

## **JOHN CALVIN PRESBYTERY**

### **Report of Administrative Ministries Committee**

#### **FOR ACTION:** (\* items are included in the consent agenda.)

1. \*That the financial reports for January 1 – June 30, 2023 be filed for review: Balance Sheet, Budget vs Actuals Report, and Per Capital/Shared Mission/Special Offerings Report.
2. **Motion:** that John Calvin Presbytery add the following Book of Order items to the JCP Steps for the Sale of Property to appear at the bottom of the document. [The rationale is that this addition would serve as a reminder to the presbytery, its committees and commissioners, Administrative Commissions, Sessions, church members etc. regarding property and our shared responsibility as good stewards, especially when church grounds, buildings, Manse, etc. are to be sold.]
  - G-4.0201 **Property as a Tool for Mission** The property of the Presbyterian Church (U.S.A.), of its councils and entities, and of its congregations, is a tool for the accomplishment of the mission of Jesus Christ in the world.
  - G-4.0202 **Decisions Concerning Property** The provisions of this Constitution prescribing the manner in which decisions are made, reviewed, and corrected within this church are applicable to all matters pertaining to property.
  - G-4.0203 **Church Property Held in Trust** All property held by or for a congregation, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a congregation or of a higher council or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.).
  - G-4.0205 **Property of a Dissolved or Extinct Congregation** Whenever a congregation is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).

#### **FOR INFORMATION:**

##### **Actions taken:**

1. AMC voted to move \$50,000. from the CFO Cash Fund to the Great Southern Bank account.
2. The Administrative Ministries Committee serves as Trustees on behalf of the presbytery. It is vitally important that the information requested in the Policy for the Sale of Property be completed and forwarded to the AMC. We need the information in advance to move forward as quickly and smoothly as possible.

3. Stated Clerk Becky Schwandt 90-day review has been completed.
4. AMC is working on a model policy for congregations to consider for recycling and ecology to care for God's good creation.
5. AMC is reviewing the JCP Personnel Policy.
6. The AMC is currently looking for a person(s) to serve as a Recording Clerk to take minutes during Presbytery meetings.
7. AMC recommended to General Council that JCP have an Assistant Treasurer to both learn the work and fill in for the Treasurer when needed, with an eye toward future service to JCP as the elected Treasurer when a vacancy occurs.
8. AMC is working on job descriptions for the Bookkeeper, Treasurer, and Assistant Treasurer, as well as the Presbytery Recorder.
9. Reviewed and approved minutes of meetings through June 27, 2023.
10. AMC's work with Presbyterian Foundation on the two programs, Regeneration and Runway, is ongoing.
11. AMC is working on revising the JCP Expense Voucher.