Presbytery of New Covenant

Addendum Report

November 17, 2018

St. Andrew’s Presbyterian Church

5308 Buffalo Speedway

Houston, Texas  77005
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ERRATA REPORT FROM PACKET

Page 12: Under CRE’s in Pastorate – Debbie Batisse-Kleinman’s name should be replaced with the name of Johnna Cormier.
The Presbytery of New Covenant
“Growing congregations that passionately engage their community to make disciples.”

Stated Meeting – November 17, 2018
St. Andrew’s Presbyterian Church
5308 Buffalo Speedway, Houston, TX  77005  713-667-1703

Offering: Austin Presbyterian Theological Seminary Needs-Based Scholarships

8:30 am  Registration Opens  Gathering Area
8:40 am  New Commissioner Orientation  Chapel

There chapel will be available all day for prayer and meditation. Signs will direct you to this location.

For your information, RE means Ruling Elder.

THE PROPOSED DOCKET
Please silence all devices!

9:00 am  Welcome and Opening Worship  Moderator, RE Bob Patterson
Rev. John (Jack) Barden, preaching
Vice President for Enrollment Management, Austin Seminary
Installation of the Moderator

10:15 am  Opening Business  Moderator and Stated Clerk
† Declaration of Quorum
† Moderator’s Appointment of Tellers
† Adoption of the Docket
† Omnibus Motion (B.1)
† Welcome by Host Church – Rev. Jeff Smith
† Welcome of Others (First time Commissioners, Corresponding Members, New Minister Members, Exhibitors, Visitors)

10:30 am  Report of General Council (F), Finance (C.3), Personnel (C.4)
Rev. Dr. David Green, Rev. Dr. Brent Hampton, Rev. Jackie Hannan

12:30 pm  FELLOWSHIP AT TABLE/VISIT THE DISPLAYS

1:30 pm  Reconvening Hymn  “The Church’s One Foundation”
Celebration of Ministry – Presbyterian Children’s Homes and Services

1:35 pm  Nominating Committee (H)  RE Sharon Carey
Moderator’s Appointments to the Nominating Committee
Ecclesiastical Affairs (C.2)  Rev. Dr. John Wurster
Amendments to the Constitution, Parity Plan
Celebration of Ministry – Presbyterian Foundation  Sherry Kenney
Committee on Ministry (D)  
Services of Retirement  
Rev. Margaret Desmond

Committee on Preparation for Ministry  (E)  
Service of Candidacy  
RE Bill Hargrove

Ministries Division (G)  
Congregational Resourcing  
Evangelism & Church Growth  
Outreach  
RE Jane Larkin  
RE Carol Davis  
RE Garry Schoonover  
RE Sue Crawford

Report of the Stated Clerk (B)  
Administrative Commissions for Installations/Ordinations  
TE Lynn Hargrove

Installation of General Presbyter/Stated Clerk for Administrative Process  
Only if the way be clear as allowed by previous action in today’s meeting.

New Business  (Only if submitted four days prior to meeting date, so it can be posted online 3 days prior)

Moderator’s Remarks and Closing Prayer

Adjournment  
(By rule of the presbytery, no later than 4:00 pm, unless the assembly votes by a 2/3 majority to extend beyond)

Following adjournment, clerks will meet for session records review in the Warren Family Center.

The next Stated Meeting of the Presbytery of New Covenant will be  
Saturday, March 16, 2019  
St. Thomas Presbyterian Church  
14100 Memorial Drive, Houston, TX  77005  
281-497-4846

2019 Dates for Meetings of the Presbytery  
March 16, 2019 – St. Thomas, Houston  
July 20, 2019 – Brenham  
November 16, 2019 – Webster

Please mark your calendars!
Omnibus Motion

1) To approve the Minutes from the Presbytery Meeting of July 21, 2018.

2) To dismiss the Administrative Commission for the Installation of Rev. Johannes Poetschner as the Pastor of First Presbyterian Church in Brazoria, Texas, with our thanks.

3) To dismiss the Administrative Commission for the Ordination and Installation of Tyler Henderson as Associate Pastor of Grand Lakes Presbyterian Church in Katy, Texas, with our thanks.

4) To approve the proposed revision to G-2.0401 – Election of Ruling Elders and Deacons.

5) To approved the proposed revision to G-2.0509 – Renunciation of Jurisdiction.

6) To approve the proposed revision to G-3.0104 – Officers.

7) To approved the proposed revision to G-3.0306 – Membership of Presbytery.

8) To approve the proposed revision to G-3.0307 – Pastor, Counselor and Advisor to Its Pastors and Congregations.

9) To approve the proposed revision to W-4.0202 – Welcoming to the Table.

10) To approve the proposed revision to D-2.0203b – Types of Cases.

11) To approve the proposed revision to D-10.0401b – Time Limit on Charges.

12) To approve the proposed revision to D-10.0401c(1) – Time Limit on Charges.

13) To approve the proposed revision to D-10.0401d – Time Limit on Charges.

Note: The language for the proposed revisions is found here: http://www.pbyofnewcovenant.org/files/forms/meetings/2018_10_ga223_proposed_amendments_to_the_constitution2018.pdf
Table of Motions

From the Ecclesiastical Affairs Committee (C.2)

1. To approve the 2019 Parity Plan.

2. To approve any amendments to the Constitution that were lifted out of the Omnibus Motion.

From the Personnel Committee (C.4)

1. To approve the Position Description for a General Presbyter/Stated Clerk for Administrative Process.

2. To approve the Position Description for a Stated Clerk for Judicial Process.

From the Committee on Ministry (D)

1. To grant honorably retired status for Rev. Dr. James Currie effective September 1, 2018.

2. To grant honorably retired status for Rev. Dr. Jim Gill effective January 1, 2019.

3. To grant honorably retired status for Rev. Dr. Victoria Jones effective December 1, 2018.

From the Committee on Preparation for Ministry (E)

1. To enroll Matthew Beach as a candidate for ministry.

From the General Council (F)

1. To elect the Rev. Lynn Hargrove to the position of General Presbyter/Stated Clerk for Administrative Process.

From the Nominating Committee (H)

1. To elect the slate of people to the proposed respective positions as found in the meeting packet and addendum.
B - Report of the Stated Clerk

1. The 2017 Minutes of the Presbytery of New Covenant were approved by the Synod of the Sun.
2. The Administrative Commission working with Formosan Presbyterian Church has provided a report for the presbytery.

Reading 2017 Presbytery Minutes

November 5, 2018

To: Rev. Lynn Hargrove, Stated Clerk, New Covenant Presbytery
From: Valerie L. Young, Stated Clerk, Synod of the Sun

The Synod’s Minutes Review Committee has reviewed the 2017 New Covenant Presbytery Minutes. Attached is the resulting report. If you have questions or need additional information, please contact me or Ernest Higginbotham, Assistant Stated Clerk.

Blessings on your ministry in New Covenant Presbytery.

Valerie Young
Synod Leader
& Stated Clerk
REPORT
ON
REVIEW OF 2017 PRESBYTERY MINUTES
By
Ernest R. Higginbotham, Assistant Stated Clerk
October 31, 2018

Pursuant to G-3.0108a, the 2017 minutes of the eleven presbyteries within the Synod of the Sun have been reviewed utilizing "Synod of the Sun Guidelines for Reviewing Presbytery Minutes & Records" (Attachment A). The review was conducted by Rev. Lynn Hargrove, Stated Clerk, Presbytery of New Covenant; Gary Matthews, Clerk of Session, First Presbyterian Church, Tulsa, Oklahoma; Rev. Gerry Tyer, Stated Clerk, Grace Presbytery; and Ernest R. Higginbotham, Assistant Stated Clerk, Synod of the Sun.

<table>
<thead>
<tr>
<th>PRESBYTERY</th>
<th>EXCEPTIONS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cimarron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Oklahoma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian Nations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Covenant</td>
<td>none</td>
<td>#10 cannot find where both the stated clerk AND moderator signed the minutes</td>
</tr>
<tr>
<td>Palo Duro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Louisiana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tres Rios</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Some General (and hopefully helpful) Suggestions

1. Abbreviations should be avoided in the permanent minutes. Even common terms like "COM" may change in the future and historians will not know who or what is being referenced. For example, prior to 1983 the committee doing the work currently assigned to the COM was the Ministerial Relations Committee, which was abbreviated "MR." Today we would think it referred to "Mister." If any abbreviation is used, it should be explained in a glossary somewhere in the permanent minutes.

2. Effective dates should always be specified in motions (especially in terms of call).

3. Titles and roles of people (such as Pastor, Rev., Ruling Elder, Teaching Elder, Certified Christian Educator, Minister of Word and Sacrament, Commissioned Pastor, etc.) should always be clear in the permanent minutes.
**SYNOD OF THE SUN**

**Guidelines for Reviewing Presbytery Minutes & Records**

_The review of the minutes of each presbytery is conducted by a Minutes Review Committee, each presbytery minutes being reviewed by at least two different members of the committee._

G-3.0108a Reviewers of presbytery minutes and records shall report to the synod whether the:

a) proceedings have been correctly recorded;
b) proceedings have been in accordance with the Constitution;
c) proceedings have been prudent and equitable;
d) proceedings have been faithful to the mission of the whole church; and
e) lawful injunctions of the General Assembly have been obeyed.

The synod’s Minutes Review Committee shall recommend appropriate action to the synod, and if it believes the synod should take exception to something in the Presbytery’s minutes, that exception shall be listed in the report to the Synod Assembly.

**CONTENT OF MINUTES & RECORDS**

**SUBJECT TO EXCEPTION**

_Required by the Constitution of the Presbyterian Church (U.S.A.) the following matters shall be included in the minutes, as applicable. These are subject to Exception._

<table>
<thead>
<tr>
<th>Meeting Date &amp; Page #</th>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>The opening of each meeting with prayer. G-3.0105</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>The call for any special meeting and the name of the requester(s) and/or the caller in accordance with the Presbytery’s own rules. G-3.0404</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>A statement that a quorum was present, including an indication of the number specified as a quorum in the presbytery bylaws or standing rules. G-3.0404</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>The roll of commissioners present or absent and their presbytery of membership, and other attendees and their council of membership. G-3.0104</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>The existence of a committee on representation, established by the presbytery’s own rule. G-3.0103</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Evidence of “procedures and mechanisms for promoting and review the presbytery’s implementation of the church’s commitment to inclusiveness and representation”. G-3.0103</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>The approved presbytery budget “to support the church’s mission within its area”. G-3.0103</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Report of the results of “A full financial review of all financial books and records by a public accountant or committee of members versed in accounting procedures”. G-3.0113</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Evidence of “property and liability insurance coverage to protect its facilities, programs, staff and elected and appointed officers”. G-3.0112</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>A review of “the proceedings and actions of all entities related to the” presbytery and “of all officers able to act on behalf of the body”. G-3.0106a</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>A review of the records of lower councils (sessions) within its jurisdiction. G-3.0108a</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Indication that each lower council (session) records has been reviewed to determine adherence to G-3.0106 “All councils shall adopt and implement a sexual misconduct policy and child protection policy”.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Indication of the “development of a manual of administrative operations that will specify the form and guide the work of the mission in that council”.</td>
</tr>
</tbody>
</table>

Attachment A
<table>
<thead>
<tr>
<th>Meeting Date &amp; Page #</th>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14</td>
<td>The “adoption and implementation of a sexual misconduct policy and child protection policy” (Attach policies in appendix) G-3.0106</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>A “process for nominating persons to serve in positions requiring election” by presbytery that ensures the requirements of G-3.0111</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Report of decisions of an(y) administrative commission and record of any recension or amendment of action. G-3.0109b</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>All actions on recommendations made to the presbytery by its committees. G-3.0109</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Report of any and all actions regarding the sale, encumbrance, lease or transfer of real property owned by the Presbytery or one of its lower councils (including address, kind of property, present use, price paid, use of proceeds, if applicable, and reasons for leasing and terms of lease, if applicable)</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Record of compliance in submitting Annual Statistical Report to the General Assembly. G-3.0302e</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>A record that “the guidance and communication of the synod and General Assembly are considered and that any binding actions are observed and carried out” G-3.0302c</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>A record of “electing to commissioners to synod and General Assembly and receiving their reports”. G-3.0302a</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Actions concerning the organization of new congregations, transfer to other jurisdictions or dissolution or the division, uniting, or otherwise combining of congregations or portions of congregations previously existing.</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Actions taken by presbytery entities/commissions (including presbytery council) held between presbytery meetings. G-3.0109</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Decisions of the Permanent Judicial Commission, including a report of its decisions to the presbyteries, transmitted to the Presbytery through the Stated Clerk. D-7.0701 and D-110701</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>An alphabetical roster by classes of former members for the last six years of the Permanent Judicial Commission who may be called upon when necessary to constitute a quorum. D-5.0205b</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>The closing of each meeting with prayer. G-3.0105</td>
</tr>
</tbody>
</table>

**SUBJECT TO COMMENT**

*Required by Robert's Rules of Order or the Synod Records Review. These are subject to Comment.*

<table>
<thead>
<tr>
<th>Meeting Date &amp; Page #</th>
<th>Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>The minutes shall contain an index.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>The minutes/records will have consecutive page numbers throughout the entire volume of minutes and records, including supplemental documents</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>The date, time, and place of the presbytery meeting; the name of the moderator presiding; and, whether it is a “stated”, “adjourned”, or “special” presbytery meeting. <strong>Robert's Rules</strong></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>A record of the celebration of the Lord's Supper, if and when observed</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Opportunity for nominations from the floor must be reflected in the minutes</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Report of ecumenical relationships, if any</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Indication that the minutes have been read and approved by the presbytery or by its authorized committee prior to the presentation for peer review. <strong>Robert's Rules</strong></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Actions on exceptions to the minutes from the preceding presbytery assembly, if applicable</td>
</tr>
<tr>
<td>Meeting Date &amp; Page #</td>
<td>Item #</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
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</tr>
<tr>
<td></td>
<td>9</td>
<td>The minutes of each calendar year will include the bylaws and standing rules of the presbytery, bound in the volume of the minutes</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Minutes shall be signed by the moderator of the stated clerk of the presbytery appearing at the end of the minutes of each meeting before any appendix, attachment or supplement</td>
</tr>
</tbody>
</table>

*When the next regular business session will not be held within a quarterly time interval (see p.89-90), and the session does not last longer than one day, and the session does not last longer than one day, or in an organization in which there will be a change or replacement of a portion of the membership, the executive board or a committee appointed for the purpose should be authorized to approve the minutes. The fact that the minutes are not then read for approval at the next meeting does not prevent a member from having a relevant excerpt read for information; nor does it prevent the assembly in such a case from making additional corrections, treating the minutes as having been previously approved (Robert's Rules, p. 475, Section 48).*
The commission has been working with this congregation since March 2017, and in the four months since its previous report, the commission has continued to monitor the ongoing divisive conflict/schism in this church, and pray for the pastor and all members of the congregation. The marked polarization between the two sides in this deep and irreversible conflict still exists.

The approximately thirty-five members on the dissenting side of the schism continue to wait in the wings. The commission recognizes that these dissenting members still refuse to let Rev. Chen be their pastor, and are not expressing or demonstrating any desire to rejoin the life and ministry of the faith community at Formosan Presbyterian Church. In addition to continuing to stay away from worship services, they continue to avoid communication with the pastor or current Sunday worshippers, and continue to withhold financial support. As such, they are not fulfilling their membership commitments (W-4.0204). It is not known with any certainty if they (as a group, or individually) are seeking faith and spiritual nurture at another congregation. Some may be attending a Baptist church.

It has been shared with the commission that, with the ongoing absence of the dissenting members, worship services at Formosan PC are now noticeably more gracious and joy-filled. During the vacation-filled summer months, attendance remained steady at forty to fifty, down from the more normal sixty to sixty-five. Several young families are coming to Sunday morning services, and participating in a monthly small group family worship opportunity in the pastor’s home.

Together, the commission and active leaders of this congregation have entered a phase of “space-giving” – giving the congregation space to begin to heal their emotional wounds, strengthen their spiritual health, and rediscover their joy of service together. Members are being encouraged to pray together in small informal group settings and share ideas and visions for their church’s future ministries. The commission will continue to stay watchfully and quietly in the background, willing to offer guidance when requested. With support, guidance, and affirmation, it is hoped that from these groups, new elders will be nurtured and empowered to serve in leadership positions on a Session that will model love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

If the divisive group returns to attend any future congregational meetings at Formosan PC, with the goal of reasserting presence and control, the commission will once again seek to use its authority wisely, by being the patient and non-anxious presence, confronting any harmful behaviors, and speaking the truth in love.

Your continued prayers of encouragement for the congregation, pastor, and commission are appreciated greatly.

In Christ’s service,

Nora Fitch, TE, St. Thomas PC, Houston (Moderator)
Limin Hsu, RE, Grace Taiwan PC, Houston
Mark Plunkett, TE, Heritage PC, Houston
Janet Rainey, RE, New Hope PC, Katy
Tomás Spath, TE, Navasota PC, Houston (Co-moderator)
C.2 - Finance Committee

November 17, 2018

The Finance Committee has:

1) Recommended, together with Personnel Committee, that General Council (GC) maintain current staffing levels and sale of the Lovett property.

2) Recommended approval of Presbytery guarantee of a line of credit from the Presbyterian Investment and Loan Program (PILP) to St. John’s Presbyterian Church-Houston

3) Reviewed requests for Presbytery guarantee of credit from PILP to other churches in our presbytery.

4) Consulted with churches in our presbytery on restructure of their debt, not guaranteed by our presbytery, to third party lenders.

5) Currently we are in a second reading of a policy covering church borrowings from PILP and other lenders. A policy will be recommended to GC in the coming months.

6) Reviewed proposals to purchase properties from Presbytery on owner financed notes.

7) Reviewed applications for renewal and/or restructure of leases and lease/purchase options on properties owned by presbytery.

8) Reviewed monthly financial statements of the Presbytery and presented quarterly reports as well as the annual outside audit report to Presbytery.

9 MONTHS ENDED SEPT 30, 2018

Presbytery of New Covenant

For the nine months ended 9/30/18 operating revenues, composed primarily of benevolence giving from churches fell 11% resulting in a 9 month operating deficit of $35,000. This was offset by income from our investment portfolio, interest earned and realized gains totaled $46,909, resulting in a net operating surplus of $11,327. The downward trend in operating revenues, composed primarily of benevolences for churches, continues to be of concern.

Some 24%, or $165,000, of our Benevolences giving in FY 2017 came from Memorial Drive Presbyterian Church, now shown on a note receivable which pays out in 2021. This impact will come in two stages. First, at the end of 2020, our annual operating income will decrease by some $110,000, and by 2021 will fall by an additional $50,000, for a total of $165,000 in benevolence reductions as Memorial Drive
Presbyterian Church’s benevolences note will end in 2021. This is an event that we are working to address.

It should be noted that New Covenant Presbytery does have annual cash flow generated from Notes Receivable, including owner financed notes on property sold, with various payoff dates. Additionally, we have earnings from our Investment Portfolio available to offset future cash flow deficits. While it would be much more desirable to use all of these funds for mission and ministry, including church planting, growth, and revitalization, thereby generating vitalized congregations to support the Presbytery; nevertheless these funds could be available to fund part of future shortfalls, at least for a time.

The Finance Committee of Presbytery of New Covenant

**COMPARATIVE CASH FLOW ANALYSIS**
(9 MONTHS ENDED 9/30/18 vs 9/30/17)

<table>
<thead>
<tr>
<th></th>
<th>9/30/17</th>
<th>9/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues including non-operating income</td>
<td>$762,806</td>
<td>$520,567</td>
</tr>
<tr>
<td>Less non-operating income³</td>
<td>(175,502)</td>
<td>(50)</td>
</tr>
<tr>
<td>Operating revenues</td>
<td>587,304</td>
<td>520,517</td>
</tr>
<tr>
<td>Less Total Expenses before Depreciation</td>
<td>(543,122)</td>
<td>(556,099)</td>
</tr>
<tr>
<td>Operating Surplus (Deficit)</td>
<td>$44,182</td>
<td>(35,582)</td>
</tr>
<tr>
<td>Plus Other income⁴ net of unrealized gains/losses</td>
<td>33,098</td>
<td>46,909</td>
</tr>
<tr>
<td>Less Legal expenses</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Net funds surplus before depreciation</td>
<td>$77,280</td>
<td>$11,327</td>
</tr>
</tbody>
</table>

**FUNDS AVAILABLE TO OFFSET CASH FLOW DEFICITS AS OF 9/30/18**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$682,934</td>
</tr>
<tr>
<td>Earnings from $2,819,011⁵ OF TPF INVESTMENT PORTFOLIO⁶</td>
<td></td>
</tr>
</tbody>
</table>

**FUNDS FROM DISMISSED CHURCHES**

$500,182 are funds collected from dismissed churches, apportioned as follows:

$301,177 is PNC share of payments from dismissed churches and available for operating use.

$199,005 is set aside for New Church Development
Footnotes:

1 These are based upon preliminary numbers and are subject to revision in the normal course of year end closings at audit.

2 This includes Income from Memorial Drive Presbyterian Church which will end in 2021, reducing annual benevolence giving by approximately $165,000

3 $175,000 FPC Houston.

4 Interest, dividends, realized gains

5 At 9/30/18 from balance sheet: $3,225,429 total TPF Portfolio less ($169,300 + 201,781 + 35,337) = $2,819,011.

The principal of this entire portfolio (with the exception of the $301,177 PNC share of funds from dismissed churches) is restricted, and not available for use to offset cash flow deficits. However, the earnings from this portfolio, ( less the following three accounts :MSC Donations account, New Life Fund, and the L. Biddison Scholarship fund) are available to PNC to offset future cash flow deficits, if necessary. See note 6 below

6 Currently earning 5.3% per annum. Therefore, on an annual basis, approximately .053 X $2,819,000 = $149,497 would be available to cover future cash flow deficits if needed.

<table>
<thead>
<tr>
<th>Year</th>
<th>Compensation</th>
<th>Benefits</th>
<th>Professional Reimbursements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>454,005</td>
<td>178,851</td>
<td>55,975</td>
<td>688,831</td>
</tr>
<tr>
<td>2015</td>
<td>468,317</td>
<td>192,629</td>
<td>46,961</td>
<td>707,907</td>
</tr>
<tr>
<td>2016</td>
<td>455,309</td>
<td>168,611</td>
<td>57,400</td>
<td>681,320</td>
</tr>
<tr>
<td>2017</td>
<td>298,444</td>
<td>139,562</td>
<td>21,121</td>
<td>459,127</td>
</tr>
<tr>
<td>2018</td>
<td>281,539</td>
<td>131,844</td>
<td>20,800</td>
<td>434,183</td>
</tr>
</tbody>
</table>

Note: Stated and Recording Clerk Lynn Hargrove went full time in 2015. General Presbyter Mike Cole retired at the end of 2016. Associate General Presbyter Mary Marcotte went part time and then retired at the end of 2017. Director of Finance Forbes Baker went part time in 2017. Editor Theodora Pounds resigned in 2017 and was not replaced.

Current Staffing 5 full time employees: Patricia Brantley, Sharon Darden, Lynn Hargrove, Sandra Lopez, Carrie Walker; 3 part time employees: Forbes Baker, Kristi Blankman, Shawn Kang. Disaster Recovery Coordinator Beth Kauffman is full time, with funds provided through a grant from Presbyterian Disaster Assistance.
I. RECOMMENDATION TO PRESBYTERY FOR ACTION:
1. The committee recommends that Presbytery grant Honorably Retired status to Rev. Victoria Jones effective 12/1/18.
2. The committee recommends that Presbytery grant Honorably Retired status to Rev. Dr. James Gill effective 1/1/19

II. ACTIONS TAKEN ON BEHALF OF PRESBYTERY
Actions Approved October 2, 2018

New Members of Presbytery
Pastoral Call between Houston, Spring Branch and Rev. Kevin Boyd; examinations was sustained the Committee on Examination on 10/27/18; COM sustained the examination on 11/6/18. COM approved the compensation on 10/2/18, effective 11/15/18; Ordained 5/31/87; Transferring from Mission Presbytery
Salary $33,500
Housing and Utility Allowance 34,000
Deferred Income 3,000
Other paid Insurance 3,532
Auto Allowance @ IRS Rate 1,000
Books, Professional Dues 5,000
Moving Expenses (up to) 10,000
Board of Pensions Dues 27,392
Professional Development Allowance cumulative for 3 years 2,000
Professional Development Leave cumulative for 3 years 2 weeks
Vacation 4 weeks
Social Security up to 7.65% 5,665

Formal Education:
1980 – 1984 Lamar University, Beaumont TX; B.S., Geology
1984 – 1987 Austin Presbyterian Theological Seminary, Austin TX; Master of Divinity
1994 – 1998 Austin Presbyterian Theological Seminary, Austin TX; Doctor of Ministry

Statement of Faith following the COM Report

Stated Supply contract between Crockett, First and Rev. Timothy Oleksy effective 1/1/19 for one year; examinations was sustained the Committee on Examination on 10/27/18; COM sustained the examination on 11/6/18. COM approved the compensation on 11/6/18, effective 11/15/18; Ordained 10/31/99; Transferring from South Alabama Presbytery.
Salary $36,400
Housing Allowance 15,000
Travel Reimbursement @ IRS Rate 3,000
Study Leave 2,000
Books/Professional Expenses 2,700
Board of Pensions Dues 19,018
Study Leave 2 weeks
Vacation 4 weeks
Clergy Retreat 3 days + $250
½ Self Employment Taxes
Actual Cost of Moving Expenses

Formal Education:
International School of Divinity, Evansville, IN; DD, Masters
Statement of Faith following the COM Report

Rev. Peter Lee was received as a Member at Large; sustained examination of Committee on Examinations on 10/27/18; COM sustained the examination on 11/6/18. Ordained 4/7/02; Transferring from South Gulf Presbytery of Evangelical Presbyterian Church.

Formal Education:
1982 Choong-buk National University; English Education Major (B.A.)
   Studied at University of Tennessee, Knoxville, for 2 years; Pre-pharmacy course
2000 Austin Presbyterian Theological Seminary; Obtained M. Div. (M.A.)

Statement of Faith following the COM Report

Rev. Phyllis Jones was received as a Member at Large; sustained examination of Committee on Examinations on 10/27/18; COM sustained the examination on 11/6/18. Ordained 2/9/99; Transferring from Presbytery of Middle Tennessee.

Formal Education:
1979 Texas Tech University, Bachelor of Science in Home Economics Education
1985 Presbyterian School of Christian Education, Master of Christian Education
1998 Louisville Presbyterian Theological Seminary, Master of Divinity

Actions Approved November 6, 2018
1. Approved adding Rev. Jim Gill to the Pulpit Supply list effective 1/1/19
2. Appointed moderator Texas City, First – Rev. Judye Pistole
3. Approved MIF for Angleton, First
4. Granted Conroe, Olive Branch (formally Alden Bridge) permission to form a PNC
5. Approved Temporary Contract Form – The document is following the COM Report
6. Approved 2019 Minimum Terms of Compensation – The document is following the COM Report
7. Approved renewal of Interim Pastor Contract between Rev. Steve Hill and Huntsville, First, effective 9/1/18 for one year
   Salary $ 39,296
   Housing Allowance 17,184
   Other 4,360
   Travel Reimbursement @ IRS Rate 4,260
   Training (Study Leave) 600
   Books/Professional Expense 150
   Board of Pension Dues (includes Dental Insurance – ($905) 22,184.99
   Other – Medical set a side 300

DATES TO REMEMBER: Please contact Patricia Brantley to RSVP
December 6, 11-2 pm Presbytery’s Annual Open House
January 10, Healthy Boundary Workshop @ St. Thomas Presbyterian Church, 14100 Memorial Dr, Houston, TX 77079
STATEMENTS OF FAITH

REV. DR. KEVIN R. BOYD

I believe that in the beginning was God. God was before all things and created all that exists. This is God’s world. God holds all things together. All that God created attests to God’s being, God’s power, and God’s goodness. God is Almighty. We, as human beings, are given a special responsibility for this world within God’s sovereignty and shaped by God’s dominion over us. As such, we are to be responsible stewards of all entrusted to our care. God’s claim on our lives is a call to creativity and away from self-centeredness, as we follow Jesus Christ our Lord.

There is only one God. Because of human sinfulness we, through human effort, are not able to fully discern God’s self-revelation. Yet, God is a God who desires and is ready to be known, to be experienced, and to be revealed. God has done this throughout history, as is recorded in the Old and New Testaments, God’s written word. God continues to reach out to us, to be known, to be loved, and to love us. We love because God in Christ first loved us. This is at the heart of my ministry.

The One God is a Trinity, Three in One. God has been self-revealed as Father, Son, and Holy Spirit. Jesus Christ, the Son, our Redeemer, was begotten of the Father through the Virgin Mary. It is God’s Spirit who illumines human hearts to understand the Scriptures, to seek God’s will, and to respond to the Gospel of grace which was accomplished by the Son, Jesus Christ, our Redeemer, the Word of God. Though Christ was innocent He gave his life for us. This is how much God loved the world. The Scriptures call us to respond in obedience and gratitude to this God and are the ultimate authority for the life and faith of the Christian. It is from this viewpoint that I preach.

On the third day God raised Christ from the dead. As Jesus commanded his followers, I believe that we too, as Christians, are called to be witnesses to the entire world concerning the Gospel. The church shares the good news of Jesus Christ by responsible preaching and teaching, and by living out the faithful life to which the Bible calls us, and for which God sustains and empowers us. We continue to work in this world with the sure knowledge that all dominions in this world will become God’s kingdom, and that God will reign forever.

My faith in Christ is at once personal and corporate. As I grow in grace, surrounded and nurtured by the witness of the Christian community, I am tremendously aware of God’s presence, persistence, and power. In ways big and small, Christ continues to claim my life, calling me to trust and giving me the grace to be found faithful. Through my successes and my failures I am confident that God is still at work in me, through me, and even in spite of me. As I continue in my Christian pilgrimage I do so with the sure knowledge that through the power of the Holy Spirit, God will be faithful to complete that which God began in me.

REV. TIM OLEKSY

I believe that God is one, yet exists eternally in three persons: Father, Son and Holy Spirit.

I believe in God, the Father Almighty, maker of all things. Mankind, male and female, was created in God’s image. God created us out of love and a desire for relationship. All that God creates is good. Sin separates us from God. The sin that separates humanity from God is so great, that God determined that the only way to overcome this separation would be to send His only Son to live amongst us and die, as atonement for our sins. Jesus died upon a cross for our sins, for my sins, for our sins. God did this for us out of pure grace, unmerited favor from God, a gift of which we are completely unworthy.

I believe in Jesus Christ, the only-begotten Son of God. He was born of the Virgin Mary to live, die and be raised
for us. He will come again to judge the living and the dead. Salvation is found by grace through Jesus. For our
sin, we deserve death. God, in His mercy, desires for us to live. Jesus paid the price for the sin of humanity
through His death up the cross. I am humbled to know that God did this for me (for all of us). It make me
realize that God not only loves me, but truly understand my struggles, and stands with me in the midst of those
struggles. Jesus Christ lived a pure and holy life. He proclaimed the Kingdom of God, was tempted in every way
that we are tempted, was despised and rejected, and died in place of us as a sacrificial lamb without blemish.
Jesus Christ is Head of the Church, which is His body. Jesus calls us to be His Body, and as such to continue His
mission on earth. While he walked the earth, Jesus instituted two sacraments, Baptism and the Lord’s Supper.
These two sacraments are signs of the real presence and power of Christ in His church. They are symbols of
God’s action. In the sacraments, God communicates His Grace to us. Jesus Christ is spiritually present at the
administration of the sacraments through the hearts and minds of believers.

I believe in the Holy Spirit, the giver and renewer of life. It was the Holy Spirit hovering over the waters at
creation. It was the same Spirit who led Jesus into the desert and was with Jesus when He was tempted by the
Devil. The Holy Spirit gave life to Christ’s Church in Pentecost, long ago, when the Spirit descended upon the
disciples, empowering them to preach the Gospel in many languages. The Holy Spirit renews us. The Holy
Spirit renews the life of the Church. One manner in which the Spirit does this is through the Holy Scriptures, which were Spirit-breathed in that was the Spirit who divinely inspired the human writers. It is the Spirit who binds us all together as believers in the Body of Christ, the Church.

Glory be to the Father, and to the Son, and to the Holy Spirit! Amen. 9/20/18

REV. PETER LEE

I believe that God told us through the Bible, which many writers inspired by the Spirit wrote throughout many
generations. It is infallible, because the Bible is what God said to us. God is the Original author of all books in the
Bible. I am living according to the biblical truth as my ultimate life criteria today.

I believe in God who is the Creator, life giver, and Sovereign Lord of all. I believe that God exists as a Three-in-
One being as God the Father, God the Son, and God the Holy Spirit. I believe that the three persons of the
Godhead worked together in the Creation and still working together in the Salvation. I believe God is love and
righteous. He is the Creator of all, Life, Light, Power, Wisdom, Glory, and Lord over all creation.

I believe in Jesus Christ who is the Son of God and God Himself. He is eternal Son of God and Creator. He was
born of Virgin Mary as an infant, grew up, and lived for the sake of God the Father’s glory sake. Jesus preached
the gospel, the kingdom of heaven, and fulfilled Father’s will. He taught His disciples by telling them truth and
showing them many miracles. He healed the sick, made evil-spirited people whole, and served the sinners even
by sacrificing His own life on the cross. He declared His mission accomplished “It is finished!” on the cross. He
died and buried, but rose again from the dead on the third day. He resurrected by conquering the power of
death. I believe that Jesus died for all and those who believe in Him shall be saved from sins and death, for He is
risen and lives amongst all believers. I believe that Jesus was the Messiah, foretold by prophecy, presented as
King of the Jews but rejected; that He is equal with God yet humbled Himself to the point of death, and every
knee will one day bow to Him and declare Him the Lord. I believe He was lifted into the heaven and is sitting on
the right hand of God the Father. I believe He will come again as the triumphant King and Lord.

I believe in the Holy Spirit, who is one of Triune God and equal with God and Son. He is the spirit of truth and
Counselor for believers to Christ. The Spirit enables us to recognize our sinfulness, to repent, and to believe in
Jesus Christ. He is the Spirit of God. In order to imitate Jesus Christ, it is indispensable for believers to be spiritual
and to reach in spiritual maturity. The Holy Spirit is an Intercessor between us and God.
I believe that the Bible tells us the truth, the Triune God, and His rapture is certain as it is written in the Scripture: **REV. 22:20 He who testifies to these things says, 'Yes, I am coming soon.' Amen. Come, Lord Jesus**

**REV. PHYLLIS E. JONES**

God is the creator of all things. Some ways I see God is through beauty, love, healing and other people. God is also with us in pain and brokenness, even when we do not feel God’s presence. One way that I experience God is through loving, caring relationships with people. All people are created in God’s image; all of us are created for good. This belief deeply affects the way I interact with people, urging me to look for the good in others and myself.

I believe it is God’s primary intention to be in loving relationship with all of humanity. God became human in the form of Jesus Christ. Jesus came to live among the people of his time, teaching about God’s incredible love for humanity how to live righteous lives. Jesus was fully human and fully divine. If we deny Jesus’ humanity, we deny God with us. If we deny Jesus’ divinity, we deny God with us. Jesus taught, healed, lived, and spoke the truth, encouraging people to turn toward God. In Jesus I see what full human life in relation to God can look like. Jesus expressed all kinds of emotions, cared about all types of people and treated them with respect. It is through Jesus Christ’s life, ministry, death and resurrection that God shows mercy to humanity, forgives our sinful nature and extends to us eternal life. Jesus models for us a life of humanity, strength, service and love toward God and others.

It is through the Holy Spirit that we are able to grasp the power of God’s amazing love for humanity. The Holy Spirit is the spirit of freedom, the wind and fire of God, the giver and sustainer of life and faith. The church, the community of faith, is to be the embodiment of Jesus Christ. It is by the power of the Spirit that we are nurtured and sustained.

God the Father, Jesus Christ the Son, and the Holy Spirit are images of God in relationship. The Trinity (Father, Son and Holy Spirit) is God acting in the world, responding to the world, giving God’s very self to us so we have life more abundantly. God as Creator breathes life into us. Christ the Redeemer came to love and show us God’s incredible love for humanity. The Spirit who sustains is given to remind us of Christ’s work and to inspire our faithful living. These images point to my belief that God will not stop working on behalf of the entire world. The movement of God’s being is mirrored in our faithful service and worship of God, Son, and Spirit.

The Church catholic is the universal group of people who have accepted God’s demonstration of love through Jesus Christ. As I join with others who share common beliefs, my faith grows and is challenged. I believe that God’s Spirit moves and interacts with us as a community of faith – challenging us to become people, who love, care and work for peace and justice throughout our lives. I do believe that it is the work of the Church catholic to create God’s Kingdom within our world today.

The sacraments, baptism and communion, are gifts which God gave the church as reminders of God’s love for humanity. Baptism engrafts us into the Body of Christ. Communion reminds us of God’s incredible sacrifice of love for all humanity. Both are signs and seals of the power of God in the world. They are also to motivate or compel us to live faithfully as the people of God.

**BIOGRAPHICALS**

**REV. VICTORIA “VICKY” JONES**

Upon this occasion of retirement, Vicky is aware of how grateful she is to the PC(USA) and its predecessor denomination, the PCUS, for the bestowal of ordination in 1979 and for the privilege of serving the church.
Looking back over the past 39 years, she takes special joy in the accomplishments and abilities of fellow clergywomen. She, along with them, can remember many funny and sometimes sad anecdotes about serving long ago when clergywomen were still fairly new in the denomination. In 1984, she went as a commissioner to the General Assembly and found there was no childcare in the evenings for her toddler, and none at any hour for her nine-month old infant who was still nursing and could not be left at home. Thus, she introduced a Commissioner’s Resolution at the Assembly for more comprehensive childcare during its meetings. The resolution was adopted and, one hopes, the General Assembly has had more supportive childcare for commissioners ever since.

Vicky gives thanks for the variety of ministries God sent her way. First, seven miles from the Mexican border as Co-Pastor with her husband Casey at First Presbyterian Churches, La Feria and Mercedes, TX; Co-Pastor with Casey at First Presbyterian Church, Pearland, TX; Interim Pastor, First Presbyterian Church, Texas City, TX; Coordinator of Mission for the Presbytery of New Covenant; Interim Associate Pastor at First Presbyterian Church, Houston, TX; and Associate Pastor for Caring and Associate Pastor for Equipping at Memorial Drive Presbyterian Church, Houston, TX.

She is deeply grateful to her husband Casey for their very fun eleven years of serving as co-pastors in the Valley and in Pearland. Although later they served separate churches, she is aware that they have always been partners in ministry. She also thanks her children Steven and Lydia for sharing her with the church. Vicky has always been aware that ministry is a gift made to the church by the whole family.

**REV. DR. JIM GILL**

Jim is a native Houstonian, baptized at Christ Presbyterian Church Houston as an infant, ordained a deacon at St. Giles Presbyterian, Houston at 19, ordained as a Minister of the Word and Sacraments at Westminster Presbyterian, Beaumont at 27. He graduated from Waltrip High School in Houston in 1969, the University of Houston with a Bachelor of Arts in 1973, and Austin Presbyterian Seminary with a Master of Divinity in 1977, and the Doctor of Ministry in 1996.

Jim has served as a Youth Director at First Presbyterian, Galveston, as a Campus Minister at Lamar University, an Associate Pastor at St. Andrew’s Presbyterian Houston, a solo pastor at St. Andrew Presbyterian in San Antonio and at John Knox Presbyterian in Houston, as a church planter at Peace Presbyterian in Pearland, a Designated Pastor at First Presbyterian Tomball, an Interim Pastor at Westminster Presbyterian in Odessa, Texas, and an Interim and Installed Pastor at Faith Presbyterian in Baytown, Texas. In the 36 of his 40 years of ordained ministry in New Covenant Presbytery he has served on the Evangelism and New Church Development Committee, the Communications Committee, the Care of Church Professionals Committee, the Nominating Committee, and will be serving on the General Council through 2019. He has served as a supervisor for 4 seminary interns: Rev. Debbie Leo, Rev. Lynn Hargrove, Rev. Judye Pistole, and Rev. Dean Pogue.

He and Anne were married in the Austin Seminary Chapel on August 21, 1976. Anne is a Professor of Pediatrics and Center for Medical Ethics and Health Policy, and Assistant Dean for Inter-professional Education at Baylor College of Medicine in the Houston Medical Center. They have been blessed with two children, Andrew in 1983 and Abbey in 1989, both of which were baptized at St. Andrew’s Presbyterian, Houston. In 2015, Abbey and Michael were married with the Rev. Lynn Hargrove officiating and Andrew and Meghan were married with the Rev. Pat Clark officiating—all happily living in Houston.
Retirement Service of Recognition
for Church Professionals

Introduction of the Retirees – Rev. Dr Jim Gill and Rev. Dr. Victoria “Vicky” Jones

Scripture – I Corinthians 12:4-11

The Message – “God’s various gifts are handed out everywhere; but they all originate in God’s Spirit. God’s various ministries are carried out everywhere; but they all originate in God’s Spirit. God’s various expressions of power are in action everywhere; but God is behind it all. Each person is given something to do that shows who God is: Everyone get in on it, everyone benefits. All kinds of things are handed out by the Spirit, and to all kinds of people! The variety is wonderful: wise counsel, clear understanding, simple trust, healing the sick, miraculous acts, proclamation, distinguishing between spirits, tongues and interpretation of tongues. All these gifts have a common origin, but are handed out one by one by the Spirit of God. God decides who gets what, and when.”

Brief statement by person retiring, including recognition of their service to the Church

Prayer of thanksgiving for the retiree’s ministry (remembering the vows taken upon ordination G-14.0405b)

O Lord, we thank you for the trust in Jesus Christ that both Jim and Vicky have exhibited.

We thank you that throughout their ministries that Vicky and Jim have accepted the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word.

We are grateful that Jim and Vicky have sincerely received and adopted the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and that they both have been instructed and led by those confessions as he led the people of God.

We lift up our hearts in gratitude for these Ministers of the Word and Sacrament who have lived in obedience to Jesus Christ, under the authority of Scripture, and have been continually guided by our confessions.

We thank you for their willingness to be governed by our church’s polity, and to abide by its discipline. We are grateful that they have been a friend among their colleagues in ministry, working with them, subject to the ordering of God’s Word and Spirit.
We thank you that in their own lives they have sought to follow the Lord Jesus Christ, love neighbors, and work for the reconciliation of the world.

We are grateful that they have fulfilled their promises to further the peace, unity, and purity of the church.

We thank you that both Vicky and Jim have served your people with energy, intelligence, imagination, and love.

O God, we are profoundly grateful that they have been faithful ministers, proclaiming the good news in Word and Sacrament, teaching faith, and caring for people. Finally, Lord, we are appreciative that they have been active in government and discipline, serving in the governing bodies of the church; and that in their ministries they have shown the love and justice of Jesus Christ.

And may all God’s people say, “Thank you and AMEN!”

Presentation of the Official Retirement Certificates
This Contract for Temporary Pastoral Relationship (hereinafter Contract) is entered between
________________________________________________________, Church, of ______________________, Texas

_Name of Church__

(hereinafter Church) and ____________________________________________________ (hereinafter Clergyperson).

_Name of Clergyperson_

The parties to this contract are Church, Clergyperson and Presbytery through the Committee on Ministry (COM).

At a duly called Session Meeting on ______________________, 20___, Session, of behalf of Church voted to renew/enter into (circle one) a Contract with Clergyperson as follows and requests approval of the Committee on Ministry (COM).

Term: ________________ beginning ________________, 20__.

If less than one year, explain reason for shorter period: ____________________________________________

Type of Temporary Pastoral Relationship (Check one):  

☐ Interim/Transitional
☐ Stated Supply
☐ Parish Associate (with remuneration)
☐ Parish Associate (without remuneration)
☐ Other ____________________________

This contract is:

☐ Full Time
☐ Part time at ________ hours per week

The Candidate meets the following requirements:

1. Is an ordained Teaching Elder/Minister of Word and Sacrament in the P.C.(USA);
   Month/Year ordained: __________________________

2. Is a member in good standing ________________ Presbytery, Synod of ____________________________;

3. If not a member of Presbytery of New Covenant, has been granted permission to labor within the bounds of
   Presbytery of New Covenant by COM on (date) ____________________________;

4. If not ordained in the P.C.(USA), in what denomination?: ____________________________;

5. FOR INTERIM PASTORS ONLY: Has completed Interim Pastor Training (attach verification); or if has not
   completed the Interim Pastor Training, the deadline for completion is: ____________________________.

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¹ NOTE: Ordinarily an interim contract is for one year. The exception to this is if a congregation is considering or has
approved using the Designated Pastor search process. In this case, a six-month contract may be submitted to COM for
approval. A six-month contract may contain a 30-day notice clause for termination, rather than 60 days. (Approved by
COM: May 2010)
THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING TERMS:

A. Any party desiring termination of this contract (Church, Clergyperson or COM), shall provide the other parties written notice of such desire no less than 60 days on a 12-month contract or 30 days for a 6-month contract before the date of requested termination.

B. The vote by the congregation to extend a call to a candidate shall constitute notice of contract termination.

C. A new contract shall be negotiated by the Session and the Temporary Pastor no less than 60 days prior to the expiration of this contract (30 days for a 6-month contract). The negotiation shall include the type of relationship, the duties of the Temporary Pastor, compensation and length of service of the new contract. The new contract shall be reviewed by the Committee on Ministry and become effective only upon its approval. In no case shall the parties continue employment under the terms of the old contract past the expiration date. Only in extraordinary cases shall the term of the new contract be less than 6-months.

D. Should the COM terminate this contract for cause before the end of its term, financial obligations of the Session shall continue for 30 days from the notice of termination by COM.

E. FOR INTERIM/TRANSITIONAL PASTORS ONLY: Should the Session terminate this contract without cause before the end of its term, the Session agrees to continue payment of the salary, including all benefits for 90 days, following notice or until the date of the Temporary Pastor’s new assignment, whichever comes first. If the contract is a 6-month contract, benefits will continue for 60 days following notice.

F. FOR INTERIM/TRANSITIONAL PASTORS ONLY: Should the Interim Pastor terminate this contract for any reason before its term, the Church shall not be obligated financially beyond the final date of service indicated in the notice (unless stipulated otherwise in the Addendum), except any remaining vacation days (pro-rated for the period actually worked) shall be added to the last day of work for compensation.

G. FOR INTERIM/TRANSITIONAL PASTORS ONLY: Should the Session decide not to offer a new contract at the end of the current agreement, it shall give notice and pay compensation for 60 days from written notification to the pastor, or to the term of the contract, whichever comes later. This does not apply to 6-month contracts.
   1. For any termination of the contract for any reason other than the vote of the Presbytery to call an installed pastor, the Session and Interim Pastor shall provide the Committee on Ministry written notice, including any terms of severance, in a mutually signed document no later than 14 days from the notice of termination.
   2. Additional payment of Board of Pension benefits (Medical and/or Retirement) for a period of time after termination of compensation, may be specified in the Addendum.
   3. Terms of this contract may be amended only by written approval of the Session, the Interim Pastor, and the Committee on Ministry.

H. FOR PARISH ASSOCIATES: The Parish Associate is nominated by the pastor. The relationship is formalized by the Session and reviewed and endorsed by the COM, annually. The Parish Associate relationship is dissolved upon dissolution of the pastor-congregation relationship. Former Parish Associates may remain within the fellowship of the congregations they have served as Parish Associates, but in doing so they will abide by the guidelines for ministerial conduct approved by the COM and the Presbytery of New Covenant. Any proposed Parish Associate covenant with remuneration, or renewal of such a covenant, must be submitted to COM for approval at least 30 days prior to its effective date.
GENERAL CONDITIONS

A. ORDINARILY, the Clergyperson shall NOT be eligible for a call to be installed as the Pastor of this church.

B. At the end of the contract, the Church through its Session shall provide a performance review.

C. It is understood that should the Clergyperson have any serious differences or difficulties with any former Pastor of this congregation, the matter will be referred to the Presbytery’s COM.

D. The Temporary Pastor shall not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for to communicate with the Session and congregation concerning the status of the search process.

RESPONSIBILITIES AND SPECIFICATION OF PASTORAL DUTIES

1. Plan, lead, and preach in Sunday worship and in other services as appropriate. Arrange for pulpit supply and leadership of worship on Sunday’s not present.

2. Provide pastoral care to the sick and homebound as time permits.

3. Officiate at weddings and funerals as requested.

4. Plan and moderate Session and congregational meetings.

5. Work with Session, committees and church organizations to assist them in carrying out their assigned work.

6. Train newly elected officers in conjunction with staff and selected members.

7. Perform other administrative duties as requested (i.e. assist in preparing bulletins, newsletters, etc.)

8. Supervise the various staff members with the Personnel Committee.

9. Exercise general oversight of church facilities through the Session.

10. Represent the congregation with Presbytery, church and community organizations.

FOR PARISH ASSOCIATES: Parish Associates offer to congregations their gifts and commitments as a complement to the pastoral services provided by pastors and associate pastors.

Sessions will vary widely in the duties required of Temporary Pastors, particularly considering full time or part time work, and the needs of the congregation. This listing provides a sample that may be sufficient in some cases and may be a starting point in others. Clarity of expectation from the beginning avoids confusion later. The Temporary Pastor may be responsible for providing pastoral duties as indicated in this position description.
## COMPENSATION

### A. Effective Salary

1. **Annual Cash Salary**: Include all annual cash salary. Also include employee contributions to 403(b)(9) plans, tax sheltered annuity plans, salary reduction contributions to flexible health spending accounts, and cafeteria plans
   - $__________

2. **Housing Allowance**: Include all housing, utility, and furnishing allowances.
   - $__________

3. **Employing Organization Contributions**: Include employing organization contributions to 403(b)(9) plans, tax-sheltered annuity plans, and equity allowances. *Matching contributions to the Board’s optional Retirement Savings Plan are not included in Total Annual Effective Salary.*
   - $__________

4. **Bonus**: Include bonuses, unvouchered professional expense allowances, gifts from employing organizations, and manse equity allowances (unless contributed to a qualified deferred compensation program). Also include year-end or other bonuses, unvouchered allowances (such as expenses that are not paid through an accountable reimbursement plan), down payment grants for the purchase of a home, savings from interest-free or interest-reduced loans (not loan principal), and gifts paid by the employing organization. *(Gifts received directly from private donors or honoraria are NOT included.)*
   - $__________

5. **SECA**: If the church or employing organization pays for or reimburses the member for more than 50% of their Self-Employment Contribution Act (SECA) tax obligations, then the amount in excess of 50% of the expense must be included in this line.
   - $__________

6. **Other**: Include all other forms of compensation not otherwise covered in the fields above, including medical deductible and medical expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included), and others. This also includes any dental coverage paid for or reimbursed by the Church.
   - $__________

7. **Manse**: The Manse amount must be at least 30% of the fields above for members residing in employer-provided housing.
   - $__________

**A. TOTAL EFFECTIVE SALARY (Sum of 1-7, above)**

MUST MEET PRESBYTERY MINIMUM TERMS OF COMPENSATION
- $__________

### B. Reimbursements

8. **Travel (per IRS rate)**
   - $__________

9. **Study leave, continuing education or training:**
   - $__________

10. **Telephone:**
    - $__________

11. **Books, professional expenses:**
    - $__________
### 11. Other:  
For example Moving Expenses.  

<table>
<thead>
<tr>
<th>$ ___________</th>
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</thead>
</table>

### B. TOTAL REIMBURSEMENTS: Sum of 8-11, above  

<table>
<thead>
<tr>
<th>$ ___________</th>
</tr>
</thead>
</table>

### C. Non-Cash Compensation  

| 12. Board of Pensions Dues:  
A, above, times current Board of Pensions Rate (2018 – 37%)  
Vacation @ 4 weeks (includes Sundays) Study Leave @ 2 weeks (includes Sundays)  
Clergy Retreat @ 3 days = +$250 to Study Leave  |
<table>
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<tbody>
<tr>
<td>$ ___________</td>
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</table>

TOTAL FINANCIAL PACKAGE (A + B + 13)  

<table>
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<tr>
<th>$ ___________</th>
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</thead>
</table>

The undersigned agree to the aforementioned conditions of employment:

Temporary Pastor (Clergyperson) Signature  
Date

Pastor Printed Name  
Contact Information (phone/email)

Clerk of Session on behalf of Church Signature  
Date

Clerk of Session Printed Name  
Contact Information (phone/email)

COM Representative Signature  
Date

COM Representative Printed Name  
Contact Information (phone/email)
Proposed 2019 Minimum Terms of Compensation (No Changes)
The Presbytery of New Covenant

PART ONE: Compensation

Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly ordained</td>
<td>$44,100</td>
</tr>
<tr>
<td>1 year experience</td>
<td>$44,900</td>
</tr>
<tr>
<td>2 years experience</td>
<td>$45,400</td>
</tr>
<tr>
<td>3 years experience</td>
<td>$46,200</td>
</tr>
<tr>
<td>4 years experience</td>
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<tr>
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<tr>
<td>6 years experience</td>
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<tr>
<td>7 years experience</td>
<td>$48,400</td>
</tr>
<tr>
<td>8 years experience</td>
<td>$48,900</td>
</tr>
<tr>
<td>9 years experience</td>
<td>$49,600</td>
</tr>
<tr>
<td>10+ years experience</td>
<td>$51,400</td>
</tr>
</tbody>
</table>

[Effective Salary as defined by the Board of Pensions, consists of salary plus housing and utility allowance as well as payments to offset self-employment taxes above 50% and non-reimbursement payments made on behalf of the recipient, including payments made for medical or other insurance coverage outside the Board of Pensions plans and dependent coverage under the Board of Pensions medical benefits plan. It DOES NOT include payments made to the Board of Pensions for Pension and basic medical benefits programs.]

Housing Allowance may not be approved to a date retroactive to the date of approval (IRC Section 107).

Part-time calls are to be prorated in accordance with the fraction of full-time service the call represents.

PART TWO: Reimbursed Expenses

Automobile Mileage — to be reimbursed at the IRS Standard Rate includes tolls and parking.

PART THREE: Benefits

a. Pension/Medical Dues
Participation in the denominational Pension/Death & Disability (nominally 12% of Total Effective Salary) and Major Medical Insurance Program for Member (nominally 25% of Total Effective Salary). Full dues are 37%.

b. Study Leave
For those clergy who do not attend the Presbytery of New Covenant Clergy Retreat: Study leave for two weeks with expense allowance of $1,450 annually, accumulative for 3 years.

For those clergy who attend the Presbytery of New Covenant Clergy Retreat: Study leave for two weeks (including 2 Sundays), plus 3 days, with expense allowance of $1,700 annually, cumulative for 3 years. This includes an additional allowance of $250 for the Clergy Retreat and additional leave of three days (this leave is not cumulative).

Newly Ordained Clergy are expected to participate in the Presbytery of New Covenant Clergy Retreat for the first three years of ministry.
Newly Ordained Clergy are expected to participate in Entry into Ministry events sponsored/supported by the Presbytery of New Covenant. Full provision will be made for the actual cost for one year (approximately $750) and the time needed to participate in these events.

d. Paid Vacation
Paid vacation for four weeks (includes 4 Sundays).

*Study leave and vacation are not prorated for part-time calls or contracts. Study leave and vacation may be prorated for limited term calls or contracts.*

**NOTE:** Actual Moving Expenses (where applicable) are no longer tax deductible; adding this to first year salary should be considered, along with the estimated tax on the amount.

**PART FOUR: Annual Review**

The session will establish a review committee to meet with the Minister every twelve months to discuss:

- The congregation’s expectations of the minister and how well he/she meets those expectations;
- The minister’s expectations of the congregation and how well it (and its members) meet those expectations; and
- Adequacy of compensation.

The review committee is encouraged to utilize the resources provided by the Committee on Ministry “Guidelines for Church Professional Evaluations” [http://www.pbyofnewcovenant.org/forms/2008_01_Guidelines_for_Evaluations.pdf]. The Session shall report to the Committee on Ministry, not later than July 1 of each year, the date on which the annual review was conducted, and the date of the congregational meeting (if a change in compensation is proposed by the Session) the revised terms of call were approved as provided in G-2.0804 of the Book of Order.

**(NOTE: A change in the contribution amount to the Board of Pensions is viewed by the Committee on Ministry as a change in compensation and congregational approval of such change is required.)**

Approved by COM 8/5/14; 9/6/16; 10/3/17; 11/6/18
The General Council is elected by the Presbytery and entrusted with certain responsibilities. In a sense, the GC functions within the Presbytery much in the same way that the Session functions within a congregation. There are certain decisions and responsibilities entrusted to the GC; others to the presbytery. In recent years the GC has worked to expand opportunities for members of the presbytery to participate in our conversations and in our deliberative process. We have hosted small group discussions at Presbytery meetings, sought recommendations from other committees of the presbytery, and received correspondence and communications from several of our members.

Throughout 2018, the GC has worked to bring two important matters to the presbytery with the hope that we will be able to reach a moment of decision – the sale of the property at 1110 Lovett Blvd., and a staffing model that will allow the presbytery to end a season of uncertainty and to grow into the opportunities that are before us.

The first of these decisions – the sale of the office building located on Lovett Blvd. – was resolved in July 2018 when the presbytery voted to sell the property and empowered the GC to take actions necessary for this to happen. The GC is currently in conversation with a prospective buyer. The GC has also approved a plan to relocate the staff to offices located at the St. Philip Presbyterian Church. The GC will inform the presbytery if/when more information can be made available.

The second important decision for the presbytery is related to the size and structure of the presbytery’s staff. This has been the subject of ongoing conversation for several years. At this meeting, the GC will bring a report of actions taken on behalf of the presbytery and a series of sequential recommendations that are intended to put this question to the Presbytery and, if the way be clear, to move beyond the uncertainties caused by recent retirements from the staff, and by the decisions of several congregations to withdraw from the PC(USA). The essence of the GC’s recommendation is this: that the Presbytery of New Covenant adopt the staffing model that will employ a full-time General Presbyter/Stated Clerk for Administrative Process and a part-time/occasional position for Stated Clerk for Judicial Process. This recommendation, if approved, will transition the Presbytery away from the model of having one person as the General Presbyter and another person as the Stated Clerk. This recommendation was formed in consultation with the presbytery’s Finance Committee and Personnel Committee. The proposed job descriptions were written by the Personnel Committee with input received from members of the Permanent Judicial Commission.

The verbal report of the General Council will include:

1. The GC has amended the By-Laws of the Presbytery (the amended By-Laws are included in the Addendum of the meeting). These amendments clarify some of the ongoing work of the Presbytery and its committees. One particular amendment is necessary for the GC to bring to the Presbytery a recommendation regarding the size and shape of the presbytery’s staff. This amendment to the By-Laws does not mandate a specific course of action. These actions regarding the By-Laws are reported as information to the Presbytery.

2. The GC moves the leadership of the Presbytery be vested in a full-time General Presbyter/Stated Clerk for Administrative Process whose work will be supplemented by a part-time/occasional Stated Clerk for Judicial Process.

3. If the way be clear, the GC recommends the presbytery approve and adopt the proposed job descriptions for the full-time General Presbyter/Stated Clerk for Administrative Process and the part-time/occasional Stated Clerk for Judicial Process.
4. If the way be clear, the GC and the Personnel Committee shall nominate the Reverend Lynn Hargrove, our current Stated Clerk, to be elected General Presbyter/Stated Clerk for Administrative Process.

The General Council brings these recommendations with the highest hopes and deepest love for the Presbytery of New Covenant. We wholeheartedly embrace the Presbytery’s vision of “Growing congregations that passionately engage their community to make disciples.”

For Your Information:

1) By common consent, the General Council approved the appointment of a task force to review the process to amend the bylaws outlined in Article 12, and to bring a recommendation to the General Council.

2) Approved a line of credit for $100,000 from the Presbyterian Investment and Loan Program for the congregation of Houston, St. John’s.

3) Approved the formation of a Digital Vitality Task Force under the Congregational Resourcing Team.

4) Approved the formation of a “Space Force” to seek a new location for the presbytery offices after the sale of 1110 Lovett Blvd.

5) Approved the addition of these words to section 9.01 to the revised bylaws for the presbytery: “cultivate ecumenical and interfaith relationships”; and to change the word “either” to the word “the” before the word “chairmen” in section 7.03 of the same document.

6) Approved that the group “Seasoned Educators At Large” group will administer the funds from the Lillian Biddison Scholarship fund, which was given to further the education of those serving in the field of Christian Education in congregations of the presbytery.

7) To approve that Houston, St. Thomas may lease a portion of their property for a cell phone tower.

8) Approved the second reading of the proposed revisions to the presbytery bylaws.

9) Approved the minutes of the July, August, and September meetings of General Council.
These Restated Bylaws ("Bylaws") govern the affairs of The Presbytery of New Covenant, a non-profit corporation (hereinafter, the "Corporation" or "Presbytery").

**ARTICLE 1: OFFICES**

**Principal Office**
1.01. The Corporation’s principal office in Texas is located at 1110 Lovett Boulevard, Houston, Texas 77006-3824. The Corporation may have such other offices, in Texas or elsewhere, as the General Council (as that term is defined in the Articles of Incorporation of the Corporation) may determine. The General Council may change the location of any office of the Corporation.

**Registered Office and Registered Agent**
1.02. The Corporation will maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Corporation’s principal office in Texas. The General Council may change the registered office and the registered agent as permitted in the Texas Non-Profit Corporation Act (as amended or replaced from time to time, the "ACT").

**ARTICLE 2: OBJECTIVES, PURPOSES, FORMATION, LIMITATIONS, POWERS AND DUTIES, PROPERTY**

**Purpose**
2.01. The purposes for which the Corporation is formed are as more fully set forth in the Constitution of the Presbyterian Church (U.S.A.) (as the same may be amended, established, made and declared by the authority of the Presbyterian Church (U.S.A.) from time to time, hereinafter called the "PCUSA CONSTITUTION") (citations herein are to Part II of the PCUSA CONSTITUTION, entitled the Book of Order), including the "Great Ends of the Church" (see Book of Order, F-1.0304), and in the articles of incorporation of the Corporation (as amended or restated from time to time, the "Articles of Incorporation").

**Formation**
2.02. The Corporation has been formed pursuant to the PCUSA CONSTITUTION (see Book of Order, G-4.0101). Presbytery is a member of the Synod of the Sun, of the Presbyterian Church (U.S.A.).

**Authority**
2.03. In carrying out such purposes, the Trustees (as hereinafter defined) and the Corporation shall be at all times and in all respects, conform to and support the PCUSA CONSTITUTION, except to the extent, if any, that the same conflicts with the laws of the State of Texas.
Trustees
2.04. The General Council of the presbytery shall constitute the Board of Trustees of the corporation unless the presbytery determines an alternative method to constitute the Board of Trustees (see Book of Order, G-4.0101). (Duties as Trustees outlined in Section 7.08.)

Powers and Duties
2.05. The Corporation shall have the powers and duties set forth in its Articles of Incorporation.

All Property Held in Trust
2.06. All property of the Corporation, both real and personal, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.) (see Book of Order, G-4.0203).

ARTICLE 3: MEMBERS

Eligibility for Membership
3.01. Presbytery is a corporate expression of the church consisting of all the churches and Ministers of Word and Sacrament (teaching elders) within a certain district. When the presbytery meets, each church shall be represented by a ruling elder(s) commissioned by the session as allowed by the PCUSA CONSTITUTION (see Book of Order, G-3.0301), and determined by the presbytery.

3.02 All minister (teaching elder) members of the presbytery and those ruling elders elected by the sessions of the individual churches of the presbytery, and ruling elders who formerly served as moderator or stated clerk of the presbytery, or designated by virtue of office, may serve as voting commissioners to meetings of the Corporation.

3.03. Minister (teaching elder) members and members of congregations that constitute the presbytery shall be eligible to be elected to committees and divisions.

3.04. Only Ministers (teaching elders) and ruling elders shall be elected to the Committee on Ministry and General Council.

ARTICLE 4: MEETINGS OF MEMBERS
(see Book of Order, G-3.0304)

Meetings
4.01. There shall be no fewer than two meetings of the Members of the Corporation each year. Stated meetings are those called by General Council, the dates and times for which are published at least six months in advance.

Place and Time
4.02. Such meetings shall be held at locations determined by the General Council of the Presbytery. Both ecclesiastical and corporate business may be conducted at the same meeting.
Special Meetings
4.03. Special meetings of the Members may be called as provided in Section 4.04 for any or all of the purposes appropriate to a stated meeting or to conduct such other business as may be proper for presbytery consideration. The business to be transacted shall be limited to items specifically listed in the call for the meeting.

How Meetings Are Called
4.04. Meetings of the Presbytery may be called:
(a) by the General Council whenever it determines such a meeting is necessary,
(b) by the presbytery whenever it determines such a meeting is necessary, or
(c) by the moderator of the presbytery when requested in writing by two Ministers (teaching elders) and two ruling elders, the ruling elders being of different churches,
(d) at the direction of synod (see Book of Order, G-3.0304).

Notices
4.05. Public notice of any meeting of the Members shall be given two weeks in advance. Notice for stated meetings may be in writing, sent electronically or by US Mail, or posted on the presbytery’s website. Notice for special called meetings shall be in writing, sent electronically or by US Mail, addressed to the moderators and clerks of the churches’ sessions and to all other Minister (teaching elder)-members of the presbytery and ruling elders who are Members by virtue of office, and shall be sent not less than ten days in advance.

Quorum
4.06. The quorum of a meeting of the Members shall be not less than three Minister (teaching elder) members and the ruling elder members present, provided at least three churches are represented by ruling elders. The Presbytery by its own vote may fix a higher quorum.

Procedural Requirements
4.07. The meetings of the presbytery shall be conducted to conform to the procedural requirements and the provisions of the PCUSA CONSTITUTION (see Book of Order, G-3.0105). In addition to those requirements and provisions, these Bylaws provide specific guidance for the Corporation. Robert’s Rules of Order (Newly Revised) shall be used for parliamentary guidance.

Proxy Voting
4.08. Voting of Members by proxy is prohibited.

Electronic Meetings
4.09. A principle of Presbyterian Government is that "decisions shall be reached in governing bodies by vote, following opportunity for discussion, and a majority shall govern (see Book of Order, F-3.0205).” By these Bylaws further provision for meetings is also made as follows:

4.10. Members of the Presbytery or Board of Trustees of the Corporation or of any committee or division of the Presbytery may participate in and hold a meeting by means of:
(a) conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other; or
(b) another suitable electronic communications system, including videoconferencing technology
(c) or the Internet, only if:
(i) each member entitled to participate in the meeting consents to the meeting being held by means of that system; and
(ii) the system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with each other participant.

Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

ARTICLE V. PRESBYTERY’S OFFICERS

5.01. The presbytery shall elect and at the close of the meeting install a moderator for the following year during the final stated meeting each year. The moderator shall take office January 1, and shall serve until the next moderator takes office. This nomination shall be made by the Nominating Committee. The moderator shall serve according to the provisions of the Book of Order, these Bylaws, and the Manual of Operations of the Presbytery of New Covenant.

5.02. The presbytery shall elect and install a moderator-elect during the final stated meeting each year. Ordinarily the moderator-elect shall be the next moderator. This nomination shall be made by the Nominating Committee. Term of office shall begin January 1.

5.03. The offices of moderator and moderator-elect shall be filled alternately by Ministers (teaching elders) and ruling elders.

5.04. At the end of every three years or when the office is vacant, the presbytery shall elect a stated clerk to serve a three (3) year term. The general presbyter shall not be elected to the office of stated clerk. Method of nomination is found in the Manual of Operations.

5.05. At the end of every three years or when the offices are vacant, the presbytery shall elect a treasurer and a recording clerk, each to serve a three (3) year term. Method of nomination is found in the Manual of Operations.

5.06. The Moderator may appoint a parliamentarian for any meeting of the presbytery and for up to a year’s service. Ordinarily the stated clerk will provide this service to the presbytery.

ARTICLE VI. PRESBYTERY’S ELECTED PROGRAM STAFF

6.01. Presbytery’s elected program staff shall consist of a general presbyter and such associates as shall be necessary to accomplish its work, in accordance with the vision and mission of the Presbytery. The Personnel Committee, in consultation with General Council, will compose job descriptions for the general presbyter and any associate staff and will
submit these job descriptions to presbytery for approval. Job descriptions and changes in job descriptions must be approved at a stated meeting of the presbytery.

6.02. The general presbyter shall have oversight and responsibility for all staff whether elected or appointed.

**ARTICLE VII. THE GENERAL COUNCIL OF PRESBYTERY**

*(Functions defined in Book of Order, G-3.0303)*

7.01. The General Council shall serve as presbytery’s visioning agency and shall coordinate the mission and program of the presbytery. The General Council will annually review and evaluate presbytery’s mission and structure in the light of adopted priorities; coordinate and present to presbytery an annual budget; allocate benevolence funds to the Synod of the Sun and the mission program of the General Assembly; allocate funds to pay the per capita assessment of the General Assembly; implement and monitor the budget adopted by presbytery and provide for an annual audit; provide for the development of funds for presbytery’s mission and budget; make any necessary recommendations to presbytery concerning elected and contract personnel; receive and deal with complaints, criticisms, and disagreements arising out of or between internal agencies and congregations; receive and provide for implementation of referrals from presbytery; encourage and promote a sense of unity and community in the presbytery; maintain a Manual of Operations on behalf of the presbytery.

7.02. The most recent former moderator-elect of presbytery shall preside over the meetings of the General Council.

7.03. Members of General Council: The General Council is comprised of seventeen (17) voting members. The presbytery shall elect twelve nine (9) members to the General Council who shall be organized into three equal classes. The additional eight (8) shall be members by virtue of office. These include the chairpersons of the Administrative Division Steering, Ministries Division Steering, Personnel, and Finance Committees, the Moderator of the Committee on Ministry, and the current moderator of the presbytery, the moderator-elect, and the most recent former moderator. The twelve elected members, the chairperson of the Administrative Division, the chairperson of the Ministries Division, the moderator of the presbytery and the moderator-elect shall be voting members of the General Council. In the absence of either the chairperson, the vice-chairperson of that committee division may attend, with voice and vote. The General Council will elect a vice-chairperson from its membership; the stated clerk of the presbytery shall serve as clerk of the General Council.

7.04. Ordinarily the General Council will meet monthly. In addition the General Council will meet annually for review and planning. The General Council is accountable to the presbytery and reports to each stated meeting of the presbytery.

7.05. No action of General Council shall be counter to the *Book of Order*, nor encroach on the prerogatives of presbytery as a governing body.

7.06. The quorum for the General Council shall be no fewer than a third of its voting members. General Council may set the quorum at a higher number.
7.07. Whenever the presbytery’s General Council, division, ministries, committees, or task forces discuss or act upon a matter on which a member has a vested interest, that member will be expected to excuse himself/herself from that portion of the meeting; that member shall preserve the right to make a presentation.

7.08. The General Council of the Presbytery of New Covenant, as constituted in these Bylaws, shall be the Trustees for the Corporation, with the officers of General Council serving as the officers of the corporation. Upon the approval of the presbytery, the General Council shall have the power to buy, sell, mortgage, and lease Property and shall report these transactions to the next stated meeting of the presbytery (see Book of Order, G-3.0303f). The presbytery shall be a Texas non-profit corporation as defined by Texas non-profit corporate statutes. The corporation shall be organized within the meaning of Section 501 C 3 of the Internal Revenue Code for religious, charitable and education purposes and none of the properties owned by said corporation shall ever inure to the benefit of any director, trustee, or member of said Corporation. The corporation shall be organized on a non-stock membership basis with the members of the Presbytery of New Covenant constituting the membership of the corporation.

7.09. The General Council shall have the authority (see Book of Order, G-3.0303f) to approve mortgages, loans, encumbrances, and guarantees of loans of congregations between the meetings of the presbytery and shall report these transactions to the next stated meeting of the presbytery. Further, the General Council shall have the authority (see Book of Order, G-30303f) to approve leases of real property of member churches of the presbytery (see Book of Order, G-4.0206a,b).

VIII: THE ADMINISTRATIVE DIVISION

8.01. The Administrative Division shall, in cooperation with the general presbyter, oversee the operation of the Presbyterian Center; participate in the annual personnel evaluations and make any necessary recommendations to the General Council; conduct other personnel reviews as requested by the General Council; and as provided by the personnel manual participate in the employment, release, and termination of appointed personnel. This division shall also annually prepare and propose an administrative budget to the General Council; monitor the administrative budget and report to the General Council; oversee the administration of the business affairs of the presbytery; review requests from congregations for guarantee of loans and make recommendations to the General Council concerning the guarantee; recommend to the General Council whether to purchase property and whether to sell presbytery owned properties; manage/service/monitor presbytery debt and accounts receivable; oversee the ecclesiastical affairs of presbytery including worship for the meetings of presbytery, relationships with other governing bodies, ecumenical affairs, review of the minutes of sessions; training of commissioners, principals and alternates for the General Assembly; and recommend the approval of presbytery minutes. The particular committees and other entities of the Administrative Division shall be outlined in The Manual of Operations.

8.02. The presbytery shall elect a chairperson and a vice-chairperson to serve for a period of three one years with the possibility for re-election in one-year increments for one additional term not to exceed three six years.
8.03. The Administrative Division Steering Committee will be composed of the chairperson and the vice chairperson and the chairperson of each committee of the division, who shall be voting members of the Steering Committee. The Steering Committee will elect a secretary from among its members.

8.04. The Administrative Division is accountable to and reports directly to the presbytery.

**ARTICLE IX: THE MINISTRIES DIVISION**

9.01. The presbytery shall elect a Ministries Division which shall coordinate the programs of the presbytery in light of the presbytery’s mission and priorities; annually prepare and propose both program and benevolence budgets of the presbytery; administer the program and benevolence budgets of the presbytery, including the authority to reallocate budgeted funds among ministry areas; administer scholarships for individuals to attend events outside the presbytery; coordinate the development and implementation of new presbytery ministries within the limitations of approved budget and personnel; approve the creation and elimination of committees, teams and task groups within the ministries of the presbytery, including the establishment of the number of authorized personnel for each; **cultivate ecumenical and interfaith relationships**; develop, promote and encourage a sense of unity and community as the Presbytery of New Covenant. The particular committees and other entities of the Ministries Division shall be outlined in The Manual of Operations.

9.02. The presbytery shall elect a chairperson and a vice-chairperson to serve for a period of **three one years** with the possibility for re-election election in one-year increments for one additional term not to exceed **three six years**.

9.03. The Ministries Division Steering Committee shall be composed of the chairperson, the vice-chairperson, and the chairperson of each of the entities of the division, the Committee on Ministry and the Committee on Preparation for Ministry, who shall be the voting members of the Ministries Division Steering Committee. The Steering Committee shall elect a secretary from among its members.

9.04. The Ministries Division is accountable to and reports directly to the presbytery.

**ARTICLE X: COMMITTEES OF PRESBYTERY**

10.01. **COMMITTEE ON MINISTRY** is directed to fulfill functions outlined in the Book of Order, G-3.0307. The Committee on Ministry shall be composed of a chairperson, vice chairperson, the chairpersons and vice chairpersons of its subcommittees, and members of all subcommittees. Subcommittees shall be divided into three (3) equal classes, one of which is elected each year by the presbytery. Terms will be three (3) years with eligibility to serve up to two (2) terms.

10.01a. The members of the subcommittee on Examinations, other than the chairperson and vice chairperson, shall not be counted for the purpose of determining or establishing a quorum of the meetings of the Committee on Ministry.
10.01b. The chairperson and vice chairperson of the Committee and the chairpersons and vice chairpersons of its subcommittees shall be elected from within the committee’s membership by the presbytery for a period of one year with the possibility for re-election in one-year increments not to exceed three years.

10.01c. The Committee on Ministry shall be composed of ruling elders and Ministers (teaching elders) in approximately equal numbers, bearing in mind the principles of unity in diversity (see Book of Order, F-1.0403).

10.02. **COMMITTEE ON PREPARATION FOR MINISTRY** is directed to fulfill functions outlined in the Book of Order, G-3.0307. The Committee on Preparation for Ministry shall be composed of twenty-four (24) members divided into three (3) equal classes, one of which is elected each year by the presbytery. Nine of the members, in three (3) equal classes will comprise the Lay Pastor Subcommittee. Terms of service will be three (3) years with eligibility to serve up to two (2) terms.

10.02a. The members of the Lay Pastor subcommittee shall not be counted for the purpose of determining or establishing a quorum of the meetings of the Committee on Preparation for Ministry.

10.02b. The chairperson and vice chairperson shall be elected from within the committee’s membership by the presbytery for a period of one year with the possibility for re-election in one-year increments not to exceed three years.

10.02c. The Committee on Preparation for Ministry shall be composed of ruling elders and Ministers (teaching elders) in approximately equal numbers, bearing in mind the principles of unity in diversity (see Book of Order, F-1.0403, G-3.0307).

10.03. **COMMITTEE ON REPRESENTATION** Presbytery shall elect a Committee on Representation in conformity with the Book of Order G-30103. In carrying out its function, this committee shall have the right to advocate to the Nominations Committee or to the presbytery prior to election or approval of any nominees as provided in the Book of Order, G-3.0103.

10.03a. This committee will report as requested to the presbytery and higher governing bodies.

10.04. **COMMITTEE ON NOMINATIONS** fulfills the function outlined in the Book of Order, G-3.0111. Presbytery shall elect a Committee on Nominations in conformity with the Book of Order, G-3.0111. Members of this committee will be nominated annually by the moderator, moderator-elect and the most recent former moderator of Presbytery.

10.04a. Annually the Nominations Committee shall submit to the presbytery its nominations for moderator, moderator-elect as provided for in Article V. It shall nominate members of presbytery committees (except the Committee on Nominations), members of General Council, divisions, ministries and members of other agencies of the presbytery, as
provided in the Manual of Operations. It shall nominate commissioners and alternate commissioners to Synod and General Assembly following the guidelines adopted by the presbytery and found in the Manual of Operations.

10.04b. When vacancies occur in any position elected by presbytery, the Committee on Nominations shall make every effort to nominate a replacement to the next stated meeting of the presbytery.

10.04c. The Committee on Nominations shall endeavor to encourage qualified persons to participate in the work of the presbytery.

10.05. **PERMANENT JUDICIAL COMMISSION** (see Book of Order, D-5.0000) Presbytery shall elect a Permanent Judicial Commission composed of nine (9) members and at no time no fewer than seven (7) Ministers (teaching elders) and ruling elders in conformity with D-5.0101. In the cases transmitted to the commission, the commission shall have the power prescribed by, and conduct all proceedings according to, the Constitution of the Presbyterian Church (U.S.A.) and rules governing the procedure in such cases. Members of the commission shall be nominated to the presbytery by the Nominations Committee.

10.05a. The commission shall perform those duties directed by the Book of Order, D-5.0000.

10.05b. The commission shall elect a moderator and a clerk from among the members of the commission.

10.05c. The commission shall meet at the call of the moderator of the commission.

10.05d. When any case has been transmitted to the commission, the presbytery shall take no further action.

**ARTICLE XI: A PRESBYTERY MANUAL OF OPERATIONS**

(see Book of Order, G-3.0106)

11.01. A manual of operations shall establish rules for the interrelationship of presbytery’s various officers and agencies and for its internal operating procedures. The General Council shall be responsible for approving changes to the Manual of Operations. The General Council will report these changes to the next stated meeting of the presbytery.

11.02. The Manual of Operations may be amended by a majority vote of the General Council at any of its meetings.

11.03. A specified portion of The Manual of Operations may be suspended for a particular meeting by a majority vote of members present and voting.
ARTICLE XII: PROCESS FOR AMENDMENT

These Bylaws may be amended by a two-thirds (2/3) vote of members of General Council present and voting at a meeting, provided the proposed amendment has been published at the meeting previous to the one at which the vote takes place. Any changes in the Bylaws shall be presented to the presbytery at the next stated meeting following the vote to change. The presbytery may override that change by a two-thirds (2/3) majority vote.

[end: Bylaws]
## G – Ministries Division Steering Committee

### VISION INITIATIVE GRANTS

Approved November 6, 2018

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPC, Brazoria</td>
<td>Hans Poetschner</td>
<td>$1000</td>
<td>Upgrade technology</td>
</tr>
<tr>
<td>Grand Lakes Korean PC</td>
<td>Ryan Kim</td>
<td>$5000</td>
<td>Child care after school program</td>
</tr>
<tr>
<td>Iglesia Latina</td>
<td>I. S. Rivera-Velez</td>
<td>$1000</td>
<td>Legal Aid for immigrant issues</td>
</tr>
<tr>
<td>Oaks</td>
<td>Doris Fox</td>
<td>$5000</td>
<td>Remodeling for child care</td>
</tr>
<tr>
<td>Pinecrest</td>
<td>P. Thomas, et al</td>
<td>$4800</td>
<td>Install new entry doors</td>
</tr>
<tr>
<td>St. John’s</td>
<td>Ann Hardy</td>
<td>$2500</td>
<td>Anchor House – Apartment Ministry</td>
</tr>
<tr>
<td>St. Stephen</td>
<td>Brian Campbell</td>
<td>$4000</td>
<td>Improve signage for programing</td>
</tr>
</tbody>
</table>

$23,000.00

### Grant Denied:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webster</td>
<td>K. Uffman</td>
<td>$3775</td>
<td>Spiritual Formation – Shalem Institute*</td>
</tr>
</tbody>
</table>

*Suggestion made to partner with Congregational Resourcing Team to design a program for leadership in the Presbytery; maybe continuing education for church professionals; apply again in 2019

### Other Comments:

Amount left in Vision Initiative 2018 allocation = $23,275.20; committee members contributed $24.80 to bring total to $23,000.00 so that the grants listed could be funded in part.

Guidelines specify that the project should be completed by June 30 of the following calendar year. Any funds not used for the purpose described in the application should be returned to the Presbytery.

A reminder from the grant application instructions: “Each grant recipient will be required to submit a final report by February 1, of the following year, detailing how the recipient accomplished the goals set forth in the application.”
G.2 – Evangelism and Church Growth Committee (ECG)

2018 Report

The ECG consisted of 11 members; Mary Lawrence, Celia Morgan, Susan McGrail, Elaine Scott, Vicki McKay, Garry Schoonover - Interim Chair, Kristy Forbes-Vits, Mauricio Chacon, Fred Seay, Mike Umbenhaur and Steve Oglesbee - Vice Chair. Also helping were Interim Staff Support, Shawn Kang, the Ministries Division Steering Committee, Jane Larkin, and NWC liaison’s not on the committee, Dr. Janet Rainey, Tim Marquez and Jon Burnham. The Committee met 8 times during 2018. Thanks to all who contributed to the work of the Committee.

New Worshipping Communities and New Church Development Status

- 1. Brazilian NCD – Released to ECO
- 2. Amigos NWC – Mauricio Chacon – Self Supporting – Active Worshipping community
- 3. Houston Hope of the Nations – Nests @ St. Thomas – Elaine Scott – Investment Grant - Active
- 4. Love Community Vietnamese – 11595 Beechnut - Fred Seay – Self Supporting - Active
- 5. Houston Korean New Life Community – Nests @ New Hope –Dr. Janet Rainey – Investment Grant - Active
- 6. Pres. Church of the Redeemer – Nests @ St. John – Jon Burnham – Investment Grant - Active
- 7. Bacliff Missional Com. – Proj. of CLPC – Steve Oglesbee – Investment Grant - Self Supporting - Active
- 8. Restoration Fellowship – Nests @ Iglesia Latina – Celia Morgan – Self Supporting - Active
- 9. Bitsarang – Nests @ Community of the Woodlands – Susan McGrail – Self Supporting - Active
- 10. Discovery – Homes church – Covenant Group – Jaqueline Hannan – No longer under care of the presbytery
- 11. S. Shore Neighborhood Missional Com. – Mary Lawrence – Seed Grant – Self Supporting - Active
- 12. Grand Lakes Korean PC – Nests @ GLPC - Garry Schoonover – Inv. Grant - Active
- 13. Mosaic/Village Church – Various meeting places – Shawn Kang – Self Supporting – Active/ New beginning

Contracts and Grants

On behalf of the presbytery, the ECG Committee applied for inclusion in the Presbyterian Mission Agency’s Vital Congregations Initiative. A second round of twenty presbyteries will be selected by Vital Congregations in February 2019 to begin a two year process of training, discernment and congregational revitalization.

The ECG also accepted an invitation to host a two day regional training event of 1001 New Worshipping Communities (NWC). The event is currently planned to be hosted at Clear Lake Presbyterian Church on Friday and Saturday, March 29 and 30, 2019.

The committee is working toward standardizing financial reporting for use as an evaluation tool when assessing needs for NWC’s.

The ECG approved a Pastor contract with Ebenezer Boateng, PC of the Redeemer, NWC in September. The Committee also approved funds for Edward Song, Kim Ryan and Ebenezer Boateng to attend Discerning Missional Leadership training.
G-3 – Outreach Committee
2018 Year End Report

The mission of the New Covenant Presbytery Outreach Committee is to passionately engage and support local and global mission efforts in order to be God's redemption to a hurting world.

In accordance with our mission, the Outreach Committee (1) administers two grants, (2) directs giving from two restricted funds, and (3) partners with ten Covenant Partners. Grant requests are considered at each monthly meeting.

Grants administered by the Outreach Committee: (Forms available on Presbytery’s website)

Outreach (Operating budget approved by Presbytery)
Peacemaking (Restricted account funded by 25% of the Peace & Global Witness Offering)
Carter Elder Care Fund (Restricted account)
Hunger & Homeless (Restricted account)

Covenant Partners. Covenant Partners are supported by funding, personnel, and/or prayer. In the following list funded partners are indicated by an asterisk.

CEDEPCA* - http://www.cedepca.org/en
CUPS* - https://www.guidestar.org/profile/74-2527073
Houston Hope of the Nations - https://hifho.wordpress.com/
Houston Jewish/Presbyterian Dialogue
Muslim/Presbyterian Dialogue
International Seafarers* - http://houstonseafarers.com/
Pinemont Apartments - http://www.thepinemontapartments.org/
POP Ministry* - https://popministry.org/
UCM - Aggieland* - https://aggieucm.org/
UCM - Greater Houston* - http://www.ucmhouston.com/

2018 Budget:

Outreach Ministries $34,000
Peacemaking $4,666
Carter Elder Care $2,347
Hunger & Homeless $1,097
Allocations through November 2018: (July through November allocations are in boldface)

**Covenant Partners:** $23,000

**Outreach Grants:**
- $1,000 - St. Andrews Presbyterian Beaumont (community Christmas program)
- $1,000 - First Presbyterian Conroe (support for community giving)
- $500 - Atascocita Presbyterian (youth group service projects)
- $2,000 - Presbytery of New Covenant (youth mission trip)
- $1,500 – UCM – Aggieland (expansion of peanut butter and jam ministry to Blinn campus in Brenham)
- $2,000 – A Community of the Servant Savior Presbyterian (support of Christmas food baskets to be prepared and distributed in the Sagemont community)

**Peacemaking Grants:**
- $2,000 - Presbyterian Church of the Redeemer (member mission trip)
- $1,500 - Webster Presbyterian (mental health program)
- $100 - Webster Presbyterian (member mission trip)
- $1500 - Houston Hope of the Nations (mission expenses)

**Elder Care Grants:**
- $1,000 - San Pablo & Trinity Presbyterian (health care supplies)
- $1,500 – First Presbyterian Dickinson (support of elder and infant diaper bank called “Cheery Cheeks”)

**Hunger & Homeless Grants:**
- $500 – First Presbyterian Dickinson (support of food bank)

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**Committee Members**

Class of 2018: Robert Beach, Sue Crawford

Class of 2019: Lindsay Hatch, Sara Jean Jackson, John Schweers

Class of 2020: Emmett Powers
H - Nominating Committee

The following person is placed in nomination to serve as indicated:

Permanent Judicial Commission
Class of 2024 – RE Fred Cook (Bellaire, ChristChurch)

I - Committee on Representation (COR)
Year End Report
November 17, 2018

The Presbyterian Church (U.S.A.) in its Constitution requires that “Each council shall develop procedures and mechanisms for promoting and reviewing that body’s implementation of the church’s commitment to inclusiveness and representation.

Book of Order: G-3.0104 Councils above the session shall establish by their own rule committees on representation to fulfill the following functions: to advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403 (The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God united person through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction.) A committee on representation should not be merged with another committee or made a subcommittee of another committee.

Committee on Representation (COR) works closely each year with the Committee Nominations of the Presbytery of New Covenant to advise, consult, and assist in securing names of persons willing to serve on General Assembly, Synod and Presbytery committees, boards and councils. This year our committee of two (one vacancy) valued the importance of representation and a balance of participation. It is important that age, race, ethnicity, experience, sex, theological views, and diversity, as well as geography, are considered throughout the whole presbytery.

Rev. Carol Tompkins, RE Robin Chew