

### **CALL TO ORDER**

The Presbytery of Southern Kansas gathered at 9:00 a.m. on Tuesday, November 10, 2015 at First Presbyterian Church, Wichita, KS.

### **OPENING WORSHIP**

The worship service, was led by the Rev. Dr. Brent Johnston, Rev. Laura Frazey, PSK Moderator, and Rev. Denise Pass, PSK Moderator Elect.

The offering received of \$534 will go to 1001 Worshiping Communities, specifically for travel expenses for Rev. Odir Flores, pastor of two Spanish speaking congregations in Dodge City and Garden City, KS.

### **OPENING BUSINESS**

The Rev. Laura Frazey, Moderator, called the meeting to order with prayer.

A quorum was declared present by the Stated Clerk, Rev. Jan Brooks. (see Appendix B)

Additional handouts for the meeting are available at the registration tables.

Anyone wishing to speak on the floor during the meeting should come to the microphone, be recognized by the Moderator/Moderator Elect and identify themselves.

All comments are to be directed to the Moderator/Moderator Elect.

All motions must be submitted in writing to the Stated Clerk before the conclusion of the meeting.

Robert's Rules of Order, the Book of Order, and the PSK Manual of Operations will be followed.

### **SEATING OF CORRESPONDING MEMBERS**

James Gale, SYNOD of Mid America

### **INTRODUCTION OF FIRST TIME RULING ELDERS**

First time Ruling Elder Commissioners were introduced by their Pastors.

### **APPOINTMENT OF TEMPORARY COMMITTEES**

Offering and Vouchers Committee – Ken Coryell and Danny Daniel

Ballot Committee – P.J. Southam and Howard Means

### **AGENDA**

The Consent Agenda was presented for discussion.

**MOTION** was presented to lift from the agenda, for later discussion, the Second Reading of proposed changes to Section 8.6 of the PSK Manual of Operations in regards to the Presbytery Support Ministry Team.

The moderator called for discussion.

**The motion was approved.**

**MOTION** to approve the amended Consent Agenda including the Docket. (see Appendix A)

The moderator called for discussion.

**The motion was approved.**

### **LIFTED FROM THE AGENDA:**

The second reading of the proposed changes to Section 8.6 of the PSK Manual of Operations in regards to the Presbytery Support Ministry Team was lifted from the Consent Agenda for revision and discussion.

---

**Submitted for Second Reading**

**8.6: Presbytery ~~Support Ministry~~ Nominating Team:**

The Presbytery ~~Support Ministry~~ Nominating Team shall consist of at least five (5) members and would be responsible for:

- ~~1).~~ Recommend actions to Presbytery concerning overtures to the Presbytery, Synod or General Assembly, that are received from sessions; and overtures received from the General Assembly for the affirmative or negative vote of the Presbytery;
- ~~2).~~ Review and recommend proposed changes to the Bylaws, and Manual of Operations of the Presbytery; and
- ~~3).~~ Review session records and minutes
- 4) **1).** Nominate persons for election to all offices of the Presbytery, and members of all Ministry Teams of the Presbytery (except the Presbytery ~~Support Ministry~~ Nominating Team).
- 5) **2).** Nominate commissioners to General Assembly and Synod of Mid-America and make recommendations for election to Synod Committees when requested.
- 6) **3).** Nominate board members representing the Presbytery to Brotherhood Community Ministries, Inc. (Article 14.4)
- 7) **4).** Nominate members for the Presbytery Permanent Judicial Commission

***Rationale:** Feedback from active members of the current ministry team and Clerks of Session have made it clear that placing all these responsibilities under one team is too much work and too disparate work for the few number of individuals. The work of nominating is sufficient amount of work for this team.*

*Clerks of Session have indicated that too many times in the past that those committee members hosting the minute review events cannot answer many of their questions, as most of them have never served as a Clerk of Session. Having the Stated Clerk available is more helpful and allows for needed training to be done at the same event. A task force comprised of Clerks of Session from around the Presbyter can assist the Stated Clerk with this process.*

*The review of by-laws and the Manual of Operations can be done by the Presbytery Coordinating Team in connection with the Stated Clerk. Members of the current team did not feel that most people have sufficient background or training in what is involved in maintaining these documents.*

*Recommendations of Overtures/Amendments sent from General Assembly for vote could be better addressed by using the GA Commissioners, who were in attendance at the meeting of GA and were able to be part of the discussion process. By adding this to their responsibilities in reporting back to the Presbytery, their experience becomes more beneficial to the PSK.*

**MOTION** to amend the wording of **1).** Nominate persons for election to all offices of the Presbytery, and members of all Ministry Teams of the Presbytery (except the Presbytery ~~Support Ministry~~ Nominating Team), to read **1).** Nominate persons for election as officers of the Presbytery, Trustees, and members of all Ministry Teams of the Presbytery (except the Presbytery ~~Support Ministry~~ Nominating Team).

Moderator called for discussion.

**The motion was approved.**

## CHURCH ORDERS MINISTRY TEAM – Don Owens

### Information Items

- COMT has reviewed and approved contracts for the following:
  - Renewal of Interim Contract with Jim Anderson and Sterling
  - Renewal of Supply Contract with Bill McConnelee and Lyons
  - Renewal of CRE Contract with Kay Hall and Cambridge
  - Six Month Temporary Supply Contract with Hall Staats and Trinity
- Completed a new annual report form for all Teaching Elders of the Presbytery
- A conference on Appropriate Relations in Ministry be held for all Teaching Elders and other interested parties be held soon after the beginning of the year. Saturday, January 16 is the tentative date.

### Action Items

**MOTION** that the Presbytery establish an Inactive Roll of members unable to serve due to geography or inability was presented.

Moderator called for discussion.

**The motion was approved.**

**MOTION** to grant the request of Tom Sutter to be Honorably Retired was presented.

Moderator called for discussion.

**The motion was approved.**

Service of Honorably Retirement was conducted for Rev. Tom Sutter.

**MOTION** to establish a commission to install Rev. Catherine Neelly Burton on Sunday, November 22, 2015, at 10:30 a.m. as Pastor of Grace Presbyterian Church was presented.

Commission to include: Ruling Elders: Mary Ellen Garver (appointed by Laura Frazey to moderate, Wellington; Lu Ann Jamison, Caldwell; Scott Randle, Grace Presbyterian, Wichita.

Teaching Elders: Amy Baumgartner, Minister at Large; Geoff Snook, Minister at Large; Paul Mueller, Honorably Retired.

Moderator called for discussion.

**The motion was approved.**

### CAMPING COMMITTEE REPORT – Brian Wheeler

Current projects underway/completed at Westminster Woods Camp

- New office building project is completed
- Lagoon clean out and dirt work projects have been completed
- New cabin build needed due to space restrictions. Site preparation work will soon begin for the building of Cabin 4.5. Ground breaking will be May 2016. Brian Wheeler will be visiting churches to discuss donations to this project.

Westminster Woods Camp Winter Retreats will be held:

WMW Young Adult Winter Retreat	January 8 <sup>th</sup> -10 <sup>th</sup>
WMW High School Winter Retreat	January 22 <sup>nd</sup> -24 <sup>th</sup>
WMW Middle School Winter Retreat	February 5 <sup>th</sup> – 7 <sup>th</sup>

Church registration and information packets are available for pick up during the Presbytery meeting.

PSK Youth Council will hold their annual Westminster Work Weekend on November 20-22, 2015. Prayer request for the family of Sally Rowell. Sally was a camper and participated in the LDP program at camp. Prayers for discernment for the staff during the upcoming Winter Retreats as they will need wisdom to help the youth and young adults attending these retreats and wanting to discuss Sally's passing.

**A TIME FOR RECOGNITION AND PRAYER**

Recognition of Jerry Dusenbury improved health and his attendance at today's Presbytery meeting and prayers for continued improvement for Jerry, and consoling prayers for Sally Rowell's family were led by Moderator, Laura Frazey.

**MISSION PARTNERSHIP – Skip Johnson**

The goal of Mission Partnership is to help churches support their local missions. Five Matching Grant Applications have been submitted in the last eleven months. During the Presbytery meeting the committee will review five applications. The committee would like to see more applications in 2016. Money for travel expenses on mission trips to Columbia and Russia was available in 2015 but no applications were received. Full scholarships for mission trips to Cuba and Honduras, where persons attend and then return to teach about what was experienced. Those funds should be available in 2016.

**Presbyterian Manors of Mid America**

Bruce Shogren, President and CEO and Bill Taylor, Chief Operating Officer for Presbyterian Manors of Mid America spoke to those assembled regarding projects taking place at the various Presbyterian Manor locations.

**CHURCH ORDERS MINISTRY TEAM-continued – Don Owens**

**MOTION** to provide a matching grant of \$5200 to the Kingman Church for Pastoral Support in 2016 was presented. The funds would come from the Small Church Reserve Fund (\$27,179). The use of funds to be reviewed at the end of June, 2016.

Moderator called for discussion.

**The motion was approved.**

**MOTION** to grant the request of Calvary Presbyterian Church to establish a Presbytery Administrative Commission (AC). The AC for Calvary Presbyterian Church shall be empowered to arrange all matters necessary in regards to the ministry and business of the Calvary congregation, including but not limited to: the dissolution of the congregation and the sale of the building and its contents. The motion was made and seconded.

Moderator called for discussion.

**The motion was approved.**

**MOTION** to elect the following to the Administrative Commission for Calvary Presbyterian Church, Wichita, was presented:

Teaching Elders: Tom Sutter, Honorably Retired, Moderator; Ben Ray, First Presbyterian Church, Derby; Jerry Halberg, Honorably Retired.

Ruling Elders: Sue Nispel, Brotherhood Presbyterian Church, Wichita; Mark Borst, Covenant Presbyterian Church, Wichita.

Moderator called for discussion.

**The motion was approved.**

**MOTION** to concur with the congregation of Westwood to dissolve the relationship between the Rev. Don Waite and the congregation effective February 1, 2016 was presented.

Moderator called for discussion

**The motion was approved.**

**MOTION** to allow Ruling Elder Karen Raines to speak on the floor of Presbytery for the Service of Honorably Retirement for Rev. Don Waite was presented.

Moderator called for discussion.

**The motion was approved.**

Service of Honorably Retirement was conducted for Rev. Don Waite. Speaking on behalf of Westwood Presbyterian Church was Ruling Elder Karen Raines.

#### **CONGREGATIONAL RESOURCES MINISTRY TEAM – Sue Nispel**

Three workshops are being offered during today's Presbytery meeting. Those assembled may choose to attend two of the three workshops offered.

#### **Workshop I - Essential Tenets of the Reformed Faith**

Topic I – *The Sovereignty of God*

Conveners – **Scott Solether** and Brent Johnston

#### **Workshop II – *The Church in the Community***

Vignettes from: Cambridge, Halstead, Pratt, Wichita Grace

Conveners – **Joe Wiseman**, Cheryl Runyan, Tony D'Olio

#### **Workshop III – *Can Presbyterians Dance?***

An overview of the way Presbyterians are reformed and always reforming.

No dancing will be required.

Conveners – **Sue Nispel**, Sandra Larson

#### **PSK PRESBYTERIAN WOMEN – Sandy Larson**

The Presbyterian Women's Fall Gatherings held at Covenant Presbyterian Church and First Presbyterian Church, Winfield were well received by those attending.

The Presbyterian Women's Spring Gathering will be April 16, 2016 at the First Presbyterian Church, Marion. John and Gwen Haspels will be the featured speakers for the Spring Gathering.

**The Presbytery broke for lunch.**

#### **NOMINATING COMMITTEE**

**MOTION** to elect the following slate of committee members as presented by the Nominating Committee:

#### **Brotherhood Community Ministries Board**

Hal Staats, TE, class of 2017, Trinity - Wichita

Sam Graham, RE, class of 2018, Kingman

Sue Nispel, RE, class of 2018, Covenant -Wichita

**Camping Ministries Team**

Alan Metzger, RE, class of 2017 (unexpired term), Covenant - Wichita

Ron Cheyney, RE, class of 2018, First - Newton

Jeff Erikson, RE, class of 2018, First - Hutchinson

Maureen Olson, TE, class of 2018, Yates Center

**Church Orders Ministry Team**

VACANCY, class of 2016 (unexpired term)

Dixie Anders, TE, class of 2017 (unexpired term), New Covenant

Robyn Abel, TE, class of 2017 (unexpired term), El Dorado

Mary Ellen Garver, RE, class of 2018, Wellington

\*Don Owens, TE, class of 2018, Mt. Vernon - Wichita

Linda Wyman, RE, class of 2018, Larned

Hunt Parker, RE, class of 2018, Grace -Wichita

P.J. Southam, TE, class of 2018, Larned

**Congregational Resource Ministry Team**

Tony D’Olio, TE, class of 2018, Halstead

**Governance Ministry Team**

Danny Daniel, TE, class of 2016 (unexpired term), Honorably Retired

VACANCY, TE, class of 2017 (unexpired term)

Marilyn Armstrong, RE, class of 2018, Derby

Janet Staab, RE, class of 2018, First - Wichita

**Mission Partnership Ministry Team**

Steve Wing, TE, class of 2018, Pratt

**Presbytery Coordinating Team**

VACANCY, RE, class of 2018, at-large

**Committee on Representation**

Kitty Lum, TE, class of 2018, Liberal

**Presbytery Nominating Team**

Dennis Scheibmeir, TE, class of 2018, At-Large

\*Laura Frazey, TE, class of 2018, Moderator, Covenant

**Presbytery Trustees**

Ken Coryell, RE, class of 2016, Derby

Steve English, RE, class of 2016, Ark City

\*Ben Ray, Moderator of PCT, TE, class of 2017, Derby

Sue Nispel, RE, class of 2017, Covenant - Wichita

Dawn Flippin, TE, class of 2018, Kingman

Mary Knecht, RE, class of 2018, First - Wichita

**Synod Commissioners**

Jennifer Keim, RE, class of 2017, Covenant  
Steve Wing, TE, class of 2017, Pratt

**Permanent Judicial Commission**

Deborah Hollifield, TE, Class of 2019 (unexpired term), El Dorado  
John Wilson, TE, class of 2019 (unexpired term), Independence  
Betty Boese, RE, class of 2019 (unexpired term), Kingman  
John Settle, RE, class of 2021, Neodesha  
Kevin Salzman, RE, class of 2021, Dodge City/Spearville  
Terry Whitesell, RE, class of 2021, Westwood – Wichita

The moderator called for nominations from the floor.  
The moderator called for discussion.

**The motion was approved.**

**NEW BUSINESS**

None was presented.

**ANNOUNCEMENTS**

The Presbytery will meet Saturday, February 20, 2016, at Garden City Presbyterian Church.

**REPORT OF TEMPORARY COMMITTEES**

**Voucher Committee** reported \$274 of vouchers were submitted.

**MOTION** to pay \$274 for vouchers submitted was presented.

Moderator called for discussion.

**The motion was approved.**

**Ballot Committee** reports the votes cast for PSK General Assembly Commissioners:

Ruling Elder, Glenda Hawthorne received 46 votes.

Teaching Elder, Scott Solether received 19 votes.

Teaching Elder, Denise Pass received 27 votes.

Young Adult Representative, Nivin Lee received 46 votes.

**MOTION** was presented to accept the ballot vote and thereby elect Ruling Elder, Glenda Hawthorne and Teaching Elder, Denise Pass as 2016 General Assembly Commissioners and Nivin Lee as 2016 General Assembly Young Adult Representative.

**The motion was approved.**

**ADJOURNMENT**

**MOTION** was presented to adjourn.

Moderator called for discussion.

**The motion was approved.**

**The meeting adjourned in prayer.**

Respectfully Submitted,

Rev. Jan Brooks

Jan Lane

PSK Stated Clerk

Journal Clerk

Rest of page intentionally left blank

Appendix A

**Presbytery of Southern Kansas Consent Agenda  
November 10, 2015  
First Presbyterian Church, Wichita**



If you have questions about an item on this Consent Agenda, please contact the Moderator of that particular committee. Items may be removed from the Consent Agenda by contacting the PSK Moderator. (Note: Motions are highlighted in yellow, and First Readings are highlighted in blue and Second Readings are highlighted in grey.)

**A. Stated Clerk - Presbytery Meeting Minutes**

**MOTION:** To approve the Presbytery meeting minutes for Aug 15, 2015, as found at [www.pbysk.org](http://www.pbysk.org)

**B. Treasurer's Report - Financial Reports**

**MOTION:** To receive and file for audit the following financial report as presented.

See in Consent Agenda Attachments: **Balance Sheet September 2015**

**Income/Expenses September 2015**

**C. Stated Clerk – Presbytery Meeting Docket**

**MOTION: Approve Docket for Presbytery Meeting – November 10, 2015**

See in Consent Agenda Attachments

**D. Stated Clerk Report**

**Items for Information:** Please review those proposed changes to the Presbytery Manual of Operations attached to the consent agenda. Recommendations on changes to those items listed may be submitted to the Stated Clerk for review.

TRUSTEES MANUAL OF OPERATIONS –Revised First Reading

PSK MANUAL OF OPERATIONS Section 15.5 j, k, and l. First Reading

**Stated Clerk: Revised for First Reading – See Document in Attachments**

**FIRST READING**

**TRUSTEES MANUAL OF OPERATION**

**PRESBYTERY OF SOUTHERN KANSAS OF THE PRESBYTERIAN CHURCH (U.S.A.)**

**Stated Clerk: Revised for First Reading**

**FIRST READING**

**November 2015**

**Amendment to the PSK Manual of Operations**

**15.5 Guidelines for an Administrative Commission for Church Dissolution**

**j. Disposition of proceeds of the sale of real property: See also Article 11.9.**

When a Commission makes its final report after the dissolution of a church, or sale of other property, in accordance with ~~chapter G-8.0000~~ of the Book of Order, the Presbytery shall distribute the funds annually among one or several of the following Funds: *(the rest of this section remains the same)*

**k. Distribution of funds and proceeds**

The distribution of all available proceeds from any sale of real assets among these three funds will be based on the most recent action of Presbytery, based upon a recommendation prepared jointly by the Council Visioning and Planning and Board of Trustees and upon the recommendation of the Administrative Commission, who shall present it presented by the Council Visioning and Planning Committee to Presbytery for action. This review will be annually at the final Stated meeting of the Presbytery for each year to determine the allocation and/or reallocation of current balances and all receipts which may be received, among these funds for the ensuing year. This decision does not preclude the Presbytery from responding to a particular concern during any year.

**l. Records of the congregation**

**Membership records and Minutes records from a dissolved or dismissed**

congregation, located within the boundaries of the Presbytery, shall remain available in the Presbytery office for one year following the official closing date. At the end of one year, those records shall then be shipped to the Presbyterian Historical Society (PHS) for preservation. Those seeking to access this information in the future can obtain it through the Presbyterian Historical Societies' website. Instructions on how to retrieve that information is listed on the website. *Please note: Sunday School attendance books and Bibles are not accepted by the Presbytery or PHS.*

Those items shown as ~~strikeout~~ are being removed from the language. Those items shown in **bold** are being added to the language.

### **Actions Taken on Behalf of the Presbytery:**

#### **1. Session Minutes and Records Review**

The following churches have been reviewed and their minutes approved for 2015:

##### **Minutes approved without exceptions**

Derby Larned Pratt  
Hutchinson, First McPherson Neodesha  
Kingman Mayfield Wichita, Korean  
Kingsdown Medicine Lodge Wichita, Southwest

##### **Minutes approved with exceptions**

Caldwell Garden City Newton  
Calvary Great Bend Westwood  
Cambridge Halstead Wichita, First  
Chase Hutchinson, New Covenant Wichita, Grace  
Coffeyville Independence Wichita, Trinity  
El Dorado Liberal Zenith

##### **Congregations granted an exception by request**

Arkansas City Freeport Viola

**PLEASE NOTE:** Congregations not listed above have not submitted their records for review as required by the Book of Order. Failure to submit minutes and records for review may present future concerns for those congregations.

**Commissioners and Session Moderators:** If your congregation's Clerk of Session has not submitted their records, please have that person contact the Stated Clerk to make arrangements to do so before the end of the calendar year.

#### **2. Shipment of Church Records**

The following dissolved congregation's records have been shipped to the Presbyterian Historical Society for preservation: Belle Plaine, Fredonia, Corwin, Leoti Parks

#### **3. Membership Transfers**

Transferred membership of Rev. Robyn Abel from Heartland Presbytery and enrolled her as an active member.

Transferred membership of Rev. Dixie Anders from Indian Nations Presbytery and enrolled her as an active member.

**Action Items:**

**MOTION:** That the 2016 Presbytery of Southern Kansas meeting dates be approved as follows:

February 20, 2016 – Saturday Garden City Presbyterian Church

May 10, 2016 – Tuesday Location to be determined

August 13, 2016 – Saturday Location to be determined

November 15, 2016 – Tuesday Location to be determined

\*If your congregation is willing to host a meeting of Presbytery in 2016, please contact the Presbytery office or the Stated Clerk.

**Submitted for Second Reading**

**MOTION:** To approve the proposed changes to Section 8.6 of the PSK Manual of Operations in regards to the Presbytery Support Ministry Team:

**8.6: Presbytery Support Ministry Nominating Team:**

The Presbytery Support Ministry **Nominating** Team shall consist of at least five (5) members and would be responsible for:

- ~~1). Recommend actions to Presbytery concerning overtures to the Presbytery, Synod or General Assembly, that are received from sessions; and overtures received from the General Assembly for the affirmative or negative vote of the Presbytery;~~
- ~~2). Review and recommend proposed changes to the Bylaws, and Manual of Operations of the Presbytery; and~~
- ~~3). Review session records and minutes~~
- ~~4)1).~~ Nominate persons for election to all offices of the Presbytery, and members of all Ministry Teams of the Presbytery (except the Presbytery **Support Ministry Nominating** Team).
- ~~5)-2).~~ Nominate commissioners to General Assembly and Synod of Mid-America and make recommendations for election to Synod Committees when requested.
- ~~6) 3).~~ Nominate board members representing the Presbytery to Brotherhood Community Ministries, Inc. (Article 14.4)
- ~~7)-4).~~ Nominate members for the Presbytery Permanent Judicial Commission

**Rationale:** *Feedback from active members of the current ministry team and Clerks of Session have made it clear that placing all these responsibilities under one team is too much work and too disparate work for the few number of individuals. The work of nominating is sufficient amount of work for this team.*

*Clerks of Session have indicated that too many times in the past that those committee members hosting the minute review events cannot answer many of their questions, as most of them have never served as a Clerk of Session. Having the Stated Clerk available is more helpful and allows for needed training to be done at the same event. A task force comprised of Clerks of Session from around the Presbyter can assist the Stated Clerk with this process.*

*The review of by-laws and the Manual of Operations can be done by the Presbytery Coordinating Team in Recommendations of Overtures/Amendments sent from General Assembly for vote could be better addressed by using the GA Commissioners, who were in attendance at the meeting of GA and were able to be part of the discussion process. By adding this to their responsibilities in reporting back to the Presbytery, their experience becomes more beneficial to the PSK.*

**E. 1001 New Worshiping Communities Commission  
For Information – Our Identity Statement**

Empowered by the Spirit, the 1001 Team nurtures the formation of communities of Christ followers that introduce others to Christ and invite them to join his ongoing work in the world.

**MOTION:** to add Ruling Elder Judy Connors (FPC Wichita) to the commission and to remove Ruling Elder Glenda Hawthorne (Covenant Wichita) from the commission

**Current commission members are:**

Teaching Elders- Catherine Neelly Burton (moderator), Grace; Brent Johnston, First Wichita; Jay Ayers, Bethel; and Laura Frazey, Covenant.  
Ruling Elders- Scott Randle, Grace; and Terry Whitesell, Westwood

**F. PSK Governance Team Report**

**MOTION:** The GT moves adoption of a per capita of \$33 for 2016.

**MOTION:** The GT moves that the following persons be appointed as financial signatories on presbytery accounts for 2016: Ken Coryell, Douglas Hutchison, Steve English, Sue Nispel, and Don Owens.

**MOTION:** The GT moves that Brian and Diane Wheeler and Walt Olson be approved as financial signatories for 2016 for the account at First National Bank, Fredonia.

**MOTION:** The GT moves that the wages and salaries for presbytery employees for 2016 be approved as noted in the separate attachment. (see in the Consent Agenda Attachments) These figures represent a 1% wage increase.

**MOTION:** The GT moves the adoption of a budget for 2016 in the amount of \$698,767 as presented on the budget attachment. A separate page shows the segment of the budget without Westminster Woods income and expenses. (see in the Consent Agenda Attachments)

**G. Presbytery Coordinating Team**

Two Informational Items: On behalf of the Presbytery the PCT has approved two large evangelism grants.

The first was granted to the First Presbyterian Church of Derby during PCT's September meeting. They approved a \$3,000 grant for Derby in helping minister to the needs of those walking in off of the street. The church has purchased Bibles to give to those coming in looking for assistance with food, gas, school supplies or requests of up to \$75. But to work with evangelism, no one will be handed a gift card for their purchase. Instead, a member from First Presbyterian will go with them to purchase the gas, food, supplies, etc. so that a relationship can begin to occur. No one will be given assistance without first being given a Bible. And no one will leave without a personal contact from someone in the church. We feel we can show them that a church is about relationships and not handouts. It provides them with a face and a name to call upon and a worshipping community that cares about their personal needs.

The second evangelism grant was awarded to Covenant Presbyterian Church in Wichita. The money is needed to help with the cost of their Wednesday night fellowship. Before the classes begin, there is a dinner that is provided for those who would like to fellowship before the events. What started out as 15-20 kids has grown to 50-60 kids. Most of these kids have come because of the advertising that they have done with their church sign as well as social media. Many of these children are coming without parents so there is no reimbursement from them for the dinner. With this grant, Covenant is able to continue to provide a meal to many of those without a church affiliation at no cost to them. And as we know, when the children become active, parents tend to follow. This has been a great blessing to their congregation and they would like to see it grow. PCT awarded them a \$4,000 grant. This will cover a 12 month period.

**MOTION:** If the way be clear, St. Marks Presbyterian Church of Haysville, KS be permitted to sell their unoccupied manse and associated land with the legal description of Parcel B: Lot 1, Roy Ray Addition, Haysville, Sedgwick County, Kansas **EXCEPT** the south 343.00 feet of said Lot 1. The street address is 1200 1/2 W. Grand, Haysville, KS. The minimum selling price has temporarily been set as \$45,000 depending on an appraisal, with the funds going to the church general fund. This has been unanimously approved by the congregation on October 4, 2015.

Rest of page intentionally left blank

**Attachments Balance Sheet**

Fiscal Year 2015, Period 9 (09/01/2015 to 09/30/2015)

**ASSETS**

PETTY CASH

91.52

BANK OF AMERICA-checking	40,683.31
BANK OF THE WEST-checking	118,270.49
BANK OF THE WEST--WMW MARKETING	621.45
BANK OF THE WEST-MONEY MARKET	285,645.75
FNB-FREDONIA PETTY CASH	1,500.00
ACCOUNTS RECEIVABLE	3,779.90
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(3,779.90)
CHURCH DEVELOPMENT CORPORATION	4,258.93
PRESBYTERIAN CHURCH FOUNDATION	492,286.41
WMW-SCHOLARSHIP ENDOWMENT	24,417.54
PC (USA) INVESTMENT & LOAN PROGRAM	47,719.81
RESOURCES FOR RESALE	2,955.28
Property, Equip., Vehicles, Bldg. Land	604,706.88
<b>Total Assets</b>	<b>1,623,157.37</b>
<b>LIABILITIES AND FUND BALANCES</b>	
<b>Liabilities</b>	
SYNOD PAYABLE--SHARED MISSIONS	657.00
GA PAYABLE--SHARED MISSIONS	5,536.42
STERLING COLLEGE PAYABLE	299.13
SYNOD PAYABLE--PER CAPITA	1,322.41
GA PAYABLE--PER CAPITA	3,434.78
FLEXIBLE MED-WHEELER	186.94
SUSPENSE	(157.80)
CAMP DEPOSITS	400.00
PER CAPITA RECEIVED IN ADVANCE	904.00
<b>Total Liabilities</b>	<b>12,582.88</b>
<b>Reserved Funds</b>	
PBY-PROP & EQ'T FD BALANCE	7,540.03
N. MEXICO PARTNERSHIP	3,350.44
PSK SEMINARY INTERNSHIP	510.25
MISSION PARTNERSHIP & SUPPORT	6,006.77
KNOX LAND AT BELLE PLAINE	2,353.75
YOUTH TRIENNIUM	1,871.90
NEW CHURCH DEVELOPMENT	75,065.25
CONGR. REDEVELOPMENT	81,574.42
TRUSTEE CAPITAL	241,704.17
SELF DEVELOPMENT OF PEOPLE	700.93
SMALL CHURCH RESERVE FUND	27,343.93
PEACEMAKING	2,935.27
ADMINISTRATORS' CON'T ED.	982.60
DISASTER DAMAGE	4,879.43
INQUIRER/CANDIDATE SUPPORT	18,382.28
LEADERSHIP ACADEMY	610.41
VIDEO CONFERENCING TECHNOLOGY	22,162.63
SCH. & SMALL CH. NETWORK EVENTS	3,000.00

CONGR. EMERGENCY LOAN	84,128.36
VISIONING	8,004.71
SUMNER COUNTY FARM LAND	102,000.00
WMW-CHAPEL	105,355.54
WMW-FRIENDS OF THE WMW	94,006.99
WMW-SCHOLARSHIP ENDOWMENT	22,572.94
WMW-SPECIAL GIFTS	101,930.81
WMW-MARKETING	2,516.85
WMW-PROPERTY & EQUIP. FD BALANCE	263,035.97
Total Reserved Funds	1,284,526.63
<b>Fund Balance</b>	
GENERAL OPERATING FUND BALANCE	338,576.38
Net Activity	(12,528.52)
<b>Total Fund Balance</b>	326,047.86
<b>Total Liabilities and Fund Balances</b>	1,623,157.37

**Statement of Activities**

Fiscal Year 2015, Period 9 (09/01/2015 to 09/30/2015)

Current Period	Year to Date	2015 Budget	% of Budget
<b>Budgeted Income:</b>			
Per Capita	14,402	135,365	161,430      84%

Shared Missions	12,416	131,078	200,000	66%
Interest & Dividends -- Investments	1,439	4,170	3,000	139%
Other Income	11	11	10	106%
Other Income/Camping Reserves	-	-	-	
Camp	11,797	286,253	258,051	111%
Transfer from Friends of WMW	-	-	43,259	0%
Eastminster Settlement	-	33,000	44,000	75%
Total Budgeted Income	40,065	589,877	709,750	83%
<b>Budgeted Expenses:</b>				
Presbytery Office Expense	3,217	21,972	24,000	92%
Church Orders Ministry Team	309	2,281	4,500	51%
Mission Partnership Ministry Team	-	2,310	22,875	10%
Congregational Resources Ministry Team	-	7,363	9,500	78%
Other PSK Expenses	105	595	500	119%
Camp Committee	-	240	600	40%
Camp Support Staff	1,529	88,367	99,705	89%
Camp Programming	1,261	60,727	61,250	99%
Camp Operations	17,210	96,549	124,755	77%
Presbytery Coordinating Team	-	496	900	55%
Governance Ministry Team	-	-	100	0%
PCT Nominating Task Force	-	-	25	0%
Presbytery Support Ministries Team	37	87	250	35%
Committee on Representation	-	-	50	0%
Judicial/Investigative Committee	-	46	1,000	5%
Administrative Commissions	-	64	300	21%
PSK Disaster Committee	-	66	200	33%
Meetings of Presbytery	-	2,668	3,000	89%
Legal and Audit	-	3,500	4,500	78%
Office of the Presbytery Administrator	(1,054)	26,685	29,068	92%
Office Administrative Assist.	4,082	38,135	52,373	73%



Office of Stated Clerk	2,073	23,860	30,815	77%
Office of Treasurer	-	-	1,200	0%
Bookkeeper	1,048	10,826	15,871	68%
Camp Manager	4,851	47,970	68,005	71%
Camp Admin. Assistant	3,422	31,936	43,254	74%
GA Per Capita	3,394	32,072	38,044	84%
Synod Per Capita	1,306	12,342	14,636	84%
GA Shared Missions	2,732	25,714	44,000	58%
Synod Shared Missions	621	6,754	10,000	68%
Total Budgeted	47,000	551,900	716,502	77%
Disbursements				
Net Budgeted Revenue over (under)				
Budgeted Disbursements	(6,935)	37,977	(6,752)	
<b>Unbudgeted Revenue:</b>				
Unrealized Gain (Loss)	(21,774)	(18,100)	-	
on Investments				
Youth Council Events	-	594	-	
Total Unbudgeted	(21,774)	(17,506)	-	
Revenue				
Net Revenue Over	(28,709)	20,471	(6,752)	
(Under) Disbursements				

Presbytery of Southern Kansas  
 Estimated 2016 salaries with a 1% pay increase

	2015	1% increase	2016
<b>Office of Temporary Administrator</b>			
Salary	37138		
Pension	12998		
Professional Exp./GA meeting	<u>8000</u>		
	58136		0
<b>Office of Stated Clerk</b>			
Salary	17091	171	17262
Pension & medical	9584		7807
Professional expense	2640		2640
GA and Polity Conferences	1200		1200
Continuing education	<u>300</u>		300
	30815		29209
<b>Office Administrative Asst.</b>			
Salary	35,762	358	36,120
Pension & medical	<u>15,977</u>		<u>16,020</u>
	51,739		52,140
<b>Bookkeeper</b>			
Salary	15871	159	16030
<b>Treasurer</b>			
Salary	1200	12	1212
<b>Camp Manager</b>			
Salary	41,262	413	41,675
Housing	13,075		13,403
Housing provision	(13,075)		(13,403)
Utilities	3,000		3,000
Pension & medical	21,418		21,614
Professional expenses	1,800		1,800
Continuing Ed	<u>600</u>		<u>600</u>
	68,080		68,689
<b>Camp Administrative Asst.</b>			
Salary	29,662	297	29,959

Pension & medical	<u>13,679</u>	<u>13,715</u>
	43,341	43,674

Employer Payroll Taxes-Fica/Med		
Stated Clerk	2041	1918
Office Administrative Assistant	2736	2763
Bookkeeper	1214	1226
Treasurer	92	93
Camp Manager	3042	3073
Camp Administrative Assistant	<u>2269</u>	<u>2292</u>
	11394	11365

**Proposed Presbytery of Southern Kansas 2016 Budget**  
**Budgeted Income                      2014 Actual    2015 Budget    2016 Budget**

Per Capita	166,210	161,430	165,000 (1)
Shared Mission Giving	208,278	200,000	178,771 (2)
Interest	21,105	3,000	3,000
Other Income	18	10	10
Westminster Woods	264,420	258,051	258,051
Transfer from WW Reserves	6,666	43,259	71,935 (3)
Eastminster Settlement	57,792	44,000	22,000
<b>Total Income</b>	<b>724,489</b>	<b>709,750</b>	<b>698,767</b>

**Budgeted Expenses**

PSK Office Expense	23,449	24,000	24,893
PSK FICA/MED	5,900	5,992	6,000
Church Orders Team	2,124	4,500	4,500
Mission Partnership	25,000	22,875	22,875
Congregational Ministries	9,505	9,500	9,500
Other Presbytery Expense	291	500	500
WW Camp Committee	614	600	600
WW Camp Support Staff	77,482	92,620	92,620
WW Camp Support Staff FICA	5,775	7,085	7,085
WW Camp Programming	60,372	61,250	61,250
WW Camp Operations	126,842	124,755	132,177
WW Dir. Of Camping Ministry	65,695	68,005	68,689
WW Asst. Director	42,070	43,254	43,674
WW Dir/Asst. Dir Payroll Taxes	5,179	5,234	5,365
Presbytery Coordinating Team	820	925	900
Governance Team	0	50	50
Trustees	0	50	50
Former Church Order	0	125	125
Nominating	0	125	125
Representation	0	50	50
Judicial/Investigative	1,514	1,000	1,000
Administrative Commissions	110	300	300
PSK Disaster Committee	0	200	200
Meetings of Presbytery	3,773	3,000	4,000
Legal and Audit	6,071	4,500	6,500
Office of Presbytery Administrator	51,083	29,068	0
Administrative Assistant	50,277	52,373	52,140
Office of Stated Clerk	34,586	30,815	29,209
Bookkeeper	13,902	15,871	16,030
Treasurer	0	1,200	1,212
GA Per Capita	41,647	38,044	43,952
Synod Per Capita	16,140	14,636	16,791
GA Shared Mission	39,499	44,000	37,812
Synod Shared Mission	10,989	10,000	8,594
Unassigned in Budget	3,780	0	0

<b>Total Expenses</b>	<b>724,489</b>	<b>716,502</b>	<b>698,767</b>
-----------------------	----------------	----------------	----------------

1. Per capita receipts as of the end of September, 2015, totaled \$129,734 which places us \$8661 ahead of budget year to date. While a positive number is appreciated, in our opinion this may be a partially false positive as numerous congregations have paid in full and numerous others have paid nothing. In creating a likely per capita income for 2016 we looked at the 2014 year ending membership of 6127 and subtracted the 318 that did not pay per capita in 2014, added in membership that has left our fold, then reduced the figure by ten percent and rounded to an estimated 5000 members paying the proposed \$33 per capita in 2016.
2. Shared Mission receipts through September 30 total \$131,078 placing us \$18,922 behind budget year to date. This compares to \$143,652 received 9/30/14 YTD. Shared mission giving tends to increase in the last quarter, \$64,626 being received in the last quarter of 2014. This remains an “at risk” item as even if we add the amount received last year to the amount currently received, it will place us below the current 2015 budget. The 2016 budget figure represents approximate projection of what would be received if the current receipts were projected to a full year.
3. This increase of \$28,676 compared to the 2015 budget represents an increase by Westminster Woods in covering overall expenses in 2016. \$7,422 of this amount represents coverage of increased insurance costs. For the future stability and benefit of both the presbytery and Westminster Woods, a WW task force is exploring alternative ownership models including constituting WW as a 501 c (3) not for profit corporation.

As we did not have a separate revised Westminster Woods budget for 2016 at the time of this budget submittal, we have inserted the 2015 figures with the premise that if there are additional increases in the Westminster Woods budget for 2016 above the 2015 figures, the expenses would be offset by an increase in the transfer from the WW reserve account line item to continue to balance the budget.

**PSK 2016 Budget Exclusive of Westminster Woods**

**Budgeted Income**

Per Capita	\$165,000
------------	-----------

Shared Mission	178,771
Interest	3,000
Other Income	10
Eastminster Settlement	22,000
<b>Total Income</b>	<b>\$368,781</b>
<b>Budgeted Expenses</b>	
Presbytery Office Expense	\$24,893
PSK FICA/MED	6,000
Church Orders Team	4,500
Mission Partnership	22,875
Congregational Ministries	9,500
Other Presbytery Expense	500
Westminster Woods support	81,473
Presbytery Coordinating Team	900
Governance Team	50
Trustees	50
Former Church Order	125
Nominating	125
Representation	50
Judicial/Investigative	1,000
Administrative Commissions	300
PSK Disaster	200
Meetings of Presbytery	4,000
Legal and Audit	6,500
PSK Administrative Assistant	52,140
Office of Stated Clerk	29,209
PSK Bookkeeper	16,030
PSK Treasurer	1,212
GA Per Capita	43,952
Synod Per Capita	16,791
GA Shared Mission	37,812
Synod Shared Mission	8,594
<b>Total Expenses</b>	<b>\$368,781</b>

Proposed Docket  
 Meeting of the Presbytery of Southern Kansas  
 November 10, 2015

9:00 a.m.      Worship

Brent Johnston

10:00 a.m.	Opening Business	Denise Pass
10:05 a.m.	Church Orders	Don Owens
	Honorable Retirement - Rev. Thomas Sutter	
10:20 a.m.	Camping Ministry Team	Jeremiah Lange
10:30 a.m.	Governance Team	Tom Church
11:00 a.m.	BREAK	
11:10 a.m.	Mission Partnership	Skip Johnson
11:25 a.m.	Presbyterian Manors of Mid America	Bruce Shogren, President & CEO
11:40 a.m.	Church Orders	Don Owens
	Honorable Retirement - Rev. Don Waite	
11:55 a.m.	Congregational Resources	Sue Nispel
12:00 a.m.	LUNCH	
1:00 p.m. to	Workshop Session 1	<i>The Sovereignty of God</i>
1:50 p.m.	Workshop Session 2	<i>The Church in Our Community</i>
	Workshop Session 3	<i>Can Presbyterians Dance?</i>
2:45 p.m.	Nominating Report	Denise Pass
3:00 p.m.	New Business	Denise Pass
3:05 p.m.	Temporary Committees Report	
3:10 p.m.	Adjournment	

**First Reading Document – MANUAL OF OPERATIONS- 15.12 Trustees Manual of Operations  
PRESBYTERY OF SOUTHERN KANSAS OF THE PRESBYTERIAN CHURCH (U.S.A.)  
First reading Nov 2015**

**MANUAL OF OPERATIONS**

**15.12 Trustees Manual of Operations**  
**PRESBYTERY OF SOUTHERN KANSAS OF THE PRESBYTERIAN CHURCH (U.S.A.)**  
**First reading Nov 2015**

**TABLE OF CONTENTS:**

**Preamble**

**Article 1: Mission, Vision and Goals** Page

1.1 Mission ----- 2

1.2 Vision ----- 2

**Article 2: Officers of Trustees**

2.1 Relationship of the Trustees and Presbytery Coordinating Team -----2

2.2 Relationship of the Trustees to the State of Kansas -----2

2.3 Election Process ----- 3

**Article 3: Staff**

3.1 Leadership ----- 3

3.2 Administrative Staff ----- 3

**Article 4: Responsibilities** -----3

**Article 5: Meetings**

5.1 Stated Meetings ----- 3

5.2 Special Meetings ----- 3

5.3 Electronic -----4

5.4 Presbytery and/or Personal Property -----4

**Article 6: General Matters**

6.1 Congregational Requests Concerning Real Property -----4

6.2 Written Reports ----- 4

6.3 Congregational Emergency Loan Reserve Fund ----- 4

6.4 Disposition of Proceeds of the Sale by the Presbytery of Real Property -----4

**Article 7: Provisions for Change in the *Trustees Manual of Operations***

7.1. Suspended----- 4

7.2. Amendment ----- 5

**Article 8: Guidelines – Annual Insurance Reporting Form** -----6

**Article 9: Chart of Reserve and Other Funds** -----7

**Article 10: Endowment Policy** ----- 7

**PREAMBLE**

The *Trustees Manual of Operations* of the Presbytery of Southern Kansas contains the policies and procedures through which the Trustees seek to fulfill its mission. As such, it brings together in one place the actions of Trustees within which the continuing activities of Trustees take place.

**Article 1: Mission, Vision and Goals**

**1.1 Mission:** The Trustees (Board of Trustees) of the Presbytery of Southern Kansas, a governing body of the Presbyterian Church (U.S.A.), is a community of faith under the lordship of Jesus Christ. We are called, by the grace of God, to receive, hold, encumber, manage, and transfer property, real or personal, for the Presbytery, provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the Presbytery, granted in a duly constituted meeting; to accept and execute deeds of title to such property; to hold and defend title to such property; all subject to the authority of the Presbytery and under the provisions of the Constitution of the Presbyterian Church (U.S.A.). The powers and duties of the trustees shall not infringe upon the powers and duties of the Presbytery. To God be the glory!

**1.2 Vision**



By God's grace and guided by the Holy Spirit, the Trustees will continually strive to live into the vision as listed below:

a. Providing guidance to churches;

**Goal 1:** To assist each church to discern and articulate their trustee needs.

**Goal 2:** To provide information concerning environmental impact assessments.

**Goal 3:** To provide Trustee support during the closing of a church.

**Goal 4:** To manage the leased farm at Belle Plaine.

**Goal 5:** To review in a timely manner the annual insurance report from the churches and provide recommendations, as needed.

b. Report Trustee actions or concerns to the Presbytery at each stated meeting.

c. Assure that the corporation is registered as Active and in Good Standing in the State of Kansas in accordance with Kansas statutes.

d. Assure that the property of the Presbytery is adequately insured.

## **Article 2: Officers of Trustees**

### **2.1 Relationship of the Trustees, Presbytery Coordinating Team and the Presbytery of Southern Kansas:**

a. The Trustees are a duly elected board of the Presbytery and shall report to the Presbytery through the Presbytery Coordinating Team.

b. Requests for actions not already authorized by the Presbytery to the Trustees shall be brought to the Presbytery for approval.

c. Requests for information and guidance may come through various modes.

d. No Trustee shall be empowered to act unilaterally unless already authorized to do so through vote of the Presbytery or Trustees, or as provided for in the PSK Manual of Operations and/or PSK By-Laws.

**2.2 Relationship of the Trustees to the State of Kansas:** The purpose of this corporation is to manage the secular corporate affairs of this Presbytery in accordance with the applicable laws of the United States and the State of Kansas in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.).

### **2.3 Election Process:**

The Trustees and its officers shall be elected in accordance with the procedures listed in Section 1.4 of the Presbytery By-Laws.

## **Article 3: Staff**

**3.1 Leadership:** The Trustees shall consist of six members in concurrence with the Articles of Incorporation and Presbytery By-Laws.

**3.2 Administrative Staff:** The Trustees depend upon the Presbytery's Administrative Assistant and Bookkeeper for support in completing their tasks.

## **Article 4: Responsibilities** ~ The Trustees shall be responsible for:

a. Holding legal title to all property of the Presbytery and shall have the power to purchase, lease, or otherwise acquire, to own, hold, use and to sell, assign, transfer, exchange, lease or otherwise dispose of such property in accordance with the Book of Order.

b. Managing the dispersal of funds which accrue from the sale of property. Disbursement of all funds related to property and the sale or purchase of all property shall be made

only upon direction of the Presbytery except for normal expenses in the transaction of business involving said funds.

c. Receiving and considering all applications from churches to purchase, sell, mortgage or otherwise encumber church property, and recommend appropriate action to the Presbytery.

d. Receiving, reviewing and filing in the Presbytery office all Environmental Studies conducted on property being reviewed.

e. Recommending action on all leases of real property arrangements, approving leases between congregations and external groups which exceed one year and reporting all such approvals to the Presbytery.

f. Advising congregations on the appropriate level of insurance for their facilities. Directors and officers' liability insurance in at least the amount of \$5,000,000 shall be carried by the Presbytery.

g. Maintaining the Presbytery office building and facilities.

h. Administering Westminster Woods land management and mineral rights in coordination with the Presbytery Camping Ministry Team.

## **Article 5: Meetings**

**5.1 Stated Meetings:** If there is business to be conducted, the Trustees shall meet prior to each Presbytery meeting and provide a written report to the Presbytery. The moderator of the trustees shall be the Moderator of the Presbytery Coordinating Team and shall serve a three year term.

**5.2 Special Meetings:** Special Meetings of the Trustees may be called by any member of the Trustees or upon request of the Moderator of Presbytery and/or the Stated Clerk.

**5.3 Electronic Meetings:** Meetings of the Trustees may be conducted by conference call or Skype, in accordance with Robert's Rules of Order. Extraordinary situations that require immediate action by the Trustees may be addressed by phone or email polling of the members, but must be officially approved at the next special or stated meeting of the Trustees and rationale recorded as to the immediacy of the situation.

## **5.4 Presbytery and/or Personal Property**

a. Any personal use of Presbytery property(ies) is discouraged.

b. The Presbytery accepts no liability for personal property on the premises of the Presbytery of Southern Kansas.

## **Article 6: General Matters**

### **6.1 Congregational Requests Concerning Real Property**

a. All requests from congregations for permission to take action concerning the acquisition, use, and disposition of real property held by the congregation shall be submitted to the Board of Trustees at least forty-five (45) days prior to the meeting of Presbytery at which final approval is sought.

b. Regardless of how property is acquired, the *Book of Order* requires the Presbytery's written approval for a congregation to acquire a property "subject to an encumbrance or condition."

c. The Presbytery specifically includes in this responsibility of the Board of Trustees that it review and make recommendation on any request that might involve an environmental hazard financial obligation which we interpret as "an encumbrance or condition" within the meaning of the Book of Order.

- d. Requests of the Presbytery concerning the disposition of real property should include:
- (1). Copy of the minutes of the congregational meeting that approved the sale.
  - (2). Depiction of the property, location and legal description of the land.
  - (3). Minimum selling price.
  - (4). How the proceeds from the sale will be used.

### **6.2 Written Reports**

Written reports shall be submitted to the Presbytery Coordinating Team and/or the Stated Clerk before distribution at a meeting of Presbytery.

### **6.3 Congregational Emergency Loan Reserve Fund**

Loans of an immediate and emergency nature can be authorized by the Board of Trustees. These monies are intended to protect the Presbytery's interest in our real Property.

### **6.4 Disposition of Proceeds of the Sale by the Presbytery of Real Property –**

The distribution of all available proceeds from any sale of real assets will be based on the most recent action of Presbytery, and the recommendation prepared by the Board of Trustees and presented to the Presbytery for action, and in accordance with the Presbytery Manual of Operations.

## **Article 7: Provisions for Change in the Trustee Manual of Operations**

**7.1. Suspended:** In extraordinary circumstances, a provision of this Trustee Manual of Operations may be temporarily suspended at any stated or special meeting of the Trustees by a two-thirds majority vote. Such action shall be immediately reported to the Presbytery Coordinating Team at its next meeting, along with rationale as to the urgency of the circumstances. The actions shall be subject to review and may be overturned by action of the Presbytery.

**7.2. Amendment:** The Trustee Manual of Operations may be amended only at a Stated Meeting of the Presbytery by a majority vote of the members present when the following conditions have been met:

- a. notice of a proposed amendment and the related text has been filed with the Stated Clerk at least thirty days prior to a Stated Meeting;
- b. the Stated Clerk has included the written notice and proposed amendment into the call for that Stated Meeting as a First Reading.
- c. time is allotted at the next Stated Meeting for Second Reading, discussion and action.
- d. The Secretary of the Trustees is authorized to correct punctuation, cross references, and to make such other technical and conforming changes as may be necessary to reflect the intent of the Presbytery's actions taken to amend the Trustee Manual of Operations.

The rest of page intentionally left blank

**Article 8: Guidelines – Annual Insurance Reporting Form**

**ANNUAL INSURANCE REPORTING**  
**Churches of the Presbytery of Southern Kansas**

**CHURCH NAME** \_\_\_\_\_

**CHURCH LOCATION** \_\_\_\_\_

**DATE OF LAST REVIEW** \_\_\_\_\_

**Insurance Company** \_\_\_\_\_

Real Property	\$ _____
Contents	\$ _____
General Liability	\$ _____
Sexual Misconduct & Molestation	\$ _____
Pastor's Counseling (Professional Liability)	\$ _____
Workers Compensation	\$ _____
Directors/Officers*	\$ _____
Blanket Dishonesty Bond	\$ _____
Church owned vehicle	\$ _____
Replacement Cost (building)	\$ _____
Replacement Cost (contents)	\$ _____

\* Minimum for Directors & Officers - 1 Million

**PLEASE COMPLETE UPON RECEIPT. PLEASE RETURN TO PRESBYTERY OFFICE BY FEB. 1, 2016, FOR REVIEW BY THE PSK TRUSTEES.**

**THANK YOU FOR YOUR DILIGENCE AND ATTENTION TO THIS MATTER!**

**Church Insurance Coverage Requirements**

- The insurance carrier must be rated A (Excellent) or above in the Best Insurance Guide
- Real Property – Shall carry coverage to at least 80% of the replacement value
- Contents - Shall carry coverage to at least 80% of the replacement value
- General Liability – Minimum of \$1,000,000 per claim/occurrence which may be fulfilled by purchasing layers of insurance
- Sexual Misconduct & Molestation – Shall be carried
- Pastor's Counseling (Professional Liability) – Shall be carried
- Directors/Officers – Shall be carried
- Blanket Dishonesty Bond – Shall be carried
- Church owned auto/bus/trailer – Shall be carried
- Worldwide coverage – A separate policy is needed if traveling outside the United

**Article 9: Chart of Reserve and Other Funds**

**RESERVE FUNDS PURPOSE/USE/RESTRICTION**

Trustee Capital fund                      Accumulated funds from sale of real property

## Article 10: Endowment Policy

### ENDOWMENT POLICY

- a. The purpose of Presbytery of Southern Kansas endowment funds are for the sole benefit of the Presbytery. Endowments will be used to provide resources for the support and expansion of the mission and ministries of the Presbytery, to establish and maintain extraordinary projects that will benefit the Presbytery, its congregations, the communities in which such congregations are located and the church-at-large, and to provide support for the Presbytery or its congregations in the event of extreme financial needs or emergencies.
- b. The Board of Trustees (herein referred to as Trustees) will have oversight and management responsibility for Presbytery endowments.
- c. The Trustees shall invest the endowments where they determine feasible.
- d. The Trustees shall manage the endowments for the uses and purposes and on the terms, conditions and instructions set forth by the donor, when feasible.
- e. Disbursements of all funds from an investment firm associated with these trusts shall be made through the Presbytery Office rather than directly to the designated recipient.
- f. The Trustees shall have the authority to reject any endowment that does not meet, support the overall mission of the Presbytery or they deem inadvisable for any reason whatsoever.
- g. The Trustees shall maintain a permanent record of all transactions in order to identify the person who has made the gift (unless the person making such gift asks to remain anonymous in which event the identity of such person shall not be disclosed), the amount of the gift and the purpose or purposes of the gift. Any additions to the trusts shall be held, administered and distributed by the Trustees in accordance with the directions given in or with the instruments of transfer or if there should be no directions given in or with any such instruments of transfer then such additions shall be held, administered and distributed in accordance with these policies.
- h. The Trustees shall not be required to file with any court a notice of their appointment as Trustees or a copy of trust agreements, and the Trustees are hereby relieved from the duty of making any inventory or accounting to any court and any and all statutory requirements concerning accountings by Trustees are hereby waived; provided, however, that any court of competent jurisdiction may upon the application of the Presbytery, the Board of Trustees of the Presbytery, the Moderator of Presbytery, or the Stated Clerk of the Presbytery require the Trustees to perform any of the acts hereinbefore referred to. The Trustees shall maintain accurate books of account in accordance with standard bookkeeping practices of all transactions pertaining to the endowment fund showing all receipts and disbursements and all assets and investments of the endowment fund. The Trustees shall furnish the Presbytery with an accounting of the endowment funds at the end of each year and at such other time or times as may be designated in an instrument in writing delivered to the Trustees and signed by the Moderator of Presbytery or the Stated Clerk of the Presbytery. With each annual accounting the Trustees shall furnish the Presbytery with a copy of the names of the persons (other than the persons whose names are to remain anonymous), the amounts and the purposes of the gifts, contributions and additions to the endowment funds and a statement as to any limitations with respect to the use of any income or principal distributed or to be distributed by the endowment funds to the Presbytery in order to carry out the wishes of the persons making additions to the endowment fund.
- i. References herein to Trustees include not only the original Trustees but any successor Trustee or Trustees who may from time to time be named as successor Trustees. No bond shall be required of the original Trustees or any successor Trustee and unless the context indicates otherwise all powers and discretion vested in the original Trustees shall be

vested in and be exercised by successor Trustees.

- j. The secretary of the Board of Trustees shall be the secretary when dealing with endowments.
- k. The Trustees shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986, as amended, shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986, as amended, which would subject the trust to tax under Section 4943 of the Internal Revenue Code of 1986, as amended; shall not make any investments which would subject the trust to tax under Section 4944 of the Internal Revenue Code of 1986, as amended; and shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986, as amended. The Trustees shall make distributions at such time and in such manner as not to subject the trust to tax under Section 4942 of the Internal Revenue Code of 1986, as amended. References herein to the Internal Revenue Code of 1986, as amended, include not only the Internal Revenue Code of 1986, as amended at the time of the execution of this Trust Agreement, but also any corresponding provisions of any subsequent federal tax law.
- l. Endowment funds of the Presbytery of Southern Kansas shall be operated exclusively for religious, charitable and educational purposes and shall not carry on propaganda or otherwise attempt to influence legislation and shall not participate or intervene in any political campaign on behalf of any candidate for public office. The income and principal of the Presbytery of Southern Kansas endowment funds shall be used solely for the benefit of the Presbytery. It is intended that these trusts shall be organized and operated exclusively for the purposes set forth herein in such manner that these trusts shall be exempt from taxation under the provisions of Section 501(a) of the Internal Revenue Code of 1986, as amended. It is further intended that these trusts shall be organized and operated in such manner that this trust shall not be considered to be a "private foundation" as defined in Section 509 of the Internal Revenue Code of 1986, as amended. The Trustees shall promptly file with the Secretary of the Treasury or his delegate an application for recognition as an exempt organization and a notice in accordance with the provisions of Section 508(a) of the Internal Revenue Code of 1986, as amended, that these trusts are not a "private foundation" as defined in Section 509 of the Internal Revenue Code of 1986, as amended.
- m. All references in these trust agreements to the "Presbytery" shall mean the Presbytery of Southern Kansas of the Presbyterian Church (U.S.A.), Inc., the Presbytery of Southern Kansas as a governing body of the Presbyterian Church (U.S.A.), and their respective successors. In the event the Presbytery or its corporation is merged into or consolidated with any other body, or if its name or organization structure shall be changed, these trusts shall belong to such successor or continuing organization or body. In the event the Presbytery and its corporation and their respective successors ceases to have existence, then in the absence of any further successor, the principal and accumulated income of these trust shall be distributed as directed by the Presbytery, or if the Presbytery fails to do so then by the Synod of Mid-America of the Presbyterian Church (U.S.A.), or its successor, to any one or more organizations which are described in Section 501 (c) of the Internal Revenue Code of 1987, or any corresponding provisions of any subsequent federal tax law.
- n. Anyone may rely upon a copy of this instrument certified by a Notary Public to be a true and correct copy hereof to the same effect as if it were the original.
- o. These trusts shall be governed by the laws of the State of Kansas and all rights hereunder and any questions as to the validity, construction and administration thereof shall be governed by the laws of the State of Kansas.
- p. In extension and not in limitation of the powers given by law or other provisions of trust agreements, the Trustees shall have the following powers with respect to the trusts and/or

associated property, in each case to be exercised from time to time, in the discretion of the Trustees, without order or license of any court, and without the consent of the beneficiaries hereunder:

- 1). To purchase or otherwise acquire, retain, invest and reinvest in stocks, securities and obligations of corporations, business and investment trusts, business associations and common trust funds. The Trustees may purchase or otherwise acquire any such property upon such terms and conditions as the Trustees deem advisable for any reason whatsoever, which terms and conditions may obligate the trust beyond the term of thtrust created hereunder.
- 2). To sell, grant, transfer, assign, exchange, lease or otherwise deal with or dispose of anyand all real and personal property and make contracts concerning real and personal property, for such considerations and upon such terms as to credit or otherwise as the Trustees may determine; and to give options, execute deeds, assignments, releases, transfers, leases and other instruments of any kind to carry out said powers, which sales,options, transfers, assignments, exchanges, leases and contracts may extend beyond the term of the trust created hereunder.
- 3). To bid for and become the purchaser at any foreclosure or other sale in which the Trustees may have a mortgage or other interest, and to hold or resell the same without liability for any loss resulting there from.
- 4). To vote or refrain from voting any or all shares of stock and other securities held by the trust and to give general or special proxies or powers of attorney for voting or acting with respect to such shares and other securities, which may be discretionary and with power of substitution; to actively cause, dissent from, consent to, or join in any partial or complete reorganization, recapitalization, consolidation, merger, division, dissolution or liquidation of any corporation, business trusts, partnerships or other business firms, organizations or associations in which the trust may have an interest; to make any payments and incur any expenses the Trustees deem necessary or property to enable the trust to benefit from such transaction; to create or participate in any voting trusts (as trustee thereof or otherwise) or shareholders' agreements with respect to any corporations in which the trust may have an interest; to exercise, dispose of or reject any options, rights and privileges arising from or issued in connection with any stock, securities or other property held by the trust; to subscribe for additional stock, securities or other property; and to hold such stock, securities or other property as a part of the trust.
- 5). To mingle all or any part of the assets of this trust for the purpose of convenience in the investment and administration thereof and to render periodic accountings for this trust and each portion thereof, provided that each such accounting shall show the respective interest of each portion of this trust and the amount of income allocable to each portion of this trust. In the event separate portions of this trust are mingled for investment purposes and administrative convenience, the Trustees may from time to time determine the value of the assets of the respective portions of this trust in such manner as the Trustees may determine is reasonable and proper and the amount of the net income or loss reasonably allocable to or chargeable against each such portion of this trust. Notwithstanding the foregoing, if any person who has made a gift to this trust directs that the gift shall be invested or administered separately from the other assets of this trust, then the Trustees shall not have the power to commingle such assets with the other assets of this trust as herein set forth but shall carry out the wishes of the person making such gift to this trust.
- 6). To determine in accordance with generally accepted accounting principles, the allocation of receipts and the charging of expenditures as between income and principal.



- 7). To deposit, for safekeeping or otherwise, any funds or assets of the trust with banks or others, with such funds or assets to be subject to withdrawal upon the signature of any one or more of the Trustees.
  - 8). To borrow such amount or amounts of money as the Trustees deem advisable, and as security thereof, to mortgage, pledge or otherwise encumber any property forming a part of these trusts upon such terms as the Trustees deem advisable.
  - 9). To loan money to any person, corporation, association, organization, firm, estate or trust, in such amount, on such terms and with such security as the Trustees deem advisable.
  - 10). To employ investment counsel, custodians of trust property, brokers, agents, accountants and attorneys; and to delegate by the establishment of a further trust or otherwise the investment responsibility with respect to all or any part of the trust fund to one or more investment advisors, investment counsel or managers, banks, trust companies or other persons or institutions authorized so to act and to authorize the payment of compensation for investment, advisory, management and administrative services rendered by any such person or institution. In the event the Trustees delegate any portion of their investment responsibility by the establishment of a further trust, then the Trustees shall have the right to select the Trustee or Trustees of such further trust, establish such administrative powers for such Trustee or Trustees and impose such lawful conditions as the Trustees may determine; provided, however, that the Trustees hereunder shall not have the right to delegate to the Trustee or Trustees of such further trust any authority which the Trustees hereunder do not possess or any authority which is prohibited by the terms of this Trust Agreement; provided further, however, that any such further trust shall be subject to revocation and termination by the Trustees hereunder at any time, with or without cause, upon giving not more than 60 days written notice of such revocation and termination.
  - 11). To insure, improve, develop, erect or raze improvements, alter, partition, grant easements, subdivide, dedicate to public use, manage and otherwise protect any property constituting a portion of these trusts in any way the Trustees deem advisable.
  - 12). To settle, compromise, adjust, liquidate, release, pay or otherwise dispose of all claims infavor of or against these trusts without application to or order of any court.
  - 13). To keep any or all of the property then constituting a part of these trusts at any place or places in the State of Kansas or elsewhere, or with a depository or custodian at any such place or places; and to transfer the parts of the trust or any part thereof to such other place or places as the Trustees deem advisable for any reason whatsoever.
  - 14). To hold real or personal property of any kind and description, including but not limited to stocks, bonds, mortgages and other securities, in bearer form, in the name of any one or more of the Trustees, in any street account maintained with any securities broker or in the name of a nominee appointed by the Trustees; and to sell, exchange, lease and make contracts concerning such real and personal property in their own name or names or in the name of a duly appointed nominee, without indication of any fiduciary capacity.
  - 15). To act in accordance with the Kansas Uniform Management of Institutional Funds Act.
- q. All powers granted to the Trustees hereunder are exercisable by the Trustees only in a fiduciary capacity. In the event the Trustees delegate the investment responsibility with respect to all or any part of the assets of this trust to any bank, trust company or other institution authorized to act in a fiduciary capacity with respect to such funds, then the trustees shall not be responsible for any act, omission, loss, damage or expense whatsoever on account of the delegation of such responsibility so long as the Trustees use reasonable care in the selection of the institution to exercise such responsibility. No powers granted to the Trustees hereunder shall be construed to enable any person to

purchase, exchange or otherwise deal with or dispose of the income or principal of this trust for less than an adequate and full consideration in money or moneys' worth.

- r. This Endowment Policy may be amended at any time and from time to time in accordance with an instrument or instruments in writing delivered to the Trustees and signed by the Moderator and Stated Clerk of the Presbytery in accordance with a resolution affirmatively recommended by the Presbytery Coordinating Team and adopted by the affirmative vote of not less than two- thirds of the members of the Presbytery in attendance and entitled to vote thereon at a meeting of the members of the Presbytery duly called upon written notice given in accordance with the By-Laws of the Presbytery, which notice shall state the complete resolution to be considered at such meeting.

**APPENDIX B – ATTENDANCE**

**Roll of Teaching Elders Present**

Robyn Abel	Dixie Anders	James Ayers
Amy Baumgartner	Jane Brigden Graham	Jan Brooks
Tom Church	Anthony D’Olio	Larry Cracraft
Danny Daniel	Joyce Daniel	Dawn Flippin
Laura Frazey	Deborah Hollifield	Brent Johnston
Skip Johnson		
Sank Ouk Kang	Jeremiah Lange	Kitty Lum
Angela Madden	Mark Miller	Don Owens
Denise Pass	Ben Ray	H Dick Reynolds
Debra Schmidt	Jack Singer	Scott Solether
Patrick Southam	Hal Staats	Tom Sutter
Don Waite	Steve Washburn	John Wilson
Steve Wing	Bob Wyman	

**Roll of Teaching Elders Excused**

Nick Adams	James Anderson	Keith Allison
Charles Ayers	John Barnum	Shirley Barnum
Allen Beach	Eugene Blake	George Boone
Catherine Neelly Burton	David Clipson	Richard Daeschner
Robert Duncan	John Enwright	Larre Eschlman
James Grant	Gerald Hallberg	John Haspels
William Hasting	Doug Kelly	Christian Kettler
Margaret Lacy	William Long	Bert McCormick
William McConnelee	Paul Mueller	Arlene Patrick
Jesse Patrick	Mary Carol Perrott	Tom Robson
Charles Ross	Dennis Scheibmeir	Loran Scott
Judith Steele	Jim Wooten	

**Roll of Teaching Elders Absent**

Maureen Olson	David Owens	Melissa Ramos
Irving Simon	Roland Slater	Ann Smith
Geoffery Snook	Jennifer Snook	Seth Svaty
Dawn Swartz		

**PSK Inquirers and Candidates**

Joe Wiseman

**Commissioned Ruling Elders**

Kay Hull  
Barney Korbelik  
Diane Massey

**Corresponding Members**

James Gale, Synod of Mid America

**Other Ministers**

Eric Williams

**PCT Members**

Sue Nispel  
Roger Sackreiter  
Mary Dusenbury  
Ken Coryell (Trustee Rep.)

**Visitors**

There were 14 visitors present.

**Ruling Elder Commissioners Present**

**Caldwell;** *Mary Beth Petrik*  
**Cambridge;** *Ernie Hull*  
**Derby;** *Nora Coryell, Ken Coryell*  
**Garden City;** *Lee Ann Shrader*  
**El Dorado;** *Nita Whiteman*  
**Freeport;** *Jerry Dusenbury*  
**Halstead;** *Steve Randall*  
**Hutchinson, First;** *Don Graves*  
**Kingman;** *Betty Boese*  
**Lakin;** *Martin Neff*  
**Marion;** *Ed Wheeler*  
**McPherson;** *Allan Sents*  
**Neodesha;** *John Settle*  
**Newton;** *Susan Wyman, Sandra Larson*

**Pratt;** *Janet Luttrell*  
**Sterling;** *Tom Simpson*  
**Viola;** *Howard Means*  
**Wichita-Covenant;** *Glenda Hawthorne*  
**Wichita-First;** *Dave Grisham, Robert Marley*  
**Wichita-Grace;** *Cheryl Lyda, Sandy Remsberg*  
**Wichita-Korean;** *Hyuck Kwon*  
**Wichita-Mt. Vernon;** *Corinne Kirkhart*  
**Wichita-Southwest;** *Darlene Gleason*  
**Wichita-Trinity;** *Wayne Orr*  
**Wichita-Westwood;** *Terry Whitesell, Barb Hamlin*  
**Winfield;** *Jackie Russell*

**Ruling Elder Commissioners Absent**

Anthony-Hopewell	Holcomb	Tribune
Arkansas City	Great Bend	Wellington
Arlington	Independence	Wichita-Bethel
Ashland	Jetmore	Wichita-Brotherhood
Chase	Kingsdown	Wichita-Calvary
Cherryvale	Larned	Yates Center
Coffeyville	Leoti	Zenith
Conway Springs	Liberal	
Dodge City	Lyons	
Garden City		
Harper	Mayfield	
Haysville	Medicine Lodge	
Hutchinson-New	Spearville	
Covenant	Syracuse	

**Staff Members Present**

Rachel Furry – Bookkeeper  
Brian Wheeler – Director of Camping Ministries  
Diane Wheeler – Assistant Director of Camping Ministries  
Jan Lane – Administrative Assistant