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**Commission on Ministry Report to Presbytery  
Presbytery of Northeast New Jersey  
November 20, 2021**

**A. Motions for Presbytery from Commission on Ministry (COM)**

- 1) Approve the Minimum Terms of Call for 2022
- 2) Approve the Warrant for an AC for New Milford at the request of that session.
- 3) Approve the Warrant for an AC for Calvin Linden at the request of that session.

**B. Actions taken by the Transitions Team (Convener Madelynne Lindsey)**

1. The MIF for an Associate Pastor (Designated) at First Presbyterian Church of Springfield was APPROVED with one abstention.
2. New Milford Presbyterian Church Session requested to have Presbytery form an Administrative Commission to dissolve the congregation was APPROVED.
3. Old First, Newark – It was noted for information only, that the contract for Betty Tom will be renewed as the congregation is under the jurisdiction of a Synod of the Northeast, no action was required of COM.
4. APPROVAL to extend Rev. Osy Neusch, Interim Pastor of South Bergenfield as Designated Pastor for a two-year period with his Terms of call reclassified.
5. APPROVAL to allow Ruling Elder Joe Martinoni's pulpit covenant to conduct communion at the Mountainside Presbyterian Church who was trained and authorized to preside communion by both Elizabeth and Newton Presbyteries.
6. APPROVED Administrative Commission for the purpose of ordaining and installing Daniel Velez-Acevedo as Associated Pastor of the First Presbyterian Church of Cranford: Members of the Commission are:
  - Marcus Lambricht
  - Jan Willen
  - Victor Aloya
  - Molly Dykstra
  - Dave Rodman
  - Donna Graziano

**Note: Additional personnel was requested to increase diversity.**

**7. Springfield – First Presbyterian Church** – Roberta Ayers, PNC Chair, reported that the PNC is making progress on the designated pastor position but has found that some applicants may be qualified for the Head of Staff position. They are asking that they be permitted to do both searches in tandem. **NOT APPROVED** COM Recommended that they focus on the Designated Pastor search for now.

**8. Cranford – First Presbyterian Church** - The job description for an Interim Pastor, including proposed terms of call was **APPROVED**

**9. Wallington** – First Presbyterian Church – Rev. Peter Carey, long time pastor died in September. Betty Fetzer, CLP will serve as moderator of the Session **APPROVED**. Rev. Lynn Rubier-Capron will provide support.

**10. Montclair – Central Presbyterian Church** – Rev. Doris Glaspy reported that the MIF for interim pastor is almost ready for review by COM.

**11. West New York – Iglesia Presbiteriana Methodista** – Robert Mason reported that the Methodist Church has notified our Presbytery that they will be severing their relationship with the congregation. The property which was originally owned by the PCUSA will return to the Presbytery of Northeast NJ. All other assets will be subject to division.. Jeremy, Steve and perhaps Tania Nemeth, along with Robert will be involved with this unfolding situation.

**12. Cranford -First Presbyterian Church – The Mission Study** was presented and **APPROVED with permission to form a PNC to search for a Senior Pastor.**

**13. Westminster, Berkley Heights – The Mission Study** was **APPROVED, and permission was given to form a PNC with CONCERNS.**

### **C. Terms of Call**

1. The team met with Berj Gulleyan to consider the request of the **Session of the Ramsey church** to hire him as the full-time Interim Pastor and to continue in his validated ministry role at the Church of the Risen King. The request was **APPROVED** at the following Terms of Call:

- a. Cash Salary - \$25000
- b. Housing Allowance - \$45000
- c. 4 Weeks' vacation including 5 Sundays
- d. 2 weeks' educational leave
- e. Mileage allowance – 2500
- f. Board of Pension dues are being paid by the Church of the Risen King.

2. **The Session of South Presbyterian Church** offers the following Terms of Call for each year of the two-year contract covering the period from September 1, 2021 to August 30, 2023:

#### Effective Salary

Cash Salary: \$67,626

Housing (Manse Value): \$20,288

Total: \$87,914

#### Benefits:

Self-Employed Social Security Allowance: \$ 6,725

Pension/Medical/Dental/Death Benefits: \$34,160

Total: \$40,885

#### Reimbursable Expenses:

Continuing Education: \$2,000

Professional Expenses/Auto: \$2,500

**Total: \$4,500**

**LEAVE:**

Five weeks of vacation (including 5 Sundays)

Two weeks of continuing Education (including 2 Sundays)

**3. United Presbyterian Church – Paterson** – The team met with Ruling Elders Lawrence Stephens, III and Elijah Page and with Teaching Elder Danny Mitchell to consider the congregation's request to invite Danny to serve as Interim Pastor. The request was **APPROVED**. The terms of call are as follows. Danny indicated that some small modifications may be required within the terms to address some housing concerns.

**Terms of Call (annualized):**

a. Cash salary \$45,200

b. Housing & utilities\* \$ 14,800

c. Continuing Education \$1,000 to be paid by an accountable reimbursement plan

d. Travel & ministry expenses \$2,500 to be paid by an accountable reimbursement plan with automobile expenses reimbursed at the current allowable Internal Revenue Service rate of 56¢ per mile

e. Pension & Medical Benefits \$ 22,200 (37% of a. & b.)

**TOTAL: \$ 85,700**

f. Other allowances or reimbursable expenses as agreed upon.

Housing & Utilities OR the provision of a manse with all utilities paid by the church including basic telephone. Indicate appropriate cash value above, for use in Pension & Medical Benefits calculations.

**Additional Terms of the Covenant**

a. Vacation – One month (31 days) per year including 5 Sundays to be taken any time after three (3) months of service (subject to approval of the session). Vacation cannot be carried over from one year to the next.

b. Holidays – New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If ministerial services are required on any holiday, then another day shall be substituted for the holiday.

c. Study Leave – Fourteen (14) days of study leave per year including two (2) Sundays, to be used for the growth in skill or knowledge relating to this specific ministry. There is no compensation for unused study leave.

d. Sick Time – One day of sick leave shall be accumulated for each month of service. There is no compensation for unused sick leave.

**D. Actions taken by the Administration Team (Convener Rev. Mike Capron)**

1. Mike Capron, reported that the Team reviewed and APPROVED the agreement between Hector Herrera and the Tokyo Union Church. They referred Hector to the Membership Team for examination for ordination.

2. The team **APPROVED** the Terms of Call for the Rev Berj. Gulleyan as interim pastor of the First Presbyterian Church of Ramsey.

3. The team discussed the request from Samuel Park to continue his church planting ministry in Leonia as a validated ministry of the Presbytery.

4. A **Task Force** should be created for the purpose of a more in-depth analysis to the pay structure of a CRE. The Administrative Team is in favor of the creation of a Task Force. We ask that those who are interested in serving discuss the charge and scope of the Task Force with the Administrative Team. Additionally, Minimum Terms of Call are just that-minimums. Pastors and CREs alike are afforded the opportunity to advocate for their terms of call.

#### **6. Boundary Training**

The PNENJ administrator should send the Boundary Training Flyer to all TE in the PNENJ. It is important to have accurate records of who is in compliance. And it would also be helpful to set a policy of compliance. It is a requirement of the presbytery insurance that every person being paid for pastoral/educational service in a church should receive Boundary Training every three years, along with certain people in validated ministries. The committee will look into some options for various types of training. The committee also strongly agreed that much damage is done by pastors who refuse to follow boundary guidelines.

#### **7. Validated Ministry Beyond Congregations**

Any discussion of Validated Ministries Beyond Congregations needs to begin with an understanding of who within the Presbytery is serving in a Validated Ministry beyond our congregations; and at the very least to remind TE serving in Validated Ministries are held to the same compliance standards as TE serving congregations. Once there is an understanding of the depth and breadth of those who serve in a Validated Ministry then a criteria for validated ministry can be discerned, i.e., whether there are distinctions between validated ministries suitable for experienced ministers and those suitable for candidates as a first call, and what is required as responsible participation in the work of the presbytery and participation in faithful fellowship.

#### **Other Business**

Kirk Woodward presented the members of the Administration Commission for the Installation Service of CP Allegra Hoots at United Presbyterian Church, Plainfield . The Service is scheduled for September 19<sup>th</sup>. **APPROVED**

Heather Grandon  
Kirk Woodward  
Debra Kirk

Greg Horn  
David Berry  
Deborah Jacoby  
Doris Peterson  
Loretta Hazelwood

**The following deaths were reported**

Rev. Dr. Peter Carey – Wallington Presbyterian Church

Rev. Dr. Paul Boger St – Church on the Green - Bloomfield

**2. Central Presbyterian – Montclair:** David Noble has retired. Rev. Doris Glasby was appointed to serve as Moderator of the Session with Elder Nick Stevens as a second, if needed.

**E. Membership Team (Convener Rev. Roberta Arrowsmith)**

1. Team met with Sara Benedetti, to approve her call as Associate Pastor of Children, Youth and Family Ministries at the Presbyterian Church of Westfield. The Team **APPROVED** her Terms of Call.
  
2. The team met with **Samuel Park**, a member of Missouri River Valley Presbytery. He is seeking to join the Presbytery of Northeast New Jersey. **APPROVED**
  
3. The membership commission **MOVED AND VOTED** to approve the Ordination Commission for Hector Herrera's ordination to be held Friday, October 8, 2021, 8:00 P.M, virtually. **The commission consists of:**
  - Rev. Dr. Victor Aloyo (Nuevas Fronteras)
  - Rev. Jeremy Jinkins (Westfield)
  
  - Rev. Wanda Lundy (Preside/Moderator)
  
  - Rev. Jennie Salas (Nuevas Fronteras)
  
  - Rev. Barbara Jenkins Shaw (Pres. of Northeast NJ - former pastor @Tokyo Union Church)
  
  - Rev. Steve Yamaguchi (Tokyo Union Church)
  
4. The membership commission **MOVED AND VOTED** to approve the Ordination Commission for Christine Park 's ordination to be held on Sunday, October 10, 2021.  
**Ordination Commission Members:**
  - The Rev. Penny Hogan, Pastor, West Side Presbyterian Church, Ridgewood
  - The Rev. Joo Whang, Pastor, True Light Church, Paramus
  - Donna Flagg, Elder, First Presbyterian Church, Ridgewood
  - Bill Burdick, Elder, West Side Presbyterian Church, Ridgewood
  - The Rev. Dr. Wanda Lundy/ Moderator

5. The Commission reviewed the warrants for the Administrative Commissions to Serve New Milford and Calvin Linden, and recommends them to Presbytery for approval.

**G. Special Training Held**

**August meeting** :The role and work of the COM Liaison led by Rev. Cheryl D. Galan who serves as the Interim Executive Presbyter of Carlisle Presbytery.

**September Meeting** Carrie Mitchell from Board of Pensions presented the available plans, what they cost and how to structure terms of call.