

**Presbytery of Southern New England
Report of the Roundtable to the Presbytery
March 11, 2020**

For Information

- 1) At the January 16th meeting the Roundtable **VOTED** to **AUTHORIZE** the General Presbyter to attest to the grant application to be submitted by Katia Dacunha of the Brazilian Presbyterian Church (fellowship) in Hyannis. This application will help enable the launching of a new English-language worshipping community focusing on art therapy.
- 2) At the January 16th meeting the Roundtable **VOTED** to **AUTHORIZE** the use of the Cranston Fund to replace the portion of the support for the MLK church that was to come from the Synod of the Northeast while the Synod grant is still in process.
- 3) At the January 16th meeting the Roundtable **VOTED** to **ADOPT** a mandate for a new Anti-Racism Equity Committee which emerged from the anti-racism training event on Saturday January 4. The Draft Mandate to the Committee is attached Ref. A-2.
- 4) At the Special Meeting of the Roundtable on January 30, 2020 the Roundtable **VOTED** to **ENGAGE** Ms. Erika Plank Hagan as the Communications Manager of the Presbytery.
- 5) At the February 6th meeting of the Roundtable the Rev. Julie Emery reported on the Mission and Ministry Commission meeting of the Synod of the Northeast. During its meeting in Albany the Commission granted approval of a grant for the Springfield: MLK congregation--\$30,000 per year for three years, as well as \$10,000 to support PSNE's anti-racism work. The Commission is looking forward to being updated at their May meeting, and hopes that the work of PSNE might serve as a model for other presbyteries in the synod.
- 6) The leaders of the Brazilian Presbyterian Church of Hyannis will be hosting the September meeting of the Presbytery.
- 7) Roundtable minutes of the January 16, 2019, January 30, 2019 and February 6, 2020 meetings are attached as Ref. A-1.

**PRESBYTERY OF SOUTHERN NEW ENGLAND
STATED MEETING OF THE PRESBYTERY ROUNDTABLE
January 16, 2020**

The Roundtable of the Presbytery of Southern New England met in the Smart Room of the Westminster Presbyterian Church in West Hartford, Connecticut. The meeting was called to order with prayer and opening devotions at 9:45 a.m. by the Co-Chair of the Roundtable, the Rev. Jinny Smanik, and Elder Lisa Baker.

A **QUORUM** was present.

Present were: Julie Emery, Virginia Smanik, J. C. Cadwallader, Barbara Riihimaki, Lisa Baker.

Present via Zoom teleconference were: Dick Hasbany, Ruth Herron Smalt, Chris Tate, and Kevin White.

Also present were: ex-officio members Shannan Vance-Ocampo, General Presbyter; David Baer, Stated Clerk (via Zoom teleconference).

Excused were: Steve Hart; John Merz; Phillip Phiri, Treasurer of the Presbytery; and John Sweet.

Absent was: Sean Miller.

A **QUORUM** of the Roundtable was present.

The agenda for the meeting was **ADOPTED** as presented.

The minutes of the December 12, 2019, meeting of the Roundtable were **APPROVED** with corrections.

The General Presbyter presented her report. She suggested that the review of the Moderator and Vice Moderator job descriptions be postponed until the February meeting. She noted that the Emerging Ministries Team has not been staffed yet. Ms. Vance-Ocampo reported that she had heard from Katia Dacunha, at the Brazilian Presbyterian Church (fellowship) in Hyannis, which is planning on launching a new English-language worshiping community focused on art therapy. Ms. Vance-Ocampo asked for authorization to present the grant application for this new community on behalf of the Presbytery.

Upon a motion properly made and seconded, the Roundtable **VOTED** to **AUTHORIZE** the General Presbyter to attest to the grant request.

Ms. Vance-Ocampo provided an update on her efforts to pursue a grant from the Synod of the Northeast. She expressed her disappointment at the synod's lack of response, though noted that one of the synod staff members is experiencing significant health challenges.

Upon a motion properly made and seconded, the Roundtable **VOTED** to **AUTHORIZE** the use of the Cranston Fund to replace the portion of the support for the MLK church that was to come from the Synod of the Northeast, while the synod grant request is still in process.

Ms. Vance-Ocampo presented a proposal for a mandate for a new Anti-Racism Equity Committee, which emerged from the anti-racism training event on Saturday, January 4. Upon a motion properly made and seconded, the Roundtable **VOTED** to **ADOPT** the following:

Draft Mandate to the Committee:

You are mandated to work towards the creation of an inclusive, equitable, antiracist culture within the PSNE that will be attractive to all people in particular those who have been systematically excluded from full participation in the presbytery as we seek to be co-creators with Christ of a just, peaceful and healed world/creation.

NOTE: Originally “antiracist” was not in this draft and there was discussion about where/if it should be added. I added it above.

Working groups conclusions:

- Size: 9 – 11 people
 - Composition:
 - 3 people who have been a part of this conversation
 - 3 early adopters
 - 3 respected stakeholders of the presbytery
 - Gender, age, reason, ordained, not ordained, white, and not-white
 - Aim for 50/50, 40/60 white, non-white – give the nominating committee a recommendation
 - Classes
 - Year One – Work with Jessica; after a year, will reassess where they will need to go
 - 30% of 9-11 people will shift in 3 years. That way it doesn't become a club.
 - 2 year, 3, year, 4 year term with a maximum of 6 years
 - Don't want the tendency for this to become a club. This will seem like the club of the people that “figured it out.” And pushes the group to think about what are we building, because in two years these folks will have to step out
-

This is more of a transition about grief than it is about conflict. Awakening people to the fact that they are in a club---and that can cause grief when realizing the not as good impacts. Transition of becoming.

Ms. Vance-Ocampo noted that she and the Stated Clerk, the Rev. David Baer, have begun monthly coaching with Jessica Vasquez-Torres of Crossroads Anti-Racism. She is working to visit the Presbytery's churches, with a view toward emphasizing these themes in her preaching.

The Rev. Chris Tate reported on the work of the Nominating Committee. They have identified a potential nominee to serve on the Board of Trustees, and as President of the Corporation. He requested that those who chair committees fill out an online survey, which he said would assist the Nominating Committee in connecting individuals in our Presbytery with roles on the various committees of the Presbytery.

Mr. Tate reported that Ashley Aronson, the Presbytery's alternate Young Adult Advisory Delegate to the General Assembly, asked to be released from that responsibility, as she can no longer guarantee her availability on the week of General Assembly. The Committee could nominate another alternate YAAD.

The Stated Clerk, the Rev. David Baer, gave his report, reminding the Roundtable about the active disciplinary investigations that are continuing. He reviewed the schedule of stated meetings of the Presbytery and the Roundtable established by the Roundtable for the current year, and he presented a proposed docket for the next Stated Meeting of the Presbytery, to be held at the First Presbyterian Church of New Haven on March 11. Members of the Roundtable provided feedback on the proposed docket, which will be taken up again at the Roundtable's next meeting on February 6.

Elder Barbara Riihimaki provided a report on the work of the Committee on Ministry. The Committee anticipates bringing a minister before the Presbytery in March, to be received as a member. She noted that the Rev. Rich Reifsnyder had agreed to serve as acting co-chair, while the Rev. Sean Miller is on leave.

The Rev. Shannan Vance-Ocampo gave the report of the Personnel Committee, on behalf of the Rev. John Merz, who was excused from this meeting. The search committee for a Presbytery Communicator is nearing completion, with three very promising finalists. The search team has requested an opinion from the Roundtable as to whether the search committee should consider a candidate who does not reside within the bounds of the Presbytery, as is the case with one of the three finalists. The members of the Roundtable expressed the need to weigh skills and proximity, and to take into consideration the impact of recent staffing changes on the emotional system of the Presbytery.

The Roundtable turned to a discussion of the use of time set aside for Open Space for anti-racism work during the coming year. Perhaps there could be a panel discussion featuring those who had participated in anti-racism training over the past year. The Presbytery might also

engage in the “Blanket Exercise,” which demonstrates the dispossession of indigenous peoples’ land by European-descended settlers in North America. Upon a motion properly made and seconded, the Roundtable **VOTED** to **REPLACE** Open Space with a time focused on anti-racism to be named “Connecting Our Conversations,” for Presbytery meetings held in 2020.

The Rev. Shannan Vance-Ocampo spoke briefly about the work of the Mission/Vision Team formed in response to the Landscape survey. The team has suffered the attrition of a few of its members. She hopes to convene the team before the next Roundtable meeting, and thereafter to provide a fuller assessment about where they are.

The Rev. Virginia Smanik shared with the Roundtable a thank-you note from Pam Garner, the former Presbytery Administrator. Ms. Garner expressed her gratitude for the celebration of her years of service at the November Stated Meeting of the Presbytery, and for the farewell gift she received.

Elder Lisa Baker reminded the Roundtable the Ms. Garner had been designated for a special role in the Presbytery’s Disaster Preparedness Plan, and needs to be replaced in that role. The Roundtable will examine the plan at the next meeting.

The Roundtable adjourned at 11:40 a.m., led in closing prayer by the Rev. Julie Emery.

Respectfully submitted,

-signed-

Rev. David A. Baer, Stated Clerk

**PRESBYTERY OF SOUTHERN NEW ENGLAND
SPECIAL MEETING OF THE PRESBYTERY ROUNDTABLE
January 30, 2020**

The Roundtable of the Presbytery of Southern New England met via Zoom teleconference. The meeting was called to order with prayer at 4:05 p.m. by the Co-Chair of the Roundtable, the Rev. Julie Emery.

A **QUORUM** was present.

Present were: Julie Emery, Virginia Smanik, John Merz, Barbara Riihimaki, Ruth Herron Smalt, and Chris Tate.

Also present were: *ex-officio* members Shannan Vance-Ocampo, General Presbyter; David Baer, Stated Clerk; and Phillip Phiri, Treasurer of the Presbytery. In addition, the Roundtable welcomed Steve Crocco, Chair of the Presbytery Communicator Search Team.

Excused were: Kevin White, J.C. Cadwallader, and Dick Hasbany.

Absent were: Lisa Baker, Sean Miller, and John Sweet.

A **QUORUM** of the Roundtable was present.

The purpose of the Special Meeting, as communicated in the call, was to act on the joint recommendation of the Communications Manager Search Team and the Personnel Committee, who

The Rev. John Merz, the chair of the Personnel Committee, reported that the Communications Manager Search Team had concluded its search, and was recommending as a finalist for the position Ms. Erika Plank Hagan, whose materials are attached to these minutes (Attachment 1). Upon a motion on behalf of the Personnel Committee, and with the recommendation of the search team, the Roundtable **VOTED** to **ENGAGE** Ms. Hagan as the Communications Manager of the Presbytery, according to the terms in the attached position description (Attachment 2), which was adopted at the Roundtable's Stated Meeting on October 10, 2019.

The Roundtable adjourned with prayer at 4:15 p.m.

Respectfully submitted,

-signed-

Rev. David A. Baer, Stated Clerk

Attachment 1

November 20, 2019

To whom it may concern,

I am writing in application for the Communications Manager job for the Presbytery of Southern New England. Please see my attached resume and marketing campaign examples for your review.

I believe my skill set is an excellent match for your needs. I am an experienced telecommuter, with strong time-management and task-management skills. I am comfortable with church organization and structure and have experience with Presbyterian church administration specifically. I have helped organizations as varied as theatres, fitness franchises, health and wellness sales, and churches put their ideas and information out into the world and have given them the tools to assess how the message is being received.

As a passion project, I have created an online presence, Eating Liturgically, to explore my own interest in mindful meal planning around the Episcopal Liturgical calendar. This gives me an opportunity to not only do my Eating Liturgically rituals, but to share it with others, and to practice and learn the tools used to communicate spiritual and Christian content. I can see in real time how the same content works in a blog, in a Facebook post, in an Instagram post, and in a newsletter – subtle differences that inform my communications work – professional, personal, and volunteer – moving forward.

The task of creating a communications plan is exciting. It involves not only knowing how to communicate, but awareness of who you are communicating to and what key points you want to get across. I do have experience in communications across the spectrum from traditional print media to social media, but more importantly, I have experience in audience development from my time in non-profit arts management through my volunteer work with the Southwestern Region Leadership Team with the Episcopal Church in Connecticut.

I was especially pleased to read that quarterly assessment of the new communication plan was built into this job description. Thoughtful discernment is essential to creating a relationship, and that is at its core what a communication and marketing plan is – it's building a relationship between an organization and its audience. That assessment and changes are expected as part of the process, and not feared as signs of failure, speaks to an environment where I can do my very best work.

My current supervisor, the Reverend Kathryn Kibbie Laird at First Presbyterian Church in New Canaan, is aware of my application and is happy to be a reference for me. I enjoy my work at FPCNC a great deal; my application to you isn't a desire to quit my current job but is a response to my genuine interest and excitement at the work the Communications Manager for the Presbytery of Southern New England would need to do.

I look forward to speaking with you about this opportunity.

Peace,

Erika Plank Hagan

Attachment 1

Erika Plank Hagan

I help big-picture people and projects with the small, organized, details it takes to get the job done.

15 Lakeside Drive Extension
Ridgefield, CT 06877
(203) 295-1375
erikaplankhagan@gmail.com

EDUCATION

Kenyon College, Gambier, OH — B.A., May 2001, Magna Cum Laude
Major: Drama - theatre and dance production, arts management.

Hartford Seminary, Hartford, CT — pursuing M.A. in Religious Studies.
Anticipated completion Summer 2022.

RECENT WORK EXPERIENCE

First Presbyterian Church, New Canaan, CT — Administrative Assistant

October 2015 - present

Administration of the weekly "Tidings" e-newsletter: solicit and proofread content from church staff, hyperlinks to church website content, weekly MailChimp campaign, cross-post across church social media accounts

Annual Lenten Meditations administration – take content from Pastors, design templates for e-mail and social media distribution, schedule daily e-mails and social media posts, follow up with responses and engagements from community.

Planning and administration of Youth Group Mission Trips: travel tickets and itineraries, purchasing supplies for mission projects and shipping to international destinations, coordinating registrations and payments of participants, managing Mission Trip fundraising "Stock Sale" campaign.

Administration of Youth Group Mission and Fellowship Events: marketing to youth in the congregation and surrounding community, promotion of events to local media, ordering and managing supplies, tracking Youth Group budgeting, administration of Youth Group social media accounts.

Church School Administration – managing volunteer teachers scheduling and training, assigning Spark Lesson plans for each Sunday to coordinate with liturgical calendar, ordering and organizing supplies for each lesson, creating monthly "Church School Newsletter" MailChimp campaign.

Monthly Expense Reports for Associate Rector, Youth Groups, and Church School expenses.

SKILLS

Administrative:

Office Management, Mass Mailing, Proofreading, Facilities Management, Accounting, Online and Library research, Data entry, Front Desk Reception, Cold Calling, Multi-line and PBX Systems; Emergency Dispatch

Marketing:

Promotional Campaigns, Print Advertisements, Press Releases, Social Media (Facebook, twitter, Instagram), Grassroots Marketing

Information Technology:

Microsoft Word, Outlook, Excel, Access/SQL Database, WordPress, Google Docs, HTML Website Design, Quicken/QuickBooks, PayPal

Theatrical:

Stage Management, Box Office, Tour Booking, Audience Development, Production Management

Attachment 1

Jazzercise, Inc, Carlsbad, CA — Jazzercise Franchisee

November 2003-present

As sole proprietor of a Connecticut Jazzercise fitness franchise:

- Fitness Educator: learn and teach continually updated Jazzercise choreography and class formats to all skill levels.
- Management: volunteer and contract workers (associate instructors, customer service representatives, and childcare).
- Marketing: plan and implement multi-platform marketing with awareness of the local community and to tie into national Jazzercise promotional campaigns.
- Accounting: sales, franchise fees, taxes, insurance, music royalties, and contracting invoices.

Interplay Health, Norwalk, CT — Freelance Administrative/Social Marketing Support

January 2015 – February 2018

Self-regulated time management as work-from-home contract employee.

Put Interplay Health classes and events on appropriate online calendars, ranging from specific facilities formats, the Interplay Health website (WordPress html), and social media.

Monitor activity and create content for Interplay Health Facebook social media events and newsfeed posts to communicate information and to entice engagement from audience through likes, shares, and comments.

Data entry and updating of multiple e-mail contact lists through MailChimp.

Census Bureau, Bridgeport, CT — Crew Leader

March 2009 - June 2009

Assigned and directed the work of 18–20 enumerators engaged in field data collection for Ridgefield and Danbury, CT.

Conducted group training sessions using verbatim training guides to teach codified data collection procedure for the 2010 Census.

Approved payroll; authorized overtime and reimbursements.

Collected and filed field reports for the Bridgeport, CT, central office, using detailed government forms and processes.

CERTIFICATIONS

CPR Certified —
ProCPR.com

Certified Jazzercise Instructor -
Jazzercise, Inc

Safe Church Certified —
Episcopal Diocese of CT

VOLUNTEER WORK

Southwestern Region
Leadership Team — Episcopal
Church in CT
May 2019 – present

Member of committee composed of
lay and ordained church leaders
which meets monthly.

The Team facilitates communication
between churches in the
Southwestern Region and the
Episcopal Diocese of CT.

Individual tasks within the team:

1. Co-administrator for Team social media accounts.
2. Team Convener: schedule meetings, create agendas for approval, follow up with communication of tasks to Team members.

Attachment 2

Job Description

Communications Manager

Title: Communications Manager

Purpose: To equip, support and articulate the mission of the Presbytery of Southern New England internally and externally through audience-appropriate and innovative communication.

Accountability: Accountable to the Personnel Committee through the General Presbyter.

Responsibilities:

- At the end of the first quarter of work, develop an overall communications plan for the Presbytery with input from the General Presbyter and Stated Clerk. Manage and modify communications plan and key audiences quarterly as needed to reach a wide audience in Presbytery and our partner ministries.
- Manage all media content and communications channels of the Presbytery, including but not limited to: social media, e-mail marketing and newsletters, website content, phone, video and relationships with outside technical vendors on behalf of the Presbytery.
- Monitor and share as appropriate: denominational, local, ecumenical, interfaith and other partner media content
- Provide support in planning, directing and coordinating online activities designed to increase the visibility of events and programs
- Manage scheduling of the Presbytery Zoom video-conferencing account.
- Manage online registration for quarterly meetings of the Presbytery and other events as directed by the General Presbyter.

Attachment 2

- Manage Presbytery online database and directory, updating regularly in collaboration with the Stated Clerk.
- Manage the main PSNE email address and serve as co-administrator for the Google Drive
- Share best practices with other communicators in the Presbytery including staff and volunteers.
- Collaborate with staff to utilize the website, e-mail list service and social media for communications purposes:
 - Draft/publish/recommend/review contents of website as needed.
 - Contribute marketing content E-News as needed.
- Manage yearly social media and web-based contracts on behalf of the Presbytery
- To perform such other duties as assigned by the General Presbyter which are consistent with the responsibilities of this position.

Term:

The workweek shall be 15 hours on a flexible schedule at \$25/hour and is reviewed annually. This person will work remotely and will be required to have their own phone and internet connection. There is a \$40/month technology stipend for all PSNE staff.

Evaluation:

Performance evaluations will be conducted at least annually, or more frequently as needed.

**PRESBYTERY OF SOUTHERN NEW ENGLAND
STATED MEETING OF THE PRESBYTERY ROUNDTABLE
February 6, 2020**

The Roundtable of the Presbytery of Southern New England met via Zoom teleconference, owing to inclement weather. The meeting was called to order with prayer at 9:40 a.m. by the Co-Chair of the Roundtable, the Rev. Julie Emery.

A **QUORUM** was present.

Present were: Julie Emery, Virginia Smanik, J. C. Cadwallader, Barbara Riihimaki, Lisa Baker, John Merz, Ruth Herron Smalt, Chris Tate, and Kevin White.

Also present were: *ex-officio* members Shannan Vance-Ocampo, General Presbyter; David Baer, Stated Clerk; and Erika Plank Hagan, the Presbytery Communications Manager.

Excused were: Dick Hasbany; Phillip Phiri, Treasurer of the Presbytery; and John Sweet.

Absent was: Sean Miller.

A **QUORUM** of the Roundtable was present.

The agenda for the meeting was **ADOPTED** as presented.

The minutes of the January 16, 2020, meeting of the Roundtable, and the minutes of the January 30, 2020, special meeting were **APPROVED** as presented.

The General Presbyter presented her report. She invited the Rev. Julie Emery to report on the recent Mission and Ministry Commission meeting of the Synod of the Northeast. The leadership of the Roundtable met with the administration and mission committees of the Commission during its meeting in Albany, and succeeded in obtaining the approval of a grant for the Springfield: MLK congregation—\$30,000 per year for three years, as well as \$10,000 for PSNE's anti-racism work. The Commission was eager to hear from us about the conduct of this work, which can serve as a model for other presbyteries in the synod. They requested an update for the May meeting of the Commission.

Erika Plank Hagan, the new Communications Manager for the Presbytery, began work February 1, in accordance with the Roundtable's action at the recent special meeting. She is familiarizing herself with the Presbytery's communications infrastructure and is preparing this week's Getting Connected.

The leaders of the Brazilian Presbyterian Church of Hyannis, a fellowship of the Presbytery, is excited to be hosting the September meeting of the Presbytery, and advises that they will be serving Brazilian barbecue.

The rebuilding of the Woodbury Union Church in Warwick is continuing, and they hope to be back in the building soon.

The Rev. Chris Tate, the chair of the Presbytery Nominating Committee, provided an update on their work. With the help of the Rev. John Merz and the General Presbyter, the Committee has successfully identified a nominee for the Board of Trustees who would be willing to serve as Chair of the Board of and President of the Corporation. They are continuing to seek nominees for the Anti-Racism Team and the Emerging Ministries Team. The Committee is reviewing responses to their Gifts and Talents Survey, which may help to identify those suited to elected positions within the Presbytery.

The Stated Clerk gave his report. He expressed his gratitude for those churches that have submitted their annual statistical reports to the Office of the General Assembly. He advised the Roundtable of the resignation of Elder Peter Benner (West Hartford: Westminster) from the Permanent Judicial Commission. The Clerk presented a proposed docket for the March Stated Meeting of the Presbytery, and members of the Roundtable provided suggestions.

The General Presbyter introduced Ms. Erika Plan Hagan, the new Presbytery Communications Manager, to the Roundtable. Members of the Roundtable introduced themselves and expressed their appreciation for Ms. Hagan's work in her new role. One of Ms. Hagan's first tasks is creating a communications plan for the Presbytery, and Ms. Vance-Ocampo advised Roundtable members that they may be hearing from her in connection with the development of this plan.

The Rev. John Merz, the chair of the Personnel Committee, drew attention to the 2020 goals for both the General Presbyter and the Stated Clerk, and invited members of the Roundtable to review them and offer feedback and questions apart from the meeting. He also asked for feedback on the 360-Review process used for the General Presbyter this year, in which committee chairs and other leaders in the Presbytery were invited to participate in the evaluation. The Committee would like to evaluate this process, in order to determine whether they will continue to use it.

The Personnel Committee has sought to make clear that the General Presbyter is the Presbytery's head of staff, and that all staff—with the exception of the Stated Clerk, who is a constitutional officer of the Presbytery—report to her.

The General Presbyter informed the Roundtable that she had been approached about being nominated to serve as Chair of the Presbyterian Mission Agency Board. She sought the Roundtable's counsel as to how to balance the responsibilities that would be involved with this commitment with her responsibilities in the Presbytery. Members of the Roundtable expressed their confidence that she would be able to manage both roles, and also their appreciation for the resources her denominational service has made available to the Presbytery.

The Roundtable again reviewed the results of the Landscape survey conducted several years ago in the Presbytery, with an eye toward finding areas of focus for the Roundtable's work in the current year.

The Roundtable adjourned at 11:00 a.m., led in closing prayer by the Rev. J. C. Cadwallader.

Respectfully submitted,

-signed-

Rev. David A. Baer, Stated Clerk

DRAFT

Mandate to the Committee:

You are mandated to work towards the creation of an inclusive, equitable, antiracist culture within the PSNE that will be attractive to all people, in particular those who have been systematically excluded from full participation in the presbytery, as we seek to be co-creators with Christ of a just, peaceful and healed world/creation.

Working groups conclusions on makeup:

- Size: 9 – 11 people
- Composition:
 - a. 3 people who have been a part of this conversation
 - b. 3 early adopters
 - c. 3 respected stakeholders of the presbytery
 - d. Gender, age, reason, ordained, not ordained, white, and not-white
 - i. Aim for 50/50, 40/60 white, non-white – give the nominating committee a recommendation
 - e. Classes
- Year One – Work with Jessica; after a year, will reassess where they will need to go
- 30% of 9-11 people will shift in 3 years. That way it doesn't become a club.
- 2 year, 3, year, 4 year term with a maximum of 6 years
- Don't want the tendency for this to become a club. This will seem like the club of the people that "figured it out." And pushes the group to think about what are we building, because in two years these folks will have to step out
- To assign 1-2 people to be on the RT for continuity of leadership/interventions

This is more of a transition about grief than it is about conflict. Awakening people to the fact that they are in a club---and that can cause grief when realizing the not as good impacts. Transition of becoming.

Ref. B
Stated Clerk
March 11, 2020
Presbytery of Southern New England

**REPORT OF THE STATED CLERK
TO THE PRESBYTERY OF SOUTHERN NEW ENGLAND
March 11, 2020**

FOR INFORMATION:

1. The churchwide statistical reporting system is closed to churches as of February 21. All 26 of the Presbytery's congregations submitted reports this year, and my gratitude extends to all clerks of session, moderators, and others who had a hand in this successful reporting season!

I will prepare a summary report for the Presbytery's Annual Meeting in May. If you need to alter or add to your report, please let me know as soon as possible.

2. In accordance with the Book of Order, D-10.0103, I am providing notice that on Thursday, February 6, I received a written statement of an alleged disciplinary offense on the part of a minister member of the Presbytery. I have referred the accusation to an investigating committee formed in accordance with the Rules of Discipline and the Bylaws of this Presbytery. The committee will investigate this allegation (D-10.0200), and will make a determination as to whether to file formal charges. In the mean time, I invite your prayers for all persons involved in this matter.

FOR ACTION BY THE PRESBYTERY:

- * 1. I **RECOMMEND** that the Presbytery **APPROVE** the Minutes of the most recent Stated Meeting of the Presbytery (November 16, 2019), as posted on the "Minutes" section of the Presbytery of Southern New England website.
- * 2. I **RECOMMEND** that the Presbytery **ACCEPT** with regret the resignation of the Rev. Sandra Kim from the Committee on Ministry.
- * 3. I **RECOMMEND** that the Presbytery **ACCEPT** with regret the resignation of Elder Peter Benner (West Hartford: Westminster) from the Permanent Judicial Commission.

* *These items have been included in the consent agenda.*

**Treasurer's Report
as of 12-31-2019**

Presbytery of Southern New England - Statement of Financial Position			
	Balance as of	Balance as of	Difference
	12/31/2018	12/31/2019	
Assets:			
<i>Cash</i>			
Checking Account for Operating Cash	126,827.72	83,815.14	A (43,012.58)
Ministerial Relief Cash	26,429.17	23,189.06	(3,240.11)
Simsbury NCD - ING Savings Account	77,263.95	77,573.02	B 309.07
<i>Investments</i>			
Fidelity Investments	650,287.58	888,808.72	C 238,521.14
Merrill Lynch	281,869.45	30.00	(281,839.45)
Accounts Receivable	263,419.70	263,419.70	D -
Fixed Assets	6,406.72	6,406.72	-
Accumulated Depreciation	(4,575.30)	(4,575.30)	-
Total Assets	1,427,928.99	1,338,667.06	(89,261.93)
Liabilities:			
Total Liabilities	-	-	-
Net Assets	1,427,928.99	1,338,667.06	E (89,261.93)
Total Liabilities & Net Assets	1,427,928.99	1,338,667.06	(89,261.93)
A) Of the balance in the Checking Account the amount shown in the Dedicated Accounts Report for "Total Operating Cash Dedicated Accts." is restricted.			
B) Simsbury dismissal agreement settlement designated for New Church Development.			
C) New investment brokerage account set up with Fidelity Investments.			
D) Balance at 12-31-19 includes Dismissal Agreement Balances of PCOG, Enfield: Calvary, and Newport: First and Springfield: Christ.			
E) Does not include the value of Church properties or charges against them.			

**Treasurer's Report
as of 12/31/2019**

Presbytery of Southern New England - Statement of Activities						
OPERATIONS	Mission/Ministry	Admin.	Annual Budget	Year to Date Actual	Annual Budget Bal.	YTD 100%
Income						
General Mission	70,000.00		70,000.00	51,826.25	18,173.75	74%
General Mission - prior year			0.00	0.00	0.00	
Interest on Operating Cash		450.00	450.00	110.35	339.65	25%
Presbytery Per Capita		240,944.00	240,944.00	223,389.47	17,554.53	93%
Donations			0.00	3,546.62	(3,546.62)	
Merrill Lynch dividends minus fees			0.00	48.73	(48.73)	
Total Income	70,000.00	241,394.00	311,394.00	278,921.42	32,472.58	90%
Expense						
Ministries of the Presbytery:						
PIM	10,000.00		10,000.00	10,000.00	0.00	100%
Brazilian Fellowship	20,000.00		20,000.00	20,000.00	0.00	100%
Grants for Emerging Ministries	15,000.00		15,000.00	0.00	15,000.00	0%
Social Justice	2,000.00		2,000.00	0.00	2,000.00	0%
Youth Triennium	3,000.00		3,000.00	(300.00)	3,300.00	-10%
RICC	1,000.00		1,000.00	0.00	1,000.00	0%
Congregational Development	4,000.00		4,000.00	0.00	4,000.00	0%
Committees:						
Committee on Ministry	2,400.00	4,600.00	7,000.00	7,799.02	(799.02)	111%
Committee on Preparation	1,560.00	1,440.00	3,000.00	461.45	2,538.55	15%
Nominations	200.00		200.00	0.00	200.00	0%
Personnel		500.00	500.00	197.94	302.06	40%
Honorariums			0.00	600.00	(600.00)	
Roundtable		9,000.00	9,000.00	1,630.46	7,369.54	18%
Pastor to Pastor	4,000.00		4,000.00	3,363.18	636.82	84%
Trustees	500.00	7,500.00	8,000.00	8,075.21	(75.21)	101%
New Initiatives		5,000.00	5,000.00	0.00	5,000.00	0%
Office Operations		8,000.00	8,000.00	6,674.04	1,325.96	83%
Salaries & Benefits	800.00	256,590.00	257,390.00	250,777.71	6,612.29	97%
Travel		13,100.00	13,100.00	11,720.39	1,379.61	89%
Bldg. Maint/Equip. Replacement		2,000.00	2,000.00	2,317.99	(317.99)	116%
GA Travel		1,500.00	1,500.00	0.00	1,500.00	0%
Total Expense	64,460.00	309,230.00	373,690.00	323,317.39	25,072.61	87%
Net Income/Expense			(62,296.00)	(44,395.97)		
PER CAPITA PASS-THRU						
Designated Income:						
GA Per Capita				58,282.40		
Synod Per Capita				26,699.20		
Total Designated Income				84,981.60		
Designated Expense:						
GA Per Capita				61,922.22		
Synod Per Capita				37,618.13		
Total Designated Expense				99,540.35		
Net Per Capita Pass-Thru				(14,558.75)		
MISSION PASS-THRU						
GA General Mission	23,361.56		Total Revenues for the year		429,494.05	
Synod General Mission	6,211.22					
GA Special Mission	35,468.84		Total Expenditures for the year		488,448.77	
Synod Special Mission	549.41					
Total Mission Pass-thru	65,591.03		Net Gain/Loss		(58,954.72)	

**Investment Summary
as of 12/31/2019**

Presbytery of Southern New England							
		December		Transfers	Transfers	Unrealized	
		2018	Fees	In	Out	Gain(Loss)	12/31/2019
		Balance					Balance
Fidelity Investments		650,287.58		281,839.45	60,000.00	16,681.69	888,808.72
Merrill Lynch - Cash Account		278,448.68		-	278,448.68		-
Equities		3,580.77	-	-	3,580.77	-	-
Simsbury NCD-ING Savings Account		77,263.95		-	-	309.07	77,573.02
Totals		1,009,580.98	-	281,839.45	342,029.45	16,990.76	966,381.74
Restricted Investment Funds:							
Simsbury NCD-ING Savings Account	77,573.02						
Total Restricted Funds	77,573.02						
Unrestricted Investment Funds:							
Fidelity Investments	888,808.72						
Merrill Lynch	-						
Total Unrestricted Funds	888,808.72						

**DEDICATED ACCOUNTS
AS OF 12/31/2019**

Ref. C-2

OPERATING CASH DEDICATED ACCOUNTS:	Balance 12/31/2018	Year to Date Receipts	Year to Date Expenses	Balance 12/31/2019
Committee on Ministry				
Leadership Training	750.00	-	-	750.00
Coaching	4,226.52	-	-	4,226.52
Total Committee on Ministry	4,976.52	-	-	4,976.52
Grants/Donations				
Brookfield Grant - Tornado	1,891.53	-	-	1,891.53
Designated Donations*	3,500.00	3,500.00	-	7,000.00
Grant - MLK Church	16,346.59	51,141.99	63,087.87	4,400.71
Transformation Grant	11,413.47	36,250.00	49,191.75	(1,528.28)
Tri-Presbytery Consultant	1,288.68	-	-	1,288.68
Total Grants	34,440.27	90,891.99	112,279.62	13,052.64
Social Justice:				
Peacemaking Donations	4,501.37	915.69	-	5,417.06
Total Social Justice	4,501.37	915.69	-	5,417.06
Presbytery Immigrant Ministry	3,973.24	51,658.39	43,458.98	12,172.65
PIM - Presbytery Women Grant	4,001.84	-	3,460.18	541.66
Total PY Immigrant Ministry	7,975.08	51,658.39	46,919.16	12,714.31
Valley Presbyterian Church AC**	(26,037.20)	52,247.10	26,209.90	(0.00)
Total Operating Cash Dedicated Accts.	25,856.04	195,713.17	185,408.68	36,160.53
Discerning The Way	-	-	-	-
Cranston: Faith Closing	527,960.73	-	78,990.60	448,970.13
Dismissal Agreement Income	138,162.30	36,514.20	-	174,676.50
ING Savings Account				
Simsbury /NCD Reserve	77,263.95	309.07	-	77,573.02
TOTAL DEDICATED ACCOUNTS	769,243.02	232,536.44	264,399.28	737,380.18
<i>*This is a donation from the Tate Foundation for Campus Ministry. To be distributed around our Presbytery.</i>				
<i>**This is the total expense to date for work approved by the AC.</i>				

CHURCH GIVING AS OF 12/31/2019						
		PRESBYTERY	PRESBYTERY	PRESBYTERY	PRESBYTERY	PRESBYTERY
		GENERAL MISSION	GENERAL MISSION	PER CAPITA DUE	PER CAPITA	PER CAPITA
PIN#	CHURCH	YEARLY PLEDGE	RECEIVED TO DATE	MONTHLY	DUE TO DATE	RECEIVED TO DATE
4620	Ashaway: Babcock	\$ -	\$ 564.00	\$ 183.71	\$ 2,204.52	\$ 1,653.39
1274	Barrington	\$ -	\$ 2,320.00	\$ 237.40	\$ 2,848.80	\$ 2,136.60
10562	Brookfield: Valley	\$ -	\$ -	\$ 327.85	\$ 3,934.20	\$ 3,934.20
10027	Cumberland: Calvin	\$ -	\$ -	\$ 508.72	\$ 6,104.64	\$ 916.98
4581	Darien: Noroton	\$ -	\$ -	\$ 4,465.38	\$ 53,584.56	\$ 53,584.56
4574	Fairfield: First	\$ -	\$ 1,050.00	\$ 1,048.52	\$ 12,582.24	\$ 12,582.24
1779	Fall River: Calvary	\$ -	\$ -	\$ 90.45	\$ 1,085.40	\$ 1,085.40
4578	Granby: First	\$ -	\$ 1,050.00	\$ 96.10	\$ 1,153.20	\$ 1,153.20
4576	Greenwich: First	\$ -	\$ -	\$ 2,099.86	\$ 25,198.32	\$ 25,198.32
3716	Groton: St. Andrews	\$ -	\$ -	\$ 457.85	\$ 5,494.20	\$ 5,494.20
10645	Hamden: Korean	\$ -	\$ 8,400.00	\$ 859.17	\$ 10,310.04	\$ 10,310.04
4577	Hartford: First	\$ -	\$ 1,312.50	\$ 370.23	\$ 4,442.76	\$ 4,072.53
4579	Milford: United	\$ -	\$ -	\$ 214.80	\$ 2,577.60	\$ 888.89
3719	New Canaan: First	\$ -	\$ -	\$ 1,656.15	\$ 19,873.80	\$ 19,873.80
10985	New Haven: Korean	\$ -	\$ -	\$ 175.23	\$ 2,102.76	\$ 2,102.76
4580	New Haven: First	\$ -	\$ 5,568.75	\$ 582.20	\$ 6,986.40	\$ 6,986.40
10939	Providence	\$ -	\$ 3,500.00	\$ 361.76	\$ 4,341.12	\$ 4,341.12
10530	Springfield: MLK	\$ -	\$ -	\$ 155.45	\$ 1,865.40	\$ 1,598.23
4583	Stamford: First	\$ -	\$ 16,980.00	\$ 1,260.48	\$ 15,125.76	\$ 15,125.76
4586	Stamford: TOR	\$ -	\$ -	\$ 141.31	\$ 1,695.72	\$ 1,135.82
4609	Warwick: Greenwood	\$ -	\$ -	\$ 910.04	\$ 10,920.48	\$ 1,861.96
4607	Warwick: Woodbury	\$ -	\$ 2,520.00	\$ 310.89	\$ 3,730.68	\$ 3,730.68
9427	Waterford: Crssrds	\$ -	\$ 8,887.50	\$ 228.93	\$ 2,747.16	\$ 2,747.16
4585	West Htfd: West	\$ -	\$ -	\$ 853.51	\$ 10,242.12	\$ 10,242.12
4618	Westerly: Dunns	\$ -	\$ -	\$ 907.21	\$ 10,886.52	\$ 10,886.52
960	Wilton	\$ -	\$ -	\$ 850.69	\$ 10,208.28	\$ 10,208.28
					\$	\$ -
TOTAL		\$ -	\$ 52,152.75	\$ 19,353.89	\$ 232,246.68	\$ 213,851.16

Personnel Committee

March 20, 2020

Information Items:

- The Committee recommended to Round Table the final candidate for The Communications Manager position that the Search Committee selected. **Erika Plank Hagan** was approved by Round Table on January 30, 2020, to begin work on February 1, 2020. We look forward to her ministry with us.
- The Committee completed the Annual Performance Reviews of staff. Goals for 2020 of the General Presbyter and Stated Clerk were shared with the Round Table on February 6, 2020.
- The Committee is exploring ways to provide professional coaching support to the General Presbyter and the Stated Clerk when complex interpersonal situations from within the Presbytery present themselves.

Submitted by,

John Merz
Chair

THE REPORT OF THE COMMITTEE ON MINISTRY

March 11, 2020

FOR PRESBYTERY ACTION:

1. None requested.

FOR PRESBYTERY INFORMATION

1. Approved the renewal contract between The Rev. Carol Howard Merritt, Interim Pastor, and the First Presbyterian Church, New Canaan, CT through July 8, 2020 with no changes to the terms of call.
2. Met with The Rev. Deborah Wright of Pneumatrix to hear her final report on her work with 4 churches and the progress made and opportunities these churches had discovered. Rev. Wright also worked with the COM on how we support congregations faced with the need for adaptive change.
3. Worked with Flor Velez-Dias, Esq., Manager for Judicial Process with the Office of the General Assembly, to discuss the responsibility and authority of Presbyteries to assess the fitness of their minister members.
4. Approved the extension of the contract for The Rev. Carleton Giles as Stated Supply, Milford United Presbyterian Church, Milford, CT for 6 months effective October 1, 2019.
5. Received the contract for The Rev. Susan Pfeil, Honorably Retired, to serve as Stated Pulpit Supply, United Congregational Church, Norwalk, CT from January 1 – December 31, 2020 under the Formula of Agreement with the United Church of Christ Congregational.
6. Appointed The Rev. Andre Castillo, Associate Pastor, First Presbyterian Church, Greenwich, CT as temporary Moderator of the Session upon hearing that the Rev. Sean Miller has been placed on administrative leave.
7. Supported The Rev. Shannan Vance-Ocampo in successfully applying for a 3-year grant for the Martin Luther King Presbyterian Church, Springfield, MA from the Synod of the Northeast.
8. Approved the Covenant of Closure between The Rev. Michael Piazza and the First Presbyterian Church, New Canaan, CT.
9. Approved the proposed terms of call for the Rev. Iktae Kim, Pastor of the Connecticut Korean Presbyterian Church, New Haven, CT with the admonition to the Session that the 26 hours per week of work be strictly adhered to.

10. Appointed the Rev. Mary Marple Thies to serve as temporary Moderator of Session at the Turn of River Presbyterian Church, Stamford, CT.
11. Approved the Ministry Information Form of the First Presbyterian Church, Fairfield, CT.
12. Adjusted liaison assignments for churches for 2020 and had a discussion regarding the role of liaisons.
13. Heard updates on pastors receiving disability benefits through the Board of Pensions.
14. A subcommittee is studying whether additional parameters are needed for the PSNE Policy on Pastoral Compensation and what those parameters should be.
15. Appointed the Rev. Richard Reifsnyder as Acting Co-Chair of the Committee on Ministry effective January 8, 2020.
16. Met with The Rev. Laurie Ferguson, Specialized Clergy, Hudson River Presbytery for training on how to work with mental health issues in clergy and processes/decision tree that COM should define for these types of situations.
17. Met with The Rev. Deborah Packard, Interim Pastor, Valley Presbyterian Church, to hear a 6-month update on the progress and ongoing challenges in their interim time.
18. Members of the committee are reading *Recovering from Un-natural disasters: A Guide for Pastors and Congregations after Violence and Trauma*, by Laurie Kraus, David Holyan, and Bruce Wismer as we learn how to work with congregations and others who may be impacted by violence.

Nominating Committee
Presbytery of Southern New England
March 11, 2020

Information Items:

The Nominating Committee still wants to get to know YOU better! Please help us continue to build our database of gifts, talents, and interests within the Presbytery, by visiting: <http://www.psne.org/nominations> and clicking on the survey link. You may fill out the survey for yourself, **or** for someone else in whom you see gifts for ministry. Again, filling out the survey does **not** mean you are signing up to serve on a committee; we hope you will consider connecting with us in this way!

You may recall that, in the past, nominees for Committee Chairs and Co-Chairs may have been presented at a February or March Presbytery meeting— in accordance with our revised by-laws, these roles will now be nominated at the annual (in this case, May) meeting of the Presbytery.

Action Items:

The Committee places in nomination the following persons for election by the Presbytery:

To Board of Trustees (Chair and President of the Corporation):

1. Rev. Anne Marie Meyerhoffer (Member-At-Large) — Filling vacancy in Class of 2021

To Permanent Judicial Commission:

1. Elder Tim McCloskey (New Haven: First) — Filling vacancy in Class of 2025

To Committee on Emerging Ministries:

1. Rev. Claudio Carvalhaes (Validated Ministry) — Class of 2023
2. Rev. Carol Howard Merritt (New Canaan: First) — Class of 2023
3. Nate Taylor (Wilton: First) — Class of 2023
4. Elder Lisa Baker (Springfield: MLK) — Class of 2023
5. Elder Lori Peck (Brookfield: Valley) — Class of 2023
6. Elder Dale Green (Groton: St. Andrew) — Class of 2023

Respectfully submitted,

Chris Tate
Chair of Nominating

PRESBYTERIAN IMMIGRANT MINISTRY

ANNUAL REPORT FOR 2019

This year witnessed some important changes in the Presbyterian Immigrant Ministry's work among incarcerated undocumented immigrants. The biggest change came in November when the Suffolk County Jail in Boston decided to move out all undocumented immigrants to other prisons and refused to receive any more. This brought our work with two men's groups and our only women's group to an end. As that door closed, other doors at the Plymouth County Jail opened up where by the end of the year we had six groups functioning, each with an average attendance of twenty people. As in the past, these groups are devoted to worship and Bible study. Since the Rev. Paulo Ribeiro left for a stay in Brazil at the beginning of November, the Rev. Alonso DaCunha carried on this ministry in Plymouth and Dartmouth (two groups) alone for the final two months of the year.

Two innovations are also worth reporting. One has been the introduction of a Bible correspondence course prepared by Rev. Alonso and Katia DaCunha for inmates who either do not belong to one of our groups or who want further Bible study. These Bible studies in Spanish and Portuguese are marked and returned with a prayer and a message by members of the Brazilian Fellowship in Hyannis. Initially about one hundred inmates signed up for the course, and became very involved in it, but very few have been able to complete it because they were either deported or moved from one prison to another. The other innovation is that Rev. Alonso has been meeting with other immigrant pastors "to speak about the ministry of support and comfort to immigrants as well as to insert new proposals for work".

The Steering Committee, in addition to overseeing the work of this ministry, has published three Newsletters during the course of the year and has reported regularly to the presbytery on developments and needs in this ministry. The year ended with a positive bank balance and so we enter the new year a bit less worried about the future than has been the case in the past. Our donors, both individuals and congregations, have been very faithful and supportive. Thank you, one and all.