

**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 – September 30, 2023 be filed for review: Budget vs Actuals Report, Balance Sheet, and Per Capital/Shared Mission/Special Offerings Report.
2. That John Calvin Presbytery continues the agreement begun in 2020 whereby the Presbytery provides a grant of \$11,500 to First Presbyterian Church, Webb City, Missouri to pay for pastor’s participation in medical dues in the Board of Pensions for the Reverend Charles Spencer, which will cover the Spencer family with a savings to John Calvin Presbytery of about \$16,000 for the year 2024.
3. That the Terms of Call for 2024 and 4% salary increase for the Executive Presbyter, Ruling Elder Malinda Spencer, be approved:

	Actual 2023	Proposed 2024	Increase
Salary	61,337.00	63,790.50	2,453.50
Housing	0	0	0
Board of Pensions-medical	11,500.00	11,500.00	0
Board of Pensions - death & disability	5,827.00	6,454.37	627.37
Continuing Education	3,000.00	3,000.00	0
Professional Expense/travel	12,000.00	12,000.00	0
Technology expense	1,200.00	1,248.00	48.00
Presbytery Leadership Formation	3,000.00	3,000.00	0
4 weeks of vacation			
2 weeks of study leave			
Total	97,864.00	100,992.87	3,128.87

4. That the Terms of Call for 2024 and 4% salary increase for the Stated Clerk, Rev. Becky Schwandt, be approved:

	Actual 2023	Proposed 2024	Increase
Salary	17,472.00	18,171.00	699.00
Housing	0	0	0
Board of Pensions-medical	0	0	0
Board of Pensions - death & disability	0	0	0
Continuing Education	1,500.00	1,500.00	0
Professional Expense/travel	6,000.00	6,000.00	0
Stated Clerk Retirement	1,200.00	1,248.00	48.00
4 weeks of vacation			
2 weeks of study leave			
Total	26,172.00	26,919.00	747.00

FOR INFORMATION:

Actions taken:

1. AMC recommended to General Council that Per Capita be set at \$40.25 with the following breakdown: General Assembly-\$9.80; Synod of Mid-America-\$3.15; JCP-\$27.30.
2. AMC recommended to General Council that Greg Emery's status be changed from an employee of John Calvin Presbytery (Transitional Pastor) to a consultant. \$12,000 will remain in the budget. This would allow JCP churches in need of Greg's services to continue working with him with these churches paying one half of Greg's fees and John Calvin Presbytery matching, in keeping with the budget. The Committee on Ministry would be consulted to make these arrangements.
3. AMC recommended to General Council that the proposed 2024 John Calvin Presbytery Budget be approved.
4. AMC approved a 4% increase in salary for John Calvin Presbytery staff.
5. Reviewed and approved minutes of meetings and email votes through September 22, 2023.
6. AMC is in the process of completing JCP staff annual evaluations.
7. AMC is revising the Presbytery Expense Voucher Form.

8. AMC is working on a Recycling and Ecology policy to make available to JCP as a model for congregations to consider as they take steps toward care for God's good creation.
9. The AMC is currently looking for a person(s) to serve as a Recording Clerk to take minutes during Presbytery meetings.
10. John Calvin Presbytery has received a \$50,000 donation to be used toward Rural Pastoral Leadership Scholarships. Details will be available at a later date.
11. The KPM annual independent Accountant Review of last year has been received. The committee and staff (Treasurer and Executive Presbyter) will be reviewing the report.