

PRESBYTERY OF LAKE MICHIGAN
CONSENT AGENDA of the STATED MEETING
September 13, 2025

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: Mary Austin (VM), David Braak (VM), Jessica Bratt Carle (VM), Peggy Casteel-Huston (VM), Cathy Hoop (Holland First), Karen Fitz LaBarge (Rockford North Kent), Laurie Hartzell (Retired), Jessica Hauser-Brydon (MAL), Mackenzie Jager (Muskegon First), Linda Male (HR), Kirk Miller (Holt First), Kyle Nolan (VM), Bill Pinches (Mason First), Jim Pollard (GR Forest Hills), Linda Rubingh (VM), Scott Scheel (Edwardsburg First), Barb Schreur (MAL), Lynette Sparks (GR Westminster)
2. **To approve** the Minutes of the Stated Meeting of the Presbytery of Lake Michigan, June 10, 2025, Online only.
3. **To file** the approved Minutes of the Presbytery of Lake Michigan Leadership Team on August 7, 2025. Online only.
4. **To authorize** Elder Kerri Comai (Battle Creek Westlake) to administer communion to that congregation for one year, effective April 10, 2025, through April 9, 2026.
5. **To approve** the following recommendation of the Presbytery of Lake Michigan Commission on Ministry that Rev. Daniel Anderson be granted the status of Retired, effective October 27, 2025.
6. **To approve** the following recommendation of the Presbytery of Lake Michigan Commission on Ministry that Rev. Jan Jasperse be granted the status of Retired, effective September 30, 2025.
7. **To receive** the Report of the Stated Clerk for today, as follows:

REPORT OF THE STATED CLERK
Rev. Dr. Fran Lane-Lawrence
September 13, 2025

1. **REVIEW OF 2024 SESSION MINUTES:** The review of the 2024 session minutes has been completed. The 2024 Session Minutes for the following congregations were approved without exception. Battle Creek First, Battle Creek Pennfield, Benton Harbor Fairplain, Big Rapids, Brooklyn, Buchanan, Cadillac, Cassopolis, Coldwater, Concord, Decatur, Dimondale, East Lansing Eastminster, Edwardsburg, Goebles Bethany, Grand Haven, Grand Rapids Forest Hills, Grand Rapids North Park, Grand Rapids Westminster, Gregory Unidilla, Hastings, Hesperia, Holland, Holt, Ionia, Jackson First, Jackson Westminster, Jenison Parkwood, Jonesville, Kalamazoo First, Lake City,

Lansing First, Lyons/Muir, Marshall, Mason, Muskegon, Niles, Okemos, Plainwell, Portage Westminister, Richland, Rockford North Kent, Schoolcraft, Spring Lake, Sturgis, and Three Rivers/Centerville.

The 2024 Session Minute reviews for the following congregations were approved with exceptions: Homer, (given until November 30, 2025, to complete a review of Sexual Misconduct and Child Protection Policies and a financial review), Lansing Delta (given until October 31, 2025, to complete a review of Sexual Misconduct and Child Protection Policies), and Lansing North Westminister (given until October 31, 2025, to complete a financial review). Corrections completed by congregations will be reported to the Presbytery at the stated meeting in December.

The 2024 Session Minute reviews for the following congregations were not approved: Allegan, Battle Creek Westlake, and Benton Harbor First

The following congregations did not submit 2024 minutes for review: East Lansing Korean, Kalamazoo North, and Stockbridge.

2. **BOUNDARY AND ETHICS TRAINING:** The PCUSA Constitution in the *Book of Order* mandates all councils (this includes sessions) to adopt and implement sexual misconduct policies “which shall include requirements for training which includes the topics of sexual misconduct and child sexual abuse prevention . . . at least every 36 months.” (G-3.0106) The Presbytery of Lake Michigan also mandates sexual misconduct/ boundary training every 36 months for teaching elders, including retired ministers, commissioned ruling elders, ruling elders, and Christian educators who are active in the ministry of the Presbytery. If members of your session have not yet completed Boundary Training, please contact Rev. Annamarie Groenenboom, Associate Clerk, or Rev. Dr. Fran Lane-Lawrence, Executive Presbyter/Stated Clerk, for information about how to complete the training.

Upcoming Dates:

- September 13, 2025, at Battle Creek First - Ruling Elder Boundary Training
- September 20, 2025, at TBD - Teaching Elder Boundary Training
- October 11, 2025, at GR Forest Hills - Teaching Elder Boundary Training
- October 21 & 22, 2025, via Zoom - LeaderWise Boundary Training

*Training will be led by Rev. Dr. Fran Lane-Lawrence and Rev. Annamarie Groenenboom

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://lakemichiganpresbytery.breezechms.com/form/6ce58f>. ***Requests for excused absences not requested through the online system may not be recorded correctly.***

4. **DATES FOR STATED MEETINGS IN 2025:** The dates for stated meetings of the Presbytery of Lake Michigan for 2025 are as follows:

- a. Saturday, March 8, 2025 – *E LANSING EASTMINSTER*
- b. Tuesday, June 10, 2025 – *CADILLAC FIRST*
- c. Saturday, September 13, 2025 -*BATTLE CREEK FIRST*
- d. Tuesday, December 2, 2025 - *JENISON PARKWOOD*

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

5. **PROPERTY SALES:**

Westminster Presbyterian Church of Jackson, MI

On July 7, 2025 the Presbytery of Lake Michigan at a Special Called approved the sale of the property of Westminster Presbyterian Church, 2301 Ridgeway Road, Jackson, MI 49203 described below to Wendell Mark Riggle and Margaret Drew Riggle, if the way be clear, for the sum of three hundred fifty thousand dollars (\$350,000.00) of land situated in the City of Jackson, Jackson County, Michigan:

Legal Description

BEG AT THE INTERSECTION OF THE S LN OF RIDGEWAY RD
WITH THE E LN OF SEC 20 TH W ALG
THE S LN OF RIDGEWAY RD 966 FT TO A PT FOR PL OF BEG OF
THIS DESCN TH S 0DEG 05'53"W
500 FT TH N 89DEG 52'W 400 FT TH N 0DEG 05'53"E 500 FT TO
THE S LN OF RIDGEWAY RD TH E
ALG S LN OF SD RD 400 FT TO BEG SEC 20 T3S R1W
000-13-20-276-007-00

This meeting also approved the recommendation that the Presbytery of Lake Michigan authorize the Stated Clerk, the Rev. Fran Lane-Lawrence; the Treasurer, Elder Kirk Truesdell; or the President of the Corporation, Elder Beth Dyer, jointly or individually, to execute all documents necessary to implement this decision.

On August 6, 2025, Elder Kirk Truesdell, acting on behalf of the Presbytery of Lake Michigan, closed on the sale of the above-described property to Wendell Mark Riggle and Margaret Drew Riggle for \$350,000 (Three hundred fifty thousand dollars).

6. **REPORTS OF ADMINISTRATIVE COMMISSIONS:**

First Presbyterian Church of Marshall, MI
Presbytery of Lake Michigan

Administrative Commission for First Presbyterian Church of Marshall, MI
September 13, 2025

The Members of the Administrative Commission (AC) continue to work diligently and pastorally with the Session of the First Presbyterian Church of Marshall, MI.

Members of the AC continue to attend all Session Meetings, as they are able, either in-person or virtually, to provide continued support and clarity of communication.

After the resignation of the Clerk of Session, effective April 03, 2025, and after being presented with a deadline for action by the AC, a new Clerk of Session appears to have been elected, although the AC has not received minutes of the Session meeting at which this action was approved. Rev. Dr. Fran Lane-Lawrence confirmed with the new Clerk, Elder Karen Earl, that she and PLM Associate Clerk, Rev. Annamarie Groenenboom, plan to be present in Marshall on September 03, 2025, to meet with the new Clerk of Session to provide training and orientation.

During the May 31, 2025, review of the 2024 session minutes, it was found that the minutes were not in order. Rev. Annamarie Groenenboom, PLM Associate Clerk, reviewed the minutes. She has communicated frequently with Marshall about the deficiencies in their minutes and provided language that would be acceptable. Some of the revisions submitted by the session contained minimal or no revisions. Rev. Groenenboom informed the Session of a deadline of August 31, 2025, to make the necessary corrections and edits to the 2024 Minutes to bring the minutes into order.

The Mission Study Committee continues its work with support from AC member Elder Nancy Toth. The Session canceled their June Session meeting to focus on the work of their Mission Study. The Mission Study Group (Session Members) cancelled several meetings to discuss their Mission Study. Two of the remaining four members did have a Zoom meeting with Elder Toth during which they reviewed comments and recommendations related to previously submitted "Final Drafts". The AC is currently reviewing the fifth iteration submitted on August 26, 2025, and has expressed comments/concerns about this document. The requested changes are motivated by a desire for clarity of expression and perceived acceptance by those reading this document.

The AC requested to meet with the Session on July 27, 2025, after not being informed of the date and time of the July Session meeting. Stated Supply Pastor, Rev. Charlotte Ellison, said this failure to inform the AC was an accident resulting from an email she failed to send to the AC. During the July 27, 2025, Session meeting, AC representatives, along with Rev. Dr. Cal Bremer and Rev. Dr. Fran Lane-Lawrence, noted a propensity to ask questions that had been previously answered on more than one occasion, and for members of the session to focus on their perception of past events. In addition, the AC members and PLM staff members noted inflammatory language was employed both by members of the Session and by the Stated Supply pastor to describe processes provided by the PCUSA Book of Order. The AC members and PLM staff offered continued support and encouragement to the Session, including ordering of copies of the *Book of Order* for all Session members as well as informing them of upcoming training Sessions. Special mention was made of the ongoing support in assisting them in completing

their Mission Study, as this will be a primary resource document for determining pastoral needs and ministry support.

The AC sent a letter dated August 01, 2025, to Rev. Charlotte Ellison, which stated:

“In reviewing records, it was noted that your current Covenant Agreement with the First Presbyterian Church of Marshall, MI, concludes on September 2, 2025. After prayerful discussion, it was determined that if Session would like to renew the Covenant Agreement, the AC is willing to approve an extension for no more than 28 days, through September 30, 2025.”

On August 3, 2025, AC member Elder Nancy Toth received an email from a Session member indicating his inability to participate in continued Mission Study work given his resignation from Session effective that day (he was a member of the Class of 2025). He also informed Elder Toth that none of the others who were scheduled to meet that evening to work on the Mission Study would be available. When asked by the AC to reconsider his resignation, he declined.

On August 6, 2025, AC member Rev. Amber Nettleton was forwarded an email from the Clerk of Session, which had been composed by Stated Supply Pastor Rev. Charlotte Ellison, notifying the AC of the resignations of two more Session members, both Class of 2025, effective August 31, 2025.

Three individuals were elected to the Session at a congregational meeting held on August 24, 2025, to fill vacancies on Session noted above. The Session is working with the AC on drafting language to amend their By-Laws to bring them into compliance.

The AC was present with the congregation, along with Rev. Dr. Fran Lane-Lawrence and Rev. Dr. Cal Bremer, on Sunday, August 24, 2025, to hear from the congregation, clarify process, and detail continued plans of support for the Session and congregation in determining their pastoral needs and future ministry. This meeting lasted for nearly two and a half hours. Again, this meeting was punctuated with inflammatory comments and unfounded accusations made by Session members.

The AC, working with COM, has arranged for the Rev. Steven Kaszar (Homer/Concord) to moderate Marshall Session meetings beginning in October 2025.

Please join us in praying for God’s blessing on this congregation and Session as they discern God’s will for their future ministry.

Respectfully Submitted by
The AC for Marshall First Presbyterian Church

Rev. Amber Nettleton (Kalamazoo First)
Elder Nancy Toth (Jackson First)
Trustee Brad Sparks (Grand Rapids Westminster)

First Presbyterian Church of Richland, MI

Presbytery of Lake Michigan
Administrative Commission for First Presbyterian Church of Richland, MI
September 13, 2025

The Richland Administrative Commission (AC) continues its work. Since the last Stated Meeting on June 10, 2025, the AC representatives met with the Richland Session on June 11, 2025, on July 9, 2025, and on August 13, 2025, either in person or by Zoom. The August 13, 2025, Richland Session meeting began at 5:00 pm with a meal hosted by Rev. Dr. Fran Lane-Lawrence. She provided additional training and guidance in Presbyterian polity, officer leadership, and some examples of dealing with congregational issues and their resolution.

The Richland AC normally meets weekly by Zoom to discuss progress, issues to address, and guidance to provide to the Richland Session and other congregational leaders. Rev. Dr. Calvin Bremer (Assistant to Executive Presbyter) and Rev. Fran Lane-Lawrence (Executive Presbyter/Stated Clerk) often attend our weekly Zoom meetings. They offer instructive and beneficial guidance to the AC. Interim Pastor Rev. Cal Nevenzel meets once a month with the AC by Zoom.

The AC on July 14, 2025, formally voted to grant Interim Pastor Rev. Cal Nevenzel approval to moderate Session meetings going forward. Rev. Seth Weeldreyer (Kalamazoo First) had served as Moderator of the Richland Session up to that time. He provided positive and sensitive leadership following the December 2024 retirement of former Pastor Rev. Mark Jennings.

We affirm our support of Rev. Nevenzel during her presence at our Zoom meetings and through other personal contacts. We endeavor to support her in her Interim Pastor work and offer beneficial guidance from our collective clergy/lay experiences.

We are committed to reminding the Richland Session and congregation how important and vital the time spent with an Interim Pastor can be for working through issues, understanding church dynamics and history, and preparing for the calling of an installed Pastor. Circumventing the benefits and time necessary for a good Interim Pastor experience often results in unexpected and, sometimes, detrimental outcomes in the next calling of a pastor.

The Richland Session continues to make significant progress in reviewing, updating, and clarifying its church policies and procedures as they relate to committees, staff, and finances.

The AC members are grateful for the cooperative spirit that characterizes the relationship between the AC and the Richland Session and congregation. We request your continuing prayers for all involved.

Respectfully,
Elder Stuart Deming (Kalamazoo First), Rev. David Milbourn (HR), and Rev. Dan Anderson (Spring Lake)

First Presbyterian Churches of Decatur and Paw Paw, MI
Presbytery of Lake Michigan
Administrative Commission for First Presbyterian Churches of Decatur and Paw Paw,
MI
September 13, 2025

No report.

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
September 13, 2025**

Since the last Presbytery meeting, the COM Plenary has met once (August 26, 2025), 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 May 27, 2025.
2. **A motion prevailed** to approve the minutes of the COM Regions since the May 27, 2025, Plenary meeting.
3. **A motion prevailed** to recommend to the Presbytery that Rev. Dan Anderson be granted the status of Retired, effective October 27, 2025.
4. **A motion prevailed** to recommend to the Presbytery that Rev. Jan Jaspers be granted the status of Retired, effective September 30, 2025.
5. **A motion prevailed** to approve Rev. Brian Madison (Cassopolis) to labor outside the bounds on the Queen Mary 2 ship from January 3, 2026, through January 19, 2026, and to celebrate communion on January 4, 2025, January 6, 2025, and January 11, 2025.
6. **A motion prevailed** to approve Rev. Timothy Chon to labor outside the bounds of the Presbytery of Lake Michigan. Rev. Chon will be serving within the bounds of the National Capital Presbytery.
7. **A motion prevailed** to validate Rev. Timothy Chon's ministry as Senior

Administrator and Faculty of Wesley Theological Seminary.

8. **A motion prevailed** to approve the COM Redivision of Regions effective October 1, 2025. Elder Heather Myer (East Lansing Eastminster) will be the Vice-Moderator of the East Region. Rev. Amber Nettleton (MAL) will be the Vice-Moderator of the West Region.
9. Battle Creek Pennfield: **A motion prevailed** to appoint Rev. Amber Nettleton (MAL) as moderator for the September 7, 2025, Congregational Meeting.
10. Big Rapids United: Rev. Sarah Juist (Jenison Parkwood) and Rev. Mike Horlocker (Cadillac First) conducted a fit interview with Rev. Amy Ruhf-Brien on July 3, 2025. Rev. Ruhf-Brien submitted her Sexual Misconduct Policy Receipt, Conflict of Interest Disclosure, and Boundary Training Certificate to the Presbytery. **A motion prevailed** to approve the terms of call if the way be clear between the United Church of Big Rapids, MI, and Rev. Amy Ruhf-Brien as full-time installed solo pastor for an indefinite period, effective October 1, 2025.

11.

Cash Salary	\$30,000
Housing Allowance	\$30,000
403b Contributions	\$5,100
Medical Allowance	\$156
Dental Allowance	\$144
Total Effective Salary	\$65,400
Board of Pensions	\$15,600

Professional Development	\$800
SECA Offset	\$4,500
Books and Professional Expenses	\$3,700
Moving Expenses paid in full	
30 days of vacation, including 4 Sundays	
14 days of Professional Development, including 2 Sundays	

12. Brooklyn Presbyterian: **A motion prevailed** to approve the covenant agreement between Brooklyn Presbyterian Church and Rev. David Weber as full-time interim pastor, effective September 1, 2025, to August 31, 2025.

Cash Salary	\$43,853
Housing Allowance	\$23,613
Total Effective Salary	\$67,466
Board of Pensions (27.5%)	\$18,553.15
SECA Offset	\$5,588

Professional Development	\$1,000
Professional Expenses	\$1,000
Books	\$500

Travel	IRS Rate
Vacation	4 weeks, including 4 Sundays
Professional Development	2 week,s including 2 Sundays

13. Grand Rapids North Park: Rev. Philomena Ofori-Nipaah's updated Terms of Call were approved by the congregation and now meet the minimum salary requirement for 2025.
14. Jackson Westminster: **A motion prevailed** to appoint Rev. Ben Rumbaugh as moderator from April 28, 2025, through July 28, 2025. **A motion prevailed** to appoint Rev. John Best (HR) as the moderator for their congregational meeting on June 15, 2025. Rev. Annamarie Groenenboom provided Clerk of Session training on May 19, 2025. **A motion prevailed** to approve a covenant agreement between Westminster Presbyterian Church and Rev. Judy Goodrow (UCC) as full-time stated supply pastor effective January 1, 2025, through December 31, 2025.

Salary	\$47,370
Housing	\$15,000
Education & Meetings	\$2,000
Pension (UCC, 14%)	\$10,153

Vacation	4 weeks, including 4 Sundays
Professional Development	2 weeks, including 4 Sundays
Sick Time	2 weeks

*Westminster pays 50% of the compensation package

The property was sold for \$350,000 on August 6, 2025, and the proceeds will be placed in an escrow account. Requests from Westminster for funds will need to be approved by the Commission on Ministry. After a time of discussion and review, **a motion prevailed** to approve the "Request Form for Westminster Presbyterian Church to Receive Funds in Escrow" as amended. The region received a request for disbursement of \$25,500 from the escrow account to cover three months of cost-sharing expenses. **A motion prevailed** to approve the disbursement of \$25,500 from the escrow account pending the receipt of session approval and minutes and completion of the Request Form.

The session requested clarification on whether Rev. Goodrow should attend Session meetings. The members of the region encourage Rev. Goodrow's attendance at meetings of the Session. COM advised that the Session should vote to give her a voice at the meetings.

15. Jonesville First: **A motion prevailed** to appoint Rev. Karen Kelley (Retired) as moderator. Rev. Steve Kaszar (Concord/Homer) and Rev. Karen Kelley conducted an exit interview with Rev. Lynne Fry. Rev. Kelley and Rev. Fran

Lane-Lawrence conducted the exit interview with the Session on July 23, 2025. The Covenant of Closure was also signed on July 23, 2025. Rev. Lane-Lawrence conducted training with the Session on July 23, 2025, regarding the work of the Session and the responsibilities of Ruling Elders.

16. Lake City First: **A motion prevailed** to appoint Rev. Michael Horlocker (Cadillac First) as moderator effective September 29, 2025.
17. Lansing First: Exit interviews with the Session and Rev. Stan Jenkins were completed on July 23, 2025. **A motion prevailed** to appoint Rev. Ben Rumbaugh (Dimondale/Lansing Delta) as moderator of the session effective September 1, 2025. **A motion prevailed** to approve the dissolution of the call between Rev. Stan Jenkins and First Presbyterian Church of Lansing, MI, effective August 17, 2025.
18. Lansing North Westminster: Rev. Timothy Chon has accepted an Administrator and Faculty position at Wesley Theological Seminary in Washington, D.C. Several meetings have occurred at North Westminster PC to explore options for the congregation. **A motion prevailed** to approve the covenant agreement between North Westminster Presbyterian Church of Lansing, MI, and Rev. Timothy Chon as part time (10 hours) stated supply pastor effective August 1, 2025,-December 31, 2025 with the following changes: end the sentence at December 31, 2025 - striking out the remainder of the sentence; insert a 30 day clause that either party can terminate the Agreement. Insert a paragraph indicating COM will begin working with the session on a transition plan.

Cash Salary	\$5,000
Travel/Mileage	\$5,000
Professional Reimbursement	\$2,500
Pension Plan	\$2,500

A motion prevailed to remove Rev. Timothy Chon as Moderator of the Session and to appoint Rev. Kristin Stroble as moderator effective August 26, 2025.

19. Rockford North Kent: The congregation has paid its PILP loan in full.
20. Schoolcraft First: Rev. Jerry Duggins (Portage Westminster) was appointed to serve as the congregation's transition counselor. **A motion prevailed** to approve the covenant agreement between First Presbyterian Church of Schoolcraft, MI, and Rev. Tom Kragt as part-time (25 hours) temporary supply pastor effective April 1, 2025, through September 30, 2025.

Cash Salary	\$13,564.06
Free Use of Manse with Utilities	\$6,793.50
Retirement Contribution	\$1,050 (175/month)
Total Effective Salary	\$21,407.56

Travel	
IRS Rate	
Books/Professional Expenses	\$300
Professional Development	\$800
Vacation	2 weeks, including 2 Sundays
Study Leave	1 week, including 1 Sunday

21. Three Rivers/Centreville First: A motion prevailed to approve the covenant agreement between First Presbyterian Church of Three Rivers/Centreville, MI, and Rev. Clint Cozier as full-time Interim Pastor effective November 1, 2025-October 31, 2026.

Cash Salary	\$32,000
Housing	\$35,000
Deferred Compensation	\$5,000
Medical FSA	\$7,500
Total Effective Salary	\$79,500
Board of Pensions	\$9,540
SECA	\$5,962.50
Travel	\$1,000
Professional Expenses/Development	\$2,000
Vacation	4 weeks, including 4 Sundays
Study Leave	2 weeks, including 2 Sundays

This concludes the report of the Commission on Ministry.

**PRESBYTERY OF LAKE MICHIGAN
REPORT OF THE COMMISSION ON THE PREPARATION FOR MINISTRY
September 13, 2025**

The Commission met two times since the last Stated Meeting of the Presbytery—Regular stated meetings on July 22, 2025, and August 26, 2025. The following report deals with 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 May 27, 2025, and July 22, 2025.
2. Candidate Elder Sheri Harris received a call to serve as pastor of Westminster Presbyterian Church in Rome, GA. She was examined by the Cherokee Presbytery and will be ordained and installed on October 26, 2025. The Ordination can be livestreamed on Westminster's YouTube channel.
3. On August 4, 2025, an informal meeting was held to meet with Elder Sheri Harris to celebrate her call to Georgia.

4. The Commission welcomed 2 new members, Rev. Pat Weatherwax (HR) and Rev. David Schell (Jackson First).
5. The Commission mourns the death of our longtime and faithful secretary, Elder Leslie Gilreath (Fairplain).

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

This concludes the Consent Agenda.