**COMMISSION ON MINISTRY AND MINISTRY PREPARATION**
**Meeting Minutes - January 25, 2023**

The meeting of the Commission on Ministry and Ministry Preparation was held via Zoom and called to order by Linda Kennan at 10:00 a.m., January 25, 2023, following devotions and prayer by Janette Gonzales.

Members present: Bill Bowen, Robbie Carnes, Lynn Franko, Janette Gonzales, Al Hosler, Christina Jensen, Linda Kennan, Scott Kroener, Rob Minard, Brant Piper, Philomena Ofori-Nipaah, Kim Strunz, John Tapley, Cassie Todd and Jane Young.

Presbytery staff present: Ted McCulloch, Stated Clerk and Staci Percy, Communications Manager/Recording Clerk.

Members excused: Jon Baker, Andrew Pomerville, Ed Savage and Paul Ytterock.

The following item was voted on via email after the November meeting took place.

MOTION WAS SUSTAINED to approve the full-time pastoral call between the Rev. Ruth Estell and Saginaw-Second effective February 1, 2023 and to permit her to be a temporary member of the presbytery. (She is a member of the RCA.) Terms are as follows:

| | |
|---|---|
| Salary | $40,000 |
| Housing Allowance | $15,000 |
| Medical (PCUSA) | $8,121.36 |
| Pension (RCA) | $7,734 |
| Death & Disability (RCA) | $649.20 |
| Temporary Disability (PCUSA) | $250 |
| Study Leave Allowance | $1,500 |
| Continuing Education Allowance | $2,500 *** |
| Professional Expenses | $700 |
| Travel Reimbursement/Car Allow | At current IRS Rate up to $1,500 |
| Moving Expenses | N/A |
| SECA Reimbursement | $3,825 |
| Vacation Time | 4 weeks including 4 Sundays |
| Study Leave | 2 weeks including 2 Sundays |
| Continuing Education Leave | 1 week including 1 Sunday |
| Maternity Leave | Following the birth or adoption of a child: eight (8) weeks at full compensation (including salary and housing). Vacation time may be taken in addition to the 8 weeks maternity leave extending the leave to twelve (12) weeks paid. |

*** Continuing Education Allowance shall be used for the Commission on Ministry and Ministry Preparation (COMMP) required Polity, Finance, and Administration classes.

A brief introduction of members and welcoming of new members was held.

MOTION WAS SUSTAINED to approve the agenda.

MOTION WAS SUSTAINED to approve the minutes of the November 16, 2022 stated meeting.

Discussion was held regarding the election of the Moderator and Vice Moderator for 2023.

The Stated Clerk assumed the chair.

MOTION WAS SUSTAINED to elect Linda Kennan as Moderator for 2023.

No Vice Moderator was elected.

The Moderator assumed the chair.

The **STATED CLERK REPORT** was given by Ted McCulloch. The upcoming communion training for elders was discussed.

The **ADMINSTRATIVE TEAM** report was given by Ted McCulloch.

MOTION WAS SUSTAINED to approve the part-time (approximately 48 days/year) CRE Covenant renewal between Elder Jon Baker and Rosebush for a period of one year effective November 1, 2022. Terms are as follows:

| | |
|---|---|
| Cash Salary | $200/week |
| Vacation Time | 4-8 Sundays |
| Study Leave | N/A |

The Rev. Andrew Miller will continue to serve as his mentor.

MOTION WAS SUSTAINED to approve the part-time CRE contract renewal between Elder Liz Long and Ithaca-Lafayette effective January 1, 2023 for a period of one year. Terms are as follows:

| | |
|---|---|
| Salary | $160/week |
| Travel Reimbursement | At current IRS Rate |
| Vacation Allowance | 4 weeks including 4 Sundays |
| Study Leave | 2 weeks including 2 Sundays |

The Rev. Ted McCulloch will serve as her mentor.

MOTION WAS SUSTAINED to approve the part-time CRE contract between Elder Mark Garavaglia and Sandusky and Yale-First congregations effective January 1, 2023 for a period of one year. Terms are as follows:

| | |
|---|---|
| Salary | $600/week (split 50/50 by each church) |
| Medical | $600/month |
| Continuing Education | $1000/year |
| Travel Reimbursement | At current IRS Rate |
| Vacation Allowance | 4 weeks including 4 Sundays |
| Study Leave | 2 weeks including 2 Sundays |

The Rev. Robbie Carnes will serve as his mentor.

Discussion was held regarding the upcoming changes at Grand Blanc-Kirkridge, Croswell-First and Holly.

MOTION WAS SUSTAINED to appoint the following people to Moderate the indicated congregational meetings and sessions:

- John Tapley, Caro-First's congregational meeting on February 12, 2023.
- Brant Piper, Croswell-First's congregational meeting on January 29, 2023.
- Christina Jensen, Croswell-First's session meetings effective immediately.
- Linda Kennan, Grand Blanc-Kirkridge's congregational meeting on January 29, 2023.
- Kate Morritauk, Grand Blanc-Kirkridge's session meetings effective immediately.
- Robbie Carnes, Grand Blanc-Kirkridge's congregational meeting on February 26, 2023.
- Robbie Carnes, Holly's congregational meeting on January 29, 2023.
- Lindsey Carnes, Holly's session meetings effective immediately.

MOTION WAS SUSTAINED to direct the Stated Clerk to move Glenn Grant to the status of Honorably Retired effective January 31, 2023.

The **COMMISSION ON PREPARATION FOR MINISTRY** report was given by Robbie Carnes.

Discussion was held regarding the cost of psychological examinations that are required of all Inquirers before they can be moved to Candidate status.

Business was suspended while our Board of Pensions representative, Luke Choi, gave a presentation on the recent changes to the plan.

A brief break was taken after the Board of Pensions report.

Business resumed with the Committee on Preparation for Ministry report.

MOTION WAS SUSTAINED to approve amending the Committee on Preparation for Ministry Handbook to indicate that the presbytery would pay the full cost of the psychological examinations that are required by all Inquirers prior to being moved to Candidate status.

MOTION WAS SUSTAINED to approve the updated grant proposal amendment and form as presented. [ATTACHMENT A]

Discussion regarding funds for Candidates and Inquirers was moved to the February COMMP meeting in order to allow for an appropriate length of discussion time.

The **TRANSITION TEAM REPORT** was given by Linda Kennan. There will be a meeting with the Flint area congregations on February 4, 2023 to discuss ministry models/options.

**GENERAL BUSINESS** was presented by Linda Kennan.

Subteam/committee assignments were discussed. Rob Minard will be assigned to the Admin Team and Jane Young will be assigned to the Interview Team. All other assignments remain the same as 2022.

The thank you letter was shared from Houghton Lake-Kirk of the Lakes regarding the technology grant request that COMMP approved for them last year.

Information was shared regarding W9's for Pulpit Supply.

A request to review the guidelines for payment of Pulpit Supply when a service is cancelled was referred to the Admin Team. They will discuss it and bring a recommendation to a future meeting of COMMP.

A request for salary information on called and installed clergy in the presbytery was referred to the Admin Team. They will discuss it and bring a recommendation to a future meeting of COMMP.

A need for devotion leaders for meetings was discussed. Robbie Carnes volunteered to cover the February meeting devotions. Discussion on volunteers for the remainder of the year will be placed on the February meeting agenda.

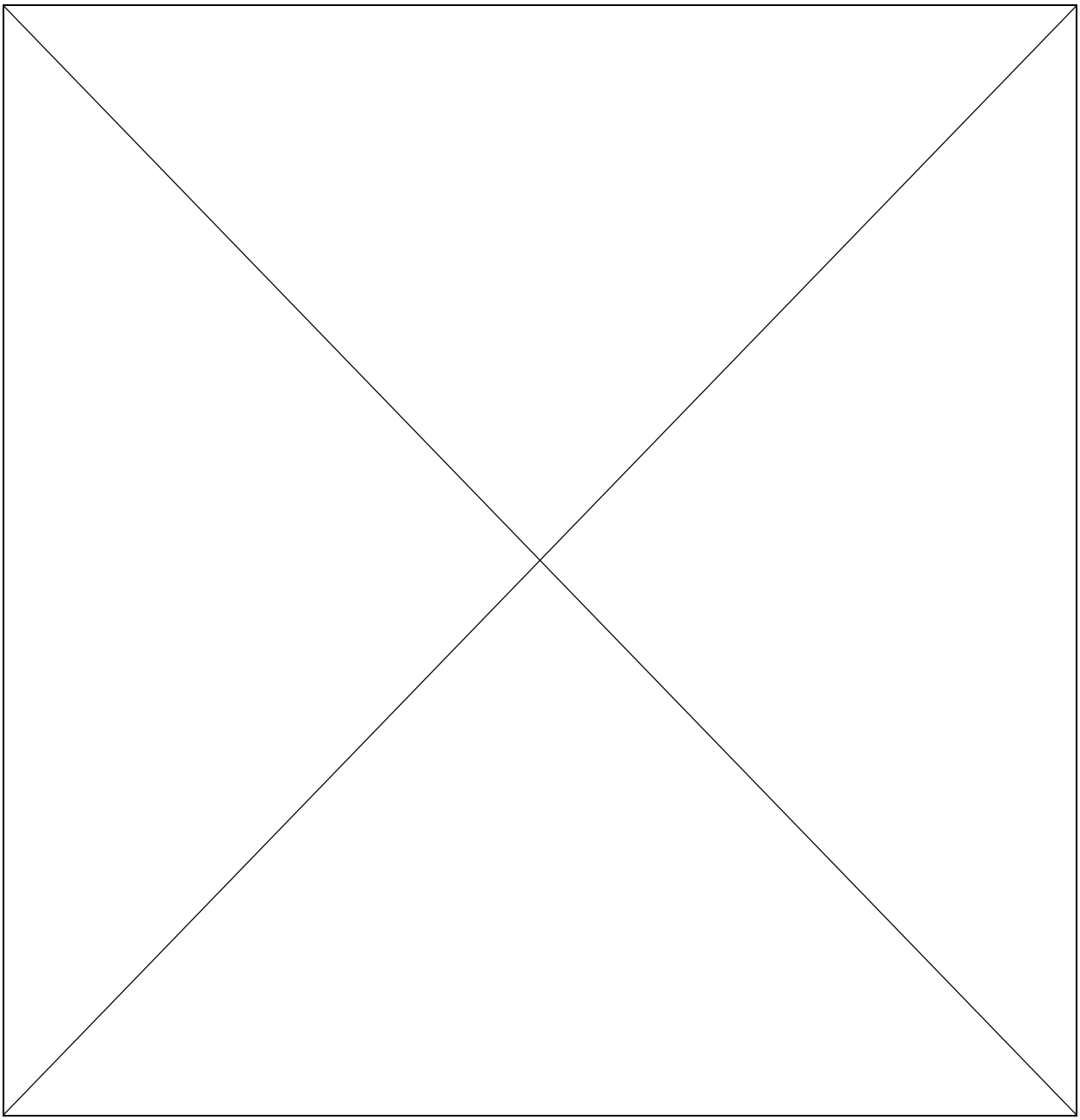
It was noted that the normal meeting date for February would be Ash Wednesday.

MOTION WAS SUSTAINED to move the February meeting to February 15, 2023 at 11:00am via Zoom.

Staci Percy will send an email reminder early next week.

MOTION WAS SUSTAINED to adjourn at 12:20pm following closing prayer Janette Gonzales. The next scheduled meeting of the Commission on Ministry and Ministry Preparation will be held Wednesday, February 15, 2023, at 11:00am via Zoom.

Staci Percy
Communications Manager/Recording Clerk



# ATTACHMENT A – Grant Guidelines

**Preparation for Ministry Grant Guidelines**

**1.** A fund has been established by the Presbytery of Lake Huron, and is administered by the Preparation for Ministry Team, from which grants can be provided for Inquirers and Candidates under care.

**2.** At each service of installation and/or ordination of ministers of the Word and Sacrament in the Presbytery of Lake Huron, an offering shall be taken to be placed within the CPM fund. If such service takes place during a regular Sunday worship of a particular church, the session shall designate a part of the offering received that morning for the CPM fund.

**3.** The Preparation for Ministry Team is responsible for policy, administration and determining qualifications for grants from the CPM fund.

**A.** Grants shall be made to applicants enrolled and attending seminary with the intention to receive a M.Div. The intent of the grant is to help defray educational costs and reduce student indebtedness. They are provided in addition to whatever scholarship or loan received by the applicant. Should the applicant be fully funded to seminary, a grant may not be awarded. Further, should the applicant withdraw from her/his studies prior to graduation/ordination, it is anticipated the grant for that year be returned.

**B.** Application for a grant will be made directly to the Preparation for Ministry Team using the attached form. Inquirers and Candidates may apply for up to $1500 per academic year defined as June-May. Recipients may reapply for the award. The total cumulative amount shall does not exceed $4500.

**C.** Not all circumstances can be anticipated. The CPM intends to remain flexible to meet existing, changing, and unanticipated needs of individual applicants.

**D.** The approval and the amount of every grant will be determined by the Preparation for Ministry Team and reported to the COMMP and the Presbytery.

**4.** The CPM fund will not be used for loans scheduled for repayment. Awarded grants are intended only to be used for educational expenses, ordination exam fees, and similar expenses.

**5. Disbursement.** Checks will be made to the individual or the educational institution or program where they are enrolled. Individuals may be asked to provide verification of how funds were spent.

**Preparation for Ministry Grant Application**

**Personal Information:**

Name:

Mailing Address:

Email:

Phone Number (please circle one: cell, home, work, other)

**Ecclesial Information:**

Home Church:

Date Joined:

Presbytery Status (circle one): applying for inquiry, inquirer, candidate

**Educational Information:**

Name of Seminary:

Address:

Degree Pursuing:

Expected Completion Date:

**Award Request:**

Amount Requested:

Applying for the School Year of:

If Awarded, disbursement check requested to go to:

Intended Use of Grant if Received (please be specific):

| | |
|---|---|
| **OFFICE USE ONLY:** | |
| **Date Received:** | **Date Reviewed by MPT:** |
| **Awarded Amount:** | **MPT Moderator Signature:** |

**Financial Information:**

| **Resources:** | **Estimated Expenses:** |
|---|---|
| Savings: | Tuition/Fees: |
| Grants/Scholarships Awarded: | Room/Board: |
| Sponsoring Church Assistance: | Books/Supplies: |
| Employment: | Personal: |
| Loan: | Transportation: |
| Family Contribution: | Other: |
| Other: | |
| Total Resources: | Total Expenses: |

**Additional Information:**

Are any persons dependent upon you for their financial support? If so, please list their names and relationship to you.

Are there any special circumstances or conditions which affect your financial need or access to resources? If so, please explain below.

Do you have any outstanding debt obligations? If so, please give the total amount and describe the terms of interest and repayment (include auto loans).

| | | |
|---|---|---|
| Amount: | Rate of Interest: | Due and Payable: |
| Amount: | Rate of Interest: | Due and Payable: |

**I agree that the information I have provided in this request may be shared with the educational institution in which I am enrolled, and I authorize responsible officials of that institution, which is named in this request, to release record information concerning myself to the Ministry Preparation Team of Lake Huron Presbytery for the purpose of determining assistance to be granted by the Presbytery.**

**Applicant's Signature:** **Date:**