

**PRESBYTERY OF THE CASCADES
MINUTES OF STATED MEETING
November 3, 2023**

A Stated Meeting of The Presbytery of the Cascades was held on November 3, 2023, using the Zoom online meeting platform. The Reverend Jennifer Martin, 2023-2024 Moderator of the Presbytery, was in the chair and the Reverend Paul Belz-Templeman, Stated Clerk, was present recording the proceedings.

Article VI.C. of the Presbytery's Bylaws states that the quorum for a meeting of the Presbytery, whether stated or special, shall be no fewer than the number of ruling elders required to represent at least ten percent of the congregations of the Presbytery, and an equal number of teaching elders of the Presbytery. At the time of the meeting, the Presbytery was composed of 91 congregations. Thus, the quorum for this meeting was 10 ruling elders representing 10 congregations of the Presbytery and an equal number of minister members.

208 presbyters registered attendance at the meeting. Presbyters in attendance were 121 minister- members of the Presbytery, 66 elder commissioners from 41 of the congregations of this Presbytery, and 21 elders enrolled as commissioners by virtue of Presbytery service. Presbytery Treasurer, Thomas Lundy attended by virtue of office but without vote. A listing of the Presbyters registering attendance is attached as **Appendix A**.

The meeting was convened at 3:32 pm by Moderator Martin.

Installation

Moderator Jennifer Martin and Moderator-Elect Chris Murphy were installed to office for the 2023-2024 term.

Welcome & Land Acknowledgement

Moderator Martin welcomed commissioners and ministers and acknowledged that the meeting was hosted by Eugene, Central PC on the traditional homeland of the Kalapuya and Siuslaw people.

Opening Prayer

Moderator Martin opened the meeting with a reading from the Psalms and a prayer.

Seating of Guests with Voice

The following guests were seated with voice at the Presbytery Meeting:

The Reverend Allen Buck (United Methodist- Barbie's Village Task Force)
Peter Fargo (Baker City, First- Climate Vigil)
Reverend Rob Hagan (Presbytery of Inland Northwest-Presbyterian Foundation)
Jim Hitson (New Covenant Trust Company)
Jillene Joseph (Barbie's Village Task Force)
Chenoa Landry (Barbie's Village Task Force)
The Reverend Melissa Reed (Evangelical Lutheran Church-Barbie's Village Task Force)
The Reverend Jeannie Shaw (Presbytery of Nevada- Presbyterian Mission Agency)
Reverend Cyndi Wunder (Presbytery of Eastern Oregon-Climate Vigil)

Consent Agenda

Without objection, items on **the consent agenda were adopted**. The consent agenda can be found in **Appendix B**.

Advocate for Congregations and Clergy

The Reverend Clark Scalera reported.

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Report from the Synod of the Pacific

The Reverend Bob Stebe reported.

Nominating Committee

On behalf of Chair Jeff Foxx and the Nominating Committee, Stated Clerk Belz-Templeman nominated Sharon Laddusaw (McMinnville, First PC) and Dennis Smith (North Bend, First PC) as Ruling Elder Commissioners to the 226th General Assembly.

On behalf of Chair Jeff Foxx and the Nominating Committee, Stated Clerk Belz-Templeman nominated the Reverends Joanna Jew Dunn and Char Mace as Minister Commissioners to the 226th General Assembly.

Sharon Laddusaw, Dennis Smith, Joanna Jew Dunn and Charlotte Mace were elected as commissioners to the 226th General Assembly.

Tellers Report

Name	# votes cast	# votes necessary for election	#votes received
Sharon Laddusaw	160	81	157
Dennis Smith	160	81	155
Joanna Jew Dunn	166	83	165
Charlotte Mace	166	83	161

Treasurer's Report

Treasurer Thomas Lundy gave the financial report.

Presbytery Leadership Commission- Budget

Marilyn Howe presented the 2024 budgets on behalf of the Presbytery Leadership Commission.

After discussion **2024 Per Capita was set at \$45.60** by a vote of 163 in the affirmative and 5 in the negative.

After discussion **the 2024 Administrative Budget was adopted** with 161 in the affirmative and 2 in the negative.

After discussion **the 2024 Program Budget was adopted** with 154 in the affirmative and 12 in the negative.

The budgets are attached as **Appendix C**.

Presbytery Leadership Commission- Mission and Vision Statements in Bylaws Article II

Eileen Sheeler presented **Bylaws Article II as amended** by 2/3 vote with 155 in the affirmative and 3 in the negative as follows:

Mission

The mission of the Presbytery of the Cascades is cultivating Spirit-led collaborative ministries that embody God's love in Jesus Christ.

Vision

As a Presbytery of the PC(USA), in faithful response to what God does, we are cultivating collaboration between congregations, ecclesiastical partners, community organizations, and global neighbors so that ministry will thrive in the Pacific Northwest and beyond.

Being Reformed by Love:

We collaborate together to nurture worship, spirituality, and community that strengthens our connection with God and one another.

Loving Our Neighbors:

Through inclusion – We collaborate together to change assumptions, engage all with compassion, unearth bias and uproot the prejudice, discrimination, oppression, racism, and violence that stems from it.

Vision Statement (Loving our Neighbors) cont.

Through justice – We collaborate together to dismantle unjust systems, practices, and structures and to build a more equitable and life-giving society.

Loving the World:

We collaborate together to honor the interconnection of all life by fostering greater stewardship of the natural world towards sustainability for generations to come.

Presbytery Leadership Commission- Communication & Technology Team Bylaws

After discussion, **the amendment to Bylaws VIII.B.8 moved by Eileen Sheelar on behalf of the Presbytery Leadership commission was adopted by a 2/3 vote.** The count of ballots was 164 in the affirmative and 1 in the negative. The Bylaws are amended to state:

- The Presbytery shall elect a chair or co-chairs of a Communication and Technology Team for a term of 3 years.
- The elected chair(s) will be responsible for determining the appropriate size of the team and recruiting members.
- The Communication and Technology Team will support development and implementation of communication strategies that further the mission of the Presbytery by:
 1. providing input and feedback to Communications Manager and Media Tech about communication strategies and methods, as well as technology used at Presbytery meetings,
 2. reviewing applications and recommending the award of technology grants to congregations when funds are available,
 3. facilitating technology consultations with the Media Tech when requested by churches or when grant applications indicate a possible benefit for a church, and
 4. supporting the Communications Manager and Media Tech.

The report of the Presbytery Leadership Commission (PLC) is found in **Appendix D.**

Board of Trustees

Chair Marilyn Howe gave the report of the Board of Trustees and moved on their behalf to **approve the request of Tigard, Calvin (Rise Church) to sell their auxiliary parking lot with proceeds to be uses as outlined in the Tigard, Calvin session minutes of August 9, 2023.** The count of ballots was 151 votes in the affirmative and 1 in the negative.

The Report of the Trustees is found in **Appendix E.**

New Ministries Team

The New Ministries Team report was given by Chair Linda Jackson Shaw and highlighted the Community of Pilgrims.

The report of the New Ministries Team is found in **Appendix F.**

Committee on Representation

Chair Sharon Hasenjaeger gave the report of the Committee on Representation.

Personnel and Administration Committee - Revised Employment Manual & Terms of Call

Chair Lisa Snodderly reported on behalf of the Personnel and Administration Committee.

After discussion the motion to **accept the Presbytery's Employment Policies and Procedures Manual as revised** was adopted. The count of ballots was 159 votes in the affirmative and 7 in the negative. The manual is attached as **Appendix G.**

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Personnel and Administration – Terms of Call (cont.)

By a ballot vote of 166 in the affirmative and 0 in the negative, the Presbytery **approved 2024 terms of call for Clark Scalera and Paul Belz-Templeman** as follows.

Clark Scalera, Advocate for Congregations and Clergy- 100% FTE

Salary	\$54,989	Housing	\$46,000
403(b) match	\$ 4,250		
Professional Expenses	\$ 500	Vacation	Five Weeks
Continuing Education	% 1,500	Continuing Education	Two Weeks

Paul Belz-Templeman, Stated Clerk- 80% FTE

Salary	\$42,485	Housing	\$39,000
Professional Expenses	\$ 500	Vacation	Five Weeks
Continuing Education	\$ 1,500	Continuing Education	Two Weeks

Announcements

Peter Fargo and the Rev. Cyndi Wunder provided more information regarding the Climate Vigil to be held in Salem, Oregon on May 4, 2024.

Jim Hitson from New Covenant Trust Company provided information about services the Trust Company provides to congregations.

Retirement

The Reverend Mike Wilson was honored for his service in the Presbytery.

Dinner Recess

The Presbytery recessed for dinner at 6:06 after prayer by the Reverend Kelly Dickson. The meeting was called back to order by the moderator at 6:22 pm

Klamath Falls, Mt. Laki Presbyterian Church

The Administrative Commission for Mt. Laki PC, Chair Mike Hubbard, presented the history of the congregation. Then moved to dissolve the congregation. The Presbytery adopted the following resolution by a ballot vote of 150 in the affirmative and 0 in the negative:

- Dissolve Mt. Laki Presbyterian Church, Klamath Falls, Oregon on November 3, 2023, with celebration and thanksgiving for its faithful ministry.**
- Order the Stated Clerk to:**
 - retain any members still on the rolls until December 31, 2024;
 - notify the General Assembly of the dissolution; and
 - take necessary steps to wind down the affairs and close the corporation.
- Under Form of Government, G-4, All property of Mt. Laki Presbyterian Church is held in trust for the Presbyterian Church (U.S.A.). The Administrative Commission for Mt. Laki Presbyterian Church of the Presbytery of the Cascades ("Commission"), is authorized to take possession of all real and personal property, financial records, inventories of equipment, and arrange for transfer of title to the Presbytery of all accounts and real property known to be in the possession of Mt. Laki Presbyterian Church.**

Mt. Laki Cont.

4. **Authorize the Commission to approve the disposition of property or to arrange for its retention and storage for future use at the direction of the Presbytery.**
5. **Authorize the Commission and/or the Board of Trustees to assert claim of the Presbytery to any property of the Mt. Laki Presbyterian Church not known at this time or property which may come to the Mt. Laki Presbyterian Church as the beneficiary of a will or trust not known at this time.**

Moderator Martin led the Presbytery in a prayer of thanksgiving for the ministry of the congregation. The report of the Administrative Commission is found in **Appendix H.**

Presbytery Leadership Commission- Laurelhurst Property

On behalf of the Presbytery Leadership Commission, member Gail Black presented a motion to transfer the Laurelhurst property.

On behalf of the Board of Trustees, Chair Marilyn Howe presented an amendment to the motion. The amendment was lost.

The Presbytery went into executive session at 7:20 pm during discussion of the amendment and left executive session at 8:12 pm.

After discussion and by a ballot vote with 135 in the affirmative and 24 in the negative the Presbytery adopted the following resolution:

In the spirit of repair and healing toward the indigenous community, work toward the transfer of the site of the Presbyterian Church of Laurelhurst, Portland, to the Future Generations Collaborative for \$1, once the following conditions have been met:

1. **Receipt of satisfactory documentation that the entity receiving the property is duly incorporated and legally capable of owning the property.**
2. **Receipt of satisfactory documentation that the property shall not be sold or otherwise alienated except to an organization controlled by Native Americans.**
3. **Satisfactory legal documentation protecting Presbytery from future liabilities.**
4. **With full adherence to the Transfer Agreement drafted by legal counsel working on behalf of the Presbytery of the Cascades.**

The ruling of the Moderator that the Trustees would be tasked with ensuring that the conditions of the motion are met was appealed and not sustained by a show of hand 57-64. Without objection the Moderator ruled that **the Presbytery Leadership Commission is tasked with ensuring that the conditions of the motion are met.**

A **point of order** was raised by Paul Belz-Templeman, Stated Clerk, that **the Presbytery was not suspending the Bylaws for this action.** The Moderator ruled that the point was well taken and thanked the clerk for clarifying the issue.

Stated Clerk and Moderator Report

The Stated Clerk and Moderator thanked the staff and the Presbytery for their work and discernment in the meeting.

The meeting was adjourned with prayer at 9:30 pm.



Paul Belz-Templeman
Stated Clerk

Approved by Presbytery Leadership Commission
11/8/2023- PBT

Appended

- A- Attendance
- B- Consent Agenda
- C- 2024 Budget
- D- Presbytery Leadership Commission
- E- Trustees
- F- New Ministries Team
- G- Personnel Manual
- H- Mt. Laki Administrative Commission
- I- Commission on Ministry
- J- Stated Clerk

RULING ELDER COMMISSIONERS			
Name	City, Church	Name	City, Church
Lewis, Paul	Ashland, First PC	Essick, Katie	Portland, Kenilworth PC
Widen, Judy	Beaverton, Southminster PC	Jewel, Rebecca	Portland, Kenilworth PC
Brizee, Lori	Bend, First PC	Hall, Cathryn	Portland, Moreland PC
Christofferson, Aelea	Bend, First PC	Taylor, Jill	Portland, Moreland PC
Heath, Connie	Bend, First PC	Hellman, Heather	Portland, Multnomah PC
Malone, Kathy	Bend, First PC	Black, Karen	Portland, Multnomah PC
Plocher, Milt	Corvallis, First PC	Ocampo, Lou	Portland, Rose City Park PC
Missar, Charles	Cottage Grove, First PC	Lawrence-Moiso, Lea	Portland, Rose City Park PC
Montgomery, Anne	Cottage Grove, First PC	Finley, Janice	Portland, Savage Memorial PC
Seeger, Joanne	Eagle Creek, PC	Putnam, Jackie	Portland, Savage Memorial PC
Huget, Erik	Eagle Creek, PC	Donald, Laurie	Portland, St. Andrews PC
Day, Bev	Eugene, Central PC	Blumthal, Connie Jo	Portland, St. Andrews PC
Kelso, Kirsten	Eugene, Central PC	Marquis, David	Portland, Valley Community PC
Nichols, Gail	Florence, PC of the Siuslaw	Brenner, Connie	Portland, Valley Community PC
Young, Lily	Gresham, Covenant PC	Scott, Bill	Portland, Westminster PC
Stubbs, Mary	Hillsboro, Orenco	Outtersen, Beth	Portland, Westminster PC
Macfarlane, Christine	Hillsboro, Tualatin Plains PC	Groff, David	Portland, Westminster PC
Emmett, Mary Jo	Keizer, John Knox PC	Keys, Beth	Portland, Westminster PC
Curtis, Bronwyn	Keizer, John Knox PC	Patterson, Nancy	Redmond, Community PC
Schwagle, Lynn	Lebanon, First PC	Biethan, Lynette	Roseburg, First PC
Bolman, Colleen	Lebanon, First PC	Mehlhoff, Pat	Roseburg, First PC
Buck, Scott	Lincoln City, CBTS	Talbert, Michael	Salem, Salem First PC
Widen, Dave	McMinnville, First PC	Lamb, Michael	Salem, Salem First PC
Sjoliund, Doris	Medford, First PC	Foster, Lucy	Salem, Westminster PC
Pate, Arlene	Milwaukie, PC	Fraser, Sharon	St. Helens, Plymouth PC
McBurnett, Diane	Monmouth, Christ's Church	Martin, Lynne	Trout Lake, First PC
Saxowsky, Gail	Monmouth, Christ's Church	Johns, Nancy	Vancouver, Columbia PC
Young, Robert	Newport, First PC	Wheeler, William	Vancouver, Columbia PC
Woo, Nancy	Portland, Calvary PC	Meyers, Peter	Vancouver, East Woods PC
Vanden Bosch, Peter	Portland, First PC	Ortiz, Lyn	Vancouver, First PC
Wood, Amy	Portland, First PC	Richards, Emily	Vancouver, First PC
Chang-Lowe, Cathy	Portland, First PC	Crow-Martinez, Heather	Warm Springs, PC
		Dobney, Mark	Warrenton, Pioneer PC
By Virtue of Service	Committee or Commission	By Virtue of Service	Committee or Commission
Belt, Kate	Nominating Committee	Huddleston, Kathleen	Commission on Ministry, Northwest
Black, Gail	Vice Moderator NE Region	Peebles, Barbara	Board of Trustees
Bullis, Betty	Commission on Ministry, Central	Schlechter, Roberta	Personnel & Administration
Cooper, Paula	Nominating Committee	Shaw, Linda	New Ministries Team
Dingle, Susan	Committee on Representation	Sheelar, Eileen	Communication & Technology Team
Eckerd, Carole	Vice Moderator South Region	Snodderly, Lisa	Personnel & Administration
Farnsworth, Bruce	Board of Trustees	Stewart, Bill	Board of Trustees
Hasenjaeger, Sharon	Committee on Representation	Sweeney, Lori	Board of Trustees
Howe, Marilyn	Board of Trustees	Williver, Gretchen	Commission on Ministry, Central
Hubbard, Evonne	Personnel & Administration	Ziel, Sharon	Commission on Ministry, Northwest
Hubbard, Mike	Commission on Ministry, South	Lundy, Thomas	Treasurer (w/o vote)

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Appendix A (cont.)

November 3, 2023 Presbytery Stated Meeting Attendance

MINISTERS OF THE WORD AND SACRAMENT			
Name	Name	Name	Name
Ackerman, Jennifer	Dykman, Brenna	Lewis, Helen	Rohrbaugh, Richard
Alexander, LaVonne	Elliott, Kally	Lewis, Maggie	Rothmeier, Kris
Allen, Marilyn	Emery, Joyce	Lewis, Sarah	Russell, Bill
Allison, David	Flach, Graig	Linder, Dawn	Sanderson-Doughty, Sarah
Anderson, Hugh	Frey, Mark	Mace, Char	Santamaria, Lindsey
Belz-Templeman, Paul	Friesen, Carley	Marsh, Brian	Scalera, Clark
Berger, Patricia	Garvin, Robin	Martin, Jennifer	Schindler, Audrey
Berry, Tom	Goetschius, Carmen	McDougall, Susan	Schmidt, Morgan
Bethel, Victoria	Golbek, Amanda	McIlraith, Mark	Seyfert, Kirk
Boehning, Lori	Gough, Matt	McQuilkin, Tyler	Shaw, Don
Bolt, Greg	Graham, Susan	Miller, Joan	Shriver, Kelly
Bowersox, Ann	Grewe, Chris	Mitchell, Steven	Sievert, Jeff
Brown, Dwayne	Groves, Lindsey	Mitsuyasu, Margaret	Song, Sungmin
Brown, Michael	Hamilton-Sutherland, Kristen	Moiso, Jim	Sponaugle, Laurie
Brown, Vicky	Hammond, Steven	Mote, David	Sponaugle, Leonard
Bullis, Tracie	Hampton, Carolyn	Murphy, Chris	Stebe, Bob
Busiek, Brad	Hasenjaeger, John	Neason, Bobbi	Stein, Craig
Campbell, Barbara	Hazen, Rebecca	Neel, Beth	Strader, Rebecca
Campbell-Schmitt, Tom	Heath, Barry	Neel, Gregg	Stramel Guevara, Rachel
Clark, Aric	Hill, Karen	Newman, Laurie	Strauch, Sayer
Craker, Brian	Hovenkamp, Beverly	Nolen, Tom	Stuart, Lorraine
Crane, Scott	Hutchinson, David	O'Brien, Cynthia	Taylor, William
Crow, Beverly	Ireland, Suzan	Olson, Mark	Van Stelle, Sue
Dalgarno, Scott	Jewel, David	Olson, Wendy	Vezmar Bailey, Diana
Davidson, Paul	Keener, Kathy	Eileen Parfrey	Wallace, Jim
Dela Cruz, Chris	Kent, Brad	Parker, Steven	Watson, Jeremy
Delaney, Amy	King, Phil	Pate, Katie	Wilson, Mike
Dickson, Kelly	Kokjer, Dean	Richards, Judith Ann	Winslea, Elizabeth
Dunham, Joshua	Koski, Steven	Richman, Derek	Winslea, Tim
Dunn, Joanna	Leavitt, Liz	Rodgers, John	Wood, Greg
			Zomermaand, Conley
Guests			
Hitson, Jim	New Covenant Trust Company	Landry, Chenoa	Barbie's Village Task Force
Wunder, Cynthia	Climate Vigil Representative	Reed, Melissa	Barbie's Village Task Force/Leaven Land
Fargo, Peter	Climate Vigil Representative	Joseph, Jillene	Barbie's Village Task Force
Hagan, Rob	Presbyterian Foundation	Buck, Allen	Barbie's Village Task Force
Shaw, Jeanie	PCUSA, Ministry Engagement		

Consent Agenda

FOR ACTION:

From the Stated Clerk's Report

1. Receive the Necrology Report and thank God for the lives and ministries of these officers and servants of the church. [Stated Clerk Item 1]
2. Accept the **resignations from service** from Joshua Dunham and Evonne Hubbard, New Ministries Team, with appreciation for service given. [Stated Clerk Item 2]
3. **Confirm the moderator's appointment** to fill vacancies on boards, committees and commissions with appreciation for the willingness to accept appointment to the service. [Stated Clerk Item 3]
4. Receive the **Reports of the Administrative Commissions** listed in the Stated Clerk Report; consider their work the work of the entire presbytery and dismiss the commission with the gratitude of the presbytery. [Stated Clerk Item 4]

Budget Report

For Action:

Recommended Budget for 2024

The Presbytery Leadership Commission recommends that Presbytery adopt the following items:

- *Total Per Capita Assessment remain \$45.60 for 2024 (\$9.80 General Assembly, \$5.22 Synod, \$30.58 Presbytery)*
- *The balanced Administrative budget as found on the next page.*
- *The Program budget with \$120,804 deficit as found on the third page.*

The Board of Trustees provides the following comment to the Presbytery:

The 2024 Program Budget has a \$120,804 deficit this year and deficits in future years will continue to widen. With contributions continuing to decline and expenses continuing to rise, the presbytery must recognize that a funding model based on congregational giving alone will not carry us very far into the future with our current staffing plan. Holding vacant property has a cost and the presbytery needs to be prepared to sell vacant property.

**Presbytery of the Cascades
2024 ADMINISTRATIVE BUDGET**

Income	Actual 2022	2023 APPROVED Budget	2024 Budget
Per capita	\$ 491,235	\$ 537,259	\$ 508,622
Allowance for default per capita - regular	\$ (37,609)	\$ (48,353)	\$ (51,000)
Net gain (loss) from Real Estate Operations	\$ (13,753)	\$ (16,995)	\$ (5,000)
Total Income	\$ 442,147	\$ 471,911	\$ 452,622
Expense			
Per Capita to GA	\$ 112,070	\$ 116,053	\$ 109,309
Per Capita to Synod	\$ 65,146	\$ 61,502	\$ 58,224
Personnel	\$ 182,851	\$ 213,707	\$ 192,295
Fees, Supplies, Equipment	\$ 22,729	\$ 8,580	\$ 15,000
Audit and Financial Fees	\$ 18,688	\$ 25,000	\$ 25,000
Admin. Legal costs			\$ 12,560
Administrative Offices	\$ 7,389	\$ 9,000	\$ 9,500
Trustees	\$ 676	\$ 500	\$ 700
Comm on Ministry	\$ 5,297	\$ 6,500	\$ 7,000
Comm on Prep for Ministry	\$ 1,200	\$ 2,000	\$ 2,000
Comm on Representation	\$ -	\$ 3,500	\$ 1,000
Communication and Technology	\$ 7,389	\$ 7,000	\$ 6,534
Nominating Committee	\$ -	\$ 300	\$ 300
Stated Clerk/ Other Ecclesiastical	\$ 126	\$ 250	\$ 1,000
Permanent Judicial Commission	\$ -	\$ 1,000	\$ 1,200
Personnel and Administration	\$ 750	\$ 5,000	\$ 5,000
Presbytery	\$ 3,338	\$ 5,000	\$ 5,500
Presbytery Leadership Commission	\$ -	\$ 1,000	\$ 500
Total Expense	\$ 427,649	\$ 465,892	\$ 452,622
Gap to Fill	\$ (14,498)	\$ (6,019)	\$ (0)

**Presbytery of the Cascades
2024 PROGRAM BUDGET**

PROGRAM BUDGET

Income	2022 YE Projected	2023 APPROVED Budget	2024 Budget
Presbyterian Partnership Giving	\$ 489,654	\$ 490,000	\$ 425,000
Synod Grant (general)	\$ 44,894	\$ 45,000	\$ 45,000
Directed Giving and Offerings	\$ 3,470		\$ 3,200
Transfer from Endowment (4% of moving average 6/30/21)	\$ 78,400	\$ 81,172	\$ 86,304
Transfer from Personnel DF- for MRM			\$ 115,652
Other	\$ 753	\$ 2,560	
Total Income	\$ 617,171	\$ 616,172	\$ 675,156

	2022 YE Projected	2023 APPROVED Budget	2024 Budget
Expense			
Personnel	\$ 432,692	\$ 630,051	\$ 632,458
Partnership Giving to GA	\$ 121,539	\$ 122,500	\$ 106,250
Partnership Giving to Synod	\$ 24,272	\$ 24,500	\$ 21,250
Ecumenical Ministries of Oregon	\$ 13,000	\$ 13,000	\$ 13,000
Warm Springs	\$ 23,000	\$ 23,000	\$ 23,000
Youth Triennium (transfer to reserve)	\$ 10,000	\$ -	
Total Expense	\$ 626,303	\$ 814,851	\$ 795,958

Gap to Fill, program	\$ 9,132	\$ 198,679	\$ 120,802
Total program gap including outflows from Designated Funds	\$ 67,203	\$ 557,749	

Appendix D**Presbytery Leadership Commission (PLC)****June, 2023 – October, 2023**

The Presbyterian Leadership Commission is composed of the following positions and people:

Doug Anderson, Chair	Jennifer Martin, Moderator	Linda Jackson-Shaw, NMT
Mike Hubbard (Chair COM-S)	Gail Black, VM NE Region	Lisa Snodderly, P&A
Char Mace (Chair COM-NE)	Steve Hammond, VM Central Region	Elizabeth Winslea, CPM
Jim Wallace (Chair COM-NW)	Carole Eckerd, VM South Region	Marilyn Howe, BOT
Mike Hachquet (Chair COM-C)	Mark Frey, VM NW Region	Eileen Sheelar, CATT
Thomas Lundy (Treasurer) (w/o vote)	Chris Murphy, Mod. Elect (w/o vote)	Sharon Hasenjaeger, COR
P.Belz-Templeman (w/o vote)	Clark Scalera (w/o vote)	Kelly Dickson (w/o vote)
Cherie Elliott (w/o vote)		

The PLC meets via Zoom on the 2nd Wednesday of each month to hear reports and take action on behalf of the Presbytery between its meetings.

FOR ACTION:

- 1.) **Adopt the Docket for the Presbytery Meeting as developed by the Moderator and Stated Clerk and authorize the Moderator to make changes as necessary during the meeting.**
- 2.) **Adopt the Bylaws Amendments in the Bylaws Amendments Report** *(Page 3 of the PLC Report)*
- 3.) **Adopt the 2024 Per Capita apportionment, the Administrative Budget and the Program Budget contained in the Budget Report.** *(Page 6 of the PLC Report)*

CONCURRENCES & RECOMMENDATIONS:

Regarding any motion to transfer Laurelhurst property at this meeting

Recommend that the Presbytery postpone any action regarding the transfer of the Laurelhurst Property until the newly formed negotiation group has reported to the PLC and Presbytery. The motion passed unanimously.

Regarding the Personnel Manual

Concur with Personnel & Administration Committee to recommend that Presbytery adopt the proposed changes made to the Personnel Policies and Procedures Manual.

FOR INFORMATION:

The Presbytery Leadership Commission acted on behalf of Presbytery as follows:

Actions from the July 26, 2023 Meeting**Presbytery Minutes Approved**

Approved minutes of June 23, 2023 Stated meeting.

Common Ground (Colonial Heights), Portland, OR

Referred motion to use the church property as witness to Jesus Christ by building permanent housing for asylum-seekers, refugees and immigrant communities along with using the building for gathering and resource space for these communities to ad hoc “Common Ground Team” with instructions to report at 3 and 6 months including

Appendix D

Common Ground Cont.

results of commercial inspection, development costs and potential funding for project. Members of Team include the Rev. Melissa Reed (Leaven Land & Housing Coalition), Rev. Brian Marsh, Rev. Chris Murphy, Rev. Brett Pinder (SE Portland Thriving Cohort), Alyssa Walker-Keller, Rev. Elizabeth Leavitt

Actions from the September 13, 2023 Meeting

Email Vote for Laurelhurst Easement

The action taken by email vote on August 16, 2023, **to approve the amendment to the easement for the Laurelhurst property (tax lot 4800- 935 NE 33rd Ave. Portland), was noted and is recorded here.** 14 votes in the affirmative, 0 in the negative, 2 people did not vote.

CATT (Communications and Technology Team)

A revised Crisis Communication Plan

Approved revised Crisis Communication Plan. (The Plan can be found [here](#)).

Actions from the October 18, 2023 Adjourned Meeting

Vacant Property Policy Clarification

Adopted motion that discussion or negotiation concerning vacant church properties with entities outside of the PCUSA as either a gift or transfer at a discount shall not occur until approval is given by both the Presbytery Leadership Commission and the Board of Trustees.

Appendix D

**THIS IS THE SECOND REPORT OF THE PRESBYTERY LEADERSHIP COMMISSION
DISTRIBUTED NOVEMBER 2, 2023**

For Action:

1). In the spirit of repair and healing toward the indigenous community, work toward the transfer of the site of the Presbyterian Church of Laurelhurst, Portland, to the Future Generations Collaborative for \$1, once the following conditions have been met:

1. Receipt of satisfactory documentation that the entity receiving the property is duly incorporated and legally capable of owning the property.
2. Receipt of satisfactory documentation that the property shall not be sold or otherwise alienated except to an organization controlled by Native Americans.
3. Satisfactory legal documentation protecting the Presbytery from future liabilities.
4. With full adherence to the Transfer agreement drafted by legal counsel working on behalf of the Presbytery of the Cascades.

Background and Rationale:

The PLC recognizes the earnest work of the Barbie's Village Task Force, which has brought forward a request from Barbie's Village/Future Generations Collaborative to transfer the Laurelhurst Property to the Future Generations Collaborative at this time. This request moves the timeline of potential transfer that was initially agreed upon forward by roughly one year. Currently, there is a lease agreement between the Future Generations Collaborative (FGC) and the Presbytery of the Cascades in effect which gives the FGC occupancy of the Laurelhurst Property through the end of December of 2024, and which gives the Presbytery the right to transfer the property at the conclusion of the lease if agreed to by the Presbytery.

While the PLC recognizes the desire of the Barbie's Village Task Force to transfer the property immediately, the PLC has also heard concerns raised by the Board of Trustees around the timing and requirements for transfer of the Laurelhurst property which were not being addressed by the BVTF. Because of these concerns, the PLC assembled a group with representatives from the PLC, from the Board of Trustees, and from Westminster Presbyterian Church, Portland (one of the original sponsors of the Barbie's Village Task Force) to evaluate what the needs of the presbytery might be to satisfy our due diligence and to ensure that we are appropriately transferring a gift to another entity in such a way as to undergird that entity's success. The representatives from Westminster Presbyterian Church also had overlap with members of the Barbie's Village Task Force.

The above motion was crafted by this group, with only minor changes made by the PLC. The PLC believes that this motion provides satisfactory criteria to ensure both a timely transfer of the Laurelhurst property that honors the desires of the FGC and sufficient space for the presbytery to complete its due diligence and be provided with reasonable assurances of the ability of the FGC to successfully implement its vision for the property.

Appendix D

At the recent book discussion on *The Land is Not Empty, Following Jesus in Dismantling the Doctrine of Discovery*, hosted by the Committee on Representation, the author Sarah Augustine was asked several questions about Land Back initiatives in general and our potential transfer of property to FGC in particular. While she was not sufficiently aware of our presbytery's potential gift of property to be able to weigh in on the particularities of our considerations, she did offer some very helpful general counsel. She supports and recommends the return of land and resources to indigenous people when such resources are given thoughtfully and in ways that promote the thriving and autonomy of the recipients. She discouraged the casting off of distressed properties ("first repair, then restore") or the giving of resources which could become liabilities or which could unintentionally overwhelm the recipients.

It is the belief of the PLC that the intent of the criteria laid out in the above motion is to ensure that we as a presbytery are indeed supporting the ends of healing and repair with our indigenous partners and that we are also setting them up for success as they assume possession and responsibility for this land. The above criteria also allow the presbytery to complete our due diligence and ensure time and space to satisfy relevant legal requirements in a property transfer.

It should also be noted that at this point, the presbytery has not yet decided to transfer the Laurelhurst property to any entity. Adopting the above motion would officially signal the presbytery's intent to proceed with a transfer of this property to the Future Generations Collaborative when the enumerated conditions are satisfied.

In addition to being guided by our constitution as contained in the Book of Order and the Book of Confessions, our presbytery is also guided by the decisions of the Permanent Judicial Commission of our denomination. In 2012 in a case known as Tom v. Presbytery of San Francisco, the Permanent Judicial Commission ruled that the presbytery must provide "financial analysis of the value of the property". **The most recent valuation by the Multnomah County Tax Assessor in 2023 is \$4,400,990.**

Affirming the above motion does affirm that gifting this property remains the right and faithful decision for our presbytery. It also necessarily infers that the presbytery will forego the financial benefits of a sale, which by our standing rules would provide funding for our presbytery's various grants for churches (25% of proceeds), our New Ministries Team (25% of proceeds), and our unrestricted funds (50% of proceeds). Instead, this motion commits this resource externally for the purposes of healing and restoration in the indigenous community.

Board of Trustees

For Information: Actions taken on behalf of the Presbytery of the Cascades by the Board

June 6, 2023

Oakland, Oregon Property Mortgage Extension

Approved amendment extending maturity date on the promissory note from June 1, 2023 until June 1, 2025 for the former Oakland, Community property at 201 SE Eight Street with borrowers to pay all costs, fees and expenses incurred by Presbytery in connection with this amendment.

Lakeside, Community Barnabas Grant

Provide \$3,450 Barnabas Grant to Community Presbyterian Church, Lakeside, OR towards an ADA restroom, shelving and bike repair station.

July 10, 2023

Presbyterian Collegiate Ministries Lease with K1414

Approved, at closing, revising the existing ground lease of the property titled to Presbyterian Collegiate Ministries, LLC (PCM), at 1414 Kinkaid St. Eugene, Oregon, in order to allow a sale of the buildings. This revision will allow PCM, LLC to offer the existing 55-year ground lease, which commenced in 2013, along with two 10-year extensions to K1414, LLC or another tenant.

Portland, Mt. Tabor Synod Line of Credit

Approved a Synod line of credit for \$300,000 with the condition that the Synod of the Pacific place a deed of trust on the rental house.

August 4, 2023

Audited Financial Statements

Approved the audit of the 2022 Presbytery of the Cascades Financial Statements by Hoffman, Stewart and Schmidt.

September 21, 2023

Vitality Grant, Brookings

Approved a Vitality Grant to Brookings, First for \$1,000 towards the chartering and supplying of a Cub Scout Pack by the First Presbyterian Church of Brookings, with the committee to gather more information from the church to determine whether to grant the remaining \$1,650 requested by the church.

Salem, Westminster Synod Loan renewal

Approved the \$395,000 Synod loan renewal for Westminster Presbyterian Church, Salem.

Barnabas Grant, Walterville, McKenzie Valley

Approved a \$5,300 Barnabas Grant to McKenzie Valley Presbyterian Church towards repair and painting of the church exterior.

Barnabas Grant, Portland, St. Andrew's

Approved a \$4,000 Barnabas Grant to St. Andrew's Presbyterian Church, Portland towards a heat pump in their chapel.

Barnabas Grant, Phoenix, First

Approved a \$2,100 Barnabas Grant to First Presbyterian Church, Phoenix towards fire hardening landscaping and leveling the ground around the building.

Barnabas Grant, North Bend, First

Approved a \$5,300 Barnabas Grant to First Presbyterian Church, North Bend towards replacing the furnace and adding an air purification system for the sanctuary.

Personnel Endowment

Approved the following motion on behalf of the Investment Committee:

Invest the \$1,000,000 reserve fund for personnel [established by Presbytery 6/23/23 by 103-10 vote] into a S&P500 Index Mutual Fund in the Presbytery Schwab account to minimize expenses and risk. Invest the remaining amount [approximately \$180,000] for use in 2024 and 2025 in shorter term assets such as CDs or treasuries.

For Information Consultant Support for Our Congregations:

The Trustees provided organizing support to Partners for Sacred Places to hold an eight-session workshop to help congregations understand their real-property assets and discern new uses for their buildings and grounds.

The POTC congregations participating include: Kenilworth, Portland ; Rose City Park, Portland; First, Newport; Tri City, Myrtle Creek; Aurora, Aurora; First, Woodburn; Multnomah, Portland; John Knox: First, Medford; Emmanuel, West Linn; Mt. Scott Park, Portland ; and Rise, Tigard.

Partners for Sacred Places is the only national non-sectarian, non-profit organization devoted to helping congregations and their communities sustain and actively use older and historic houses of worship.

The congregations meet with Partners' staff via Zoom meets every other week until the end of November. Each meeting focuses on a different topic and draws on expert speakers.

Partners normally charges clients for these services, but it received a grant from the M.J. Murdoch Charitable Trust to work with congregations in Washington, Oregon, Idaho, and Montana earlier this year. This is the organization's first foray into working with congregations in the Pacific Northwest.

If this workshop series is successful, it is likely the Trustees will help organize a second session in the Spring.

NEW MINISTRIES TEAM (NMT)

FOR INFORMATION

Mt. Laki PC, Klamath Falls, OR

At the September 28, 2023, meeting, 3 different community members presented their ideas for the future use of the property.

1001 New Worshipping Communities Workshop Opportunities in 2024

The NMT is planning to provide different workshop opportunities throughout 2024. They are currently working on:

1. A workshop outlining different avenues of **Support, Training and Funding/Grants available for 1001 projects.**
2. **Intro to 1001 NWC social media sharing network** – join the network, ask questions, get answers and ideas.

The New Ministries Team (NMT) took these actions since our last meeting on behalf of the Presbytery:

June 22, 2023

Common Ground/Colonial Heights Recommendation

Voted and approved ministry recommendation from Chris Murphy and his team for the Colonial Heights/Common Ground property. That recommendation will be presented to PLC in July.

Mt. Laki Property Liaisons

Paul and Evonne will be the liaisons to the Mt. Laki property and know that our deadline for making a ministry recommendation is December, 2023.

July, 2023

The Team did not meet.

August 22, 2023

soma.digital Grant Application

Moved to award \$10,000 as matching grant to the \$10,000 Seed Grant awarded to soma.digital by 1001 New Worshipping Communities. MSC

NMT Policy/Practice to provide coaching costs to our new ministries

After discussion, the NMT moves to encourage 1001 NWC leaders to apply for coaching support which, upon approval, may be renewed annually for up to 3 years. MSC

Community of Pilgrims

Moved to award \$1,100 to the Community of Pilgrims to pay for coaching costs for 1001 Coach, Tom Letts, as he works with this new ministry May to October 2023. MSC

Maker's PDX, Coaching Fees

NMT approves a grant for coaching for up to \$1,500 for the next cycle of coaching for Maker's PDX. MSC

September 28, 2023

No actions were taken.

Employment

Policies and Procedures

in the

Presbytery of the Cascades

Presbyterian Church (USA)

Revised: October 2016



EMPLOYMENT POLICIES AND PROCEDURES PRESBYTERY OF THE CASCADES / PRESBYTERIAN CHURCH (USA)

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INTRODUCTION

The Employment Policies and Procedures of the Presbytery of the Cascades represent the understanding the presbytery as an employer has with those who serve and minister as employees of the presbytery. These policies apply to all persons employed by the Presbytery of the Cascades, a middle governing body of the Presbyterian Church (USA). As such, they reflect and are consistent with the Constitution of the Presbyterian Church (USA), including the *Book of Order*.

In Jesus Christ, God calls us into right relationship with each other. We read in II Corinthians, "When one is united to Christ, there is a new world; the old order has gone and a new order has already begun. From first to last this has been the work of God. He has reconciled us to himself through Christ, and he has enlisted us in this service of reconciliation." (II Corinthians 5:17-18)

It is important for the presbytery to develop guidelines and policies by which it conducts its interactions with those persons it employs. These policies are illustrative of our mutual concern for each other. And they are set within the higher law stated by our Lord: "Love the Lord your God with all your heart, with all your soul, with all your mind. This is the greatest commandment. It comes first. The second is like it: Love your neighbor as yourself. Everything in the Law and the Prophets hangs on these two commandments." (Matthew 22:37-40)

It is presbytery's intention that these policies serve as a manifestation of a personnel system which mirrors and reflects the Gospel of Jesus Christ, enhances and advances the mission and program of the presbytery, and are themselves a "piece of the Good News."

These policies can also serve as advisory guidelines for congregations within the presbytery as they function as employer.

We are grateful to the General Assembly Council Employee Handbook and the Synod of the Pacific for assistance in some of the material contained in this document.

This document is subject to amendment, modification, or termination without notice at the recommendation of the Personnel & Administration Committee and upon the approval of the Presbytery Leadership Commission.

These personnel policies supersede all previous personnel policies used within the Presbytery of the Cascades prior to **November 1, 2023**.

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A CHRISTIAN PHILOSOPHY OF EMPLOYMENT

adapted from the General Assembly Council Employee Handbook Presbyterian Church (USA)

The Presbyterian Church (USA) is a community of faith called into being by God's grace in Jesus Christ. It is made up of people called by God into a covenant relationship where the gifts of God's people are recognized and used for the purposes of God.

The Church seeks to order its institutional life by the biblical and theological themes that give it purpose and mission:

God as Creator:

In creating a good world, God also created human beings to continue this good work.

Human Vocation:

Human beings have as their chief end to glorify God and enjoy God forever. This involves a lifelong response in all aspects of life. Work, paid and unpaid, is an integral part of a believer's response to God's call:

- By working with integrity and responsibility toward all our neighbors and all of creation;
- By treating other workers and ourselves with respect, compassion, and gratitude; and
- By seeking forgiveness from God for imperfections in work, we engage in work pleasing to God.

Our work thereby becomes a service to our neighbors and their work a service to us.

Sinfulness:

In the fallen human state, sinfulness can be manifested in individual sloth, dishonesty, exploitation of others or lack of charity. It can also take institutional patterns of discrimination and oppression. These various forms of sinfulness need to be confessed to a gracious God and addressed in policy and law.

The Church:

In witness to God's redemptive work, the Church seeks to organize its institutional life in ways that reflect its theology. There will always be a tension between our understanding of the Church as a community and as an institution.

And yet, the direction the Church should take is clear:

- It seeks to make work not a burden but a glad and collaborative response to Jesus' transformative life.
- It seeks to reflect God's creative and redemptive purpose for all life by providing not only a means of support but also a way to honor human dignity and participate in community life.
- It seeks for structure to reflect a policy that places a high value on participation and diverse representation in decision making.
- It seeks to cultivate an environment where people encourage one another, utilize their gifts creatively and productively, and embody the love and openness of Jesus Christ.

As employer, the Church strives to set an example of a work community built on faith which:

- Recognizes the gifts of individuals;
- Encourages individuals and groups to their best work;
- Compensates fairly for work performed;
- Recognizes the synergy and justice of a diverse workforce;
- Supports individuals and families;
- Models stewardship through efficiency and careful use of resources.

1. GENERAL

1.01 Commitments Underlying These Policies

These personnel policies are based on commitments by employers and employees:

- Employers will endeavor to recognize, affirm and encourage the full potential of each employee.
- Employees will devote their interests and energy to their work and the goals of the presbytery and the Presbyterian Church (USA).

These commitments reflect an open partnership in which objectives are shared and in which both employer and employee acknowledge their responsibilities to each other.

1.02 Employer Responsibilities

Employer responsibilities are to:

- Be faithful to the purpose of the presbytery;
- Ensure employees that policies and administration of the personnel system are consonant with the rights of employees;
- Provide equitable compensation to all employees;
- Assist employees in meeting their career goals in a manner consistent with the interests of the presbytery;
- Conduct regular performance evaluations for all employees that relate their work objectives to the objectives of the presbytery and that give employees an opportunity to participate in evaluating their own performance;
- Establish and maintain open communication with employees on matters concerning their interest and those of the presbytery;
- Make every reasonable effort to provide a work place that is safe and secure.

1.03 Employee Responsibilities

Employee responsibilities are to:

- Give their best possible performance to their assigned functions;
- Consider the requirements of the paid position as a primary responsibility;
- Understand their role and function in the context of the goals of the organization;
- Participate as requested to further the goals of the organization;
- Take initiative so that employee opinion is presented in any appropriate forum dealing with the personnel system;
- Demonstrate stewardship through efficient and careful use of resources;
- Act in accordance with the presbytery's rules and regulations.

2. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

2.01 Equal Employment Opportunity Policy

It is the policy of the presbytery to engage in employment policies and practices which promote equality of opportunity in all aspects of employment. The presbytery's employment policy is guided by the *Book of Order*, and to the extent applicable, by the Churchwide Plan for Equal Employment Opportunity and Affirmative Action, and by federal and state laws relating to equal opportunity in employment.

3. EMPLOYMENT PRACTICES

3.01 Human Resource Planning

Because it is the policy of the presbytery to fulfill its obligation of Christian stewardship through careful planning and faithful employment practices, a personnel program for the Presbytery of the Cascades has been developed by the Personnel & Administration Committee and approved by the Presbytery Leadership Commission.

This program will be administered in accordance with *Book of Order* requirements, where appropriate, and equal employment opportunity/affirmative action policies of the presbytery.

Any rehires will be regarded and treated as new hires.

3.02 Employment Period

The Presbytery of the Cascades is an "at will" employer. Employment with the presbytery of the Cascades is not for a fixed term or definite period and may be terminated at any time by either party, with or without cause, subject to provisions in the *Book of Order*.

3.03 Employment Categories

Employment within the presbytery and the positions that are open and/or filled shall be a combination of four factors that define an employee's category. These factors will be made a part of the position descriptions for all presbytery staff. They include position, type, status, and eligibility for overtime.

3.03a Employment Position

The presbytery staff shall be classified according to the following position types:

- Elected Staff: positions formally elected by the Presbytery of the Cascades to leadership positions within the presbytery. These positions are generally exempt and may be covered by Terms of Call.
- Appointed Staff: positions appointed by the Personnel & Administration Committee of the presbytery to provide administrative service and support for

the Elected Staff. These positions may be either exempt or non-exempt depending on the nature of the work performed.

- Program Staff: positions that are created for the purpose of operating and administering a specific program within the Presbytery of the Cascades. These positions may be either exempt or non-exempt and may or may not be covered by Terms of Call.
- Other Presbytery Staff: positions approved by the Personnel & Administration Committee that do not logically fall within the other categories but that are required to support the overall mission of the presbytery (such as Organizing Pastor, see G-14.0552). These positions may be exempt or non-exempt and may or may not be covered by Terms of Call.

3.03b Employment Type

The type of employment falls into one of the following five categories:

- Regular: After satisfactory completion of the introductory period, if the employment period has no prearranged ending date, the employee's status is regular.
- Term: If the employment period is for a defined period with a prearranged ending date, the employee's status is term. Term employment is appropriate for special projects of finite duration, projects of time-limited funding, or programs in transition.
- Interim: If the employment period is not prearranged but will end when a regular employee is hired, the employee's status is interim. When a vacant position exists in the presbytery staff, an interim may be hired for an indefinite period until the position is filled by the normal selection process. An employee serving as an interim may apply and be hired to fill that position on a regular employment basis.
- Temporary: If employment is for a defined task and the position will not be continued beyond completion, the employee's status is temporary. If workers are needed for short-term projects, the presbytery may contract for help. Temporary agency workers are not employees, cannot be paid through the payroll system, and are not eligible for benefits available to employees.
- Independent Contractors: The presbytery may contract with a person with specific skills for a specific project or defined task. Independent contractors are not employees, are not paid through the payroll system, and are not eligible for any benefits available to employees. Independent contractors are required to disclose any conflict of interest before work begins.

3.03c Employment Status

- Full-time employees are those regularly working a full schedule as defined in their position description.

- Part-time employees are those regularly working less than a full schedule as defined in their position description.
- Individuals serving in a volunteer capacity, as an Independent Contractor, or employed by a temporary employment agency and performing work for the benefit of the presbytery are not employees of the presbytery.

3.03d Eligibility for Overtime

Where required by the Fair Labor Standards Act (FLSA), a distinction will be made between work considered exempt or non-exempt from the overtime requirements of the act.

- Employees whose positions meet specific exemption tests are exempt and not eligible to receive overtime pay.
- Employees whose positions do not meet these tests are not exempt and are to be paid time and a half of their established hourly rate of pay for time worked in excess of 40 hours per week.
- Non-exempt employees regularly scheduled to work 35 hours per week will be paid at their regular rate for hours worked between 35 and 40 per week. Work in excess of 35 hours per week must be approved in advance by the employee's supervisor and the co-executive presbyter who staffs the Personnel & Administration Committee.

3.04 Teaching Elders

The nature of the relationship between presbytery staff ordained as Teaching Elders and the presbytery as employer is governed by the *Book of Order*. Teaching Elders who are called by the presbytery are considered exempt employees. They are covered by all aspects of these policies except where specifically excluded by federal, state, or local laws, *Book of Order* requirements, their Terms of Call, and the policies of the Commission on Ministry of The Presbytery of the Cascades.

3.05 Employee Introductory Period

The first two months of employment are considered an introductory period giving the employee opportunity to evaluate interest in the position and the supervisor opportunity to evaluate the employee's performance under actual working conditions. A performance review will be conducted by the Personnel & Administration Committee and supervisor with a written evaluation of the employee's performance being prepared and shared with the employee. The evaluation should include a recommendation whether the employee should continue in the position. Should it be necessary, the supervisor may extend the introductory period for up to one month in order to fairly assess the new employee's progress in meeting the requirements of the new position.

Teaching Elders are subject to *Book of Order* requirements.

New employees will not receive sick leave, or Personal Leave days until they have satisfactorily completed their introductory period; however, these days will accrue from the date of hire. New employees will receive pay for holidays observed during the introductory period.

3.06 Position Descriptions

It is the policy of the presbytery to have a current and accurate written position description containing the core information listed in 3.03 for every presbytery staff.

The position description describes the basic function and job responsibilities, reporting and supervisory relationships, and the work to be done. The position description is used in recruitment, salary grade evaluation, and performance management.

Position descriptions are reviewed periodically or whenever significant changes in responsibilities occur. The incumbent employee may be asked to participate in the process of revising the position description.

3.07 Pay Periods

All staff salaries are paid semimonthly based on two pay periods, which are the first through the fifteenth day and the sixteenth through the last day of the month. Payroll checks are disbursed on the last working day of each pay period.

3.08 Breaks/M meal Periods

Meal periods of at least 30 minutes will be provided if the workday is six hours or longer. The employee will be relieved of all duty during this time. If the employee can't be relieved due to the nature or circumstances of the work, then the meal period will be paid. The scheduling of meal periods is flexible and depends on the length of the workday.

Paid rest periods of at least ten minutes will be provided during each four-hour work period or major part thereof. The rest period is to be taken approximately in the middle of each work segment.

4. RECRUITMENT AND SELECTION

4.01 Personnel & Administration Committee

When a presbytery staff position is vacant, either by resignation, retirement, termination, or because a new position has been created, the Personnel & Administration Committee shall have overall responsibility for filling that position, subject to any *Book of Order* requirements associated with the position. The Personnel & Administration Committee may form and direct a search committee to fulfill this function.

4.01a Recruitment and Selection Guidelines

It is the policy of the presbytery to employ qualified individuals who can contribute to the mission and goals of the Church. Every applicant and every employee is afforded equal opportunity in hiring as well as all other personnel practices.

4.01b The Search Committee for Called/Elected Positions (Exempt)

The search committee formed by the Personnel & Administration Committee will establish procedures, including a time line for advertising the position, soliciting and receiving applications from candidates, reviewing their qualifications, conducting interviews, and nominating a candidate to the presbytery for election. These procedures will be reviewed by the Personnel & Administration Committee.

4.01c The Search Process for All Other Staff

The Personnel & Administration Committee shall establish and organize the search process for other vacant positions.

4.01d Criminal Background Check

As a hiring body, the Personnel & Administration Committee will run a criminal background check on all finalists for all presbytery staff positions.

4.02 New Employee Orientation

New employees will participate in an orientation conference during which they will receive an employment packet including:

- An engagement letter outlining terms of employment;
- A summary of the employee benefits for which they may be eligible;
- A copy of these Employee Policies and Procedures;
- Compensation and payroll information/forms;
- And other personnel related materials and forms.

4.03 Employee Relocation Reimbursement

It is presbytery policy to assist new or transferred regular employees with certain moving expenses when the relocation exceeds 50 miles from their current residence to the new location because of employment with the presbytery.

The precise forms of reimbursement and maximum amounts are to be included in the new employee's Terms of Call (if ordained and called) or engagement letter outlining terms of employment. Reimbursement in direct reference to the relocation will be limited to fully substantiated costs actually incurred within one year of the employee's transfer date.

5. PERFORMANCE MANAGEMENT

5.01 Annual Performance Review

It is the policy of the Personnel & Administration Committee to conduct annual performance reviews/evaluations with all staff. A review relates employees' performances to job responsibilities outlined in their position descriptions. The review process serves several purposes by providing:

- Employees with feedback on performance;
- Managers with an opportunity to coach, counsel, and motivate employees to their best efforts;
- A measurement of organizational effectiveness; and
- A basis for salary increases if the presbytery budget permits.

A review may include an assessment of:

- The employee's skills and knowledge in the light of the current assignment and future opportunities;
- Specific skills and knowledge that will be required to reach those opportunities;
- Programs by which skills and knowledge can be gained and/or refreshed.

It is an opportunity for the employee and the supervisor to discuss the employee's career goals and the presbytery's expectations.

Performance reviews will be conducted honestly, fairly, and with integrity, reflecting the collaborative nature of the work environment.

5.02 Staff Development

It is the policy of the Personnel & Administration Committee to encourage and support staff with training, continuing education, and professional development programs. Employees will have opportunities to acquire new skills and knowledge and refresh current skills consonant with the needs of the presbytery and with their own career goals and objectives. Staff development is available for regular full-time and part-time employees and is an integral part of the annual performance evaluation.

Staff development plans must have advance approval from the supervisor and/or the Personnel & Administration Committee and are subject to budget availability. Annually, the amount of funds available for staff development will be recommended by the Personnel & Administration Committee during the budgeting process and established by presbytery with approval of the operating budget. Actual expenditures are always subject to availability of funds.

5.03 Continuing Education for Exempt Called and Installed Staff

The purpose of continuing education is to provide a time for intensive education or training that will enhance an employee's work-related mission by providing an opportunity to renew and

refresh the mind and spirit through the pursuit of life long education. Activities may include enrolling in an extended course and/or conference or conducting independent study.

5.03a Continuing Education Leave for Exempt Called and Installed Staff

Up to two weeks (10 working days) of annual Continuing Education leave with pay may be approved by the Personnel & Administration Committee for Teaching Elders within these guidelines:

1. Continuing education leave is not considered vacation, although it may be taken in conjunction with vacation.
2. It is granted only when the employee and the Personnel & Administration Committee have agreed on appropriate timing and identified goals related to the needs of the individual and the presbytery.
3. A report on learnings in relation to agreed goals must be prepared after the completion of the leave.
4. Annual leave and financial allowance are cumulative up to three years. The total accumulation of annual study leave will be a maximum of six weeks (30 working days).
5. Pay in lieu of study leave will not be provided, nor may any claim for unused study leave be made at termination of employment.
6. Provisions must be made with Personnel & Administration Committee to cover the employee's work during the absence.

5.03b Sabbatical Leave for Exempt Called and Installed Staff

A sabbatical leave is an extension of the biblical concept of a Sabbath day and Sabbath year for newel. Among the exempt called and installed staff it is an opportunity to disengage from regular and normal tasks so that values and directions may be seen in a new light and adjusted as that light may reveal.

An extended sabbatical leave, with pay, may be granted within the following guidelines:

1. The employee must have completed six (6) years of service.
2. Since an employee is not ordinarily eligible for study leave and sabbatical leave in the same year, at least one year must have elapsed since any previous two-week study leave was taken.
3. A general written plan of study outlining the scope and desired personal objectives of the sabbatical leave must be approved by the Personnel & Administration Committee in sufficient advance time so that budget and staffing needs may be met.

4. The maximum length of the sabbatical leave is four months. It may be taken in conjunction with earned vacation within a particular year but may not be combined with annual study leave, **not to exceed six (6) months**.
5. The ongoing work of the particular position and the total functions of the presbytery and its program are factors to be considered in approving an extended study leave.
6. The assumption is that a staff person will continue in **their** current position for at least six months upon completion of the sabbatical leave.

5.04 Corrective Action

It is the policy of the presbytery to encourage good employee performance, attendance, and conduct that enables the presbytery to fulfill its mission. The goal of corrective action is not punitive but rather supportive and instructive toward resolving the situation by assisting an employee to achieve an acceptable level of performance, attendance, or conduct.

Corrective actions shall be administered in a fair and nondiscriminatory manner. To insure fair and equitable treatment with all employees, the following elements should be part of any corrective action:

- The supervisor should inform the employee of the unacceptable work or conduct and advise of the consequences of continued unacceptable actions/performance.
- If appropriate, the employee should develop an action plan with **their** supervisor to resolve the problem.
- The supervisor should prepare a written report of any corrective action; this report will be retained in the employee's personnel file.
- The employee may respond in writing and have the response placed in **their** personnel file.

6. COMPENSATION

6.01 Salary Administration Program

It is the policy of the presbytery to provide a compensation program that includes fair pay for work performed, incentive for personal achievement and growth, and flexibility to meet changes in organization, functions, and personnel over a period of time. Salary levels will be maintained in a manner that results in internal equity with consideration for the external market. The presbytery believes the church's mission calls for effective, competent staff throughout the church and strives for appropriate compensation to attract and retain them.

Compensation includes salary (and housing where allowed) as well as employer-paid benefits such as retirement, health and disability insurance, holidays, vacations, and continuing education and/or staff development.

The Personnel & Administration Committee administers the compensation program for all presbytery employees. As part of the annual presbytery budgeting process, the Committee prepares compensation recommendations for the approval of the Presbytery Leadership Commission.

Compensation recommendations are based on three components:

1. Position Evaluation: Positions will be evaluated by the Personnel & Administration Committee to determine appropriate compensation levels.
2. Salary Ranges: Salary ranges for each position will be developed by the Personnel & Administration Committee. Ranges will be reviewed regularly and include an assessment of relevant economic indicators (including the local job market), changes in the salaries of active pastors of congregations, the presbytery's financial situation, and other relevant factors. Based on this review, adjustments may be made.
3. Salary Review: All individual salaries will be reviewed at least annually and when there are significant changes in duties or responsibilities. Individual salary changes will be made based on performance, consideration of relative equity within the presbytery staff, appropriate career progression relative to these factors, and the presbytery's financial situation.

6.02 Work Week

The regular work week for employees of the Presbytery of the Cascades is the seven calendar day period beginning at 12:01 a.m. on Wednesday and concluding at midnight, the following Tuesday. Individual schedules may be modified based on job requirements (see 6.04, for flexible work schedules).

Time sheets maintained by the Business Manager constitute the official record of hours worked.

Upon recommendation of the supervisor, written approval must be obtained in advance before a non-exempt employee may work more than 35 hours in a given week. In extraordinary circumstances, overtime hours may be authorized by the co-executive presbyter who staffs the Personnel & Administration Committee.

Standard maximum work week for exempt staff is 40 hours.

6.03 Flexible Work Schedules

With supervisory approval, the work schedules of non-exempt employees may be adjusted within a pay period as long as the total hours worked does not exceed the 35/40 hour limitations within any given work week. For instance, when non-exempt employees' work responsibilities require attendance at a presbytery meeting, instead of working Monday through Friday, employees may, with supervisory approval, adjust their working hours for a total of up to 40 hours within a given work week without being eligible for overtime pay as a non-exempt employee. Employees will, however, be entitled to straight time pay for the additional hours, up to 40 hours, worked during that week. Time sheets shall reflect the hours actually worked for any flexible schedule.

6.04 Overtime for Non-Exempt Employees

6.04a Calculation of Overtime

Calculation of overtime is based on one and a half times the employee's regular rate of pay for hours worked in excess of forty hours in a work week.

6.04b When Is Overtime Paid

Overtime pay cannot be waived by an employee.

6.05 Overtime for Part-Time Employees

Part-time employees are expected to monitor their hours worked. Overtime is not available to part time employees without prior written approval from the co-executive presbyter who staffs the Personnel & Administration Committee upon recommendation of their supervisor.

6.06 Compensation and Reimbursement for Overnight Travel

Overnight travel away from home must be counted as hours worked when the time spent in travel corresponds to an employee's normal working hours, regardless of whether the day is a normal workday. Meal periods are excluded. Time employees spend in travel outside regular working hours as a passenger on common carriers (i.e., airplanes, trains, boats, buses) is not compensated time unless the employee actually performs work at all times while traveling, regardless of the time of day, except for meal periods. All time employees spend performing work while traveling is compensated time regardless of the time of day.

Out of town travel in which the employee returns on the same day is compensated differently. All time actually spent traveling is counted as hours worked, except for time spent traveling to and from the point of departure (i.e., the airport, the office if traveling with another employee, home if traveling by personal automobile, the train or bus station, etc.). All time actually spent working is also compensated.

6.07 Business and Travel Expense Reporting Policies

6.07a Ordinary Business and Travel Expense

The following items are eligible for reimbursement, when submitted on the approved form.

1. Automobile mileage at the rate determined annually and based on the IRS allowable rate; parking and highway tolls as necessary;
2. Meals and guest meals when necessary, including tips, but not alcoholic beverages;
3. Air fare, limousine, and taxi expense, including tips;
4. Automobile rental and related gasoline expenses when necessary and appropriate;

5. Lodging for necessary overnight meetings.

Lodging and meals are to be reimbursed up to the IRS approved maximum per diem for Portland.

6.07b Reporting System

Ordinarily, expenses will be reported to the supervisor for review and approval at least monthly, using the approved form.

Receipts for all expenditures in excess of \$10.00 and for all transportation and lodging costs will be attached.

All vouchers submitted for payment shall clearly indicate the categories for which reimbursement is requested.

Travel and expense reimbursements from other agencies or governing bodies shall be used to offset travel and business expense incurred by the staff person.

6.08 Honoraria

Payment for preaching in any congregation within the bounds of the presbytery or remuneration for any service in a congregation within the presbytery will not be accepted by full-time employees.

6.09 Housing Allowance

Housing allowance must be approved by Presbytery each year in November.

6.10 Cell Phone Stipend

Personal cell phones are required to perform the work of presbytery. Following the office closure and subsequent remote work, a cell-phone stipend of \$45.00 /month will be paid to each benefitted employee starting January of 2024. This shall be paid by Employer to Employees on the first paycheck of each month. Employees are encouraged to utilize the presbytery phone system (Vonage) to send and receive calls when conducting presbytery business.

7. BENEFITS

7.01 Benefits Plans and Eligibility

It is the policy of the Presbytery of the Cascades to provide a fair, competitive, supportive benefits program to attract and retain employees. Benefits are offered by the presbytery through the Board of Pensions of the Presbyterian Church (USA), the Synod of the Pacific, and other providers as appropriate.

In addition to statutorily required benefits, such as Social Security, Workers Compensation Insurance, and Unemployment Compensation, the following voluntary benefits are provided to eligible employees of the Presbytery of the Cascades:

- Medical and Prescription Drug Insurance
- Dental Insurance
- Vision Care Insurance
- Supplemental, Employee-Paid Disability Insurance
- An Employee Assistance Plan
- Disability Salary Continuation Insurance
- Paid Personal Leave (Vacation) and Sick Leave Plans
- Paid Holidays
- Personal Leave of Absence including:
 - Disability Leave of Absence
 - Medical Leave of Absence
 - Military Leave of Absence
 - Funeral and Jury Duty Leave of Absence
 - Personal Leave without pay
- Flexible Spending Benefit Account (Section 125 Plan)
- Pension Plans, including:
 - the Board of Pensions of the Presbyterian Church (USA)
 - the Synod of the Pacific money purchase retirement (pension) plan
 - a voluntary, pre-tax annuity plan such as a 403(b) Plan
- Relocation assistance
- Other plans and programs as approved by the Presbytery of the Cascades and/or the Board of Pensions.

Information on these programs, including plan descriptions, employee contribution rates and sign-up information can be obtained from the Business Manager.

Unless otherwise specifically provided in this handbook, the employees' Terms of Call, provisions of individual plans administered by the Board of Pensions, or, as required by law, the benefits available to employees described in this handbook are available to regular employees of the Presbytery of the Cascades who work a minimum of twenty (20) hours per week and who have satisfactorily completed their introductory period.

Regular, full time employees are

- those employees whose positions are classified as non-exempt under the federal wage and hour statutes and who are regularly scheduled to work 35 hours per week and
- those employees whose positions are classified as exempt under the federal wage and hour statutes and who are regularly scheduled to work at least 35 hours per week.

Employees who are hired with Terms of Call are eligible for benefits in accordance with those Terms of Call.

7.02 Synod of the Pacific Pension Plan

All employees, both full and part time who have completed 1,000 hours of service in a qualifying period of 12 consecutive months are eligible to participate in the Synod of the Pacific Pension Plan. Employer contributions to the Synod of the Pacific pension plan begin on the first of the month after one year of service. Employees are fully vested after five years of service, beginning with their start date. This does not include employees who are covered by the Board of Pensions Plan of the Presbyterian Church (USA).

7.03 Holidays

It is the policy of the presbytery to provide time off with pay to eligible employees for certain holidays. The following are designated holidays:

New Year’s Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents’ Day	Third Monday in February
Good Friday	As announced
Memorial Day	Last Monday in May
Junetheenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	
Christmas Eve	December 24
Christmas Day	December 25
New Year’s Eve	December 31
Two personal holidays	to be determined by employee

The employee may designate two personal holidays during the calendar year. They may be used only as a full day off and cannot be carried over into the next calendar year. When a holiday falls on a day the offices are closed, the holiday will be observed as a day off with pay on a date designated by the Personnel & Administration Committee. Compensated holiday hours do not count toward the accumulation of overtime.

7.04 Paid Personal Leave (PPL)

It is the policy of the presbytery to provide Paid Personal Leave (vacation) days to eligible employees to benefit both the employee and the Church. PPL days are intended to provide employees with paid time off for rest, relaxation, refreshment, and to conduct personal business.

PPL days are to be scheduled and approved in advance by the employee’s supervisor with consideration of the work schedule of the presbytery. They may be taken in full or half-day increments. All PPL days actually taken are reported [via timesheet submittals](#).

7.04a Eligibility

PPL days are available to all regular, full-time employees. Part-time employees are similarly eligible for PPL on a prorated basis. Continuous service for purposes of determining the amount of PPL days for which an employee is eligible begins with the date of hire by the Presbytery of the Cascades (including prior continuous

service with the Synod of the Pacific). Employees are eligible for the next higher level of benefit after working one day subsequent to January 1 in the calendar year in which an eligibility milestone is achieved.

PPL days may not be taken until after successful completion of the introductory period. In the event that employment is terminated for any reason during the introductory period, the employee is not eligible to be compensated for any PPL days.

7.04b Amount of Paid Personal Leave Days for Non-Exempt Employees

Non-exempt employees are eligible for annual personal leave according to the following schedule:

<i>Continuous Service</i>	<i>PPL Days Off</i>
One – Four Years	12 days annually
Five – Nine Years	18 days annually
Ten Years and over	24 days annually

Continuous Service	PPL Days Off
One - Four Years	10 work days annually (2 weeks) + 2 PH
Five - Nine Years	15 work days annually (3 weeks) + 2 PH
Ten Years and greater	20 work days annually (4 weeks) + 2 PH

The above is based on full-time employment, part-time employees PPL hours are prorated.

7.04c Accrual of Paid Personal Leave Days for Exempt Staff

~~Exempt employees are eligible for four weeks of annual personal leave.~~

Continuous Service	PPL Days Off
One - Four Years	20 work days annually (4 weeks) + 2 PH
Five years and greater	25 work days annually (5 weeks) + 2 PH

The above is based on full-time employment, part-time employees PPL hours are prorated.

7.04d Carryover

Employees are encouraged to use personal leave for rest and relaxation. The established year for taking personal leave is the calendar year, January 1 through December 31 each year. Unused PPL days are not carried over to the next year and must be taken within the current calendar year unless permission [with a one year cap] is previously granted by the presbytery’s Personnel & Administration Committee.

7.04e Payment at Separation

Employees who end their employment for any reason after completion of the introductory period will be paid unused, accrued PPL days.

7.05 Sick Leave Plan

It is the policy of the presbytery to provide paid leave to eligible employees for certain medical needs. Effective January 1, 2023, regular employees will accumulate sick leave of one hour of sick leave per every thirty (30) hours of employment. Service credited under the prior Synod of the Pacific Paid Leave Benefit Plan will not be included in determining eligibility for Presbytery of the Cascades Sick Leave benefits. Maximum sick leave accrual is 48 120 days, to cover extended period(s) of serious illness. Sick leave accrues only during regularly scheduled days (including holidays) and during PPL days.

Accrued paid sick leave may be used in one hour increments for:

- Any bona fide illness or injury which incapacitates employees to such a degree that they are unable to work,
- Medical appointments,
- The care of the employee's ill child or the employee's family member who has a health condition requiring treatment or supervision,
- Pregnancy related disability.

Extended sick leave arrangements may be approved by the Personnel & Administration Committee on a case-by-case basis.

All sick leave days or portion thereof actually taken are reported to the Business Manager and constitute the official record.

At the conclusion of employment, employees shall have no claim for pay in lieu of unused sick leave.

7.06 Disability Salary Continuation Benefit Plan (DSCBP)

7.06a DSCBP days are earned from date of hire as an employee of the Presbytery of the Cascades at the rate of one day for each full month of service as an employee of the Presbytery of the Cascades, including continuous service as an employee of the Synod of the Pacific, to a maximum of 120 work days. They cannot be used until after completion of the introductory period.

7.06b Employees on medical leave of absence for their own illness or medical injury as certified by a medical doctor are eligible for (DSCBP) compensation beginning on the sixth day of their disability.

7.06c Employees will receive up to 50% of their usual and regular wages for each day of DSCBP accrued days. Workers' Compensation benefits and Social Security disability benefits are integrated with DSCBP, but the total payment may not exceed an employee's usual and regular wages.

7.06d DSCBP support ends when available benefits are exhausted, when the employee returns to work, or after six months, whichever occurs first.

7.06e Under no circumstances are DSCBP paid out upon resignation or termination of employment.

7.07 Supplemental Plans of Insurance (AFLAC)

In addition to the company sponsored programs of medical and disability insurance, the Presbytery of the Cascades has arranged for supplemental insurance programs provided by a private insurance company (AFLAC) to be made available to employees:

- Personal accident, disability and death insurance that includes an emergency treatment benefit;
- A personal, short-term disability, insurance program for employees who become totally disabled;
- A whole life or renewable 10-year-term life insurance plan; and
- A cancer insurance plan that provides payments in the event a covered participant suffers a qualifying event.

These supplemental insurance plans are available for employees who pay 100% of the plan=s costs and meet the eligibility criteria of the insurer (AFLAC). Additional information on these plans, including contact information for those interested in exploring coverage, is available from the Business Manager.

7.08 Other Paid Leave

It is the policy of the presbytery to provide paid leave for certain special personal or legal events, which may include funerals, court or jury duty appearances, military leave, or other obligations as defined by the Personnel & Administration Committee.

7.08a Funeral Leave

Regular employees are eligible for up to three days of paid leave following the death of a member of their immediate family (spouse, parent, mother-in-law, father-in-law, child, grandchild, brother, sister, grandparent). These days are not charged against annual accrued PPL days.

7.08b Jury Duty or Court Leave

Regular employees are eligible for paid leave when summoned for jury duty. Employees subpoenaed as witnesses for cases related to work are also eligible for court leave. Court leave may not be used for personal business or as a result of alleged violation of the law by the employee, unless job-related. Employees who are compensated by a party to court action to serve as "expert" witnesses are not eligible for court leave.

Employees are required to submit appropriate documentation concerning jury duty in order to receive payment under this plan. These days are not charged against the annual accrued PPL days.

7.08c Military Leave of Absence

The Presbytery of the Cascades recognizes that an employee may volunteer or be obligated to serve in the Uniformed Forces and will meet or exceed the applicable state and federal requirements.

8. STANDARDS OF CONDUCT

8.01 Conduct in the Workplace

To ensure the highest standards of health and safety, no employee, including supervisors, shall be allowed to harass any other employee or member of the general public by exhibiting behavior in the workplace including, but not limited to:

- Verbal Harassment: Verbal threats toward persons or property, the use of vulgar or profane language toward others, disparaging or derogatory comments or slurs, offensive sexual flirtations and propositions, verbal intimidation, exaggerated criticism, and name calling;
- Physical Harassment: Any physical assault including, but not limited to, hitting, pushing, pinching, kicking, holding, impeding, or blocking the movement of another person; and
- Visual Harassment: Derogatory or offensive posters, gestures, cartoons, publications, or drawings.

Under no circumstances are the following items allowed: all types of firearms, switchblade knives, dangerous chemicals, explosives, and other objects carried for the purpose of injuring or intimidating others.

Such conduct is unacceptable, intolerable, and subject to disciplinary action, up to and including immediate termination.

8.02 Open Door Policy

Conflict or unusual circumstances may arise in any organization and should be immediately resolved before something more serious develops. Employees are encouraged to speak with their supervisor or the Personnel & Administration Committee liaison person assigned to each employee with their concerns.

8.03 Attendance

Part of an employee's performance requirement is good attendance. Each employee is expected to be present and ready to work during all scheduled work hours. Poor attendance is difficult for the teamwork of the staff and reduces the quality of service. Attendance records are kept by the Business Manager to document absences for pay purposes and will be considered in evaluating performance.

Employees that develop a recurring pattern of lateness or unexcused absences will be subject to disciplinary action up to and including dismissal. Timeliness and attendance records will be taken into consideration if an employee applies for a promotion. Employees may be counseled at any time by their supervisors for recurring, unacceptable patterns of attendance.

8.04 Conflict of Interest

It is the policy of the presbytery to maintain high standards of integrity, honesty, impartiality, industry, and conduct by employees. Avoidance of conflicts of interest, whether real or apparent, by all staff is indispensable to the maintenance of these standards. Every employee will be asked annually to affirm compliance with the presbytery's conflict of interest policy.

A conflict of interest may include, but not be limited, to:

- Acceptance of gifts, gratuities, services, or special favors from a person, agent, or business that provides or receives goods or services or that seeks to provide or receive services to or from the Presbytery of the Cascades. Minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.
- Participation in a decision where the interests of the Presbytery of the Cascades or the Presbyterian Church (USA) at large intersect with personal interests.
- Outside employment or personal business transactions or interests that occur during or interfere with the performance of work duties for the Presbytery of the Cascades or the Presbyterian Church (USA) at large.

All employees should avoid even the appearance of conflict of interest, special interest, or other inappropriate conduct. If employees discover they may be in a position of conflict of interest, they shall immediately report this conflict to their supervisor. Supervisors who discover that someone under their supervision may be in a conflict of interest shall report this conflict to the co-executive presbyter who staffs the Personnel & Administration Committee.

8.05 Employee Personal Public Witness

It is the policy of the Presbytery of the Cascades to value the creativity and integrity of its staff and reaffirm the right of employees to exercise freedom of conscience.

Because public actions or expressions of personal belief may affect not only the work environment but also the Presbytery of the Cascades and the Presbyterian Church (USA) at large, an employee's personal public witness is subject to the following guidelines:

- When making a personal public statement, employees shall make it clear they are speaking for themselves and not speaking for the Presbytery of the Cascades or the Presbyterian Church (USA) or any of its entities.
- When making a personal public witness, employees may acknowledge their employment status without using that status to make a claim of authority.

Accordingly, it is not permissible for an employee making a personal statement to use professional stationery or claim expertise by virtue of employment with the Presbytery of the Cascades or the Presbyterian Church (USA) at large.

It is permissible, however, for persons employed by the Presbyterian Church (USA) to identify their personal church affiliation with a particular congregation while making a personal public witness. Employees must inform their supervisor and the co-executive presbyter who staffs the Personnel & Administration Committee of their personal public witness or dissent.

In the event employees feel they cannot carry out necessary job functions for reasons of conscience, employees should consult with the executive presbyter who staffs the Personnel & Administration Committee.

8.06 Confidentiality of Organization Records

It is the policy of the presbytery that employees are required to protect organizational records entrusted to them or accessible to them against unauthorized access, loss, or destruction. These records include all written and/or computerized information produced by or for the presbytery. At their employment, employees are required to sign a confidentiality form.

While employees may be assigned records or computer accounts identified by their personal names, all the documents and information produced or stored in these and all records and accounts remain the property of the presbytery.

8.07 Employer Property

All equipment, credit cards, and other property of the Presbytery of the Cascades are to be used for business purposes only. Non-business usage will result in disciplinary action up to and including dismissal.

8.08 Electronic Mail/Internet Policy

The electronic mail/Internet (email) system, and all documents generated or communicated through it are the records and property of the presbytery. The email system should be used only for business. The presbytery reserves the right to monitor the email system for any reason including to ensure that it is being used primarily for presbytery business purposes. There should be no expectation of privacy. Use of the email system for informal or personal use is permissible only within reasonable limits. Special consideration should be given to sending or forwarding sensitive information via the email system. Employees are expected to communicate with courtesy and restraint. Email messages should be written with the same care as other written documents. The presbytery reserves the right to issue email system security policies and practices.

Employees who use the email system for personal business or in violation of this policy shall be subject to corrective action up to and including dismissal.

The presbytery reserves the right to access email system records and disclose to law enforcement or government officials or to other third parties without notification to or permission from the employee sending or receiving the message.

8.09 Substance Abuse Policy

- 8.09a** The Presbytery is committed to providing a work environment free of the use of alcohol and other illegal substances. Employees are expected to be in suitable condition to satisfactorily and safely perform their jobs. All employees are expected to conscientiously follow this policy and to demonstrate a responsible attitude toward the use of alcohol and drugs. Alcoholic beverages or other drugs cannot be brought onto Presbytery-owned or leased premises or church offices in which Presbytery employees work, or consumed there at any time, except as medically necessary or as approved in accordance with a defined Presbytery function. Drinking alcoholic beverages or using drugs, other than for medical reasons, during work hours or breaks is not allowed, whether on or off presbytery/ church property. An employee reporting for work visibly impaired is unable to properly perform **their** duties and will not be allowed to work.
- 8.09b** If wine or other alcoholic beverages are provided at a Presbytery -related event, these beverages will normally be served after 5:00 p.m. and usually not at the office. It is expected that Presbytery employees will drink in moderation and conduct themselves in a professional manner. This includes the utilization of designated drivers when appropriate.
- 8.09c** The sale, purchase, transfer, use or possession of illegal drugs, the misuse of prescribed legal drugs, and the knowing involvement in such activity is prohibited. This policy is not affected by the recent legalization of recreational use of marijuana in Oregon and Washington as the Presbytery of the Cascades follows federal drug statutes where marijuana is still considered an illegal substance.
- 8.09d** Drugs prescribed by the employee's physician may be taken during working hours. The employee should notify **their** supervisor if the use of properly prescribed medication will affect the employee's work performance. Abuse of prescription drugs will not be tolerated.
- 8.09e** If an employee appears to be under the influence of drugs or alcohol, the Presbytery reserves the right to ask or require the employee to submit to testing procedures designed to detect the presence of drugs and/or alcohol. If an employee violates this policy or does not cooperate with any requested test, **they** may be subject to corrective action, including termination.
- 8.09f** Seeking assistance for a drug or alcohol addiction problem will not jeopardize an employee's retention. However, reoccurrence or continued problems with performance, unexcused attendance, and inappropriate workplace behavior will result in disciplinary action, including termination.
- 8.09g** This policy is not intended to restrict the immediate notification of police or other appropriate authorities when the situation demands their immediate intervention. In circumstances when a person's behavior requires that a person be restrained or removed from Presbytery premises, the supervisor should contact the local authorities.

9. EMPLOYEE COMPLAINTS

It is the policy of the presbytery to encourage good working relationships that affirm the importance of each individual and **their** contribution to the organization in an atmosphere of mutual respect.

9.01 Resolution of Employee Complaints

Employees are encouraged to take initiative in seeking answers to their questions or offering solutions to work-related problems through immediate discussion with their supervisors and/or the executive presbyter who staffs the Personnel & Administration Committee. Supervisors are expected to encourage honest and frequent communication with employees, to give prompt attention to suggestions, and to provide active assistance in dealing with concerns or complaints in a manner free from reprisal or retaliation.

The supervisor is the person through whom an employee should raise concerns. In resolving complaints, supervisors, the executive presbyter who staffs the Personnel & Administration Committee, and the Personnel & Administration Committee will take advantage of the full resources available for counsel and direction during the investigation and resolution process.

9.02 Sexual Misconduct/Sexual Harassment

It is the policy of the Presbytery of the Cascades to maintain a workplace free from any form of sexual misconduct, including sexual harassment, by any employees or by any non-employee work contacts. This policy is based on the Sexual Misconduct Policy adopted by the presbytery and as that document may be subsequently amended.

Our community depends on trust and civility. A willingness to recognize the dignity and worth of each person is essential to our mission. It is the responsibility of each person to respect the personal dignity of others. The Presbyterian Church (USA) expects members of the community to demonstrate a basic generosity of spirit that precludes expressions of sexual misconduct.

The scope of this Presbytery of the Cascades' policy is not limited to the physical location of the work place and relationships with other staff at that location. It includes contacts anywhere in connection with carrying out Church responsibilities and relationships with employees, volunteers, and members of any Presbyterian Church (USA) bodies or entities.

Any form of sexual misconduct is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

Allegations of sexual misconduct will be fully and fairly investigated. Appropriate corrective or disciplinary action, which may include dismissal from employment, will be taken according to the *Book of Order* and the policies of the Presbytery of the Cascades.

Sexual misconduct is the comprehensive term used in this policy.

9.02a Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment based on the declared judgment of the affected individual.

Further, sexual harassment may also include, but is not limited to, risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, insults, unwelcome and inappropriate hugs and kisses and suggestive pictures. The first time one of these activities takes place, it may not be considered harassment; if asked to stop and conduct continues or takes place again, it IS harassment.

9.02b Child Sexual Abuse

This type of sexual misconduct includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child or an adult is always considered forced whether or not consented to by the child. The upper age limit for status as a child is that recognized by the state in which the act of child sexual abuse was committed.

9.03 Procedures for Reporting Sexual Misconduct/Sexual Harassment

Employees who wish to make a complaint of sexual misconduct/sexual harassment should use the complaint process outlined in the Presbytery of the Cascades' policy for Sexual Misconduct/Sexual Harassment. Supervisors or managers who receive a complaint of sexual misconduct/sexual harassment or who believe in good faith that sexual misconduct/sexual harassment has occurred are required to report it to their supervisor, the executive presbyter who staffs the Personnel & Administration Committee, the stated clerk of the presbytery, and the Chair of Personnel & Administration Committee.

9.04 Records

Information concerning an employee complaint is to be held in strict confidence by all parties. Supervisors and other persons who investigate a complaint are to discuss it only with those individuals who have a need to know or who are needed to supply information in the course of the investigation.

9.05 Consequences

If a finding of discrimination or misconduct is made against an employee, corrective measures and/or disciplinary action will be taken and may include a warning notice, suspension, disciplinary probation, or dismissal.

Employees are not to be penalized or retaliated against for proper use of the complaint procedure. However, employees who raise complaints in bad faith or solely for the purpose of delay or harassment may be subject to disciplinary action up to and including dismissal.

Implementation of the complaint procedure by an employee does not limit the right of the Presbytery of the Cascades to proceed with any disciplinary action which is not in retaliation for the use of the complaint procedure.

10. SAFETY AND HEALTH

10.01 On-the-Job Accidents and Injuries

It is the policy of the presbytery to provide worker's compensation at the employer's expense for injuries incurred by employees while performing duties specifically related to the employee's position or while traveling on presbytery business.

Employees are responsible for reporting on-the-job accidents or injuries as soon as possible after the incident.

10.02 Worker's Compensation

Employees shall be covered by Worker's Compensation Insurance in accordance with the laws of Oregon.

All injuries, however slight, are to be reported to the supervisor and to the executive presbyter who staffs the Personnel & Administration Committee immediately. The presbytery is required to complete an accident report within 24 hours of the accident to the executive presbyter who staffs the Personnel & Administration Committee. Determination of worker's compensation coverage is made by the insurance company.

11. SEPARATION FROM EMPLOYMENT

11.01 Employment Separations

It is the policy of the presbytery that employment relationships are at will and may be terminated at any time with or without cause by the employee or the presbytery (except as otherwise required by state law and/or the *Book of Order*).

Terminations may occur for many reasons including voluntary resignation, employer initiated termination, reduction in force or position elimination, retirement, or death.

11.01a Voluntary Resignation

A resignation occurs as a result of the employee's own decision to leave the present position. Nonexempt employees ending employment voluntarily should give at least two weeks' notice; exempt employees should give one month's notice. Employees who resign will receive pay for time worked plus annual accrued and unused prorated PPL days.

11.01b Employer Initiated Termination, including Reduction in Force/Job Elimination

The employee will receive pay for time worked plus unused prorated PPL days and two weeks' notice. At the option of the Personnel & Administration Committee, the employee may receive two weeks pay in lieu of notice.

11.01c Retirement

Employees who retire will be paid for annual accrued, unused PPL days (vacation) and for all hours worked up to the date of retirement.

11.01d Death

Upon the death of an employee, all accrued, unused PPL days (vacation) and all unpaid time worked will be paid to the survivor of record.

11.02 Termination of Teaching Elders

All conditions for separation concerning Teaching Elders shall be compatible with the provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (USA).

11.03 Exit Conferences

An exit conference will be held with an employee whose period of employment is ending. The conference will include information on various benefits, arrangement for final pay, and return of all property: keys, employee identification card(s), credit cards, office equipment, etc. If appropriate, the conference shall also include a review and future recommendations regarding the position.

11.04 Separation Ethics

The Separation Ethics Policy for pastors of a congregation provides general direction and a standard for elected staff following their separation from employment as presbytery staff. It is important that former elected staff be responsible for observing appropriate ethical standards.

When a former staff member continues as a member of presbytery, that person shall have the full rights and responsibilities accorded every continuing member of presbytery including voice, vote and the holding of office. However, because of the special relationship between the staff member and presbytery, after employment ends, the former employee is to be reserved, circumspect and appropriate in any involvement in leadership roles in the presbytery.

EMPLOYEE HANDBOOK DISCLAIMER

I have received a copy of the "Employment Policies and Procedures in the Presbytery of the Cascades" [Revised: [November 2023](#)] and have read and understand its contents.

I understand the Presbytery of the Cascades is an "at will" employer, and, subject to the provisions of the *Book of Order*. Employment with the Presbytery of the Cascades is not for a fixed term or definite period and may be terminated at any time by either party, with or without cause.

In addition, I understand the Employment Policies and Procedures in the Presbytery of the Cascades are the Presbytery of the Cascades' policies and practices in effect on the date of publication. I understand these policies and procedures do not create or constitute a continuing contract of employment between any employee and the presbytery. I also understand these policies and procedures are continually evaluated and may be amended, modified, or discontinued at any time by the Presbytery's Leadership Commission upon recommendation of the Personnel & Administration Committee.

Sign and date to acknowledge receipt of this document and return it to the office of the [Administrative](#) Manager.

Print Name: _____

Signature: _____

Date: _____

ADMINISTRATIVE COMMISSION

MT. LAKI PRESBYTERIAN CHURCH, KLAMATH FALLS, OREGON

FOR ACTION

1. Dissolve Mt. Laki Presbyterian Church, Klamath Falls, Oregon on November 3, 2023 with celebration and thanksgiving for its faithful ministry.
2. Order the Stated Clerk to:
 - retain any members still on the rolls until December 31, 2024;
 - notify the General Assembly of the dissolution; and
 - take necessary steps to wind down the affairs and close the corporation.
3. Under Form of Government, G-4, All property of Mt. Laki Presbyterian Church is held in trust for the Presbyterian Church (U.S.A.). The Administrative Commission for Mt. Laki Presbyterian Church of the Presbytery of the Cascades ("Commission"), is authorized to take possession of all real and personal property, financial records, inventories of equipment, and arrange for transfer of title to the Presbytery of all accounts and real property known to be in the possession of Mt. Laki Presbyterian Church.
4. Authorize the Commission to approve the disposition of property or to arrange for its retention and storage for future use at the direction of the presbytery.
5. Authorize the Commission and/or the Board of Trustees to assert claim of the presbytery to any property of the Mt. Laki Presbyterian Church not known at this time or property which may come to the Mt. Laki Presbyterian Church as the beneficiary of a will or trust not known at this time.

Brief History of Mt. Laki Presbyterian Church

Mt. Laki Presbyterian Church was chartered in 1909 and in 1910, Mt. Laki began worshipping in a wood frame, clapboard-sided structure situated on a rural crossroads 13 miles from downtown Klamath Falls. By 1953, they had moved into the modest concrete block building they now occupy. In its 114 years of existence, the congregation has experienced many ups and downs. It would be some 40 years after its incorporation that Mt. Laki could claim a full time, resident pastor, Rev. John R. Delap, an ordained Southern Baptist minister. In 1953, the church installed Rev. William Ainley as its first fulltime Presbyterian minister. By the mid-1960s, under the leadership of Rev. Andrew Jarvis, church membership reached its all-time high of 212.

It was during this time frame that Mt. Laki began moving toward the progressive, socially conscious outlook and ministry that would mark its final five decades. From 1967 when the congregation called Rev. Clarke Vestal, who, "believed that the pastor and church must become involved in social and political affairs", until Rev. Dr. Richard (Rich) Christensen, retired in 2012, Mt. Laki's leadership was ahead of its time.

Between 1979 and 1994, the church was served by a total of four clergywomen—Rev. Pamela Novella, Rev. Carolyn Hampton, Rev. Elizabeth Wyatt, and Rev. Dr. Eileen Dunn—an amazing accomplishment given the times and prevailing conservative culture of the area.

With progressive leadership and courageous members, Mt. Laki provided an example in equality and social justice. They initiated a youth group exchange with teens from the largely Black Albina neighborhood in northeast Portland. They, along with the Klamath Falls United Congregational Church, co-sponsored a Chinese refugee family. Hunger, peacemaking, women's rights, migrant farmworker issues, and a

nondiscriminatory stand on sexual orientation often put them at odds with their decidedly conservative neighbors. At times their liberal perspective cost them members. Often without pastoral leadership and with their session moderated by appointed moderators, they remained true to their pursuit of social justice.

For the past 10 years, their pulpit supply preachers have been a revolving cast of ecumenical, evangelical, lay pastors, retired mainline ministers, and PCUSA Commissioned Ruling Elders. From time to time for nearly a year, a Reformed Church in Hungary minister serving as an exchange chaplain at nearby Kingsley Field filled their pulpit. As late as 2013, it seemed the 60-70 guests at their annual Sunday-before Thanksgiving dinners constituted a more socially diverse crowd than could be found in the rest of the Klamath Basin. It didn't matter who you were, if you made it to their doorstep, you were welcome to step inside.

This past year, health issues have taken their toll and the session can no longer conform to their own bylaws. On Friday, April 21, 2023, in response to a vote taken at Mt. Laki PC's 2023 Congregational Meeting, the Presbytery of the Cascades voted unanimously to appoint an Administrative Commission for the purpose of closing Mt. Laki Community Presbyterian Church. The Administrative Commission consists of Mike Hubbard (Medford, First), Evonne Hubbard (Medford, First), Beverly Hovenkamp (Minister member) and Paul Lewis (Ashland, First).

On September 10, 2023, Mt. Laki Presbyterian Church held its final worship service.

HONORABLE RETIREMENTS

The Commission on Ministry celebrates the Honorable Retirement of:

- Mike Wilson

Honorable Retirement Information follows in this report.

NEW MINISTERIAL MEMBERS

The Presbytery has received the following new Ministerial Members since our last Presbytery meeting in June 23, 2023:

- The Rev. Dawn Linder
- The Rev. Amanda Golbek
- The Rev. LaVonne Alexander

A Statement of Faith and Education and Work History for each follows in this report.

ACTIONS OF THE COMMISSION ON MINISTRY CENTRAL REGION**July 20, 2023 Commission on Ministry Central Actions****McKenzie Valley PC, Walterville, OR**

It was moved and adopted to appoint the Rev. Maggie Lewis as moderator of the session at McKenzie Valley Presbyterian Church.

The Rev. John Nestor

It was moved and adopted to validate the ministry of The Rev. Jon Nestor as Therapist / Supervisor at Oasis: Counseling and Psychotherapy LLC in Newport, OR [EOD #791]. The Chair will extend appreciation to the Rev. Nestor for his consistent and thorough Annual Reports.

First PC, Corvallis, OR

It was moved and adopted to concur in the action of First Presbyterian Church, Corvallis, OR, taken on May 24, 2023, to extend the Bridge pastor contact with the Rev. Scott Crane to serve as their part time [75%] pastor [EOD 108] until December 31, 2023, with terms as follows:

Salary	\$900 monthly	Housing	\$3,600 monthly
Professional Expense	\$0	Vacation	See Below
Continuing Education	++\$1,500/\$500	Study Leave	
Other: BOP Retirement only			

++ Continuing Education allocation not used prior to 6/30/2023 remains available through 9/1/23. Effective 9/1/23 an additional \$500 is available through 12/31/23.

** Four weeks vacation has been approved in previous contracts through 6/30/23. Additional vacation accrues at a rate of 10 hours per month beginning 6/30/23. If the contract is terminated prior to 12/31/23 accrued vacation will be included in a final salary payment.

Christ's Church United, Monmouth, OR

It was moved and adopted to concur in the annual terms of call for Pastor Steven Mitchell serving at Christ's Church, Monmouth, as a 20 hour per week (50%) Supply Pastor. Compensation was approved at a congregational meeting in December of 2022 as follows:

Salary	\$32,720	Housing	N/A
Professional Expense	\$1,800	Vacation	-0-
Continuing Education	-0-	Study Leave	-0-

Mill City PC, Mill City, OR

It was moved and adopted to appoint The Rev. LaVonne Alexander, as the full time (100%) supply pastor [EOD # 108] at Mill City Presbyterian Church, beginning August 1, 2023, with annual terms as follows. This action in accord with action taken by the session on June 26, 2023 with the Rev. John Moody serving as moderator.

Salary	\$34,529	Housing	\$21,600
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			

Affirmative Action/Equal Employment Opportunity requirements have been met.

Sexual Misconduct Policy sign-off has been received.

It was moved and adopted to request the transfer of The Rev. LaVonne Alexander from the Presbytery of Nevada and to enroll her as a member of the Presbytery of the Cascades upon receipt of transfer. History and Statement of Faith follow.

It was also moved and adopted to grant The Rev. LaVonne Alexander permission to moderate the session.

August 17, 2023 Commission on Ministry Central Actions

First PC, Corvallis, OR

Concur in the action of First PC, Corvallis, OR, taken at a session meeting on July 26, 2023, to extend the Temporary Pastoral Relationship contract with the Rev. Scott Crane to serve as their part time [75%] pastor [EOD 108] for September 1, 2023, to August 31, 2024, with terms as follows:

Salary	\$1,000 monthly	Housing	\$3,600 monthly
Professional Expense	\$2,500	Vacation	4 Weeks
Continuing Education	\$1,500	Study Leave	2 Weeks
Other: BOP Retirement only			

Job description is **found** in the meeting folder.

September 19, 2023 Commission on Ministry Central Actions

Salem First PC, Salem, OR

It was moved and adopted to concur in the action of Salem First PC, Salem, OR taken at a congregational meeting held on August 27, 2023, moderated by The Rev. Greg Bolt, to approve 2024 compensation as follows:

Salary	\$90,275	Housing	
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			
Three months sabbatical at full pay after each six years of service.			

The Rev. Dawn Linder

It was moved and adopted to approve the transfer of The Rev. Dawn Linder from the Presbytery of Des Moines and to enroll her as a member of the Presbytery of the Cascades upon receipt of transfer (EOD 701, Chaplain serving Other Institutions). Work History and Statement of Faith are in the meeting folder.

Prineville PC, Prineville, OR

It was moved and adopted to concur with the request of the Rev. Mike Wilson and Prineville PC, Prineville, OR, taken at a congregational meeting held September 16, 2023, moderated by The Rev. Mike Wilson to dissolve the pastoral, relationship between them effective September 10, 2023 (October 1, 2023 with BOP).

It was moved and adopted to grant the status of Honorably Retired to The Rev. Mike Wilson effective September 10, 2023. Information Form for Retirees has yet to be received.

It was moved and adopted to grant permission to the session to fill the pulpit and appoint The Rev. Dawn Linder as moderator of session. The final contract is pending.

Michael Lamb –

It was moved and adopted to allow COM Commissioner Michael Lamb, CRE to preside over the Lord's Supper at any congregation in the Central Region of the Presbytery of the Cascades when invited to do so by the session of that congregation.

Sabbatical Report

The post-Sabbatical report from the Rev. Jennifer Martin from Central PC, Eugene was received.

ACTIONS OF THE COMMISSION ON MINISTRY NORTHEAST REGION**June 20, 2023 Commission on Ministry Northeast Actions****Kenilworth PC, Portland, OR**

Appoint the Rev. Sue Van Stelle Moderator at Kenilworth.

Mt. Tabor PC, Portland, OR

Receive the Interim Report submitted by the Rev. Sandy Hackett for the period September 15, 2021, to May 31, 2023—final report. M/S/A

Mt. Tabor PC, Portland, OR

Appoint the Rev. Jeff Sievert (HR), as their (part time/50%) temporary Bridge Pastor [EOD #108] beginning June 12, 2023, to August 23, 2023, with weekly terms as follows. This action in accord with action taken by the session on May 22, 2023, with The Rev. Sandra Hackett serving as moderator. **M/S/A**

Salary	\$700 Weekly	Housing	N/A
Professional Expense	\$500	Vacation	7/20 – 7/24
Continuing Education	N/A	Study Leave	N/A

- Grant The Rev. Jeff Sievert permission to moderate the session.

Westminster PC, Portland, OR

Appoint the Rev. Lindsey Groves, as their (part time/50%) Temporary Supply Associate Pastor [EOD #108] beginning July 1, 2023, to August 31, 2023, with annual terms as follows. This action in accord with action taken by the session with the Rev. Gregg Neel serving as moderator. **M/S/A**

Salary	-0-	Housing	\$34,000
Professional Expense	\$291 for 2 months	Vacation	4 days including 1 Sunday
Continuing Education	\$125 for 2 months	Study Leave	1 Day
Dental	\$84 for 2 months		
Medical and Retirement through the Board of Pensions			

Appoint the Rev. Lindsey Groves, as their (full time/100%) Supply Associate Pastor [EOD #108] beginning September 1, 2023, to August 31, 2024, with annual terms as follows. This action in accord with action taken by the session with the Rev. Gregg Neel serving as moderator. **M/S/A**

Salary	\$27,2009	Housing	\$40,800
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Dental	\$1,000		
Medical and Retirement through the Board of Pensions			

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August 15, 2023 Commission on Ministry Northeast Actions**Rose City Park PC, Portland, OR**

Recognize the administrative commission that Installed the Rev. Elizabeth Leavitt as Pastor of Rose City Park PC, Portland, OR on July 23, 2023 at 3:00 pm

Gail Black, Ruling Elder, Rose City Park Pres, Portland, Vice Moderator for NE

Rev. Chris Grewe, Teaching Elder, Savage Memorial Presbyterian Church Portland

Rev. Josh Dunham, Teaching Elder, Covenant Presbyterian Church, Gresham

Brian Emery, Ruling Elder, Rose City Park Presbyterian, Portland

Nancy Woo, Ruling Elder, Calvary Presbyterian Church, Portland

Carol Powers, Ruling Elder, Valley Community Presbyterian Church, Portland

Also dismiss the AC with gratitude!

MSP

Mt. Tabor PC, Portland, OR

Concur in the action of Mt. Tabor PC, Portland, OR, taken at a congregational meeting held on July 29, 2023, moderated by The Rev. Jeff Sievert, to call the Rev. Amanda Golbek to serve as their $\frac{3}{4}$ time (75%) Pastor [EOD #101] beginning September 7, 2023 with annual terms as follows:

Salary	\$54,000	Housing	TBD
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			
Attendance at an upcoming, Presbytery sponsored Boundary Training Class			
Three months sabbatical at full pay after each six years of service.			

- Request the transfer of the Rev. Amanda Golbek from the Presbytery of Chicago and enroll as a member of the Presbytery of the Cascades upon receipt of transfer. History and Statement of Faith are in meeting folder
- Grant The Rev. Amanda Golbek permission to moderate the session until her installation.
- Affirmative Action/Equal Employment Opportunity requirements have been met.
- Sexual Misconduct Policy sign-off has been received.
- Express appreciation to The Rev. Jeff Sievert and Sandra Hackett for their service as Bridge Pastor and Interim Pastor at Mt. Tabor PC.

MSP

Calvary PC, Portland, OR

Concur in the action taken by the session of Calvary PC, Portland, OR, on June 22, 2023, to renew the Supply Pastor Covenant with the Rev. Joan Miller beginning August 1, 2023, full-time (100%) with annual terms as follows:

Salary	\$25,810	Housing	\$50,000
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Other-SECA	\$5,799	Other	
Full pension under the Board of Pensions.			

MSP

Cont. next page

September 19, 2023 Commission on Ministry Northeast Actions**The Rev. Chauncey Handy M/S/A**

Grant permission for Rev. Chauncey Diego Francisco Handy, minister member of National Capital Presbytery, to labor within the bounds of Cascades Presbytery throughout his service at Reed College, Portland, OR, and notify National Capital Presbytery that this permission has been granted.

Mt. Scott Park PC, Portland, Oregon M/S/A

Approve the commission to install the Rev. Sue Van Stelle at Mt. Scott PC, Portland, OR, on Sunday September 24 during worship. Member of the commission are:

Rev. Dr. Jennifer Ackerman
Rev. Dr. Dick Wiggers
Elder Gail Black
Elder Valerie Lyons
Elder Melissa Olmsted

Columbia PC, Vancouver, WA M/S/A

Affirm the commission which installed the Rev. Matt Overton at Columbia PC, Vancouver, WA on Sunday, September 10 during worship. Members of the commission were:

Rev. Mickie Drummond (served as Vice Moderator appointee, chairing commission)
Rev. John Wallace
Rev. Scott Peterson
Elder Scott Wiley: Cascades Presbyterian Church
Elder Julie Mauer: Columbia Presbyterian Church

ACTIONS OF THE COMMISSION ON MINISTRY NORTHWEST REGION***July 27, 2023 Commission on Ministry Northwest Actions*****Hillsboro PC, Hillsboro, OR**

M/S/P to concur in the request of Hillsboro PC, Hillsboro, OR, to begin a local area Stated Supply Pastor search as opposed to a national search.

Multnomah PC, Portland, OR

M/S/P to concur in the Ministry Discernment Profile - with COM feedback provided by Joanna Dunn - as submitted by the congregation of Multnomah PC, Portland, OR.

Plymouth PC, St. Helens, OR

M/S/P to receive the Stated Supply job description and concur in the request of Plymouth PC, St. Helens, OR, to begin a search. Recognize with gratitude the conclusion of service Rev. Paulette Mixon Weller at Plymouth on July 23rd, 2023.

The Rev. Mark McIlraith

M/S/P to validate the ministry of the Rev. Mark McIlraith as host/pastor of soma.digital a ministry using gaming technology and platforms for “the purpose of spiritual formation by leading devotionals, sermons, testimonials, and so forth, building an online immersive community of faith.” (EOD 791), pending reiteration of Separation Ethics with Lake Grove are reinforced by Clark, including funding efforts.

Valley Community PC, Portland, OR

M/S/P to concur that the congregation can proceed with the Ministry Discernment Profile as submitted by the PNC of Valley Community PC, Portland, OR, with COM feedback provided by Sharon Ziel so that they may begin their search for a Pastor (EOD 101).

Lake Grove PC, Lake Oswego, OR

M/S/P to approve the position description for the Interim Pastor at Lake Grove Presbyterian Church, Lake Oswego, OR, with COM feedback by Audrey so that they may begin their search for an Interim Pastor.

August 23, 2023 Commission on Ministry Northwest Actions**First PC, Newberg, OR**

M/S/P to appoint the following Administrative Commission to install The Rev. Chris Murphy as pastor of First PC, Newberg, OR, on September 10, 2023 at 10am.

Vice Moderator, Gail Black

Ruling Elder, Ciaran Hynes, First PC, Newberg

Ruling Elder, Pete Oliver, Westminster PC, Portland

Teaching Elder, Paul Belz-Templeman, Presbytery of the Cascades, Stated Clerk

Teaching Elder, Kelly Dickson, Come to the Table, NWC

The Rev.s John and Sylvia Dilworth

M/S/P to transfer The Rev.s John and Sylvia Dilworth to Inland Presbytery upon its request.

The Rev. Brett Webb-Mitchell

M/S/P to transfer The Rev. Brett Webb Mitchell to Santa Fe Presbytery upon its request so he may serve La Mesa Presbyterian Church in Albuquerque, New Mexico.

The Rev. Jim Wallace

M/S/P to concur in the action of Rise Church, Tigard, OR, to grant the Rev. Jim Wallace a 2-week sabbatical leave with full pay, to be taken November 11 to 27th.

September 28, 2023 Commission on Ministry Northwest Actions**Hillsboro PC, Hillsboro, OR**

M/S/P to receive and concur in the Position Description for a Stated Supply Pastor for Hillsboro PC, Hillsboro, OR with the suggestion that they add Conflict Management to the responsibilities.

Hillsboro PC, Hillsboro, OR

M/S/P to concur in the action of Hillsboro Presbyterian Church, Hillsboro, OR, taken at a session meeting held August 15, 2023, moderated by The Rev. Brian Craker, to renew the interim covenant between them from September 16, 2023, to September 15, 2024 to serve as their part time / 75% interim pastor with annual terms as follows:

Salary	-0-	Housing	\$60,000
Utilities		Social Security Allowance	\$4,590
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			

Clatskanie PC, Clatskanie, OR

M/S/P to appoint The Rev. Derek Richman as their part time, 50% Supply Pastor[EOD #108] beginning August 1, 2023, for 3 years ending July 31, 2026 with annual terms for 2023/24 as follows. This action is in accordance with action taken by the session at the July meeting with The Rev. Derek Richman serving as moderator.

Salary	\$18,614	Housing	\$15,500
Utilities	N/A	Social Security Allowance	\$2,610
Professional Expense	\$1,750	Vacation	Four Weeks
Continuing Education	\$750	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			

A. Grant The Rev. Derek Richman permission to moderate the session.

ACTIONS OF THE COMMISSION ON MINISTRY SOUTH REGION***June 28, 2023 Commission on Ministry South Actions*****North Bend, First PC**

Appoint Hugh Anderson to train elders at First PC, North Bend, to serve communion while pastor is on sabbatical.

2023 South Region Minister Compensation

MSP a motion to approve the 2023 Minister Compensation with correction to typo on Roseburg percentage of increase.

August 25, 2023 Commission on Ministry South Actions**Elders Certified to Serve Communion at Central Point MSP**

Accept the report given by Hugh Anderson and confirm First PC, Central Point, Ruling Elders, Teresa Bergh, Donna Miller and Frances Robinson have been trained to administer the sacrament of communion and to approve their doing so.

Honorably Retired Information Form

Michael Gregory Wilson

Date of Retirement: 9/10/2023

Seminary and other post-seminary studies: MDiv, San Francisco Theological University, May 2013

Ordained (date, presbytery): 9/09/2014, Sacramento Presbytery

Work History (Indicate how long at each position):

Installed Pastor Prineville Presbyterian Church 1-05-2014 to 9/10/2023

Service to governing bodies: PCUSA/Commission on Ministry; service on 2 ordination commissions.

Special honors, awards or accomplishments: Lutheran Community Services Northwest Board of Directors, Redemption House Ministries Board of Directors (local homeless shelter), Young Life Advisory Committee, Crook County Foundation Board of Directors, Crook County Faith and Community Based Network.

Family: wife Kathleen, daughters Kindra, Allison, Amy, and Alyssa (guardian)

Retirement plans: More time with aging parents and children and grandchildren, camping, fishing, home projects - and waiting to see where God leads my heart in this next season of life once I catch my breath including pulpit supply.

Dawn M. Linder
Faith Statement

I believe that God is the sovereign source of all things, visible and invisible. Karl Barth says it well, simply and profoundly, that the opening words of scripture tell us all that is necessary about creation: "In the beginning God." In scripture we see how God has been faithful throughout the generations, and we are guided in how we are a part of God's story of love for God's creation.

I believe Jesus is the Son of God, the son of Man, fully divine and fully human, existing from the beginning of all time with the first and third persons of the Trinity. Because of the sinful nature we are born with, humanity needs a Savior that we may be forgiven of our sins. Jesus was born of Mary, lived his life on earth as a human being, tempted as we are, was able to sin, but remained sinless. He died on a cross fulfilling the prophecies of God, being an atoning sacrifice on our behalf that we could be reconciled with God. As the perfect sacrifice he was able die once for us all, fulfilling the sacrificial system of the Hebrew Bible.

I believe in the Holy Spirit, the third person of the Trinity, who came to reside within all believers on the occasion of Pentecost, to be our Counselor, Comforter and Advocate to strengthen teach and guide us in our Christian faith.

The Trinity is a mystery of the Christian faith which we cannot fully comprehend but we affirm this truth as evidenced in Scripture; one God in three persons - Father, Son and Holy Spirit; Creator, Redeemer, Sustainer; Speaker, Word and Breath; there are a variety of analogies and ways of referring to the Trinity, each giving us a different perspective and insight into the nature of God, but each lacking and falling short; therein we experience the necessity of faith in affirming what we know and believe to be true in spite of not fully comprehending.

Church - I believe the church to be Christ's body on earth. We as Christians are called to be a part of a congregation and participate in the mission and ministry of God, being connected, strengthened and encouraged in our faith as we join in common purpose. We are also part of the catholic church, the universal church, which is unseen, but we are united with the saints from the ages who have gone before us, and we will be united at the final banquet in eternity.

Sacraments are physical, tangible signs and reminders of God's grace in our lives; as forgetful and fallible human beings, God gives us visible reminders of grace. We have two sacraments - baptism and the Lord's Supper - because Jesus instituted both of them and told us to do likewise.

Baptism is a sign and seal of God's grace to us, a visible sign of an inner working of God; although we are participants in this sacrament, the emphasis is on God's grace and faithfulness to us, not on our actions. Water is a symbol of cleansing and life, of renewal and rebirth, and through baptism we enter into the covenant God established with Abraham, Isaac and Jacob, and ultimately fulfilled in the person of Jesus Christ our Savior. The original sign of the covenant, circumcision, has been replaced with the more inclusive sign of baptism, symbolizing the repentance and turning from sin that is necessary as we turn from our sinful nature to choose the ways of God.

The Lord's Supper is an opportunity for us to remember Christ's atoning sacrifice where he took our place on the cross; through his death and resurrection we are able to be reconciled with God. Christ is spiritually present in the breaking of the bread and pouring of the wine and as we gather at our Lord's Table we are reminded of God's faithfulness and strengthened for ministry and mission. It is also a foretaste of the final banquet when all God's children will be gathered in joyous celebration for eternity.

Scripture is God's Written Word to us, witnessing to God's self-revelation, and the reading, hearing preaching and confessing of the Word are central to Christian worship (W-2.2001).

I live as a person who has hope. Even when I don't understand why life happens the way it does, with the challenges and tragedies that are inevitable, I know that God is good and compassionate, God is able to do all things, and all things work together for good for those who love God and are called according to God's

purposes. I have the reassurance that no matter what happens, God specializes in bringing good out of bad, blessing out of tragedy, and life out of death. We see this in the Garden of Eden with the Fall of Adam and Eve, and God has continued to accomplish this transformation throughout history recorded in scripture as well as in our individual lives. At the culmination of life on earth as we know it, Christ will return triumphantly, and we will be raised to everlasting life even as Jesus was raised from the grave, and we will be joined with all God's people in heaven for eternity.

Dawn Linder

WORK EXPERIENCE

NOVEMBER 2018 TO PRESENT: HOSPICE CHAPLAIN FOR ST CHARLES HEALTH

OCTOBER 2017 – NOVEMBER 2018: ADMINISTRATIVE ASSISTANT FOR CPE

AUGUST 2016 – SEPTEMBER 2017: CLINICAL PASTORAL RESIDENCY, COVENANT HEALTH IN LUBBOCK, TX

JANUARY 2014 – AUGUST 2016: HOSPICE CHAPLAIN, ST CROIX HOSPICE IN ANKENY, IA

SEPTEMBER 2009 – JANUARY 2014: PASTOR AND HEAD OF STAFF, HIGHLAND PARK PRESBYTERIAN CHURCH IN DES MOINES, IA

SEPTEMBER 2003 – SEPTEMBER 2009: PASTOR OF EBENEZER PRESBYTERIAN CHURCH IN RENVILLE, MN

OCTOBER 2001 – SEPTEMBER 2003: PASTOR OF FIRST PRESBYTERIAN CHURCH IN NEWTON, IL

FEBRUARY 1999 – OCTOBER 2001: ASSOCIATE PASTOR OF KISHWAUKEE COMMUNITY PRESBYTERIAN CHURCH IN STILLMAN VALLEY, IL

EDUCATION

- ACCEPTED TO DMIN PROGRAM IN LEADERSHIP AND SPIRITUAL DEVELOPMENT AT GEORGE FOX UNIVERSITY STARTING FALL 2019
- CLINICAL PASTORAL EDUCATION (CPE) RESIDENCY (4 UNITS) AT COVENANT HEALTH IN LUBBOCK, TX
- CLINICAL PASTORAL EDUCATION (CPE) – 3 EXTENDED UNITS AT METHODIST HOSPITAL IN DES MOINES, IA 2010-2013
- MDIV AT FULLER THEOLOGICAL SEMINARY IN PASADENA, CA IN 1994
- BA IN PHILOSOPHY/RELIGION/PSYCHOLOGY AT JAMESTOWN COLLEGE IN JAMESTOWN, ND IN 1990

CONTINUING EDUCATION

SEPTEMBER 2014: SEMINARS WITH DR. WILLIAM HOY:

STRATEGIES FOR ASSESSING AND ADDRESSING COMPLICATED GRIEF
THE VITAL ROLE OF SOCIAL SUPPORT IN COMPLICATED GRIEF

SEPTEMBER 2014: SEMINARS WITH DR. ALAN WOLFELT:

HEALING YOUR GRIEVING HEART: EXPLORING PRACTICAL TOUCHSTONES FOR CARING FOR YOURSELF
THE ART OF "COMPANIONING" THE MOURNER

APRIL 2014: CONFLICT RESOLUTION IN CONGREGATIONS THROUGH DES MOINES PASTORAL COUNSELING CENTER
INSTITUTE FOR THE PRACTICE OF MINISTRY

SEPTEMBER 2013-MARCH 2014: INTENTIONAL INTERIM TRAINING

AMANDA GOLBEK STATEMENT OF FAITH

I believe in God, the Father, who forged out of the formless and void the blue skies and beyond; from the muddiest swamps to the greenest fields, God created and saw that it was good. To keep watch over this bountiful and blessed creation, I believe that God gently and lovingly crafted humanity in God's image and placed us in community. I believe that from the beginning God's provision has been sufficient, but that we have repeatedly succumbed to sin, turning away from God. Despite being broken and sinful people who turn from God, God never turns away from us, but has offered us grace and forgiveness through Jesus Christ.

I believe that God revealed God's self to us in Jesus Christ. Christ, fully human and fully divine, was in the world preaching a radical message and ministering to all. Jesus brought the message of all-consuming, life-altering love. "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbor as yourself.' (Luke 10:27) Christ was beaten, humiliated, and put to death like a common criminal because of this message. Death is not where the story, our story, ends. I believe Christ transformed death, and rose on Easter morning to life everlasting. I believe Christ broke our bondage to sin, redeeming our relationship with God and offering us a new life, a life of eternal union with God.

I believe that the Spirit moves in us to acknowledge the gift that has been given us through Christ, bringing us to faith. The Spirit works to stir the Church to continue Christ's mission on this earth—to bring glory to God and work for the sake of the ever-present, yet still to come, Kingdom of God. The Spirit moves to guide and shape our understanding of the Scriptures, helping us to discern God's call on our lives as individuals and as a community. I believe that as we falter the Holy Spirit renews us as we come to the table and partake of the Lord's Supper.

Through the work of the Spirit, Christ has called us into community as the Church. As a community we come together to worship and observe the sacraments. I believe baptism and the Lord's Supper are visible signs of an invisible grace. In the sacraments of baptism and the Lord's Supper we come before God as broken individuals; laying down our brokenness, we claim God's love and call on our lives.

I believe the Bible is the inspired word of God, written by God's people. It is the record of God's journey with Israel, the revelation of God's son in Jesus, and the witness of the movement of the Spirit in the early Church. I believe the Church is called to share the Word of God as discerned through the Bible.

I believe Christ will come again to bring about the fulfillment of the Kingdom of God, whose in-breaking we are charged to witness to in all that we do. I believe all these things in the name of the Father, the Son and the Holy Spirit. Amen

Work Experience:**April 2023 – July 2023**

First Presbyterian Church of Evanston
Interim Acting Head of Staff

500 member Church Evanston, Illinois

March of 2018 - Present

First Presbyterian Church of Evanston
Minister Children and Youth

500 member Church Evanston, Illinois

(Position was originally director level. Position was expanded into pastoral capacity.)

November 2013 – August 2017

Kirk of Kildaire, Presbyterian
Associate Pastor of Youth and Young Adults

1,200 Member Church Cary, North Carolina

September 2012 – July 2013 (Limited term position)

Groomspoint Presbyterian Church 400-500 Member Church Groomspoint, Northern Ireland
Assistant Minister

Formal Education:

Doctor of Ministry, expected completion 2024, Fuller Theological Seminary, Pasadena, California

Master of Divinity, May 2012, Princeton Theological Seminary, Princeton, New Jersey

Bachelor of Arts with Honors, June 2009, University of Oregon, Eugene, Oregon
Double Major in Comparative Literature and Religious Studies

Continuing Education:**2016:**

Certificate in Youth and Theology, Princeton Theological Seminary
The Princeton Forum on Youth Ministry, Princeton Theological Seminary
Multi-Church Pilgrimage to the Holy Land, Jerusalem, Israel

2015:

Restructuring Relevance, Remaining Resilient: Adaptive Leadership in the Changing Church, Montreat Conference Center

The Princeton Forum on Youth Ministry, Princeton Theological Seminary
Interfaith Dialogue Trip to Turkey with Institute of Islamic and Turkish Studies

2014:

Duke Convocation and Pastor's School Conference, Duke University
Faith in Our Music Conference – Many Voices, Diverse Chords, Common Hopes
Union Theological Seminary
The Princeton Forum on Youth Ministry, Princeton Theological Seminary

2013:

Taizé Monastery week long retreat
“Godly play” certificate course, Limerick, Republic of Ireland
Teen Self-Harm Workshop, Queen's University Belfast

2008:

Pilgrimage along the Camino de Santiago pilgrimage route

LaVonne Alexander – Brief Statement of Faith

I believe in one God the triune God: God the Father, God the Son, God the Holy Spirit. God the Father created all things by His Word. God the Son willingly left his exalted place, became fully human, while remaining fully divine, and came to earth as the man Jesus Christ. God the Holy Spirit, who comes to dwell in the hearts of believers. I believe that God's one desire toward humanity has always been the desire for communion & relationship. God reaches out to us so that we might glimpse something of God's glory. For when we begin to understand the transcendent magnificence of God, we worship. God endowed human persons with free will, in order that we might choose intimacy with Him. Sadly, the first human beings gave themselves over to their desire to be gods to themselves. With their decision for self-will humanity fell into a state of sin. That event, and its continuing consequence, brought death into the world, creating a chasm between Life (God) and humanity. This breach required God's own sacrifice to restore to the human race the ability to once again be in harmony with our Creator. It is for this purpose that God took on human flesh in order to bridge the gulf of sin and death between God and humanity. Because Christ was crucified and died, and was raised from the dead by God, Christ alone has the power/authority to determine eternal life. Jesus' death was the sacrifice required to fulfill the Law, without which humanity would never escape the tyranny of Death. Christ's death and resurrection stand complete, and Christ's promise of victory over death, is pure gift and nothing we could ever earn; it is there to be received. By God's grace, we are justified and adopted into God's family by our faith. Christ is the fulcrum through whom we must interpret the past, in whom we live in the present and by whom we move into the future. God's Holy Spirit is the same Spirit present at creation; the Spirit Jesus promised to humanity after his resurrection. That Spirit is the one who quickens our hearts and gives us the courage to claim our faith. The Spirit works in our innermost being to transform us into the Selves that God intends us to be. The Spirit opens our minds to the truth of Holy Scripture; speaks to us in a "still, small voice;" speaks to us through the Word proclaimed; heals & comforts; guides & encourages. Christ's body-the Church-is called to do His work in the world: ministering to the needy; working for peace in the world; speaking out against hatred, and working for justice for all human beings everywhere. While these works are vital, they do not, cannot, gain salvation. Rather they are our living offering of love to God. We reach out to express God's love to each other because we understand the enormity of the gift God has given us: unfailing love, healing, wholeness and abundant life now and for eternity. Although we continue to live in a fallen world, we can be assured of the final victory of Life over Death.

LaVonne Alexander - Education:

Music, Voice Performance
incomplete degree 1982
California State University, Los Angeles
Bachelor Equivalency, FTS 1996

Master of Divinity, Spirituality
Fuller Theological Seminary
Pasadena, California
December 1999

Continuing Education:

Sexual Misconduct Seminary
Dr. Carolyn Meador
Fuller Theological Seminary
April 1, 2000

Whitworth Institute of Ministry
1-week teaching conference
Whitworth University, Spokane, WA
July 2006 - July 2008

CPE, Fall 1999
Methodist Hospital
Santa Anita, CA

West Coast Presbyterian Pastors' Conference
1-week teaching conference
Mt. Hermon, CA
Spring 2001 - 2011, 2013, 2015, 2020-2023

LaVonne Alexander - Work experience:

July 2019 – present: Solo Pastor
First Presbyterian Church, Elko, NV

July 2015 – June 2019: Solo Pastor
Yoked congregations: Cordell and Colony
Presbyterian Churches, Cordell and Colony, OK

March 2014 – July 2015: Pulpit Supply
Quartz Hill Presbyterian Church, Quartz Hill, CA

September 2001 – June 2008: Solo Pastor
Community Presbyterian Church of the Lakes,
Lake Hughes, CA

March 1999 – June 2000: Intern to
Interim Solo Pastor (non-ordained)
Knox Presbyterian Church, Pasadena

REPORT OF THE STATED CLERK

FOR ACTION

1. NECROLOGY REPORT [Consent Agenda]

The following are the names, as reported to the Stated Clerk, of deceased presbyters since the meeting of The Presbytery of the Cascades, June 24, 2023. *(Clerks of Session are reminded to inform the Stated Clerk as soon as possible after a death occurs so that the clerk's report might be made to presbytery in timely fashion. It is not necessary to wait until the filing of a congregation's Annual Statistical Report to notify the presbytery office. Necrology Report forms can be found on the website.)*

MINISTER	DATE
Rolland C. Carter	September 10, 2023
James P. Freda, Jr.	September 15, 2023

ELDER	CHURCH	CITY	DATE
Nancy Walker Morgan	John Knox Presbyterian Church	Keizer, OR	June 19, 2023
Sally Ann Baker	Central Presbyterian Church	Eugene, OR	June 24, 2023
John Clifford Gregor	Central Presbyterian Church	Eugene, OR	July 13, 2023
Elizabeth Louise Taylor Burke Welch	Yachats Community Presbyterian	Yachats, OR	July 23, 2023

Action: Thank God for the lives and ministries of these officers and servants of the church.

2.) REPORT OF RESIGNATION FROM SERVICE [Consent Agenda]

Joshua Dunham, Chair of New Ministries Team	July 31, 2023
Evonne Hubbard, member New Ministries Team	August 5, 2023

Action: Accept these resignations with appreciation for the service given.

3.) REPORT OF APPOINTMENTS BY THE MODERATOR FOR SERVICE [Consent Agenda]

Marsha Johnson	COM-NE Class of 2024	October 12, 2023
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Action: Confirm the appointment made by the moderator with appreciation for the willingness to accept appointment to the service.

4.) REPORTS OF ADMINISTRATIVE COMMISSIONS [Consent Agenda]

The following Administrative Commissions have reported the accomplishment of the work of their Commissioning:

Cont. next page

East Woods PC, Vancouver, WA

The Administrative Commission appointed to install the Rev. Joyce Emery as Pastor of East Woods PC, Vancouver, WA, on Sunday, June 4, 2023, at 4pm has reported the accomplishment of its work as commissioned:

Elder Gail Black, NE Region Vice Moderator, Cascades Presbytery
Elder Roberta Schlechter, St. Andrew's PC, Portland
Elder Dale Peterson, East Woods PC, Vancouver
Rev. Charlottle Mace, St. John's PC, Camas, WA
Rev. Margaret Mitsuyasu, First PC, Vancouver, WA
Rev. David Emery, Lacey PC, Olympia Presbytery
Rev. Lynell Caudillo, HR, Seattle Presbytery

Beth Putney Ordination

The Administrative Commission appointed to ordain CPM Candidate Bethany Putney at 5pm on Sunday, July 9, 2023, at Columbia PC, Vancouver, WA, has reported the accomplishment of its work as commissioned. Beth has been ordained to serve as Pastoral Resident at San Marino Community Church, San Marino, CA. Members of the Administrative Commission are:

Elder Gail Black, NE Region Vice Moderator, Presbytery of the Cascades
Rev. Paul Belz-Templeman
Rev. Matt Overton
Rev. Brian Craker
Elder Julie Mauer, Columbia PC, Vancouver
Elder Genny Roberts

Rose City Park PC, Portland, OR

The Administrative Commission appointed to install the Rev. Elizabeth Leavitt at Rose City Park Presbyterian Church, at 3 pm on Sunday, July 23, 2023, has reported the accomplishment of its work as commissioned. The members of the Administrative Commission are:

Elder Gail Black, Vice Moderator NE Region of Cascades Presbytery
Rev. Chris Grewe, Teaching Elder, Savage Memorial Presbyterian Church Portland
Rev. Josh Dunham, Teaching Elder, Covenant Presbyterian Church, Gresham
Elder Brian Emery, Rose City Park Presbyterian, Portland
Elder Nancy Woo, Calvary Presbyterian Church, Portland
Elder Carol Powers, Valley Community Presbyterian Church, Portland

First PC, Newberg, OR

The following Administrative Commission to install the Rev. Chris Murphy as Head Pastor of First PC, Newberg, OR, on Sunday, September 10, 2023, at 11am has reported the accomplishment of its work as commissioned:

Elder, Gail Black, NE Regional Vice Moderator, Cascades Presbytery
The Rev. Kelly Dickson
The Rev. Paul Belz-Templeman
Elder Lory Albright, First Presbyterian Church, Newberg
Elder Pete Oliver, Westminster Presbyterian Church, Portland

Columbia PC, Vancouver, WA

The following Administrative Commission to install the Rev. Matt Overton as Head Pastor of Columbia PC, Vancouver, WA, on Sunday, September 10, 2023 at 10:30am has reported the accomplishment of its work as commissioned:

Rev. Mickie Drummond (served as Vice Moderator appointee, chairing commission)
Rev. John Wallace
Rev. Scott Peterson
Elder Scott Wiley, Cascades Presbyterian Church
Elder Julie Mauer, Columbia Presbyterian Church

Mt. Scott Park PC, Portland, Oregon

The following Administrative Commission to install the Rev. Sue Van Stelle as Designated Pastor of Mt. Scott PC, Portland, OR, on Sunday, September 24, 2023, at 11am has reported the accomplishment of its work as commissioned:

Elder, Gail Black, NE Regional Vice Moderator, Cascades Presbytery
Rev. Dr. Jennifer Ackerman
Rev. Dr. Dick Wiggers
Elder Gail Black, NE Regional Vice Moderator, Cascades Presbytery
Elder Valerie Lyons, Mt. Scott Park PC, Portland
Elder Melissa Olmsted, Rose City Park PC, Portland

FOR INFORMATION

1.) UPCOMING MEETINGS OF THE PRESBYTERY

April 19 – 20, 2024 In person with venue TBD
July 12 – 13, 2024 Online via Zoom

2.) SESSION RECORD REVIEWS

Just under **75%** of session proceedings have been accomplished within the last two months and the results of those reviews are given at the end of this report. On behalf of the presbytery, the Stated Clerk gives thanks to all Clerks of Session who completed reviews. [**Appendix A of this report**]

3.) SYNOD REVIEW OF PRESBYTERY MINUTES

The minutes of stated meetings of the Presbytery from November, 2022 through June, 2023 have been reviewed and approved without exception by the Synod of the Pacific, September 10, 2023.

4.) PERMANENT JUDICIAL COMMISSION MEMBERS AND OFFICERS

The following list fulfills the requirement that the Stated Clerk shall keep a current roster of those members of the Permanent Judicial Commission whose terms have expired within the past six years, and report that roster annually to the presbytery. (D-5.0206b)

Cont. next page

PJC Cont. Members of the Permanent Judicial Commission whose terms have expired within the past six years:

Class of 2018

Ric Neese	Lincoln City	[C]
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Class of 2020

Sharon Hasenjaeger	Portland	[NW]
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Doug Blomgren	Portland	[NW]
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Montee Kennedy	Florence	[C]
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Class of 2022

Audrey Schindler	Portland	[NW]
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Susan Massey	Portland	[NW]
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5.) INFORMATION REQUIRED BY CONSTITUTION AND SYNOD OF THE PACIFIC

- A. The Presbytery has established a rule regarding the Committee on Representation in accord with G- 3.0103

Bylaws Article VIII.B.4 The presbytery shall elect seven persons, including the chair, to serve on the Committee on Representation to meet the requirements and fulfill the responsibilities specified in the Constitution.

- B. Evidence that the Presbytery has a manual of administrative operations, a sexual misconduct policy and a child and youth protection policy:

The Presbytery of the Cascades *Manual of Operations* consists of Bylaws and Standing Rules which are available on the Presbytery website along with the sexual misconduct policy and the child and youth protection policy at the bottom right of this webpage:

<https://cascadespresbytery.org/documents/>

- C. The Stated Clerk submitted all annual forms and other reports requested by the General Assembly for 2022 as required by G-3.0302b.
- D. In accordance with G-3.0112, the presbytery has obtained property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers through the Insurance Board.
- E. As required by G-2.0508, the Stated Clerk reports that the following Minister member is neither retired, nor engaged in validated ministry nor a member at large: William Syrios.

Session Record Reviews 2023

As of October 19, 2023

Bold Church denotes review in process--final report not yet received.**M denotes Minutes Reviewed****A denotes a Financial Review was completed****Central Region Churches**

Albany, United		
Aurora PC	M	-
Bend, First	M	-
Corvallis, First		
Corvallis, Korean		
Cottage Grove, First	M	A
Creswell, First	M	A
Dallas, First	M	-
Eugene, Central	M	A
Eugene, Peace	M	-
Eugene, Westminster	M	A
Florence, PC of the Siuslaw	M	A
Keizer, John Knox	M	A
Lebanon, First	M	-
Lincoln City, Chapel by the Sea		
McMinnville, First		
Mill City, Mill City	M	A
Monmouth, Christ's Church	M	-
Newport, First		
Pacific City, Nestucca Valley		
Prineville, Prineville	M	-
Redmond, Community		
Salem, Salem First		
Salem, Westminster	M	-
Waldport, Community		
Waltersville, McKenzie Valley	M	-
Woodburn, First		
Yachats, Community		

Northeast Region Churches

Camas, St. John's	M	-
Eagle Creek, Eagle Creek	M	A
Estacada, Springwater		
Fairview, Smith Memorial	M	-
Gresham, Covenant	M	-
Milwaukie, Milwaukie	M	-
Milwaukie, Oak Hills	M	-
Moro, Moro Community		
Portland, Calvary	M	-
Portland, Grace	M	-
Portland, Kenilworth	M	-
Portland, Moreland	M	A
Portland, Mt. Scott Park	M	-
Portland, Mt. Tabor		
Portland, Piedmont	M	-
Portland, Rose City Park	M	-
Portland, Savage Memorial	M	-
Portland, Westminster	M	A

NE Region Churches Cont.

Trout Lake, First		
Vancouver, Cascades	M	A
Vancouver, Columbia	M	A
Vancouver, East Woods	M	-
Vancouver, First	M	A
Vancouver, Korean		
Warm Springs		

Northwest Region Churches

Aloha, Reedville		
Astoria, First	M	-
Beaverton, Southminster	M	A
Clatskanie, Clatskanie	M	-
Hillsboro, Hillsboro	M	A
Hillsboro, Orenco	M	-
Hillsboro, Tualatin Plains		
Lake Oswego, Lake Grove		
Newberg, First	M	A
Portland, Bethany		
Portland, First	M	-
Portland, Hope Korean		
Portland, Multnomah		
Portland, Oregon Yedam		
Portland, St. Andrew's	M	A
Portland, Valley Community	M	-
St. Helens, Plymouth	M	A
Tigard, Rise Church	M	A
Tualatin, Tualatin		
Warrenton, Pioneer		
West Linn, Emmanuel	M	-

South Region Churches

Ashland, First	M	A
Bandon, First		
Brookings, Brookings		
Central Point, First PC		
Gold Beach, First		
Grants Pass, Bethany		
Lakeside, Community		
Lakeview, First		
Malin, Basin Community		
Medford, First		
Myrtle Creek, Tri City	M	-
Myrtle Point, First	M	-
North Bend, First	M	A
Phoenix, First		
Reedsport, United	M	-
Roseburg, First	M	A



PO Box 964 Petaluma, CA 94953-0964
Phone 707-765-1772 Fax 707-765-4467

September 10, 2023

Paul Belz-Templeman
Stated Clerk
Presbytery of the Cascades
245 S Bancroft, Ste D
Portland, OR 97239

Dear Paul

This letter is to acknowledge and affirm that the minutes of the Presbytery of the Cascades for the below dates have been reviewed and approved without exception:

November 4-5, 2022
January 18, 2023
February 28, 2023
April 21-22, 2023
June 23, 2023

Thank you for your ministry!

Blessings

Rev. Dr. Seth A. Normington
Temporary Stated Clerk
Synod of the Pacific