farm Advisory Board of The Campbell Farm (hereafter referred to as the Advisory Board) shall consist of up to ten voting members who provide oversight, management and resource development for the ministry and programs of Campbell Farm.

Advisory Board members shall be active members of the Presbyterian Church (U.S.A.), a majority of which shall be members of Northwest Coast Presbytery congregations.

The Advisory Board may designate nonvoting advisory delegates from other Christian churches and the local community.

The Advisory Board shall consist of both ministers of the Word and Sacrament and members of congregations (which includes ruling elders) in numbers as mathematically equal as possible, as required by the PCUSA Constitution, G-3.0109.

A minimum of one member of the Advisory Board must be from the presbytery’s Executive Board as required by its bylaws.

Members shall be recruited, nominated, and prepared for service by the Advisory Board, and appointed by the NWC Presbytery Executive Board.

The Executive Director(s) of The Campbell Farm and Executive Presbyter of the Presbytery of Northwest Coast (or an agent appointed by the EP) shall serve as ex-officio members of the Advisory Board with voice but no vote.

Duties and Responsibilities

- a. Elect a Moderator from among its members.
- b. Determine the vision, mission, and programming of The Campbell Farm in a manner that is consonant with the mission of the presbytery.

- c. Oversee the operations of The Campbell Farm, including:
 1. Maintenance of all buildings, grounds and equipment.
 2. Proper use of land for crop production, including negotiating and approving leases with the contract orchardists.
 3. Scheduling of conferences, events and mission activities at the Farm.
 4. Designing and implementing conferences for the Presbytery and other groups.
- d. Oversee and execute fundraising and funds development for Campbell Farm
- e. Oversee the financial operations of The Campbell Farm including:
 1. Develop and monitor an annual budget to be approved by the Executive Board.
 2. A full financial review of all financial books and records shall be conducted every year by a public accountant, public accounting firm or persons who have been recommended by the presbytery; to be reported to the Executive Board and the presbytery.
 3. Provide for the appropriate property, casualty and liability insurance.
 4. Provide fiduciary responsibility and oversee the general well-being for Campbell Farms and its programs.
- f. Consult and collaborate with NWC Presbytery EP and Personnel Committee in the hiring of the Executive Director(s).
- g. Oversee and provide for an annual evaluation and compensation review for the Executive Director(s).
- h. Keep a full and accurate record of its proceedings, which shall be submitted after each meeting to the presbytery Stated Clerk for review by the Executive Board and posting and/or distribution to the presbytery.
- i. Participate in a consultation with NWCP Executive Board at least once each year regarding the mission and ministry of The Campbell Farm.

The Presbytery Executive Board shall:

- a. Through its Executive Presbyter or other designated agents, recommend potential Advisory Board Members upon request.
- b. Provide resources and counsel for governance, oversight, management, personnel, financial, and programmatic endeavors.
- c. Provide communication channels for Campbell Farm ministry and programs to share with NWCP congregations, new expressions, and mission partners.
- d. Participate in fundraising, and at its own discretion, provide funding from the presbytery to Campbell Farm, while guiding Campbell Farm to become financially sustainable.
- e. Regularly encourage its congregations, new expressions, and mission partners to participate in and learn from CF as is feasible and beneficial.

This document shall be reviewed and amended as needed.

The intent of the Presbytery is to support and incubate Campbell Farms Programs, encouraging the growth of both the number of youth and families served and the staff and volunteers' expertise in delivering and managing those programs aligned with the mission for Campbell Farm:

To help economically disadvantaged youth in the Yakima Valley to grow safely into adulthood with the skills, values and attitudes required to live healthy and productive lives as adults and be positive contributors to their communities.

Michael Friedline, Campbell Farm Advisory Board Chair

Date

Northwest Coast Executive Board

Date

Executive Board
Minutes of the Regular Meeting
August 15, 2019

The meeting was called to order via web conference at 11:05 by the moderator and opened with prayer by the Rev. Jinsuk Kim. A quorum was present as follows:

Class of 2019: Rev. Matt McCoy, Rev. Wendy Taylor, Kathy Garde, Francie Irwin;

Class of 2020: Rev. Gustavo Carvajal, John Collier, Dottie Villevik (joined at 11:30 a.m.).

Class of 2021: George Eastman, Freda Westman, JB Im.

Absent: Rev. John Mason, 2021 (on sabbatical leave).

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

The agenda was approved as distributed. The minutes of the previous meeting were approved.

The items on the consent calendar were approved and appear below in the normal order of business.

Postponed from the Previous Meeting; Approved by Unanimous Written Consent

The following two items were postponed from the May 30th meeting since they were received too late to be included on the agenda and most Board members were unable to review them before voting. On May 31st both items were redistributed to Board members for review. On July 1st, both items were APPROVED unanimous written consent obtained from all Board members, except for Rev. John Mason, who is on sabbatical leave until September 1st, and is not counted.

Iglesia Fe y Esperanza New Worshiping Community (PCUSA) Seed Grant Request – The grant application has been endorsed and submitted.

Cyclical Position – “That the Presbytery Executive conduct a search and hire a qualified person to fill the currently vacant Cyclical Catalyst position; description attached.”^{1”}

Leadership Summit

VERGE 2.0 – The following tentative meeting schedule for VERGE 2.0 was APPROVED:

8:45 a.m. Gather

9:00 a.m. Worship

9:30 a.m. Keynote #1: Rev. Ken Evers-Hood (Tualatin PC, Tualatin, OR)

10:00 a.m. Testimony #1: Rev. Elizabeth Shen O’Connor (Meadow Springs PC, Richland)

10:30 a.m. Break

10:45 a.m. Workshops:

- *Vital Congregations Initiative* – Rev. Amy Delaney & Rev. Tom Bryson (PCUSA).
- *Vital Korean-American Congregations* – Rev. Jinsuk Kim.
- *Indigenous Congregations* – Rev. Ray Aldred, Director of Indigenous Studies Program at Vancouver School of Theology.
- *Emotional Intelligence for Spiritual Leaders*—Rev. David Kegley (Olympia Presbytery).
- *Improv for Church Leaders* – Sarah McMahon & David Westerlund

12:00 p.m. Lunch

12:45 a.m. Worship and Reconvene

1:00 a.m. Keynote #2: Rev. Laurie Wheeler (West Side PC, West Seattle)

1:30 a.m. Testimony #2: Rev. Neil Trainer (Calvin PC, Shoreline)

2:00 p.m. Break

2:15 p.m. Workshops (repeat, see above)

3:15 p.m. Sending by Rev. Ken Evers-Hood; Courage and Poetic Leadership
 3:30 p.m. Conclude

Personnel

Personnel Policies – The committee and EP have reviewed and revised the Personnel Policy. It was APPROVED.²

2020 COLA – A 2.4% Cost of Living Adjustment (COLA) for 2020, for presbytery personnel, was APPROVED.

Elected Staff Goal & Performance Reviews – John Collier, Wendy Taylor, Freda Westman were appointed to review goals and performance of elected staff (EP, SC, and AEP) and report the results of their evaluation to the September 30th Board meeting.

Property Management

Trinity United Property Management – The attached contract for the services of Douglas Patten for the management of the former Trinity United PC at 10217 Collins Road, Sedro-Woolley, WA, was APPROVED.³

Maplewood Property Sale – A resolution granting Maplewood Presbyterian Church permission to sell 136 square feet of its property for \$6,000 to the City of Edmonds for a pedestrian crosswalk at 196th and 84th Ave. W, including handicap access and fixtures, was APPROVED.

Edmonds PC Renovation – Plans continue for a redevelopment of the Edmonds PC property and possible relation of the presbytery office. As a result of the feedback obtained at June's design charrette, the following phased plan was APPROVED:

- Phase 1: Architect Dennis Chivers to design a renovation within the existing footprint to accommodate congregational needs, presbytery staff offices, commission and presbytery meetings, and a counseling office for the Samaritan Center of Puget Sound, delaying the preschool space to phase 3; plans and a specific budget to be approved by the Board.
- Phase 2: Continue to develop a ministry plan for future approval that would result in positive revenue that includes a shared ministry setting and a potential housing development.
- Phase 3: If a positive revenue ministry plan is achieved, consider expanding the existing footprint and facility to accommodate a preschool or other ministry opportunities.

Campbell Farm Reports – April Financial Statements, Advisory Board Minutes for April & June and a report on the recent fundraising Gala were received.

Campbell Farm Solar Project Funding Request – The Campbell Farm Advisory Board is applying for a \$75,000 grant from the Pacific Power Blue Sky program to install solar panels at the farm which would offset 100% of the cost of electricity; a savings of approximately \$20,000 annually. The Blue Sky grant program provides 50% of the funding; the application must include sources for the remaining 50%. The Advisory Board requested a grant or low interest loan from the presbytery.

Rev. Ted Schuldt moved “that the presbytery provide a loan to Campbell Farm for a term not to exceed five years at the current prime rate less .25%, either from presbytery assets or another source; conditional upon demonstrating with certainty that 100% of the cost of electrical consumption will be offset by the installation.”

After discussion, the motion was APPROVED. Rev. Gustavo Carvajal, whose company will be the installing contractor on the project, was not present during the deliberation and did not vote. A commitment letter for the application will be provided by the Stated Clerk.

Nominating Committee

Elder Younghee Kim was elected to the Nominating Committee committee class of 2021.

Grants

Collide – A request was received from Collide, a new worshipping community of the presbytery, for a growth grant to match a request from the Presbyterian Mission Agency. “This grant will allow us to continue in our work as we grow existing programs like our Counseling and Wholeness program as well as expand into new strategic spaces to increase class offerings and making them available online.”

The following resolution was APPROVED, “*Resolved*, That \$25,000 from the New Expressions Budget be allocated to *Collide: Run into Jesus* for a Growth Grant and to endorse a matching \$25,000 Growth Grant application to Presbyterian Mission Agency”

Maplewood PC Community Blessing Grant for Community Garden – The following resolution was APPROVED as recommended by the Grant’s Committee, “That \$15,296 be awarded to Maplewood, as recommended by the Grants Committee, to provide a permanent water supply to the project which is for community outreach and to serve at risk and special needs youth being served by the NW Child Program, soon to be housed at Maplewood.”

Finance

Treasurer’s Report – Second quarter statements and explanations were received and reviewed and are posted on the presbytery web site.

2020 Budget and Ministry Plan through 2020⁴ – The Board carefully reviewed the attached document and approved it as a statement of the direction and goals of the presbytery to be expressed in a proposed budget to be presented at the next meeting.

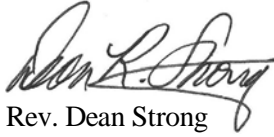
Korean Fall Pastor’s Retreat Funding Request – An annual retreat for Korean pastors throughout the Synod and their spouses has been held since 2016. The Synod has provided \$7,000 annually; these funds are no longer available. The following motion was APPROVED, that the 2019 Korean Fellowship and Community line item in the budget be increased by \$7,000 from \$2,300 to \$9,300 in order to fund the KPC Pastors’ Fall Retreat schedule for September 16-18, and that funding for the event be included in future budgets.

New Business

Moderator Election – Current Board Moderator Rev. Wendy Taylor is resigning to accept a call in Seattle Presbytery. Rev. Gustavo Carvajal was elected moderator.

Adjourn

The meeting adjourned with prayer at 2:35 p.m. The next regular meeting is September 26, 2019 at North Creek Presbyterian Church, 11:00 a.m.



Rev. Dean Strong
Stated Clerk

Attachments:

1. Cyclical Catalyst Position and Person Description.
2. Personnel Policy.
3. Agreement for Property & Tenant Management Services between Douglas Patten and Northwest Coast Presbytery for 10217 Collins Road, Sedro Wooley.
4. 2020 Budget and 2024 Ministry Plan Foci.

Cyclical Catalyst

Position & Person Description

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

PURPOSE

To engage, equip and encourage new expressions of Christ's church in and around Northwest Coast Presbytery. Pray for, recruit, assess, equip and deploy leaders, *potential* leaders, and congregations. We believe God is calling NWC Presbytery to steward new life in Christ through many new expressions of Christ's church sent from, connected with, and/or giving new energy and hope to our existing congregations. We welcome the Holy Spirit's inspiration and energy exchange between new expressions and existing expressions of Christ's church to renew the incarnate Gospel of Jesus Christ in the communities we serve and love. This position is called "catalyst" because we expect this person to be like a chemical catalyst for the inspiration of the Holy Spirit between congregations, leaders, potential leaders and communities to shift the chemistry and collaboration of existing and new expressions of Christ's church for the world.

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: Nurturing the Development and Sustainability of New Expressions of Christ's Church (NE), also referred to as New Worshipping/Witnessing Communities (NWCs)

- 1) Facilitate plans and systems for finding potential leaders of NEs.
- 2) Identify systems for assessing potential leaders of NEs.
- 3) Develop systems for training leaders of NEs (Starters Lunches and Discerners Dinners).
- 4) Become familiar with systems and people for coaching leaders of NEs.
- 6) Encourage the imagination and theological importance of starting NEs within the everyday practices of particular churches in NWC presbytery.
- 7) Guide the agencies of NWC Presbytery to serve NEs and their leaders well.
- 8) Curate and share stories of NEs in person, print, online and video.

Engage: Administration

- 1) Develop appropriate legal structures for the Cyclical Network in NWCP.
- 2) Develop a sustainable budget and help raise money for the Cyclical Network in NWCP.
- 3) Regular communication and mutual formation with anyone who has questions and insights around starting NEs within or around the presbytery.
- 4) Work in collaboration with other Cyclical Networks, presbyteries, synods, and the Presbyterian Mission Agency.
- 5) Arrange big picture perspectives for the presbytery, in coordination with the Cyclical liaison, especially for the NWCP Executive Board to understand the various projects.

RESPONSIBILITIES (cont.)

Engage: Coordination with Cyclical

- 1) Maintain annual communication with Cyclical Executive Director.
- 2) Maintain monthly communication with Cyclical Developer.
- 3) Participate in Cyclical protocols and events.

Other duties as negotiated.

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"
- Demonstrates apostolic and pioneering gifts for ministry
- Visionary and a bit impatient
- Strong coaching and consulting skills
- Effective interpersonal, small group, and public communicator through conversation, presentations/preaching, consulting, writing, and e-media including photos 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 will be working various hours between 10-25/week depending on the week. We will structure the position to fit the needs of the person who God is calling to it.

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

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

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

NORTHWEST COAST PRESBYTERY (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.*

Cyclical in NWC Presbytery

Purpose and Description

New Expressions of the church is one of 3 concurrent initiatives in and around NWC Presbytery; Congregational Renewal through ***Studio E3*** and ***Village Ministries*** are the other two.

Since 2009, 15 new expressions of the church have started in NWC Presbytery. 2 became chartered congregations; 9 are ministering presently; and 4 of them ministered for a time, then concluded their ministry. Cyclical provides an ongoing way to engage, equip, and encourage new expressions systematically over time, not only a case-by-case. Cyclical will support leaders, potential leaders and congregations to discern and start new expressions of Christ's church and help them discern how their life in Christ might develop, shift, or conclude. Cyclical nurtures a healthy "garden" of many different "plants" for the life of Jesus Christ on earth as in heaven.

We envision ***Cyclical*** and ***Studio E3*** 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](#).

"Cyclical" has been effectively ministering ecumenically in the Los Angeles area (www.cyclicalla.org) in partnership with San Fernando Presbytery. It is led by [Nick Warnes](#), founder of Northland Village Church and [Cyclical LA](#), who [spoke at VERGE 2.0 2017](#) (view [here](#)). They are willing to work with us to begin a similar ministry in NWC Presbytery.

The initiative includes calling a "Cyclical Catalyst," a part-time staff person for a 2-year term who will engage, equip, and encourage existing congregations, new expressions and their leaders.

Our 1001 New Worshipping Communities staff and resources from the Presbyterian Mission Agency are also willing to work with us to make this happen. We intend to collaborate with Seattle and Olympia Presbyteries and potentially, Westminster Presbytery of the Presbyterian Church of Canada in British Columbia, along with regional ecumenical partners.

The rollout might begin with a "Cyclical" cohort in the King-Snohomish-Skagit County area. Then begin in either Tri-Cities area or Whatcom County/B.C. depending on who develops readiness first.

We hope the "Cyclical" initiative will be funded in partnership with grants from the Murdock Charitable Trust and Presbyterian Mission Agency, PC(USA). We are also proposing that this initiative begin with the goal of being self-funding.

You can learn more about how Cyclical fits with the other dimensions of NWC Presbytery's calling and ministry plan [here](#).



Executive Board: Personnel Policy

Approved 8-15-2019

Welcome to the Presbytery of the Northwest Coast!

We consider each employee to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

Northwest Coast Presbytery staff are central to serving the mission of the Presbytery of the Northwest Coast (hereafter referred to as NWC Presbytery). As an employee of NWC Presbytery we expect you will conduct yourself professionally and privately with the attitude, work ethic, and character consistent with our mission 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”* and the *Standards of Ethical Conduct for Employees and Volunteers in the PC(USA)* (1998).

These administrative policies apply to all employees of NWC Presbytery except term contract employees who are governed by the provision of their contracts. It also applies to any other organizations which use the Presbytery’s 501(c)(3) status except for chartered congregations. All policies are intended to comply with the constitution and guidance of Presbyterian Church (USA), Federal, and Washington State and Alaska State rules when related to Alaska resident employees, laws and standards.

It is important that you read, understand, and become familiar with these policies and comply with the standards that have been established. Please talk with the Executive Presbyter (EP) of the Presbytery if you have any questions or need additional information (For the balance of this document the Executive Presbyter shall be referred to as the EP).

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, NWC Presbytery reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate unless that policy, benefit or provision is covered by a written contract with the employee.

If there is a conflict between the provisions, benefits, policies, procedures and guidelines in these administrative policies and those set forth in a written contract or the terms of an ordained staff member's call, the written contract or terms of the call shall prevail.

In situations where policy is not covered and documentation is necessary a Memo of Understanding (MOU) may be substituted. An MOU will be non-precedent setting and only apply to this issue.

Personnel Committee of the NWC Executive Board

The personnel committee provides personnel administration and oversight for NWC Presbytery which includes:

1. **Policy Administration:** This subcommittee produces and revises personnel policy to be in line with NWC Presbytery values and personnel law. Policy revisions are produced and recommended by the Personnel Committee, approved by the NWC Executive Board.
2. **Performance Reviews:** Personnel committee conducts staff performance appraisals and recommends staff salaries each year to the Executive Board.
3. **Encouragement and Accountability for Staff:** Personnel subcommittee is a source of encouragement and accountability for the staff.
4. **Encouragement and Accountability for Head of Staff:** Personnel committee confers with,



Executive Board: Personnel Policy

Approved 8-15-2019

encourages, and supports the EP who is Head of Staff. They also work to ensure accountability for the EP/Head of Staff.

5. **Grievance Process:** Personnel Committee provides a trustworthy, reliable grievance process for presbytery staff when grievances need to be shared.

Employment

- A. **Equal Opportunity:** NWC Presbytery is an equal opportunity employer and will recruit, hire, call, train and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; sexual orientation; physical, mental, or medical disability unrelated to the ability to engage in job-related duties.
- B. **At Will:** Unless governed by a written contract, employment with NWC Presbytery is strictly on an **at will** basis, which means that either the employee or NWC Presbytery may terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout the employee's employment with NWC Presbytery unless it is modified by an express written agreement signed by the employee and the EP. This employment at will relationship may not be modified by any oral or implied agreement.
- C. **Process of Employment:** The process of employment will include a position description; recruitment of applicants; follow the equal opportunity policy in considering applicants; check of references and potentially secondary references; and appropriate background checks.
- D. **Exempt and Non-Exempt Categories:** The Fair Labor Standards Act requires that non-exempt staff are paid at least minimum wage and overtime for hours in excess of 40 hours in a work week. Exempt employees are salaried and not paid overtime.
- E. **Trial Period:** The first three months of employment are generally considered probationary or a trial period, giving NWC Presbytery and the employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of this probationary period either employee or NWC Presbytery may sever the relationship without prejudice.
- F. **Policy Access:** Employees will have access to all policies, rules, and performance/work standards for their position.
- G. **Personnel Records:** Personnel records will be kept confidential and accessible to the employee upon request.

Benefits

- A. **Social Security:** All personnel are covered; the employee's share of tax is withheld from the wages of employees who are not Ministers of Word and Sacrament. Teaching elders are responsible for paying their SECA (self-employment) taxes unless they specifically request NWC Presbytery to pay the 50% of SECA contribution directly.
- B. **Pension:** Installed, exempt staff positions .5FTE or greater are enrolled in the Presbyterian Church (USA) Board of Pensions pension and benefits plan.
- C. **Medical Benefits:** All staff .5 FTE and higher are eligible for medical, dental, death and disability benefits through the Presbyterian Church (USA) Board of Pensions at different levels according to their Staff Classification (See "Staff Classification").
- D. **FSA sec 125 plan:** All staff .5FTE and higher are eligible for an FSA (Flexible Spending Account) benefit where they can set aside a federally prescribed limit of their salary for



Executive Board: Personnel Policy

Approved 8-15-2019

medical or dependent care expenses that is not taxable and then request reimbursement monthly for properly reported and receipted expenses.

- E. **Workers Compensation:** All staff are covered under this law.
- F. **Unemployment Insurance:** Employees who are not Ministers of Word and Sacrament (aka clergy) are covered under Washington State's Unemployment insurance. Those who reside in Alaska are covered under Alaska State Unemployment insurance. Clergy employees in ordained, installed positions are considered self-employed and not eligible for unemployment insurance.
- G. **Time Off Policy:** Time off and types of leave are covered in the "Time Off Policy."
- H. **Moving Expenses:** The Presbytery will pay reasonable moving expenses as deemed appropriate for the position.

Safe Presbytery: Sexual Misconduct and/or Harassment

We expect all our staff to work in a safe, secure work environment both in the office and on the road marked by freedom from any actions, behaviors, attitudes, or comments that can be identified as misconduct or harassment. We have no tolerance for these behaviors and will act immediately to intervene whenever we learn of such actions.

- A. Sexual misconduct or harassment is unacceptable and will not be tolerated. All allegations will be taken seriously and investigated, with appropriate corrective or disciplinary actions taken.
- B. Sexual harassment includes, but is not limited to, unwelcome unsolicited sexual advances, requests for favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.
- C. NWC Presbytery staff are subject to and will abide by NWCP Prevention of Sexual Misconduct and Harassment policy and expectations for training and prevention. All employees are required to review and sign this policy. Definitions of misconduct, harassment, and other terms are included in that policy.

Immigration Compliance

NWC Presbytery is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, all employees will be required to provide documentation verifying the employee's identity and legal authority to work in the United States.

Hiring

The EP will actively seek to fill positions in keeping with the equal employment opportunity commitment of the Presbytery in consultation with the Personnel Committee.

Performance of Duties

- A. Each employee after their first year of employment and each year thereafter will engage with their supervisor or EP as Head of Staff and the Personnel Committee in a review process that is described in Annual Review Process. This is in addition to ongoing evaluative input, feedback, and development provided by supervisor or EP as Head of Staff.
- B. Email, Voicemail and Internet usage assigned to an employee or telephone extensions from the office phone number are solely for the purpose of conducting business for NWC



Executive Board: Personnel Policy

Approved 8-15-2019

Presbytery. Some duties may require additional access to software and programs, but only those people appropriately authorized may access these.

- C. The employee's supervisor will address unsatisfactory work or behavior. Oral and written feedback and discussion of steps to improve performance will be taken. Continued poor performance may result in termination when steps made to improve work performance have been unsatisfactory.
- D. Termination of an employee is action of last resort when measures to improve performance have been ineffective or when the employee's conduct is such as to preclude continued employment.
- E. Alcohol and drug use is prohibited on the Presbytery's office premises. Commissions and Committees often share alcoholic drinks during social times off-site. All such social sharing of alcohol shall include notice ahead of time for participants. Any participant can request alcohol not be served and leaders will honor that request.
- F. The Employer reserves the right to take the necessary actions to investigate alleged misconduct of an employee which includes all property, equipment, and other items belonging to or used for the business of NWC Presbytery.
- G. Dismissal for cause will take place by written notice.
- H. Notice must be given prior to termination, except in cases of illegal or unethical conduct, in which case termination may be immediate.
- I. Reasons for dismissal include but are not limited to:
 - 1) Unsatisfactory performance
 - 2) Failure to follow directives
 - 3) Neglect or abuse in the use and care of property or funds
 - 4) Repeated unexcused absence and/or repeated absences or tardiness
 - 5) Illegal, dishonest, or unethical conduct
 - 6) Alcohol or drug abuse that effects performance of duties

Outside Employment

Presbytery employees may engage in employment outside the Presbytery if it does not interfere with the employee's ability to perform his or her duties for NWC Presbytery and does not interfere or conflict with the Presbytery's Mission.

Grievances

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor. And if not resolved, to the EP as Head of Staff. If the concern is with the supervisor or the EP then it should be taken to the chair of the Personnel Committee of the Executive Board. In cases where the issue has not been resolved the employee may appeal to the Personnel Committee and if still not resolved, the employee may appeal to the NWC Presbytery Executive Board. And if still not resolved to the Synod of Alaska Northwest. This process for grievances will be reviewed with employees each year during annual reviews.

Business Expense Reporting

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the Presbytery. Employees are expected to submit these reports within 60 days of the month the expense occurred to ensure proper accounting and prompt reimbursement



Executive Board: Personnel Policy

Approved 8-15-2019

STAFF CLASSIFICATION POLICY

The Presbytery classifies employees along the following variables:

- **Elected** (or not-elected): An elected position requires the person be nominated and elected by NWC Presbytery and requires the individual to be ordained as a Teaching or Ruling Elder.
- **Duration of the Work Week:** If 35 hours or greater the individual is considered Full-Time. If 20 hours or greater the individual is considered eligible for medical, dental, death (life) and disability benefits according to written terms of service.
- **Tenure:** May serve an indefinite or defined term of service. This will be identified in the position description and written offer of employment.
- **Salaried or hourly.**
- **Exempt or Non-Exempt** from overtime pay per State of WA or AK rules.
- **Employee or Contractor.**

Executive Staff

Elected by NWC Presbytery and Installed exempt, salaried positions, whether Teaching Elder or Ruling Elder. i.e. EP, Stated Clerk, Associate EP

All of the staff classification below are non-elected roles, hired by EP and Executive Board.

Professional Staff

Exempt salaried positions, not elected and not installed, hired by EP and Executive Board (also known as pastoral associates, catalysts, directors, coordinators)

General Staff

Non-exempt, hourly employees hired by EP and Executive Board

Contractors:

Paid by invoice according to contract terms. Hired by EP and Executive Board.



Executive Board: Personnel Policy

Approved 8-15-2019

EMPLOYEE PERFORMANCE AND COMPENSATION REVIEW POLICY

The methods and specific schedule by which these reviews are conducted may change from year to year.

Executive Staff

The Executive Board Moderator will form a task force to assess goals and goal attainment of Executive Staff annually. The EB Task Force will submit their evaluation to the Personnel Committee of the Executive Board for their consideration in conducting performance reviews and compensation for Executive Staff.

Executive Staff will also engage a performance and compensation review with the Personnel Committee of Executive Board with any recommendations submitted to the Executive Board for action.

Professional & General (Non-elected) Staff

In addition to regular oversight, coaching and feedback provided by an employee's supervisor or EP, each employee will engage a review of performance and goal achievement with their immediate supervisor or EP annually.

A report of that one-to-one review will be shared with the Personnel Committee of the Executive Board.

A meeting with the Personnel Committee of the Executive Board will be scheduled annually to discuss employee's satisfaction, performance related to position and goals, position description, resources to engage their role, and any matters related to compensation and benefits.

Compensation

Every other year the Personnel Committee of the Executive Board will conduct a compensation review to assess NWC Presbytery's compensation competitiveness with other similar organizations and positions. The results and recommendations of these compensation reviews will be communicated to the Executive Board for their consideration and action. Compensation recommendations are made in order to maintain NWC Presbytery's equity and competitiveness with employees of the Presbytery. While we hope it goes without saying, we will say it. NWC Presbytery pays women and men equal pay for equal work. We do not discriminate on gender. We do discriminate on responsibilities, qualifications, performance, competence, and experience.

360 Feedback

Every 3 years, the Personnel Committee of the Executive Board will solicit feedback from key constituencies throughout the presbytery regarding each employee's service and performance in order to gain a broader assessment of how Presbytery Staff are serving. Feedback from 360 Feedback will be incorporated into review and compensation recommendations for the following year.



Executive Board: Personnel Policy

Approved 8-15-2019

TIME OFF POLICY

Vacation

A vacation with pay is provided for all executive, professional, and general staff in levels according to their staff classification and tenure. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made by the Personnel Committee of the Executive Board. Earned vacation begins on the first day of employment and is computed on the basis of each 12 months following the employment date. Ordinarily, no earned vacation may be taken in the first 90 days of employment. The minimum increment of eligible vacation time to be taken is one workday. It is expected that vacation will be taken at a time mutually convenient to the work of the Presbytery and the employee and coordinated with the Executive Presbyter. Normally, the dates of vacation must be approved at least a month in advance by the EP. During the remainder of the calendar year in which an employee begins work, vacation will be prorated.

Unless specified otherwise in a written agreement or contract, Executive Staff and Professional Staff vacations are set according to the NWC Presbytery's vacation and study leave policy for Pastors and Congregations. For professional staff who also serve congregations NWC Presbytery will coordinate with the staff to honor the vacation time from their congregational role and presbytery concurrently.

Unless specified otherwise in a written agreement or contract, General Staff employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement after six months of employment will be pro-rated as follows marked from the employees' initial date of service:

<u>Years of Service</u>	<u>Days of Vacation</u>
0-3 years	10 working days
3-8 years	15 working days
9 years and over	20 working days

Upon termination of employment, accrued but unused vacation will be forfeited by the employee.

Holiday Pay

Presbytery recognizes the federally-designated applicable holidays.

There will be twelve (12) paid holidays recognized by the Presbytery as follows:

- January 1
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating holiday (instead of Veteran's Day)

In addition, the office will ordinarily be closed from December 26th to December 31st.

The following general provisions apply to holiday pay:

- Holidays will be observed on the day designated by the EP or Personnel Committee of Executive Board for observance.
- To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.
- Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
- If a holiday falls within a vacation period, an extra day of vacation is granted. Regular and temporary employees will be eligible to receive holiday pay, in addition to hours worked.



Executive Board: Personnel Policy

Approved 8-15-2019

Sabbaticals

Sabbaticals are a Biblically-inspired time of rest and renewal for Presbytery Employees. Executive and Professional Staff employees and full-time General employees are eligible for a sabbatical in the 7th year of service and normally every 7 years thereafter. The employee will be paid their regular compensation and benefits during the sabbatical. The Personnel Committee of the Executive Board may also designate additional funds for the employee to use during their sabbatical. Sabbatical plans must be approved at least 4 months in advance of the sabbatical by the EP and the Personnel Committee of the Executive Board.

Personal Days

Regular, full time employees may take up to three personal days each calendar year to meet personal needs which are not covered elsewhere. This time must be pre-approved by the EP, and will not carry over from one year to the next except as stated below. Up to three days of the prior year's accumulated sick days may be used as personal days. The employee may not receive additional pay in lieu of personal days. Part time employees will have this benefit prorated based on the number of hours regularly worked.

Sick & Medical Leave

Permanent full-time and part-time employees accumulate ten working days of sick leave per year, with unused days accumulating to 120 working days. Sick leave entitlement during the first year of employment will be pro-rated according to the length of employment.

The maximum accumulation of 120 days of sick leave applies to all employees. Sick days may be used for personal injury or illness, or for illness or injury in the immediate family. Immediate is defined in the section below entitled, "Bereavement." At time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

When medical leave is anticipated, advance notification should be given. Sick pay benefits may only be used in the case of personal illness or injury that is not work-related. Part time employees will have their benefits pro-rated based on the number of hours regularly worked.

Unused sick pay benefits may not be used for personal time off or as additional vacation. In addition, sick pay will not be considered as hours worked for the calculation of overtime.

Employees who receive sick pay benefits may be asked to provide medical verification, and absences of more than 5 working days may be subject to the Presbytery's leave of absence policy.

Leave of Absences

With Pay or Partial Pay

Leaves of Absence are provided under the following circumstances, with approval by the EP: Unless specified otherwise, the leave of absence is with full pay.

1. Regular training period of the US Armed Forces (maximum of two (2) weeks). Since most such service includes military pay, the pay liability of the Presbytery will be to make up the difference, if any, between the employment salary and the military salary.
2. Up to two weeks for jury duty
3. For marriage of an employee (up to 3 days) provided the employee has been with the Presbytery for one year or longer.
4. For personal and family emergencies (up to 3 days annually).
5. Bereavement Leave: in the event of death in the immediate family (spouse, child, brother, sister, parent, parent-in-law, grandparent, or relative in the same household), three (3) consecutive working days will be given with pay. If an employee must travel, generally out of state, to attend the funeral of a spouse, children or parents, up to five (5) consecutive



Executive Board: Personnel Policy

Approved 8-15-2019

working days will be allowed as leave with pay, or up to three (3) consecutive working days in the event of death of another type of relative.

6. Parental leave for childbirth or adoption (see section below).

Leaves of Absence Without Pay

Leaves of absence without pay are provided under the following conditions, with the approval of the EP in consultation with the Personnel Committee of the Executive Board:

1. If all other sick leave, earned vacation, or personal days have been exhausted, a medical leave of absence without pay may be provided. Medical leaves of absence are typically used for injuries due to an auto accident, surgery and recovery, serious illness, etc. These leaves are subject to approval of the EP, in consultation with the Personnel Committee of the Executive Board.
2. Unpaid leaves for military service will be granted pursuant to the federal Uniformed Services Employment and Re-Employment Rights Act (USERRA). For questions regarding military leave, please contact the EP.
3. For any other reasons determined adequate by the EP and the Personnel Committee of the Executive Board.

Parental Leave

The Presbytery gives 12 work weeks of paid leave for childbirth or adoption.

Parental leave must be taken within sixty (60) days of the birth or placement for adoption of the child. Additional time away shall be treated as leave of absence without pay.

Unpaid parental leave may be extended up to six months without jeopardizing job security.

Study/Educational Leave

Study Leave & Extended Study Leave for Executive & Professional Staff is provided in alignment with NWC Presbytery's policies for Teaching Elders and Congregations.

Extended Study Leave for Executive & Professional Staff after 2 years of service may be provided at the discretion of the Executive Board at the recommendation of the EP & Personnel Committee:

- the employee must have completed two years continuous service with the Presbytery;
- at least five years has elapsed from the time of any previous extended study leave, and at least one year from any previous two-week study leave;
- a detailed written plan of study and clearly identified goals, with end-products clearly set forth, must be approved by the Presbytery Personnel Sub-Committee of Council, after consultation with the EP, long enough in advance to be covered by the Presbytery's budget and staffing plans;
- the maximum length of extended study leave will be four (4) months. This may be taken in conjunction with earned vacation within a particular year; but may not be combined with a two-week study leave;
- the on-going work of the particular position and the total Presbytery function will be primary factors in considering and granting of extended study leave.

Continuing Education for Other Employees

When it can be demonstrated to be for the good for the Presbytery, as well as the other staff person's professional development, the EP may approve an application for continuing education for



Executive Board: Personnel Policy

Approved 8-15-2019

other staff for a total of up to two weeks annually.

Returning service-members, may be entitled to reasonable training or retraining to enable qualifications for re-employment with the Presbytery. Contact the EP for further information or for questions in regard to returning to employment after military leave.

Educational Endeavors not covered by this policy shall be negotiated with the EP and Personnel Committee of the Executive Board. EP and Personnel Committee may approve, disapprove or modify any educational endeavor that effects the employee's hours and work for NWC Presbytery.



Executive Board: Personnel Policy

Approved 8-15-2019

STAFF TIME AND ACCOUNTING POLICY

This policy applies to the accounting of compensation and leave time for hourly staff.

Pay Periods

- Staff will be paid on the last business day of each month.
- Staff will report all timesheet information to the Bookkeeper by the date specified by the Bookkeeper. This is usually 5-7 days prior to the last working day of the month when salaries and wages are issued.

Time Sheet

- Time sheets will document time worked, vacation, holidays, sick leave, leave without pay, and study leave as applicable to each staff.
- The Bookkeeper will maintain time sheet records.
- Time sheets will be signed off by the employee and approved by Head of Staff or designee.
- Official time sheets will be available for review upon request by the employee, EP as Head of Staff, immediate supervisor if not EP, Personnel Committee, and the bookkeeper for purposes of payment fulfillment.



AGREEMENT for property and tenant management services made this 1st day of August, 2019 between **Douglas Patten** (hereinafter called "Contractor") and **Northwest Coast Presbytery** (hereinafter called "NWCP") for the property known as NWC Presbytery Sedro-Woolley at 10217 Collins Road, Sedro Woolley, WA 98284 (hereinafter referred to as "NWCP Sedro-Woolley").

WITNESSETH

IN CONSIDERATION of the mutual promises and covenants herein contained, NWCP and Contractor agree as follows:

1. TERM

The NWCP hereby appoints and employs Contractor as the managing and renting Contractor of NWCP Sedro-Woolley. This contract shall commence 08 01, 2019 and terminates, 07 31, 2020 shall automatically renew for a like period unless terminated by either party upon written notice to the other, no less than thirty (30) days before the termination date. Contractor or NWCP may terminate this contract with 30 days' notice.

2. CONTRACTOR'S ACCEPTANCE

The Contractor hereby accepts such appointment and employment for and in consideration to the compensation hereinafter provided, and agrees to use their best efforts in managing, maintaining and keeping said Premises rented to desirable tenants.

3. CONTRACTOR'S DUTIES

The Contractor hereby agrees to exercise ordinary care in performing the following services for the account of the NWCP:

- a. Receive, consider and handle the complaints of all tenants, guests, or users of any of the services or facilities of the Premises; institute all legal actions or proceedings for the collection of rent or other amounts for said Premises, and for the ousting or dispossessing of tenants or other persons there from; provided, however, Contractor shall have the right to engage attorneys necessary for any such matters with the NWCP's approval, or to receive NWCP's assignment of interest in said matter under terms agreeable to both parties. Fees for legal services shall be the obligation of the NWCP.
- b. From rental income or funds supplied by the NWCP, make or cause to be made all repairs and general maintenance in and to said Premises as Contractor may determine advisable. The expense to be incurred for any one item of same shall not exceed the sum of Two Hundred Fifty (\$250.00) unless authorized by NWCP in writing, except under such circumstances as Contractor shall deem to be an emergency. Any rebate or discount obtained by Contractor in connection with any of the foregoing expenses shall deem to be the property of the NWCP.
- c. Purchase all supplies and materials as Contractor may determine advisable within budgeted property costs, and seek approval for expenditures outside of budget. Any rebate or discount obtained by Contractor in connection with the purchase of supplies and materials shall be the property of the NWCP.

4. ACCOUNTING SERVICES

NWCP will handle all accounting services.

5. DEPOSITS OF RENT AND OTHER INCOME

Tenants shall send rents to NWCP's office. NWCP shall pay all obligations and expenditures necessarily and properly incurred as provided herein in the management and operation of the Premises including compensation of the Contractor, and cost of supplies, repairs, maintenance, replacements and improvements agreed to by the NWCP per the terms of any tenant agreements.



6. COMPLIANCE WITH LAWS.

The NWCP and the Contractor agree to comply with all statutes, ordinances, laws, rules and orders of any federal, state or local government having jurisdiction in said Premises respecting the use, operation or construction thereof, as well as with all orders and requirements of the local Board of Fire Underwriters or any other body exercising similar functions.

- a. The Contractor has and is given no responsibility for compliance of the NWCP or any of its equipment with the requirements of any ordinances, laws, rules, or regulations (including those relating to the disposal of solid, liquid and gaseous waste) of the Municipal, State or Federal Government, or any public authority or official thereof having jurisdiction over it, except to notify the NWCP promptly, or forward to the NWCP promptly, any complaints, warnings, notices, or summonses received by it relating to such matters.
- b. The NWCP represents that to be best of its knowledge the NWCP complies with all such requirements, and authorizes the Contractor to disclose the ownership of the property to any such officials, and agree to indemnify and hold any of them by reason of any present or future violation or alleged violation of such laws, ordinances, rules or regulations regarding the matters discussed in this paragraph.

7. INDEMNIFICATION AND INSURANCE

The NWCP and Contractor agree to indemnify, defend and hold each other harmless from any and all damages, costs, expenses and attorneys' fees resulting from injuries to persons or property to the extent same are caused by acts or omissions of NWCP or Contractor.

- a. Notwithstanding anything to the contrary herein, neither party hereto shall be required to indemnify the other against damages, costs, expenses, and attorneys' fees except in instances resulting from the gross negligence or willful misconduct of the other.
- b. At the NWCP's expense, the NWCP agrees to procure and maintain in such amounts as may be determined by the NWCP, during the term of this contract comprehensive liability insurance, including property damage liability insurance or such other insurance as the NWCP may be required to carry pursuant to the provisions of the PC(USA) or deed of trust affecting the Premises. In each of such policies of general and public liability or property damage liability, the Contractor shall be named as additional insured. The NWCP may also designate other named insured.
- c. To the extent permitted by such insurance policies in which the NWCP and Contractor are named insured, the NWCP and the Contractor do hereby waive and release any and all claims which either may have against the other for damages to said Premises or contents therein, but only to the extent that such damage is protected by such insurance policies, with the exception of damage or liability which may arise as a result of gross negligence or willful misconduct by either party.
- d. Cooperation with Insurer:
The NWCP and the Contractor shall give prompt notice to the other of any claims made against either, and the NWCP and the Contractor shall cooperate fully with any insurance carrier to the end that all claims will be properly investigated and defended.

8. CONTRACTOR'S COMPENSATION

In consideration of the services to be performed hereunder by the Contractor, the NWCP and the Contractor mutually agree to as follows:

- a. For services as described in Paragraph 3:
Ten Percent (10%) of each unit rent shall be deducted monthly.
Example: Monthly Rent: \$2,000.00
Contractor Fee: 10%: \$200.00
- b. Expenses incurred by the Contractor in the performance of their duties under Paragraph



- 3 hereof shall be paid by the NWCP.
- c. If the Contractor is called upon to perform other services not a part of the usual services specified in this contract, it is agreed that the Contractor shall receive additional compensation therefore at the rate of twenty-five dollars (\$25.00) per hour.

9. NOTICES

All notices to be given hereunder shall be in writing and shall be sent by United States mail, postage pre- paid, addressed to the Contractor at [Douglas Patten, ADDRESS, CITY, ST, ZIP] and to the NWCP at Presbytery of the Northwest Coast, 1010 East Casino Road, Everett, WA 98203. Or to such other addresses, as may from time to time be given in writing by the parties. Any notice mailed as herein provided shall be deemed received on the date of receipt thereof.

*D. Patten
3029 Clifton
Bainbridge, WA 98204*

10. BINDING EFFECT

Nothing contained in this Agreement shall constitute or be construed to be or create a partnership or joint venture between the NWCP and the Contractor. This agreement shall be binding upon the parties hereto, their heir, legal representatives, successors and assigns, and may be modified only by writing signed by the parties hereto.

11. NONASSIGNABILITY

This contract is not assignable by the Contractor without the prior written consent of the NWCP.

12. EARLY TERMINATION

Notwithstanding any provisions to the contrary herein, this contract may be terminated and obligations of the parties hereto shall thereupon cease upon:

- a. A sale, or demolition of the Premises. In either such event, the NWCP may terminate this contract by giving thirty (30) days prior written notice to the Contractor
- b. Filing of a petition in bankruptcy by either the NWCP or the Contractor, or an assignment by either for the benefit of creditors. In either such event, either party may terminate this contract by giving written notice to the other.
- c. Willful failure of the Contractor to account for funds belonging to the NWCP; or willful failure or refusal of the Contractor to deposit rents and other collections to the credit of the NWCP as provided herein. In either such event, the NWCP may terminate this contract with ten (10) days written notice to the Contractor.
- d. The taking of Premises, or a substantial portion thereof, through lawful condemnation proceedings. In such an event the NWCP may terminate this contract by giving written notice to the Contractor.
- e. The breach or violation by the Contractor of any of the terms or provisions of this management contract. In such an event, the NWCP may terminate this contract by giving thirty (30) days prior written notice.
- f. Either party can initiate an at-will termination with 30-days written notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

NWCP: *Cory [Signature]* Date *7/31/2017*

Contractor: *[Signature]* Date *7/31/2019*

GENERATIVE MODE August 15, 2019

2020 Budget and 2024 Ministry Plan Foci

NWCP Mission: To Engage, Equip, and Encourage congregations and their leaders as we follow Jesus who transforms the world.

What outcomes are we seeking?

- 1) **Thriving Vital Congregations with Robust Spiritual Alchemy Between Pastoral Leaders and Congregations.** God Wants Every Congregation to Thrive with strong Spiritual Alchemy between pastoral leaders and congregation. What actions to take to help this happen?
 - a. **Survey every congregation on the 7 Marks of Vital Congregations** (dropbox 01a-b). The 7 Marks are an aspirational picture of what to aim for. This will give congregations and presbytery agencies a base point from which to evaluate vitality and measure progress.
 - i. The congregation gains a sense of clarity about how they self-assess their own vitality, COM also gains a sense of their self-assessment.
 - ii. COM then will assign to each congregation to create a development plan to work toward the marks they sense they need to work toward.
 - iii. COM will also through NWCP liaisons E3 each congregation toward their goals.
 - iv. COM will jump start COM TE/CP in-person bi-annual consultation (COM would be responsible and COM said "Yes"). Plan is already adopted. Need to operationalize and execute. Focus is to provide lots of spiritual support, formational focus, continuing education and healthy accountability for TEs/CPs of NWC Presbytery. (Overseen by COM; operationalized by Corey and Jenine).
 - b. **Continue the Studio E3 and Vital Congregations Initiative** led by Rev. Amy Delaney to ensure the right resources get to those congregations willing to engage renewal.
 - c. **Continue the Commissioned Ministries emphasis** led by CP Janice Smith to foster a robust developmental pathway for commissioned pastoral leadership alongside the ordained TE route (CPM).
 - d. **"Academy" of Spiritual Leadership/NWC "University" (COM said "Yes"):** Create a "Container" to promote and organize all of the pro-active formational and educational endeavors curated and created through the Commission on Ministry such as:
 - i. VERGE 2.0 for any congregants, especially officers
 - ii. Pastors Retreat (i.e. September 12 Pastors retreat at Tall Timber)
 - iii. Officer Training (i.e. March 2 CW Officers Development Day)
 - iv. Making Meetings Meaningful (8 part series for moderators of session or teams)
 - v. Head of Staff Development Cohort (for pastors to develop their administrative competencies for supervising other staff and financial leadership)
 - vi. Moderator/Clerk Training & CP education opps (Sacraments/Polity/Confessions)
 - vii. Curated educational and formational opportunities provided by partners i.e. Renewal Ministry's pastor's sabbath, Whitworth Ministry Summit, Transitional Ministry Leadership at Menucha, Big Tent PC(USA). *Overseen by COM or EB?? Operationalized by Corey, EJ (online publication), and Jenine (scheduling).*
 - e. **Develop an "NWC Presbytery 101"** (dropbox 01c) resource for every TE/RE on every session every year that introduces all elders to NWC Presbytery and the resources available (Corey and Craig Weakly agreed to work on this).

- f. **Develop and operationalize a “minimum threshold” for healthy congregational functioning (COM said yes and will oversee).** This is a guide to the basic Missional, Ecclesiastical, and Legal thresholds that must be engaged in order for our congregations to soundly continue as a congregation. Those who cannot maintain consistent stewardship of these items will want to move toward a different form of Christian community than a fully constituted congregation.
 - g. **Develop a “Chapel” designation (Exec Board to oversee) to accompany the “Options for Congregations” resource.** Identify the requirements for a congregational facility to become a “chapel.” This provides an option for village congregational facilities who serve an important purpose as a gathering place for weddings, funerals, anniversaries, etc. but the congregation cannot meet the min threshold.
 - h. **Develop a “Contribution Dashboard”**
 - i. Identify the ways a congregation contributes to the larger presbytery’s mission and identify a simple Red (no contribution), Yellow (some contribution), Green (significant contribution) dashboard.
 - ii. Prayer (Do they pray for the broader presbytery and their colleagues in Christ)
 - iii. People (Do their people contribute to the broader presbytery as volunteers, commissioners, contributors)
 - iv. Money (Do they pay their per capita and give to the mission of the presbytery and/or the broader PCUSA)
 - v. Ideas (do they engage in innovative, effective ministry in a way that contributes their knowledge, energy, intelligence about those ministries to others?) We might call this the “energy, intelligence, imagination, and love” contribution.
- 2) **Innovation to welcome the future through New Expressions and innovation in congregations. 20% of resources (people, prayer, actions, \$, ideas) ought to routinely be invested in innovation (R&D):** We believe God is calling us to persistently innovate new ways that God wants to get God’s mission done in our region through new expressions of Christ’s church which may or may not be shaped into “congregations.”
- a. **E3 new discerners and starters.** Hire a Cyclical catalyst and through Cyclical we want to target 4 discerners beginning the process each year. Then convert 1-2 of those 4 discerners to starters each year. And catalyze the spiritual, coaching, leadership, financing and other resources to help make that possible through Cyclical.
 - b. **Equip congregations and leaders to look for and nurture innovators and innovation.** Help identify the difference between doing internal congregational innovation to better posture themselves to connect with new people and starting new church expressions.
 - c. **Solve the health insurance dilemma** for new expression leaders and others.
 - d. **“Shifting the Gospel Message for a new era.”** There is a developing emphasis on “Shifting the Gospel Message for a new era” that we generatively discussed 2 EB meetings ago. This may emerge in the next year or two as an arena of ministry.
 - e. **Build idea bridges** for people from different congregations and communities to share what they are learning and how they are innovating through leadership summits, online connecting communities, etc.
 - f. **Learn Together:** Exec Board, COM and CPM all read *The Innovator’s DNA* (2019) to learn and reflect on what fosters innovation and inhibits it.
 - g. Continue the **Community Blessing Grants** program that has fostered dozens of community blessing projects!

- 3) **Real Property Development Emphasis (Real Property Development Team of Exec Board).** We believe that the visionary stewardship of properties held in trust for the PCUSA are an essential ingredient in fueling #1 and 2 above. Sitka, Sedro-Woolley and Edmonds give us the opportunity to think through and potentially execute on creating a division of NWC Presbytery with its own commission and financials to drive the conversion of facilities to either revenue generating endeavors that continue to bless the community (Senior Living Facilities, Affordable housing, ministry hub) and potentially provide experimental space for new expressions; or to sell or redevelop another way.
 - a. **Engage Phase 1 of the Edmonds Renovation project.**
 - b. Develop a **checklist for congregations** so that they can review property integrity, maintenance, and protection.
 - c. **Have congregations report** on their property plans through routine annual reports.
- 4) **Continue to raise the ethical Integrity of spiritual leaders and conduct worthy of the Gospel of Jesus Christ and our ordination vows.**
 - a. Continue to support the evolution of **Healthy Boundaries: Misconduct Prevention Seminars.**
 - b. **Improve “notice to completion” time** for Investigating Committees and basic assessment of ethical issues in congregations.
 - c. **Provide easy action steps** for what to do and how to report for congregations in the “NWC Presbytery 101” resource (see 1e). What do you do if you have a problem?

Additional Discernment Questions

- 1) **Continue current staffing through 2020?** See Staff & Org chart in dropbox 01d.
- 2) **Continue current mission partnerships & plan into 2020?** See Mission Partners dropbox 01e-f.
- 3) **Financial Strategy-related question:** 2015-2019 we have intentionally chosen to spend beyond our annual revenue, yet within our means. With the exception of 2019 we have always increased our reserves each year. We’ve done it from earnings on investments, property sale (i.e. Deming \$200k), and other one-time revenue sources (i.e \$1million from Mukilteo settlement). This year, 2019 will be the first year we expect a significant annual deficit in revenue (which we partially budgeted for). During 2018-19 retreats EB indicated it wishes *not* to engage in additional fundraising/funds development with NWCP congregations and individuals given the significant reserves we have available to engage us. However, our current trajectory is not sustainable. For example, we anticipate approximately \$300,000 in per capita in 2020 and we currently have roughly \$450,000 in personnel costs for 2020.

In 2019 we articulated our strategy something like this: “We are choosing to spend beyond our revenue, yet within our means which will show budget deficits in order to pursue the mission God is revealing to us during this ‘Great Emergence’ while working toward being revenue neutral and sustainable by 2023. We will focus on growing sustainable through a combination of seeking additional funds beyond NWC Presbyterians and reducing personnel and other expenses to a sustainable level.”

What is the EB’s best discernment of God’s will for 2020 and beyond regarding our funding trajectory?

Same as 2019? Wish to articulate something different?

Presbytery of the Northwest Coast
Executive Board Minutes
September 26, 2019,

The regular meeting was called to order with prayer by Moderator Gustavo Carvajal.

A quorum of voting members was present as follows: Class of 2019: Francis Irwin, Matt McCoy, Class of 2020: Gustavo Carvajal, Dottie Villesvik, George Eastman; 2021: George Eastman, JB Im, John Mason, Freda Westerman.

Voting members absent: 2019: Kathy Garde, 2020: John Collier.

Staff present: EP Corey Schlosser Hall, AEP Jinsuk Kim, Stated Clerk Dean Strong.

The agenda was approved as amended.

Generative Discussion

A discussion was held regarding different strategies for long term financial sustainability.

Non-Geographic Korean Language Presbytery

Jinsuk Kim and Dean Strong reported on behalf of Moon Lee and Amy Delaney.

Based on conversations with Korean Pastors, it appears that the need expressed by the west coast Korean language church is for an entity/council that allows these congregations 1) more autonomy over theological matters, 2) greater self-determination with regard to governance, and 3) a continued and improved partnership with historically American councils in the area of polity and judicial process.

One solution desired by some pastors is to create a new non-geographical Korean language presbytery on the West Coast that would be a member of one of the synods. This could address the fellowship and self-governing desires. If that synod has the resources, it could provide support in the areas of polity and judicial process (Alaska-Northwest currently does not; lack of this support contributed to the 2014 demise of the former Hanmi Presbytery in California). A new Korean language non-geographical presbytery would also provide the west coast churches a voice at General Assembly because it would elect its own commissioners.

Some drawbacks of a new Korean language non-geographical presbytery is that Korean English 2nd Gen ministries within those churches will be isolated, just as Korean 1st Gen ministries are now isolated from non-Korean speaking presbyteries (sometimes a solution to one problem causes another), and some Korean language congregations do not want to leave their current presbyteries even while acknowledging the cultural divide (NW Coast Presbytery).

A continuing compromise is to offer a “hybrid” presbytery that features aspects of both a traditional geographically determined presbytery and a non-geographical language based presbytery “to meet the needs of racial ethnic or immigrant congregations.”

If Northwest Coast wishes offer itself to west coast Korean language congregations, it will need to strengthen its commitment to meet the needs expressed in the opening paragraph above. Therefore, the Board is request to consider the following resolution:

The following resolution was APPROVED, “**Resolved, That the Board recommend that the presbytery agree *in principle* with the following plan to meet the needs of West Coast Korean language congregations, inviting them to join the presbytery, which will:**

- 1) **Provide Korean language congregations greater self-governance, particularly over theological issues. Possible examples:**
 - a. **Separate COM and CPM, sub-Nominating Committee for Korean language**

- churches.
 - b. **Required representation on the Executive Board based on membership.**
 - c. **Required representation among presbytery officers (e.g. alternating moderators).**
 - d. **Budget resources allocated according to ratio of Korean language/non-Korean language membership.**
 - e. **Korean language caucus preceding every presbytery meeting with advisory votes.**
 - f. **Openness to the possibility that Korean language members may become the majority, with respective representation and allocation of resources.**
- 2) **Continued and strengthened support in the areas of polity and judicial process**
- a. **Improved Korean language polity and process support.**
 - b. **Expansion of PJC members to include enough Korean language members to conduct investigations and trials.”**

GA Commissioners

Moon Lee GA Commissioner & Moderator Candidate – Elder Moon Lee of the Community Church of Seattle was welcomed by the Board. He has applied to be the ruling GA elder commissioner and seeks to be endorsed as a candidate for co-moderator of the assembly. After an interview and discussion, a motion was APPROVED that the Board **recommend a resolution to the presbytery that it Elder Moon Lee be elected a commissioner and be nominated and endorsed for moderator of the 224th General Assembly.**

Sitka Administrative Commission

The commission has been delegated authority to decide the disposition of the real property (hold, use, other purposes, sell or dispose of) of the former Sitka Congregation. The commission had requested the Board to concur with their actions.

A motion to concur with the following action taken by the commission was APPROVED:

- “That the Property of the Former Sitka First Presbyterian Church be sold for not less than \$500,000;
- 2) That a listing agreement be entered into with Travis Vaughan of Baranof Realty that includes a pre-listing period of no less than 45 days;
 - 3) That Bob Merriman, member of the AC, be authorized by the Presbytery, to sign, as directed by the Commission, a listing agreement, purchase and sale agreements, and other matters related to selling the real property.”

A motion was APPROVED that the Board suggest to the commission that it amend the above action to include a provision that would require, before the sale of the property, research to determine if the property was originally donated to the presbytery by the local tribes, and if so, that the property be offered to the tribes at no cost.

A motion to concur with the following action taken by the commission was APPROVED:

- “That bids be solicited to recover the woodwork of the sanctuary for use in other NWC Congregational settings to retain and remember the living legacy of the Sitka PC.”

The memorial service scheduled for December 29, 2019 for Ruth Roth, longtime member of Sitka Presbyterian Church will be held in the sanctuary.

Finance

Treasurer's Report – Dean Strong reported that new quarterly reports were not available since the third quarter had not yet concluded, but that brief end of August statements were produced and received by the Board. The Profit & Loss/Statement of Activity shows a deficit of \$135, 668 through August. The 2019 budget was based on a \$152,384 deficit. Since most of the annual income (per capita) has been realized, the forecasted deficit of for the year will likely be exceeded.

A brief discussion regarding the former finance and corporate affairs committee ensued. **A motion was APPROVED to direct the Treasurer/budget director to bring a proposed revised committee description to the board.**

Campbell Farm Financial Report – Received and reviewed.

2018 Financial Review Report from Steve Bass¹ – The review was received and reviewed. It affirms that all financial resources are accounted for.

2020 Ministry Plan & Operating Budget – The current ministry plan and schedules were reviewed. The proposed 2020 and pro forma financial plan through 2024 were amended to include the other recommendations below. The following resolution was APPROVED as amended, **“That the proposed 2020 budget, including a per capita apportionment of \$49.70 per member, which includes \$40.50 for presbytery (increase from \$40.00 in 2019), \$0.25 for Synod, and \$8.95 for General Assembly, be recommended to the presbytery for adoption.”**

Sitka Proceeds – A resolution adopted by the Administrative Commission that the net proceeds be designated to the Sef Alaska Fund has been declared out of order and null and void because it violates the Book of Order (the commission was not given authority to designate proceeds from the sale. A motion that the Board designate the net proceeds of a sale of the Sitka property to the SE Alaska Fund was POSTPONED.

Property Transfer Process – The presbytery's attorney's have compiled a process and checklist for transferring legal title of the real property of dissolved churches to the presbytery.

Grants

FPC Petersburg Grant – The Alaska Funds committee had received and review an application from FPC Petersburg to make capital improvements necessary to support the current Head Start ministry with low income family. The committee reported and the Board APPROVED the following resolution, **“That \$35,733.92 be allocated to FPC Petersburg from designated funds (currently \$142,512) for SE Alaska Ministry & Mission.**

Murdock Charitable Trust – The presbytery, Whitworth and Inland Northwest Presbyery had jointly applied for a grant to fund Cyclical, the program for developing new worshipping communities. It was reported that the trust had decided not to award a grant.

Personnel

Personnel Committee met with staff on Sept. 19th; its written reported was received and reviewed. It contained the following: “We are blessed to be served by the NWC Presbytery Staff. We have a wonderful mix of gifts and strengths on our staff. This year, in addition to our usual process of 1) staff self-evaluations; 2) 1:1 review of each staff with Corey; 3) Receive and review the Exec Board Task

Force review of elected staff; 3) interview and review conversation of each staff person with Personnel Committee, we conducted 360 degree review surveys for all staff who have served over 1-year. This gave us another set of insights and data to help see how well our staff are serving and arenas where they need to and are working to improve.

Presbytery Connector Hours Increase – The following resolution was reported by the committee, **“That Jenine Taylor’s work hours be increased up 5 hours a week from 24-30/week to 35/week to undertake key administrative projects.” The resolution was APPROVED.** Note: Adding 5 hours/week means this is a full-time position and will a financial impact of approximately \$5,200 in annual salary + FICA and benefits.

Executive Presbyter Sabbatical – The committee discussed a sabbatical with E.P. Schlosser-Hall, and suggested that the Board plan for a three month leave in 2020. **The committee reported a resolution, which was APPROVED, that the a sabbatical leave be planned for by amending the proposed proforma budget by providing \$8,400 during 2021.**

Board Review of Elected Staff – Board members Freda Westman, John Collier and former member Wendy Taylor met with the executives and stated clerk and submitted the attached report.² The Personnel Committee had reviewed the report and “strongly endorsed” the report’s recommendation that a strategy be developed by the Board for the management of closed church properties to relieve E.P. Schlosser-Hall of this responsibility.

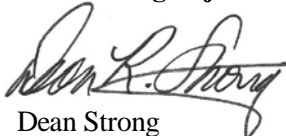
Leadership Summit

The Rev. Gustavo Carvajal, Presbytery Moderator, was invited to preach during the Leadership Summit October 25th worship service.

New Business

Native Land Proclamation – An email was received from Rev. Amy Delaney suggesting that meetings be opened with an acknowledgment that the meeting is taking place on lands once occupied by indigenous people, having observed this practice at Norther Light United Church and the Edmonds School Board. A motion was APPROVED that such an acknowledgment be made before each meeting of the presbytery and its entities, according to the resource by the U.S. Department of Arts and Culture entitled *Honor Native Land: A Guide and Call to Acknowledgment.*”

The meeting adjourned with prayer at 2:14 p.m.



Dean Strong
Stated Clerk

Attachments:

¹ 2018 Fiscal Year Financial Review.

² Board Review of Elected Staff.

July 15, 2019

To the Management and Executive Board

Presbytery of Northwest Coast

1010 E Casino Rd

Everett, WA 98203

Dear Management and Executive Board Members,

I have completed the consulting service to the Presbytery of Northwest Coast (the Presbytery) as described in the engagement letter dated May 8, 2019, which defined the period under review as the year ended December 31, 2018. The procedures I performed were based on the guidance from the 2017-2019 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 the section is meant to provide general

guidance and is not intended to require specific audit procedures or practices as understood within the professional accounting community.”

My specific procedures included:

1. Reviewing the checking account bank reconciliation as December 31, 2018, as well as all the brokerage statements of your investments for the same date. My review found no discrepancies, and all statements reviewed agree with the books and records of the Presbytery.
2. Reading the minutes of the Presbytery for the year. The minutes were complete and properly signed and approved by the Presbytery.
3. Reading the financial statements for completeness, readability, and agreement with reconciliations and statements. I discovered no issues.
4. I made inquiries concerning the accounting system, including the software, cash receipt and disbursement systems, internal controls and responsible personnel.

Observation and Recommendation – While segregation of duties is difficult to implement in a small staff, system and transactional documentation and control procedures of the Presbytery mitigate this inherent risk. However, I believe internal controls would be improved if the treasurer performed the bank reconciliation since the

reconciliation, now performed by the bookkeeper, would shift the oversight function to the treasurer.

5. I received the 2018 year-end unaudited financial statements of The Campbell Farm (Campbell) (prepared by a CPA in Wapato). Campbell is an unconsolidated and unincorporated subsidiary of the Presbytery. Assets reported were checking and savings accounts totaling \$54,252. There was a \$800 loan to Dionna. No fixed assets were reported. Total assets were \$55,052. Total liabilities were \$23,744 and were all payroll related. A total of \$17,857 of that amount is for current payroll taxes due and \$4,021 long overdue amounts of payroll taxes. On the overdue amounts the taxing agencies apparently have not taken any steps to collect these balances.
Total equity reported was \$31,308,
Contributions and revenues totaled \$237,734 (including interest income of \$18).
Expenses totaled \$217,521. The largest categories of expense were food (\$24,789), contracted labor (\$22,239), insurance (\$15,845), payroll related (\$79,982), repairs and maintenance (\$23,315), and utilities (28,583).
Net income 2018 (\$20,212).

I inquired about the frequency of the preparation of Campbell's financial statements and distribution of those statements to the Presbytery. The CPA doing the

bookkeeping for Campbell indicated that they only see the basic information necessary to prepare the financial statements on a sporadic basis. The Presbytery's treasurer indicated that he had not seen any financial statements for Campbell for some time.

The Presbytery's Executive Board minutes dated May 10, 2018 had the following motion regarding 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." Since Campbell has no fixed assets, and since I was unable locate this transaction on the Presbytery's books, I cannot determine if or when this transaction occurred.

Observation and Recommendation Campbell has had issues with taxing authorities over a period. Campbell has limited resources to deal with capital needs on the site. Campbell is not keeping up with its responsibilities to report to the Presbytery. The inherent risk of operating Campbell is high.

Recommendation I recommend that the Presbytery needs to insulate itself from the risks posed by Campbell.

I suggest consulting with an attorney with the goal of separately incorporating Campbell.

6. When reviewing the Presbytery minutes I read about the need for and the duties of a finance committee. However based on my inquiries the finance committee did not function during the year. This places an unacceptable high level of oversight burden and risk on management. **Recommendation** I recommend the formation of the finance committee from existing board members. The committee would meet at least quarterly. It would have the responsibility to approve annual budgets, review financial statement results and analyze variances from budget, and implement recommendations from this letter.

I am available to review this report with you at your convenience. It has been a pleasure to work with the staff of the Presbytery during this engagement.

Sincerely,



Steven B. Bass, CPA

206-854-9998

To: Executive Board
From: Executive Board Appointed Task Force: Freda Westman, John Collier, Wendy Taylor
Date: 11 September, 2019
Re: Elected Staff Annual Goal Review

On Monday, September 9th this task force of the Executive Board met with Presbytery Staff for the purpose of reviewing their goals for 2019 as well as their goals for 2020.

It was a pleasure to meet with Corey, Jinsuk and Dean and to hear about what they were most pleased with and what they are looking forward to in 2020 in terms of their service to our Presbytery. Following is a brief report of our review with each one:

Jinsuk Kim:

Jinsuk exudes love for his role, the people he serves, and our entire Presbytery! Developing strong and trusting relationships are at the center of what he is called to and he excels in creating just such relationships!

Jinsuk very much met all of the goals he set for himself in 2019 and his plan is to continue working on them throughout 2020. He has significantly improved his English communication skills and become more physically and mentally strong. He reports being much more comfortable in his role and in communicating & interpreting in English. He has been wise not to add more activities, but to engage more deeply in the life of our Presbytery.

His most important endeavor to date is his work around creating a Non-Geographic Presbytery housed in our Presbytery and has made excellent progress that will extend into 2020.

Additionally, in 2020 his goals are to:

- establish more collaboration between the Korean churches and the Presbytery
- create more ground for commonality that will enhance fellowship between the Korean churches and the Presbytery
- enriching the fellowship and vitality of Korean churches by providing opportunities to gather together such as at another retreat
- endeavors to draw more Korean churches into our Presbytery
- to enlarge the ethnic diversity in our Presbytery

One point that Jinsuk made that we all agreed should be given some thought is that though the technology advances we have made in terms of meetings on-line (Zoom) are necessary and good, they pose a special challenge for the Korean churches where English is a second language. In short, communication is simply more difficult via on-line than it is in person. There is no easy solution to this but something we should thoughtfully discuss.

Our task force found Jinsuk to have met his goals for 2019 and agree that his goals for 2020 are excellent. Jinsuk is a gift to our Presbytery bringing us not only the pleasure of his friendship but the opportunity to join hands in friendship with our Korean brothers and sisters!

Dean Strong:

Dean's pleasure in his role is evident and the goals he sets for himself are entirely consistent both with his job description and the direction our Presbytery is going.

He not only met his goals for 2019, but continues to work on moving ahead with the daunting task of reviewing records with a special focus on session minutes. In order to complete that task he has an excellent plan to create a system that involves educating and equipping Clerks and Moderators to not only assist in the initial review, but to continue reviewing session minutes in a way that will be extremely helpful. His plan includes creating a "check list" for clerks making it clear what needs to be recorded. Additionally, he plans to expand helpful information on our website and to create Wednesday Zoom meetings for Clerks and Moderators that will provide a regular platform for training, support and keeping current with record keeping tasks. Fabulous!!

Dean's primary challenge following the merge of the Presbytery's is that no additional resources were allocated for the additional work that resulted. We must decide how to best use his experience & knowledge, and to find someone he can mentor. This will both provide the support he needs now, and prepare for the future when he retires.

Our task force found that Dean fully met all expectations in terms of the goals he set for himself in 2019 and support his goals for 2020. Dean is an invaluable asset and friend to our Presbytery!

Corey Schlosser-Hall:

Corey's enthusiasm and passion for our Presbytery and all the people who are part of it is contagious! His love for his role is undeniable and a pleasure to behold!

Corey met all of his goals (which were many!) and continues to work on those that are still "in process." We won't go into the details of his goals as he has done such a great job of laying them all out and defining how they were met. What we are struck by is that the goals he set for himself in 2019 and 2020 not only make him a more excellent leader, but at the same time they make us a more creative, forward moving and dynamic Presbytery! The goals he established and met create clearer, more energetic ways for all of us to engage, equip, and encourage our congregations and leaders to serve Jesus Christ and to transform the world! Corey is *perfectly* matched in every way with the emerging culture of our Presbytery and the ways we feel called to serve Christ and his Church. We are richly blessed to serve alongside of Corey and this task force found him to be fully meeting his goals for himself and our Presbytery!

Note: we agreed with Corey that there is a need to relieve or mitigate the burden of property management on Presbytery staff, particularly him. Our consensus is that Corey's time and energy should not be expended on managing property. We need another strategy for handling that task.

This task force thanks the Executive Board for the privilege of conducting these reviews. It afforded each of us the pleasure and joy of better knowing each of these stellar leaders and to more deeply appreciate the skills, expertise and love they bring to us. Together we praise God for Corey, Jinsuk and Dean and pray that God will continue to bless and equip them!

Executive Board Minutes
December 12, 2019

The meeting was called to order at 9:07 a.m. PST by Moderator Gustavo. A quorum was present:

Class of 2019 – Francis Irwin, Matt McCoy.

Class of 2020 – Gustavo Carvijal, John Collier, Dottie Villevik.

Class of 2021 – George Eastman, JM Im, John Mason, Freda Westman.

Voting members absent – Kathy Garde, 2019, has resigned for health reasons.

Staff present – Corey Schlosser-Hall, Exec., Jinsuk Kim, Assoc. Exec., Dean Strong, Stated Clerk.

The agenda was approved as distributed.

The items on the consent calendar were approved and appear below in the same order as their regular location on the agenda.

Generative Mode

Seattle School of Theology – The presbytery has been approached by the Seattle School of Theology and Psychology about becoming a partner to publish the online journal *Christ and Cascadia*. A motion was APPROVED to explore the partnership.

Cyclical Catalyst – Corey reported that it may make more sense to hire a team rather than an individual for the position. Doing so might double the current approved 2020 budget. Advantages and disadvantages of a team vs. an individual were discussed. The Board APPROVED a motion to explore the team approach.

Iglesias Fe y Esperanza – Cooperation continues with Lutherans for *Iglesia Fe y Esperanza* in South Everett. A report was received.

Strategic Mode

E.P. Development Plan and Self-Assessment – Corey has completed the coaching and development plan with Patrick Hopp, Ph.D. which he believes has resulted in “significant changes in leadership style.” The plan, a self-assessment and report from Patrick Hopp were received and reviewed.

2020 Ministry Plan Tracking – Corey demonstrated how he and staff members are tracking goals and projects with an online tool.

VERGE 2.0 Review – Jenine Taylor’s notes from November 27 debrief with Calvin PC Pastor Rev. Neil Trainer and Facilities Director Christi Nixon were received. Jinsuk Kim reported that difficulties remain recruiting Korean elders to the event because of the language barrier and that topics may not have been relevant to the Korean church community. It was suggested that a professional interpreter be hired for Verge, presbytery and other important meetings. Another strategy suggested for increasing participation was to be more intentional in recruiting younger, English speaking elders to attend and report to their churches.

AEP for Korean Congregations – A status report for all of the Korean Congregations, which was also provided to COM, was received from Jinsuk.

Fiduciary Mode

Bylaw Amendment for Designating Administrative Commissions – The timely designation of administrative commissioners to deal with specific church situations has been problematic since the

presbytery meets only three times a year. The Stated Clerk proposed the following amendment in the form of a resolution, which was APPROVED;

Resolved, That the Board recommend to the presbytery the following amendment to the bylaws, **“That the presbytery moderator be authorized to designate an administrative commission in consultation with or at the request of the Commission on Ministry:**

To merge or dissolve a congregation “in consultation with their members” (G-3.0301a) when a session has voted to request a merger or dissolution;

To assume original jurisdiction with the full powers of the session when a session has determined that it is “unable or unwilling to wisely manage its affairs” and it has, by a two thirds vote, requested that the presbytery designate such an administrative commission;

To designate replacement members, or if needed, additional members, of a previously designated non-standing administrative commission, in consultation with the presbytery board, commission or committee having jurisdiction over the area of that administrative commission’s work, observing the “the church’s commitment to inclusiveness and representation;”

Such actions to be reported to the next meeting of the presbytery.”

Clallam Bay Administrative Commission –The Office of the General Assembly has recently suggested that presbyteries could add supportive members to the sessions of small and/or struggling congregations by forming an AC consisting of current session members and ruling or teaching elders from nearby churches. This was suggested to Clallam Bay by COM and the session made the request. While it remains unclear whether the Board may designate an AC on behalf of the presbytery (hence the proposed bylaw amendment above), the Board, exercising the bylaw provision “It shall have general supervision of the affairs of the Presbytery between meetings,” nevertheless APPROVED the following resolution:

Resolved, **That the presbytery moderator, at the request of the session, and in consultation with COM, designate an administrative commission to assume the full powers of the session, half of the members (ruling or teaching elders) to be designated by the presbytery from other churches, and half of the members to be the elected members of the session who will serve their current terms and be reelected or replaced by the congregations rule for electing the session.”**

2020 Budget Revisions – Two requests received from COM to redistribute area allocations on the 2020 budget without increasing the overall budget:

1) to provide \$2,614.56 for Commissioned Pastor Kevin Riley (Concrete/Mt. Baker) health care insurance. This request would have been included in the budget this fall if it had been known.

2) to deny a request from Tidelands to reduce the terms of call for Brandon Baily to .8 FTE and for the presbytery to provide 20% or \$10,200 of the pastor’s salary to maintain a full time pastor at the required presbytery minimum salary of \$51,000 for cash salary + housing. Tidelands recently lost its two biggest giving families to moves and suffered a dip in given over the summer as it struggles to adjust to life without subsidies. The congregation continues to grow slowly in numbers and is healthy. While the presbytery has invested heavily in struggling congregations that may not survive (Metlakatla, Clallam Bay), COM believes investing in a new, healthy, mission focused congregation is more warranted.

The following resolution was APPROVED, *Resolved*, **That the following line item adjustments be made to the 2020 operating budget:**

1) Adjust account 6100-05 Vital Congregations Salary Support as follows:

From: Mt Baker/Concrete	\$12,000	To: Mt Baker/Concrete	\$14,615
Other Churches	\$ 6,000	Tidelands	\$ 3,385

2) Authorize a New Church Expressions Grant of \$6,815 from the \$80,000 approved budget.

Sitka AC Recommendation – The Sitka AC recommends that a significant portion of the proceeds from the sale of the Sitka property, after paying expenses to date, be designated to the SE Alaska Mission

Fund for mission and ministry in SE Alaska with the remainder to be used throughout the Presbytery. No action was taken.

Sexual Misconduct Policy – The revised policy was APPROVED as amended to include commissioned pastors wherever ministers of the Word and sacrament are mentioned and has been filed in the Manual of Operations.

Child Protection Policy – The proposed Child, Youth and Vulnerable Adults Protection Policy was APPROVED and has been included in the Manual of Operations. It was noted that this policy applies to the presbytery only, and is not for individual churches; each congregation must have its own policy; resources for congregations will be provided.

Treasurer's Report – Reports calculated on income and expenses recorded as of Dec. 11 were received and are posted on the presbytery website. It is likely that we will complete the year within five percent of the budget.

Property Transfer Process when Congregation is Dissolved – Has been developed with the help of the presbytery's attorneys; the goal is to complete for Sitka, Trinity and Everson is Dec. 31st.

Campbell Farm minutes and Financial Reports – Were received and reviewed.

Adjournment

Words of thanks for the service of **Matt McCoy** and **Francie Irwin**, whose terms on the Board are expiring, were offered.

The meeting was adjourned with prayer at 10:49 a.m.