

PRESBYTERY OF LAKE MICHIGAN
CONSENT AGENDA of the STATED MEETING
June 11, 2024

1. **To excuse** these members and elder commissioners at their request and to add those who will continue to request an excused absence up to the actual meeting: Joanna Bailey (VAL), David Braak (VAL), Laurie Hartzell (MAL), Peggy Casteel-Huston (VAL), Benda Deily (Three Rivers), Laurie Hartzell (MAL), Mackenzie Jager (Muskegon), Karen Fitz La Barge (North Kent), Nick Marlatt (Hastings), Charles Moerdyk (Kalamazoo North), Kathleen Robertson King (MAL), Kristin Stroble (Eastminster East Lansing), Lisa Schrott (Okemos), Lorenzo Small (Battle Creek First).
2. **To approve** the Minutes of the Stated Meeting of the Presbytery of Lake Michigan, March 9, 2024, Online only.
3. **To file** the approved Minutes of the Presbytery of Lake Michigan Leadership Team on March 7, 2024, April 4, 2024, and May 2, 2024. Online only.
4. **To approve** the Synod of the Covenant Bylaw Change to the Composition of Synod Membership. The Synod of the Covenant is requesting ratification of a change in the bylaws of the Synod of the Covenant. Request for Ratification of Synod of the Covenant By-laws. Commissioners of the Synod of the Covenant recently made a change in their bylaws for the purposes of representation. Per the PCUSA Constitution, changes in bylaws or policies that alter the composition of Synod membership must be approved by the presbyteries that comprise the Synod. The change to the bylaws is as follows:

AMENDMENT TO THE SYNOD OF THE COVENANT BYLAWS: To approve the following proposed amendment: To add 40:80 In order to fulfill the principles of participation and representation, the Synod shall elect three ruling elders and three teaching elders as at large members as follows: two (2) people of African descent, two (2) people of Asian, Asian American, or Pacific Islander (AAPI) descent, and two (2) people from marginalized communities within the bounds of the Synod (member of another racialized identity, immigrants, those whose first language is not English). Two (2) of those elected will be assigned to serve on the Leadership Committee, and the other four (4) will be assigned, one each, to one of the other standing committees by the Nominating Committee,

- A. Each at-large member shall be elected to serve terms of three years and may be eligible for election. However, no at-large members shall serve more than six consecutive years, and any at-large member who has served six consecutive years shall be ineligible for election as an at-large member for at least one year.
- B. At-large members will have voice and vote on the committees to which they are assigned, as well as voice and vote at Synod Assemblies.
- C. Each at-large member shall be a ruling elder or a teaching elder.
- D. Each at-large member shall be a member of a presbytery or congregation within the bounds of the Synod of the Covenant.

E. No more than one (1) at-large member from each presbytery can serve simultaneously.

Constitutional Support: F-1.0403, G-3.0103, G-3.0401

5. **To receive** the 2024 Terms of Call Report (online only).
6. **To approve** the following recommendation of the Presbytery of Lake Michigan Commission on Ministry that the Presbytery designate Rev. Dave Milburn as Pastor Emeritus of Parkwood Presbyterian Church of Jenison, MI.
7. **To approve** the following recommendation of the Presbytery of Lake Michigan Commission on Ministry that the Rev. Peggy Casteel-Huston be granted the status of Retired and to celebrate her ministry at the stated meeting in September.
8. **To receive** the Report of the Stated Clerk for today, as follows:

REPORT OF THE STATED CLERK
Rev. Fran Lane-Lawrence
March 9, 2024

1. **REVIEW OF 2023 SESSION MINUTES:** The review of 2023 session minutes is in process. A report of the review will be provided at the stated meeting in September 2024.
2. **BOUNDARY AND ETHICS TRAINING:** The PCUSA Constitution in the *Book of Order* mandates all councils (this includes sessions) adopt and implement sexual misconduct policies “which shall include requirements for training which includes the topic of sexual misconduct and child sexual abuse prevention . . . at least every 36 months.” (G-3.0106) The Presbytery of Lake Michigan now mandates sexual misconduct/ boundary training every 36 months for teaching elders, including honorably retired ministers, commissioned ruling elders, ruling elders, and Christian educators who are active in the ministry of the Presbytery. This is a change from the previous mandate, and most teaching elders in the Presbytery of Lake Michigan will need to attend Boundary and Ethics Training to be in compliance. Boundary and Ethics Training in 2024 will be provided to members of the Presbytery of Lake Michigan at **no cost** to participants by LeaderWise. The LeaderWise training that fulfills this requirement for sexual misconduct training only will be offered as provided below. This training is first-come, first-serve. Sessions are limited to 40 participants.
 - Introduction to Boundaries, Saturday, September 28, from 9:30 a.m. – 4:30 p.m.
 - Registration: <https://leaderwiseconsulting.square.site/product/sotc-boundaries-lw/7>
 - Participants must be present for all 6 hours of training to receive credit.
 - Introduction to Boundaries, Tuesday, October 15, and Wednesday, October 16, 2024, from 6:00 p.m. to 9:00 p.m.
 - Registration: <https://leaderwiseconsulting.square.site/product/sotc-boundaries-lw/7>
 - Participants must be present for all 6 hours of training to receive credit.

- Introduction to Boundaries, Thursday, November 7, 2024, from 9:30 a.m. – 4:30 p.m.
 - Registration: <https://leaderwiseconsulting.square.site/product/sotc-boundaries-lw/7>
 - Participants must be present for all 6 hours of training to receive credit.
3. **REQUEST FOR EXCUSED ABSENCES FOR PRESBYTERY MEETINGS:** The Stated Clerk asks that all requests for excused absences be made through the online system available on the presbytery website or by using this link: <https://forms.gle/R9kSbxWktUjE2NU8>. *Requests for excused absences not requested through the online system may not be recorded correctly.*
 4. **DATES FOR STATED MEETINGS IN 2024:** The dates for stated meetings of the Presbytery of Lake Michigan for 2024 are as follows:
 - a. September 14, 2024 – *PAW PAW*
 - b. December 3, 2024 – *GRAND HAVEN*

Thank you to these congregations for generously hosting a meeting of the Presbytery of Lake Michigan.

5. **REPORTS OF ADMINISTRATIVE COMMISSIONS:**
Eastminster Presbyterian Church of Grand Rapids, MI

Lake Michigan Presbytery
 Administrative Commission for Eastminster GR
 June 11, 2024

This report provides an update since our last quarterly report of March 2024. The following actions/developments have taken place:

Rev. Laurie Hartzell has continued to maintain a part-time presence at the Eastminster building (now Grand Rapids Matu Christian Church); her hours are minimal as the need is considerably reduced. She has kept the remaining members connected through newsletters of information, updates, and encouragement. Over the last several months, nine members have requested letters of transfer to new church homes; the remaining members will process their transfers through the Presbytery.

The Administrative Commission (AC) prepared an update letter which was sent to the remaining membership, providing an overview of the process taken by the Session and the AC since it was constituted and organized last July.

The historical records have been organized, consolidated, and the majority of them have been moved to the Presbytery offices for archiving. There are some current records which will join the others, after the books are closed, and the congregation and corporation dissolved.

The Pre-school held a 50th Anniversary celebration on May 18, 2024 with parents and community invited to see their art show and wish them well as they move to their new location at Shawnee Park Church as the East Village Preschool. The transition should be completed no later than mid-June.

At the final meeting with the Session, a decision was made that June 28, 2024 would be the date of dissolution for the congregation and the corporation of Eastminster Presbyterian Church Grand Rapids. However, the AC will continue to function as it wraps up remaining issues related to expected monies from the still outstanding Employee Retention Credit, and possible monies from the Presbyterian Foundation that can be applied for only after dissolution is complete. The AC offered words and tokens of appreciation, along with prayer and litany acknowledging the grief that comes with closing a church, and to honor the work, dedication, and future of the Session members.

This Administrative Commission and the remaining members of EPC-GR cherish your continued prayers for wisdom, comfort and joy as we witness new beginnings in the midst of difficult endings.

Yours in Christ,

Elder Ed Coke, Moderator (Grand Rapids Westminster)
Elder Judith Burnside, Recording Clerk (Spring Lake)
Elder Cal Bosman (Grand Haven)
Rev. Nick Marlatt (Hastings)

First Presbyterian Church of Marshall, MI

Presbytery of Lake Michigan
Administrative Commission for Marshall
June 11, 2024

The Members of the Administrative Commission (AC) continue to work diligently and pastorally with the Session as we try to understand the present disorder. In order to get to know the congregation, the session, and the situation, the AC has interviewed session members, members and friends of the congregation, and previous pastors. The AC also attended a session meeting on April 7, 2024. The AC continues to gather information from the session such as the Manual of Administrative Operations, minutes from previous years, and financial statements to get a better picture of the congregation and work of the session. The AC is working with Rev. Charlotte Ellison (HR) and the session to approve a Temporary Supply Pastor contract. Members of the AC plan to interview those who are still interested in speaking with the AC. The AC continues to discern the extent of and ways to correct the disorder.

Official Actions that have been taken by the AC:

A motion prevailed to notify COM that the AC will be resourcing the congregation directly moving forward. The AC will provide updates as to progress to COM for their records and will notify COM when disorder within the congregation has been resolved and the COM can resume providing a liaison.

Respectfully Submitted by

The AC for Marshall First Presbyterian Church

Annamarie Groenenboom Nancy Toth Brad Sparks Amber Nettleton

This concludes the reports of the Administrative Commissions.

This concludes the Clerk's Report

8. **To receive** the following report from the Commission on Ministry:

**REPORT OF THE COMMISSION ON MINISTRY
STATED MEETING of the PRESBYTERY of LAKE MICHIGAN
June 11, 2024**

Since the last Presbytery meeting, the COM Plenary has met twice (April 16, 2024, and May 28, 2024), and the Northern, Eastern, and Southwestern Regions have met as needed. The following report deals with actions that the Commission has recommended to the Presbytery, actions taken by the Commission and its Regions on behalf of the Presbytery, and other matters of a general nature.

REPORT ON ACTIONS REGARDING CALLS, INSTALLATIONS, AND RELATED MATTERS:

1. **A motion prevailed** to approve the minutes of the COM Plenary meeting of February 27, 2024.
2. **A motion prevailed** to approve the minutes of the COM Regions since the February 27, 2024, Plenary meeting.
3. Brooklyn: A motion prevailed to approve the congregation's Ministry Discernment Profile for an interim pastor.
4. Cassopolis: **A motion prevailed** to approve the contract between **Rev. Brian Madison** and the First Presbyterian Church of Cassopolis, MI as part-time (30 hours) Temporary Pastor **effective January 1, 2024 through August 31, 2024** as follows:

Cash Salary	\$21,804
Housing Allowance	\$9,933
Total Effective Salary	\$31,737
Board of Pensions	\$2,698
Professional Development	\$ 800
Mileage Reimbursement	\$100
Book Allowance	\$300
Professional Expenses	\$100
Vacation	23 days, including 3 Sunday
Continuing Education	14 days, including 2 Sundays

PLM Family Medical Leave Policy is applicable

5. Decatur/Paw Paw: **A motion prevailed** to approve the contract between **Rev. Gail Monsma**, First Presbyterian Church of Decatur, MI (1/3 time), and First Presbyterian Church of Paw Paw, MI (2/3 time) as **Interim Pastor** effective **April 15, 2024-April 15, 2025**.

Cash Salary	\$43,260
Housing Allowance	\$30,900
Medical Reimbursement	\$1,000
Total Effective Salary	\$75,160
Board of Pensions	\$29,324
Dental Plan	\$400
SECA	\$5,673
Professional Development	\$ 1,200
Mileage Reimbursement	IRS Rate
Professional Expenses	\$800
Phone	\$600
Vacation	30 days, including 4 SundaysContinuing
Education	14 days, including 2 Sundays

PLM Family Medical Leave is applicable.

6. Dimondale: **A motion prevailed** to approve the yoked relationship between the First Presbyterian Church of Dimondale, MI, and Delta Presbyterian Church of Lansing, MI. **A motion prevailed** to approve the call of **Rev. Ben Rumbaugh** as **Designated Pastor** for a period of two (2) years (Lansing Delta (55%) and Dimondale (45%)), and to approve the following terms of call. Rev. Rumbaugh abstained from the vote.

Cash Salary	\$51,800
Housing Allowance	\$20,000
Total Effective Salary	\$71,800
Board of Pensions	\$ 28,002
Dental Plan	\$310
Medical Reimbursement	\$3,200
Professional Development	\$ 800
Professional Reimbursement	\$500
Mileage Reimbursement	IRS Rate
Vacation	30 days, including 4 Sundays
Continuing Education	14 days, including 2 Sundays

PLM Family Medical Leave Policy is applicable.

7. Edwardsburg: **A motion prevailed** to approve an exception in the terms of call between Rev. Scott Scheel and Edwardsburg for 2024 are less than the minimum

salary requirement which will need an exception. COM will notify the pastor and the session that this will be the last year that the exception will be approved.

Cash Salary	\$25,500
Housing Allowance	\$23,664
403(b)	\$ 5,100
Total Effective Salary	\$54,264

Board of Pensions	\$21,162.96
Professional Development	\$ 800
Mileage Reimbursement	IRS Rate
Professional Expenses	\$300
Vacation	5 weeks, including 5 Sundays
Continuing Education	2 weeks, including 2 Sundays

Applicable PLM Policies: Sabbatical Policy and Family Medical Leave Policy

8. Jackson Westminster: The Commission on Ministry will recommend to the presbytery at the stated meeting on June 11, 2024, that the congregation engage in Joint Witness with a local United Church of Christ Congregation. The following actions were taken:

A motion prevailed to approve the mission study.

A motion prevailed to approve the Joint Witness Agreement with specificity added to the cost-sharing agreement.

A motion prevailed to approve the Interim Pastor position description at 19.5 hours.

A motion prevailed to approve the contract between **Rev. Jake Kaufman** and Westminster Presbyterian Church of Jackson, MI as part-time (19.5 hours) **Interim Pastor** effective **June 1, 2024** as follows. Rev. Karen Kelley abstained from the vote.

Cash Salary	\$25,758
Housing Allowance	\$20,000
Total Effective Salary	\$45,758

Reimbursement	\$1804.50
Mileage Reimbursement	IRS Rate
Vacation	30 days, including 4 Sundays
Continuing Education	14 days, including 2 Sundays

9. Jenison Parkwood: A motion prevailed to recommend to the Presbytery that Rev. David Milburn be granted the status of Pastor Emeritus.
10. Richland: The SW Region COM took the following action: to direct Rev. Dr. Fran Lane-Lawrence to correspond with Rev. Jennings/Session requesting documentation from Rev. Jennings' physician stating that he is released to return to work and any providing any limitation on his activities. COM requested the documentation be submitted by

April 26, 2024. Rev. Lorenzo Small met with Rev. Mark Jennings and Mx. Erin O'Sullivan and received documentation from Rev. Jennings' physician stating that he can return to work with no limitations. Rev. Kristin Stroble and COM received certified mail from Rev. Jennings. Mx. Erin O'Sullivan visited the Presbytery office to obtain information about the Presbytery's Personnel Committee and received information that the LT Executive Leadership Committee fulfills that role. The Presbytery has been receiving reports of disorder regarding the role of Mx. Erin O'Sullivan participating in congregational leadership in ways that are beyond the bounds of acceptable participation. The Clerk of Session also did not act at the direction of the Commission of Ministry in sharing information with the session. Rev. Lorenzo Small and Rev. Amber Nettleton are attempting to arrange a meeting with the session and Rev. Jennings.

11. Rockford North Kent: **A motion prevailed** to approve an exception to the minimum terms of call for 2024. COM will notify the pastor and the session that an exception will not be approved in 2025. The COM will work with the session so they are aware of all their options.
12. **A motion prevailed** to approve the 2024 Terms of Call Report and provide it to the Presbytery at the stated meeting on June 11, 2024.

This concludes the report of the Committee on Ministry.

9. **To receive** the following report from the Commission the Preparation for Ministry:

**PRESBYTERY OF LAKE MICHIGAN
REPORT OF THE COMMISSION ON THE PREPARATION FOR MINISTRY
June 11, 2024**

The Commission met three times since the last Stated Meeting of the Presbytery – regular stated meetings on March 26, 2024, April 23, 2024 and May 21, 2024. The following report deals with actions that the Commission has recommended to the Presbytery, actions taken by the Commission on behalf of the Presbytery, and other matters of a general nature.

1. **A motion prevailed** to approve the minutes of the Commission on the Preparation for Ministry of March 26, 2024, and April 23, 2024.

This concludes the report of the Committee on the Preparation for Ministry.

This concludes the Consent Agenda.