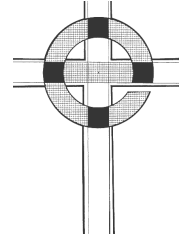


# THE PRESBYTERY OF ELIZABETH



## **638th STATED MEETING** *Watchung Avenue Presbyterian Church* *170 Watchung Ave, North Plainfield, NJ 07060* *Saturday, January 23, 2010 – 9:00 AM*



**REGISTRATION IN CHURCH NARTHEX BEGINS AT 8:30 AM**  
Elder Commissioners, Minister & Council Elders must check in to be marked PRESENT before proceeding to Sanctuary for Call to Order. All others are encouraged to sign in.

### **HIGHLIGHTS**

**CALL TO ORDER at 9:00 AM** in the **SANCTUARY**

**WORSHIP** which offers a time for prayers of thanksgiving to God  
**Begins at 12:15 AM** – Rev. Victor Aloyo, (United/Neuvas Fronteras), preaching

**INFORMATIONAL WORKSHOPS - Sessions I & II - 10:15 AM & 11:15 AM**  
Mission, Education, Small Group Ministry, Stewardship/Financial...something for everyone!

**COMMITTEE ON MINISTRY & INTERIM EXECUTIVE PRESBYTER SEARCH COMMITTEE**  
Rev. Gregory F. Albert, Examination to become the Interim Executive Presbyter

**COUNCIL & FINANCIAL DEVELOPMENT COMMITTEE**  
SECOND READING – 2010 MISSION BUDGET  
FIRST READING – change FDC to Stewardship Committee

**NOMINATING COMMITTEE**  
COMMISSIONERS TO 219TH GENERAL ASSEMBLY (2010); Moderator & Vice-Moderator

**TRUSTEES**  
SECOND READING – Elizabethport Bylaws  
\*\*\*\*\*

## **LUNCH RESERVATIONS: MUST BE MADE IN ADVANCE!!**

**DEADLINE:** Noon, Wednesday, January 20, 2010 Please call the Presbytery Office at 908-755-3776  
**PLEASE DO NOT CALL AFTER THE DEADLINE FOR DINNER RESERVATIONS!!**

**COST: \$7.00 MENU: *Soup & Sandwiches, Assorted Desserts, Tea & Coffee***  
**1:00 pm in Parish Hall**

**CHILDCARE AVAILABLE**  
Please call the Presbytery office at 908-755-3776 by **noon on Wednesday, January 20, 2010** indicating the number and ages of children, and anticipated arrival/departure time.  
ALSO, please be sure to bring a child "brown bag" meal.

**PARKING** - Parking available on all side streets & both sides of Watchung Avenue;  
*St. Joseph RC has agreed to the use of its parking lot (Jackson & Watchugn Avenue)*  
Please **DO NOT PARK** in front of driveways, fire hydrants, and near corners...you know, the usual...  
Please walk carefully when crossing all streets. **PLAN TO CARPOOL AND ARRIVE EARLY**  
Call the Presbytery office 908-755-3776 for map/directions (additional page)



**HANDICAP ACCESSIBILITY**

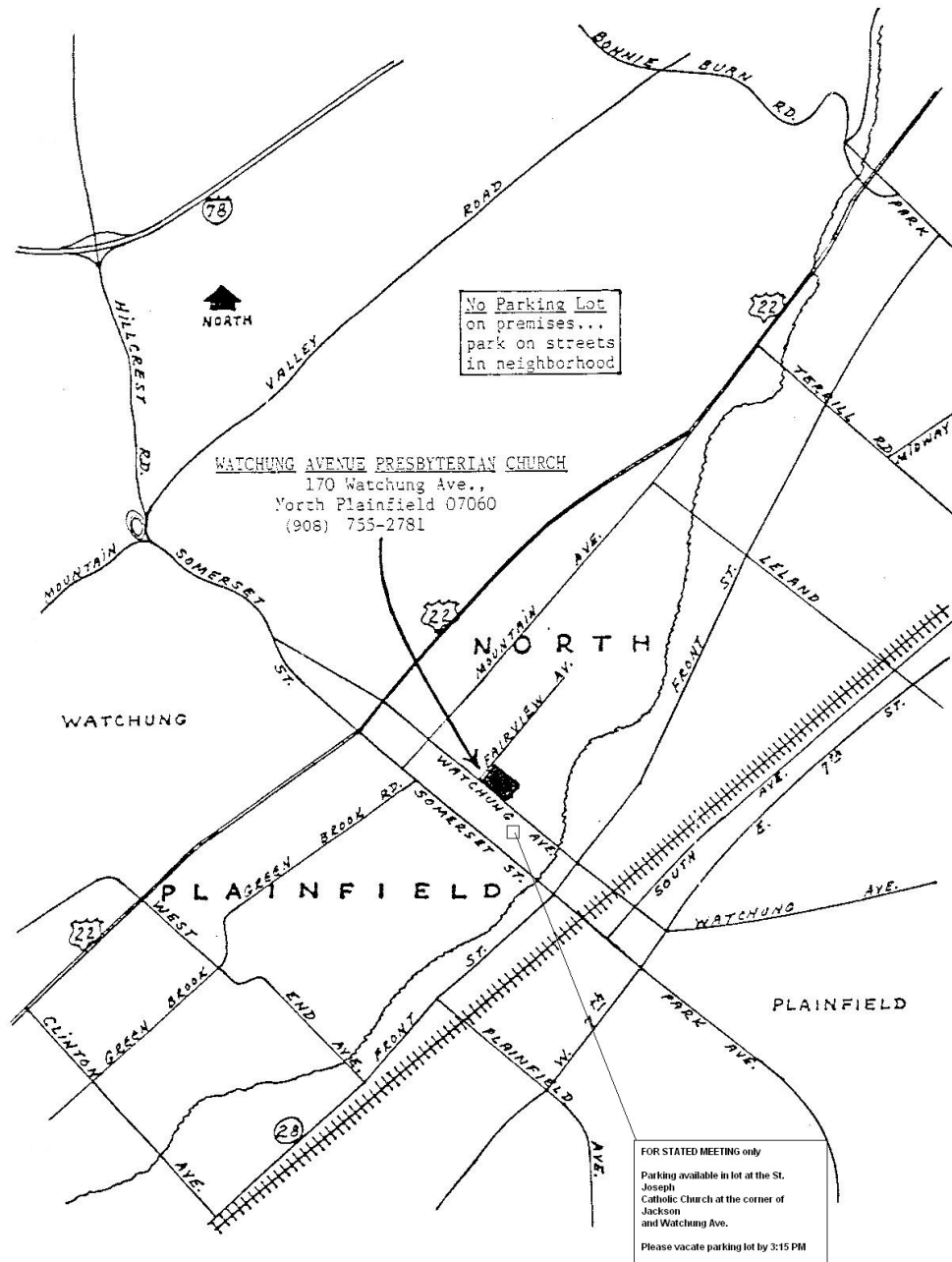


**Building is accessible from the Fairview side through Lounge. Sanctuary and Registration Area (Narthex) are accessible. Parish Hall and Facilities are NOT accessible (some stairs).**

**NOTES:** During presbytery meetings, please **use inclusive language**. During presbytery meetings, **please address the Moderator**, not each other. When you rise to speak, please **identify yourself by name and church** or membership status in presbytery. You may speak to a motion on the floor, or raise a question; or you may make a motion and, if seconded, speak to it. It is, however, contrary to good order to speak first and *then* make a motion. Vouchers for costs incurred by members-at-large for attendance at presbytery meetings are at registration.



**Watchung Avenue  
Presbyterian Church**  
 170 Watchung Avenue  
 North Plainfield, New Jersey 07060  
 908-755-2781  
 www.wapc.net



# Watchung Avenue Presbyterian Church

170 Watchung Avenue  
North Plainfield, New Jersey 07060  
908-755-2781  
www.wapc.net

## **From Route 22 East:**

Turn right off of Route 22 East, in No. Plainfield, onto Watchung Ave. (The first right after the Honda dealership) Go straight for 5 or 6 blocks – the church is on the corner of Watchung and Fairview on the left. If you've come to a Catholic church (St. Joseph's) on your right, you've gone one block too far.

## **From Route 22 West:**

In North Plainfield. When you see a Nissan lot, Rays Sport Shop and a Blockbuster in a row your getting close to your turn off.

Go under an overpass then make an immediate right following the sign that says The Plainfields. Make a right onto the overpass and stay on the left hand side of the overpass. (Be careful of merging traffic) At the end of the overpass make a left onto Somerset Street. Go through 1 light (Greenbrook Rd). Count two blocks on your left and make a left onto Fairview Ave. Go one block and you're on the corner of Fairview and Watchung. The church is on the corner.

## **From Route 78 (East or West):**

Get off of 78 at exit 40 marked The Plainfields. At the end of the ramp turn towards the Plainfields. Come down Hillcrest Rd. Make a right onto the Watchung Circle. After first yield stay on the left hand side of the circle. Go half way around the circle following the sign for the Plainfields and when you see the Municipal building you will be getting off the circle directly after that building. Follow that road to the same overpass mentioned above (turn left onto the overpass) then follow the same directions.

## **From Southern New Jersey:**

Take the Garden State Parkway North or the New Jersey Turnpike North to either Route 22 West or Route 78 West and follow the corresponding directions from above.

## **From Northern New Jersey:**

Take the Garden State Parkway South or the New Jersey Turnpike South to either Route 22 West or Route 78 West and follow the corresponding directions from above.

### **THERE IS NO CHURCH PARKING LOT**

Parking available on both sides of Watchung Avenue and all side streets  
PLEASE NOTE: STATED MEETING ONLY Saturday, January 23, 2010 - parking is available at St. Joseph's church parking lot at Watchung Avenue and Jackson (one block from church). Please post Parking Permit in car window.

# **PARKING PERMIT**

**FOR**

**The Presbytery of Elizabeth  
STATED MEETING AT THE  
WATCHUNG AVENUE  
PRESBYTERIAN CHURCH  
NORTH PLAINFIELD**

**SATURDAY, JANUARY 23, 2010  
9:00 AM – 3:00 PM**

# The Presbytery of Elizabeth

Presbyterian Church (USA)

## 638<sup>th</sup> Stated Meeting

Watching Avenue Presbyterian Church

North Plainfield, NJ

January 23 MMX

## Docket.

- 9:00 Call to Order Howard Bryant (HR), Moderator of Presbytery
1. Opening song and prayer
  2. Host Church Presentation Shannan Vance-Ocampo (Watchung Avenue)
  3. First Time Commissioners
  4. Corresponding and Temporary Members
- 9:10 Moderator  
Recognition of the 81<sup>st</sup> Birthday of Dr. Martin Luther King, Jr.
- 9:20 Stated Clerk Paul F. Rack (MaL)
- Consent Agenda
1. Docket
  2. Minutes of the 637<sup>th</sup> Stated Meeting
  3. Excuses
  4. Council Minutes, December 2009, special meeting January 13, 2010
  5. Treasurer's Report
  6. Trustees - Changes in Elizabethport Center By-laws, Second and Final Reading
  7. Committee on Preparation for Ministry
    - a. Candidate Clare Colcord (Central) has passed her Final Assessment
    - b. Annual Roll of Inquirers and Candidates
  8. Annual Roll of Ministers of Word and Sacrament
  9. Approval of requests from churches to pay per capita by installment:  
Siloam-Hope, Pluckemin, Linden, Westminster
  10. Grant permission for Elder Debbie West (Liberty Corner) to celebrate the Sacrament of the Lord's Supper at a youth retreat on March 21
- 9:30 Announcement Cluster
- 9:35 Recognition of PCUSA Administrative Personnel Association Certification:  
Sara Burke (Westfield)  
Sue Harmon (Metuchen)  
Ingrid Hammond (Metuchen)
- 9:40 Global Mission and Peacemaking Committee Russell Block (HR), chair
- 9:45 Self-Development of People Committee Doug Grote (Rahway I), chair
- 10:00 Representative from the Board of Pensions Phil Gehman (Salem Presbytery)
- 10:05 Nominating Committee Betty Prezzy Bryant (Third-Westminster), chair
1. Presbytery Positions
  2. Election of Commissioners to the 219<sup>th</sup> General Assembly, Minneapolis, MN
- 10:15 **Informational Workshops, Session I**
- 11:15 **Informational Workshops, Session II**
- 12:15 **The Presbytery at Worship**  
Victor Aloyo (United/Nuevas Fronteras) preaches; Renewal of Baptism.
- 1:00 **Lunch**
- 2:00 Education & Discipleship Unit Christine Treger (Westfield)
- 2:10 Financial Development Committee Peter Hofstra (Perth Amboy), chair
1. Budget 2010, Second and Final Reading
  2. Changing to "Stewardship Committee," First Reading

- 2:20 Interim Executive Presbyter Search Committee Karen Chamis (Roselle), co-chair  
2:40 Committee on Ministry Rob Martin (Crescent Avenue), chair
1. Gregory Albert (New Brunswick Presbytery), candidate for Int. Exec. Presbyter  
Examine for membership
  2. Installation Commission, Third-Westminster
  3. Installation Commission, Basking Ridge
  4. Installation Commission, Elizabeth Korean
  5. Ordination & Installation Commission, Shelley Gardner (Fanwood), Woodbridge
  6. Completed Triennial Visits for 2009
  7. Dismiss Birda Ferguson (MaL) to Newton Presbytery
  8. Approve Robert Beringer (HR) as Parish Associate at Basking Ridge
  9. Receive Victor Aloyo (United/Neuvas Fronteras) from NYC Presbytery
  10. Memorial Moment for Rev. Yoon Park (MaL)
- 2:55 Proposed Overture to the General Assembly Alicia Toke (Carteret)  
3:00 **Adjourn.**

**Rev. Howard A. Bryant Sr.**  
**Moderator, Presbytery Elizabeth**  
**175 North Avenue (Home)**  
**Hillside, NJ 07205-3126**  
**908 820-0655 fax 908 558-0217**  
[hbryant@comcast.net](mailto:hbryant@comcast.net)

January 11, 2010

Dear Fellow Presbyter,

Greeting in the name of Our Lord, Jesus Christ.

As a servant of the Lord, serving as Moderator of Presbytery, I have endeavored to visit and communicate with all the congregations of the Presbytery. As of January 10, it has been my pleasure to have visited 27 of the 50 congregations, and have 11 other confirmed invitations. In most cases I have been invited to be the preacher for Sunday Worship. I have also met with sessions during their regular meeting to share about the work of Presbytery, and to hear their concerns about the Presbytery.

During my visits for Sunday Worship, I have remained and had conversation with members of the congregations during coffee hour. In many instances the comment has been made, "we are happy to see someone from Presbytery who comes and stay awhile. They usually come and talk to us and leave." I cherish, and have been overjoyed at the opportunity to have the exchange with members of the congregations. It substantiates what is most needed, someone to interact with the congregations on a constant basis.

Since having become Moderator, two things have concerned me greatly.

First, the absence of participation of representation from congregations in the services of Ordination and Installation, which are acts of Presbytery. Usually the only presbyters present are those who have been selected to serve on the Commission.

Secondly, the number of vacancies on the various Units and Committees of Presbytery. As elders and ministers we make the vow at our ordination that...."We will be active in government and discipline, serving in the governing bodies of the church..." (Quote from Constitutional Questions).

My hope is that pastors and Clerks of Session will endeavor to have a representative present at the Installation and Ordination services when they are announced; and identify and challenge members of your congregation to be available to serve on the Units and Committees of "their" Presbytery.

It is my good pleasure to serve the Presbytery as your Moderator.

Blessing and Peace,

Howard A. Bryant

P.S. Jan 17 – 3:30 PM Installation Frank Muse as Designated Pastor at Third-Westminster Elizabeth  
Jan 24 – 4:00 PM Installation Dennis Jones as Pastor at Basking Ridge  
Feb 14 – 3:00 PM Ordination and Installation of Shelley Gardner as Associate Pastor at Woodbridge  
Mar 14 – 3:00 PM Installation of Jaeshin Soh as Pastor at Korean Elizabeth

# The Presbytery of Elizabeth

## MINISTERS LIST

December 31, 2009

Total Members: 117

The Stated Clerk of the Presbytery maintains three rolls listing the names of all the Ministers of the Word and Sacrament who are continuing members of the Presbytery: active members, members-at-large, inactive members, a fourth roll listing Certified Christian Educators, and a fifth roll listing those who have been deleted from the other rolls (Book of Order G-11.0407). These lists of the minister members and Certified Christian Educators include changes from January 1, 2009 through December 31, 2009 are to be included in the Presbytery Minutes.

### I. ACTIVE MEMBERS

#### A. Within Congregations (G-11.0409) (58)

AHN, Issac (A)	Elizabeth, Korean
ANDERSON-DOMER, Elizabeth (TS)	Fanwood
ARROWSMITH, Roberta (P)	Union, Connecticut Farms
BELDEN, Christopher (P)	Mountainside, Community
BOYAR, Robert (P)	Woodbridge, First
CHAMIS, Karen (P)	Roselle, First
COCHRAN-CARNEY, Cynthia (P)	Scotch Plains, Willow Grove
COCHRAN-CARNEY, Jeffrey (D)	Berkeley Heights, Westminster
CULTON, William O. (TS)	Basking Ridge
CURTIS, Diane (I)	Cranford, First
CURTIS, Rebecca (A)	Clinton
DAVIS, Matthew (P)	Bedminster, Lamington
del CAMPO, Silvio (Evangelist)	Dunellen, First
EBERT, Jeffrey (P)	New Providence
FLAVIN, Michael (A)	New Providence
GARDINER, Murv L. (SS)	Plainfield, Bethel
GOMES, Jupiaci (P)	Hillside Millennium
GRANZEN, Michael (P)	Elizabeth, Second
GROTE, Douglas (I)	Rahway, First
HAVRILLA, Anne (A)	Liberty Corner
HIGGS, Robert (D)	Elizabeth, First
HOFSTRA, Peter (P)	Perth Amboy, First
HOWARD, Jr., John H. (P)	Elizabeth, Siloam-Hope
ILLIAN, John (A)	Summit, Central
JAHNKE, David (P)	Fanwood
JONES, Dennis W. (P)	Basking Ridge
JONES, Philip M. (P)	Summit, Central
KIM, Chester Daesung (P)	Bernardsville, First
KITSKO, Jill Hedlund (D)	Edison, Oak Tree
KURTZ, Douglas (SS)	Fords, First
LEE, Chang Woo (P)	Edison, Lord of Hope
MACARI, Kenneth (P)	Edison, Community
MARTIN, Robert (P)	Plainfield, Crescent Avenue
MASSENGILL, Samuel (P)	Metuchen, First

MULLER, Douglas (P)  
MUSE, Frank K. (D)  
NAUGLE, John (P)  
NEY, Victoria (P)  
NORMAN, Valencia (A)  
PAUL, II, Curtis Lane (A)  
PRESA, Neal (P)  
RACK, Susan Joseph (P)  
RANKINE, Ian (A)  
RHODES, Elsie Armstrong (P)  
ROBERTS, Raymond R. (P)  
SAMSON, Michael M. (A)  
SANDERS, Charles R. (I)  
SOH, Jaeshin (P)  
SPONAUGLE, Laurie B. (P)  
STAHL, Rachel S. (D)  
STONE, Bebb Wheeler (I)  
TAYLOR, Christopher (P)  
THOMAS, James (P)  
TUCKER, Jason (P)  
VANCE-OCAMPO, Shannan (P)  
WEAVER, William (P)  
WETZEL, Gary (P)  
WILDRICK, Jeffrey Hayes (P)

Rahway, Second  
Elizabeth, Third-Westminster  
Clark, Osceola  
Springfield  
Cranford, First  
Metuchen, First  
Middlesex  
Martinsville, Christ  
New Providence  
Warren, Trinity United  
Westfield  
Westfield  
Pluckemin  
Elizabeth, Korean  
Pittstown, Bethlehem  
Carteret, First  
Linden, Calvin  
Union, Townley  
Iselin, First  
Avenel, First  
North Plainfield, Watchung Ave.  
Linden  
Garwood  
Dunellen, First

**B. Specialized Ministers (G-11.0410) (5)**

BEER-GERHARD, Erika  
OWENS, Linda  
PATERSON, Maureen  
RACK, Paul F.  
RUMENGAN, Mercy

**C. Specialized Ministers in service beyond this jurisdiction (G-11.0411) (10)**

BETHEL, Leonard  
CAMPBELL, Sally  
GREENWOOD WHITE, Deirdre  
HENRY, Kathryn  
HORA, Linda Joy  
HRYNYK, Jennifer Testa  
MORRIS, Dorothy  
PACE, Arther  
PEDERSON, Janet Vane  
SMITH, Mark

**D. Honorably Retired Ministers (G-11.0412) (31)**

B EGLIN, Helen  
BERINGER, Robert  
BLACK, Frederick  
BLOCK, Russell  
BONNELL, George  
BRACKBILL, Charles

MAXELL, Charles  
MILLAR, John  
MOSS, Hibbert  
RODRIGUEZ, Corina  
SCHUNDLER, Bruce  
SHANNON, Syl Lorenzo

BRYANT, Howard  
BYERS, Reid  
DUNLAP, John  
FARR, Else  
GARLIC, Joseph  
GRANT, Leonard T.  
HALE, Charles  
KROTCHKO, David J.  
LANTZ, Winter  
LUCKHOFF, Abraham

SHU, Timothy J.J.  
STEDGE-FOWLER, Joyce  
STEPHENSON, John  
TALBOTT, John  
TALCOTT, Elmer  
TISDALE, Jr., W. Alfred  
VERSER, James  
YOO, Je Sun  
YOUNKEN, Edward

**II. MEMBERS-AT-LARGE:** (G-11.0406b) (12)

BAIER, Charles  
BUTLER, Jennifer  
CRUMP, Bradley  
DAVIS, Robert  
FERGUSON, Birda  
FINN, Lawrence  
FOLTZ-MORRISON, Leslie  
JENSEN, Fernando  
McCORMICK, Christina L.  
NEUFELD, Jeffrey  
OH, John  
YOON, Joseph

**III. INACTIVE MEMBERS:** (G-11.0406c) (0)

**IV. CERTIFIED CHRISTIAN EDUCATORS:** (G-14.0707) (2\*)

Rev. Chester Kim (P)  
Rev. Shannan Vance-Ocampo (P)

\*These ministers are serving a church within the presbytery and is accounted for in the listing of ministers within congregations.

**V. DELETED FROM OTHER ROLLS:** (0)

**VI. LABORING WITHIN BOUNDS:** (G-11.0405b) (1)

ALOYO, Jr., Victor      TS - Plainfield, United/Igelsia      member of Presbytery of New York City

## MINISTERS IN AND OUT - 2009

### 2009 GAINS (12)

CULTON, William O.	9/13	from New Brunswick Presbytery
CURTIS, Diane M.	5/27	from Newton Presbytery
HIGGS, Robert	6/15	from Philadelphia Presbytery
JOHNSON, Patrick	1/24	from other denomination
JONES, Dennis W.	5/11	from New Brunswick Presbytery
MUSE, Frank K.	11/18	from Newark Presbytery
SANDERS, Charles R.	11/9	from Newton Presbytery
SOH, Jaeshin	11/1	from Eastern Korean Presbytery
SPONAUGLE, Laurie B.	12/29	from Pittsburgh Presbytery
STAHLER, Rachel	8/16	from Pittsburgh Presbytery
TUCKER, Jason P.	7/1	from Philadelphia Presbytery
VANCE-OCAMPO, Shannan	5/1	from Monmouth Presbytery

### 2009 LOSSES (15)

BELL, Anita Miller	8/31	removed [member of Philadelphia Presbytery]
BRIEKS, Patricia	11/29	death
CAMLIN, Matthew	9/1	to Upper Ohio Valley Presbytery
COOK, Branwen	5/31	removed [member of United Church of Christ]
EVANS, Thomas R.G.	2/22	death
FOLTZ-MORRISON, Robert	5/26	to Newark Presbytery
FORBES, William Ross	6/30	death
HARRISON, Karen	7/12	to Milwaukee Presbytery
HARRISON, Timothy	7/12	to Milwaukee Presbytery
HORN, Gregory	3/1	to Newark Presbytery
JOHNSON, Patrick	9/1	to New Brunswick Presbytery
KIM, Joon Sik	2/1	to Hamni Presbytery
NOBLE, David J.	10/17	to New York City Presbytery
PARK, Yoon	12/5	death
ROBINSON, Thomas E.	9/3	to Salem Presbytery
SEDA, Hector	6/23	to Palisades Presbytery

### 2009 ORDINATIONS (3)

HUTTON, Richard	9/27	transferred to New York City Presbytery
MADISON, Brian	1/11	transferred to Lake Michigan Presbytery
WAHLIG, Donald B.	12/6	transferred to New York City Presbytery

### 2009 RETIREMENTS

TISDALE, Jr., W. Alfred	12/31/08
VERSER, James	5/1

### CANDIDATES ENROLLED (G-14.0405)

SANTULLI, Lynn	5/26	Pluckemin
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### INQUIRERS ENROLLED (G-14.0404)

THODE, Edward (Ted)	3/3	Westfield
TOKE, Alicia	6/23	Carteret, First

2010 United Missions Budget	2ND READING	FIRST READING	TOTAL
			<b>Unit Totals</b>
<b>Education Discipleship</b>			
5362 Christian Education	\$500.00	\$500.00	
5318 Training	\$1,000.00	\$1,000.00	
5360 Triennium	\$3,000.00	\$3,000.00	
5359 Young Adult Ministry	\$200.00	\$200.00	
5361 Youth Ministry	\$500.00	\$500.00	
5324 Pres. Camp Johnsonberg	\$12,000.00	\$12,000.00	
5326 Resource Center Expenses	\$1,800.00	\$1,800.00	
5327 Contingency	\$0.00	\$0.00	
<b>TOTAL</b>			\$19,000.00
<b>NCD AC</b>			
Conference/Education Expense		\$2,000.00	
			\$2,000.00
<b>Mission Grant</b>			
IEP Salary Offset		\$85,100.68	\$85,100.68
<b>Outreach &amp; Social Concerns *</b>			\$71,000.00
<b>Evangelism &amp; Church Vitality*</b>			\$8,000.00
			\$185,100.68
* Money Set Aside, Spending Approval In Future Presbytery Meetings			

**2010 OPERATING EXPENSE BUDGET****2nd Reading****Totals****1st Reading****Totals**

<b>2010 OPERATING EXPENSE BUDGET</b>	<b>2nd Reading</b>	<b>Totals</b>	<b>1st Reading</b>	<b>Totals</b>
PRESBYTERY EXPENSES				
<b>Council Expenses</b>				
5700 Expenses	\$200.00		\$200.00	
5725 Presbytery Meeting Expenses	\$1,250.00		\$1,250.00	
5727 Other	\$400.00		\$400.00	
5720 Moderator's Expense / Conf	\$3,000.00		\$3,000.00	
5729 Events	\$2,500.00		\$2,500.00	
		\$7,350.00		\$7,350.00
<b>Presbytery Administration</b>				
Trustees	\$0.00		\$0.00	
5860 Nominating Committee	\$100.00		\$100.00	
5870 Comm. on Representation	\$100.00		\$100.00	
5880 Perm. Judicial Commission	\$1,000.00		\$1,000.00	
5745 Presbytery Attorney/Legal Fees	\$2,000.00		\$2,000.00	
5810 Mission Interp. & Steward.	\$0.00		\$0.00	
5823 Financial Development Comm	\$0.00		\$0.00	
5800 Expenses	\$0.00		\$0.00	
5812 Communications Committee	\$0.00		\$0.00	
5830 Personnel Committee	\$0.00		\$0.00	
		\$3,200.00		\$3,200.00
<b>Committee on Ministry</b>				
5400 Expenses	\$500.00		\$500.00	
5401 Consultant Fee	\$800.00		\$800.00	
5402 Counc. Service Fund	\$0.00		\$0.00	
5403 Annual Clergy Retreat	\$0.00		\$0.00	
5404 Training	\$1,900.00		\$1,900.00	
5408 Annual Retreat	\$0.00		\$0.00	
5410 Early Ministry Institute	\$0.00		\$0.00	
5426 Emergency Relief Fund	\$800.00		\$800.00	
5454 Emer. Pension/Salary	\$1,100.00		\$1,100.00	
Re-Tooling in the 21st century	\$0.00		\$0.00	
		\$5,100.00		\$5,100.00
<b>Committee on Preparation for Ministry</b>				
5510 Expenses	\$75.00		\$75.00	
5520 Cand. Career Counseling	\$2,000.00		\$2,000.00	
5542 Ann. Cand. Luncheon	\$300.00		\$300.00	
5512 CPM Inter-gov. Body Mtg	\$300.00		\$300.00	
5520 Training	\$600.00		\$600.00	
		\$3,275.00		\$3,275.00
8000 Uncollected Per Capita	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00

<b>2010 OPERATING EXPENSE BUDGET</b>	<b>2nd Reading</b>	<b>Totals</b>	<b>1st Reading</b>	<b>Totals</b>
<b>PERSONNEL</b>				
<b>Interim Executive Presbyter</b>				
7010 Salary	\$45,000.00			
7011 Housing	\$35,000.00			
7012 Pension & Major Medical	\$25,200.00			
Social Security	\$6,120.00			
7014 Professional/Mileage Expense	\$7,500.00			
7015 Continuing Education	\$2,500.00			
Total E/IP		\$121,320.00		\$0.00
<b>Stated Clerk</b>				
7050 Salary	\$25,260.31		\$25,260.31	
7051 Social Security	\$1,932.56		\$1,932.56	
7054 Professional Expenses	\$2,000.00		\$2,000.00	
7055 Continuing Education	\$0.00		\$0.00	
Total SC		\$29,192.87		\$29,192.87
<b>Administrative Asst for SC</b>				
7020 Salary	\$42,910.00		\$42,910.00	
7021 Social Security	\$3,283.08		\$3,283.08	
7022 Pension & Major Medical	\$13,515.65		\$13,515.65	
7023 Dental Insurance	\$871.00		\$871.00	
7025 Continuing Education	\$0.00		\$0.00	
Total Admin SC		\$60,579.73		\$60,579.73
<b>Bookkeeper</b>				
7080 Salary	\$10,734.83		\$10,734.83	
7091 Computer Support	\$1,400.00		\$1,400.00	
Total SC		\$12,134.83		\$12,134.83
<b>Administrative Asst for Mission/Ed</b>				
7040 Salary	\$33,361.70		\$33,361.70	
7041 Social Security	\$2,552.25		\$2,552.25	
7042 Pension & Major Medical	\$10,509.30		\$10,509.30	
7043 Dental Insurance	\$675.00		\$675.00	
7044 Continuing Education				
Total Admin Mission/Ed		\$47,098.25		\$47,098.25
<b>Office Expense</b>				
6002 Supplies & Other	\$2,500.00		\$2,500.00	
6004 Banking Expense	\$250.00		\$250.00	
6006 Postage & Delivery	\$4,000.00		\$4,000.00	
6008 Telephone	\$2,500.00		\$2,500.00	
6010 Internet Access	\$1,100.00		\$1,100.00	
6012 Staff Develop. Program	\$150.00		\$150.00	

<b>2010 OPERATING EXPENSE BUDGET</b>	<b>2nd Reading</b>	<b>Totals</b>	<b>1st Reading</b>	<b>Totals</b>
6022 Stated Clerk's Exp.	\$350.00		\$350.00	
6032 Ins. & Workmen's Comp.	\$7,000.00		\$7,000.00	
6034 Equip. Leases & Repair	\$15,000.00		\$15,000.00	
6042 Rent	\$25,500.00		\$25,500.00	
6060 Contingency	\$1,000.00		\$1,000.00	
6065 Roll into Internet	\$0.00		\$0.00	
		\$59,350.00		\$59,350.00
Per Capita Remainder			\$36,219.32	\$36,219.32
<b>TOTAL</b>	<b>\$363,600.68</b>	<b>\$363,600.68</b>	<b>\$278,500.00</b>	<b>\$278,500.00</b>
Total Per Capita	\$278,500.00			
Operating Budget Deficit	(\$85,100.68)			
Mission Grant	\$85,100.68			
<b>TOTAL</b>	<b>\$363,600.68</b>			

**INCOME FORECAST 2010  
FOR INFORMATION ONLY**

	2nd Reading	1st Reading
<b>OPERATING EXPENSE BUDGET</b>		
TOTAL PER CAPITA (\$30.00):	\$417,750.00	\$417,750.00
DIVISION OF PER CAPITA		
Per Capita G.A. 2010: \$6.15	-\$85,638.75	-\$85,638.75
Per Capita Synod 2010: \$3.85	-\$53,611.25	-\$53,611.25
Per Capita Presbytery 2010: \$20.00	\$278,500.00	\$278,500.00

**MISSION BUDGET**

Unified Mission Giving (est,)*	\$240,000.00	\$240,000.00
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\*This number is based on an ongoing decline in Unified Mission Giving over the last three years.  
This number DOES NOT reflect changes churches could make because of increased per capita.

## 2010 Budget Notes

- 1 Operating Expense Budget-Now included the salaries for the IEP and the Administrative Assistant for Mission and Education.
- 2 Operating Expense Budget-All line items are included for approval.
- 3 Operating Expense Budget-IEP Salary is Remainder of Per Capita.  
It is expected that a Mission Grant from the Mission Budget will be needed to cover the remainder of the salary.
- 4 Operating Expense Budget-Shortfalls will be made up by Mission Grants from the Mission Budget. Each Grant will be presented and approved by the Presbytery.
- 5 Operating Expense Budget/Mission Budget-As totals are made available the division of funds to GA and Synod will be reflected in the Budget Presentation.
- 6 Mission Budget-All units except EDU are only having totals for their units approved. That money may not be spent until line items are supplied and voted on by the Presbytery.
- 7 Mission Budget-Unit Line Item Approvals may be included in the Consent agenda.

If you have any questions about this report, please call the Chairperson,  
Elder Helen Mosley, Tel. (908) 353-2103; e-mail: Mmosleyhelen8@aol.com

## Education and Discipleship Unit

### Report to The Presbytery of Elizabeth January 23, 2010

#### A. Motions for Presbytery

1. Approve Christine Treger (Westfield) as P.O.I.N.T. person of the Presbytery.

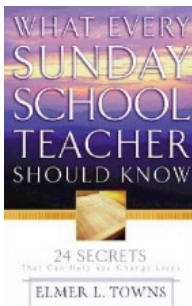
#### B. Actions taken by the Unit/Committee

1. Approved sending Christine Treger, P.O.I.N.T. person, to the annual meeting of the Association of Presbyterian Church Educators (APCE) to be held in Nashville, Tennessee, between January 27 and January 30, 2010. Christine will report at a Presbytery meeting.

#### C. Items for Information

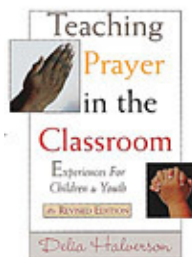
1. Rita Boyer will conduct a **workshop** for Christian Educators and Sunday school teachers as part of the Leadership Training event that our Unit is sponsoring and that will take place on **Saturday, April 17, 2010**, at United Presbyterian Church in Plainfield.
2. The committee will distribute 2 resources to each congregation of the Presbytery during the January 23rd Presbytery meeting at Watchung Avenue Presbyterian Church in North Plainfield.

The resources are:



#### "What Every Sunday School Teacher Needs to Know"

Sharing God's Word with children can be the most spiritually satisfying experience of your life. But what if the pastor's wife asks you to teach the third graders next Sunday-and you've never taught kids before? The prospect can be terrifying! Now there's an easy-to-read book that will inspire Sunday School teachers, new and experienced, to embrace with joy their important role of teaching children of all ages about God's amazing love. Elmer Towns, one of the nation's leading experts on Sunday School, provides a quick and easy guide to preparing for and teaching a dynamic Bible lesson, even on short notice!



#### "Teaching Prayer in The Classroom"

Helps children learn how to talk to and listen to God through prayer. Originally published as part of the Griggs Education Resource Series (1989), *Teaching Prayer in the Classroom* is designed to help children's teachers and leaders understand the use of prayer in the classroom. This resource provides practical advice and guidance on teaching children (preschool to age 12) about prayer, advice on the various elements of prayer, age-appropriate prayers, and information on different types of prayer.

## The Trustees of Elizabeth Presbytery

**Report to the Stated Meeting of the Presbytery of Elizabeth on 23 January 2010 for a Second Reading of revisions to the By-Laws of the Elizabethport Presbyterian Center and**

**Trustees Motion that the Presbytery approve certain revisions to the By-Laws of the Elizabethport Presbyterian Center.**

*Questions may be directed to Elder Gerard Nelson, President of the Trustees of the Presbytery of Elizabeth, by telephone at 908.542.9494 or by email at [GerardNelson10@aol.com](mailto:GerardNelson10@aol.com).*

WHEREAS, the Trustees of the Presbytery of Elizabeth (“Trustees”) presented for a First Reading revised By-Laws for the Elizabethport Presbyterian Center (“Eport”) at the 17 November 2009 Stated Meeting of the Presbytery of Elizabeth, providing copies of the current By-Laws, the proposed revised By-Laws, and a blackline document identifying the specific changes proposed, and

WHEREAS, the revisions to the By-Laws included a revised description of the Eport’s relationship to the Presbytery, new provisions related to membership on the Board of Directors, additions to the Duties of the Board of Directors, and modifications to the duties of the President, the Treasurer, and Executive Committee, and

WHEREAS, the Trustees requested that Members of, and Commissioners to, the Presbytery review the proposed revisions to the By-Laws for Eport and submit questions, comments, or recommendations for changes to the revised By-Laws to the Trustees by telephone, facsimile, or email, and

WHEREAS, the Trustees have received no questions, comments, or recommendations from the members of, or Commissioners to, the Presbytery, and

WHEREAS, the Trustees further reviewed the proposed revisions to the By-Laws of Eport and sought additional information related to the changes to Article I of the revised By-Laws from the Board of Directors of Eport and concluded that the current language of the Article I of the By-Laws more appropriately describes Eport than the does the revised language, and

WHEREAS, the Trustees consulted with the Secretary of the Board of Directors of Eport who did not object to retaining the current language of Article I,

**THEREFORE, the Trustees move that the Presbytery, at its Stated Meeting of 23 January 2010 approve all of the revisions to the Eport By-Laws described in the attached documents except the revisions to Article I which shall remain unchanged.**

Attachment I – the Proposed Revised By-Laws

Attachment II – the Present By-Laws

Attachment III – a “blackline” comparison of the Proposed and Present By-Laws

**Elizabethport Presbyterian Center, Incorporated**  
**By-Laws**

**Article I - Organization**

The name of this organization is the Elizabethport Presbyterian Center, Incorporated (the Center). The Center is an agency of the Presbytery of Elizabeth, Presbyterian Church (USA), located at 525 East Front Street, Plainfield, NJ 07060 (the Presbytery).

The principal offices of the Center are located at 184 First Street, in the City of Elizabeth, County of Union, and State of New Jersey. The books and records of the corporation, including financial records, minutes of the Corporation and its Board, the Certificate of Incorporation and the By-laws shall be maintained at that address.

**Article II - Purpose**

The purpose of the Center is to be a Presbyterian witness to the caring concern of Jesus Christ by providing leadership, social services, educational support, programs, ethical development and spiritual guidance to meet the needs of children, youth, adults, seniors, families and individuals in the Elizabethport community and in other locations within the Presbytery.

The Center recognizes the need to build character and to promote a sense of dignity and pride in individuals, families and the community.

**Article III – Board of Directors**

A Board of Directors (the Board) shall be elected by the Presbytery of Elizabeth. There shall be between twelve and eighteen directors in three classes. Directors shall serve for terms of three years, without limit on the number of terms. Membership shall be effective upon election by the Presbytery of Elizabeth.

At least 6 Directors, at least two in each class, shall be elected from people who live or work in the City of Elizabeth or in nearby urban communities. These Directors are designated as Community Directors.

Nominees for Director shall be recommended to the Committee on Nominations for the Presbytery by the Center's Nominating Committee for election by the Presbytery. The Presbytery shall elect directors prior to the Center's Annual Meeting. The Presbytery may elect directors to fill vacancies at any time.

In order to remain a "member in good standing", a director shall attend regularly scheduled Board meetings. If a director is unable to attend three consecutive regularly scheduled meetings or fewer than two-thirds of the regularly scheduled meetings within one 12 month period without valid excuse as determined by the Board, such director will be considered "not in good standing" and be subject to termination of their Board position.

In addition to the Board of Directors, there will be an Honorary Board comprised of community leaders associated with the Center. While these directors are encouraged to attend board meetings and participate in functions, they will not be required to do so, nor will they have a vote at board meetings. The Honorary Board will work to raise the public awareness of the Center's activities and support the Center through fundraising.

## **Article IV –Meetings**

The Board shall hold the Annual Meeting on the second Wednesday of October. The docket for the Annual Meeting shall include the installation of new Directors and the election of Officers.

Regular meetings shall be held on the second Wednesday of each month, unless established otherwise by the Board.

Special meetings may be called with three days notice by the President or any three Directors. Special meetings can be held by conference call or other electronic means provided that the notice and quorum requirements are met. This may include a mail or email ballot on a specific resolution.

A Quorum for any meeting shall consist of fifty percent of the number of Directors, exclusive of vacancies.

Each Director in attendance at any meeting shall be entitled to one vote. Voting by proxy is not permitted.

## **Article V – Duties of the Board**

The duties of the Board include:

- make and review policy,
- review and evaluate programs,
- to establish and monitor annual budgets,
- oversee the investment of assets,
- review the financial statements and audit,
- establish and monitor capital programs and budgets,
- raise and/or contribute funds for operating and capital programs
- review annually the By-laws of the Center,
- oversee the work of the Executive Director, and
- perform other such duties that the Board determines to be essential for the operation of the Center

## **Article VI – Officers**

The Officers shall be the President, Vice-president, Secretary and Treasurer.

Officers shall be elected to terms of two years at the Annual Meeting. An individual may not serve more than three consecutive terms in the same office. In the event of a vacancy, the Board may elect a replacement from among its members.

### ***President:***

The President shall preside at all meetings of the Board. The President shall recommend to the Board the appointment of members for all committees except the standing committees. The President shall oversee the activities of the Center, subject to the policies established by the Board. The President shall consult with and inform the Board of any actions taken.

The President shall be an ex-officio member of all committees except the Nominating Committee.

***Vice President:***

The Vice-president shall preside at all meetings of the board in the absence of the President, and shall otherwise perform the duties of the President in the event the president is unable to perform those duties or if the President delegates those duties to the Vice-President..

***Secretary:***

The Secretary shall keep minutes of all meetings of the Board and the Executive Committee in a form proper for that purpose. A copy of the minutes shall be filed at the Center's office. The Secretary shall make appropriate correspondence with the Presbytery and its committees.

***Treasurer:***

The Treasurer shall have authority over all funds and securities of the Center. The Treasurer shall insure that all expenditures are made in accordance with the budget approved by the Board and any other directives of the Board. The Treasurer shall cause accurate records of receipts and disbursements of the center to be maintained, and shall cause the deposit of all monies and securities in the name and to the credit of the Center to such banks or depositories as the Board may authorize or designate for that purpose.

The Treasurer shall at the regular monthly board meeting report to the Board a statement of assets and liabilities and of income and disbursements. The Treasurer shall present an annual financial report to the Presbytery.

**Article VII – Executive Committee**

The Executive Committee shall consist of the Officers of the Center, and one additional at large member of the Board.

The Executive Committee shall have the power to act on behalf of the Board. The Executive Committee is not authorized to act independently of the board on matters that can be addressed by the Board at the next regularly scheduled or special meeting of the Board. The Executive Committee shall report to the Board any actions taken since the previous Board meeting.

A quorum for the Executive Committee is 50% of its members, and proxy voting is not permitted.

Minutes of the Executive Committee will be recorded by the Secretary and presented to the Board at the next regular meeting.

**Article VIII – Standing Committees**

There shall be the following standing committees, each appointed annually by the Board, with at least three Directors on each committee. Members of the Personnel and Finance Committees may include non-Board members. The chair of each committee will be elected by the committee.

***Personnel:***

The Board shall elect a Personnel Committee of at least three Directors from among its members, including at least one community Director, with such election to be made at the Annual Meeting for terms of one year, with no term limits.

The Personnel Committee shall perform reviews and oversight of the Executive Director.

The Personnel Committee shall recommend compensation and benefit policy to the Board as necessary.

***Finance:***

The Board shall elect a Finance Committee of at least three Directors from among its members, with such election to be made at the Annual Meeting for terms of one year, with no term limits. The Treasurer shall be a member of the Finance Committee.

The Finance Committee shall review the finances of the Center and make recommendations to the Board concerning investment policy and other financial matters.

The Finance Committee shall work with the Executive Director to create an annual operating budget for the Center, for approval by the Board of Directors.

The Finance Committee shall engage the services of an outside auditor for an annual audit, and shall receive the report of that auditor and communicate the results of the audit to the Presbytery.

***Nominating:***

The Board shall elect a Nominating Committee of three Directors from among its members, including at least one community Director, with such election to be made at the Annual Meeting, for terms of one year, with no term limits. The President shall not be a member of the Nominating Committee.

The Nominating Committee shall identify candidates for election as Directors by the Presbytery and present their recommendations to the Committee on Nominations of the Presbytery.

The Nominating Committee shall identify candidates for election to the upcoming year's Nominating Committee and other standing committees and present their recommendations at the Annual Meeting.

The Nominating Committee shall identify Directors for election to the positions of President, Vice-president, Treasurer, Secretary and at large member of the Executive Committee for the upcoming year and present their recommendations at the Annual Meeting.

**Article IX - Other Board Committees**

The Board may establish other committees from time to time to carry out the mission of the center. Each such committee will be elected by the Board and serve until the next annual meeting, with membership and duties of the committee to be established by the Board. Committee membership is not restricted to Board members, but the chair of the committee should be a Board member chosen by the committee.

**Article X – Indemnification and Liability**

The Center shall indemnify all Directors and Officers to the extent permitted by applicable New Jersey Law, and shall obtain appropriate liability insurance for this purpose.

**Article XI – Non-Discrimination**

All policies and actions of the Center shall be in compliance with applicable law and shall be done without regard to race, color, creed, sex or national origin. This applies to employment practices, participation in programs, access to services, and the election of Directors.

**Article XII – Dissolution**

Upon the Dissolution of the Center, assets, after the payment of liabilities, shall become the property of the Presbytery of Elizabeth or its successor.

### **Article XIII- Amendment**

These By-laws and any amendments thereto shall become effective after adoption by the Board of the Center and approval by the Presbytery of Elizabeth.

Note: These By-laws were approved by the Board of Directors on September 30, 2009 and by the Presbytery of Elizabeth on \_\_\_\_\_.

**Elizabethport Presbyterian Center, Incorporated  
By-Laws**

**Article I - Organization**

The name of this organization is the Elizabethport Presbyterian Center, Incorporated (the Center).

The Center is a 501(c)3 tax-exempt agency, and is incorporated under the laws of the State of New Jersey. The principal offices of the Center are located at 184 First Street, in the City of Elizabeth, County of Union, and State of New Jersey. The books and records of the corporation, including financial records, minutes of the Corporation and its Board, the Certificate of Incorporation and the By-laws shall be maintained at that address.

The Center is an agency of the Presbytery of Elizabeth, Presbyterian Church (USA), located at 525 East Front Street, Plainfield, NJ 07060 (the Presbytery).

**Article II - Purpose**

The purpose of the Center is to be a Presbyterian witness to the caring concern of Jesus Christ by providing leadership, social services, educational support, programs, ethical development and spiritual guidance to meet the needs of children, youth, adults, seniors, families and individuals in the Elizabethport community and in other locations within the Presbytery.

The Center recognizes the need to build character and to promote a sense of dignity and pride in individuals, families and the community.

**Article III – Board of Directors**

A Board of Directors (the Board) shall be elected by the Presbytery of Elizabeth. There shall be a total of eighteen directors in three classes. Directors shall serve for terms of three years, without limit on the number of terms. Membership shall be effective upon election by the Presbytery of Elizabeth.

At least nine Directors, at least three in each class, shall be elected from people who live or work in the Cities of Elizabeth, Plainfield or nearby urban communities.

Nominees for Director shall be recommended to the Committee on Nominations for the Presbytery by the Center's Nominating Committee for election by the Presbytery. The Presbytery shall elect directors prior to the Center's Annual Meeting. The Presbytery may elect directors to fill vacancies at any time.

**Article IV –Meetings**

The Board shall hold the Annual Meeting on the second Wednesday of September. The docket for the Annual Meeting shall include the installation of new Directors and the election of Officers.

Regular meetings shall be held on the second Wednesday of each month, unless established otherwise by the Board.

Special meetings may be called with three days notice by any three Directors. Special meetings can be held by conference call or other electronic means provided that the notice and quorum requirements are met. This may include a mail or email ballot on a specific resolution.

A Quorum for any meeting shall consist of fifty percent of the number of Directors, exclusive of vacancies.

Each Director in attendance at any meeting shall be entitled to one vote. Voting by proxy is not permitted.

### **Article V – Duties of the Board**

The duties of the Board are to:

- make and review policy,
- review and evaluate programs,
- establish an annual budget,
- oversee the investment of assets,
- review the financial statements and audit,
- establish capital programs and budgets,
- review annually the By-laws of the Center,
- oversee the work of the Executive Director, and
- perform other such duties that the Board determines to be essential for the operation of the Center.

### **Article VI – Officers**

The Officers shall be the President, Vice-president, Secretary and Treasurer.

Officers shall be elected to terms of two year at the Annual Meeting. An individual may not serve more than three consecutive terms in the same office. In the event of a vacancy, the Board may elect a replacement from among its members.

#### ***President:***

The President shall preside at all meetings of the Board. The President shall recommend to the Board the appointment of members for all committees except the standing committees. The President shall oversee the activities of the Center, subject to the policies established by the Board. The President shall consult with and inform the Board of any actions taken.

#### ***Vice President:***

The Vice-president shall preside at all meetings of the board in the absence of the president, and shall otherwise perform the duties of the president in the event the president is unable to perform those duties because of death, incapacity or resignation.

#### ***Secretary:***

The Secretary shall keep minutes of all meetings of the Board in a form proper for that purpose. A copy of the minutes shall be filed at the Center's office. The Secretary shall make appropriate correspondence with the Presbytery and its committees.

***Treasurer:***

The Treasurer shall have custody of all funds and securities of the Center. The Treasurer shall cause accurate records of receipts and disbursements of the center to be maintained, and shall deposit all monies and securities in the name and to the credit of the Center to such banks or depositories as the Board may authorize or designate for that purpose. The Treasurer shall regularly (a least once per quarter) report to the Board a statement of assets and liabilities and of income and disbursements. The Treasurer shall present an annual financial report to the Presbytery.

**Article VII – Executive Committee**

The Executive Committee shall consist of the Officers of the Center, and three additional members of the Board.

The Executive Committee shall have the power to act on behalf of the Board except when the Board expressly limits the duties of the Executive Committee. The Executive Committee cannot add or remove members without the authorization of the Board.

A quorum for the Executive Committee is 50% of the members, and proxy voting is not permitted.

Minutes of the Executive Committee will be recorded and kept on file at the offices of the Center.

**Article VIII – Standing Committees**

There shall be the following standing committees, each appointed annually by the Board, with at least three Directors on each committee. The chair of each committee will be elected by the Board.

***Personnel:***

The Board shall elect a Personnel Committee of three Directors from among its members, including at least one community Director, with such election to be made at the Annual Meeting for terms of one year, with no term limits.

The Personnel Committee shall perform such reviews and oversight of the Executive Director and the direct reports of the Executive Director.

The Personnel Committee shall recommend compensation and benefit policy to the Board as necessary.

***Finance:***

The Board shall elect a Finance Committee of three Directors from among its members, with such election to be made at the Annual Meeting for terms of one year, with no term limits. The Treasurer shall be a member of the Finance Committee.

The Finance Committee shall review the work of the Treasurer and make recommendations to the Board concerning investment policy and other financial matters.

The Finance Committee shall engage the services of an outside auditor for an annual audit, and shall receive the report of that auditor and communicate the results of the audit to the Presbytery.

***Nominating:***

The Board shall elect a Nominating Committee of three Directors from among its members, including at least one community Director, with such election to be made at the Annual Meeting, for terms of one year, with no term limits. The President shall not be a member of the Nominating Committee.

The Nominating Committee shall identify candidates for election as Directors by the Presbytery and present their recommendations to the Committee on Nominations of the Presbytery by April 20 of each year, so that the Presbytery may elect said Directors at their May or June Stated Meetings.

The Nominating Committee shall identify candidates for election to the upcoming year's Nominating Committee and other standing committees and present their recommendations at the Annual Meeting.

The Nominating Committee shall identify Directors for election to the positions of President, Vice-president, Treasurer and Secretary for the upcoming year and present their recommendations at the Annual Meeting.

**Article IX – Indemnification and Liability**

The Center shall indemnify all Directors and Officers to the extent permitted by applicable New Jersey Law, and shall obtain appropriate liability insurance for this purpose.

**Article X – Non-Discrimination**

All policies and actions of the Center shall be in compliance with applicable law and shall be done without regard to race, color, creed, sex or national origin. This applies to employment practices, participation in programs, access to services, and the election of Directors.

**Article XI – Dissolution**

Upon the Dissolution of the Center, assets, after the payment of liabilities, shall become the property of the Presbytery of Elizabeth or its successor.

**Article XII- Amendment**

These By-laws and any amendments thereto shall become effective after adoption by the Board of the Center and approval by the Presbytery of Elizabeth.

Note: These By-laws were approved by the Board of Directors on September 2, 2005 and by the Presbytery of Elizabeth on October 22, 2005.

# Elizabethport Presbyterian Center, Incorporated By-Laws

## Article I - Organization

The name of this organization is the Elizabethport Presbyterian Center, Incorporated (the Center).

~~The Center is an agency of the Presbytery of Elizabeth, Presbyterian Church (USA), located at 525 East Front Street, Plainfield, NJ 07060 (the Presbytery).~~

~~The Center is a 501(c)3 tax exempt agency, and is incorporated under the laws of the State of New Jersey.~~—The principal offices of the Center are located at 184 First Street, in the City of Elizabeth, County of Union, and State of New Jersey. The books and records of the corporation, including financial records, minutes of the Corporation and its Board, the Certificate of Incorporation and the By-laws shall be maintained at that address.

~~The Center is an agency of the Presbytery of Elizabeth, Presbyterian Church (USA), located at 525 East Front Street, Plainfield, NJ 07060 (the Presbytery).~~

## Article II - Purpose

The purpose of the Center is to be a Presbyterian witness to the caring concern of Jesus Christ by providing leadership, social services, educational support, programs, ethical development and spiritual guidance to meet the needs of children, youth, adults, seniors, families and individuals in the Elizabethport community and in other locations within the Presbytery.

The Center recognizes the need to build character and to promote a sense of dignity and pride in individuals, families and the community.

## Article III – Board of Directors

A Board of Directors (the Board) shall be elected by the Presbytery of Elizabeth. There shall be ~~a total of~~between twelve and eighteen directors in three classes. Directors shall serve for terms of three years, without limit on the number of terms. Membership shall be effective upon election by the Presbytery of Elizabeth.

At least ~~nine~~6 Directors, at least ~~three~~two in each class, shall be elected from people who live or work in the ~~Cities~~City of Elizabeth, ~~Plainfield~~ or in nearby urban communities. These Directors are designated as Community Directors.

Nominees for Director shall be recommended to the Committee on Nominations for the Presbytery by the Center's Nominating Committee for election by the Presbytery. The Presbytery shall elect directors prior to the Center's Annual Meeting. The Presbytery may elect directors to fill vacancies at any time.

In order to remain a "member in good standing", a director shall attend regularly scheduled Board meetings. If a director is unable to attend three consecutive regularly scheduled meetings or fewer than two-thirds of the regularly scheduled meetings within one 12 month period without

valid excuse as determined by the Board, such director will be considered “not in good standing” and be asked to resign their board position.

In addition to the Board of Directors, there will be an Honorary Board comprised of community leaders associated with the Center. While these directors are encouraged to attend board meetings and participate in functions, they will not be required to do so, nor will they have a vote at board meetings.

#### **Article IV –Meetings**

The Board shall hold the Annual Meeting on the second Wednesday of ~~September~~October. The docket for the Annual Meeting shall include the installation of new Directors and the election of Officers.

Regular meetings shall be held on the second Wednesday of each month, unless established otherwise by the Board.

Special meetings may be called with three days notice by the President or any three Directors. Special meetings can be held by conference call or other electronic means provided that the notice and quorum requirements are met. This may include a mail or email ballot on a specific resolution.

A Quorum for any meeting shall consist of fifty percent of the number of Directors, exclusive of vacancies.

Each Director in attendance at any meeting shall be entitled to one vote. Voting by proxy is not permitted.

#### **Article V – Duties of the Board**

The duties of the Board are to:

- make and review policy,
- review and evaluate programs,
- establish ~~and~~ and monitor annual budget;~~s~~
- oversee the investment of assets,
- review the financial statements and audit,
- establish and monitor capital programs and budgets;
- raise and/or contribute funds for operating and capital programs
- review annually the By-laws of the Center,
- oversee the work of the Executive Director, and
- perform other such duties that the Board determines to be essential for the operation of the Center.

#### **Article VI – Officers**

The Officers shall be the President, Vice-president, Secretary and Treasurer.

Officers shall be elected to terms of two year at the Annual Meeting. An individual may not serve more than three consecutive terms in the same office. In the event of a vacancy, the Board may elect a replacement from among its members.

***President:***

The President shall preside at all meetings of the Board. The President shall recommend to the Board the appointment of members for all committees except the standing committees. The President shall oversee the activities of the Center, subject to the policies established by the Board. The President shall consult with and inform the Board of any actions taken.

The President shall be an ex-officio member of all committees except the Nominating Committee.

***Vice President:***

The Vice-president shall preside at all meetings of the board in the absence of the president, and shall otherwise perform the duties of the president in the event the president is unable to perform those duties ~~because of death, incapacity or resignation.~~

***Secretary:***

The Secretary shall keep minutes of all meetings of the Board in a form proper for that purpose. A copy of the minutes shall be filed at the Center's office. The Secretary shall make appropriate correspondence with the Presbytery and its committees.

***Treasurer:***

The Treasurer shall have ~~custody of authority over~~ all funds and securities of the Center. The Treasurer shall insure that all expenditures are made in accordance with the budget approved by the Board and any other directives of the Board. The Treasurer shall cause accurate records of receipts and disbursements of the center to be maintained, and shall cause the deposit of all monies and securities in the name and to the credit of the Center to such banks or depositories as the Board may authorize or designate for that purpose. ~~The Treasurer shall regularly (a least once per quarter)~~

The Treasurer shall at the regular monthly board meeting report to the Board a statement of assets and liabilities and of income and disbursements. ~~The Treasurer shall present an annual financial report to the Presbytery.~~

## **Article VII – Executive Committee**

The Executive Committee shall consist of the Officers of the Center, and ~~three~~one additional members of the Board.

The Executive Committee shall have the power to act on behalf of the Board ~~except when as authorized by~~ the Board ~~expressly limits the duties of the Executive Committee. The Executive Committee cannot add or remove members without the authorization of the Board.~~ The Executive Committee is not authorized to act independently of the board on matters that can be addressed by the Board at the next regularly scheduled or special meeting of the Board. The Executive Committee shall report to the Board any actions taken since the previous Board meeting. The Executive Committee cannot add or remove members without the authorization of the Board

A quorum for the Executive Committee is 50% of the members, and proxy voting is not permitted.

Minutes of the Executive Committee will be recorded and ~~kept on file~~ presented to the Board at the ~~offices of the Center~~ next regular meeting.

## Article VIII – Standing Committees

There shall be the following standing committees, each appointed annually by the Board, with at least three Directors on each committee. The chair of each committee will be elected by the ~~Board~~ committee

### ***Personnel:***

-The Board shall elect a Personnel Committee of three Directors from among its members, including at least one community Director, with such election to be made at the Annual Meeting for terms of one year, with no term limits.

The Personnel Committee shall perform such reviews and oversight of the Executive Director ~~and the direct reports of the Executive Director.~~

The Personnel Committee shall recommend compensation and benefit policy to the Board as necessary.

### ***Finance:***

The Board shall elect a Finance Committee of three Directors from among its members, with such election to be made at the Annual Meeting for terms of one year, with no term limits. The Treasurer shall be a member of the Finance Committee.

The Finance Committee shall review the work of the Treasurer and make recommendations to the Board concerning investment policy and other financial matters.

The Finance Committee shall work with the Executive Director to create an annual operating budget for the Center, for approval by the Board of Directors.

The Finance Committee shall engage the services of an outside auditor for an annual audit, and shall receive the report of that auditor and communicate the results of the audit to the Presbytery.

### ***Nominating:***

The Board shall elect a Nominating Committee of three Directors from among its members, including at least one community Director, with such election to be made at the Annual Meeting, for terms of one year, with no term limits. The President shall not be a member of the Nominating Committee.

The Nominating Committee shall identify candidates for election as Directors by the Presbytery and present their recommendations to the Committee on Nominations of the Presbytery ~~by April 20 of each year, so that the Presbytery may elect said Directors at their May or June Stated Meetings.~~

The Nominating Committee shall identify candidates for election to the upcoming year's Nominating Committee and other standing committees and present their recommendations at the Annual Meeting.

The Nominating Committee shall identify Directors for election to the positions of President, Vice-president, Treasurer and Secretary for the upcoming year and present their recommendations at the Annual Meeting.

#### **Article IX – Other Board Committees**

The Board may establish other committees from time to time to carry out the mission of the Center. Each such committee will be elected by the Board and serve until the next annual meeting, with membership and duties of the committee to be established by the Board. Committee membership is not restricted to Board members, but the chair of the committee should be a Board member chosen by the committee.

#### **Article X – Indemnification and Liability**

The Center shall indemnify all Directors and Officers to the extent permitted by applicable New Jersey Law, and shall obtain appropriate liability insurance for this purpose.

#### **Article ~~XI~~– Non-Discrimination**

All policies and actions of the Center shall be in compliance with applicable law and shall be done without regard to race, color, creed, sex or national origin. This applies to employment practices, participation in programs, access to services, and the election of Directors.

#### **Article ~~XII~~ – Dissolution**

Upon the Dissolution of the Center, assets, after the payment of liabilities, shall become the property of the Presbytery of Elizabeth or its successor.

#### **Article ~~XIII~~- Amendment**

These By-laws and any amendments thereto shall become effective after adoption by the Board of the Center and approval by the Presbytery of Elizabeth.

Note: These By-laws were approved by the Board of Directors on September ~~2, 2005~~30, 2009 and by the Presbytery of Elizabeth on ~~October 22, 2005~~\_\_\_\_\_.

If you have any questions about this report, please call the Chairperson,  
**Rev. Peter Hofstra**, prior to the meeting.  
Telephone 732-826-2132; e-mail pastorpeter@fpcPerthAmboy.org

## **Financial Development Committee Report to the Presbytery of Elizabeth January 23, 2010**

### **A. Motions for Presbytery**

#### **1. FIRST READING**

**In the bylaws, all references to the Financial Development Committee shall be replaced with Stewardship Committee. All other Presbytery organizational materials and documentation, including Standing Rules, Manuals of Operation, and so on, will be updated in due course to reflect this change**

Explanation: To reflect a shift in focus of the work of the Financial Development Committee from a business model to an ecclesial model, this name change is being asked for. It is a more familiar title in church work and implies a more inclusive, Christian consideration of matters than just financial matters.

Relevant Changes:

#### **Bylaws Article II Council**

### **C. COMMITTEES AND TEAMS REPORTING TO COUNCIL**

#### **1. ~~Financial Development Committee~~–*Stewardship Committee***

This Committee shall:

- a. Be responsible to Council for overseeing the financial system of the Presbytery.
- b. Monitor income and expenditures, develop the budget, determine short and long term financial plans, oversee Presbytery investments, and provide for the auditing of the financial records.
- c. Work with all Program Units in analyzing and recommending funding for programs and consider other requests for Presbytery support.
- d. Interpret to congregations the financial needs of the Presbytery, Synod and General Assembly.
- e. This Committee shall report to Council.

#### **From the Standing Rules**

#### **SCR3:**

- D. Serving ex officio, with voice and without vote)
1. Stated Clerk
  2. Executive Presbyter
  3. Treasurer
  4. Chair of ~~Financial Development Committee~~; *Stewardship Committee*
  5. Administrative Assistant to Stated Clerk

**SRF9:** At each March Presbytery meeting the Treasurer shall report to the Presbytery all receipts and disbursements for the previous calendar year, and at that meeting shall place the records and accounts of the fiscal year, January 1 to December 31, in the hands of the ~~Financial Development Committee~~ *Stewardship Committee* for annual audit, said audit to be presented to the May meeting of Presbytery.

**SRI1:** The ~~Financial Development Committee~~ *Stewardship Committee* shall initiate and oversee the preparation of the proposed Presbytery Budget.

**SRM5:** The Number of members of each Unit and Committee (unless specified elsewhere) are as follows:

Governing Body Relations:

Audit Committee – 3 persons

Bills and Overtures Committee –6 persons

Committee on Representation – 6 persons

~~Financial Development Committee~~ *Stewardship Committee* - 6 persons

Nominating Committee - 9 persons

*If you have any questions about this report, please call the Chairperson,  
**Elder Betty Prezzy Bryant**, prior to the meeting.  
Telephone (908) 820-0655; e-mail [bpbryant@comcast.net](mailto:bpbryant@comcast.net)*

## **Nominating Committee** Report to The Presbytery of Elizabeth January 23, 2010

**Moderator** – Elder Susan K. Krivenko – Westfield – Class of 2012

**Vice-Moderator** – Rev. Bebb Wheeler Stone – Linden, Calvin – Class of 2013

### **General Assembly Commissioners**

**Minister Commissioner:** Rev. Karen C. Chamis (Roselle, First)

Rev. Charles L. Hale, Jr., – Honorably Retired

Alternate: Rev. Susan J. Rack – Martinsville, Christ

**Elder Commissioner:** Wanda Sizemore-McRae – Elizabeth, Siloam-Hope

Arthur (Skip) Winter, Jr. – Cranford, First

Alternate: John W. (Jack) Paddon – Liberty Corner

**Youth Advisory Delegate:** David Pasko – Linden, Calvin

### **Education & Discipleship Unit**

Class of 2011 – [Rev.] Shelley Gardner – Woodbridge, First

First Presbyterian Church, 600 Rahway Ave., Woodbridge, NJ 07095

(732) 634-1024 [jsjagardner@comcast.net](mailto:jsjagardner@comcast.net)

– Glory Thomas – Iselin, First

193 E Henry Pl, Iselin, NJ 08830 (732) 283-0992 [thomas@tcnj.edu](mailto:thomas@tcnj.edu)

– Christine Treger – Westfield

328 Orenda Cir., Westfield, 07090 (908) 233-9058 [ctreger1@mac.com](mailto:ctreger1@mac.com)

*Book of Order The Constitution of the Presbyterian Church (U.S.A.) Part II 2007-2009*

W-4.4003

Constitutional  
Questions to  
Officers and  
Commissioned  
Persons

- i. (1) (For elder) Will you be a faithful elder, watching over the people, providing for their worship, nurture, and service? Will you share in govern-ment and discipline, **servi**ng in governing bodies of **the church**, and in your ministry will you try to show the love and justice of Jesus Christ?
- (3) (For minister of the Word and Sacrament) Will you be a faithful minister, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in govern-ment and discipline, **servi**ng in the governing bodies of **the church**; and in your ministry will you try to show the love and justice of Jesus Christ?

## Overture

by Alicia Toke (Carteret)

Commissioner to the 218<sup>th</sup> General Assembly (2008)

January 23, 2010

**The Presbytery of Elizabeth respectfully overtures the 219th General Assembly (2010) of the PC (USA) to amend W-2.3005 to strike out the word “and” and add the words “abilities/disabilities” as the following:** (words to be added in *italics*).

**W-2.3005 “The body of Christ is one, and Baptism is the bond of unity in Christ. As they are united with Christ through faith, Baptism unites the people of God with each other and with the church of every time and place. Barriers of race, gender, status, ~~and~~ age, *and abilities/disabilities* are to be transcended. Barriers of nationality, history, and practice are to be overcome.”**

Rationale:

W-2.3005 states that “Baptism unites the people of God with each other and with the church of every time and place.” This is a perfect statement for what we believe in the Reformed faith, but later on in the statement it says that “Barriers of race, gender, status, and age are to be transcended,” this gives a generalized statement of people who are able bodied. This statement does not give people who are disabled a part of it as their own.

Adding ability/disability will add concreteness to this section that is missing. It will show the acceptance of all people not just the able bodied that can do something for the Church Universal. It also forces people to realize that not everyone is able bodied that we have people in our churches that are disabled and should be recognized and shown that yes they are different but yet their uniqueness is a gift from God and should be overcome so they can feel like an equal part of the Church Universal.

+++++++

### **On Amending the Book of Order: clarifying notes.**

The amendment process is outlined in G-9. Changes to the Book of Order originate as “overtures.” from presbyteries. When a presbytery wants to make an overture, it has to be on the Stated Clerk’s desk 120 days prior to the opening of General Assembly. That date is March 5, 2010. Thus, if we are going to endorse Alicia Toke’s overture and forward it to the General Assembly, we have to do it today because presbytery does not meet again until after the deadline. If we do not pass it today, and we do not have a special meeting in February, we have to wait two more years for the next General Assembly.

Incoming overtures are assigned to General Assembly committees. If an overture passes through the committee and is approved by the whole General Assembly, it becomes a proposed amendment. Amendments then need to be ratified by a majority of the presbyteries before the change in the Book of Order becomes official.

Paul F. Rack  
Stated Clerk