

**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, 2024 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 \$15,000 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 for the year 2025.

3. That the Terms of Call for 2025 and 2.6% salary increase for the Executive Presbyter, Ruling Elder Malinda Spencer, be approved:

	Actual 2024	Proposed 2025	Increase
Salary	63,790.50	65,513.00	1,722.50
Housing	0	0	0
Board of Pensions-medical	12,500.00	15,000.00	2,500.00
Board of Pensions - death & disability	6,454.37	6,551.00	96.63
Continuing Education	3,000.00	3,000.00	0
Professional Expense/travel	12,000.00	12,000.00	0
Technology expense	1,248.00	1,248.00	0
Presbytery Leadership Formation	3,000.00	1,500.00	-\$1,500.00
4 weeks of vacation			
2 weeks of study leave			
Total	101,992.8 7	104,812.00	2819.13

4. That the Terms of Call for 2025 and 2.6% salary increase for the Stated Clerk, Rev. Becky Schwandt, be approved:

	Actual 2024	Proposed 2025	Increase
Salary	18,171.00	18,662.00	491.00
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	1,248.00	1,280.45	32.45
4 weeks of vacation			
2 weeks of study leave			
Total	26,919.00	27,442.45	523.45

FOR INFORMATION:

Actions taken:

1. AMC recommended to General Council that the 2025 Per Capita be set at \$42.00 with the following breakdown: General Assembly-\$10.84; Synod of Mid-America-\$3.15; John Calvin Presbytery-\$28.01, for a total increase of \$1.75.
2. AMC approved a 2.6% staff compensation/cost of living increase for 2025.
3. AMC recommended to General Council that the proposed 2025 John Calvin Presbytery Budget be approved.
4. Reviewed and approved minutes of meetings and email votes through August 21, 2024.
5. AMC recommended to General Council that they receive and approve the model for Church Dissolution/Dismissal Policy for JCP based upon a policy from the Presbytery of Coastal Carolina.

General Council was given the following information on this policy in accordance with the AMC's discussion:

A discussion of a document outlining the distribution of funds from the closing of Church properties focused on the use of assets to develop new worshipping communities and church revitalization. The guidelines provide a formula for dividing assets to accomplish this objective while allowing individual Churches some input as to the dispensation of a certain percentage of funds.

AMC recommends that General Council approved the guidelines which would include 70% to Church development and redevelopment/revitalization, 10% to the [JCP] Contingency Fund/Operating Fund and 20% to entities previously supported by the congregation and or previously approved Presbytery Designated Funds/Presbytery Mission Commitments. The guidelines are based on a policy from the Presbytery of Coastal Carolina.

6. AMC recommended to General Council to approve the regular practice of naming an AMC member to serve on future AC's dealing with the sale of church properties and church finances.
7. AMC recommended to General Council that Christine Iannucilli be named the AMC representative serving on the AC for Woodland Heights Presbyterian Church.
8. Update on the Sale of Church Property
 - Woodland Heights Presbyterian Church Property-An AC is working with them to assist with the sale. The AC and the session were asked to complete the JCP Steps for the Sale of Property form.
 - AMC voted to grant permission for Woodland Heights Presbyterian Church to list their building for sale.
9. JCP Treasurer, Dennis Winzenried sent out letters to the congregations in JCP thanking them for their support and reminding them of where they stand with the per capita and shared mission pledges.
10. Patty Orchard from First Presbyterian Church - Mountain View has agreed to serve as Assistant Treasurer for JCP.
11. The AMC continues to seek someone to act as Recorder for Presbytery Meetings held on Thursdays. Scarlett Cormack continues to serve as Recorder for the Saturday meetings. The Recorder receives \$100 plus mileage and meal for in person meetings. We have asked Becky Schwandt to provide AMC with the description of duties the Recorder would be responsible for prior, during, and after the JCP meetings. The Recorder will be working directly with the Stated Clerk, and we felt it was important to glean information from Becky.
12. AMC approved a new fillable JCP Expense Voucher form for purchases and reimbursements.
13. The Annual JCP staff reviews are underway.
14. The AMC formed a subcommittee to address the \$60,000 shortfall in Shared Mission. The subcommittee will consider ways such shortfalls can be communicated throughout the presbytery and how this difference can be met both in the present and future.
15. Malinda continues to be in conversation with Paul Greer from the Presbyterian Foundation on creating a conference to help JCP discern its financial direction in the coming years for doing its ministry. AMC will be looking at facilitating this in 2025.
16. At the August 11, 2024 Called Presbytery Meeting, Paul Greer of Presbyterian Foundation led a stewardship workshop following Jonathan Kimball being commissioned as CRE at FPC Rolla.