



# STATED MEETING OF ALBANY PRESBYTERY

## MEETING PACKET

### THE PRESBYTERY OF ALBANY Stated Meeting – November 12, 2011

Presbytery telephone 273-4991- Stated Clerk Telephone 273-3390  
Korean Presbyterian Church, Schenectady Church Telephone 355-1564

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#### DOCKET

Notes: New Business must be presented in writing to the Moderator prior to the meal.  
Standing Rules & Basic Parliamentary Procedures are available at the Clerk's desk.

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8:30 a.m. Gathering and Registration

#### **We Gather in God's Name and Worship God Together**

9:30 a.m. Call to Order & Opening Prayer Kirianne Riehl, Moderator  
Announcements  
Greetings from Host Church

#### **We Present our Offerings of Mission and Ministry**

Report of the Stated Clerk Dan Rogers  
Compile Roll, Seat Corresponding Members, Welcome First Time Attendees  
Approval of Meeting Docket  
Approval of Minutes of September 19-20, 2011, Stated Meeting as  
distributed

Adoption of the Consent Agenda – Consent items are included in the  
following committee reports: COM; Council; Trustees.

10:00 a.m. General Presbyter's Report Cass Shaw

10:10 a.m. Committee on Ministry (COM) Report – Part 1 Tom Gregg  
Examination of Marti Montovani for transfer of membership  
Action on Overture Concurrence (Hugh Nevin to present)

10:30 a.m. "Flipping the Presbytery" Task Force Presentation and Open Space Discussions  
How do we become a more missional, learning community?  
What might we do to support/encourage youth and family ministries?  
Presbyters are invited to suggest other topics for discussion

At 10:30 we will spend 10 minutes describing the topics that will be discussed. At that time any presbyter may propose an issue or topic which he or she considers relevant to the life of the presbytery, and ask whether others are interested in participating in a conversation.

If others do express an interest a room is assigned to the group. The person who suggested the topic is only responsible for attending that small group and opening up the conversation.

**PLEASE BRING YOUR IDEAS FOR TOPICS AND ISSUES YOU WOULD LIKE TO DISCUSS**

12:00 noon **We Share God's Good Gifts – Lunch**

**We Continue our Offerings of Mission and Ministry**

1:00 p.m. Speak Out (Opportunity to express views or make announcements in 1 minute or less)

1:10 p.m. Worship with sermon by Kirianne Riehl

1:40 p.m. Presentation on Fellowship Event in Minneapolis Harry Heintz

1:50 p.m. Council Report  
2012 Budget for Second Reading and Action Paul Randall  
Other items?

2:10 p.m. Congregational Health & Transformation Report on Social Media Tim Coombs

2:40 p.m. COM Report – Part 2  
Joint COM/Trustees Recommendation (see pg. 13)  
Recognize Steven Cronn retirement (Larry Greenwold to speak.)  
Other items?

*the  
be  
Joint CLP/CPM Recommendation, if the way be clear (CPM meets Nov. 3, and  
recommendation will posted on the presbytery's website on Nov. 4 if it's ready to  
be  
introduced. It will also be in the meeting packet)  
Recognition of Norma Brown*

3:00 p.m. Nominating Committee Diane Calvanese  
Election of Vice Moderator  
Election of Committee Members

3:10 p.m. Board of Trustees Report

3:20 p.m. Unfinished Business / New Business / Miscellaneous Business

3:30 p.m. Worship with Communion and Installation of Moderator and Vice Moderator

4:00 p.m. **We Go Out in God's Name & Adjourn as the Church Sent Into the World**

**Committee on Nominations Committee Report – Meeting Packet for November 12, 2011**

**The following are presented to the Presbytery for action:**

The Committee on Nominations presents the following for election to serve on the Self Development of People Committee:

Shirley Simon	Class of 2012
Stan Slamet	Class of 2014
Marian Porterfield	Class of 2014
Vince Kittle	Class of 2014

**Board of Trustees Report – Meeting Packet for November 12, 2011**

**The following is presented for action by Presbytery under the Consent Agenda:**

1. RECOMMENDS that the Presbytery guarantee Rensselaerville's loan from the PC(USA) Investment and Loan Program (PILP). This loan was previously approved by the Presbytery but needs to be renewed as the loan has not been activated in over a year. Terms are as follows: a) Face Amount - \$155,000; b) Term of Loan – 10 years; c) Interest Rate – 5 percent.

**The following is present for action by Presbytery**

The Board of Trustees recommends approval of the following Oakwood Resolution:

**Whereas:**

1. Some members of the Oakwood Presbyterian Church are eager to continue service to their community by means of the use of the Oakwood Church building; and
2. Efforts are ongoing to improve and repair the facility for multiple uses; and
3. An arrangement is being made with a non-profit organization, the Oakwood Community Center, (including the Troy Larger Parish Food Pantry, AA and neighborhood groups, and speaker events) for a contract to lease the facility; and
4. Others using the facility include two worshipping communities (Capital District Christian Church and Iglesia Puerto del Cielo), a community music group, Swordpaw Music; and
5. The church will cover liability and property insurance under existing policies; and
6. Tenants are encouraged to carry their own renter's insurance; and
7. Other groups using the church will make donations to support the cost of the facility; and
8. During this period property options will be explored that will work both for the Community Center and the Presbytery.

**Therefore, the Board of Trustees recommends that the Presbytery of Albany:**

1. Amend the action of Presbytery on April 12, 2011, to change the date of dissolution of the Oakwood Presbyterian Church from December 31, 2011, until December 31, 2012, if the way be clear and the congregation acts to affirm this recommendation before December 31, 2011, (G-11.0103 i.); and
2. Authorize the use of the church sanctuary for worship by the Capital District Christian Church and Iglesia Puerto del Cielo; and

3. Appoint an Administrative Commission to assume the power and responsibilities of the Session of Oakwood Presbyterian Church as listed in G-10.0102 of the former Form of Government; and
4. Recognize that the Administrative Commission will be exploring architectural, structural and grounds changes that might be needed, and may apply to Presbytery for assistance if necessary.

**Presbytery Council Report – Meeting Packet for November 12, 2011**

**The following are presented to the Presbytery for information:**

1. The Presbytery Council met on November 8, 2011, at the West End PC in Albany. The Council will meet next on December 13, 2011, from 12:00 noon until 3:30 p.m. at the West End PC.
2. Upon recommendation from its Mission Review Committee, Council ACTED to approve distribution of special mission gifts from the Hamilton Union and Johnstown Churches to Rural/Migrant Ministries (\$1,500) and Troy Area United Ministries (\$3,000).
3. Upon recommendation from the Mission Review Committee, the Financial Manager will send a mission packet to all churches both electronically and by hard copy immediately after the Presbytery passes the annual budget, and the packet will be an independent mailing.
4. Council ACTED to approve the attached Campership Policy.
5. Council ACTED to elect the following to serve on Council committees;

Budget and Finance: TE Rob Rose (Class of 2014) and RE Phil Garvey (Class of 2013)

Mission Review: TE Jim Reisner (Class of 2014) and RE Sue Laz (Class of 2013)

Personnel: RE Barbara Wheeler (Class of 2014)

**The following are presented for action by Presbytery under the Consent Agenda**

1. Council RECOMMENDS approval for the carry-over of unspent funds from 2011 to 2012 for the following accounts (note some accounts have been added to the list included in the Pre-Meeting Packet):

Miss/Eccle	Line #	Committee	Description	Carry to	Description
Eccle	5031	Personnel	Stated Clerk Prof Reimbursement	New	Stated Clerk Prof Reimb Carried Over

Mission	5112	Council	Committee Tng	New	Committee Tng
Mission	5124	Council	New Initiatives	9011	New Initiatives Fund
Mission	5126	Council	"Flipping the Presbytery"	New	\$13,480 to cover Mentoring & Covenant Groups
Mission	5141	CLP	CLP Program	9007	Commissioned Ruling Elder
Mission	5059	COM	Pastoral Care Incentives	9002	COM Past Care Carried Over
Mission	5118	COM	Strat Grp/Pby Event/Speaker	9020	COM Training Carried Over
Mission	5154	COM	Strat Grp/ Training/Conf	9020	COM Training Carried Over
Mission	5155	COM	Strat Grp/ Congre Coaching/Tng	9020	COM Training Carried Over
Mission	5156	COM	Strat Grp/ Pastorial Coaching	9020	COM Training Carried Over
Mission	5123	COM	Discretionary Fund	New	COM Discretionary Fund
Mission	5117	COM	Pakistani-American Fellowship	9001	Pakistani-American Fellowship
Mission	5067	Guat Partner	Presbytero Mam Relationship	9005	Presbytero Mam Relationship

**Note: The amounts to be carried over will be the unspent balance after all 2011 charges are taken into account except line 5126, which will carry over \$13,480.**

**The following is presented for Presbytery action:**

1. Council ACTED to present to Presbytery for a second reading and recommend approval of the 2012 Mission Budget with increases in payments to the six mission partners shared equally to eliminate the \$3,109 surplus in the first reading of the budget as directed by Presbytery.
2. Council ACTED to present the attached Revised Standing Rules to Presbytery for a first reading. **Rationale:** Most changes are required to comply with the new Form of Government. Changes in the Constituency of Presbytery Council are recommended to improve coordination with the Personnel Committee. Changes in Appendix 3- Ecclesiastical Apportionment are recommended by the Committee on Ministry.
3. Council ACTED to recommend that the previously approved date for the June 2012 stated meeting be changed from Tuesday, June 19 to a 2-day meeting/retreat on Friday and Saturday, June 8 & 9 at Silver Bay, and that the previously approved dates for the September 2012 stated meeting be changed from a 2-day meeting/retreat on September 17 & 18 to a 1-day meeting on September 18 at a time to be determined. **Rationale:** This is an attempt to respond to some complaints received about holding a 2-day meeting/retreat on week days in September near the beginning of the church program year when June might be a better time for some and June is when this 2-day meeting/retreat had been held in the past. And it is hoped that participation will be increased by including a Saturday as one of the days in the schedule.

4. Council ACTED to nominate Elder Mickey Nieman to serve in the Class of 2014 of the Presbytery Committee on Nominations.

## ALBANY PRESBYTERY STANDING RULES

**(Proposed revisions submitted by Presbytery Council to Albany Presbytery on  
November 12, 2011, for a First Reading)**

Note: Deletions are shown with text ~~crossed-out~~. Additions are shown in **bold**.

### STANDARDS

The proceedings of the Presbytery of Albany, Synod of the Northeast, are to be governed by the Form of Government and the Book of Church Discipline as interpreted by the General Assembly in the Digest or Minutes; by the Manual of Administrative Operations of Albany Presbytery; by the Religious Corporations Law of the State of New York; and by the following

### STANDING RULES

#### I - Meetings

1. Stated meetings: The Presbytery shall meet as often as necessary to accomplish its work, but no fewer than 4 times during the year. The dates will be set by June of the preceding year.
2. Special Meetings may be called by the Moderator on constitutional request, (or in his or her inability to act, by the Stated Clerk).
3. Notice for all meetings shall be made at least ten days in advance to all ~~ministers~~ **teaching elders** on the roll and to the clerk of each session, and also to **ruling** elder chairpersons of committees, task forces and **ruling** elder members of the Presbytery Council. **For stated and special meetings, a quorum of the presbytery shall be three teaching elder members and the ruling elders present, provided that at least three churches are represented by ruling elders.**
4. Regarding the election of officers: the Moderator and Vice Moderator shall be elected at a fall meeting, and will be installed at the close of the last stated fall meeting. Committee chairpersons and members shall be elected at the last stated meeting in the fall and begin their term at the close of the meeting. Trustees of Presbytery will also be elected at a fall stated meeting. They will take office at the first day of the succeeding calendar year.
5. All **ruling** elder members of the Presbytery Council are expected to attend all stated meetings of Presbytery and shall be permitted to vote in Presbytery meetings. **Ruling** elders who serve as moderators of committees and task forces shall have voice and

vote at Presbytery meetings.

6. Docket: A docket for each stated meeting of the Presbytery shall be developed by the Moderator with the assistance of the Stated Clerk for proposal by the Presbytery Council.
7. Administrative commissions shall be established in accord with Form of Government (~~9-0503~~); **(G-3.0109)**; the quorum shall be one more than one half of the members.

## II - Officers

The Officers of the Presbytery shall be a Moderator, Vice Moderator, Stated Clerk, General Presbyter, Treasurer and Assistant Treasurer.

1. The Moderator, who shall be the Vice Moderator elected in the previous year, shall be installed by Presbytery at the last fall stated meeting to serve for one year beginning at the close of the meeting. The Moderator shall perform all duties and have all rights and responsibilities in accord with the provisions of the Book of Order. The Moderator or the Moderator's designee shall serve as moderator of commissions established for services of ordination and installation. The Moderator shall also be responsible for a service of installation of the succeeding Moderator, in the context of worship, at the stated meeting at which the new Moderator is installed. The Moderator serves as moderator of the Worship Task Force of Council.
2. The Vice Moderator shall be nominated by the Committee on Nominations and elected at a fall stated meeting of Presbytery. The Vice Moderator shall be installed at a fall stated meeting of Presbytery to take office at the close of the meeting. The Vice Moderator shall serve for one year as Moderator of Presbytery Council, shall serve as Moderator of Presbytery in the Moderator's absence or at the request of the Moderator, and shall be installed as Moderator of Presbytery at a fall stated meeting of Presbytery the following calendar year.
3. The Stated Clerk shall perform all duties and have all rights and responsibilities in accord with the provisions of the Book of Order and the position description for the Stated Clerk of Albany Presbytery. The Stated Clerk is elected for a five-year term and is eligible for re-election in accordance with the provisions of the position description and the Personnel Policies and Practices of Albany Presbytery. The Moderator is authorized to appoint a Stated Clerk pro-tem to serve in the absence of the Stated Clerk. A **ruling** elder filling this office is granted voice and vote in the presbytery. The Stated Clerk may appoint a Journal Clerk and Assistant Clerk to assist with the duties.
4. The General Presbyter shall perform all duties and have all rights and responsibilities in accord with the provisions of the Book of Order and the position description for the General Presbyter of Albany Presbytery. The General Presbyter will serve at the will of the Presbytery, with annual performance review. The General Presbyter shall be installed by the Presbytery in a service of worship. A **ruling** elder filling this office is granted voice and vote in the presbytery.
5. The Treasurer shall be elected for a term of three years and may be re-elected. He/she shall be bonded, or be covered by the Presbytery insurance, shall ensure that there is an annual financial report to the presbytery; and his/her books shall be audited annually. The Assistant Treasurer shall be appointed by the Council for a term of one year and may be reappointed. The responsibility of the Assistant Treasurer shall be limited to signing checks in the absence of both the Treasurer and the General Presbyter.
6. The Manual of Administrative Operations and the Personnel Policies and Practices of Albany Presbytery shall govern the employment and supervision of all officers and support staff employed by the Presbytery.

### III - Presbytery Organization

#### 1. Committees and Task Forces

Committees and task forces elected by Presbytery shall consist of at least 5 members unless specified elsewhere in these Standing Rules or in the Book of Order.

Committees and task forces shall be composed of ~~ministers of Word and Sacrament~~ **teaching and ruling** elders and members of congregations unless constitutionally mandated. Membership of committees and task forces shall intentionally reflect the balance and diversity of the presbytery. Members will serve three-year terms for a maximum of 6 years successively. Chairpersons of committees and task forces shall meet at least yearly with Council and they may request time at Council as needed. Coordination of the work of the committees and task forces shall be the responsibility of the Presbytery Council and the Presbytery Staff.

2. Committee chairs are elected to a one-year term and are eligible to be re-elected twice. Members of committees shall be placed in nomination by the Committee on Nominations and elected by Presbytery. Task forces may self-select their members to form a group to work on a particular project. Task forces shall submit a covenant to be validated by the Presbytery, and it will be renewed yearly.
3. Chairpersons of committees shall be elected at a fall meeting and take office immediately following the last Stated Presbytery meeting of the calendar year.
4. The quorum for committees shall be one-half of the committee membership unless otherwise provided for in the Constitution.
5. Presbytery shall maintain and staff an office at a central location. The office shall be under the oversight of the Presbytery Council and the executive direction of the General Presbyter. It shall provide resources and services for the Presbytery, its congregations and members.

### IV - The Presbytery Council (44 ~~13~~ voting members)

**The Presbytery** Council is to be a visioning and coordinating body whose primary responsibility would be to discern how God is at work in Albany Presbytery, what God wants us to do in the future, and to develop a strategy for following that vision.

#### 1. Constituency

The Presbytery Council shall consist of ~~44~~ **13** voting members: the Moderator of Presbytery (who shall serve as Vice Moderator of the Council); the Vice Moderator of Presbytery (who shall serve as Moderator of the Council); 1 designated representative of Committee on Ministry, 1 designated representative of Budget and Finance; 1 designated representative of Mission Review; **1 designated representative from the Staff Personnel Committee** and 7 at large members. No more than ~~6~~ **7** of the voting members may be **ruling** elders and no more than ~~6~~ **7** of the voting members may be ~~ministers~~ **teaching elders**. The members may serve 3 year terms, not to exceed 6 consecutive years. The Stated Clerk shall be a corresponding member without vote and shall serve as secretary for the Council. The General Presbyter shall be ex-officio member without vote-

The new synod structure calls for at least one synod **Presbytery Partnership Group** commissioner to be a member of the presbytery council. ~~Currently two synod commissioners attend council meetings.~~ If there is no commissioner among the council members, a commissioner will be appointed by the presbytery moderator to serve as an ex-officio member with voice but not vote.

2. Quorum

A quorum of the Presbytery Council shall be ~~5~~ **6** voting members, including at least two ~~ministers of Word and Sacrament~~ **teaching elders** and 2 **ruling** elders.

3. Duties and Responsibilities of the Council

- a. The Presbytery Council shall have all the general and specific duties and powers authorized in the Form of Government and the Manual of Administrative Operations.
- b. The Presbytery Council shall receive bills and overtures for study, referral and recommendation to Presbytery as appropriate.
- c. The Presbytery Council shall be responsible for the review and coordination of the total Presbytery program as carried out by Presbytery's committees and task forces, with the power to request reports from all Presbytery committees and task forces as necessary for its coordinative function.
- d. The Presbytery Council shall be responsible for the proposing of priorities for the Presbytery and the development of Presbytery-wide strategy, planning, evaluation, and budget development.
- e. The Presbytery Council shall review and develop opportunities for Presbytery and its leaders to identify and/or respond to the needs and concerns of racial and ethnic communities of Albany Presbytery.
- e. The Presbytery Council shall serve as a nominating committee to the Presbytery for the Committee on Nominations. In the event of the resignation or permanent inability to serve of either the Moderator or Vice Moderator, the Presbytery Council shall recommend to the next stated meeting of Presbytery how the vacant office shall be filled.
- g. The Presbytery Council shall have the ability to appoint task forces and have oversight of them.

4. The Moderator of Council is authorized to call special meetings of the Presbytery Council in an appropriate manner, notifying members at least 3 days in advance of the business to be conducted at that meeting.

5. Council Committees and Task Forces

a. Staff Personnel Committee

The members and chairperson shall be elected annually by the **Presbytery** Council. No person shall serve more than six years successively. The General Presbyter shall be an ex-officio member of this committee, without vote. This committee shall confer with the Administrative Staff and other salaried officers of Presbytery about

their relations with the Presbytery and to each other; the adequacy of their compensation; and matters concerning the administration of offices and staffs. This committee shall also recommend any changes in the Presbytery's personnel policies and/or equal employment/affirmative action guidelines. It shall be responsible for annual reviews and a five-year comprehensive review of all professional staff and the Stated Clerk. **The committee will name a member to serve on Presbytery Council.**

b. Budget and Finance Committee

The members and chairperson shall be elected annually by the **Presbytery** Council. This committee shall receive all budget requests from Presbytery committees and task forces and shall prepare and submit to the Council the annual budget of the Presbytery.<sup>1</sup> It shall propose to the Presbytery Council any unbudgeted expenditures, including the source of funds. It should also propose to the Council the use or placement of any undesignated receipts not previously budgeted and shall arrange for financial review (~~G-11.0307~~) (**G-3.0113**) of the books of the Presbytery, the Board of Trustees, and any other agencies in the Presbytery responsible for the receiving and disbursing of funds. It shall engage in study and recommendation of any special matters referred to it by the **Presbytery** Council. The committee shall report to the Presbytery at each stated meeting on the current state of the budget and the finances of the Presbytery, pointing out any concerns the committee may have. **The committee will name a member to serve on Presbytery Council.**

c. Worship Task Force

The Presbytery Moderator serves as chairperson and shall appoint the members of the task force. The members of the task force shall be responsible to prepare worship for all stated meetings of Presbytery. They shall model worship in the Reformed tradition, including modeling the use of materials and policies provided by the denomination. They shall be available to provide counsel for those planning services of ordination and installation of pastors in the Presbytery. They shall advise in the purchase of worship resources for the Presbytery.

d. Mission Review Committee: The five members and chair shall be elected by **Presbytery** Council, divided into three year terms, with a balance of ministers and elders. The committee is to review and evaluate the programs and operations of our mission partners, make budget recommendations annually to **Presbytery** Council, engage in study and recommendation of any special matters referred to it by **Presbytery** Council, and report to the stated meetings of Presbytery, at which the budget is received and adopted, the current state of the mission side of the budget and finances of the Presbytery, indicating any concerns the committee may have. The committee will name a member to serve on **Presbytery** Council.

V - Corporations and Organizations

1. Board of Trustees of Albany Presbytery

a. The Presbytery of Albany shall be incorporated under the Religious Corporations

Law of the State of New York and in harmony with the Constitution of the

Presbyterian Church (U.S.A.), so as to enable it to receive, hold and transfer

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<sup>1</sup> As defined by the "Budget Process Policy" of the Presbytery.

property--real and personal--and facilitate the management of its corporate affairs as directed by the Presbytery.

- b. There shall be nine trustees, three of whom shall be ~~ministers~~ **teaching elders**, and six **ruling** elders. New members shall be elected at the last stated meeting of the year and take office on the first day of the succeeding calendar year. They shall be elected by three classes, each year's class consisting of one ~~minister~~ **teaching elder** and two **ruling** elders. A quorum shall be a majority. The principle of the rotating system shall be in operation as provided for officers of the local church in the Form of Government.

2. Presbyterian Women in Albany Presbytery  
This organization shall operate according to its own by-laws-
3. Hebron Camp and Conference Center Board – Deleted by Presbytery on 9/21/2010.

#### VI. Presbytery Committees

1. Committee on Ministry (18 members)  
This Committee shall fulfill all responsibilities ~~assigned to the Committee on Ministry by the Form of Government. G-11.0500~~ **described in G-3.0307 and in Chapter Two of the Form of Government pertaining to teaching elders, ruling elders commissioned to particular pastoral service, and certified Christian educators. The Committee shall develop and approve necessary and appropriate changes to the Committee's manuals and procedures by December 31, 2012, to comply with the Form of Government, with the provision that the Committee will report such changes to the presbytery at the next stated meeting following approval of the changes.**
2. Committee on Preparation for Ministry (9 members)  
This committee shall fulfill all responsibilities ~~assigned to the Committee on Preparation for Ministry by the Form of Government. G-14.0300~~ **described in G-3.0307 and in Chapter Two of the Form of Government pertaining to preparation to become a teaching elder. The Committee shall develop and approve necessary and appropriate changes to the Committee's manuals and procedures by December 31, 2012, to comply with the Form of Government, with the provision that the Committee will report such changes to the presbytery at the next stated meeting following approval of the changes.**
3. Committee on Nominations (9 minimum)  
This committee shall be responsible for nominating to the **Presbytery** Council, chairpersons and members of **Presbytery** Council committees. It shall also be

responsible for nominating to the Presbytery the Vice Moderator of presbytery; members of **Presbytery Council**; the chairpersons and members of all committees of Presbytery (except the Presbytery Committee on Nominations); ~~the Hebron Center Board~~, and Board of Trustees of the presbytery. It shall also nominate commissioners to General Assembly and Synod, as well as ~~Youth~~ **Young Adult** Advisory Delegates, (in accordance with Appendix 2); representatives to Capital Region Ecumenical Organization (CREO); Presbytery's Director of Auburn Seminary; the Capital Region Theological Center Board (CRTC); and such other special representatives as Presbytery may, from time to time, be permitted to nominate. The committee shall consider recommending endorsement of persons for nomination to General Assembly Committees. This committee shall maintain in its work a sensitivity to the needs for representation of women, youth and minorities in all age categories in the committees and boards of Presbytery.

4. Committee on Representation (10 members)  
This committee shall have the responsibility given to it under Form of Government ~~G09.0105, G-9.0106, and G-11.0302~~ **G-3.0103**.
5. Committee on Self Development of People (9 members)  
This committee shall function according to the criteria and guidelines provided by the National Self Development of People Committee when so certified by the National Committee.
6. Permanent Judicial Commission (7 members)  
The terms and responsibilities of this commission shall conform to the requirements of the Rules of Discipline of the Constitution of the Presbyterian Church (U.S.A.), Part II, Book of Order (D-5.000).

#### VII – Covenant Relationships

1. Auburn Seminary  
The Presbytery shall elect one Director of Auburn Theological Seminary for a term of three years by virtue of its charter rights in the joint ownership and control of that institution. The Director's term shall not exceed two consecutive terms of three years each.
2. Capital Region Ecumenical Organization  
The Capital Region Ecumenical Organization is an ecumenical organization of regional ecclesiastical bodies designed to function both independently and in cooperation with organizations and agencies that are organized according to various principles. Its purposes are to engage in continuing definition and promotion of the ecumenical agenda and tasks within the region working for the visible unity of the body of Christ; and to collect, accept, and receive money or property and to hold, manage, allocate, and disburse the same in conformity with the terms and conditions under which the same was received. The Governing Board of CREO shall be composed of up to four members from each judicatory and regional religious organization.
3. Capital Region Theological Center  
The Capital Region Theological Center was formed as an expression of living out the Formula of Agreement between the Evangelical Lutheran Church in America, the Presbyterian Church (USA), the Reformed Church in America, and the United Church of Christ. Its mission is to provide theological education for laity and continuing education for clergy including equipping laity for ministries, recruitment for ordained and commissioned ministries, and securing resources for implementation of the operating plans. The covenant requests that Presbytery elect three members to serve on the

Board of Directors on a rotational basis, each serving a three-year term, and being eligible for one continuous three-year term.

VIII - General Expenses

The Treasurer of Presbytery is authorized to pay all expenses approved by the Presbytery and he/she shall pay all committee and other expenses when properly approved by the General Presbyter who is the budget administrator.

IX - Property and Trust Funds

1. Every church in the Presbytery shall be incorporated under the Religious Corporations Law of the State of New York.
2. In accordance with the Religious Corporations Law of the State of New York, a church may not sell or mortgage any real property without permission of the court, and a Presbyterian Church shall not make such application to the court to mortgage, sell, or lease any of its real property without consent of Presbytery.
3. No church shall locate, re-locate, or make any change in its name, or seek to establish a new congregation without consent of Presbytery, nor may any minister of this Presbytery participate in seeking to establish a new congregation without consent of Presbytery.

X - Amendments to the Standing Rules

1. These Standing Rules of Presbytery may be temporarily suspended at any meeting by a vote of three-fourths of the members present.
2. These Standing Rules of Presbytery shall not be altered or amended except by a vote of two-thirds of the members of the Presbytery present when a vote is taken, when the following stipulations have been complied with:
  - a. Any alteration or amendment to these Standing Rules must be presented to a stated meeting of Presbytery previous to the meeting at which a discussion and vote will be taken.
  - b. Copies of the proposed changes shall be presented in writing to all clerks of session, pastors, and other members of the Presbytery at least ten days previous to the meeting of Presbytery at which the alteration or amendment will be presented for discussion and vote.

Appendix 1 - Oversight

1. Enrolled ~~Ministers~~ Teaching Elders
  - a. All ~~ministers~~ **teaching** elders who are continuing members of Albany Presbytery shall fulfill all the requirements and provisions of ~~G-11.0400~~ **G-2.05** and **G-3.0306** which apply to their category of membership.
  - b. Those ~~ministers~~ **teaching elders who may be** designated as Parish Associates **by a congregation** shall in addition to a. above fulfill the provisions of ~~G-14.0515~~ **G-4.0301**, for the period of such designation.
  - c. Ministers of other Christian churches who are granted temporary membership in Albany Presbytery must continue in active member status as defined in ~~G-11.0406a~~ **G-2.0506** and further must continue to be engaged in a form of service defined in ~~G-11.0409 or G-11.0410~~ **G-2.0503** or their temporary membership status is ended.
2. Churches without Installed Pastors

- a. The care of churches without pastors shall be assigned by the Presbytery to its Committee on Ministry. This committee shall, in consultation with the session, nominate to Presbytery a moderator of the session, advise concerning the supply of the pulpit, and cooperate in the quest for a new pastor, as is provided in the Form of Government. The church thus served should pay travel and other expenses of the moderator.
  - b. Whenever a congregation desires to elect a Pastor Nominating Committee to seek a new pastor or associate pastor, the session shall consult with and receive approval from the Committee on Ministry prior to calling a meeting of the congregation for this purpose.
3. Duties of Sessions
- a. Every session shall make diligent effort to be represented at every meeting of Presbytery by the full number of commissioners to which the church is entitled and it shall pay the necessary expenses of all **ruling** elder delegates. Sessions shall also welcome visits by representatives of Presbytery and its committees.
  - b. It shall be the duty of every session to arrange that each member of the congregation shall be asked to contribute annually to the mission and ministry of the whole Presbyterian Church.
  - c. The Moderator and Clerk of Session are jointly responsible to see that all annual reports are carefully prepared and timely filed with the Stated Clerk of the Presbytery. Such reports shall include but are not limited to the General Assembly statistical report, changes in terms of call, and the information required in the annual report to Presbytery as requested by the Stated Clerk and General Presbyter.
  - d. When a church is in arrears for one month in the salary of its minister, the matter shall be reported to the Committee on Ministry by the Clerk of Session and/or the minister.
  - e. Session records shall be submitted annually for review at the call of the ~~task force~~ **for Review of Session Records- Stated Clerk.**
  - f. The session of a church without an installed pastor shall renew at least annually through the Committee on Ministry its privilege to supply the pulpit.

#### Appendix 2 - Commissioners to General Assembly and Synod

- 1. Previous Representation:
  - a. The Stated Clerk will present to Presbytery a list of ~~minister~~ **teaching elder** commissioners to General Assembly in the previous five years. The same will be done for commissioners to Synod.
  - b. These lists shall be made available at the meeting of Presbytery.
- 2. Manner of Nomination:
  - a. Suggestions will be solicited by the Presbytery Nominating Committee through the Stated Clerk by means of notices to all sessions and committees and continuing members of Presbytery. Suggestions should be submitted to the Nominating Committee no later than the fall meeting of Presbytery.
  - b. The Nominating Committee will review all suggestions given to it, as well as its own, and prepare a slate of nominees for commissioners to General Assembly and Synod, each slate to contain twice the number of commissioners to be elected, so that those not elected principals will become the alternates in order of number of votes received.
- 3. Eligibility:
  - a. No ~~minister~~ **teaching elder** shall be eligible to be a commissioner to General Assembly or Synod without having attended the majority of the Presbytery meetings in the year prior to the fall meeting of Presbytery.

- b. Each **ruling** elder nominee shall have been present at Presbytery at least once in the past three years and the elder's church must have been represented at Presbytery at a majority of the meetings in the preceding year, or the **ruling** elder nominee shall have served on a Presbytery committee or been a delegate to Presbytery within the preceding three years.
  - c. No **ruling** elder delegate shall be eligible unless his/her church has paid its ecclesiastical apportionment the previous year.
  - d. Synod Commissioners will serve three-year terms for a maximum of six years successively. General Assembly Commissioners shall serve two year terms.
  - e. The Stated Clerk shall advise the Committee on Nominations regarding the eligibility of prospective nominees.
4. Voting:
- a. The election of General Assembly and Synod commissioners shall take place at the winter meeting of the Presbytery.
  - b. The Committee on Nominations shall propose a slate of commissioners to General Assembly and to Synod, each slate to contain twice the number of commissioners to be elected. The slates shall be sent to the Presbytery with the docket of the winter meeting.
  - c. There shall be opportunity for nominations from the floor.
  - d. Voting shall be by secret ballot. Those receiving the highest number of votes shall be the principals, the others becoming alternates in order of the number of votes received.
5. Youth **Young Adult** Advisory Delegates:
- a. ~~Youth~~ **Young Adult** Advisory Delegates to the Synod shall serve a term of one year. ~~Youth~~ **Young Adult** Advisory Delegates to the General Assembly shall serve a term of two years.
  - b. Proposed names for ~~Youth~~ **Young Adult** Advisory Delegate to Synod and General Assembly shall be submitted to the Committee on Nominations by the close of an early fall meeting of Presbytery and the election of these delegates and alternates shall be at a late fall meeting of Presbytery.
  - c. Voting shall be by secret ballot. Those receiving the highest number of votes shall be the principal delegates. The others will become alternates in order of the number of votes received.

#### Appendix 3 - Ecclesiastical Apportionment

1. The Presbytery Council, annually, at a fall meeting of Presbytery, shall suggest the amount of money necessary to meet requirements of General Assembly, Synod, and Presbytery for the ensuing year, and the amount, after having been approved by the Presbytery in the fall, shall be apportioned to the churches each year on a per capita basis.
2. Any church indicating non-payment **or not making quarterly payments** of ecclesiastical apportionment is to be ~~encouraged~~ **directed** by the Stated Clerk to make use of the church counseling processes provided by the Committee on Ministry.
3. Upon recommendation of the Committee on Ministry and a two-thirds vote of the Presbytery, a given church's portion of ecclesiastical apportionments may be waived for a given year. If **the church does not make use of the Committee on Ministry counseling process, or if the church does not request a waiver, or if the Committee on Ministry does not support a recommendation for a waiver by a two-thirds vote of Presbytery and a waiver is not granted and the session does not authorize payment within the next quarter**, then Presbytery ~~may elect~~ **shall consider electing** an administrative commission to work with the session with regard to the problem involved in the nonpayment.

Appendix 4 - List of policies:

Currently in process of being updated (11/07/11)

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Standing Rules adopted on June 13, 2006 at the Silver Bay Stated Meeting.

Implementation of Standing Rules at close of business on November 26, 2006 at Stated Meeting of Albany Presbytery.

Amended January 27, 2007, Appendix 3, to change from a formula to per capita.

Amended September 25, 2007, I.5: voice and vote to elders and V: new description of Hebron Camp and Conference Center Board

Amended September 23, 2008, added IV.5.d. to establish a Mission Review Committee; and added IV.1 to add representative to Council membership.

Amended September 21, 2010 – deleted V.3.

**Committee on Ministry Report – Meeting Packet for November 12, 2011**

**The following items are presented to the Presbytery for information:**

1. COM met on November 9, 2011, at the Roessleville Presbyterian Church in Albany with the Rev. Kathy Gorman Coombs from the Flipping the Presbytery Task Force. COM will meet next on November 30, 2011, and on December 14, 2011, with representatives from the Triennial Visit Task Force.
2. COM ACTED to concur with the request from the Board of Trustees to direct the Session of the Gloversville Church to meet with representatives of COM and the Trustees.
3. COM ACTED to support the joint COM/Trustees proposal on capital loans/grants.
4. As directed by action of Presbytery on September 19, 2011, representatives from COM have met with the Rev. Lynne Hardy and together they have developed and begun to implement a process to determine Lynne's readiness for professional ministry in Albany Presbytery. The process includes appointment of a mentor, who is an experienced teaching elder, to walk beside Lynne through this process to help clarify and interpret each step along the way and to support her throughout the process.
5. COM received a report on participation by teaching elders in Boundary Awareness Training in 2011 and will be making follow-up calls as needed to those who did not participate in the required training.
6. COM encourages all church treasurers and teaching elder to be aware of changes in the dues percentages being implemented by the Board of Pensions for 2012 and 2013 and IRS requirements as detailed in the attached "News from the Board of Pensions."

**The following recommendations are presented as part of the Consent Agenda for Presbytery action:**

1. Recommends to Presbytery approval for the Rev. Bill Dodge, HR, to moderate the session and congregation of the Korean Presbyterian Church of Albany in Schenectady effective December 1, 2011.

2. Recommends that Presbytery act to extend the contract between the Rev. Susan Goodin and the session of the Caldwell Presbyterian Church for 3 months from January 1, 2012, until March 31, 2012, at three-quarters of the current compensation terms to reflect a reduction in employment from full-time to three-quarter time. Compensation terms will be increased as required by action of Presbytery for minimum calls. The number of paid vacation, study leave, and sick leave days will be adjusted to 25 percent of the current contract to reflect three months of service.
3. Recommends that Presbytery act to extend the contract between the Rev. Jackie Pinkowski and the session of the First United Presbyterian Church of Troy for 3 months from December 1, 2011, until February 29, 2012, at the current terms, if the way be clear and the Rev. Pinkowski accepts the 3-month extension. COM understands that controversy exists with this contract and is facilitating a congregational conversation on November 13, 2011.
4. Recommends that Presbytery act to approve the request from the congregation of the Schoharie United Presbyterian Church for a waiver as provided by G-14.0226 in the former Book of Order to allow Ruling Elder Linda Mencucci to be nominated to serve another 3-year term on the session. Rationale: Linda is completing six continuous years of service on the session, but due to all the current circumstances at the church caused by the August 28, 2011, storm, many potential nominees to serve on session are unable to consider a call to this service, and Linda brings much needed experience to the session at this difficult time.
5. Recommends that Presbytery act to approve increasing the minimum honorarium for Visiting Supply Preachers from \$130 to \$135 for 2012 plus mileage reimbursement at the current IRS rate (55.5 cents per mile as of July 1, 2011) and to approve increasing the minimum honorarium for Moderators from \$62.50 to \$65 for 2012 plus mileage and expenses.
6. Recommends that Presbytery act to approve the attached Articles of Agreement between the West End Presbyterian Church, Albany and the First Presbyterian Church in Greenbush, Rensselaer and the attached Terms of Call for the Rev. David P. Moore for 2012, if the way be clear and they are approved by the sessions of the two churches.
7. Recommends that Presbytery act to waive the Standing Rules to allow a teaching elder to be nominated to fill up to one ruling elder vacancy position on the Committee on Ministry for a 1-year term in each class if the Nominating Committee cannot find a ruling elder to fill the vacancy.

**The following recommendations are presented for Presbytery discussion and action:**

1. Following a successful Clearance Interview by COM, COM RECOMMENDS that Presbytery approve a contract between the Rev. Laura Mitchell and the Session of the West Hebron Presbyterian Church to be its Interim Pastor and Moderator effective January 1, 2012, through December 31, 2012, with the following annual terms: full time; salary \$41,537; housing allowance \$3,500; medical allowance \$450; manse amount \$13,646; total effective salary \$59,133; pension and medical dues \$0; social security offset \$3,481; continuing education reimbursable expenses \$1,590; professional

reimbursable expenses \$626; total financial benefits \$64,830. Full moving expenses. Study leave and vacation in accordance with Presbytery policy.

2. COM RECOMMENDS that Presbytery extend thanks to the Rev. Kate Kotfila for serving as moderator at the West Hebron Church since October 1, 2011.
3. COM recommends that a 3.5 percent Cost Of Living Adjustment increase be made in Presbytery minimums for full-time calls to teaching elders for 2012, and recommends to churches that a 3.5 percent COLA increase be made for existing calls that are above the minimums for 2012. **Rationale:** The consumer price index over all has increased 4% in the last year. This 3.5% raise will help our teaching elders meet the increased cost of living, and falls in line with the COLA raise for those on Social Security, hopefully without overburdening our congregations. We also recognize that the BOP medical dues are going up, and though that is not related to COLA calculations it is another pressure that we all have to deal with.