**PRESBYTERY OF NORTHERN WATERS STATED MEETING**

**First Presbyterian Church, Rice Lake, WI**

**May 4, 2017**

Rev. Jim Deters began the day with the Call to Worship and Prayer.

Moderator, Leslie Anderson called the meeting to order at 10:12 AM.

**Presbytery approved the docket** with the addition of a Synod Report from Rev. Barry Boyer.

Rev. Chris McCurdy, pastor of the Rice Lake church, welcomed everyone and explained that the church has installed a hearing system which is available to all. He encouraged everyone to check out the remodeling they have done, especially the fellowship hall and the youth rooms, thanks to a generous bequest from a member.

First time elders were introduced and Leslie thanked Rev. Rich Blood for doing the orientation for new elders.

Rice Lake – Samantha Sikorski

Cornell – Doris Thompson

Chippewa Falls – Lynda Butek

Ashland – Russ Fish

Rev. Kathryn Reid Walker, pastor of the First Presbyterian Church of Eau Claire was welcomed as a new member of the Presbytery of Northern Waters and a first- time attendee.

**CLERK’S REPORT**

Brad Carloss, Stated Clerk declared that Ann Gerlich would be the Roll Clerk, Betty Starkey would be the

Recording Clerk and that the roll would be established by registration.

**Presbytery approved** the seating of the following corresponding members:

Rich Swartwood, Executive Director, Clearwater Forest

Diana Barber, recently retired from the Synod of Lakes and Prairies, Ruling Elder, Westminister Presbyterian Church, Minneapolis, MN.

**The roll, formed from the registration, follows:**

**Roll of Teaching Elders-Minister Members**

Matthew Arneson P Corey Larsen P

Rich Blood P Elizabeth Liebenstein E

James Deters P Chris McCurdy P

Dorothy Duquette P Linda Burr-Moxley E

John D. Gibbs E Kathryn Nelson P

Kalvin Hanhart P Tony Oltmann A

Calvin Harfst A Chips Paulson E

Janelle Harrison P Karen L. Schuder P

Joel Huenemann P Arlin Talley P

Kimbrel Johnson E Kerry Clark Tomhave A

Kari L. Jutila P Lon Weaver E

Jeremiah Knabe P Robyn Weaver P

Doug Workman P

John Yingling E

**Honorably retired**

Duane Aslyn – HR E Robert Hickman - HR E

Wm. P. Anderson – HR E Charles House – HR E

Bruce Calbreath – HR E Sharon J. Johnson – HR E

Brad Carloss – HR P Nancy Knapp – H E

Harry Colquohoun-HR E Robert Light – HR E

Peggy Cooper - HR E Margaret Z Morris – HR E

James DeSchmidt – HR E Eric Nielsen – HR - E

David Gabriel – HR E Mary Pol – HR - E

John G. Gibbs – HR E John Pressler -HR E

Robert Goodin – HR E Ken Ribe -HR P

Sue Goodin – HR E Darrel Robertston – HR P

Graden Grobe – HR E Barbara Streng – HR E

David T. Guthrie – HR E Roger Waid – HR E

Merle Harberts – HR E

Ron Henley- HR E

**Churches** **Ruling Elder Commissioners**

Ashland-Presbyterian-Congregational Russell Fish

Babbitt-Woodland

Bayfield-Bayfield

Bemidji-First

Bigfork-First

Bigfork-Bowstring

Blackduck-First

Bovey-Lawron

Brule-Brule Mike Anderson

Calumet-Community

Carlton-Paine Memorial

Chippewa Falls-First Lynda Butek

Cloquet-Presbyterian Church of Cloquet

Coleraine-First United

Cornell-First Doris Thompson

Duluth – First Ted Policka

Duluth-Glen Avon Gary Cross

Duluth-Lakeside Jill Christie

Duluth-Pike Lake

Duluth-Westminster Paul Rigstad

Eau Claire-First Liz Snyder

Eau Claire-North

Ely-First

Goodland-

Gordon-First Ron Brown

Grand Rapids-Community

Hannibal-New Hope

Hibbing-First

Hurley-First

Iron River-Calvary

Ironwood-First

Keewatin-Cong. of the Good Shepherd

Lac du Flambeau-Community

Lake Nebagamon-First

Manitowish Waters-Community

McGrath-Calvary

McGregor-Round Lake

Park Rapids-Trinity Frank Moody

Phillips-First Jean Woolf

Rice Lake-United Samantha Sikorski

Saxon-Saxon-Gurney Community

Silver Bay-United Protestant

Solon Springs-First Nancy Stannard

Superior-Country Peace Sue Hendrickson

Superior-United Deb Emery

Tamarack-First

Tower- St. James

Two Harbors-United Lenore Johnson

Virginia-Hope Community

Wahkon-McGrath

Warba-Presbyterian Church

Willow River-First Deb Stewart

Winter-First

Wrenshall-First

**Corresponding Members:**

Diana Barber

Rich Swartwood – Clearwater Forest

**Commissioned Ruling Elders**

* Betty Starkey, – Willow River
* Bev Thompson – Cornell, Hannibal
* Jack Fashbaugh – Iron River
* Leslie Anderson- Pioneer Parish
* Cindy Martinson – Pike Lake

**Council Members** (Those not accounted for elsewhere)

* Mary Voss – COM
* Bill Gravelle—Personnel and F&B
* Jan Lestos - PW

**Under Care**

* None

**Visitors, Observers**

* Richard Snyder
* Bilhenry Walker
* Rosemary Moody
* Sylvia Cross
* Jeanne Brown
* Claudia Scott Welty
* Barbara Stewart

**Staff**

* Jay Wilkinson
* Ann Gerlich

**COUNCIL REPORT**

Overtures and Bylaws

Rev. Arlin Talley brought the following recommendations from Council.

* The Council recommends approval of the Guideline for Parental Leave of Those Providing Ministry in Congregations as an addition to the Manual of Operations with instructions to the Stated Clerk to number appropriately.
* The Presbytery Council, acting as the Overtures and Bylaws Committee, recommends to the Presbytery of Northern Waters the approval of all the Amendments to the PC (USA) Constitution submitted by the 222nd General Assembly (2016)
  + It has been reported by the Office of the General Assembly that all Amendments have already received sufficient numbers of presbyteries voting in the affirmative to be approved.

Rev. Corey Larsen made a motion that the two recommendations be separated so that Amendments to the Constitution, specifically 16:B relating to people who have renounced the jurisdiction of the church and 16:G relating to replacing the directory for worship could be addressed. Motion was seconded and carried.

Guideline for Parental Leave of Those Providing Ministry in Congregations

The Committee on Ministry recognizes the need for guidelines of those providing ministry to a congregation and sessions in arriving at a contract to cover time off resulting from pregnancy, adoption, or guardianship. The purpose of these guidelines is to suggest reasonable terms for such leave.

**A. Maternity Leave**: When a person providing ministry to a congregation becomes pregnant, the Session or appropriate employing agency shall be consulted within a reasonable and appropriate time of a physician’s confirmation of the pregnancy. Maternity leave should ordinarily begin with the physician’s certification that the person providing ministry to a congregation can no longer perform her duties and end when she is medically released by her physician to return to her professional duties. This is ordinarily **an eight-week period, during which the person providing ministry to a congregation shall receive full effective salary and full Pension dues.**

In the event of medical complications, the Session or employing agency shall be consulted and the person providing ministry to a congregation shall make arrangements for additional leave with the Session or employing agency. A person providing ministry to a congregation may lengthen the period of maternity leave at her discretion by using accrued vacation.

**B. Paternity Leave:** If a person providing ministry to a congregation’s spouse becomes pregnant, the person providing ministry to a congregation shall notify the Session or employing agency within a reasonable amount of time of a physician’s confirmation of the pregnancy. A request for paternity leave shall be made no later than a month before the requested leave is to begin. Paternity leave may ordinarily be four to eight weeks in length, during which time the person providing ministry to a congregation shall receive full effective salary and full Pension dues. If additional leave is necessary, it shall be arranged in consultation with the session and Committee on Ministry. A person providing ministry to a congregation may lengthen the period of paternity leave at his discretion by using accrued vacation.

**C. Adoption Leave:** Recognizing that the adoption of a child requires as much of a transition as the birth of a child, a person providing ministry to a congregation who is adopting shall be granted leave commensurate with maternity or paternity leave. The time of the leave ordinarily begins when the child is placed in the parent’s hand. If additional leave is necessary, the Session or employing agency shall be consulted. A person providing ministry to a congregation may lengthen the period of adoption leave at his or her discretion by using accrued vacation.

**D. Additional Considerations:** These guidelines shall be considered in negotiating appropriate family leave. 1. Study leave shall not be used for maternity, paternity, or adoptive leave; 2: “Re-entry” may be scheduled on a full-time or part-time basis as agreed upon by a person providing ministry to a congregation and session, with medical approval; 3 If a person providing ministry to a congregation initiates dissolution within one year following maternity, paternity, or adoption leave, any unused vacation time shall be credited against the leave; 4. Should a person providing ministry to a congregation experience a miscarriage or still birth, she/he shall be given the maternity/paternity leave she/he would have received had the pregnancy been carried to term with no complications; 5. The time periods listed are intended to be an annual benefit, not to be accrued.

**E.** If the amount of leave time needs to be extended, the duration of the extended leave will be agreed upon between the person providing ministry to a congregation, the Session and Committee on Ministry. During the period of time when a leave is extended beyond eight weeks, a person providing ministry to a congregation’s salary will be paid an amount agreed upon between the professional staff member and the Session. The person providing ministry to a congregation’s housing allowance, health benefits, pension benefits, child care, contributions to qualified retirement and investment plans, and medical reimbursement expenses will continue to be paid in full during the entire period of the leave. The person providing ministry to a congregation and the Session shall consult with the Board of Pensions of the Presbyterian Church (U.S,A.) to ensure compliance with all requirements regarding compensation during the period of extended leave.

**F**. Upon completion of leave, the person providing ministry to a congregation will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis.

**Presbytery approved the recommendation**

April 18, 2017: The Presbytery Council, acting as the Overtures & Bylaws Committee, recommend that the Presbytery of Northern Waters approve all of the Amendments to the PC(USA) Constitution submitted by the 222nd General Assembly (2016). It has been reported by the Office of the General Assembly that all Amendments have already received sufficient numbers of presbyteries voting in the affirmative to be approved.

Paul Rigsted was a delegate to the 222nd General Assembly (2016) and gave an explanation of amendments to the PC (USA) Constitution.

Cory Larson spoke to change in title from teaching elder to minister of word and sacrament.

**Presbytery approved all the amendments**

**Finance and Budget**

Bill Gravelle presented the Independent Accountant’s Review Report for 2015 and 2016 and Jay Wilkinson explained that an unqualified opinion is a good thing.

**INDEPENDENT ACCOUNTANT’S REVIEW REPORT**

Finance and Budget Committee

The Presbytery of Northern Waters

Superior, Wisconsin

We have reviewed the accompanying financial statements of The Presbytery of Northern Waters (Presbytery), a nonprofit corporation, which comprise the statements of assets, liabilities and net assets – modified cash basis as of December 31, 2016 and 2015, and the related statements of support and revenue collected and expenses paid and changes in net assets-modified cash basis, statements of mission expenses, and statements of local church support and administration, for the years then ended, and the related notes to the financial statements which have been prepared on the modified cash basis. A review includes primarily applying analytical procedures to management’s financial data and making inquiries of Presbytery management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant’s Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to in accordance with the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis of our conclusion.

Accountant’s Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting, as described in Note 1.

**THE PRESBYTERY OF NORTHERN WATERS**

**SUPERIOR, WISCONSIN**

**STATEMENTS OF ASSETS, LIABILITIES, AND NET ASSETS – MODIFIED CASH BASIS**

**DECEMBER 31, 2016 AND 2015**

ASSETS 2016 2015

Cash 321,917 $ 412,151

Loan Receivable 8,750 10,000

Investments 362,272 290,925

Property and Equipment 165,799 165,799

Less Accumulated Depreciation (130,259) (126,222)

Total Assets $ 728,479 $ 752,653

LIABILITIES AND NET ASSETS

Liabilities $ -0- $ -0-

Net Assets – Unrestricted 728,479 752,653

Total Liabilities and Net Assets $ 728,479 $ 752,653

See Independent Accountant’s Review Report and Accompanying Notes

**THE PRESBYTERY OF NORTHERN WATERS**

**SUPERIOR, WISCONSIN**

**STATEMENTS OF SUPPORT AND REVENUE COLLECTED AND EXPENSES PAID**

**AND CHANGES IN NET ASSETS – MODIFIED CASH BASIS**

**FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015**

SUPPORT AND REVENUE 2016 2015

Per Capita $133,161 $139,627

From the Synod of Lakes and Prairies

Presbytery Support 27,704 27,720

Presbytery Treasury Service

Received from Churches 135,235 101,943

Paid to the Synod of Lakes and Prairies (43,158) (22,422)

Offerings

Received 13, 256 61,310

Paid to the Presbyterian Church (USA) (89,139) (80,364)

Interest/Investment Income 9,662 24,369

Unrealized Gains (Losses) 2,072 (968)

Total Support and Revenue $188,793 $251,215

EXPENSES

Program Services

Mission $ 31,044 $ 39,420

Local Church Support 76,238 70,122 Support Services - Administration 105,685 92,058

Total Operating Expenses $212,967 $201,600

CHANGES IN NET ASSETS $ (24,174) $ 49,615

UNRESTRICTED NET ASSETS, BEGINNING OF YEAR 752,653 703,038

UNRESTRICTED NET ASSETS, END OF YEAR $728,479 $752,653

**Presbytery Received the Accountant’s Review Report**

Jay Wilkinson presented Statement of Activities Summary for the three months ending March 31, 2017 and the Statement of Financial Position for March 31, 2017.

**Presbytery voted to receive the Statements**

Jay introduced Ann Gerlich, Office Manager and thanked her for the work she has done to make the transition since the death of the Administrative Assistant, Jackie Walen.

**Committee on Ministry (COM)**

Rev, Robin Weaver called attention to several contracts that had been received, as reported in the Consent Agenda.

She stressed that the Guideline for Parental Leave of Those Providing Ministry in Congregations be referred to when finalizing contracts. It’s exciting that young pastors are coming to our Presbytery and this is important for them.

She also called attention to Page 4 which lists the Seminary Assistance Grants that were approved.

A. Items approved by the Committee on Ministry on behalf of the Presbytery (Consent Agenda):

February 4, 2017: COM voted on behalf of Presbytery to approve the Working Agreement between the Rev. Barbara Birkeland, The Rev. Paul Birkland and the Cloquet Presbyterian Church for Temporary Supply according to the following terms:

**Working Agreement for the Services of**

**Barbara Birkeland**

The following comprises of Working Agreement between the Cloquet Presbyterian Church.

Cloquet Presbyterian Church of 47-4th Street Cloquet, MN 55720 and Cloquet Session

Who hereby agree(s) to serve as Temporary Supply of the above organization in accordance with the following terms:

1. Duties of the Sunday services, preparation of services, home visits, monthly moderator of session meetings, with the understanding that available time will be allotted accordingly.

2. Time Expectations: The average working week will be 10 hours.

3. Temporary Supply will take July and August off and the last Sunday of each month, making this a 10 month contract.

4. Relationships:

a. The Temporary Supply, as moderator of session, shall relate to all church boards and committees as would an installed minister, but within the terms specified in items 1 & 2 above.

b. The person shall attend Presbytery meetings and otherwise be an active participant in the life and work of The Presbytery of Northern Waters, and shall cooperate fully with the Committee on Ministry and other Presbytery personnel (including the Presbytery appointed moderator of session).

c. The Temporary Supply will cooperate fully with the Presbytery appointed-moderator of session, who is to provide supervision and/or consultation.

d. If the Temporary Supply, is not a member of The Presbytery of Northern Waters, he or she shall be a corresponding member of Presbytery for the duration of this Working Agreement.

e. The person shall support and promote the doctrinal stance of the Presbyterian Church (U.S.A.) Directory of Worship; discipline as described in the Presbyterian Church (U.S.A.) Book of Discipline; and in general the mission and program of the Presbyterian Church (U.S.A.).

5. Remuneration: The above organization will provide to the person fulfilling this Working Agreement the following remuneration during the life of the Working Agreement:

a. $200.00 per month cash salary, based on the time expectation specified in number 2 above

b. $100.00 per month for utilities allowance.

c. No Pension

d. IRS Standard rate for auto/travel expenses allowance

e. Two (2) weeks per year paid vacation, to be allotted in accord with the person's time of service. For example: If two (2) weeks per year, the person would be entitled to one week's vacation with pay, after three (3) months served under this Working Agreement

f. Two (2) weeks per year for continuing education time with $500.00 expense money to be allotted.

6. Duration of the Working Agreement:

a. This Working Agreement shall become effective when signed by the person(s) fulfilling this Working Agreement, the Clerk of session, and the Presbytery Committee of Ministry Representative. The expected beginning date of this Working Agreement is: January 1, 2017 to December 31, 2017.

a. The Working Agreement is expected to be in effect for approximately 10 months.

b. The Working Agreement shall be valid for no longer than one year; prior to which time, if both principal parties wish and extension, such shall be negotiated with/through the Presbytery's Committee on Ministry.

c. Modification to this Working Agreement may be initiated by any of the three (3) parties; and when negotiated to the satisfaction of all three (3) parties and signed by each, become effective.

d. Additional hours and duties may be agreed to between the two (2) parties, with remuneration to be added in relation to the hours and remuneration specified in the Working Agreement. The additional hours and duties shall be stated in writing and singed by the two (2) principal parties.

They shall also be approved by the Committee on Ministry and/or its authorized representative.

The Working Agreement may be terminated up 30 days written notice by either primary party, or the approval of the Presbytery of Northern Waters or is authorized representative (the Committee on Ministry).

Working Agreement for the Services of

Paul Birkeland

The following comprises of Working Agreement between the Cloquet Presbyterian Church.

Cloquet Presbyterian Church of 47-4th Street Cloquet, MN 55720 and Cloquet Session

Who hereby agree(s) to serve as Temporary Supply of the above organization in accordance with the following terms:

1. Duties of the Sunday services, preparation of services, home visits, monthly moderator of session meetings, with the understanding that available time will be allotted accordingly.

2. Time Expectations: The average working week will be 10 hours.

3. Temporary Supply will take July and August off and the last Sunday of each month, making this a 10 month contract.

4. Relationships:

a. The Temporary Supply, as moderator of session, shall relate to all church boards and committees as would an installed minister, but within the terms specified in items 1 & 2 above.

b. The person shall attend Presbytery meetings and otherwise be an active participant in the life and work of The Presbytery of Northern Waters, and shall cooperate fully with the Committee on Ministry and other Presbytery personnel (including the Presbytery appointed moderator of session).

c. The Temporary Supply will cooperate fully with the Presbytery appointed-moderator of session, who is to provide supervision and/or consultation.

d. If the Temporary Supply, is not a member of The Presbytery of Northern Waters, he or she shall be a corresponding member of Presbytery for the duration of this Working Agreement.

e. The person shall support and promote the doctrinal stance of the Presbyterian Church (U.S.A.) Directory of Worship; discipline as described in the Presbyterian Church (U.S.A.) Book of Discipline; and in general the mission and program of the Presbyterian Church (U.S.A.).

5. Remuneration: The above organization will provide to the person fulfilling this Working Agreement the following remuneration during the life of the Working Agreement:

a. $200.00 per month cash salary, based on the time expectation specified in number 2 above

b. $100.00 per month for housing allowance.

c. No Pension

d. IRS Standard rate for auto/travel expenses allowance

e. Two (2) weeks per year paid vacation, to be allotted in accord with the person's time of service. For example: If two (2) weeks per year, the person would be entitled to one week's vacation with pay, after three (3) months served under this Working Agreement

f. Two (2) weeks per year for continuing education time with $500.00 expense money to be allotted.

6. Duration of the Working Agreement:

a. This Working Agreement shall become effective when signed by the person(s) fulfilling this Working Agreement, the Clerk of session, and the Presbytery Committee of Ministry Representative. The expected beginning date of this Working Agreement is: January 1, 2017 to December 31, 2017.

a. The Working Agreement is expected to be in effect for approximately 10 months.

b. The Working Agreement shall be valid for no longer than one year; prior to which time, if both principal parties wish and extension, such shall be negotiated with/through the Presbytery's Committee on Ministry.

c. Modification to this Working Agreement may be initiated by any of the three (3) parties; and when negotiated to the satisfaction of all three (3) parties and signed by each, become effective.

d. Additional hours and duties may be agreed to between the two (2) parties, with remuneration to be added in relation to the hours and remuneration specified in the Working Agreement. The additional hours and duties shall be stated in writing and singed by the two (2) principal parties.

They shall also be approved by the Committee on Ministry and/or its authorized representative.

e. The Working Agreement may be terminated up 30 days written notice by either primary party, or the approval of the Presbytery of Northern Waters or is authorized representative (the Committee on Ministry).

February 4, 2017: COM approved the motion to release David Oliver-Holder to the Presbytery of Illinois.

March 14, 2017: COM approved the request of Ken Ribe to transfer to the Presbytery of Northern Waters.

COM approved the request of Nancy Deevers to transfer to the Presbytery of Northern.

March 14, 2017: COM voted on behalf of Presbytery to approve the following Seminary Debt Assistance grants:

* James Deters $8000, retroactive to January 1, 2014
* Chris McCurdy, $2000 for 2017, contingent on his showing documentation that $6000 was paid
* last year.
* Katherine Walker, $3000, retroactive to July 1, 2016.

A grant for Lawrence Lee was tabled until the next meeting of COM. More information is requested.

March 14, 2017: COM approved the working agreement between Charlie Butler and First Presbyterian Church, Hibbing with the addition in red.

**Working Agreement**

**Charlie Butler**

**And First Presbyterian Church, Hibbing, MN**

March – May, 2017 – Temporary Pulpit Supply

Preaching three Sundays each month

June – August, 2017 – Bible Study Teacher

Lead weekly Bible study for 12 weeks (excluding July 2, 2017) in lieu of summer

Worship.

o Charlie will be supervised by Peggy Mielke, a member of the Session Worship Committee. Joel Huenemann, CPM Chair, will be the intermediary if there is mediation needed between Charlie and Peggy.

Charlie will give two weeks notice if he will be unable to be present on a Sunday.

Charlie will have the bulletin information to the church by Wednesday.

Charlie shall be paid a $100 honorarium for each Sunday, plus $35 mileage, not to exceed the IRS mileage.

March 14, 2017: COM approved the transfer of Lawrence Lee to White Water Valley Presbytery, Indiana.

March 14, 2017: COM approved the appointment of Nancy Emerson (Northern Plains Presbytery) to act as Moderator of the Park Rapids Session.

March 14, 2017: COM voted, on behalf of Presbytery, to approve the Working Agreement between Betty Starkey for Commissioned Ruling Elder and the United Presbyterian Church of Willow River, MN according to the following terms:

Beginning Date: March 1, 2017 for 12 months

Time Expectations: 20 hrs/week

Cash Salary: $4,375/year

Pension: None

Manse: No

Housing/Utilities: $8,125/year

Travel/Mileage: $2,500/year

Vacation: 4 weeks (including unused vacation from 2016)

Continuing Ed: 2 weeks with $1,000 in vouchered expenses

Other:

This contract meets AAEOE requirements.

March 14, 2017: COM approved the Working Agreement between the Bayfield Presbyterian Church and the Rev. William Handy for interim pastoral services according to the following terms.

**Bayfield Presbyterian Church**

**Interim Pastor Contract**

General

The following agreement between the session of the Bayfield Presbyterian Church and the Rev. William Handy is for interim pastoral services beginning on Sunday, March 19th, for a period of one year.

This is a full-time time position for approximately 40 hours per week, thru June 15th, 2017, at which time the position becomes 3/4 time, 30 hours/week.

The interim pastor shall be responsible for pastoral leadership that shall include the following:

Responsibilities and Duties

1. Serve as moderator of the session and congregation, upon appointment by the presbytery

2. Lead worship and preach at regular and special worship services, working with the worship

committee chair person to arrange substitute preachers when necessary

3. Officiate at sacraments, weddings, and funerals

4. Serve as head of staff

5. Assist the congregation in the interim tasks of:

- celebrating the church’s history

- strengthening and continuing ties with presbytery, synod and GA

- leading the church to a renewed vision for their future

- providing for smooth transition of congregational leadership

- preparing for the welcoming of the new pastor

6. Provide administrative leadership

7. Pray for the congregation

8. Be available as a resource person for the church school, youth group and other groups of the church

9. Lead the congregation in reaching out into the community and in performing its ministry of healing

and reconciliation

10. Call on the sick and home bound, and make hospital visits as necessary

11. Provide leadership to the board of deacons

When ¾ time begins, session shall no longer expect the interim pastor to meet duties 8 & 9.

Support

The session agrees to support and encourage the interim pastor by:

· Working faithfully with the interim pastor

· Communicating regularly with the interim pastor about pastoral concerns and needs within the congregation, issues in the life of the church and community, and personal & institutional difficulties that need to be addressed

· Continuing to do the work of the session and committees and other assignments and duties of ruling elder

· Assisting the interim pastor in accomplishing the interim goals listed elsewhere in this agreement

· Praying with and for the interim pastor and his family

· Providing adequate compensation

· Reviewing his/her ministry with the interim pastor every six (6) months. A six month and one-year review are required, the one-year review to be reported to presbytery.

Compensation

After 6/15/17

Salary $ 50,900.00 $ 38,175.00

Housing/Utilities $ 17,100.00 $ 12,825.00

BOP Pension and Medical None

Medical deductible None

SECA offset $ 3,820.00 $ 2,865.00

Auto allowance (vouchered at IRS rate) $ 3,500.00

Study Leave/Cont. Ed allowance (vouchered) $ 1,000.00

Two weeks study leave (14 days including two Sundays)

Vacation: 1 week per quarter, accumulative during length of tenure

Sick Leave: 1 day per month, accumulative during length of tenure

Goals for the Interim Ministry

1. Coming to Terms with History

It is important for congregations to know their history so that they can appreciate their heritage and at the same time be aware of the issues and concerns that need to be resolved in order to move freely into the future.

2. Discovering a New Identity

Identity is the task of understanding "who we are now in our present context and what it is we understand God is calling us to be." It is the task of developing the vision to which a congregation is being called.

3. Shifts of Power/Leadership Changes

In most congregations over a period of time the leadership begins to take on much of the style and values of the previous pastor. When that pastor leaves, there is often a time when persons who have been in leadership rethink their commitment and determine whether or not they want to continue in leadership positions. Other persons often find the interim time an opportunity to take leadership roles. This is an opportune time to empower those who are out of power and to welcome leadership gifts from all parts of the congregation.

4. Rethinking Denominational Linkages

Congregations often are not aware of the support and resources they receive from their middle judicatory and national denominational structures. That relationship is normally more visible while the structures of the church beyond the congregation are engaged in working with the congregation in moving through the interim period and seeking to find the right pastor to call. The transition time helps raise the awareness of a congregation to its denominational heritage, ministries and resources.

5. Commitment to New Leadership and to a New Future

When a congregation has developed a shared vision of its future and has sought to call a pastor to help lead it in moving into that future, there will probably be a new commitment both to that new leader and to that new future.

Extensions, Termination, and Transition

TERMINATION BY SESSION

a.) If a new pastor is identified by the PNC prior to the termination date of this agreement, the session shall give written notice of termination of this contract to the interim pastor of at least 30 days.

b.) If the session terminates the interim pastor agreement for another reason before the end of the contract, after presbytery concurrence, the session shall continue salary and housing 30 days after termination unless the interim pastor is retired or has other employment.

TERMINATION BY INTERIM PASTOR

a.) If this agreement is terminated by the interim pastor, after presbytery concurrence, the termination date shall be no sooner than thirty days after the session receives written notice from the interim pastor. The interim pastor may choose to use vacation/study leave during this period, if available. If the interim pastor terminates the agreement, he forfeits any compensation beyond the 30-day period.

RENEWAL OF AGREEMENT

Renewal of this agreement, for any length of time, shall be at the invitation of session, the agreement of the interim pastor, and with presbytery concurrence. Ordinarily, renewal of the agreement will be for a one-year period. Such renewal, including specific length of time, shall be entered upon the minutes of session and communicated to the interim pastor and presbytery in a written letter.

Other Stipulations

It is the understanding of the session and the interim pastor that the interim pastor will not be a candidate to serve as the next installed pastor.

The interim pastor agrees not to speak with any candidate interested in the position of pastor for this congregation unless contacted by that candidate or invited to do so by the PNC. Should potential candidates contact the interim pastor, he will answer openly and honestly all questions but shall refrain from volunteering information. The interim pastor shall report that contact immediately to the PNC without reporting the content.

The interim pastor will not be involved in the work of the PNC, except in an advisory capacity if invited by the PNC.

**COM recommends** that the Presbytery approve dissolving the pastoral relationship between the Reverend Joel Huenemann and the United Presbyterian Church, Superior, WI upon his retirement effective June 30, 2017, contingent on the approval of the congregation (congregational meetings is scheduled for May 14, 2017.)

**Presbytery voted to approve the recommendation**

**COM recommends** to Presbytery that the Reverend Joel Huenemann beHonorably Retired effective June 30, 2017.

**Presbytery voted to approve the recommendation.**

**Committee on Preparation for Ministry (CPM)**

Rev. Joel Hunemann reported on the status of the four candidates under the care of the Presbytery:

* Paula Tibbs – Eau Claire – Pres. Center in World Mission – French speaking African congregation. Looking for a part-time job in the Louisville area.
* Kate Rupert – graduating from Dubuque. Goal is to be campus minister. Get a PHD in Hebrew and teach at the university level.
* Charlie Butler – Rice Lake – Living in Grand Rapids and works for the Grand Rapids school system. Working as temporary supply at the Hibbing Church.
* Robert Drake – Grand Rapids – graduating from Princeton. Has completed exams.

**Nominating Committee**

Rev. Matthew Arneson reported that the following people had agreed to serve on the Nominating Committee and asked that Council move the nomination of these people.

* Candy Deal -Coleraine 19-1
* Mark Distin – Phillips 19-1
* Sue Hendrickson – Pioneer Parish 19-1

**Council moved the nomination of these people**.

**Presbytery voted to approve the nomination of Candy Deal, Mark Distin, and Sue Hendrickson to the Nominating Committee.**

The Nominating Committee recommends the addition of the following people to COM.

* Rev. Jim Deters, Ashland 19-1
* Rev. Ken Ribe, Honorably Retired 19-1

**Presbytery voted to approve** the addition of Rev. Jim Deters and Rev. Ken Ribe to COM.

Rev. Arneson invited everyone to the groundbreaking celebration for the new downtown facility of the First Presbyterian Church of Phillips, WI on May 25, 2017 at 1:00 P.M. A catered reception will follow.

**Program Strategy –**

Rev. Karel Hanhart presented the following report from the Program Strategy Committee

**PROGRAM STRATEGY COMMITTEE**

1. J. Herbert Nelson, Stated Clerk of the PC(USA) will be preaching and presenting at the October Presbytery Meeting. This meeting will be held at Clear Water Forest on Friday, October 27th and Saturday, October 28th. There will be more details sent out as we get closer to the meeting.
2. The February 3rd 2018 Presbytery Meeting will be held at First Presbyterian Church in Duluth. A program idea is being developed for this meeting. Currently we are pursuing the idea of having separate workshops for Clerks, Treasurers, Pastors, and Elders.
3. We are still soliciting ideas for preachers, programs or speakers for upcoming Presbytery Meetings. So far we have received the following topic ideas. Please contact Rev. Karel Hanhart if you have any suggestions.
4. Creating church partnerships
5. Breaking out meetings for treasurers, clerks, pastors, and elders
6. Workshop on Biblical Story Telling
7. Workshop on use of Social Media by Churches

4.Paul Rigstad, Deb Emery, Russ Fish and Cathy Hecht reported on PDA trip to Louisiana. Everyone was pleased with

the accommodations, the work that they were given to do and the camaraderie among the over 20 people who

went. All said they would go again. Paul emphasized that the PDA trip was totally funded by area churches with

$1000 returned to the Presbytery.

5.Brad Carlos told about the trip he and Cheryl made to Portugal and showed a video made by Joao Guimaraes who

Who is very excited about the Montijo Presbyterian church. They visited eight different churches. The

Strategy Committee will be talking more with their new “President” when he or she is elected at the end of May. If

you are interested in participating in a partnership either as a church or Pastor to Pastor please contact Rev. Brad

Carloss or Rev. Karel Hanhart.

6. The New Web Site and Face Book Page is being used more and more. The Web Site Password it is info4you. There is also a spot on the web site to give suggestions for upcoming Presbytery meeting speakers, topics, and preachers. We need your assistance to make Presbytery meetings informative and useful.

**Presbytery approved to receive Program Strategy Report.**

**Self-Development of People Committee (SDOP)**

Rev. Dr. Karen Shuder, Chair of SDOP, reported the following:

**Self Development of People (SDOP) Report**

**Presbytery of Northern Waters Meeting**

**May 4, 2017**

**Mission Statement**

Presbyterian Committee on the Self Development of People is a ministry that affirms God’s concern for humankind. We are Presbyterians and ecumenical partners dissatisfied with poverty and oppression, united in faith and action through sharing, confronting, and enabling by participating in the empowerment of the economically poor, oppressed, and disadvantaged people, seeking to change the structures that perpetuate poverty, oppression, and injustice. (www.presbyterianmission.org)

**Core Strategies**: Promote justice, Build stronger communities, and Seek economic equity

**Presbytery of Northern Waters SDOP** receives funding from a portion of the money collected by presbytery churches for One Great Hour of Sharing. In 2016 we had approximately $1300 to distribute for grants. In November 2016 we awarded a $1,300 grant to a group in the Superior Duluth area organizing events dealing with racism called -

**“The Myth of Race, the Reality of Racism.” November 15-18, 2016**

Primary Goals:

1. To define race, the myth of race and the impact race and racism has on our society.

2. To provide tangible, realistic strategies that will have sustainable and positive effects on our region for years to come.

Dr. Mahmoud El Kati, former Chair of the Distinguished Lectureship in American Studies at Macalester College, was brought to the Duluth Superior area to speak at schools and community events about racism. He provided perceptions of racism and thoughts on how to dismantle racism. During his time in the area, Dr. El Kati spoke to or engaged in conversations with approximately 2000 people in the Twin Ports at the University Wisconsin Superior, Duluth East High School, Duluth Denfeld High School, a CHUM Assembly, and a leader’s luncheon at Community Action Duluth.

Dr. El Kati participated in Diversity Dialogues at UWS which were attended by UWS administrators, students, and the Superior Chief of Police. Some feedback from the dialogues include, “I would apply what I have learned in my day to day life. I would try to teach others to create awareness on what was discussed.” (Student), “The history of racism was fascinating and I want to learn more to discuss with others.” (Staff), and “My struggle with my family, friends, and church will continue. He gave me great ways to make inroads into the conversation.” (Community member)

At the high schools Dr. El Kati talked with small and large student groups engaging them in conversations about racism. The CHUM Assembly was an event held for all 40 sponsoring faith communities and was very well attended. Dr. El Kati inspired members of CHUM and members of the faith communities to work towards social justice. At a luncheon for leaders across both communities Drl El Kati answered questions and encouraged continued action.

**SDOP 2017**: We are exploring ways to further the work towards social justice and we invite you to encourage any grassroots groups working to move themselves out of poverty or promote social justice to apply for a grant. We will know the financial amount available for grants at the end of May or beginning of June. There is also money at the synod and national levels we can apply for if we have applications that qualify. All applications need to be submitted to the national SDOP before November 1, 2017, so applications need to be received by the PNW SDOP at least two weeks prior.

*Report respectfully submitted by Rev. Dr. Karen Schuder, SDOP Chairperson*

There are grants out there for social justice. We lose money for the grants if we don’t use them.

**Clearwater Forest –**

Rev,Cory Larsen, from the Clearwater Forest board and Rich Swartwood, director of Clearwater Forest

Brought forward and explained the request of the Board of Trustees of Presbyterian Clearwater Forest.

**Trustee’s action.**

**Proposed Action: That the Presbytery of Northern Waters approve the request of the Board of Trustees of Presbyterian Clearwater Forest to sell a 0.23 -acre parcel of land to Archie F and Deanne E Olson.**

**Background Information:**

**The Board of Trustees of Presbyterian Clearwater Forest, Inc. (“Clearwater Board”) hereby requests that the Presbytery of Northern Waters (“Presbytery”) approve the sale of a 0.23 -acre parcel of land (“Sale Parcel” owned by Presbyterian Clearwater Forest, (“Clearwater Forest”) to Archie F. Olson, Jr. and Deanna E. Olson (“Olsons.)”**

1. **BACKGROUND**

Clearwater Forest owns land on both the east and west sides of Clearwater Lake in Crow Wing County The main camp area is on the east side. The property on the west side is subject to a Conservation Easement in favor of the Minnesota Department of Natural Resources (“Conservation Easement Property.”

In l993 before the Conservation Easement was granted, Clearwater Forest entered into a 30-year lease with the Olsons for the Sale Parcel. The Sale Parcel is on the west side of Clearwater Lake and measures 100 by 100 feet for a total of 10,000 square feet or 0.23 acres. The Sale Parcel directly abuts the Conservation Easement Property and offers the only access to the Conservation Easement Property without crossing a creek.

The lease granted the Olsons the right to construct a septic system and drain field to serve their home on an abutting parcel and a garage and driveway to serve the garage. The Olsons have constructed and maintained these improvements.

1. **THE TRANSACTION**

The Olsons recently approached the Clearwater Board asking to purchase the Sale Parcel because they want to secure permanently the benefits of the improvements for them and for their estate.

The Clearwater Board voted to sell them the Sale Property for $2,000.00, a combination of the estimated value of $1,700.00 and expected costs to Clearwater Forest of $300.00 As part of the sale, the Clearwater Board also intends to maintain a permanent, non-exclusive access easement over the Sale Parcel to the Conservation Easement Property The Olsons have agreed to these terms.

1. **REQUEST**

The Clearwater Board requests that the Presbytery approve the sale for $2,000.00 of the Sale Parcel to the Olsons while retaining an access easement, all subject to approval by the Presbytery’s legal counsel of the transaction documents.

**Presbytery voted to approve.**

Rich Swartwood told of some of the things happening at Clearwater Forest:

* Hermitage has been relocated and is being finished
* New fire circles, updating camping facilities
* Dining Hall renovation
* May 20th is Workday.
* June 10 us Friends and Family Day.
* Refer a friend and get $25.00 to camp store.
* There are scholarships available**.**

**Presbyterian Women**

Jan Lestos, Moderator of Presbyterian Women, invited all to the May 11th Annual Meeting of Presbyterian Women on at United Presbyterian Church in Superior. There will be several “break-out” sessions including: Quilting Ministry, Missions, Prayer Shawl Ministry, Praying in Color, and Horizons Bible Study. The cost for lunch is $8.00 and reservations need to be in by May 8th.

The Churchwide Gathering of Presbyterian Women will be in August 2018 in Louisville KY.

The Synod Gatheirng will be in June of 2019 in East Iowa. – June 2019 – East Iowa

Churchwide council Is starting to use skype for their meetings.

**Synod Report**

* **Rev. Barry Boyer reported that the Synod needs a representative to serve on the Permanent Judicial Commission Synod voted to increase per capita by $0.10 to $5.40 for 2018.**
* **Comprehensive Presbytery Support – $16,402.**
* **Meeting focused on racism**

The Moderator recessed the meeting with grace before lunch at 11:45 a.m.

Rev. Chris McCurdy offered a meal blessing.

The meeting was called back to order at 1 p.m. by Moderator, Leslie Anderson and reconvened with Communion Worship led by Rev. Kathy Reid Walker preaching on “The Truth”, and assisted by The Rev. Janelle Harrison.

As part of the worship service, a retirement celebration was held for Rev. Joel Huenemann, Honorably Retired as of

June 30, 2017. There was a time for Presbyters and Friends to express gratitude to the Rev. Huenemann, and Joel also said a few words. Especially appreciative were all the members of the Lay Pastor Classes through the years that he has nurtured and mentored.

The Offering taken will go to the Pentecost Offering.

Worship concluded with the Lord’s Supper and the singing of the Hymn, “Source and Sovereign, Rock and Cloud” with the refrain: May the church at prayer recall

That no single holy name

but the truth behind them all

is the God whom we proclaim

The featured speaker for the day was Diana Barber, recently retired from the Synod of Lakes and Prairies. She spoke on Christian Stewardship and suggested Ten Stewardship Strategies That Work:

* + - Craft a Theology of Stewardship for your Church
    - Connect Your Annual Giving to a Bigger Vision and Mission
    - Develop a Ministry of Giving for Financial Leaders
    - Intentionally Invest in Your Core Leaders
    - Create “On Ramps” for New Givers
    - Share Testimonies and Stories Regularly
    - Be Transparent, Givers want to know
    - Know Your Congregation (and Their Giving Habits)
    - Maximize the Opportunity around Planned Giving
    - Provide Ongoing Stewardship Education

The hand-out sheets listed many scripture verses linked to stewardship.

**Report of Roll Clerk and offering received:**

Pastors 20

Commissioners 23

Commissioned Lay Pastors 5

Corresponding Members 2

Council/COM 2

Guests 7

Staff 2

61

Pentecost Offering $443.00

**Presbytery approved** to adjourn at 3:20 pm

Moderator, Leslie Anderson closed the meeting with prayer.

Betty Starkey

Minutes Clerk

**Next meetings of the Presbytery of Northern Waters**

**Friday-Saturday, October 27-28, 2017, Presbyterian Clearwater Forest**

**Saturday, February 3, 2018, First Presbyterian Church, Duluth, MN**