

STATED MEETING OF THE  
PRESBYTERY OF HUNTINGDON  
ZOOM VIDEO CONFERENCE  
December 7, 2021

6:30 p.m.

**ZOOM MEETING ID: 934 797 9643**  
**PASSWORD: 9643**

Registration Link

<https://forms.gle/NJNS43KvgrxyEhQEA>

or you can also register through Connections.



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

## CONTENTS

Hunger Offering	3
Registration Instructions	4
Docket	5
October Financial Report	6-11
Committee on Ministry	12-13
Committee on Presbytery Life	14-15
Visioning Team	16
Stated Clerk	17

## A NICKEL A MEAL OFFERING WILL BE RECEIVED ON DECEMBER 7

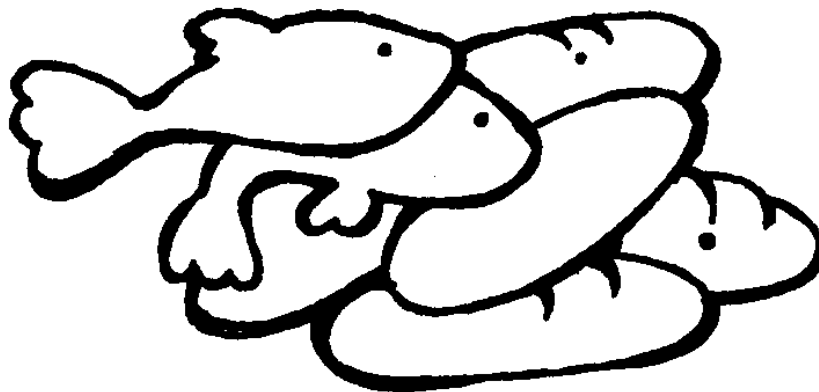


Cents-Ability is the PCUSA's small first step in the battle against hunger and poverty. Congregations invite every member — of all ages — to contribute a few cents at every meal. This simple act is an expression of thanks for what we have received. It is also a commitment to share with others in response to Jesus' command "You give them something to eat." When members bring their offerings to church on the appointed Sunday, all of those coins "make a joyful noise unto the Lord" as they are received and dedicated. It is equally soul-warming when children drop their pennies into a jar in the back of the church. Your treasurer breathes a sigh of relief when he or she opens the mail and sees a check for the hungry.

Cents-Ability originated in 1976 as "Two-Cents-A-Meal," a project begun by Presbyterian Women to involve individuals and families in a corporate response to world hunger, which was adopted by our presbytery.

These small acts of faithfulness can add up: If twenty people in a congregation set aside a nickel a meal, that's over a thousand dollars a year. Our congregations support food banks, operate soap centers, prepare meals. They exhibit the kingdom of heaven to the world,

Please give generously. Send checks in care of the presbytery to PO BOX 1185, Lewistown, PA 17044.



## REGISTRATION INSTRUCTIONS

To participate in the meeting, you must register for the meeting online.

Click this link to register  
<https://forms.gle/NJNS43KvgrxyEhQEA>  
or you can also register through Connections.

Fill out the questionnaire which tells us if you're a minister or a ruling elder and which congregation. Don't worry if you are a commissioned lay pastor or an officer, the stated clerk will put you in the correct category.

You may participate via computer or smartphone (video and voice) or phone (voice only). This meeting is by ZOOM only in case of bad weather and to save travel time in Advent.

Here is the ZOOM Link for the meeting. An email with this information will also be emailed to all that are registered on Monday the 6<sup>th</sup>.

Join Zoom Meeting

<https://us02web.zoom.us/j/9347979643?pwd=bXFxelhTeEJwK0M2UjdISmQ4Ny9HQT09>

Meeting ID: 934 797 9643

Passcode: 9643

One tap mobile

+16465588656,,9347979643#,,,9643# US

Dial by your location

+1 646 558 8656 US

Meeting ID: 934 797 9643

Passcode: 9643

Find your local number: <https://us02web.zoom.us/j/9347979643?pwd=bXFxelhTeEJwK0M2UjdISmQ4Ny9HQT09>

Susan will open the zoom meeting fifteen minutes early (6:15 p.m.) so that folks can test their equipment. If you have any technical problems, or questions email Susan Ferguson at [SusanPresbytery@gmail.com](mailto:SusanPresbytery@gmail.com) She will be glad to work with you individually to resolve your problems.

Welcome aboard to the work of the church!

**ZOOM MEETING ID: 934 797 9643**  
**PASSWORD: 9643**

**DOCKET FOR STATED MEETING  
THE PRESBYTERY OF HUNTINGDON  
December 7, 2021, 6:30 p.m.  
ZOOM only**

- |       |   |   |   |
|-------|---|---|---|
| 6: 15 | Check in, practice technology   | 7:30  | Stated Clerk report (Virginia Rainey),<br>[p. 17] |
| 6:30  | Convene with prayer   | 7:35  | New Business: Prayer requests                     |
| 6:35  | Introductions: new ministers, elders and<br>guests. Seating of corresponding members  | 7:40  | Announcements                                     |
| 6:40  | Adoption of docket [p. 5]   | 7:45  | Adjournment                                       |
| 6:45  | Minutes review (Ken Lynch)<br>Minutes of November 6, 2021   |   |   |
| 6:50  | Treasurer's report [pp. 6-11]   | <b>Next regular presbytery meeting:</b><br>Saturday, January 30, 2022, 9:30 a.m., ZOOM only |   |
| 6:55  | Committee on Ministry (Nancy Bostian)<br>[p. 12-13]<br>Pat Roller & East Kishacoquillas<br>(Dissolution & Retirement)<br>Pat Roller & Upper Tusc (contract)<br>Janet Kephart & Juniata (renewal)<br>Debbie Johnson & Milesburg & Bellefonte<br>(Dissolution and transferal) |   |   |
| 7:10  | Committee on Presbytery Life (Pat Roller,<br>Carl Campbell) [pp. 14-15]<br>Treasurer job description  |   |   |
| 7:15  | Visioning Team (Linda Vance), [p. 16]<br>2022 theme   |   |   |
| 7:25  | Interim General Presbyter report (Kate<br>Sillman)  |   |   |

<b>BUDGETED INCOME</b>	<b>BUDGET 21</b>	<b>October 21</b>	<b>YTD</b>	<b>Outstanding PC</b>	
PerCapita- (4034 @ 38.15)	\$ 153,897.10	\$ 8,208.59	\$ 116,922.59	2021	\$ 36,974.51
				2020 wrote off	\$ -
Transfer from Fulton	\$ 4,034.00		\$ -		
Transfer from Contingency	\$ 3,983.20		\$ -		
Fee for Service to churches	\$ 1,200.00	\$ 100.00	\$ 923.64		
Partnership for the Presbytery Fund	\$ 10,000.00	\$ 1,050.00	\$ 5,840.00		
Mission Subsidy for GP Resourcing	\$ 5,000.00	\$ 416.67	\$ 4,166.70		
Mission Subsidy for Resource Center	\$ 3,206.51	\$ 267.21	\$ 2,672.10		
Mission Support for Office	\$ 867.49	\$ 72.29	\$ 722.90		
<b>TOTAL</b>	<b>\$ 182,188.30</b>	<b>\$ 10,114.76</b>	<b>\$ 131,247.93</b>		
<b>BUDGETED EXPENDITURES</b>	<b>BUDGET 21</b>		<b>YTD</b>		<b>Under/(Over) Budget</b>
<b>PYMT PER CAPITA</b>					
GA (4034@ 8.95)	\$ 36,104.30	\$ 3,018.78	\$ 30,187.76		
Adjusted GA (4034 @8.98)	\$ 36,225.32		\$ -		
Synod (4034 @ 2.40)	\$ 9,681.60	\$ 806.80	\$ 8,068.00		
<b>PRESBYTERY OFFICE PERSONNEL</b>					
<b>General Presbyter</b>					
GP-Salary	\$ 18,510.00	\$ 1,076.92	\$ 11,307.70		\$ 7,202.30
GP-Housing	\$ 12,000.00		\$ -		\$ 12,000.00
GP-SECA	\$ 2,487.02	\$ 82.38	\$ 865.00		\$ 1,622.02
GP- 403(b) employer contribution	\$ 2,000.00	\$ 36.92	\$ 416.18		\$ 1,583.82
GP-Board of Pensions	\$ 15,246.32		\$ -		\$ 15,246.32
<b>Office Assistant</b>					
OA-Wages	\$ 14,428.74	\$ 1,407.00	\$ 14,778.50		\$ (349.76)
OA-FICA	\$ 1,103.80	\$ 105.82	\$ 1,114.11		\$ (10.31)
Benefits	\$ 298.68	\$ 4.89	\$ 48.90		\$ 249.78
<b>Stated Clerk</b>					
SC Wages	\$ 14,022.08	\$ 1,230.05	\$ 10,792.46		\$ 3,229.62
SC-FICA	\$ 1,072.69	\$ 94.10	\$ 1,530.63		\$ (457.94)
Benefits	\$ 286.68		\$ -		\$ 286.68
<b>Treasurer</b>					
PT-Wages	\$ 15,461.69		\$ 1,791.83		\$ 13,669.86
PT-FICA	\$ 1,182.82		\$ 137.09		\$ 1,045.73
Benefits	\$ 298.68		\$ 1.00		\$ 297.68
<b>Total Personnel</b>	<b>\$ 98,399.20</b>	<b>\$ 7,863.66</b>	<b>\$ 81,039.16</b>		<b>\$ 55,615.80</b>
<b>PRESBYTERY OFFICE EXPENSES</b>					
Audit	\$ 6,010.05		\$ 6,050.00		\$ (39.95)
Cleaning	\$ 1,100.00	\$ 120.00	\$ 880.00		\$ 220.00
Computer Replacement	\$ -		\$ -		\$ -
Computer Repair/Tech Support	\$ 1,250.00		\$ 36.22		\$ 1,213.78
Equipment Maintance/Copier	\$ 150.00		\$ -		\$ 150.00
Fire companies - volunteer	\$ 100.00		\$ -		\$ 100.00
GP-Annual Conferences	\$ 2,000.00		\$ -		\$ 2,000.00
GP Ecumenical Activities	\$ 250.00		\$ -		\$ 250.00
GP Other	\$ 100.00		\$ -		\$ 100.00
GP-Study Leave	\$ 1,000.00		\$ -		\$ 1,000.00
GP-Travel	\$ 4,000.00		\$ -		\$ 4,000.00
GP-Discretionary Fund	\$ 250.00		\$ -		\$ 250.00
Group Orders	\$ -	\$ (46.00)	\$ 219.07		\$ (219.07)
Highland Park Expenses			\$ 297.56		\$ (297.56)
Insurance/Worker's Comp	\$ 2,000.00		\$ 1,829.00		\$ 171.00
Insurance Reimbursement			\$ (366.00)		\$ 366.00
Internet/Website	\$ 1,900.00		\$ 1,700.77		\$ 199.23
Membership, Subscriptions, Books	\$ 300.00		\$ 157.44		\$ 142.56

BUDGETED EXPENDITURE		Oct-21	YTD		Under(Over) Budget
<b>PRESBYTERY OFFICE EXPENSES (Continued)</b>					
Payroll Fee		\$ 32.10	\$ 441.25		\$ (441.25)
Postage	\$ 900.00		\$ 458.46		\$ 441.54
Rent	\$ 6,000.00	\$ 500.00	\$ 4,500.00		\$ 1,500.00
Resource Materials and web site	\$ 200.00		\$ -		\$ 200.00
Resource Supplies	\$ -		\$ -		\$ -
Staff Training	\$ 200.00		\$ -		\$ 200.00
Stated Clerk-Annual Conferences	\$ 2,000.00		\$ -		\$ 2,000.00
Supplies & Equipment	\$ 1,600.00		\$ 1,303.68		\$ 296.32
Synod - Treasurer's services		\$ 550.00	\$ 5,500.00		
Telephone	\$ 1,750.00	\$ 150.00	\$ 2,474.73		\$ (724.73)
Travel for Office	\$ 600.00		\$ 294.00		\$ 306.00
Utilities	\$ 4,000.00	\$ 110.10	\$ 1,941.44		\$ 2,058.56
Miscellaneous	\$ -		\$ 1,216.20		\$ (1,216.20)
<b>Total Office</b>	<b>\$ 37,660.05</b>	<b>\$ 1,416.20</b>	<b>\$ 28,933.82</b>		<b>\$ 14,226.23</b>
<b>COMMITTEE/UMBRELLA TEAM EXPENSES</b>					
Retreats	\$ -		\$ -		\$ -
Mileage	\$ 200.00		\$ -		\$ 200.00
Materials	\$ 150.00		\$ -		\$ 150.00
Communications	\$ 150.00		\$ -		\$ 150.00
Other	\$ -		\$ 48.00		\$ (48.00)
Web site paid for until 2020			\$ -		\$ -
<b>Total Committees</b>	<b>\$ 500.00</b>		<b>\$ 48.00</b>		<b>\$ 452.00</b>
<b>STATED MEETING EXPENSES</b>					
Custodian	\$ 125.00		\$ -		\$ 125.00
Organist	\$ 200.00		\$ -		\$ 200.00
Moderator Gift	\$ 100.00		\$ 100.00		\$ -
Other	\$ 500.00		\$ -		\$ 500.00
<b>TOTAL Expenses</b>	<b>\$ 183,270.15</b>	<b>\$ 9,279.86</b>	<b>\$ 110,072.98</b>		<b>\$ 73,197.17</b>
<b>NET INCOME(LOSS)</b>		<b>\$ 834.90</b>	<b>\$ 21,174.95</b>		

Travel/Service donated for tax deductions

		\$ -
--	--	------

## LOANS

### Krislund Capital Campaign Loan

	Rec/month	Rec/Total	Balance
New Ch Planting	\$ 81,500.00	\$ 61,132.97	\$ 16,634.53
Ch Redevelop	\$ 18,500.00	\$ 18,500.00	\$ -
Ending Balance	\$ -	\$ 79,632.97	\$ 16,634.53

	Rec/annually	Rec Total	Balance
East Kish Revolving Loan	\$ 40,000.00		\$ 40,000.00

1. First National Bank ADMIN CHECKING	
Opening Balance	\$ 34,857.23
Income	\$ 19,119.27
Interest	\$ (21,327.85)
All Disbursements	\$ 0.52
Ending Balance	\$ 32,649.17

YR to Date
\$ 17,462.27
\$ 168,323.68
\$ (21,323.27)
\$ (131,813.51)
\$ 32,649.17

2. First National Bank ADMIN SAVINGS	
Opening Balance	\$ 1,698.74
Income	
Interest -posted quarterly	
All Disbursements	
Ending Balance	\$ 1,698.74

YR to Date
\$ 1,698.62
\$ -
\$ 0.12
\$ -
\$ 1,698.74

For details of the following Mission funds, see attached sheet "Mission Budget".

3. First National Bank MISSION CHECKING	
Opening Balance	\$ 53,373.87
Income	\$ 14,905.33
Interest	\$ (6,792.25)
All Disbursements	\$ 0.91
Ending Balance	\$ 61,487.86

YR to Date
\$ 39,487.39
\$ 178,681.47
\$ (6,785.23)
\$ (149,895.77)
\$ 61,487.86

4. First National Bank MISSION SAVINGS	
Opening Balance	\$ 46,317.77
Income	
Interest - posted quarterly	
All Disbursements	
Ending Balance	\$ 46,317.77

YR to Date
\$ 46,314.31
\$ -
\$ 3.46
\$ -
\$ 46,317.77

For details on the following New Covenant faccounts, see the attached sheet called "Investments".

5. New Covenant Investment - BALANCED INCOME FUND		SHARES	PRICE	YR to Date
Opening Balance	\$ 518,254.52	19,515.860	\$ 24.15	\$ 515,452.35
Deposit	\$ 121.59			\$ 4,879.51
Withdrawal	\$ (10,000.00)			\$ (25,300.00)
Unrealized Profit/Loss	\$ 21,106.50			\$ 34,450.75
Ending Balance	\$ 529,482.61			\$ 529,482.61

6. New Covenant Investment - BALANCED GROWTH FUND		SHARES	PRICE	YR to Date
Opening Balance	\$ 487,143.29	3,998.547	\$ 126.50	\$ 449,956.34
Deposit	\$ 36.82			\$ 1,382.63
Withdrawal				\$ (1,000.00)
Unrealized Profit/Loss	\$ 18,640.14			\$ 55,481.28
Ending Balance	\$ 505,820.25			\$ 505,820.25

7. New Covenant Investment - GROWTH FUND		SHARES	PRICE	YR to Date
Opening Balance - Gloria Jean Smith Trust	\$ 641,206.04	10,812.918	\$ 63.27	\$ 560,433.54
Dividends moved into Bal Income				\$ -
Unrealized Profit/Loss	\$ 42,927.28			\$ 123,699.78
Ending Balance	\$ 684,133.32	10,812.918		\$ 684,133.32

8. PETTY CASH	
Opening Balance	\$ 9.63
Income	
Disbursements	
Ending Balance	\$ 9.63

YR to Date
\$ 9.63
\$ 9.63

TOTAL

\$ 1,861,599.35



**Cost Per Share History**

	Beginning Mar 2005	Dec 31 2005	Dec 31 2006	Dec 31 2007	Dec 31 2008	Dec 31 2009	Dec 31 2010
Bal Income	18.55	19.18	19.98	20.51	15.04	17.29	18.47
Bal Growth	76.65	81.21	87.22	90.33	60.60	72.48	79.65
Growth	29.25	32.19	36.23	35.83	21.41	27.39	31.00

	Dec 31 2011	Dec 31 2012	Dec 31 2013	Dec 31 2014	Dec 31 2015	Dec 31 2016	Dec 31 2017
Bal Income	18.46	19.75	20.90	21.09	19.63	19.96	21.25
Bal Growth	78.61	86.44	98.00	100.78	89.12	91.16	101.83
Growth	29.76	33.93	41.49	37.70	34.29	36.82	41.98

	Dec 31 2018	Dec 31 2019	Dec 31 2020
Bal Income	19.69	21.65	22.88
Bal Growth	92.37	105.18	113.5
Growth	36.53	44.98	51.83



Investments		Income		Distribution		October 2021		Unrealized		New Covenant		# shares		price	
	Last Month	Monthly	Monthly	Monthly	Balance	gain(loss)	online reports								
<b>New Covenant Growth Fund</b>															
Gloria Jean Smith Trust	\$330,205.06				\$330,205.06	\$0.00	\$330,205.06					10812.918		63.27	
Gloria Jean Smith Earnings (also see below)	\$311,000.98				\$311,000.98	\$42,927.28	\$353,928.26								
Subtotal	\$641,206.04	\$0.00		0.00	\$641,206.04	\$42,927.28	\$684,133.32					10812.918			
<b>New Covenant Balanced Income Funds</b>															
Gloria Jean Smith Earnings (also see above)	\$189,712.51			(\$10,000.00)	\$179,712.51	\$14,592.21	\$194,304.72					8045.744		24.15	
Beulah Church Trust	\$4,000.00				\$4,000.00	\$0.00	\$4,000.00								
Beulah Earnings	\$801.13				\$801.13	\$95.19	\$896.32					202.746			
Centre Hills Cemetery - Goodhart Trust	\$5,000.00				\$5,000.00	\$0.00	\$5,000.00								
Centre Hills Cemetery - Goodhart Earnings	\$2,853.12				\$2,853.12	\$155.70	\$3,008.82					63.975			
Centre Hills Cemetery - Rearick Trust	\$40,000.00				\$40,000.00	\$0.00	\$40,000.00								
Centre Hills Cemetery - Rearick Earnings	\$21,091.16				\$21,091.16	\$1,211.13	\$22,302.29					438.575			
McNite Trust	\$11,500.00				\$11,500.00	\$0.00	\$11,500.00								
McNite Earnings	\$2,303.03				\$2,303.03	\$273.67	\$2,576.70					582.886			
Mission Partnership Trust Earnings	\$9,932.86	\$121.59			\$10,054.45	\$197.49	\$10,251.94					424.511			
Christian Ed Grant	\$3,638.68				\$3,638.68	\$72.14	\$3,710.82					153.657			
Clergy Emergency	\$4,893.64				\$4,893.64	\$97.03	\$4,990.67					206.653			
Presby Revolving Loan	\$222,528.39				\$222,528.39	\$4,411.94	\$226,940.33					9397.115			
Subtotal	\$518,254.52	\$121.59		(10,000.00)	\$508,376.11	\$21,106.50	\$529,482.61					19,515.86			
<b>New Covenant Balanced Growth Funds</b>															
Contingency	\$73,798.15				\$73,798.15	\$2,823.79	\$76,621.94					605.707		126.5	
Fulton Fund	\$174,223.19				\$174,223.19	\$6,666.37	\$180,889.56					24.382			
Irvine Fund	\$2,934.93	\$36.82			\$2,971.75	\$112.57	\$3,084.32					1429.957			
Seminary Candidates Fund	\$966.31				\$966.31	\$36.96	\$1,003.27					7.931			
New Church Planting	\$182,733.91				\$182,733.91	\$6,992.06	\$189,725.97					1499.810			
Church Redevelopment	\$52,486.80				\$52,486.80	\$2,008.39	\$54,495.19					430.792			
Subtotal	\$487,143.29	\$36.82		0.00	\$487,180.11	\$18,640.14	\$505,820.25					3,998.579			
TOTAL	\$1,646,603.85	\$158.41		(10,000.00)	\$1,636,762.26	\$82,673.92	\$1,719,436.18					34327.359			

**COMMITTEE ON MINISTRY  
REPORT  
December 7, 2021**

The Committee on Ministry recommends that presbytery approve the following motions:

1. **Rev. Pat Roller and the East Kish Presbyterian Church:**
  - a. That presbytery approve the request of the Rev. Pat Roller and the congregation of the East Kishacoquillas Presbyterian Church, voted at a congregational meeting on September 5, 2021, to dissolve their call effective December 31, 2021, in order that Rev. Roller enter into honorable retirement.
  - b. That presbytery approve the request of the Rev. Pat Roller to be honorably retired, effective December 31, 2021
  - c. That presbytery approve the request of the congregation of the East Kishacoquillas Presbyterian Church, voted at a congregational meeting on September 5, 2021, to designate her as Pastor Emeritus of the East Kish Presbyterian Church.
2. **Rev. Pat Roller & Upper Tuscarora Presbyterian Church:**
  - a. That presbytery approve the part-time (twenty hours per week) temporary supply contract between the Rev. Pat Roller and the session of the Upper Tuscarora Presbyterian Church, beginning January 1, 2022, for up to twelve months, renewable, and
  - b. Re-appoint the Rev. Pat Roller as moderator of Upper Tuscarora Presbyterian Church, effective January 1, 2022.

**TERMS OF SERVICE** (*Terms of service summarized; full terms of service in COM minutes, November 10, 2021, pp. 80-81*):

**Job Description:** The pastor will:

- Preach 2 Sundays per month and the 5<sup>th</sup> Sunday. In addition, Easter and Christmas services
- Engage in pastoral care, contacting new people, and engage in outreach to the community
- Moderate the session and congregational meetings
- Attend local events and be a visible representative for the church

**Terms of service** (calculated on full year basis):

Cash Salary	\$9,000
Housing	\$15,000

Vacation: 1 month, including at least four Sundays

Governing body service: One week for program service, including Sunday

Mileage: Business travel reimbursed at I.R.S. standard (vouchered)

Severance, termination and extension of contract: 30-day escape clause

**3. CLP Janet Kephart and Altoona Juniata:**

- a. That presbytery approve the request of the session of the Altoona Juniata Presbyterian Church for the extension of the temporary supply relationship between ruling

elder Janet Kephart and the session of the Altoona Juniata Presbyterian Church, beginning February 1, 2022 for up to twelve months.

- b. That presbytery renew the commission to ruling elder Janet Kephart to be commissioned ruling elder and commissioned lay pastor of the Juniata Church for a period of up to twelve months, beginning February 1, 2022. The commissioned lay pastor remains a member of the Osceola Mills Presbyterian Church. Rev. Rob Bruinooge remains the lay pastor's mentor.
- c. That presbytery authorize ruling elder Janet Kephart, as the commissioned lay pastor of the Juniata Presbyterian Church, to administer the Lord's Supper, administer the sacrament of baptism, moderate the session and congregation, and have voice and vote in meetings of presbytery (such vote to be counted as a ruling elder commissioner).
- d. That presbytery re-appoint ruling elder Janet Kephart as moderator of the Juniata Presbyterian Church for the duration of her commission, beginning February 1, 2022.
- e. That presbytery authorize ruling elder Janet Kephart as commissioned lay pastor to perform a service of Christian marriage of members of her congregations or of the local community when invited by the session. Such service may only be performed within the geographical bounds of the presbytery. In performing such service of Christian marriage, the commissioned lay pastor shall follow all provisions of the Directory for Worship regarding marriage.

*(For full job description and terms of service, see COM minutes, November 10, 2021, pp. 85-86.)*

**3. Rev. Debbie Johnson and Milesburg Presbyterian Church and Bellefonte Presbyterian Church:**

- a. That presbytery grant the request of the Milesburg Presbyterian Church and the Rev. Deborah Johnson for the dissolution of their designated pastoral call, effective December 15, 2021, if the way be clear; and
- b. That presbytery grant the request of the Bellefonte Presbyterian Church and the Rev. Deborah Johnson for the dissolution of their designated pastoral call, effective December 15, 2021, if the way be clear; and
- c. That the stated clerk be authorized to dismiss the Rev. Deborah Johnson to the Presbytery of Albany on receipt of request for transfer in order that she might accept the contract for interim services of the Salem Presbyterian Church of Hebron, NY.

**COMMITTEE ON PRESBYTERY LIFE  
REPORT  
December 7, 2021**

The Committee on Presbytery Life recommends that presbytery approve the following revised job description and duties of the presbytery treasurer. Because this is an amendment to the Manual it requires two readings and a two-thirds majority for passage. The first reading took place at the June 29, 2021 presbytery meeting. CoPL re-affirmed the proposed language at its meeting of November 8. This is the second reading, and a vote will take place at this meeting.

Note: Text to be inserted is printed in italics:

**Treasurer Description and Duties**

- A. That presbytery amend the Manual of Administrative Operations by inserting a new M-6.0301 and M-6.0302. (*See attached text below.*)
- B. That presbytery amend the Manual of Administrative Operations by inserting a new Appendix V “Duties of the Treasurer, Administrative Assistant, and Bookkeeper” and renumbering appendices. (*See attached text below.*)

**M-6.03**      **Expenses of Committees:** Necessary expenses of the committees, teams, commissions, and working task groups will be paid by the presbytery’s treasurer in accordance with an adopted budget and upon receipt of proper vouchers.

**M-6.0301**      ***Process for Payment of Expenses:*** *The treasurer of the Corporation is the treasurer of the presbytery. Once bills of the presbytery are received by the administrative assistant and approved by the general presbyter, the bills are sent to the bookkeeper. If under \$1000, he/she will pay them with a stamp of the name of the treasurer. If over \$1000, the bills will be returned to the administrative assistant of the presbytery for another signature as approved by presbytery at the January meeting.*

**M-6.0302**      *Duties: SEE Appendix V.*

**Appendix V      Duties of the Treasurer, Administrative Assistant, and Bookkeeper**

*The duties of the presbytery treasurer, bookkeeper, and administrative assistant are:*

- a. *The treasurer will:*
  - 1) *Craft the budget with input from the bookkeeper, the administrative assistant, and committee chairs*
  - 2) *Oversee all spending in collaboration with general presbyter and stated clerk*
  - 3) *Keep a close watch over investments*
  - 4) *Present the monthly treasurer report to CoPL and to presbytery at their meetings*
  - 5) *Make sure the process is functioning appropriately*

- 6) *Authorize audits of the presbytery every five years and reviews in between, along with the bookkeeper*
- b. *The bookkeeper will abide by the bookkeeping service agreement between the Synod of the Trinity and the Huntingdon Presbytery and will:*
  - 1) *Process all check requests/invoices in a timely manner*
  - 2) *Record deposits as prepared and documented by Huntingdon Presbytery*
  - 3) *Perform monthly bank reconciliations*
  - 4) *Arrange with a third-party payroll service to move Huntingdon Presbytery to service that provides direct deposit and preparation of all tax document – and submit pay requests in accordance with Huntingdon's employee agreements*
  - 5) *Prepare financial reports as requested by the Huntingdon Presbytery general presbyter and/or treasurer*
  - 6) *Submit reports/payments to GA and the Synod, in accordance with directions from Huntingdon Presbytery*
  - 7) *Assist in preparation of statements to congregations, by providing the information necessary to prepare such statements*
  - 8) *Other financial services as seem reasonable by both the Synod and Huntingdon Presbytery*
  - 9) *Provide Huntingdon Presbytery with information necessary for Huntingdon's year end audit*
  - 10) *Provide monthly reports to the presbytery treasurer*
- c. *The administrative assistant will:*
  - 1) *Confirm receipts of money*
  - 2) *Communicate the approval of expenditures between the presbytery and synod*

**VISIONING TEAM  
REPORT  
December 7, 2021**

**For action:** The Visioning Team recommends that presbytery approve “Reflections on the Journey” as the Theme for 2022 will be “Reflections on the Journey.”

**Explanation:**

In 2022 we will be in the fourth year of living into the new organizational structure for the Presbytery. This theme will not only challenge us to look at the effectiveness of the Presbytery structure but also encourage us to look closely at how we are interacting with the congregations and members throughout the Presbytery. The Visioning Team will work with the other committees and leaders to encourage reflections on a specific aspect of our faith journey by consideration of some general questions.

**Questions might include:** What work in this area are we doing that gives us joy? What can we do better? What new thing can we try? What help do we need to accomplish our goals? What experiences can we share to help others on their journey? How does what we do in this area honor and glorify God?

***For example, the monthly focuses might be:***

- Helping Others through Missions
- Cooperation with Other Churches and Religious Traditions
- Reaching Out to Young People
- Reaching Out to the Elderly
- Reaching Out to the Unchurched
- Worship Services
- Music in the Church
- Stewardship
- Encouraging Others on Their Walk
- Fostering Bible Literacy
- Promoting Social Righteousness and Justice
- Nurturing Fellowship

**Other possible topics include:**

- Faithfulness,
- Peacemaking,
- Prayer Life





**STATED CLERK  
REPORT  
December 7, 2021**

**For information:**

1. The records of the Altoona Providence Presbyterian Church and Houtzdale Presbyterian Church were submitted for review and approved without exception.
2. Watch for statistical report mailing. Annual reports are due January 31, 2022.

