

*In 2018, the Presbytery of Long Island, as a partnership of churches, is committed to
Hunger Relief, Immigration Ministries, and Youth Outreach*

**PRESBYTERY OF LONG ISLAND STATED
MEETING SEPTEMBER 21, 2024
SHELTER ISLAND**

Rev. Donald Adams
Rev. Kate Jones Calone, Stated Clerk

Presbytery Meeting June 15, 2025

How to Use Live Translation

Step 1



Scan QR Code or Go To:
<https://attend.wordly.ai/join/EYXA-7342>

Step 2



Choose Language
Click Attend

Step 3



Read Captions on Device
Use Headset for Audio

In 2018, the Presbytery of Long Island, as a partnership of churches, is committed to
Hunger Relief, Immigration Ministries, and Youth Outreach

STATED MEETING SATURDAY, SEPTEMBER 21, 2024—SHELTER ISLAND

Elder Donald Adams, Moderator

DOCKET

Rev. Kate Jones Calone, Stated Clerk

9:30 AM Sign In & Fellowship

9:50 AM Wordly Presentation (p-2) Rev. Kate Jones Calone



10:00 AM Land Acknowledgment

Elder Heather Reylek

The Presbytery of Long Island acknowledges that the land on which we gather—first known by names such as Paumanake, Sewanhacky, and Wamponomon, and after colonization also called Long Island—is the ancestral territory and unceded homelands of many communities of Indigenous peoples, including the Canarsies, Rockaways, Merricks, Massapeguas, Matinecocks, Nissaquagues, Setaukets, Corchaugs, Secatagues, Unkechaugs, Shinnecock, Montaukett, and Manhansets. We honor their stewardship under God of this land for over 11,000 years.

As residents of Long Island, we confess and lament the systematic removal, isolation, and forced assimilation of the original stewards of creation. As members of the Presbyterian Church (U.S.A.), we acknowledge that our denomination has been both the beneficiary of the Doctrine of Discovery and an active participant in the exclusion and erasure of native peoples and the denial of their sovereignty. As neighbors and siblings in the human family of the Creator, we honor the current and future generations of Indigenous nations and communities and commit to learn and grow in solidarity and just relationships.

Please rise in Body or Spirit and remain standing through the opening hymn.

Gathering

Moderator, Elder Donald Adams

Call to Worship (from Isa. 61:1–3 and worship during the 226th General Assembly of the PC(USA))

Leader The Spirit of God is upon us,
All because God has anointed us to proclaim good news to the poor.
Leader God has sent us to bind up the brokenhearted,
All to proclaim freedom for the captives and release for the prisoners;
Leader to proclaim the year of God's favor
All and the day of action of our God;
Leader to comfort all who mourn
All and provide for those who grieve;
Leader to bestow on them a crown of beauty instead of ashes,
All the oil of joy instead of mourning,
Leader and a garment of praise instead of a spirit of despair.
All Let us raise our voices and worship God.

Prayer

Moderator, Elder Donald Adams

Hymn #322 *We Are One in Christ Jesus (sing through twice)* power point or GTG #322

10:05 AM **Welcoming** Moderator, Elder Donald Adams
Greetings from the host church Rev. Dr. Stephen D. Adkison
Roll Call and Excuses Stated Clerk, Rev. Kate Jones Calone
Reception of Corresponding Members Moderator Elder Donald Adams
Welcome of Elders Commissioners and Ministers attending Presbytery for the first time

***Presentation and Adoption of the Docket (pp 3-6)** Moderator, Elder Donald Adams
Motion 1 Adoption of the Docket

10:20 AM **WORSHIP**

The Word

Special Choir Music *"Let Heavenly Music Fill This Place"* Shelter Island Church Choir
by Gordon Young organist - Jeffery Wentz

Scriptures
Isaiah 55:3-6 Rev. Kerry Riddle

Sermon "God Moments"
GA Commissioner Rev. Kerry Riddle
GA Commissioner Elder Sandy Santana
GA Young Adult Advisory Delegate Elder Justin Seecharan

Responding to the Word
*Hymn #772 *Live into Hope*

Installation of 2025 Moderator Elder Ellen Gove (p 7-8) Moderator, Elder Donald Adams
Stated Clerk, Rev. Kate Jones Calone

Offering - To support the food pantry of the Shelter Island
The Shelter Island Food Pantry - although a separate entity from the Church - is housed in and offers its services at the Shelter Island Presbyterian Church. With the Pantry open two days a week offering both morning and afternoon/evening hours, the volunteers create opportunity for many Islanders who have food insecurity to come get what they need without questions.

Offering Prayer (from worship during the 226th General Assembly of the PC(USA))
ALL Loving God, as we give our offerings, we remember the words of Jesus, declaring the fulfillment of your promises. Just as Jesus proclaimed good news, we dedicate these gifts to the witness and work of your kin-dom. May these offerings bring hope and healing, justice and peace to those in need. Empower us to be your hands and feet in the world, spreading your love and grace to all. In Jesus' name, we pray. Amen.

***Doxology**
Praise God from whom all blessings flow;
Praise God, all creatures here below;
Praise God for all that Love has done;
Creator, Christ, and Spirit, One. Amen.

Necrology
Remembering and giving thanks to God for the lives and service of the elders who died in 2023

*Hymn #326 For All the Saints

*Please rise in body or in spirit.

Our worship continues with the work of the gathered Body of Christ in the Presbytery of Long Island...

- 11:10 AM *Stated Clerk** (pp 9-11) Stated Clerk, Rev. Kate Jones Calone
Motion 2 That Presbytery approves the minutes of the Stated Meeting held on June 15, 2024
- Necrology Report (p 10)
- Committee Reports Without Action**
Committee on Preparation for Ministry (p 10)
Valley Stream AC Report (p 11)
- 11:20 AM *Personnel** (p 11) Elder Ellen Gove
Motion 3 Recommends that the Presbytery approve a 2.6% salary increase for staff in 2025
- 11:25 AM Treasurer Report** (p 12) Charlaine Apsel
- 11:30 AM *Budget and Finance Committee** (p 13-16) Rev. Jim Crawford
Motion 4 To increase Per Capita to \$27.00 per member for the Presbytery portion
Motion 5 To adopt the 2025 budget as presented
- 11:40 AM *Advance Planning** (p 17) Rev. Wade Pond
Motion 6 To approve the dates for 2025 Presbytery meeting
Tuesday, February 4, 2025 @ 6:00 PM - Zoom
Saturday, May 3, 2025 @ 9:00 AM - In-Person Location TBD
Tuesday, September 16, 2025 @ 10:00 AM - In-Person Location TBD
Saturday, November 15, 2025 @ 9:00 AM - In-Person Northport
- 11:45 AM *Trustees** (pp 17-21) Rev. Dr. Stephen D. Adkison
Motion 7 To adopt the attached resolutions entitled "Conveyance of Real Property of Extinct Glenwood Presbyterian Church and Congregation"
- 2023 Financial Review Report**
(found on our website under "Presbytery Meeting - Individual Presbytery Documents")
- 11:50 AM *Committee on Ministry** (pp -22-34) Rev. Katie Mulligan
Please see the report for full written motions.
Motion 8 To adopt the Presbytery of Long Island Administrative Leave Policy
Motion 9 That the Presbytery of Long Island concurs with the request from the First Presbyterian Church of Glen Cove, 7 North Ln, Glen Cove, NY 11542, to dissolve the congregation and appoint an Administrative Commission to oversee the closing process.
Motion 10 That the Presbytery of Long Island appoints an Administrative Commission for the First Presbyterian Church of Glen Cove NY, to act on the Presbytery's behalf, with the power to ...
Motion 11 That the moderators appoint members of the Glen Cove Administrative Commission

Motion 12 The Committee on Ministry recommends that the Presbytery confer the status of retired on the Rev. Adrian Pratt effective December 1, 2024.

12:00 PM Service of Recognition of Retirement Rev. Adrian Pratt (p 35)

Words of Recognition

Elder Rebecca Wright *Bridgehampton*

Rev. Jeff Prey *Oyster Bay* - words by Elder Andrew Smith, *an elder in the Presbyterian Church of Wales*

Recognition of Service and Prayer

Moderator Elder Donald Adams

Thanks from the Presbytery

Rev. Kate Jones Calone

12:15 PM Pray With Us (p 36)

Breakout groups

Moderator Elder Donald Adams

12:45 PM Break

1:00 PM GA Q & A

Commissioner Rev. Kerry Riddle

Commissioner Elder Sandy Santana

Young Adult Advisory Delegate Elder Justin Seecharan

Rev. Kate Jones Calone

1:15 PM * Committee on Nominations / Committee on Representation (p 37)

Motion 13

To approve the submitted slate of the Committee on Nominations

Elder Jolynn Kendrick

1:20 PM Matthew 25 - "Living into Our Matthew 25 Commitment"

Shelter Island

Elder Marilyn Pysher

Chair of Mission and Outreach at Shelter Island Presbyterian Church

1:30 PM *Shepherding Council (pp 35-45)

"Save the Date" - Presbytery Day on November 16, 2024 (p 34)

Elder Ellen Gove

Motion 14 To approve the Harassment Policy for the Presbytery (p35-37)

Motion 15 To unrestrict all but \$875,000 of the previously restricted funds for New Church Development, to be used for (a) addressing financial requirements related to churches under an Administrative Commission or in transition, including legal costs and outstanding debt; (b) the mission/vision priorities of the presbytery, as identified by the visioning team, which may include the creation of new worshiping communities; and (c) other needs as approved by the Shepherding Council.

***Foundations and Horizons Task Force (pp 43-45)**

Rev. Peter Kelley

Motion 16 To approve the Provisional Policy on Assets to apply to all future assets that come into the Presbytery.

1:50 PM Adjournment, Closing Prayer & Benediction

Moderator, Elder Donald Adams

Please join us for lunch and fellowship following the meeting.

Installation of the Moderator for 2024

2025 Moderator - Elder Ellen Gove

Sentences of Scripture - Moderator/Elder Donald Adams

Leader As many of you as were baptized into Christ have clothed yourself with Christ.

People There is no longer Jew or Greek, there is no longer slave or free, there is no longer male or female; for all of you are one in Christ Jesus.

Leader Lead a life worthy of the calling to which you have been called, making every effort to maintain the unity of the Spirit in the bond of peace.

People There is one body and one Spirit, just as we were called to the one hope of our calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.

Call to Discipleship - Moderator/Elder Donald Adams

Leader We are called by God to be the church of Jesus Christ, a sign in the world today of what God intends for all of humankind.

People The great ends of the church are the proclamation of the gospel for the salvation of humankind, the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.

Leader The call of Christ is to willing, dedicated discipleship. Our discipleship is a manifestation of the new life we enter through baptism. Discipleship is both a gift and a commitment, an offering and a responsibility.

Constitutional Questions – Rev. Kate Jones Calone/Stated Clerk

Leader **Elder Ellen Gove**, the grace bestowed on you in baptism is sufficient for your calling because it is God's grace. By God's grace, we are saved and enabled to grow in the faith and to commit our lives in ways that serve Christ. God has called you to particular service. Show your purpose by answering these questions.

Leader Who is your Lord and Savior?

Moderator Jesus Christ is my Lord and Savior

Leader Will you be Christ's faithful disciple, obeying his word and showing His love?

Moderator I, with God's help

Leader Do you welcome the responsibility of this service because you are determined to follow the Lord Jesus, to love neighbors, and to work for the reconciling of the world?

Moderator I do

Leader Will you serve the people with energy, intelligence, imagination, and love, relying on God's mercy and rejoicing in the power of the Holy Spirit?

Moderator I will, with God's help

To The Presbytery - Moderator/Elder Donald Adams

Leader Do you, members of the Presbytery of Long Island, confirm the call of God to **Elder Ellen Gove**, as Moderator in the service of Jesus Christ?

People We do.

Leader Will you support and encourage her in this ministry?

People We will.

Installation Prayer - Moderator/Elder Donald Adams

Leader Faithful God, in baptism, you claimed us, and by your Holy Spirit, you are working in our lives, empowering us to live a life worthy of our calling. We thank you for leading **Ellen**, to this time and place. Establish her in your truth, and guide her by your Holy Spirit, that in your service she may grow in faith, hope, and love, and be a faithful disciple of Jesus Christ, to whom, with you and the Holy Spirit, be honor and glory, now and forever.

People Almighty God, in Jesus Christ, you called disciples and, by the Holy Spirit, made them one church to serve you. Please bring your Spirit to rule our church so that we may be joined in love and service to Jesus Christ, who, having gone before us, is coming to meet us in the promise of your kingdom. Amen

Charge - Moderator/Elder Donald Adams

Leader **Ellen**, You are installed to serve as Moderator in the Presbytery of Long Island. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God through Him.

Presentation of the Symbols of Office - Moderator/Elder Donald Adams

The Moderator invites **Ellen** over and presents the symbols to her.

Blessings - Moderator/Elder Donald Adams

Leader May the God of peace make you holy in every way and keep your whole being, spirit, soul, and body free from every fault at the coming of our Lord Jesus Christ. Amen.

**Report of the Stated Clerk
Stated Meeting of Presbytery – September 21, 2024, Shelter Island**

Actions

The Stated Clerk presented the following motions:

1. *Motion: That Presbytery approve the minutes of the Stated Meeting held on June 15, 2024

Information

2023 Necrology Report (see attached)

Mandatory Trainings

Thank you to our pastors, CREs, and those on our pulpit supply list for their work in completing the trainings required by the Book of Order and New York State. As a reminder, there are three mandatory trainings:

1. Boundary Training (every three years)
2. Child & Youth Protection Training (every three years)
3. New York State Sexual Harassment Prevention Training (annually)

A general summary of training requirement information can be found on our website (scroll down to the bottom of the page at this link):

<https://presbyteryofli.com/resources-for-developing-policies-in-your-congregation/>

According to our records, the following people will still need to complete one or more trainings before the end of 2024. (If our records are in error, or you need assistance with fulfilling your training requirements, please contact the presbytery office as soon as possible.)

Sharon Austin-Barrow, Immanuel Bae, Iftikhar Bhatti, Dennis Carter, Jee Ho Choi, Kymberly Clemons-Jones, David Coello, James Cubie, Monica DaCosta, Chester Easton, Mario Fernandez, Joan Finck, Robert Griffin, Patrick Hanly, Nancy Jennings, Richard King, John Krahn, Joshua Jong, John Lee, Janice Moore, Brad Morgan, Kathryn Mulligan, James Rea, Colby Rohde, Russell Roth, Marjory Roth, Tracie Saunders, Samuel Shin, Norman Stanton, Robert Stuart, Larry Swenson, Ann Van Cleef, Rachel Vione

All of the trainings are available online and instructions have been shared directly by email over the past several months. In order to provide as many options as possible, however, we will be holding a **training day on Thursday, November 14, in person at the Presbytery Office from 11AM-4:30PM**. If you would like to take advantage of this in-person opportunity to complete one or more of your trainings, please contact Laurie Vu (631-499-7171) for details and to register. Lunch will be provided.

Reminders:

*All minister members of the Presbytery, CREs, inquirers/candidates, and those on the pulpit supply list: you should have received an email from Laurie Vu and an invitation link from Praesidium to the training modules that will allow you to complete your Child and Youth Protection training.

*Practical Resources for Churches provides regular online trainings to comply with the New York State Sexual Harassment Prevention Training that is mandated for *all employees*. You can find upcoming webinar dates and times here:

<https://www.prcli.org/webinars-2/>

**Clerks of Session*: Practical Resources for Churches is developing a set of Boundary Training modules for sessions, the first of which are now available. We will be sending those to you and your church by email, and you can use those in your session meetings to complete the Boundary Training requirement for your members of session. Additionally, you can set up your own free account with Praesidium through the Insurance Board to have access to training modules for Child and Youth Protection Training.

Reports

Moderator Team

The Moderator Team met on Wednesday, July 31, at Grace Presbyterian Church to pray together and discuss the needs of the presbytery.

Committee on Preparation for Ministry

Valley Stream Commission

Report of the Stated Clerk – Necrology 2023
Presbytery of Long Island Stated Meeting – September 21, 2024

Remembering and giving thanks to God for the lives and service of the Elders who died in 2023

Church	Name of Elder	Ordination Date	Date of Death
Bellmore	Elaine Voss	01/27/1991	09/15/2023
Center Moriches	Robert Mitterando	unknown	11/10/2023
Deer Park	Dorothy Luchtenberg	02/15/1978	07/01/2023
Huntington First	Thomas (Tom) Bosch	1971	01/28/2023
New Hyde Park	Philip J. Karda	01/30/1972	10/01/2023
Levittown	Carol Teta	2012	3/27/2023
Mattituck	Lars Torkelsen	12/12/1993	01/07/2023
Mattituck	Dwayne Adsitt	unknown	09/06/2023
Northport	Louis Schmidt	unknown	02/24/2023
Setauket	Ronald Edward Loveland	2/26/2006	03/18/2023
Setauket	William Seward Dawes	04/24/1983	05/01/2023
Setauket	Martina Matkovic	05/18/1986	11/29/2023
Setauket	Frank Marino	03/15/2009	12/10/2023
Shelter Island	Christine Lewis	02/16/1992	02/01/2023
Shelter Island	Norma Edwards	02/16/1992	11/18/2023
West Islip	David Ploth	unknown	01/01/2023
West Islip	Margaret Bell	03/13/88	10/05/2023

Report of the Committee on Preparation for Ministry (CPM)
Stated Meeting of Presbytery – September 21, 2024

July 23, 2024 CPM Meeting in person

NO ACTION ITEMS:

Committee Reports for Information to the Presbytery:

1. Annual Consultation held with Candidate Under Care Stephanie Castlen. She is continuing her seminary studies, completed her Field Education placement, and preparing to begin taking required examinations. Committee voted to work alongside and continue Stephanie under care of CPM as a Candidate.
2. Annual Consultation held with Inquirer Under Care Robert Caputo. He has transferred from New York Theological Seminary to New Brunswick Theological Seminary and successfully completed a unit of CPE at Mt. Sinai hospital. Bob expresses an interest in exploring some form of pastoral chaplaincy ministry and the committee will continue to work with him in that process of discernment. Committee voted to continue Bob under care of CPM as an Inquirer and work alongside him as he explores his call into ministry.
3. Committee had some initial discussion of recent General Assembly actions that might impact its work and the preparation process. More to follow.
4. Committee heard updates from CPM liaisons on the various CRE and Ordination candidates currently under care.
5. The committee is in need of Elder representation and encourages ruling elders within the presbytery to contact the Nominating Committee or CPM committee chairs for more information about our important work of preparing leaders for ministry.
6. Next CPM meeting is scheduled for Tuesday, September 24 at 9:30am via Zoom.

Valley Stream Administrative Commission
Presbytery of Long Island Stated Meeting – September 21, 2024

- The AC has met three times as a Commission and once at the church with current “stake-holders” (nesting congregations and a nursery school). There are many issues to be addressed and resolved, and we have begun to work on them.
- We are listening to the needs and concerns of those who currently use the building, and pledge to maintain open lines of communication. Scott has met with members of the former congregation to begin the work of coming to closure.
- We have secured the services of a Real Estate Appraiser in order to get an accurate sense of the value of the church and manse.
- We are working to get a handle on current cleaning and maintenance protocols and needs, including such matters as replacing a toilet seat, up to safety-related masonry repair.
- We have a “Dissolution Checklist” from Kate that we are using, and will use, to guide us through the New York State legal requirements, as well as church and pastoral responses.
- Charlaine has done yeoman’s duty in terms of gathering church, corporate, and financial records, as well as maintaining continuity of bill-paying.
- Rev. Janice Moore and Elder Pat Francis have offered to plan and lead a closing worship service. The date has not yet been set for this.
- There have been multiple (informal) expressions of interest in purchasing either or both the church and the manse. We will begin to develop this area of our tasking once we have the appraisal.

Jeff Prey - Chair - VSPC Admin. Commission

Report of Personnel Committee
Presbytery of Long Island Stated Meeting September 21, 2024 – Shelter Island

The Personnel Committee, Via Email, discussed and voted on salary adjustments for 2025.

Motion: The Personnel Committee recommends that the presbytery approve a 2.6% salary increase for staff in 2025.

Treasurer report September 21, 2024

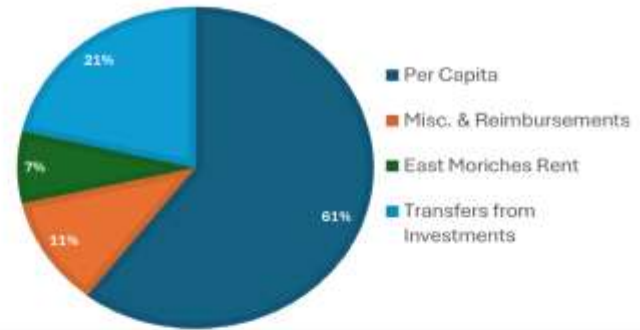
Operating	Jan - Sept 13
Income	
Per Capita	141,640.39
Misc. & Reimbursements	25,842.27
East Moriches Rent	17,000.00
Transfers from Investments	50,000.00
	234,482.66

Expense	
Denominational Expense	0.00
Presbytery Personnel	234,151.43
Facilities & Admin	52,573.68
Committees & Programs	37,600.42
	324,325.53
	(89,842.87)

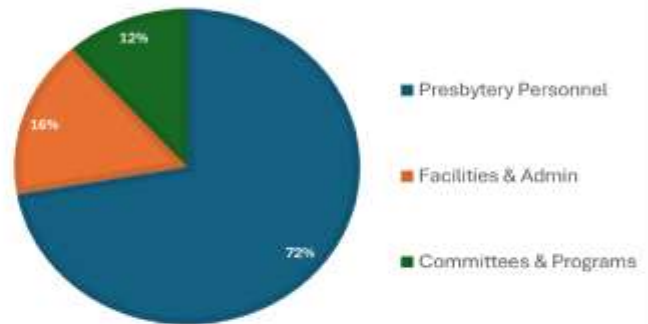
Missions & Restricted	Jan - Sept 13
Income	
PC USA Mission Suport	77,105.91
Salary Supplement	7,827.19
Candidate Grant Income	1,674.00
NCD Investment Transfers	114,000.00
	200,607.10

Expenses	
PC USA Mission	21,488.70
Hispanic Ministry	15,000.03
Salary Supplement	10,061.10
Candidate Grant	1,198.14
Pastor Grant	2,500.00
Grants to Congregations	3,048.21
Visioning	8,873.68
Support to Congregations	61,095.94
NCD	140,425.53
	263,691.33
	(63,084.23)

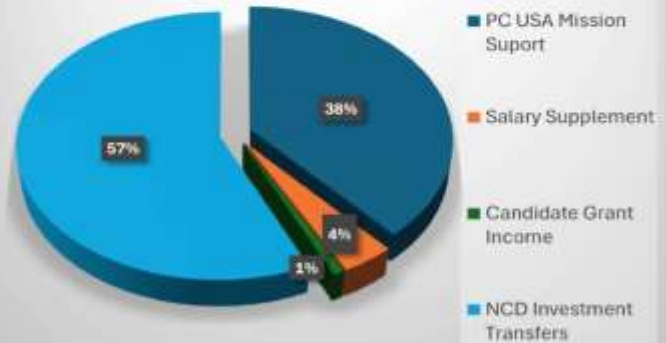
YTD OPERATING INCOME



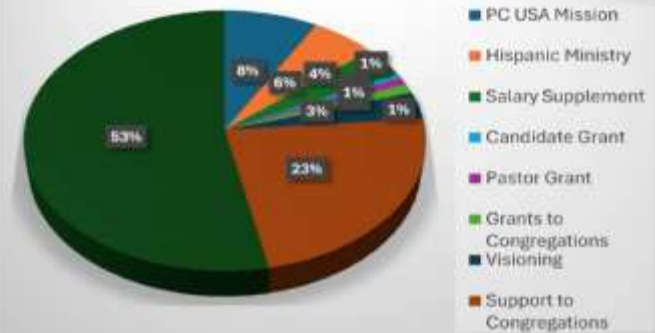
YTD OPERATING EXPENSES



Missions & Restricted Income



Missions & Restricted Expenses



Presbytery Of Long Island Budget 2025 Per Capita

	2024 Actual 9/6	2024 Budget	2025 budget
Income			
4000 Per Capita and Presbytery Income			
4001 Per Capita	141,640.39	268,961.00	267,163.00
4002 Donations for Presbytery Expenses		0.00	
4003 Presbytery Misc Income	506.95	0.00	
4004 Bank Interest		0.00	
4005 Reimbursements from Churches	25,335.32	0.00	
4006 Transfers from Investments	50,000.00	0.00	
4007 Insurance Claim Income		0.00	
Total 4000 Per Capita and Presbytery Income	217,482.66	268,961.00	267,163.00
4100 Presbytery Program Income			
4101 Clergy Retreat		0.00	
4103 Vital Congregations		0.00	
Total 4100 Presbytery Program Income	0.00	0.00	0.00
4200 Presbytery Property Sales			
4202 East Moriches Rent to Sale	17,500.00	42,000.00	
Total 4200 Presbytery Property Sales	17,500.00	42,000.00	0.00
Total Income	234,982.66	310,961.00	267,163.00
50000 Presbytery Expenses			
5001 Denominational Expenses			
5002 PC (USA) Per Capita		67,747.00	65,744.60
5003 Synod Per Capita		28,348.00	24,866.56
Total 5001 Denominational Expenses	0.00	96,095.00	90,611.16
5100 Personnel			
5200 EP Compensation			
5201 EP Cash Salary	43,139.20	130,000.00	66,709.00
5202 EP Housing	38,958.22		56,447.00
5203 SECA Reimbursement	6,280.46		9,421.43
5204 EP Pension	7,788.04	50,318.92	10,468.00
5205 EP Medical	8,700.00		40,641.00
5206 Other Pension Board Expenses	1,951.76		3,759.00
5207 EP Professional Expenses	1,146.46	500.00	3,000.00
5208 EP Travel	4,081.96	4,000.00	3,500.00
Total 5200 EP Compensation	112,046.10	184,818.92	193,945.43
5300 Staff Compensation			
5301 Admin/Bookkeeper cash salary	40,469.24	115,440.00	60,326.16
5302 Admin/Bookkeeper Pension	3,770.91		5,128.00
5303 Admin/Bookkeeper Medical & FSA	37,406.73		58,940.00
5304 Other BOP Expenses & 403B	4,012.63		3,410.00
5305 Treasurer Compensation	25,194.71	35,569.00	36,504.00
5306 Staff Travel	17.50		0.00

Total 5300 Staff Compensation	110,871.72	151,009.00	164,308.16
5401 Employer Payroll taxes & Fee	5,973.25	9,850.00	7,584.00
5402 Worker's Comp, NYS Disability & PFL	5,260.36	4,500.00	5,000.00
Total 5100 Personnel	234,151.43	350,177.92	370,837.59
5500 Facilities			
5501 Insurance	600.51	14,627.00	1,000.00
5502 Cleaning	2,275.00	4,250.00	3,380.00
5503 Utilities	3,184.01	4,745.00	4,800.00
5504 Moving Expenses	1,267.37		0.00
5505 West Islip rent & Utilities	27,500.00	35,000.00	35,000.00
Total 5500 Facilities	34,826.89	58,622.00	44,180.00
5600 Administration			
5601 Financial Review	10,000.00	10,000.00	10,000.00
5602 Office supplies	3,878.92	5,000.00	5,000.00
5603 Office Equipment & Service	3,658.66	5,700.00	4,900.00
5604 Miscellaneous	209.21		250.00
Total 5600 Administration	17,746.79	20,700.00	20,150.00
5700 Presbytery Comm & Program Expense			
5701 COM Expenses	143.51	4,000.00	1,500.00
5702 Moderator Expenses	830.00		1,500.00
5703 Committee Expenses	652.47	2,000.00	1,000.00
5704 Clergy Continuing Education	1,351.08	4,000.00	2,500.00
5705 Resource Center	27,395.40	36,432.00	36,432.00
5706 Presbytery Meeting Expenses	7,112.96	1,000.00	4,250.00
5707 Presbytery Day		5,000.00	5,000.00
5708 Background checks for Churches	115.00		250.00
Total 5700 Presbytery Comm & Program Expense	37,600.42	52,432.00	52,432.00
Total 50000 Presbytery Expenses	324,325.53	578,026.92	578,210.75
Net Income	(89,342.87)	(267,065.92)	(311,047.75)

Presbytery Of Long Island Budget for Restricted Account

	2024 Actual 9/6	2024 Budget	2025 Budget
Other Income			
7000 Comm & Restricted Program Income			
7001 Unified Mission Support	77,105.91	159,448.00	160,000.00
7002 Salary Supplement	7,827.19	12,000.00	12,000.00
7003 Candidate Grant Income	1,674.00	500.00	0.00
7004 NCD General Donations	114,000.00	309,571.00	166,141.00
Total 7000 Presbytery Restricted Program Income	200,607.10	481,519.00	338,141.00
Other Expenses			
7010 Comm & Program paid from Restricted			
7011 PIPH Brentwood	4,500.00	6,000.00	6,000.00
7012 Other Presbytery Mission Projects	21.59		0.00
7013 Salary Supplement Expense	10,061.10	4,838.40	13,146.00
7014 Candidate Grant Fund	1,198.14	500.00	0.00
7015 Grant for Pastors	2,500.00	0.00	0.00
7016 Grants to Congregations from Mission	3,048.21	0.00	0.00
7017 Visioning Program	8,873.68	0.00	0.00
7018 Salt & Light		5,000.00	0.00
7020 Iglesias Evangelica Nueva Church	10,500.03	14,000.00	14,000.00
7021 Synod UMS		17,539.00	5,000.00
7022 PC (USA UMS)	21,488.70	39,862.00	17,280.00
Total Comm & Program paid Restricted Income	62,191.45	87,739.40	55,426.00
7100 NCD			
7101 Mission Emmanuel			
7102 Mission Emmanuel Cash Salary	28,825.55	142,096.00	56,525.14
7103 Mission Emmanuel Housing	26,716.86	0.00	26,716.86
7104 Mission Emmanuel SECA	4,412.86	0.00	6,368.00
7105 Mission Emmanuel Pension	5,519.25	0.00	7,076.00
7106 Other BOP Expenses & 403 B	2,606.36	0.00	2,551.56
7107 Mission Emmanuel Building Expense	7,274.97	0.00	9,700.00
7108 Mission Emmanuel Medical & FSA	27,894.02	0.00	24,320.00
Total 7101 Mission Emmanuel	103,249.87	142,096.00	133,257.56
7110 Glenwood Life Center			
7111 Glenwood Cash Salary	13,813.59	62,150.00	0.00
7112 Glenwood Other Expenses	1,750.00	0.00	0.00
Total 7110 Glenwood Life Center	15,563.59	62,150.00	0.00
7114 New Hyde Park			
7115 New Hyde Park Cash & SECA	4,199.00	98,324.50	5,928.00
7116 New Hyde Park Pension	3,653.82	0.00	4,420.00
7117 New Hyde Park Medical	12,465.90		19,320.00
7118 New Hyde Park Other BOP exp	644.76		2,365.56
Total 7114 New Hyde Park	20,963.48	98,324.50	32,033.56
7119 Employer Payroll taxes & payroll fees	648.59		850.00
Total 7100 NCD	140,425.53	302,570.50	166,141.12

7200 Support to Congregations			
7201 Bills paid for Garden City	4,500.00	6,000.00	6,000.00
7202 Bills paid for Yaphank	400.50		0.00
7203 Bills paid for Valley Stream	14,293.47	16,128.00	6,775.00
7204 Church Dissolution	41,195.84	8,817.00	0.00
7205 Korean United New Hyde Park Pastor Choi	706.13		0.00
Total 7200 Support to Congregations	61,095.94	30,945.00	12,775.00
Total Expense	263,712.92	421,254.90	234,342.12
Total P&L	(63,105.82)	60,264.10	103,798.88

**Report of the Budget and Finance Committee
Presbytery of Long Island Stated Meeting – September 21, 2024**

The Budget & Finance Committee met on zoom Aug 13, 2024.

Action Items

Motion **To increase Per Capita to \$27.00 per member for the Presbytery portion**

Motion **To adopt the 2025 budget as presented**

**Report of the Advance Planning Team
Stated Meeting of Presbytery – September 21, 2024, Shelter Island**

Action

Motion: Presbytery dates for 2025

Tuesday, February 4, 2025 @ 6:00 PM - Zoom

Saturday, May 3, 2025 @ 9:00 AM - In-Person Location TBD

Tuesday, September 16, 2025 @ 10:00 AM - In-Person Location TBD

Saturday, November 15, 2025 @ 9:00 AM - In-Person Northport

**Report of the Board of Trustees
Presbytery of Long Island Stated Meeting – September 21, 2024**

Action item:

Motion: To adopt the attached resolutions entitled "Conveyance of Real Property of Extinct Glenwood Presbyterian Church and Congregation"

The Trustees met on July 10 at 6:30PM on Zoom.

They held consultations with the Glenwood Life Center Administrative Commission and with the Valley Stream Administrative Commission. They took the following actions:

MSP to allow the Glenwood Life Center Commission to move forward with negotiations regarding the sale of the property between 1.1 and 1.2 million dollars and to include stipulations for a fixed number of days to close after court approval, that the property would be sold "as is," and that the presbytery gets a portion of any difference in sale price if the property is re-sold at a higher price within a certain period of time.

The Trustees met on September 18, 2024 at 6:30PM on Zoom.

Actions to be reported following the meeting

**THE PRESBYTERY OF LONG ISLAND OF
THE PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA**

CERTIFICATE OF THE STATED CLERK

I, Rev. Kate Jones Calone, am the Executive Presbyter & Stated Clerk of The Presbytery of Long Island of the Presbyterian Church in the United States of America, also known as The Presbytery of Long Island of the Presbyterian Church (U.S.A.) (the "Presbytery") and have reviewed the relevant minutes and records of meetings of the members of the Presbytery.

I hereby certify that the attached resolutions entitled "*Conveyance of Real Property of Extinct Glenwood Presbyterian Church and Congregation*" was duly adopted at a meeting of the members of the Presbytery on September 21, 2024, at which a quorum was present and acting throughout, was adopted by the affirmative vote of a majority of the members present, has not been modified or amended, and remains in full force and effect.

The undersigned further certifies the details of the vote as follows:

Total Number of Members: _____
Number of Members Attending Meeting: _____
Number of Votes in Favor of the Resolutions: _____
Number of Votes Against the Resolutions: _____
Number of Members Abstaining from the Vote: _____

Date of this certification: _____

Rev. Kate Jones Calone
Executive Presbyter & Stated Clerk

**THE PRESBYTERY OF LONG ISLAND OF
THE PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA**

RESOLUTIONS BY THE MEMBERS

**CONVEYANCE OF REAL PROPERTY OF
EXTINCT GLENWOOD PRESBYTERIAN CHURCH AND CONGREGATION**

WHEREAS, on June 23, 2015, The Presbytery of Long Island of the Presbyterian Church in the United States of America (the "Presbytery"), at its Stated Meeting, appointed an administrative commission for the closing of Glenwood Presbyterian Church and Congregation ("Glenwood"), and to work with the remaining members to celebrate its ministry and close out the ministry, including transferring remaining members and considering the future use of its real property.

WHEREAS, on or about October 10, 2015, Glenwood held a closing service.

WHEREAS, on October 24, 2015, the Presbytery, at its Stated Meeting, formally recognized that all members of Glenwood had dispersed and found new congregations in which to join, and as such, in accordance with section G-4.0205 of the Book of Order 2023-2025, Part II of the Constitution of the Presbyterian Church (U.S.A.) (the "Book of Order"), Glenwood had become an extinct congregation and all its property, including certain real property located at 71 Grove Street, Glenwood Landing, New York 11547, and identified on the Town of Glenwood Landing, Nassau County tax map records, Section: 20, Block: P, Lots: 735A-B and 154A-B (the "Property"), was deemed to be held in the Presbytery.

WHEREAS, since October 2015, the Presbytery has managed and operated the Property, and expending resources to maintain and protect the Property.

WHEREAS, the board of trustees of the Presbytery (the "Board of Trustees") has determined that the Presbytery should explore selling the Property because (i) the Property is not needed to conduct or fulfill the Presbytery's purpose and (ii) the cost and expense of maintaining and protecting the Property, and in furtherance thereof, ordered and obtained an appraisal of the Property (the "Appraisal") that concluded the "as is" value of the Property, as of June 10, 2024, to be One Million Three Hundred Fifty Thousand and 00/100 Dollars (\$1,350,000.00) (the "Appraised Value").

WHEREAS, prior to engaging a broker and marketing the Property, Saint Andrew Malankara Orthodox Church, a New York religious corporation ("Purchaser"), made an offer to purchase the Property, in "as is" condition, for the price of One Million One Hundred Ninety Thousand and 00/100 Dollars (\$1,190,000.00) (the "Purchase Price"), in cash at closing.

WHEREAS, the Board of Trustees having reviewed the consideration and terms of the transaction set forth by the Purchaser, and other information determined that: (i) the terms and conditions of the contemplated transaction offered by the Purchaser are fair and reasonable and (ii) the purpose of the Presbytery and the interest of its members will be promoted by a sale and conveyance of the Property.

WHEREAS, in furtherance of the foregoing, the Board of Trustees has recommended that the members of the Presbytery adopt resolutions to: (i) accept, approve, and authorize the sale and conveyance of the Property to the Purchaser for no less than the Purchase Price and such other commercially reasonable terms and conditions, as determined by the Board of Trustee with the advice of legal counsel and (ii) in the event the transaction described above with the Purchaser does not occur within a reasonable period of time, empower and authorize the Board of Trustees to engage a real estate broker to market the Property, and accept, approve, and authorize the sale and conveyance of the Property to another bona fide third party purchaser for commercially reasonable terms and conditions, upon advice of legal counsel, provided the purchase price no less than the Appraised Value.

NOW, THEREFORE, it is:

RESOLVED, that Glenwood is hereby deemed extinct, as of October 10, 2015, the date of the closing service, by reason of the dispersal of its members, the abandonment of its work, and other similar causes, and formally declared dissolved; and it is further

RESOLVED, that the recommendations of the Board of Trustees related to the conveyance of the Property to the Purchaser is accepted, and that the consideration and terms offered by Purchaser are fair and reasonable and that the purpose of the Presbytery and the interest of its members will be promoted by said transfer; and it is further

RESOLVED, that the offer by Purchaser to purchase the Property, in "as is" condition, for no less than the Purchase Price, in cash at closing, is accepted, approved, and authorized; and it is further

RESOLVED, in the event the transaction with the Purchaser does not occur as set forth above, that the recommendations of the Board of Trustees related to the marketing and conveyance of the Property to another bona fide third-party purchaser is accepted, and that the Board of Trustees is empowered and authorized to take any and all reasonable and necessary actions, upon advice of legal counsel, to sell and convey the Property for commercially reasonable terms and conditions and a purchase price of no

less than the Appraised Value, without the need for additional approval from the members of the Presbytery; and it is further

RESOLVED, that the net proceeds of said transfer be applied to the payment or satisfaction of general expenses or obligations of the Presbytery, and to the conduct and further its religious activities and corporate purposes in accordance with the Book of Order, and the dissolution of the Presbytery is not contemplated following the abovementioned transaction; and it is further

RESOLVED, that any officer of the Presbytery (including but not limited to its Executive Presbyter) be, and each hereby is, authorized, empowered and directed to act on behalf of the Presbytery, to make, execute, and deliver all written instruments and documents necessary to cause the sale and conveyance of the Property, in accordance with the terms and conditions set forth herein, the Religious Corporations Law and the Book of Order (including but not limited to a purchase and sale agreement for the conveyance of the Property, a petition to the New York State Supreme Court for approval of the sale and conveyance of the Property and a good and sufficient deed to convey title to the Property); and take such other and further action necessary, upon advice of legal counsel, to carry into effect such resolutions and effectuate the transactions contemplated herein (including but not limited to the payment of all such customary or required closing costs); and it is further

RESOLVED, that any actions taken by any trustee or officer of the Presbytery, or their designees, prior to the date of these resolutions adopted by the Presbytery are within the authority conferred thereby are hereby ratified, confirmed, and approved as the acts and deeds of the Presbytery.

Date of the meeting of the members of the Presbytery: September 21, 2024

Report of the Committee on Ministry
Presbytery of Long Island Stated Meeting – September 21, 2024

Actions items

- Motion:** To adopt the Presbytery of Long Island Administrative Leave Policy (see attached)
- Motion:** That the Presbytery of Long Island concurs with the request from the First Presbyterian Church of Glen Cove, 7 North Ln, Glen Cove, NY 11542, to dissolve the congregation and appoint an Administrative Commission to oversee the closing process.
- Motion:** That the Presbytery of Long Island appoints an Administrative Commission for the First Presbyterian Church of Glen Cove NY, to act on the Presbytery's behalf, with the power to meet with remaining members of the congregation, including calling a meeting of the Session and/or of the congregation, as necessary; to arrange for pastoral care of the members; to publicize the dissolution of the congregation; to ascertain the financial status and outstanding financial obligations of the congregation; to secure the Session records; to secure the legal rights to all property (real or personal) held by or for the benefit of the Congregation; to dispose of the moveable personal property of the congregation; to secure the building and property; to attend to matters of insurance; to dispose of the building and grounds (subject to any guidelines of or established by the Presbytery) or convey the building and grounds to the Presbytery; to recommend the use of assets of the congregation; to plan and conduct a service of witness; to secure the assistance of other individuals, as appropriate, to assist with its work; and generally to do such things and take such actions for, in the name of, and on behalf of the Presbytery as shall be reasonably necessary to accomplish the general purpose of this Administrative Commission.
- Motion:** That the Moderators appoint members of the Glen Cove Administrative Commission
- Motion:** The Committee on Ministry recommends that the Presbytery confer the status of retired on the Rev. Adrian Pratt effective December 1, 2024.

At its meeting on July 9, 2024

Agreements and Terms of Call

MSP the Committee approved the Extended Pulpit Supply Pastor Agreement between the Session of the Presbyterian Church of Center Moriches and Rev. Antionette (Toni) Walrond (UCC) from August 1, 2024, through January 31, 2025. Rev. Toni Walrond will work approximately 24 hours weekly and be paid \$20,000 every six months. In addition to preparing and leading weekly worship on Sunday at 10:30 AM, she will attend session meetings the first Wed of the month, submit a Pastor's report, send information for the bulletin to the clerk of Session, provide pastoral care for members, be available for funerals, weddings, and baptisms, attend the Fall yard sale and Christmas fair, provide a Christmas Eve service at 5 PM and provide guidance for the discernment process.

NYS Sexual Harassment Prevention Training required annually	PRC	July 2024
Boundary Training is required every three years needs to complete before	PLI	October 2023
Child Sexual Abuse Prevention Training required every three years	Presidium	July & August 2024

MSP The Committee voted to Commission Ruling Elder Patrick Hanly to service at the Mattituck Presbyterian Church for the period October 20, 2024, through September 30, 2025, permission to administer the Sacraments, to perform marriages as allowed by New York State law, and to have a voice and vote at Presbytery meetings. Terms are as follows:

Time	Part-time (20h)	Continuing Education days	5 days
Cash Salary	\$ 0	Vacation days	14 days
Medical	\$ 0	Free use of manse	\$ 27,600
Pension	\$ 0	Full utilities	\$ 600
NYS Sexual Harassment Prevention Training <i>required annually</i>		<i>needs to complete before the commissioning</i>	
Boundary Training <i>is required every three years</i>		<i>needs to complete before the commissioning</i>	
Child Sexual Abuse Prevention Training <i>required every three years</i>		<i>needs to complete before the commissioning</i>	

MSP The Committee approved the Extended Pulpit Supply Pastor Agreement between the Session of the Presbyterian Church in Garden City and CRE Magalene McClarrin under her existing Commission with the Presbytery from August 1, 2024, through January 31, 2025. CRE Magalene McClarrin will be paid \$400 weekly for 20 hours per week plus mileage. In addition to preparing and leading weekly worship on Sundays at 10:30 AM, she will provide pastoral care for members, special programs, events, bible study, and moderate Session. *(start of first EPSP August 2024)*

<i>NYS Sexual Harassment Prevention Training required annually</i>	<i>PRC</i>	<i>April 2024</i>
<i>Boundary Training is required every three years</i>	<i>PLI</i>	<i>October 2023</i>
<i>Child Sexual Abuse Prevention Training required every three years</i>	<i>Presidium</i>	<i>May & June 2024</i>

Other Actions

MSP to approve the updated Presbytery of Long Island Sabbatical Guidelines with the addition of new references and changes consistent with the 2025 compensation guidelines. (see attached)

At its meeting on August 13, 2024

Agreements and Terms of Call

MSP the Committee approved extending the Temporary Supply Agreement between the First Presbyterian Church of Freeport session and Our Saviour Lutheran Church of Jamaica Queens with Rev. Moira Ahearne for an additional three months, ending February 28, 2025.

MSP the Committee approved extending the Temporary Supply contract between the First Presbyterian Church of Glen Cove Session with Rev. Lana Hurst, ending December 31, 2024.

Other Actions

MSP To dismiss the Installation Commission for Rev. Emily Fowler of the First Presbyterian Church of Port Jefferson, Main St & 107 South St, Port Jefferson, NY 11777

MSP To dismiss the Installation Commission for Rev. Bradford Morgan of First Presbyterian Church of Babylon 79 East Main Street Babylon NY 11795

MSP To receive the retirement from Rev. Adrian Pratt from the Bridgehampton Presbyterian Church and Springs Community Presbyterian of East Hampton as of November 30, 2024

MSP Approve the Mission Study from Westhampton Presbyterian Church and authorize the Session to call a Congregational Meeting to elect a PNC.

MSA to approve Elder Jean Hrbek to moderate the Session at Shinnecock

At its meeting on September 10, 2024

Agreements and Terms of Call

MSP The Committee approved the Temporary Supply Pastor contract renewal between the Session of the Old South Haven Presbyterian Church, Brookhaven, and the Rev. Gloria J. Johnson from September 1, 2024, to August 31, 2025, at the following terms.

Time	Part-time – 15 hours	Tax-Deferred Invest. (403 B) <i>paid by Church</i>	\$2,820
Cash Salary	\$10,320	Tax-Deferred Invest. (403 B) <i>in place of medical</i>	NA
Housing Allowance	\$19,920	Automobile Expense Reimbursement	IRS std rate
SECA Tax	\$2313.36	Pastoral Ministry Expense Reimbursement	\$188
Pension	NA	Continuing Ed Expense Reimbursement	\$656
Death & Disability	NA	Continuing Education days	14 days, including 2 Sundays
Medical	NA	Vacation days	35 days, including 5 Sundays
Dental	NA	Family Leave	NA
		Moving Expenses	NA

NYS Sexual Harassment Prevention Training required annually PRC 5/10/2024

Boundary Training is required every three years. PLI 10/2023

Child Sexual Abuse Prevention Training required every three years Presidium 6/26/2024

The terms are below the Presbytery minimum. Receiving Salary Supplement

Other Actions

MSP That the Presbytery would pay the compensation and expenses owed to Rev Bob Griffin, who served as Pulpit Supply at Amagansett from June 2022 to March 2023.

MSP The Committee approved extending the Temporary Supply contract between the Roslyn Presbyterian Church session and Rev. Marjory Roth for three months.

MSP To approve the Salary Supplement of \$3306 (\$275.50 a month) for the year starting September 1, 2024 – August 31, 2025, with Old South Haven/Brookhaven

MSP To approve the application from Nueva Vida Malverne for the Small Church Residency Program with the Synod of Northeast

**Administrative Leave Policy
Presbytery of Long Island
Presbytery Review on 9/21/24**

As indicated in the Book of Order (G-2.0502), a pastor has membership in their presbytery by action of the presbytery itself, which alone can establish, change, or dissolve pastoral relationships. In the performance of ministry, a Minister of Word and Sacrament, Commissioned Ruling Elder, or those serving in a temporary pastoral relationship is accountable to the presbytery.

The presbytery is responsible for nurturing the covenant community of disciples of Christ. In exercising this responsibility, a presbytery is empowered to ordain, receive, dismiss, install, remove and discipline its members. It also is empowered to promote the peace and harmony of congregations and to inquire into the sources of congregational discord. (G-3.0301c)

A presbytery's duty to see to the health and welfare of its pastors and congregations (G-3.0106) includes the responsibility to consider establishing policies and procedures to address other difficulties in a manner that is both effective and sensitive to the needs of the parties involved. These difficulties may involve but are not limited to: leader burnout, unaddressed conflicts, factions, loss of health, mental health issues, competing visions, differing expectations, anger management challenges, or any number of other events that, outside of the context of sexual misconduct or abuse, can generate significant turmoil and relational difficulties sufficient to warrant Committee on Ministry engagement.

The Presbytery of Long Island lodges within its Committee on Ministry (COM) responsibilities related to facilitating "relations between the presbytery and its congregations, ministers of Word and Sacrament (MWS), commissioned pastors" (called Commissioned Ruling Elders, or CREs), and all serving in temporary pastoral relationships, as well as settling "difficulties on behalf of the presbytery where possible and expedient." (G-3.0307) In certain circumstances, when the difficulties that have arisen warrant it – in order to promote the welfare of a congregation, or its pastor, or of both parties – providing a way for a pastor to have, for a time, distance from their congregation and relief from all pastoral leadership responsibilities can create the very opportunity the COM needs to engage effectively in a restorative ministry.

Sometimes, as the Committee on Ministry (COM) seeks to address such turmoil, it realizes that if the church's pastor is relieved of their responsibilities for a time – warranting a period of administrative leave – it would be immediately helpful. This administrative leave can provide a pastor, a session, a congregation, and a presbytery time, space and opportunity for listening and learning, prayer and discernment, for planning and practice of new ways of behavior by those involved including but not limited to: presbyteries, pastors, congregations, ruling elders – so that situations can be resolved.

The Presbytery of Long Island establishes this policy on administrative leave to make it possible for the COM to use this tool to relieve pastors from their responsibilities and involvement with a congregation when it is warranted and appropriate for defined periods of time. (D-7.0902) This policy applies to all installed and temporary pastoral relationships that take place within the bounds of this presbytery. Any situation involving inquirers and candidates under care of the presbytery is under the jurisdiction of the Committee on Preparation for Ministry. This policy does not prevent or interfere with the initiation of disciplinary process if a written statement alleging an offense (any act or omission by a member of a congregation or a minister of the Word and Sacrament that is contrary to the Scriptures or the Constitution of the Presbyterian Church (U.S.A.)) is submitted to the clerk of session or stated clerk of the presbytery by any member of the Presbyterian Church (U.S.A.). (D-7.01-702)

Administrative Leave in response to accusations of sexual misconduct shall be administered in accordance with the Book of Order, the presbytery's Sexual Misconduct Policy, and the laws of the State of New York.

If a leave is determined for any purpose (other than that which is addressed through sexual misconduct policy), the Minister of the Word and Sacrament shall not perform any pastoral, administrative, educational, or supervisory duties, and shall not officiate at any functions such as the administration of sacraments, funerals, or weddings. The effect of administrative leave for a Minister of Word and Sacrament in a validated ministry beyond the jurisdiction of the Presbyterian Church (U.S.A.) is the suspension of the validation of the ministry until the matter is resolved, which shall be communicated to the employer by the stated clerk of the presbytery. (D-7.0903)

Committee on Ministry Responsibilities

A recommendation to relieve a pastor for a defined period of time from their pastoral responsibilities and involvements may be made by the presbytery's COM.

1. The recommendation must be grounded in a conviction that the welfare of the congregation, the pastor, or both warrants and calls for such a step.
2. There must be compelling evidence of the need for the COM to act in order to prevent or mitigate harm to the pastor, the church, or the presbytery, and to provide time and space for the COM, on behalf of the presbytery, to aid in settling difficulties. The evidence might include expressions of concern by the pastor, by colleagues in ministry, or by members of the congregation or community; letters or calls of complaint with allegations clearly articulated; and direct observation of relational conflict by the session or the COM.
3. Before the COM votes on a recommendation to relieve a pastor from their responsibilities for a time, at least two members of COM must have consulted with the pastor and the church's session about the potential use of this tool. Both the pastor and the session must be given an opportunity to be heard by the COM and notice of that opportunity.
4. The COM shall recommend the use of administrative leave and the initial period of leave, which may be up to three months in length; full salary, benefits, and housing shall continue to be paid/provided by the congregation according to the pastor's existing agreement or terms of call.
5. The recommendations of the COM will be received by the session which must vote by a three-quarter vote to concur to place the pastor on administrative leave.
6. The COM having made the decision to recommend relieving the pastor temporarily of their pastoral responsibilities and congregational involvement, and the session concurring, shall promptly appoint a reconciliation team of at least three members (at least one of which shall be a current member of COM) to work with the church's session/leadership and pastor.
7. The COM and reconciliation team shall be clear about the expectations for the leave as well as any methodology to be employed for assessment, counseling, and discernment processes. Those may include, but are not limited to, mental health inventories and financial audits.
8. Once the appointed reconciliation team has been briefed about its responsibilities, the COM will communicate with the pastor and the church's session and introduce the reconciliation team to the session and pastor, and initiate the administrative leave.
9. The COM shall appoint a temporary moderator for the session. No member of COM, of the reconciliation team, or any other person involved in assessments, counseling, or discernment processes may be appointed as the moderator.

10. The COM, in consultation with the pastor, will appoint an advocate pastor for the administrative leave for the purpose of acting as an advocate and companion to the pastor on administrative leave, seeing to their spiritual well-being and facilitating conversation with the reconciliation team and/or COM as necessary. No member of COM, of the reconciliation team, or any other person involved in assessments, counseling, or discernment processes may be appointed as the advocate pastor, unless requested by the pastor on leave and approved by the COM.
11. As appropriate, the COM will inform the presbytery of the actions it has taken. The language used will be sensitive to both the need for confidentiality (particularly regarding personal health) as well as for transparency.

Reconciliation Team Responsibilities

The reconciliation team shall be responsible for:

1. Meeting with the church's session and pastor to discuss the purpose of the leave and provisions for managing it and the congregation's ministry.
2. Assist the session in communicating with the congregation regarding the necessity for leave.
3. Establish and document:
 - a. the pastor's relationship and communication with the session and other church staff members;
 - b. the pastor's relationship and communication with the congregation, including the use of social media;
 - c. the time the pastor is on (paid) leave;
 - d. the process and expectations of the pastor and session/congregation for the pastor's return to the congregation, as appropriate.
4. Working with the session to provide preaching, pastoral care, and administrative support.
5. Assisting the session in listening, learning, prayer, and discernment for the planning and practice of new ways of behavior by those involved so that difficulties can be resolved.
6. Identifying assessments, counseling, discernment processes, mental health inventories, or financial audits to be required of the pastor and professionals able to provide such assessments.
7. Determining, with the approval of COM, if extensions to the initial period are warranted. If the reconciliation team believes they are, it will work with the church's leadership to determine the best and most appropriate way to provide for the pastor's compensation. The overall duration of the pastor's leave will depend on the time required for resolution of the difficulties that led to it. The effort will be carried out with all deliberate speed and with awareness of the financial obligations of the congregation and the presbytery. Any change to the terms of call must be approved by the congregation, pastor, and COM.
8. The reconciliation team will be in contact with the presbytery's Sexual Misconduct Response Team if there is a possible violation of the presbytery's Sexual Misconduct Policy which is related to the administrative leave of the pastor.
9. Any dissolution of the pastoral relationship, whether initiated by the congregation, the pastor, or the presbytery, must be done in accordance with the Book of Order.

Congregation/Session Responsibilities

When the session acts on the recommendation of the COM to relieve the pastor of their responsibilities, the session and congregation will be expected to:

1. Continue compensation, benefits, and housing for the pastor in accordance with the existing terms of call through the initial period of administrative leave. It will ordinarily pay for all other pastoral services needed during this time of leave. (As with any type of leave, the congregation may reach out to the presbytery if it needs short-term assistance with pulpit supply or moderator costs.)
2. Be in relationship with the reconciliation team to work with them concerning appropriate persons to provide pastoral services and to consider carefully its directives and behavioral expectations for the session and the congregation.
3. Have no contact with the pastor except as the terms of the leave specifically permits.

A session's or congregation's violation of the behavioral expectations established by the terms of the leave shall be reported to the COM, and the violation may be considered grounds for the establishment of an administrative commission.

Pastor's Responsibilities

When the session acts to relieve the pastor of their responsibilities, and the COM appoints a group to work with the congregation and its leaders, the pastor will be expected to:

1. Be in relationship with the reconciliation team and comply with the terms of the leave, including any requirements for assessment, counseling, discernment processes, mental health inventories, or financial audits.
2. Remain out of all church facilities and off the church's grounds, except for the manse, if applicable. If personal items need to be retrieved from church facilities, arrangements must be made through the pastor advocate.
3. Refuse to initiate or have contact with any member of the church or its staff, except for a person designated specifically by the reconciliation team to deliver mail or messages.
4. Refuse to conduct corporate worship or to engage in any form of pastoral activity (exceptions for extraordinary cases can be arranged in consultation with the reconciliation team).
5. Not attend or participate in any meetings or activities of the church.
6. Be in relationship with the pastor assigned as an advocate for support of their needs.

A pastor's violation of the behavioral expectations established by the terms of the leave shall be reported to the COM, and the violation may be considered grounds for initiation of a formal disciplinary process, in accordance with Church Discipline in the Book of Order.

Endnotes

1. All references to pastor or pastoral leader in this policy should be understood to include Ministers of Word and Sacrament, Commissioned Ruling Elders, or any clergy serving in a pastoral relationship, whether installed or temporary.
2. Administrative leave in response to accusations of sexual misconduct shall be administered in accordance with Church Discipline in the Book of Order and the presbytery's Sexual Misconduct Policy.
3. This policy is not intended as a disciplinary policy and is not a substitute for disciplinary actions as prescribed by the Book of Order under Church Discipline.

Resources: Presbytery of Baltimore, Presbytery of Genesee Valley, PCUSA Book of Order

PRESBYTERY OF LONG ISLAND SABBATICAL LEAVE GUIDELINES

The Committee on Ministry of the Presbytery of Long Island requires churches to grant Ministers of the Word and Sacrament, Commissioned Ruling Elders (CRE), and Certified Christian Educators a compensated Sabbatical Leave of up to three (3) months after the completion of six (6) continuous years in an individual congregation within the Presbytery of Long Island.

Preamble:

Sabbatical Leave is an extension of the Biblical concept of renewal through the Sabbath day and Sabbath year. The model for Sabbatical Leave is Jesus Christ, who took time to be in prayer away from his own community of disciples on the mountain, on the road, and out on the water. Sabbatical Leave is a time of "... holy leisure, leisure that is for holy things, leisure that makes the human more human by engaging the heart and broadening the vision and stretching the soul."¹ Sabbatical Leave is "...a time to receive, to be nurtured, to dig deeper into yourself, your relationship with God and your own roots and stories so that you can be renewed, refreshed, and revitalized by the breath of God."²

Definition:

The Sabbatical Leave for a Minister or Certified Educator is qualitatively different from an academic sabbatical, study leave, or vacation. The Sabbatical Leave frees the leader from the ongoing pressures of deadlines, pastoral duties, and being constantly on Call, and replaces that with a plan that encourages activities such as rest, travel, study, and reflection while allowing for the possibility of seizing the moment when opportunities not planned present themselves. A renewed and refreshed leader would be expected to bring new energy and insight to the life of the congregation.

The Sabbatical Leave is also for the congregation. It is an opportunity for the congregation to reflect on the whole nature and meaning of ministry and the place of the congregation in that ministry; to renew and strengthen congregational lay leadership; and to continue to grow in faith through different perspectives and preaching styles which supply preachers may bring.

Establishment of Leave:

We require that a Sabbatical Leave be a part of the initial terms of Call for a Minister, CRE, or Certified Educator beginning with a congregation in the Presbytery of Long Island. Making this provision well in advance will allow ample time for the leader to plan the time away from the church as well as for the congregation to set aside funds in the budget each year to cover expenses projected for the period of Leave. In the event the Sabbatical Leave was not part of the initial Terms of Call, the Minister, CRE, or Certified Educator and Session are urged to work together with the Committee on Ministry on a proposal for Sabbatical Leave, which would be a part of the subsequent Terms of Call to be approved by the congregation. The congregation should have at least six (6) months' notice prior to the beginning of Sabbatical Leave.

¹ Joan Chittister, *Wisdom Distilled from the Daily: Living the Rule of St. Benedict Today*; Harper San Francisco, 1991, pg 101.

² A. Richard Bullock, *Sabbatical Planning for Clergy & Congregations*. The Alban Institute, Inc, 1998, pg 5.

Sabbatical Leave Guidelines

Appendix A

Minister, CRE, or Educator Responsibilities

1. The sabbatical candidate should submit a proposal to the session, through its Personnel committee, for approval at least six (6) months prior to its commencement.
2. The proposal should contain the dates, location, and general design of sabbatical time.
3. The candidate and the session, working together, should ensure the coverage of church-related responsibilities during the candidate's absence.
4. Normally, the candidate should assure the session of continued service to the church for at least one full year from the conclusion of the sabbatical, although it is recognized that calls from God do not always fall into neat patterns.
5. The candidate should submit to Committee on Ministry the session-approved sabbatical proposal at least four (4) months prior to the commencement of the Sabbatical Leave.
6. Within the (3) months of returning, the candidate should present a written overview of the sabbatical experience to the session.

Session Responsibilities

1. A sabbatical, by its nature, requires a change to the Terms of Call. Therefore, after the session has received and approved the candidate's proposal, the session must call for a congregational meeting with the minimum purpose of changing the Terms of Call.
2. After the session has approved the proposal, the session shall communicate to the congregation the importance and value to the church of a sabbatical.
3. Sabbatical Leave shall not exceed (3) months. Sabbatical Leave may be combined with vacation so that the total time away with full salary and benefits is no more than four (4) months.

Committee on Ministry Responsibilities

1. Review the sabbatical timetable and usage plan as submitted by the minister.
2. Determine who will moderate the session in the minister's absence.
3. Provide support to the session, including a moderator to the session, a list of potential supply preachers, a list of PC(USA) ministers to administer the sacraments and assurances of pastoral care in the event of an emergency or crisis.
4. Serve as a mediator in any concerns of session, educator or minister relative to the sabbatical.

Sabbatical Leave Guidelines

Appendix A

Minister, CRE, or Educator Responsibilities

1. The sabbatical candidate should submit a proposal to the session, through its Personnel committee, for approval at least six (6) months prior to its commencement.
2. The proposal should contain the dates, location, and general design of sabbatical time.
3. The candidate and the session, working together, should ensure the coverage of church-related responsibilities during the candidate's absence.
4. Normally, the candidate should assure the session of continued service to the church for at least one full year from the conclusion of the sabbatical, although it is recognized that calls from God do not always fall into neat patterns.
5. The candidate should submit to Committee on Ministry the session-approved sabbatical proposal at least four (4) months prior to the commencement of the Sabbatical Leave.
6. Within the (3) months of returning, the candidate should present a written overview of the sabbatical experience to the session.

Session Responsibilities

1. A sabbatical, by its nature, requires a change to the Terms of Call. Therefore, after the session has received and approved the candidate's proposal, the session must call for a congregational meeting with the minimum purpose of changing the Terms of Call.
2. After the session has approved the proposal, the session shall communicate to the congregation the importance and value to the church of a sabbatical.
3. Sabbatical Leave shall not exceed (3) months. Sabbatical Leave may be combined with vacation so that the total time away with full salary and benefits is no more than four (4) months.

Committee on Ministry Responsibilities

1. Review the sabbatical timetable and usage plan as submitted by the minister.
2. Determine who will moderate the session in the minister's absence.
3. Provide support to the session, including a moderator to the session, a list of potential supply preachers, a list of PC(USA) ministers to administer the sacraments and assurances of pastoral care in the event of an emergency or crisis.
4. Serve as a mediator in any concerns of session, educator or minister relative to the sabbatical.

Sabbatical Leave Guidelines Appendix B

Addressing Financial Concerns

One of the unfortunate realities for most ministers and churches is that the church simply cannot afford to pay for ministerial services while their pastor is away on sabbatical Leave. "Creative financing" is counseled for these circumstances. This might include some combination of the following:

1. Going it alone: using of lay preachers, Women's Sundays, Men's Sundays, Youth Sundays, etc. for pulpit supply; relying on elders, deacons, Stephen Ministers, etc. for pastoral care.
2. Hiring seminary interns or inquirers for preaching and pastoral care.
3. Making part-time, temporary supply arrangements with hospital chaplains, pastoral counselors, minister members-at-large, etc.
4. Applying for funding from the Pastor's Salary Supplement Fund.
5. Offering "mini-Sabbaticals" on a more frequent basis (e.g. six weeks sabbatical for every four years of service.)
6. Applying for Sabbath Sabbatical grant from the Board of Pensions (for churches with fewer than 200 members)
7. Providing a Sabbath reserve line item in the church budget, perhaps saving an amount equal to 1/24 of the pastor's salary for six years, to support a sabbatical in the seventh year of that minister's service.

Resource List: Sabbatical Information for Clergy and Congregations

Books

[Clergy Renewal: Alban Guide to Sabbatical Planning](#)

This Alban Institute book, published in 2000, shows how a sabbatical is a necessary part of the spiritual growth of a congregation as well as the clergy.

This book is available from the PRC resource center.

[Pastoral Pause](#)

This Upper Room book has a publication date of 8/1/2024. It tells the story of one pastor's renewal leave and provides spiritual and practical resources such as renewal leave checklists, budget-planning tools, book lists, reflection prompts, liturgies, and devotions to equip others on their journeys.

This book is available from the PRC resource center

[Planning Sabbaticals: A Guide for Congregations and their Pastors](#)

This book was published by Chalice Press in 2019 and "draws on nearly two decades of wisdom from the Lily Endowment Clergy Renewal Program.

This book is available from the PRC resource center.

PCUSA Online Resources

[Sabbath Sabbatical Support](#)

The Assistance Program of the Board of Pensions provides eligible ministers with a portion of the financial support they need to take a sabbatical. The grant amount is up to \$5,000.

[Sabbatical and Continuing Education Resources](#)

This list of continuing education opportunities, sabbatical grants, and retreat centers is from the Pittsburgh Presbytery website.

[Sabbaticals Are a Must for Healthy Pastors and Healthy Congregations](#)

This article from the Presbyterian Mission Agency discusses how sabbaticals are an affordable must for the health and vibrancy of ministry.

[Sample Sabbatical Leave Policy for Parish Ministers and Educators](#)

This sample policy comes from the Presbyterian Mission Agency.

Other Online Resources

[The Center for Congregational Resources Pastoral Resources](#)

They provide for the renewal of clergy, both full-time, and bi-vocational, through a variety of educational, networking, consultations and grant offerings.

[Lilly Endowment Clergy Renewal Programs](#)

Lilly's programs provide opportunities for pastors to engage in a period of renewal and reflection. Here are links with tips for applying for a Lilly grant: [What Makes a High Quality Proposal](#) and [Tips for Proposal Writing](#).

[Louisville Institute Grant Programs](#)

The Louisville Institute Pastoral Study Project Grant (PSP) awards grants of up to \$20,000 to support individual or collaborative study projects.

[Ministry Sabbatical Planning Tutorial - Congregation](#)

This list of questions may be a helpful guide in developing a sabbatical plan and then communicating it to the congregation.

[The Pastor's Sabbatical](#)

This PDF document comes from the Pennsylvania Southeast Conference of the United Church of Christ and discusses the benefits of sabbaticals for clergy and congregations, as well as financial and other preparations to consider.

[The Pastor's Sabbatical and Tax Implications](#)

This article comes from the Church Law and Tax website.

[Sabbatical and Renewal Resources](#)

This is a list of grants and programs for clergy renewal from the Massachusetts Council of Churches.

[Sabbatical Leave Booklet](#)

The United Church of Christ offers this downloadable booklet which includes these topics: Theological Grounding and Relational Value, Policies and Best Practices, and Case Studies and Resources.

[Sabbatical Resources for Tired Pastors](#)

This article on the Patheos website has links to articles and resources related to clergy sabbaticals.

[What Kinds of Activities Can the Congregation Do?](#)

This excerpt from Robert C. Saler's book, *Planning Sabbaticals: A Guide for Congregations and Their Pastors*, offers advice for congregations during a clergy sabbatical.

RECOGNITION OF RETIREMENT FROM THE MINISTRY OF WORD AND SACRAMENT
Stated Meeting of Presbytery – September 21, 2024

THE REVEREND ADRIAN PRATT

Elder Donald Adams, Moderator

Leader Lord, you have been our refuge from one generation to another.

All Before the mountains were brought forth, or the land and the earth were born, from age to age you are God.

Leader Bless the Lord, O my soul, and all that is within me, bless God's holy name.

All Bless the Lord, O my soul, and forget not all God's benefits,

Leader who forgives all your sins and heals all your infirmities;

All who redeems your life from the grave and crowns you with mercy and loving-kindness;

Leader who satisfies you with good things,

All and your youth is renewed like an eagle's.

Words of Recognition for Rev. Adrian Pratt

Elder Rebecca Wright *Bridgehampton*

Rev. Jeff Prey will read words by Elder Andrew Smith, *an elder in the Presbyterian Church of Wales*

Elder Donald Adams, Moderator

Adrian, you are completing your active service as a minister of the Word and Sacrament. Your siblings in this presbytery rejoice with you in the evidence of the Holy Spirit in your work. We thank God for your dedicated ministry in the church of Jesus Christ, and we praise God for the grace that has allowed your ministry to touch many lives. Now we come to mark with you the fulfillment of your calling, as the presbytery confers upon you the status of retired. While we know this begins a time of rest and the enjoyment of other callings, we value the experience you have gained and the skills you have acquired throughout your years of ministry. Therefore, we welcome your continued participation in the life of the church, using your gifts in meaningful ways. You remain a colleague in ministry, and we will continue to seek your wisdom and your fellowship. Together with the whole church, you will find new opportunities to fulfill your baptismal calling as one marked by the Holy Spirit, a disciple of Jesus Christ. May God continue to bring joy and peace to your life, just as you have blessed the Presbyterian Church with your ministry and the gospel of Jesus Christ.

A Prayer of Thanksgiving - Elder Donald Adams, Moderator

Eternal God, through all the years of our lives, your love protects and guides us. By your Spirit, you call us to varied ministries in the service of Jesus Christ. We praise you for your gifts to your servant, **Adrian**, for his faithful proclamation of your Word, his administration of the holy sacrament of Jesus Christ, and his pastoral care and leadership in the church. Grant to him time for nourishment and rest, reflection and rejoicing, and the fullness of your peace. Through the Holy Spirit, bless him that he may remember the love of Jesus Christ, which unites us in the service of our Lord. In the name of Christ, we pray. Amen.

Thanks & Presentation of Gifts from the Presbytery - Rev. Kate Jones Calone

Beloved in Christ, God has brought you to years of Christian maturity in the Gospel ministry, and you have now requested retirement. The Presbytery of Long Island, in granting your request, desires to make public acknowledgment of your service to God. Words of appreciation and best wishes have been directed to you across the years and in this meeting today. It is my privilege as Executive Presbyter to say for all of us, well done, good and faithful servant. May God bless and keep you all of your days.

PRAY WITH US!

The Moderator Team has been meeting together regularly to deepen our relationships with one another, listen for God's leading, and pray together. We invite you to join us today in making space for those intentional practices. In your small groups, please take about 20 minutes for the following conversation. Please note that there are no "leaders" in the small groups--this is a time of mutual sharing and prayer. Be sure that everyone has an opportunity to share without interruption.

- ❖ *First, have each person briefly share their name, congregation, and which ferry they took to get to Shelter Island today. (5 minutes total)*

- ❖ *Second, have each person share again, reflecting on the following questions: "Recognizing our current divisiveness in the U.S., what does it mean to love your neighbor? What is the role of the church in a polarized society?" (10 minutes total)*

- ❖ *Finally, pray together and for each other and for our nation. (You might have one person who volunteers to pray for the group. You might decide to have each person share a brief prayer. You might make time for silent prayer, listening for God to speak. Your prayer together can be whatever you choose as a group!) (5 minutes total)*

Committee on Nominations
Stated Meeting of Presbytery - September 21, 2024

Motion: To approve the following slate of candidates:

Second Vice Moderator Rev. Matthew Means, *Huntington*

Shepherding Council

Member at large Class of '27 Elder Barbara D'Andrea, *East Hampton*

Committee on Ministry

Class of '27 Elder Richard Schneider, *Westhampton*

Class of '27 Elder Jean Hrbek, *Setauket*

Class of '27 Rev. Kerry Riddle, *West Islip*

Board of Trustees

Class of '27 Rev. Paul Lent, *Southampton*

Class of '27 Elder Bill Phillips, *Center Moriches*

Personnel

Class of '27 Elder Gillian Plataras, *Huntington*

Committee on Preparation for Ministry

Class of '27 Elder Janice Kincaid, *Levittown/Massapequa*

Advance Planning

Class of '27 Rev. Wade Pond, *Melville*

Budget & Finance

Class of '25 Rev. Katie Mulligan, *Levittown/Massapequa*

Class of '27 Elder Diane Perry, *Westhampton*

Permanent Judicial Commission

Class of '29 Elder Diane Perry, *Westhampton*

Synod Assembly Commissioners

Elder Steve Bodden, *Deer Park*

Rev. Scott Williams, *Roosevelt*

Rev. Jim Barnum, *Retired*

Synod Mission & Ministries Commission Member

Rev. Marjory Roth, *Roslyn*

Shepherding Report
Presbytery of Long Island Stated Meeting – September 21, 2024

Action items for the Presbytery

Motion: To approve the Harassment Policy for the Presbytery (*as required in the Book of Order G-3.0106*).

Motion: To unrestrict all but \$875,000 of the previously restricted funds for New Church Development, to be used for (a) addressing financial requirements related to churches under an Administrative Commission or in transition, including legal costs and outstanding debt; (b) the mission/vision priorities of the Presbytery, as identified by the visioning team, which may include the creation of new worshiping communities; and (c) other needs as approved by the Shepherding Council.

Items for the Presbytery:

Save the Date: Presbytery Day, Saturday, November 16, 9 AM-4 PM, Setauket Presbyterian Church. Workshops have been designed to address frequent issues we hear from our churches and will include:

- Orientation to legal issues involving property use
- Intergenerational Worship
- Reimagining Sunday School and Beyond
- Older Adult Ministries
- Worship Leadership and Preaching for Elders and Lay Leaders
- Stewardship for a New Generation
- and more!

The planning team is encouraging each church to send at least two people!

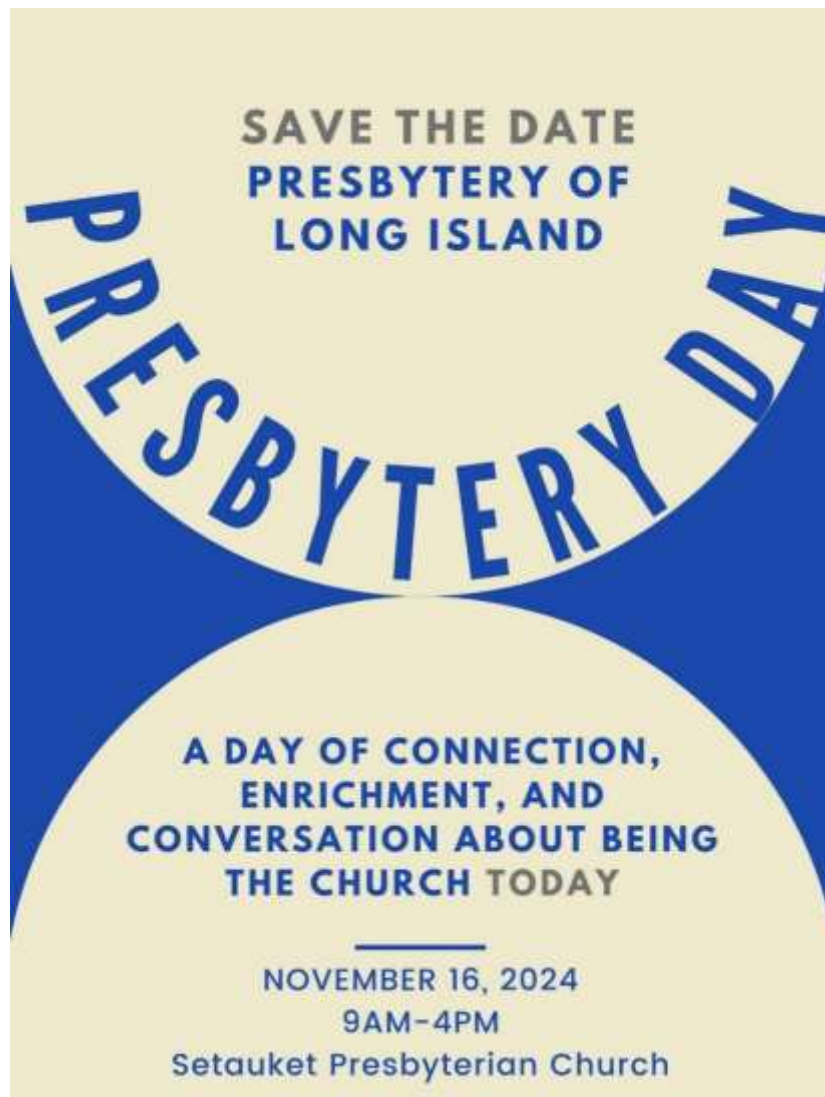
The Shepherding Council met on July 8, 2024, from 12-2 PM by Zoom. The Council's work and actions included:

- Approving the minutes from the 5/13/24 meeting
- Report from the moderators on the approval of funds to purchase portable sound equipment for presbytery meetings that can run the Wordly translation app.
- Report from the Treasurer of the Presbytery and approval of the combination of the three mission funds in the Presbytery's investment accounts into one fund.
- Report on the PCUSA General Assembly.
- Reports from Committees and Administrative Commissions.
- An update on the Presbytery's visioning process.
- A first read of a provisional policy on assets that come into the Presbytery.
- Approval of a motion to recommend the draft Harassment Policy to the Presbytery for a vote.

- An update from the Glenwood Life Center Commission that its discernment has concluded in pursuing a sale of the building.
- Presbytery Day and the assembling of a planning team.
- Update on Episcopalians and Presbyterians in Conversation (EPIC) work.

The Shepherding Council met on September 9, 2024, from 12-2 PM in person at the Presbytery office. The Council's work and actions included:

- Approving the minutes from the 7/8/24 meeting
- Presentation and review of the 2025 budget from the Treasurer
- Discussion of an increase in the Presbytery's portion of per capita
- Approval of a motion asking the Presbytery to unrestrict a portion of the funds designated for New Church Development (see below)
- A review of a draft Administrative Leave Policy being considered by the Committee on Ministry
- Discussion of how to support our candidates for ministry
- An update on the Presbytery's visioning process
- Approval of recommending to the Presbytery a provisional presbytery policy for assets (see below)
- Reports from Committees and Administrative Commissions
- Approval of a motion to dismiss with gratitude the Pastoral Inquiry Commission
- Discussion of Presbytery Day planning



DRAFT

Harassment Policy

Presbytery of Long Island

Adopted _____, 2024

This policy is intended to comply with G-3.0106 (*Administration of Mission*).

It is the Presbytery of Long Island's belief that God has created all people in God's own image and thus has made us equal in Christ (Genesis 1:26). The Church, through the power of the Holy Spirit, is given shape and life and is meant to reflect our relationship to one another and to God. We firmly believe that God intends all human life to have worth and dignity in all relationships. Through these relationships we are bound to serve and to respect the dignity of every human being. (F-1.0301) This respect and dignity afforded to all of God's creation is through the creation and maintenance of a safe environment within our community, free of harassment.

The Presbytery of Long Island ["Presbytery"] strives to create and maintain an environment in which people are treated with dignity, decency and respect.¹ When the Presbytery gathers to do its work as a council, committees, commissions, or staff, it is committed to providing an environment that is characterized by mutual trust and is safe and free from harassment, bullying, and intimidation in any form. The Presbytery will not tolerate any type of harassment of its employees, minister members, ruling elders, volunteers, or ministry partners. Through enforcement of this policy and by education of its members and employees, the Presbytery will seek to prevent, correct and discipline behavior that violates this policy.

¹ See the Presbyterian Church (USA) Standards of Ethical Conduct:
https://www.pcusa.org/site_media/media/uploads/oga/publications/ethical-conduct.pdf

All members and employees of the Presbytery, regardless of their role or position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any member or employee of the presbytery who violates this policy. Based on the seriousness of the offense, disciplinary action may include removal from a role or position.

General Harassment

As used in this policy, the term “harassment” includes sexual harassment as well as unwelcome conduct toward an individual because of the individual’s sex, race, color, national origin, ancestry, age, religion, gender, disability, sexual orientation, citizenship, or any other legally protected characteristic.

Any action may be considered harassing if it:

1. creates a hostile, intimidating or offensive work environment;
2. unreasonably interferes with an employee’s or Presbytery member’s work performance; or
3. adversely impacts an individual’s employment or volunteer opportunities.

Examples of harassment that may violate this policy include:

- Oral or written (including digital) communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on sex, race, color, national origin, ancestry, age, religion, gender, disability, sexual orientation, citizenship, or any other legally protected characteristic.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual Harassment

Sexual harassment "Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or

physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Reporting Procedure

Employees, members, ruling elders, volunteers, or ministry partners who, in the course of the work of the Presbytery, feels harassed or subject to discriminatory employment practices should immediately report the matter to the Stated Clerk, preferably in writing. If the complaint of harassment to the Stated Clerk is not appropriate, the complaint must be lodged with the moderator of the Personnel Committee.

Reports of Sexual Abuse, which is defined by D-7.09 of the Church Discipline section of the Book of Order as sexual conduct in relation to any person under the age of eighteen years or anyone without the capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position, should follow the procedure outlined in the Church Discipline Section of the Book of Order and any Sexual Misconduct Policies of the Presbytery. Reports of this nature shall be reported to the Stated Clerk and any other authorities required by mandatory reporting laws.

Upon receipt of a report of harassment or discrimination, an investigation will be initiated by the Stated Clerk. This investigation will be handled discreetly and confidentially. The purpose of the investigation is to verify that such conduct is occurring or has occurred and to take steps to ensure that such conduct does not continue. After investigation, any Employee/Volunteer that

has been found to have engaged in unlawful or prohibited harassment or conduct will be subject to disciplinary action, up to and including removal from a role/position or termination of employment. Neither the Church nor the Presbytery will retaliate against anyone for making a harassment or discrimination complaint, even if no determination is made that harassment and/or discrimination has occurred. However, anyone who knowingly makes a false claim or knowingly provides false information in the course of an investigation will be subject to disciplinary action, up to and including removal from a role/position or termination of employment.

Review

This policy shall be reviewed annually by the Shepherding Council and reported to the Presbytery at the second meeting of the year.

Progress Report to the Presbytery

Visioning Process

Items for action

Motion: To approve the Provisional Policy on Assets to apply to all future assets that come into the Presbytery.

Provisional Presbytery Policy for Assets

Enduring Witness Fund

*“God created human beings; he created them godlike, reflecting God’s nature.
God blessed them: ‘Prosper! Reproduce! Fill Earth! Take charge! Be responsible...’”*

(Genesis 1:28 The Message)

“From everyone to whom much has been given, much will be required.”

(Luke 12:48)

“Think of us this way, as servants of Christ and stewards of God’s mysteries.

Moreover, it is required of stewards that they be found trustworthy.”

(1 Corinthians 4:1-2)

Introduction/Theological Statement

As servants and stewards laboring in the vineyard known as “The Presbytery of Long Island,” this provisional policy will be guided by scriptural values of community and covenant, prioritizing building congregational vitality, dismantling structural racism, eradicating systemic poverty, and demonstrating reparative action for marginalized peoples. This policy and any future changes to this policy will be grounded in the principles of accessibility, transparency and equity, in maintaining our commitment to one another as a connectional church.

This provisional policy may be adjusted as necessary by action of the Shepherding Council at any of its stated meetings in order to remain faithful, effective, and relevant to the vision, mission and ministry needs of the Presbytery of Long Island.

Recognizing the Presbytery of Long Island is actively engaging in a season of discernment to clarify its stated purpose, mission, and values, this provisional policy should be adjusted in order to remain aligned with any outcome of this discernment.

How funds come in

- A. Net proceeds from the sale of former church real property after payment of any outstanding debt (including debt to the Presbytery), closing expenses, or temporary operating expenses;
- B. Cash and other assets held by closing ministries;
- C. Funds from congregations that separate from the Presbyterian Church (USA) and agree to financial arrangements with the Presbytery of Long Island;
- D. Current funds and accounts that are identified as available and appropriate instruments for the Enduring Witness Fund; and
- E. Designated gifts made to the Enduring Witness Fund by individuals, or from congregations that sell/divest of property and assets and choose to tithe the proceeds.
- F. Net cash flow from any development joint venture/ground/leases
- G. Remainders following necessary/required expenditures, i.e. attorneys fees; preparations of buildings for sale; other assets that need perpetual care, i.e. Cemeteries; deferred maintenance; etc.

How funds are allocated

- At least 40% to the Enduring Witness fund
- At least 10% to the operational budget
- At least 10% to reparative justice
- At least 10% to mission ministry (in conversation with a dissolving congregation, including local mission/ministry previously supported by that congregation) for approval by the Shepherding Council
- The allocation of the remaining 30% to be recommended by the Budget & Finance Committee for approval by the Shepherding Council, utilizing one of the previous designations or another identified need and taking into consideration:
 - Immediate and long-term needs to support the vitality of the presbytery and its member congregations
 - Availability of other funds to support operational and missional ministries

- Opportunities for the value of the income to grow over time

Management of Enduring Witness Fund

The administration of the Enduring Witness Fund shall be as follows:

- 1) The fund shall be managed as a presbytery designated, temporary restricted fund. Designated funds are established for a specific purpose. Changes to the purpose can be approved only by the presbytery.
- 2) Money in the fund will be kept in a separate investment account that meets the general investment guidance of the Board of Trustees.
- 3) Day-to-day oversight, statement retention, fund holder relations, and reporting of the funds will be the responsibility of the Presbytery Treasurer, Executive Presbyter, and the Budget and Finance Committee.
- 4) Administrative oversight of additions to the fund and distributions from the fund will be managed by the Presbytery Treasurer.
- 5) All interest and dividends will be added to the principal as earned.
- 6) A report of all activity of the fund will be provided to the presbytery at least annually.

Procedures for Expenditures from the Enduring Witness Fund

- 1) Up to 25% of the fund principal may be distributed each calendar year.
- 2) No single request may be for more than 10% of the available fund principal for that calendar year.
- 3) Requests for disbursements from the fund may be initiated by the Enduring Witness Fund Evaluation Team

Distribution of funds

An Enduring Witness Fund Evaluation Team will be comprised of at least one member of The Presbytery Board of Trustees, The Moderator Team, The Shepherding Council; two at-large members of Presbytery congregations, nominated by the Nominating Committee and elected by the presbytery; and the Executive Presbyter, Stated Clerk, and Treasurer will be members ex officio. Members of the Enduring Witness Fund Evaluation Team will serve three-year terms, eligible for two consecutive terms.

Applications will be received at the end of the first and third quarter each calendar year and will be reviewed (for revision, acceptance or rejection) by the Enduring Witness Fund Evaluation Team. Emergency applications may be received by the Enduring Witness Fund Evaluation Team as deemed necessary by the team.

The Enduring Witness Fund Evaluation Team will review applications for one-time Grants from a local Session (or Sessions) or other suitable governing body that will measurably advance its values of building congregational vitality, dismantling structural racism, eradicating systemic poverty, and demonstrating reparative action for marginalized peoples.