

**180<sup>th</sup> Stated Meeting  
of the Presbytery of Southern New England  
First Presbyterian Church  
New Haven, Connecticut  
March 11, 2020**

The Presbytery of Southern New England of the Presbyterian Church (U.S.A.) held a Stated Meeting at the First Presbyterian Church of New Haven, Connecticut, on March 11, 2020.

The Presbytery was called to order in the sanctuary, and led in prayer by the Moderator, the Rev. Dr. Ruth Herron Smalt, at 4:03 p.m.

**QUORUM**

A **QUORUM** was present. The Stated Clerk announced that the roll for this meeting was being formed through registration for the meeting.

<b>ATTENDANCE</b>	Ministers-	34
	<u>Elders-</u>	<u>20</u>
	<b>TOTAL-</b>	54

**MINISTERS PRESENT**

The following minister members were present:

- |                     |                        |                         |
|---------------------|------------------------|-------------------------|
| Susan Asher         | Carol Howard Merritt   | Paulo de Tarso Ribeiro  |
| Jocelyn Cadwallader | Ik Tae Kim             | Cass L. Shaw            |
| Christine Caton     | Laurie McKnight        | Ruth Herron Smalt       |
| Adele Crawford      | Nancy McLaren          | Virginia Smanik         |
| Terrlyn Curry Avery | Jimmy E. McPherson     | Chris Tate              |
| Jennifer Davis      | Joan Withers Priest    | Mary Marple Thies       |
| Shelley Donaldson   | John Merz              | David R. Van Dyke       |
| Brandi Wolfe Drake  | Anne Marie Meyerhoffer | Shannan R. Vance-Ocampo |
| Julie Emery         | Patrick Notley         | Kevin White             |
| Diane Goudreau      | Deborah Packard        | Heather P. Wright       |
| Thomas Groome III   | Susan M. Pfeil         |                         |
| Barbara G. Hager    | Richard Reifsnyder     |                         |

**MINISTERS EXCUSED**

The following minister members were excused:

Thelma B. Burgonio-Watson	Thomas Hawkins	Susan Olson
Stephen Clark	Byeta Hoover-Mulvany	Lin Grace Rohr
Greg Doll	Patricia Koons	Samuel A. Schreiner III
Eileen Epperson	Kathryn Kibbie Laird	Frances Unsell
John Ferguson	Maria LaSala	John Webster
William Goettler	Marilyn McNaughton	Shannon White
Jan D. Hawkins	Tracy Mehr-Muska	Jeffrey Woods

**ELDER COMMISSIONERS**

The following Elders represented the Churches of the Presbytery:

Ashaway: Babcock	
Barrington	
Brookfield: Valley	Cheryl Freeston
Cumberland	Bob Correllus
Darien: Noroton	Louis Deloma
Farifield: First	Clare Schimpf
Fall River: Calvary	
Granby: Pioneer Valley	
Greenwich: First	Lori Niehaus
Groton: St. Andrew	
Hamden: New Haven Korean	
Hartford: First	Susan Labins
Milford: United	
New Canaan: First	
New Haven: Connecticut Korean	
New Haven: First	Peter Williams, Lucy Fales Evans, Marcia
Mecca	
Providence	
Springfield: Martin Luther King	Joyce Davis, Leslie Parks
Stamford: First	
Stamford: Turn of River	

Warwick: Greenwood

Emmy Kmet, Wayne A. Meunier,  
Matthew Majeika

Warwick: Woodbury

Waterford: Crossroads

West Hartford: Westminster

Art Riihimaki, Nicole Aronson

Westerly: Dunn's Corners

Wilton

### **PRESBYTERY ROUNDTABLE**

The following Elder members and officers from the Presbytery Roundtable were present: Lisa Baker, Stephen Hart, Dick Hasbany, and Barbara Riihimaki.

### **VISITORS**

Two (2) visitors registered for the meeting: Bryce Wiebe (New Haven: First / Special Offerings), and Erika Hagan (PSNE Communications Manager)

### **CHURCHES WITHOUT REPRESENTATION**

Sixteen (16) Churches were without Elder Commissioner representation.

### **ADOPTION OF THE DOCKET**

Upon a motion properly made and seconded, the Presbytery **VOTED** to adopt the docket as presented by the Stated Clerk.

### **ENROLLMENT AND INTRODUCTIONS**

First-time elder commissioners were introduced: Leslie Parks (Springfield: MLK); Peter Williams, Marcia Mecca, and Lucy Evans (New Haven: First).

The Moderator introduced Mr. Bryce Wiebe, a member of the First Presbyterian Church of New Haven, and director of Special Offerings for the Presbyterian Church (U.S.A.).

The Presbytery **VOTED** to enroll the following minister as a Corresponding Member:

The Rev. David A. Baer – Presbytery of the Palisades

The Rev. J. C. Cadwallader, the host pastor, welcomed the assembly. She noted that the land had belonged to the Quinnipiac people, prior to European settlement. The Quinnipiac lived in wigwams. This was a matriarchal society: women controlled the household goods and supplies. The Pequot War of 1636-1637, followed by the epidemics of 1637, devastated the population and opened the way for Europeans to settle the land. The first treaty was signed in 1638, favoring the settlers by giving them land rights in exchange for military protection. The Quinnipiac were confined to the first reservation, here in New Haven. Having lost their lands to the settlers, the Quinnipiac began migrating to areas where land was more abundant. The census of 1774 shows only 11 Quinnipiac resident in New Haven. Ms. Cadwallader invited the assembly to observe a moment of silence in commemoration of the Quinnipiac.

#### **WORSHIP**

Elements of worship were incorporated throughout the stated meeting. The Presbytery entered into worship with the singing of the Opening Hymn, "All Who Hunger."

#### **CONSENT MOTION**

The Presbytery **VOTED** to:

- **GRANT** excuses from attendance at the 180<sup>th</sup> Stated Meeting to those needing the same, but that the Presbytery suspend the reading of their names.
- **GRANT** excuses for early departures from the 180<sup>th</sup> Stated Meeting for those requesting the same by signing their names on a list maintained at the Clerks' desk, but that the Presbytery suspend the reading of their names.
- **SEAT** as Corresponding Members those ministers for whom a request is made at the beginning of the meeting.
- **APPROVE** the minutes of the 179<sup>th</sup> Stated Meeting held on November 16, 2019, as printed in the "Minutes" section of the PSNE website.
- **ACCEPT** with regret the resignation of the Rev. Sandra Kim from the Committee on Ministry.
- **ACCEPT** with regret the resignation of Elder Peter Benner (West Hartford: Westminster) from the Permanent Judicial Commission.

- **SPREAD** upon the minutes the report of the Treasurer (attached to these minutes as Refs. C, C-1, C-2, C-3, and C-4).

### **CONNECTING OUR CONVERSATIONS**

In lieu of Open Space time, the Presbytery Roundtable presented a panel discussion, “Connecting Our Conversations,” focused on anti-racism work within the Presbytery of Southern New England. The panel participants were Elder Lisa Baker (Springfield: MLK), the Rev. David Van Dyke, and the Rev. J. C. Cadwallader, who have taken part in the anti-racism training organized by the Presbytery Roundtable. The Rev. Virginia Smanik posed questions of the participants. Members of the panel reflected upon their experiences in relation to white supremacy, anti-racism work, and their church institutions, as well as their hopes for the Presbytery. Members of the assembly posed questions of their own, and responded to the reflections of the panel.

### **REPORT OF THE GENERAL PRESBYTER**

The General Presbyter, the Rev. Shannan Vance-Ocampo, gave her report. She introduced Ms. Erika Plank Hagen, the Presbytery’s new Communications Manager. She reviewed the top areas of resourcing identified by the Landscape survey, as well as the top future priorities.

The Presbytery has contracted with Jessica Vasquez-Torres of Crossroads Antiracism. Ms. Vasquez-Torres is coaching the General Presbyter and the Stated Clerk on working within their respective roles to advance the anti-racism work of the Presbytery. Ms. Vasquez-Torres will also serve as a consultant for the Anti-Racism/Equity Team. Lastly, Ms. Vasquez-Torres has led a number of retreats for the Presbytery’s leaders to explore anti-racism. Ms. Vance-Ocampo stated her expectation that Ms. Vasquez-Torres would return to work with the Anti-Racism/Equity Team following the May meeting of the Presbytery.

At a recent meeting of the Synod’s Mission and Ministry Commission, the Commission offered \$10,000 toward PSNE’s anti-racism work. These funds were not sought or expected by PSNE, but were offered because of the Commission members’ esteem for the ongoing efforts of this Presbytery!

Ms. Vance-Ocampo presented the mandate for the Anti-Racism/Equity Team, which can be found in these minutes in the report of the Roundtable below. Additionally, Ms. Vance-Ocampo

presented some notes from the Rev. Jenny Peek, a participant in the January anti-racism retreat, and she previewed some conversations on anti-racism at upcoming meetings of the Presbytery.

Preaching at the Presbytery's churches has provided an opportunity for Ms. Vance-Ocampo to give a theological grounding to the Presbytery's anti-racism work with these congregations. With the encouragement of Jessica Vasquez-Torres, she is preaching a stock sermon.

Ms. Vance-Ocampo reviewed the Presbytery's response, still unfolding, to the outbreak of the COVID-19 virus. She directed members of the assembly to check their e-mail, as well as the Presbytery's web page and Facebook page, for current information. She noted an upcoming webinar being offered by the Rev. Bruce Reyes-Chow on March 16, which will educate participants in the use of Zoom web conferencing for worship services and meetings. Lastly, she encouraged the members of the assembly to look for ways for our churches to heal the systemic hurts of poverty and racism that are revealed by the epidemic.

#### **WORSHIP (Continued)**

The Presbytery entered again into a time of worship with the reading and proclamation of the Word. The Rev. Chris Tate read Matthew 6:7-13. He then presented a video, "Waiting for Bread, and for God's Future," as a reflection on the scripture. The assembly sang "God Bless to Us Our Bread" by John Bell as grace for supper.

#### **SUPPER RECESS**

The Presbytery recessed for fellowship over supper.

#### **WORSHIP (Continued)**

The Presbytery returned from its supper recess for the singing of "Do Lord, Oh Do Lord." An offering in support of the Presbytery's Ministerial Relief Fund. Elder Lisa Baker (Springfield: MLK) led the Presbytery in the Prayers of the People.

#### **PRESBYTERIAN IMMIGRANT MINISTRY**

The Presbyterian Immigrant Ministry provided its annual report to the Presbytery:

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.

In addition, the Rev. Paulo Ribeiro spoke about the work of PIM. The Rev. Alonso DaCunha has obtained a multi-lingual Bible study curriculum. Participants complete the lessons individually, and return to Mr. DaCunha to receive a certificate acknowledging their learning. Mr. Ribeiro has perceived an increase in the number of persons held in immigrant detention.

## ROUNDTABLE REPORT

The Rev. Virginia Smanik and the Rev. Julie Emery, co-chairs of the Presbytery Roundtable, presented the report of the Roundtable. The report advised the Presbytery that the Roundtable had:

- **VOTED** on January 16 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.
- **VOTED** on January 16 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.
- **VOTED** on January 16 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 can be found below, in the minutes of the regular Roundtable meeting of January 16, 2020.
- **VOTED**, at a special meeting held on January 30, to **ENGAGE** Ms. Erika Plank Hagan as the Communications Manager of the Presbytery.
- Heard a report on February 6 from the Rev. Julie Emery 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.

The Roundtable further advised the Presbytery that:

- The leaders of the Brazilian Presbyterian Church of Hyannis will be hosting the September meeting of the Presbytery.

The Roundtable provided the minutes of its meetings on January 10, January 30, and February 6, which are spread upon these minutes below:



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**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 Reifsnnyder 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

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**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).<sup>1</sup> 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 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.

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1 Personnel-related attachments are not included here, but may be requested from the Stated Clerk.

- 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.
- 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.

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**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**

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**COMMITTEE ON MINISTRY**

Elder Barbara Riihimaki, the co-chair of the Committee on Ministry, gave the report of the Committee. The Committee reported that it had taken the following actions:

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.

(Those actions set in **BOLDFACE** type were taken in accordance with the authority delegated to the Committee by the Presbytery through its Bylaws.)

Ms. Riihimaki reported that two minister members of the Presbytery have been recognized with awards from their *almae matres*. The Rev. Carol Howard Merritt recently received the 2020 Distinguished Alumna Award from Austin Theological Seminary for her important service to the church. The Rev. Dr. Shanell T. Smith will be inducted to the Martin Luther King Jr. College of Ministers and Laity at Morehouse College in Atlanta on March 26.

Ms. Riihimaki concluded the Committee's report by inviting members of the assembly to share with the Presbytery the exciting ministry work occurring in their congregations.

#### **NOMINATING REPORT**

The report of the Nominating Committee was presented by the chair, the Rev. Chris Tate. The

Committee made the following nominations:

For the Board of Trustees

The Rev. Anne Marie Meyerhoffer (Member-at-Large), class of 2021, and Chair and President of the Corporation.

For the Permanent Judicial Commission

Elder Tim McCloskey (New Haven: First), class of 2025

For the Committee on Emerging Ministries

Rev. Claudio Carvalhaes (Validated Ministry), class of 2023

Rev. Carol Howard Merritt (New Canaan: First), class of 2023

Mr. Nate Taylor (Wilton), class of 2023

Elder Lisa Baker (Springfield: MLK), class of 2023

Elder Lori Peck (Brookfield: Valley), class of 2023

Elder Dale Green (Groton: St. Andrew), class of 2023

There were no nominations from the floor.

Upon a motion properly made and seconded, the Presbytery **VOTED** to **CLOSE** the nominations, and to **ELECT** the slate as presented. Mr. Tate led the Presbytery in a celebratory prayer.

**STATED CLERK'S REPORT**

The Rev. David Baer, the Stated Clerk, presented his report, in which he noted the following 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.

**WORSHIP (concluded) AND ADJOURNMENT**

The Presbytery sang “The Church of Christ Cannot Be Bound,” after which the Rev. Virginia Smanik offered a benediction. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

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Rev. David A. Baer, Stated Clerk

Ref. C

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

<b>Presbytery of Southern New England - Statement of Financial Pos</b>			
	<b>Balance as of</b>	<b>Balance as of</b>	<b>Difference</b>
	<b>12/31/2018</b>	<b>12/31/2019</b>	
<b>Assets:</b>			
<i>Cash</i>			
Checking Account for Operating Cash	126,827.72	83,815.14	<b>A</b> (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>B</b> 309.07
<i>Investments</i>			
Fidelity Investments	650,287.58	888,808.72	<b>C</b> 238,521.14
Merrill Lynch	281,869.45	30.00	(281,839.45)
Accounts Receivable	263,419.70	263,419.70	<b>D</b> -
Fixed Assets	6,406.72	6,406.72	-
Accumulated Depreciation	(4,575.30)	(4,575.30)	-
<b>Total Assets</b>	<b>1,427,928.99</b>	<b>1,338,667.06</b>	<b>(89,261.93)</b>
<b>Liabilities:</b>			
<b>Total Liabilities</b>	-	-	-
<b>Net Assets</b>	<b>1,427,928.99</b>	<b>1,338,667.06</b>	<b>E</b> (89,261.93)
<b>Total Liabilities &amp; Net Assets</b>	<b>1,427,928.99</b>	<b>1,338,667.06</b>	<b>(89,261.93)</b>
A) Of the balance in the Checking Account the amount sh			
in the Dedicated Accounts Report for "Total Operating Cash Dedicated Accts." is rest			
B) Simsbury dismissal agreement settlement designated for New Church Develo			
C) New investment brokerage account set up with Fidelity Investm			
D) Balance at 12-31-19 includes Dismissal Agreement Balances of PCOG, Enfield: Calvary, and Newp			
and Springfield: Chris			
E) Does not include the value of Church properties or charges against			

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%
<b>Income</b>						
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)	
<b>Total Income</b>	<b>70,000.00</b>	<b>241,394.00</b>	<b>311,394.00</b>	<b>278,921.42</b>	<b>32,472.58</b>	<b>90%</b>
<b>Expense</b>						
<b>Ministries of the Presbytery:</b>						
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%
<b>Committees:</b>						
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%
<b>Total Expense</b>	<b>64,460.00</b>	<b>309,230.00</b>	<b>373,690.00</b>	<b>323,317.39</b>	<b>25,072.61</b>	<b>87%</b>
<b>Net Income/Expense</b>			(62,296.00)	(44,395.97)		
<b>PER CAPITA PASS-THRU</b>						
<b>Designated Income:</b>						
GA Per Capita				58,282.40		
Synod Per Capita				26,699.20		
<b>Total Designated Income</b>				<b>84,981.60</b>		
<b>Designated Expense:</b>						
GA Per Capita				61,922.22		
Synod Per Capita				37,618.13		
<b>Total Designated Expense</b>				<b>99,540.35</b>		
<b>Net Per Capita Pass-Thru</b>				<b>(14,558.75)</b>		
<b>MISSION PASS-THRU</b>						
GA General Mission	23,361.56			Total Revenues for the year	<b>429,494.05</b>	
Synod General Mission	6,211.22					
GA Special Mission	35,468.84			Total Expenditures for the year	<b>488,448.77</b>	
Synod Special Mission	549.41					
<b>Total Mission Pass-thru</b>	<b>65,591.03</b>			<b>Net Gain/Loss</b>	<b>(58,954.72)</b>	

DEDICATED ACCOUNTS  
AS OF 12/31/2019

Ref. C-2

<b>OPERATING CASH DEDICATED ACCOUNTS:</b>				
	Balance 12/31/2018	Year to Date Receipts	Year to Date Expenses	Balance 12/31/2019
<b>Committee on Ministry</b>				
Leadership Training	750.00	-	-	750.00
Coaching	4,226.52	-	-	4,226.52
<b>Total Committee on Ministry</b>	<b>4,976.52</b>	<b>-</b>	<b>-</b>	<b>4,976.52</b>
<b>Grants/Donations</b>				
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
<b>Total Grants</b>	<b>34,440.27</b>	<b>90,891.99</b>	<b>112,279.62</b>	<b>13,052.64</b>
<b>Social Justice:</b>				
Peacemaking Donations	4,501.37	915.69	-	5,417.06
<b>Total Social Justice</b>	<b>4,501.37</b>	<b>915.69</b>	<b>-</b>	<b>5,417.06</b>
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
<b>Total PY Immigrant Ministry</b>	<b>7,975.08</b>	<b>51,658.39</b>	<b>46,919.16</b>	<b>12,714.31</b>
<b>Valley Presbyterian Church AC**</b>	<b>(26,037.20)</b>	<b>52,247.10</b>	<b>26,209.90</b>	<b>(0.00)</b>
<b>Total Operating Cash Dedicated Accts.</b>	<b>25,856.04</b>	<b>195,713.17</b>	<b>185,408.68</b>	<b>36,160.53</b>
<b>Discerning The Way</b>				
Cranston: Faith Closing	527,960.73	-	78,990.60	448,970.13
Dismissal Agreement Income	138,162.30	36,514.20	-	174,676.50
<b>ING Savings Account</b>				
Simsbury / NCD Reserve	77,263.95	309.07	-	77,573.02
<b>TOTAL DEDICATED ACCOUNTS</b>	<b>769,243.02</b>	<b>232,536.44</b>	<b>264,399.28</b>	<b>737,380.18</b>
<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 A</i>				

Ref. C-3

Investment Summary  
as of 12/31/2019

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

CHURCH GIVING AS OF 12/31/2019						
PIN#	CHURCH	PRESBYTERY	PRESBYTERY	PRESBYTERY	PRESBYTERY	PRESBYTERY
		GENERAL MISSION YEARLY PLEDGE	GENERAL MISSION RECEIVED TO DATE	PER CAPITA DUE MONTHLY	PER CAPITA DUE TO DATE	PER CAPITA 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: Crsdrds	\$ -	\$ 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
						\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 52,152.75</b>	<b>\$ 19,353.89</b>	<b>\$ 232,246.68</b>	<b>\$ 213,851.16</b>