

**Special Called Meeting of the Presbytery of Southern New England
First Presbyterian Church, New Haven, Connecticut
June 5, 2018**

CALL TO ORDER:

The Rev. Chris Tate, Moderator, called the Special Called Meeting of the Presbytery of Southern New England to order at 1:05 PM in the sanctuary of the First Presbyterian Church, New Haven, CT, and opened the meeting with a prayer.

ELECTION OF STATED CLERK PRO TEM.

It was m/s/v to elect the Rev. Mary Thies as Stated Clerk Pro Tem for today's meeting.

FORMING OF THE ROLL:

Stated Clerk Pro Tem Mary Thies reported that a quorum was present. The roll was being formed through the registration for the meeting.

ADOPTION OF THE DOCKET

Presbytery **VOTED** to adopt the amended docket.

ENROLLMENT AND INTRODUCTIONS

The Rev. David Baer, Palisades Presbytery, New Jersey and the Rev. Michael Piazza, Interim, New Canaan: First were introduced and enrolled as corresponding members.

WELCOME AND ARRANGEMENTS

The Rev. J.C. Cadwallader, pastor, welcomed the Presbytery to First Presbyterian Church, New Haven.

REPORT OF THE ROUNDTABLE (COUNCIL)

Elder Anne Carney, Co-Chair of Roundtable gave the report of Roundtable. Anne along with the Rev. John Merz, Chair of the Stated Clerk Search Committee, presented the Roundtable's endorsed candidate, the Rev. David Baer, a member of the Palisades Presbytery.

The Stated Clerk position description and terms of call are attached in Appendix 1.

Following an examination of Rev. Baer, the **Presbytery VOTED to elect** the Rev. David Baer Stated Clerk, beginning August 1, 2018; to give him permission to labor within the bounds of the Presbytery; and to hold a Service of Installation at the next stated meeting of the Presbytery on Wednesday, September 12, 2018.

TEACHING ELDERS PRESENT (20):

Asher, Susan
Cadwallader, Joycelyn
Caton, Christine
Crawford, Adele
Doll, Greg
Drake, Brandi Wolfe
Emery, Julie

Hager, Barbara
Jung, Johanna Johns
Laird, Kathryn Kibbie
Lindsley, Dana
Merz, John
Meyerhoffer, Anne Marie
Olson, Susan

Opsahl, Laura
Smanik, Virginia
Tate, Chris
Thies, Mary Marple
Trucksess, Susan Power
Vance-Ocampo, Shannan

**MEMBERS OF
ROUNDTABLE (7):**

Carney, Anne

Cunningham, Judy
Hasbany, Dick
Baker, Lisa

Riihimaki, Art
Riihimaki, Barbara
Taylor, Tom

COMMISSIONED RULING ELDERS: (0)

CORRESPONDING MEMBERS: (2)

Baer, David
Piazza, Michael

RULING ELDER COMMISSIONERS FROM CHURCHES: (9)

Ashaway: Babcock

Not represented

Barrington

Not represented

Brookfield: Valley

Not represented

Cumberland: Calvin

Not represented

Darien: Noroton

Not represented

Fairfield

Not represented

Fall River: Calvary

Not represented

Granby

Not represented

Greenwich: First

Charlene Roberson

Groton: St. Andrew

Not represented

Hamden: New Haven Korean

Not represented

Hartford

Not represented

Milford: United

Not represented

New Canaan

Armen Thies

Barbara Wentzel

New Haven: CT Korean

Not represented

New Haven: First

Mary Porterfield

Ralph Jones

Mary Webber

Providence

Not represented

Springfield: MLK

Robert Baker

Stamford: First

Christina McIntyre

Stamford: Turn of River

Not represented

Warwick: Greenwood

Not represented

Warwick: Woodbury

Not represented

Waterford: Crossroads

John A. Succo

W. Hartford: Westminster

Not represented

Westerly: Dunn's Corners

Not represented

Wilton

Not represented

ATTENDANCE:

Teaching Elders	20
Commissioned Elders	0
Ruling Elders	9
Elder Officers	7
Certified Lay Employees	1
Corresponding Members	2
Visitors	4
Total Attendance:	43

TEACHING ELDERS EXCUSED: (7)

- Bakker-Spence, Pamela
- Dannenfelser, Richard
- Epperson, Eileen
- Foster, Christine
- Hoover-Mulvany, Bea
- Pfeil, Susan
- Seiders, John

COMMITTEE ON MINISTRY

Elder Barbara Riihimaki, Co-chair, gave the report.

The Committee recommended that the Presbytery approve The Rev. Michael Piazza, Interim Pastor, First Presbyterian Church, New Canaan, CT as a temporary member of the Presbytery of Southern New England based on the Formula of Agreement with the United Church of Christ, Congregational, effective June 5, 2018.

Rev. Piazza was introduced and spoke to the Presbytery about his background.

The Presbytery VOTED to enroll the Rev. Michael Piazza as a temporary member of the Presbytery.

Celebratory prayers for Rev. Piazza and his ministry were offered by the Rev. Kathryn Kibbie Laird.

The Committee recommended that the Presbytery approve the call of The Rev. Gregory Doll as Pastor, Noroton Presbyterian Church, Darien, CT effective June 15, 2018.

Because Rev. Doll previously served as Associate Pastor of Darien: Noroton and because an associate pastor is ordinarily not eligible to be the next installed pastor of the same congregation, a ¾ majority vote of the Presbytery is required.

Rev. Doll was introduced and spoke to the Presbytery about his background and sense of call to the Noroton Church.

The Presbytery VOTED unanimously to approve the Rev. Gregory Doll’s call to serve Noroton Presbyterian Church as Pastor, effective June 15, 2018.

His terms of call are as follows:

Salary	\$ 134,615
Manse Allowance	\$ 40,385
TOTAL EFFECTIVE SALARY	\$ 175,000

Benefits Plan Dues	\$ 64,750
Continuing Education	\$ 3,000
Automobile Expenses	\$ actual use
Other Vouchered Expenses	\$ 3,000
TOTAL COMPENSATION	\$ 245,750

Rev. Merz offered a celebratory prayer for Rev. Doll and his ministry.

NOMINATIONS COMMITTEE

Elder Art Riihimaki, Chairperson, presented report. The committee presented the following nominations:

Personnel

Rev. John Merz, Class of 2020
 Rev. Mary Thies, Class of 2019

Synod Commissioners, Class of 2020

Rev. Cass Shaw
 Rev. Adele Crawford
 Elder Lou DeLoma, Darien: Noroton
 Elder Judy Cunningham, Brookfield: Valley
 Elder Arthur Riihimaki, West Hartford: Westminster

Nominations from the floor **m/s/v**:

Rev. Shelley Donaldson, Alternate Synod Commissioner

Elder Riihimaki noted that the committee is still seeking a nominee for the Young Adult Delegate to the Synod.

Presbytery voted to elect the slate as presented.

CLOSING PRAYER AND ADJOURNMENT

The meeting was adjourned at 1:55 PM and closed with prayer by Moderator Rev. Tate.

Attested:

The Rev. Mary Thies
 Stated Clerk Pro Tem

Job Description

Title: Stated Clerk, Presbytery of Southern New England

Purpose: To serve as an officer of the Presbytery for recording its transactions, keeping its rolls of membership and attendance, preserving its records, and performing the duties prescribed by the Book of Order and the By-laws and Standing Rules of the Presbytery.

Primary Duties:

- To serve as a member of the Presbytery staff team and maintain collegial relationships with the staff and officers of the presbytery.
- To serve or be responsible for providing a Parliamentarian for all Presbytery Meetings.
- To serve as a polity resource to Clerks and Moderators of Sessions; and to the officers and constitutional and programmatic committees of the presbytery; in particular, to the Moderator, Vice Moderator, Committee on Ministry and Committee on Preparation for Ministry.
- To interpret and implement the Constitution of the Presbyterian Church (U.S.A.), and the Manual of Operations and policies of the Presbytery

Other Duties and Responsibilities:

- The Stated Clerk as the presbytery's chief ecclesiastical administrator: will relate to other governing bodies, interpret presbytery actions, serve as secretary of the Corporation, support the *Permanent Judicial Commission*, serve as presbytery's secretary and secretary of Roundtable – recording minutes, and acting as custodian of the official records of the Presbytery.
- The Stated Clerk shall also: assist in organizing meetings of the presbytery; guide Candidates toward Ordination and Ministers toward Installation; record transactions; perform background checks; keep rolls of members and attendees; publish the minutes and policies of presbytery; coordinate the ecclesiastical work of the presbytery between meetings; collect annual membership statistics; communicate on behalf of the Presbytery through various media with our constituents and denomination; support the administrative commissions of the Presbytery; maintain the roster of names and terms of members of the Permanent Judicial Commission; preserve the archives of minutes and records and furnishing extracts when requested by another governing body; provide support and training to clerks of sessions; ensure fair and effective representation on presbytery committees and agencies; fulfill such other duties as may be assigned by Roundtable, or at the appropriate request of the General Assembly or Synod; and hold the seal of the corporation.

Accountability: The Stated Clerk is an ecclesiastical officer of the Presbytery responsible to the Chair of the Personnel Committee on behalf of Roundtable. He/she is elected by the Presbytery on nomination of the Personnel Committee, with approval of Roundtable, and is part of a collegial staff team committed to the vision, mission and goals of the Presbytery of Southern New England.

Hours: 15 hours/week.

Term: The Stated Clerk shall be a Ruling Elder or Teaching Elder (Minister of the Word and Sacrament) and shall be elected by the Presbytery for a term of five years and may be reelected.

Evaluation: The work of the Stated Clerk, and all aspects of his or her compensation, shall be thoroughly and constructively reviewed not less than annually by Roundtable, primarily through the agency of the Personnel Committee.

2018 Salary and Benefits for Stated Clerk

Annual Salary	\$20,000.00
Annual Professional Expenses	\$2500.00
Annual Mileage Reimbursement	\$1500.00
Annual Tech Reimbursement	\$480.00
Additional Professional Expenses (GA Year only)	\$1200.00
Understanding that additional hours may be needed in service to an Administrative Commission, Investigating Committee or Permanent Judicial Commission	\$25/hour in consultation with the Personnel Committee
Vacation	4 weeks
Study Leave	2 weeks