

Governing Commission, Nominating Committee and Synod Assembly Calendar

OCTOBER (Current Year)

Synod Assembly Meeting

Elect Nominating Committee

Elect Moderator and Vice Moderator

Elect Governing Commission members

Elect, as needed, Executive, Treasurer, Stated Clerk

Elect presbytery nominated members to PJC

Visioning and Advise on Ends

Financials: End of Year, Budget overview

New Commissioners attend Assembly

New Moderator, Vice-Moderator terms begin January first of new calendar year.

November

Governing Commission

Comprehensive review of primary and secondary ends

Review of Governing Commission functioning based on four policy areas

New GC members attend

December

All expiring terms end

January

All new commissioner and PJC new member terms begin

February

Initial meeting of Nominating Committee

Basic Orientation

Review Governing Commission member responsibilities and characteristics

March

Governing Commission meets

Review 1/3 of secondary ends

Give suggestions of commissioners for consideration for next year Governing
Commission, Mod and V-Mod

Nominating Committee

Send to Pby stated clerks notification of Commissioners and PJC having expiring
terms in December of current year.

April

Nominating Committee

Decides those with expiring 1st term will be suggested to their pby for re-election

April - Mid September

Presbyteries elect new commissioners

May

Governing Commission

Review of Executive Limitations
Review 1/3 of secondary ends
Per Capita conversation for next fiscal year

September

Governing Commission

Review 1/3 of secondary ends
Executive review
Receive big picture budget for next fiscal year
Determine commissioners to nominate for nominating committee
Determine GC meeting dates for next calendar year

Nominating Committee

Final determination of nominees for Governing Commission, Mod and Vice Mod

OCTOBER

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SUMMARY OF SYNOD REVIEW OF PRESBYTERY RECORDS APRIL 26, 2017

2017 Review results:

Presbytery	Reading Clerk	Exceptions	Delinquencies
Beaver Butler	Kevin Porter	0	0
Carlisle	Marge Zeigler	0	0
Donegal	Ginny Rainey	0	0
Huntingdon	Michael Wilson	0	0
Kiskiminetas	David Smith	0	0
Lackawanna	Jim Speedy	2	0
Lake Erie	Frank Lewis	0	0
Lehigh	Carla Campbell	3	0
Northumberland	Marilyn Tully	0	0
Philadelphia	David Byers	1	0
Pittsburgh	Marsha Heimann	3	0
Redstone	Ralph Hawkins	0	0
Shenango	Richard Noftzger	0	0
Upper Ohio Valley	Greg Gillispie	0	0
Washington	Maureen Wright	0	0
West Virginia	John Rodgers	0	0

2018 Checklist:

Policies: If you adopt or amend a policy, record that in the minutes. Full text of the amendment (if long) or policy goes in an appendix. For checklist purposes, where councils are required by the Book of Order to have a policy, the checklist will ask you "What date did your council adopt this policy?"

Required policies for presbyteries:

Manual of administrative operations [G-3.0106]

Sexual misconduct policy [G-3.0106]

Child and youth protection policy [G-3.0106]

Written criteria developed by the presbytery for validating ministries within its bounds [G-3.0306]

Youth protection policy: If you need a template, Wayne has one he will share.

Christian Educator Minimum Terms of Call: Be sure you have them, even if you do not have Christian Educators.

Minister of Word and Sacrament terms of call: As a matter of justice and parity, review whether your minimums with manse and without manse are equivalent.

Commissions: If your council has designated bodies as commissions of presbytery, such as COM or CPM, or whatever, they should report their actions to presbytery and are encouraged to make "For information" reports, but their minutes do not have to be spread on the minutes of presbytery. They may be so spread, but are not required. However, the minutes of these commissions are official records of presbytery. They must be maintained, and it is the clerk's job to ensure they are kept.

Appreciated practices:

Purpose of minutes: Minutes reflect the way you do business. Tell the story. The future comes from what we are doing now.

Transitioning to corporate meetings: Kiskiminetas's minutes record the transition from ecclesiastical to corporate business "The presbytery rose as a body and was seated as the corporation."

Index: Indices helped locate material. Wayne and Michael recommend PDF Index Generator. Clerk creates a list of words or phrases to be included in the index. Generator program creates the index.

Dates:	(Wayne involved in all planning teams below)
September 27-28 2017	Synod Leadership meeting of stated clerks and presbyters. Penn Stater Planners from this group: Marsha Heimann & Michael Wilson
Early winter 2018	PJC training. Live trainer who presents via video link. Two to four video link sites.
March 3 or 10 2018	GA commissioner training. In person gathering; again two to four sites. Incorporate more time for fellowship and get acquainted time among commissioners. Probably here at Penn Stater, with site in WV. Catherine to get information on site availability Planners from this group: Ginny Rainey & Jim Speedy
April 26 2018	Synod Records Review. Penn Stater

The Synod of the Trinity
Balance Sheet
September 30, 2017

ASSETS	Current Year	Prior Year
Current Assets		
Integrity Checking	\$ 94,792.06	210,418.55
Petty Cash	<u>50.00</u>	<u>50.00</u>
Total Current Assets	94,842.06	210,468.55
Other Assets		
Bryn Mawr Trust Company	5,942,836.35	5,750,274.37
New Covenant/One Compass	784,278.90	707,236.03
Mission Exchange	8,963.56	8,963.56
Investments - Mission	<u>250,000.40</u>	<u>250,000.40</u>
Total Other Assets	<u>6,986,079.21</u>	<u>6,716,474.36</u>
Total Assets	<u>\$ 7,080,921.27</u>	<u>6,926,942.91</u>
LIABILITIES AND CAPITAL		
Current Liabilities		
Optional Deductions	(\$ 37.98)	(46.48)
403b	(539.94)	(496.17)
FSA	2,065.61	2,477.37
CLG HRA	131.13	0.00
GLE HRA	1,775.16	0.00
MSG - HRA	1,190.66	0.00
Pine Street IN/OUT	(0.67)	(0.67)
SDOP Administration	15,029.11	9,809.42
300th Anniversary Fund	300.00	300.00
Lehigh New Initiatives Grant	6,000.00	0.00
1717 Fund for New Networks/Min	<u>1,000.00</u>	<u>0.00</u>
Total Current Liabilities	26,913.08	12,043.47
Long-Term Liabilities		
Synod Held Restricted Funds		
Peacemaking Fund	14,963.85	8,668.31
Rusch/Shepard Fund	47,322.21	40,805.22
Mary L. Clark Fund	317,240.45	289,505.87
Mary Meade Maxwell Fund	310,141.84	276,639.55
FCPS Escrow Fund	6,755.29	6,755.29
Study Leave Escrow Fund	5,542.45	7,924.53
PJC Escrow Fund	44,422.07	47,156.58
Disaster Relief Escrow Fund	36,781.27	26,781.27
Building Escrow Fund	<u>1,110.08</u>	<u>2,500.00</u>
Total Long-Term Liabilities	<u>784,279.51</u>	<u>706,736.62</u>
Total Liabilities	811,192.59	718,780.09
Capital		
Fund Adjustments	(65,466.13)	(25,054.14)
Market Adjustment - BMT	428,345.40	286,041.79
Market Adjustment - New Cov Gr	60,487.27	40,079.86
Cash & Asset Activity - BMT	(372,781.67)	(221,497.36)
Earnings - Bryn Mawr Trust	87,422.95	84,015.14
Beginning Balance Equity	8,159,311.46	8,159,311.46
Retained Earnings	(2,048,532.30)	(2,201,559.62)
Net Income	<u>20,941.70</u>	<u>86,825.69</u>
Total Capital	<u>6,269,728.68</u>	<u>6,208,162.82</u>
Total Liabilities & Capital	<u>\$ 7,080,921.27</u>	<u>6,926,942.91</u>

The Synod of the Trinity Summary Income Statement
 Report Date October 17, 2017 - For Management Purposes Only
 For the Nine Months Ending September 30, 2017

	Current Month	Year to Date	Budget	Prior Yr
Revenues				
Presbytery Related Income				
Per Capita - Total	\$ 11,719.32	\$ 258,965.77	386,570.00	285,904.11
Unified Mission - Total	4,040.29	98,131.26	172,500.00	135,882.77
TOTAL - Presbytery Income	15,759.61	357,097.03	559,070.00	421,786.88
Mission Investment Income	359.69	2,137.38	3,750.00	5,337.80
Planned 5% Distribution from Reserves	100,000.00	350,000.00	290,300.00	302,000.00
Additional 5% Distribution from Reserves	0.00	0.00	290,300.00	49,546.22
Additional Distribution from Reserves	0.00	0.00	0.00	6,059.35
New Initiatives Prior Year	0.00	0.00	0.00	0.00
Restricted Funds Income	0.00	0.00	0.00	0.00
Other Income	155.97	1,184.52	5,000.00	1,235.67
Carlisle Presb - Cost Sharing	2,056.88	19,962.95	30,000.00	19,375.47
Healthcare Rebate	0.00	0.00	0.00	0.00
Online Donations	0.00	0.00	250.00	0.00
Bookkeeping Services	1,350.00	11,600.00	15,600.00	12,150.00
Pass Through/Offsetting Income	0.00	24,647.00	0.00	0.00
Total Revenues	119,682.15	766,628.88	1,194,270.00	817,491.39
Expenses				
Administrative Expense				
Salary & Benefits	29,775.61	273,052.09	392,580.00	273,113.69
Travel - Staff & Officers	3,607.90	20,604.73	34,000.00	26,165.19
TOTAL - Personnel Related Expense	33,383.51	293,656.82	426,580.00	299,278.88
Office Support	2,374.16	42,366.56	54,000.00	43,690.38
Building Expense	2,404.14	38,020.04	55,000.00	40,575.56
TOTAL - Administrative Expense	38,161.81	374,043.42	535,580.00	383,544.82
Governance				
Synod Assembly Meetings	0.00	0.00	36,000.00	161.23
Governing Commission	2,493.88	6,829.05	9,000.00	8,173.20
Mandated Committees	0.00	3,530.74	6,500.00	2,974.33
TOTAL - Governance	2,493.88	10,359.79	51,500.00	11,308.76
Direct Presbytery Support				
Presbytery Leadership Support	0.00	13,048.10	32,000.00	20,361.84
Exec Discretionary Account	35.90	1,264.21	5,000.00	700.00
Church/Worshiping Community Development	0.00	1,000.00	1,500.00	7,480.00
Special Presbytery Grants	2,500.00	48,668.38	32,000.00	37,454.25
Disaster Relief	0.00	10,000.00	10,000.00	10,000.00
Pass-Through Presbytery Funds	24,647.00	24,019.28	0.00	(251.85)
TOTAL - Direct Presbytery Support	27,182.90	97,999.97	80,500.00	75,744.24
Mission and Ministry Opportunities				
Regional Commissioner Gatherings	0.00	8,079.00	13,000.00	10,403.38
Advisory Teams	1,003.06	2,381.41	10,750.00	5,957.66
300th Anniversary	20,439.50	20,381.50	5,000.00	234.00
Communications	0.00	100.00	15,000.00	1,268.08
Transition/Vision	0.00	2,900.00	5,800.00	30,699.81
Study Grants	0.00	0.00	10,000.00	0.00
Student Ministries	0.00	76,587.25	107,000.00	78,178.50
Network Grants	0.00	4,000.00	10,000.00	2,850.00
Mission Travel Grants	0.00	16,300.00	12,000.00	4,750.00
Ecumenical & Historic Relations	0.00	32,580.00	43,440.00	32,580.00
New Synod Priorities	0.00	2,664.84	147,350.00	5,146.45
New Initiatives for Presbyteries	0.00	97,310.00	147,350.00	88,000.00
TOTAL - Mission and Ministry	21,442.56	263,284.00	526,690.00	260,067.88
Total Expenses	89,281.15	745,687.18	1,194,270.00	730,665.70
Net Income	\$ 30,401.00	\$ 20,941.70	0.00	86,825.69

	Budget - 2017	Budget - 2018
Revenues		
. Presbytery Related Income		
. Per Capita - Total	386,570.00	368,345.00
. Unified Mission - Total	172,500.00	159,800.00
. TOTAL - Presbytery Income	559,070.00	528,145.00
. Investment Income		
. Planned 5% Distribution	290,300.00	289,400.00
. Additional 5% Distribution	290,300.00	289,400.00
. Other Investment Income	3,750.00	3,750.00
. TOTAL - Investment Income	584,350.00	582,550.00
. Other Income	50,850.00	50,850.00
Total Revenues	<u>1,194,270.00</u>	<u>1,161,545.00</u>
Expenses		
. Personnel/Facilities/Administration		
. Salary & Benefits	392,580.00	397,820.00
. Travel/Facilities/Office Supplies/Equipment	143,000.00	151,000.00
. TOTAL -	535,580.00	548,820.00
. Governance	81,050.00	75,250.00
. Direct Presbytery Support	80,500.00	92,000.00
. Mission and Ministry		
. Grants - Mission and Ministry	182,440.00	182,440.00
. Being More Together - New/Expanding	314,700.00	263,035.00
Total Expenses	<u>1,194,270.00</u>	<u>1,161,545.00</u>
Net Income	0.00	0.00

At the September 13-14, 2017 meeting of the Synod of the Trinity Governing Commission., a motion was made for Synod portion of Per Capita for 2019 to be set at \$2.30, the fourth year at this rate. \$2.30 does not completely cover those items identified as Per Capita expenses.

Synod of the Trinity Per Capita:

2016 - \$2.30

2017 - \$2.30

2018 - \$2.30

2019 - \$2.30