

**Minutes of the 876<sup>th</sup> Gathering of the Presbytery of Baltimore**  
**10:00 AM Thursday, September 14, 2017**  
**Knox Presbyterian Church**  
**Baltimore, Maryland**

Moderator Adrienne Knight, who offered the opening prayer, called the gathering to order at 10:00 AM. Host Pastor Michael Moore offered a welcome, a brief history of the church, and necessary directions for moving about the church facilities.

The Stated Clerk then moved the adoption of the docket with the following alteration:

- That a report on the damage by Hurricane Irma in Cuba be added before worship
- Upon receiving a second, the docket as altered was approved.

Associate for Reconciliation Deb Milcarek introduced the representatives of our Partners: Judith Casteñada, Guatemala Partnership; Rev. Jesús Rodríguez, Cuba Partnership; and Rev. Fern Cloud, Dakota Partnership, who then participated in a panel discussion led by Rev. Kate Foster Connors and McKenna Llewellyn, of The Center. After the panel discussion, commissioners met in small groups to discuss ways that their churches could take risks in confronting racism, class differences, and poverty. Rev. Rodríguez gave a short update on the destruction in El Centro Presbytery in Cuba.

The presbytery then moved to worship, led by Rev. Rodríguez, Sra. Casteñada, Sra. Xiomara Arenas Lorenzo (Cuba Partnership), and Rev. Cloud. Rev. Cloud preached and the Lord's Supper was celebrated. During the service, past moderator TE Jack Carlson presided at the installation of Moderator-elect Adrienne Knight and Vice-Moderator-elect Caroline Kelly to their respective offices. At the conclusion of worship, the Moderator offered a mealtime blessing and the presbytery broke for lunch.

At 1:30 p.m. the presbytery reconvened, with prayer. Jackie Taylor, General Presbyter, introduced new teaching elder members of the presbytery and invited the introduction of elder commissioners attending for the first time. The Rev. Kate Foster Connors and McKenna Llewellyn gave a presentation on The Center, which was followed by a spirited invitation to "Shared Sacred Stories" to be held on September 30.

**STATED CLERK'S REPORT**

Stated Clerk Catherine Blacka gave her report, the printed portion of which is contained in Appendix B of these minutes. She then moved the following consent motion, which was approved:

1. THAT the Presbytery approve the Minutes of the 875th Stated Meeting of the Presbytery of Baltimore, May 13, 2017, as posted on the Presbytery website ([www.baltimorepresbytery.org](http://www.baltimorepresbytery.org)). You may download the minutes to an electronic device or print the minutes, if you desire a paper copy.
2. THAT the Commission to install Ray Meute on June 4, 2017, as Pastor at Highland Presbyterian Church be dismissed, as TE Meute was duly installed. TEs Jack Carlson (Moderator), Kimberly Secrist Ashby, Mary Gaut, Andy Gathman; REs Pete McCallum (Highland), Anne Heuisler (BMPA), Karen Gyolai (First of Bel Air) are members of the commission. Corresponding members are Jim Shuler, Pine Grove

PC, Donegal; Mike Schutz, Avon Grove Church of the Nazarene, Susan Scott, United Church of Christ; Ben Quintana, Christ Church in the Grove, Independent.

3. THAT the Presbytery approve the dates for the 2018-2019 Presbytery Gatherings:

Day	Date	Host
Thursday	September 13, 2018	First of Cumberland
Saturday	November 10, 2018	TBD
Thursday	February 7, 2019	TBD
Thursday	May 9, 2019	TBD

4. THAT, upon the recommendation of the Committee on Ministry, the Presbytery approve the following transfers:
- Mark Medina to the Presbytery of de Cristo, to serve as Interim Pastor at Valley Presbyterian Church in Green Valley, Arizona
  - William Sitterley to Shenandoah Presbytery, to serve as the Interim Pastor of Shepherdstown Church.
  - David Norse from Philadelphia Presbytery, to serve as Pastor of Maryland Presbyterian Church
  - Laurel Underwood from National Capital Presbytery, to continue serving as temporary supply at First of Frostburg.
5. THAT, upon the recommendation of the Committee on Ministry, the Presbytery approve Brown Memorial Park Avenue's request to authorize Ruling Elder Kelsie Riegel Morgan to officiate at the Lord's Supper on Sunday morning, October 1, at the Brown Memorial Park Avenue youth retreat worship and Hope's request to authorize Ruling Elder Carole George to officiate at the Lord's Supper on Sunday morning, October 1, if needed.
6. THAT, upon the recommendation of the Nominating Committee, RE Curt Russell (Central) and RE JoAnn Kokie (Christ Our King) be elected to the Committee on Ministry, Class of 2020.
7. THAT, upon the recommendation of the Appointments Committee, the following persons be elected:
- TE Alison Halsey to a one-year term as chair, Property & Loan Commission.
  - RE Betsy Stewart (First of Annapolis) to the Personnel Committee, Class of 2020
  - TE Dorothy Boulton be elected to the Personnel Committee, Class of 2020.
  - TE Laurel Underwood to the Personnel Committee, Class of 2019.
  - CRE John Brewington (Lochearn) to the Nominating Committee, Class of 2020
  - RE Alice Robeson (Christ Our Anchor) to the Nominating Committee, Class of 2018
  - TE Jenn DiFrancesco and RE Howard Jackson (Knox) to serve a one-year term as co-chairs of the Nominating Committee.

The General Presbyter and the Presbytery staff then presented retiring Stated Clerk Catherine Blacka with thanks for her seven years of service in this position.

## **ELECTION OF THE STATED CLERK AND DEPUTY STATED CLERK**

TE Jeanne Gay, representing the Stated Clerk Search Committee, presented the following motions:

8. THAT the Presbytery elect TE Jack Carlson to serve a three-year term as Stated Clerk, and TE Mary Gaut to serve a three-year term as Deputy Stated Clerk, both terms beginning September 15, 2017, and ending August 31, 2020, and that the Stated Clerk and Deputy Stated Clerk share the responsibilities of the position of Stated Clerk as outlined in Appendix D, Position Description, and Appendix E, Job Sharing Proposal. There were no other nominations and the election was approved by voice vote.
9. THAT the Presbytery approve allowing RE James Parks to serve as Chair and voting member of the Steering Cabinet for the 2017-2018 term, since Jack Carlson, having been elected as Stated Clerk, is not able to serve as Chair of the Steering Cabinet, the usual rotation. The motion was approved.
10. THAT the Presbytery set aside the portions of the Manual that would restrict the way the Stated Clerk and Deputy Stated Clerk split the position. This includes having either the Stated Clerk or the Deputy Stated Clerk serve as a member of the Property and Loan Commission and as a member of the Administration Committee. The Stated Clerk and Steering Cabinet would be asked to bring the appropriate changes to the Presbytery at the February 2018 Gathering. The motion was approved.

## **COMMITTEE ON MINISTRY**

RE Jim Schroll gave the report for the Committee on Ministry. (The printed portion of the COM report is appended to these minutes as Appendix B.) He then presented the following recommendations of the COM:

11. THAT the Presbytery approve increasing the 2018 minimum, base, and maximum salaries at each factor by 0.8% from the 2017 level as a cost-of-living adjustment. The recommendation was adopted.
12. THAT following an examination on her call as Pastor, Northminster Presbyterian Church, if the way be clear, Candidate Janna VanderWoude (under care of this presbytery) be approved for ordination and installation as Pastor, Northminster Presbyterian Church. The examination on her call proceeded. Upon motion and second, the examination was arrested, after which the recommendation as a whole was sustained.
13. THAT the Presbytery approve the following terms of call for Janna VanderWoude at Northminster: Cash Salary \$14,000; Housing, \$27,500; 403b Contribution \$15,500; Board of Pensions, \$20,805; Professional Development \$1000; SECA \$3,175; Professional Expenses \$1500; Auto \$700; 2 weeks study leave; 1 month vacation; 3 months sabbatical in 6<sup>th</sup> year, serve minimum of one additional year. The recommendation was approved. Following these actions, the Rev. Matthew Glasgow led the Presbytery in prayer for Ms. VanderWoude and her ministry.

## **GOVANS and BROWN MEMORIAL WOODBROOK MERGER**

Rev. Randy Clayton of Brown Memorial Woodbrook and Rev. Tom Harris of Govans Presbyterian Church presented the history of the proposal for the merger of these two churches. The Presbytery approved receiving the proposal, attached to these minutes as Appendix G, for a first reading. The timeline and a history are in Appendix F.

## **COMMITTEE ON PREPARATION FOR MINISTRY**

TE Scott Hoffman gave the report and recommendations for the Committee on

Preparation for Ministry, moving THAT following an examination of his sense of call, if the way be clear Inquirer Jeremiah Seepersad of Havre de Grace Presbyterian Church be enrolled as a Candidate for the Ministry of Word and Sacrament. The examination was sustained, and the motion to enroll Mr. Seepersad as a Candidate was then approved.

### **STEERING CABINET**

RE James Parks presented the recommendations of the Steering Cabinet as follows:

- THAT the presbytery approve the Presbytery's portion of Per Capita as \$25.85, the same as in 2017. The recommendation was approved.
- THAT the proposed 2017 budget (as contained in Appendix K to these minutes) be received for a first reading. The recommendation was approved.
- THAT the Presbytery approve this change to the Staff Rationale: THAT the Presbytery abolish the position of Associate General Presbyter, effective December 31, 2017. [This motion will require changes to the Presbytery Manual. Approving it permits the Stated Clerk to make those changes editorially.] This motion generated considerable discussion as well as a motion to go into executive session, with Bill Nickels temporarily excused. The latter motion failed on a voice vote, as determined by the Moderator. After a motion to call the question was approved, the original motion proceeded to a vote by show of hands. It was approved 28 to 19.

### **NEW BUSINESS**

There was no new business.

### **CLOSE OF BUSINESS**

There being no further business, a motion to adjourn was entertained. Following a second and an affirmative vote, Vice Moderator Caroline Kelly offered the closing prayer at 3:35 PM, and the presbytery was adjourned.

Respectfully Submitted,

Attest:

Catherine G. Blacka  
Stated Clerk

John V. Carlson  
Newly-elected Stated Clerk

Appendices:

- A. Attendance Detail
- B. Reports – Stated Clerk, Committee on Ministry, Committee on Preparation for Ministry, Steering Cabinet
- C. Report of the Stated Clerk Search Committee
- D. Position Description for the Stated Clerk
- E. Stated Clerk Job Sharing Proposal
- F. History and Timeline for the Govans/Brown Memorial Woodbrook Merger
- G. Plan of Union – Brown Memorial Woodbrook and Govans Presbyterian Churches
- H. Session Minutes Reviewed
- I. Timeline for the Staff Rationale
- J. Position Description for the Associate for Congregational Vitality

## Appendix A: Attendance Detail

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Category	Present	Excused	Absent	Total
Teaching Elders Serving Churches	45	5	17	67
Resident Specialized Clergy and H.R.	8	4	66	78
Ruling Elder Members of Presbytery's Steering Cabinet and Commissions	6	0	7	13
Continuing Corresponding Members	0	0	1	1
Ruling Elder Commissioners	33	0	42	75
Youth Advisory Delegates	0	0	0	0
Guests and Presbytery Program Staff	45	0	0	45
Commissioned Ruling Elders	7	0	2	9
Certified Lay Employees with vote	1	0	0	1
Former Ruling Elder Moderators	2	0	10	12
Former Ruling Elder Stated Clerks	0	0	2	2
<b>Totals</b>	<b>147</b>	<b>9</b>	<b>147</b>	<b>303</b>

### Teaching Elders serving churches:

Present: Kimberly Ashby Secrist; Jennifer Barchi; Thomas Blair; Dorothy Boulton; Christa Burns; Amy Carlson; Robert Carter; Randall Clayton; Tracey Davenport; Susan DeWyngaert; Jennifer DiFrancesco; Phyllis Felton; Carrie Finch-Burriss; Andrew Foster Connors; Brandon Frick; Andrew Gathman; Jeanne Gay; Matthew Glasgow; Alison Halsey; Ron Hankins; O. Morton Harris; Sue Lowcock Harris; Thomas Harris; William Hathaway; Richard Hill; Robert Hoch; Scott Hoffman; Timothy Hughes; Caroline Kelly; Kenneth Kovacs; Jessie Lowry; Renee Mackey; Teresa Martin-Minnich; Deborah McEachran; Elizabeth McLean; Shannon Meacham; Daniel Melton; Michael Moore; Andrew Nagel; Jonathan Nelson; Keith Paige; Adrian Pratt; John Schmidt; William Sitterley; Laurel Underwood; David Willerup.

Absent and Excused: Rebecca Crate; Aaron Frank; Raymond Meute; Heather Shortlidge; Todd Smith;

Absent: Terrence Alspaugh; Harold Cahill; Laura Carihfield; Amy Duiker; Jeong Hoon Han; Mark Hanna; Leonard Hornick; Mary Ka Kanahan; John Kazanjian; Nancy Lincoln-Reynolds; Stephen Melton; Eric Myers; Neta Pringle; Mark Sandell; Timothy Stern; Joel Strom; Tanya Wade;

### Resident Specialized Clergy

Present: Katherine Foster Connors; William Nickels; Jackie Taylor; Jennifer Williams

Absent and Excused: Lindley DeGarmo; Susan Haugh; Merritt Schatz;

Absent: Brandon Brewer; Karen Brown; Sarah Diehl; Richard G. Jones; Christopher Leighton; Stephen Mann; Stacy Martin; Kay Myers; John Myhill; Kyle Powderly; Edward Richardson; Caroline Newman Sell; Nathan Sell; Charles E. Thomas, Sr.

Honorably Retired

Present: John Carlson; Doris Cowan; David Harris; and Jim Riddell

Absent and Excused: Susan Haugh

Ruling Elder Members of Presbytery's Steering Cabinet and Commissions

Present: Chrystie Adams, Brown Memorial Park Avenue; Deborah Baer, Brown Memorial Park Avenue; Catherine Blacka, First of Howard County; Adrienne Knight, Knox; Susan Moody, St. John United; James Parks, Hunting Ridge;

Absent: Keith Glennan, Catonsville; Alice Haskins, First of Howard County; Rob Smith, Central; JoAnne Torrie, Ashland; Jaime Wilkins-Parker, Hunting Ridge

Continuing Corresponding Members: None present

Ruling Elder Commissioners from Congregations:

Present: Ashland, Bonnie Clarke; Brown Memorial Woodbrook, E.M. Ceanfaglione; Catonsville, Craig Hornig; Chestnut Grove, Carolyn E. Nobet; Christ Memorial, Bill Gretsche; Christ Our Anchor, Alice Robeson; Christ Our King, David Poust; Covenant, Robert Nead; Fallston, Debbie Glenn; First of Annapolis, Betsy Stewart; First of Cumberland, Philip Mill; First of Westminster, John Wilson; Good Shepherd, Cindy PreVatte; Hamilton, William Anderson; Harundale, Sara Clauss; Havre de Grace, Pat Allingham; Highland, Claudia Scarborough; Hope, Naomi Baldwin; Hunting Ridge, Stella Ngang; Knox, Pearlie Lawrence; Lochearn, George White; Madison Avenue, Jean Owens; Maryland, Michael Wright; Mt. Hebron, Debbie Arczynski; Northminster, Brian Grogan; Perry Hall, Kathy Weiman; Springfield, Bob Stepling; St. John United, Guy Moody; Woods Memorial, Jim Newman, Steve Yake, Bill Brooks, Mary Jo Greenley, and Jeremy Henry.

Congregations without Elder representation: Ark and Dove; Babcock, Barrelville, Bethel, Brown Memorial Park Avenue; Central; Cherry Hill; Churchville; Dickey Memorial; Emmitsburg; Faith; Bel Air; First and Franklin; First, Frostburg; First of Howard County; Franklinville; Frederick; Glen Burnie Korean; Govans; Grace; Granite; Grove; Hagerstown; Hancock; Havenwood; Hughes Memorial; Kenwood; Korean United; Light Street; Mount Paran; Prince of Peace; Second; Roland Park; St. Andrew (Williamsport); St. Andrew's (Mt. Airy); Taneytown; Towson; Trinity.

Commissioned Ruling Elders

Present: Joan Berry, Presbyterian Women; Anita Johnson-Bishop, Living Faith;  
John Brewington, Lochearn; Ledonia Kimball, Trinity; Donna Lea, Living  
Faith; Greg Seltzer, Hamilton; Edward Terry, Mt. Paran

Absent: LaJerne Cornish, Trinity; Cleoda Walker, Cherry Hill

Youth Advisory Delegates Present: None

Certified Lay Employees with vote: Sue Thompson

Former Ruling Elder Moderators: James Schroll, First and Franklin; Bill Starke, Good  
Shepherd

Former Ruling Elder Stated Clerks Present: None

Presbytery Program Staff Present (without vote): Judy Johnson; Susan Krehbiel; Deb  
Milcarek; Debbie Schmidt; Judy Johnson

45 guests were also present.

## APPENDIX B: Reports

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### **The Stated Clerk reported:**

1. Ron Kruzel, under censure from this Presbytery, renounced jurisdiction on May 30, 2017, thus ending the judicial process.
2. Presbytery minutes for 2016 were reviewed and approved on June 21, 2017.
3. These resignations:
4. TE Aaron Frank as Synod Commissioner, Class of 2019 and from the Synod PJC, Class of 2021
5. TE Bill Sitterley from the Committee on Ministry
6. That these 53 churches have had their minutes reviewed in 2017: Ark and Dove, Babcock, Barrelville, Bethel, Brown Memorial Park Avenue, Brown Memorial Woodbrook, Catonsville, Central, Christ Memorial, Christ Our Anchor, Christ Our King, Churchville, Covenant, Dickey Memorial, Faith, Fallston, First of Annapolis, First of Bel Air, First of Cumberland, First of Frostburg, First of Howard County, First of Westminster, Good Shepherd, Govans, Granite, Grove, Hagerstown, Hamilton, Hancock, Harundale, Havenwood, Havre de Grace, Highland, Hope, Hunting Ridge, Kenwood, Knox, Light Street, Madison Avenue, Maryland, Mount Hebron, Mount Paran, Northminster, Perry Hall, Prince of Peace, Roland Park, Saint Andrew (Williamsport), Saint Andrew's (Mt. Airy), Saint John United, Second, Springfield, Taneytown and Trinity.
7. That these 14 churches are one or more years in arrears for having their minutes reviewed: Ashland (2014), Cherry Hill (2016), Chestnut Grove (2016), Emmitsburg (2016), Franklinville (2012), First and Franklin (2016), Frederick (2016), Glen Burnie Korean (2011), Hughes Memorial (2013), (2015), Lochearn (2015), Korean United (2011), Towson (2016) and Woods Memorial (2016).
8. A history of the review of minutes since 2010 is in Appendix H.

### **The Committee on Ministry reported that it:**

14. Approved the transfers listed in the Consent Motion.
15. Approved the dissolution of the relationship between Aaron Frank and Hope Church, effective July 23, 2017.
16. Approved the dissolution of the relationship between Merritt Schatz and Grove Church, effective September 10, 2017.
17. Approved the re-commissioning of Cleoda Walker at Cherry Hill, LaJerne Cornish and Ledonia Kimball at Trinity. The Presbytery approved the CRE commissions of Anita Bishop-Johnson and Donna Lea at Mount Paran PC. These approvals are for the three-year maximum [G-2.1001], with the same terms as previous commissions.
18. Approved the call of Maryland PC to David Norse as pastor, beginning September 24, 2017. Terms of call are Salary \$30,000; Housing \$24,000; 403b Contribution 46000; Board of Pensions dues \$21,900; Professional Development \$1,500; SECA \$4,590; Professional Expenses \$1,500; Auto as incurred; 2 weeks study leave, one month vacation, Sabbatical to be considered in 5<sup>th</sup> year, moving costs not to exceed \$6,500.



19. Approved the contract between Tim Hughes and Light Street for a ¾ time position as Temporary Supply.
20. Approved the change in terms of call between Tim Hughes and Brown Memorial Park Avenue from full-time installed associate pastor to 1/4-time temporary supply.
21. Approved the contract between Jeanne Gay and Good Shepherd as their full time interim pastor.
22. Approved the call of Northminster to Janna VanderWoude as their pastor, pending her examination for ordination. Terms of call are: Cash Salary \$0; Housing, \$41,500; 403b Contribution 15,500; Board of Pensions, \$20,805; Professional Development \$1000; SECA \$3,175; Professional Expenses \$1500; Auto \$700; 2 weeks study leave; 1 month vacation; 3 months sabbatical in 6<sup>th</sup> year, serve minimum of one additional year.
23. That it heard from the team appointed to review the actions of COM at Christ Our King in 2016 and is considering how to implement the team's recommendations.

**The Committee on Preparation for Ministry reported:**

24. This update on the status of inquirers and candidates
  - Kimberly Erickson-Funk was removed as a Candidate on 2/19/2014 at her request
  - David Petr – inquirer, not in compliance
  - Brian Sandell – candidate, removed from care
  - Keith Sandell – inquirer, not in compliance
  - James Webner – removed as a candidate at his request in August 2016.
25. The Election of these Ordination Exam Readers by the Commission on Spiritual Leader Development, as the request for the election came after the May Presbytery Gathering and needed to be reported to the Office of the General Assembly before the end of June: Stephen Melton, Leslie Owsley, Phil English, Jack Carlson, Keith Paige, and Sue Lowcock Harris

**The Steering Cabinet reported that:**

26. The team appointed to review the actions of COM at Christ Our King, TE Rob Hoch of First and Franklin, TE Jennifer Barchi of Dickey Memorial, and CRE John Brewington of Lochearn, presented their report to the Steering Cabinet. The Steering Cabinet has asked the team to meet separately with the session of Christ Our King and with the Committee on Ministry to discuss their findings and recommendations. They met with the Committee on Ministry on September 6 and are seeking to find a date to meet with the session of Christ Our King.
27. It has established an Administrative Commission to assist with the merger of Govans and Brown Memorial Woodbrook. The members of the commission are: TE Ronnie Hankins (Trinity, chair), TE Tom Harris (Govans), TE Randy Clayton (Brown Memorial Woodbrook), RE Anne Heuisler (Brown Memorial Park Avenue), and RE Bob Latshaw (Towson). The authorities and responsibilities of the Administrative Commission are:
  - Authority to approve the merger as specified in the plan of union to be developed.
  - Authority to dissolve the old churches and merge / create the new church.

- Authority to delineate the responsibilities of the AC and the sessions and responsibility to work closely with the existing planning committees of the churches.
- Authority to approve the purchase, sale and encumbrance of property in consultation with the Presbytery's Property and Loan Commission.
- Report to presbytery on a regular basis and keep thorough and accurate minutes of all meetings to be delivered to the Stated Clerk, concluding with a written report to be included in Presbytery minutes.

The Commission is to remain in place until all property issues arising from the merger are concluded satisfactorily.

**The Trustees reported:**

A. This slate of officers for 2017-2018:

President – Reid Spearman

Vice President – Rev. Christa Burns

Secretary – Rev. Dr. O. Morton Harris, Jr.

Treasurer – Richard E. Linder

# Appendix C: Stated Clerk Search Committee Report

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August 2017

The 2017 Stated Clerk Search Committee was formed, following the Standing Rules of the Presbytery, by Jack Carlson, Presbytery Moderator, to fill the position of Stated Clerk to Presbytery of Baltimore. The members of the Stated Clerk Search Committee are:

Lindley DeGarmo, teaching elder  
Rev. Jeanne Gay, teaching elder  
Rae Jean Goodman, ruling elder  
Ledonia Kimball, CRE  
Cindy PreVatte, ruling elder

## Meetings

The Stated Clerk Search Committee met face-to-face at the Presbytery of Baltimore on these dates:

March 7, 2017  
April 6, 2017  
May 1, 2017  
June 7, 2017  
June 13, 2017  
June 14, 2017

## Candidate Pool Demographics

The Committee received four complete applications. All of the people who applied were interviewed face-to-face and all are teaching elders. The other demographics of the applications are three white males, one white female, and one Hispanic male.

## **Selection Process Steps**

The Presbytery of Baltimore has a detailed position description for the Stated Clerk that the Committee used. The position was advertised in the POB Tidings, sent to Stated Clerks of adjacent Presbyteries and session clerks of POB churches, and posted on the Church Leadership Connection website. The position description is in Appendix D. We constructed potential questions to ask the candidates.

We received only one application on the initial advertising of the position. We interviewed the applicant face-to-face and found him to be well qualified for the position. A member of the Committee spoke with all of his references. The applicant did not accept the position because there are no benefits with the part-time position.

We then re-advertised the position and received three more applications. We interviewed all the candidates face-to-face, spoke with references for two of the candidates and decided on the ordering of the candidates. This process was conducted prayerfully with honest conversation and debate. The decision was reached through a consensus process.

The Stated Clerk Search Committee recommends the job sharing proposal submitted by TE Jack Carlson as the Stated Clerk and TE Mary Gaut as the Deputy Stated Clerk. Appendix E presents the job-sharing proposal.

Motions from the Stated Clerk Search Committee:

1. THAT the Presbytery elect TE Jack Carlson to serve a three-year term as Stated Clerk, and TE Mary Gaut to serve a three-year term as Deputy Stated Clerk, both terms beginning September 15, 2017, and ending August 31, 2020, and that the Stated Clerk and Deputy Stated Clerk share the responsibilities of the position as outlined in Appendix E.  
**Rationale:** Rev. Carlson and Rev. Gaut applied as a team, to serve in many ways as co-clerks. They and the search team determined that it would be preferable for one to serve as the Stated Clerk and the other to be called the Deputy Stated Clerk. This is not the equivalent of the Deputy Stated Clerk position abolished in May 2017.
2. THAT, if the way be clear, the Presbytery approve allowing RE James Parks to serve as Chair and voting member of the Steering Cabinet for the 2019-2018 term. [Manual 7.2.1]  
**Rationale:** If Jack Carlson is elected as Stated Clerk, he will not be able to serve as Chair of the Steering Cabinet. The usual rotation is for the immediate past Moderator to serve as Chair of the Steering Cabinet.
3. THAT, if the way be clear, the Presbytery set aside the portions of the Manual that would restrict the way the Stated Clerk and Deputy Stated Clerk split the position. This includes having either the Stated Clerk or the Deputy Stated Clerk serve as a member of the Property and Loan Commission and as a member of the Administration Committee. The Stated Clerk and Steering Cabinet would be asked to bring the appropriate changes to the Presbytery at the February 2018 Gathering.

# Appendix D: Stated Clerk Search Committee Report: Position Description for the Stated Clerk

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## POSITION DESCRIPTION, PRESBYTERY OF BALTIMORE

**Position**                      **Stated Clerk** (2017)

**Purpose**                      The Stated Clerk is called to nurture the community that gathers as the Presbytery of Baltimore so that it might embody its Vision and Plan for Ministry. In this endeavor the Stated Clerk will also fulfill the duties and responsibilities identified in the *Book of Order* and the Manual of Operations for the Presbytery. This is a part-time (19 hours per week) position.

### Responsibilities

1. Work with the Gathering Team to design the Presbytery's Gathered Meetings. This work includes creating the necessary documents, arranging for the space for the gatherings, and serving as the Stated Clerk at the meetings.
2. Serve ex-officio on the Presbytery Steering Cabinet in its efforts to nurture the Presbytery's Vision and advance its Plan for Ministry.
3. Fulfill the responsibilities of the Stated Clerk as listed in the *Book of Order*:
  - a. Be the conduit for official communication among governing bodies
  - b. maintain the minutes of Presbytery and prepare them for Synod Review
  - c. maintain Rolls of the Presbytery
  - d. Prepare statistical reports for higher governing bodies and oversee the submission of the Annual Statistical Report of each congregation
  - e. Recommend to Presbytery the redress of imbalance of ministers and elders
  - f. Receive written allegations of wrongdoing, train and staff Investigating Committees and Administrative Commissions as needed.
4. Staff the Permanent Judicial Commission, the Property and Loan Commission and the Gathering Team, serve as secretary to the Steering Cabinet, the Administration Committee, and the Property and Loan Commission, and attend all meetings of Presbytery Steering Cabinet and the Presbytery unless excused by the General Presbyter and when the Deputy Stated Clerk is available to serve as Stated Clerk.
5. Provide ecclesiastical and parliamentary advice, counsel and education to the Moderator, the Presbytery, its agencies and congregations, and their members.
6. Insure that all Session Minutes, Rolls, and Registers are reviewed annually and provide training for Session Clerks.
7. Advocate, on behalf of and as directed by the Presbytery, in the higher governing bodies of the church, in ecumenical settings and in the civil courts
8. Manage Bills and Overtures that originate in the Presbytery of Baltimore or in other Presbyteries and/or General Assembly, referring them to the appropriate committees and commissions for their advice.
9. Track the membership of the presbytery's committees and commissions for the nominating committee each year.
10. Attend staff meetings.
11. Other job related duties as assigned by the General Presbyter, Steering Cabinet or the Presbytery.

- Qualifications**
1. Good interpersonal relationship skills.
  2. Strong organizational skills and an attention to detail.
  3. A commitment to a spirit of impartiality
  4. A willingness to support and encourage others and to work collegially with staff and committee members.
  5. Ordination in the PC(USA) as a Teaching Elder or Ruling Elder.
  6. Commitment to the Vision of the Presbytery of Baltimore, the Presbyterian Church (US) and knowledge of the *Book of Order* and the *Roberts Rules of Order, Newly Revised*.
- Relationships**
- The Stated Clerk serves as Secretary and Parliamentarian for the Presbytery and its Steering Cabinet, is a member of the Gathering Team, the Administration Committee, and the Property and Loan Commission. He or she supervises the Deputy Stated Clerk. The Stated Clerk is elected by the Presbytery and reports to the General Presbyter except for ecclesiastical duties noted in the *Book of Order*.

Revised August 2016 (3/9/2017)

## Appendix E: Stated Clerk Search Committee Report: Job-sharing proposal for the position of Stated Clerk of the Presbytery of Baltimore from Jack Carlson and Mary Gaut

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We respectfully offer this proposal for the two of us to share the responsibilities of the Stated Clerk of the Presbytery of Baltimore. Following is the general outline as to issues of accountability and division of labor.

- 1) **Accountability.** Although many of the duties may easily be divided between two persons, we believe it is important for only one of us identified as Stated Clerk.
  - a) Jack Carlson would be elected Stated Clerk.
  - b) We would recommend re-establishing the recently abolished position of Associate Stated Clerk, and elect Mary Gaut as Associate. [Note: The Steering Cabinet recommended that we NOT do this and that, in order to avoid confusion, we call this position Deputy Stated Clerk.]
  - c) The following division of labor is based on this premise. The two of us would work collegially to carry out the duties of the office of the Stated Clerk, with Jack bearing the responsibility of the title for official purposes.
- 2) **Division of labor** (of duties described in Stated Clerk Job Description)
  - a) The Stated Clerk, as designated above, would:
    - i) Fulfill the responsibilities of the Stated Clerk as listed in the *Book of Order*:
      - maintain the minutes of Presbytery and prepare them for Synod Review
      - be the conduit for official communication among governing bodies, and
      - receive written allegations of wrongdoing, train and staff Investigating Committees Administrative Commissions as needed
    - ii) Work with the Gathering Team to design the Presbytery's Gathered Meetings. This work includes creating the necessary documents, arranging for the space for the gatherings, and serving as the Stated Clerk at the Meetings.
    - iii) Serve ex-officio on the Presbytery Steering Cabinet in its efforts to nurture the Presbytery's Vision and advance its Plan for Ministry.
    - iv) Staff the Permanent Judicial Commission and the Gathering Team, and attend all meetings of the Presbytery Steering Cabinet and the Presbytery unless excused by the General Presbyter and when the Deputy Stated Clerk is available to serve as Stated Clerk.
    - v) Provide ecclesiastical advice, counsel and education to the Moderator, the Presbytery, its agencies and congregation, and their members.
    - vi) Advocate, on behalf of and as directed by the Presbytery, in the higher governing bodies of the church, in ecumenical settings and in the civil courts
    - vii) Other job related duties as assigned by the General Presbyter, Steering Cabinet, or the Presbytery.
  - b) The Deputy Stated Clerk, as designated above, would:
    - i) Fulfill the responsibilities of the Stated Clerk as listed in the *Book of Order*:
      - maintain the Rolls of the Presbytery
      - prepare statistical reports for higher governing bodies and oversee the submission of the Annual Statistical Report of each congregation

- recommend to the Presbytery the redress of imbalance of ministers and elders..
- ii) Fulfill the responsibilities of the Deputy Stated Clerk as defined in the Presbytery Manual:
    - 4.7.1 Undertake those duties and responsibilities of the Stated Clerk when the Stated Clerk is unable to do so.
    - 4.7.2. Serve as Acting Clerk when the office of the Stated Clerk is vacant.
    - 4.7.3. Provide ecclesiastical advice and counsel to congregations and individual members of Presbytery and its particular churches whenever the individual seeking the advice or counsel perceives that the Stated Clerk has a conflict of interest, provided that the Deputy Stated Clerk concurs that the perceived conflict of interest is legitimate.
    - 4.7.4. Work with the Stated Clerk at meetings of presbytery to ensure that the actions of the Presbytery are correctly recorded
    - 4.7.5. Perform such other duties as may be assigned by the Stated Clerk, the Presbytery, or the Steering Cabinet.
  - iii) Work with the Stated Clerk and the Gathering Team to design the Presbytery's Gathered Meetings. This work includes creating the necessary documents and arranging for the space for the gatherings
  - iv) Staff the Property and Loan Commission, serve as secretary to the Administration Committee, and the Property and Loan Commission.
  - v) In partnership with the Administration Committee manage Bills and Overtures that originate in the Presbytery of Baltimore or in other Presbyteries and/or the General Assembly, referring them to the appropriate committees and commissions for their advice.
- c) The Stated Clerk and Deputy Stated Clerk would share the responsibility for review of Session Records and training for Stated Clerks, mainly working geographically. As noted above, it is also likely we would share duties and responsibilities for planning for Gatherings as well.
- d) Attendance at Staff meetings: to be determined in consultation with the General Presbyter.
- 3) **Hours and Salary**
- Stated Clerk: 10
- Associate: 9
- Salary: To be divided proportionally
- Hours would be carefully tracked for as long as it takes to make sure the system is working out as envisioned, and to give the Presbytery feedback as to the number of hours required to do the job.



# Appendix F: History and Timeline for the Govans/Brown Memorial Woodbrook Merger

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## **PROPOSED MERGER BETWEEN BROWN MEMORIAL WOODBROOK AND GOVANS**

The proposed merger between these two congregations grows out of discernment processes in which both churches were independently engaged.

- For Brown Memorial Woodbrook, there were several interrelated challenges including long term membership declines, significant financial deficits which had drained unrestricted resources to meet obligations, a facility in dire need of upgrades with substantial ongoing operating costs, numerous visioning processes which did not result in new sparks of energy and passion, etc.
- For Govans, the concern was for long-term viability in light of many years of structural budget deficits.
- Brown Memorial Woodbrook was exploring a variety of possible paths for its future including dissolution, “nesting” in another congregation’s space, divesting of property and leasing space, as well as merger.
- When the possibility of merging with Brown arose, Govans was exploring the possibility of painful cuts to staff and programming, or the possibility of giving their building to a non-profit with the stipulation that the congregation could continue to utilize the facility for ministry.

There are a number of reasons why this particular merger seems to be a faithful path for both churches:

- Both Govans and Brown Memorial Woodbrook are both at a point in their congregational life that they were ready to explore and embrace the idea of merger. And, discernment processes in both churches had led each church to recognize that a new day calls for new ways of being.
- Both churches desire to create a worshipping community that will not just be sustainable but in which new sparks of energy and mission might arise.
- Each side brings significant complementary gifts to the new church that might result in a strong and vibrant merged church.
- This particular merger is not an acquisition of one church by another, but rather a joining of two congregations on equal footing to create a new worshipping community out of the gifts and history of each of the two individual congregations.
- The two congregations have been involved in some of the same missional causes over time and while they are demographically different, they share a similar theological outlook.

The Plan of Union indicates that the merged congregation will utilize the Govans site, and the name “Govans” will be the name of the merged congregation. The initial Session will be comprised of the current Sessions of both churches. It is anticipated that the current pastors of each congregation will become co-pastors of the merged church.

Proposed Timeline for Merger of Brown Memorial Woodbrook and Govans Presbyterian Churches

**June 26th** - Brown Session reviews Plan of Union and provides feedback to committees

**June 27th** - Govans Session reviews Plan of Union and provides feedback to committees

**August** - Begin Session meetings at the same time and place to allow part of each meeting to be held together. Continue this type of meeting in September, October, and November.

**September 14th** - Randy, Tom, and representative of the Joint Committee present the merger at the Presbytery without a vote.

**September 17th** - Brown Session votes on the Plan of Union to present to the Brown Congregation.

**September 26th** - Govans Session votes on the Plan of Union to present to the Govans Congregation

**October 1st** - Both Congregations hold Congregational Meetings to vote on the Plan of Union

**November 11th** - Presbytery votes on the Plan of Union

**December 3rd** - First merged worship service.

# Appendix G: Plan of Union – Brown Memorial Woodbrook and Govans Presbyterian Churches

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**[DRAFT]**

PRESBYTERIAN CHURCH (U.S.A.)

## **PLAN OF UNION**

**BETWEEN THE BROWN MEMORIAL WOODBROOK  
AND THE GOVANS PRESBYTERIAN CHURCHES  
OF THE  
PRESBYTERY OF BALTIMORE  
BALTIMORE, MARYLAND**

### *PREAMBLE*

The congregations of the Brown Memorial Woodbrook and Govans Presbyterian Churches have jointly and separately decided that the mission of Jesus Christ in this world, and specifically in the north central section of Baltimore (the Charles Street and York Road Corridors), can better be advanced by uniting the two congregations and churches, than by striving to do God's will as separate entities. The Brown Memorial Woodbrook Presbyterian Church has ministered in this area since 1960, first as the Woodbrook campus of the Brown Memorial Presbyterian Church, and then as a new church established in 1980, the Brown Memorial Woodbrook Presbyterian Church. In recent years its mission has been characterized by supporting mission throughout the metropolitan area and by service to the immediately surrounding community, for example as home to the Brown Memorial Weekday School, the Woodbrook Players, the Govans Ecumenical Development Corporation (GEDCO)—developer of Stadium Place and other housing opportunities in north Baltimore, CARES—GEDCO's food pantry and financial services agency, and by an intentional effort to be inclusive of all of the people of God. The Govans Presbyterian Church has ministered nearby in the neighborhood of Govans since 1844. Its ministry has been characterized as warm and loving to its members and its community and welcoming to all persons. It also has been intentional in its efforts to be inclusive, and has stressed ministry to the community in its mission outreach, epitomized by such programs as its PreSchool, CARES, GEDCO, Epiphany House, and Ascension Homes. Both churches have seen demographic changes in their membership and community which lead them to believe that they can pursue their missions and goals more strongly together.

We, the members of Brown Memorial Woodbrook and Govans Presbyterian

Churches, under the auspices of the Presbytery of Baltimore, desire to establish a single congregation that will continue these ministries and will create new ministries, serving God, our community, the Presbyterian Church, and our own membership. We welcome all persons who place their faith in God, the Parent of Jesus Christ, to join with us in that ministry. In the spirit of the inclusiveness that has characterized both of our congregations, we welcome all--saints and sinners, young and old, rich and poor, from Govans and from Brown Memorial Woodbrook--to join in this ministry regardless of their gender, age, race, condition of disability, sexual orientation, gender identity, or ethnic background.

We do, therefore, adopt this Plan of Union of the Govans Presbyterian Church (hereinafter "Govans") and the Brown Memorial Woodbrook Presbyterian Church (hereinafter "Brown Memorial Woodbrook") to provide for the establishment, under the auspices of the Presbytery of Baltimore and with its concurrence and blessing, of the (new) Govans Presbyterian Church, Presbyterian Church (U.S.A.) (hereinafter "the United Church") as a congregation of the Presbyterian Church (U.S.A.) in the Presbytery of Baltimore.

## *THE PLAN OF UNION*

The name of the United Church will be the Govans Presbyterian Church, Presbyterian Church (U.S.A.). The United Church will be the continuation of both the Brown Memorial Woodbrook and the Govans Presbyterian Churches and its history will be the history of both churches. Govans Presbyterian Church is the result of a merger of the Govans Presbyterian Church and the Waverly Presbyterian Church in 1992, which is itself a result of the merger of the Waverly Presbyterian Church and the Hampden Presbyterian Church. Brown Memorial Woodbrook Presbyterian Church was established in 1980 as one of two successors of the Brown Memorial Presbyterian Church, in accordance with the document "Brown Memorial Church of the City of Baltimore, Articles of Voluntary Dissolution" and specifically its Exhibit A, "Memorandum of Understanding" both documents being incorporated into this Plan of Union by reference. The United Church, as the successor to Brown Memorial Woodbrook Presbyterian Church retains all privileges and responsibilities spelled out in those documents.

All the active, baptized, and associate members of Brown Memorial Woodbrook and Govans will be active, baptized, and associate members of the United Church. The United Church will follow the Book of Order of the Presbyterian Church (U.S.A.) and not maintain an inactive roll. Therefore, all persons on the inactive roll of Govans will not become members of the United Church unless the Session of the United Church determines to reactivate them. Brown Memorial Woodbrook does not maintain an inactive roll.

The customary times of worship for the United Church, unless and until changed by the Session of the United Church, will be 9:00 and 10:45 a.m. on Sunday morning, with the Christian Education program at 10:00 a.m.

The ordained officers of the United Church will comprise the Session, beginning with equal numbers of the serving Session members of Brown Memorial Woodbrook and Govans:

Class of 2018	Class of 2019	Class of 2020
Bobbie Cook (B)	Linda Bluth (B)	Carolyn Anewich (G)
Tom Crawley (B)	Karen Ceanfaglione (B)	Beth Bryant (G)
Stephen Gaede (G)	Kaye Gooch (G)	Elizabeth Ceanfaglione (B)
Joe Gover (G)	Carol Hamilton (G)	Rich Dombrowski (G)
Judy Western (G)	Wendy Smith (G)	Chris Herfel (G)
Elsie Wong (B)	David Boersma (B)	Katherine Stanka (B)
	(one to be elected) (B)	Elizabeth Toole (B)

Beginning with the first class of Ruling Elders elected by the United Church, each class will be reduced by one person until each class equals five. However, the congregation of the United Church may change this formula at any time in accordance with the Book of Order of the Presbyterian Church (U.S.A.)

Ruling Elder Joe Gover is Clerk of the Govans Session and Ruling Elder Elizabeth Toole is the Clerk of the Brown Memorial Woodbrook Session. Upon merger each will become Co-Clerk of the Session of the United Church and will continue in office until the Session of the United Church elects a single successor.

The pastoral relationships of Govans and Brown Memorial Woodbrook will be dissolved as of the date and time of the union. By adoption of this Plan of Union the congregation of the United Church calls the Rev. Randall T. Clayton and the Rev. Thomas C. Harris to be their Co-Pastors effective with the creation of the United Church.

Both Govans and Brown Memorial Woodbrook have mission statements to guide in decision-making. These will, jointly, be the mission statement of the United Church until a new mission statement is adopted. An early priority of the United Church will be to consider a new mission statement.

Govans has a provision in its Bylaws for Ordaining and Commissioning Deacons to serve in various roles in the church as determined by the Session. Brown Memorial Woodbrook has a Board of Deacons which carries out various service responsibilities in the church. The United Church will not have a Board of Deacons, but will continue the provision for Commissioned Deacons and the Session of the United Church is encouraged to commission Deacons for specific service to the church and community, and to nominate additional members to be elected Deacons by the congregation and Commissioned by the Session.

The United Church will honor any ongoing contracts or leases, until their expiration, of the Brown Memorial Woodbrook and Govans churches. Specifically, the new energy initiative construction now being undertaken by Govans shall continue under the supervision of the Session of the United Church.

Brown Memorial Woodbrook and Govans have had a policy of welcoming persons into their fellowship, including ordained leadership, regardless of their sexual orientation and identity, and the United Church specifically undertakes to continue this policy.

All of the assets, temporal and spiritual, of the Brown Memorial Woodbrook and Govans Presbyterian Churches will, as of December 3, 2017, become the assets of the United Church. The members and officers of the United Church pledge to respect the feelings and traditions of the two uniting church communities with respect to the missions and utilization of the former properties and assets of Govans and Brown Memorial Woodbrook.

It is anticipated that the Govans PreSchool will continue its educational mission under the leadership of the Session of the United Church. The Session of Brown Memorial Woodbrook has committed to the transfer of the Brown Memorial Weekday School to St. Thomas' Episcopal Church in Owings Mills, Maryland. That transfer is anticipated at the close of the 2017-2018 school year. At that time control of the school and all of its assets – including equipment and supplies currently housed at Brown Memorial Woodbrook and funds held by the United Church and account for as Brown Memorial Weekday School funds – will be transferred to St. Thomas' Episcopal Church. If, because of decisions by the leadership of the Brown Memorial Weekday School or St. Thomas' Episcopal Church this transfer of assets does not occur, the Session of the United Church will have the responsibility of resolving the future of the Brown Memorial Weekday School.

The United Church will honor 2017 mission and other commitments of both Govans and Brown Memorial Woodbrook. These commitments, and the mission giving traditions of both Brown Memorial Woodbrook and Govans will be considered in the development of the 2018 and future budgets for the United Church.

Govans and Brown Memorial Woodbrook have agreed to merge their finances on January 1, 2018. The fiscal year of the United Church will be January 1 through December 31, until changed by the Session of the United Church. In general the accounting, bank accounts, and brokerage accounts of Govans will be used to hold the funds of the United Church. New accounts in the name of the United Church will be opened as needed. As soon as practical after January 1, 2018, the balances in the bank and other accounts of Brown Memorial Woodbrook will be transferred to the accounts of the United Church, except that the operating bank account of Brown Memorial Woodbrook will retain sufficient funds to maintain and operate the church buildings until they are sold. Rents and other receipts relating to the Brown Memorial Woodbrook buildings will continue to be deposited in this account.

Both Brown Memorial Woodbrook and Govans maintain certain capital funds, some of which have been designated by their donors as permanent endowments and others of which have been designated by the Sessions of Brown Memorial Woodbrook or Govans as quasi-endowments. (A quasi-endowment, as opposed to a permanent endowment which is established by a donor and accepted by the Session, is established by the Session. It is treated the same as a permanent endowment, except that it is subject to revision or termination by the Session and any time.) The capital

funds of Govans are listed each year in their Annual Report under the heading "Govans Presbyterian Church Pooled Endowment Fund." That listing identifies whether the fund is a permanent or a quasi-endowment, where the annual proceeds of the fund are to be distributed, and the historic value of the fund (that is for permanent endowments, the amount of the fund which must be retained for investment). The United Church will retain this listing and add the following funds to it:

The Brown Memorial Woodbrook Endowment Fund, a quasi-endowment fund which will support the operating budget of the United Church; this fund will hold the funds now designated by Brown Memorial Woodbrook as an "Endowment Fund" and will receive three-fourths of the proceeds of the sale of the Brown Memorial Woodbrook building, as hereinafter provided.

The Brown Memorial Woodbrook Mission Endowment Fund, a quasi-endowment fund which will support the mission activities of the United Church; this fund will receive one-fourth of the proceeds of the sale of the Brown Memorial Woodbrook building, as hereinafter provided.

The Doeller Music Fund, a permanent endowment which will support the music program of the United Church, with an agreed historic value equal to the total value of the fund upon merger; this fund will hold those funds current designated by Brown in their Doeller Fund.

The Sanctuary Maintenance Fund, a permanent endowment, which will support the maintenance of the sanctuary and other worship and mission facilities of the United Church; this fund will hold those funds now designated by Brown Memorial Woodbrook as the Sanctuary Maintenance Fund and the Sanctuary Income Fund; the historic value of this fund will be \$200,000 which is the amount of the fund that by donor designation must be retained for investment. In adopting this Plan of Union, the Session of Brown Memorial Woodbrook Presbyterian Church declares its understanding that the donor designation of these funds to maintain the sanctuary of Brown Memorial Woodbrook Presbyterian Church at 6200 Charles Street in Baltimore County, Maryland, will no longer be possible, since that will no longer be the worship home of Brown Memorial Woodbrook, and that the closest possible use of the funds will be to maintain the sanctuary and other worship and mission facilities of the United Church which is where the current members of Brown Memorial Woodbrook will be invited to worship and maintain their membership.

These funds may be pooled into a single investment account, provided they are separately accounted for, to the extent permitted by any donor restrictions on the funds. The Session of the United Church may determine to aggregate the capital gains and annual income from these funds and pay a fixed percentage of the total fund balance to each beneficiary annually. Govans currently follows this practice and pays a fixed 5%.

Both Brown Memorial Woodbrook and Govans maintain certain current funds not only for the general operation of the churches, but for specifically designated purposes. The Session of the United Church will maintain these designations as much as is practical, combining funds from the two churches which have similar purposes.

The church property and buildings now owned by Brown Memorial Woodbrook and Govans, will be conserved, managed and disposed of by the Session of the United Church. The net proceeds of the sale of the Brown Memorial Woodbrook property on Charles Street, after expenses necessitated by the joining of the two churches, for example renovations at Govans to accommodate staff and the Woodbrook Players and satisfaction of the liabilities incurred in the closing or moving of the Brown Memorial Woodbrook columbarium, shall be held by the United Church as endowment, 25% for mission support and 75% for operations, as long as a balanced operating budget can be approved using income from the aforesaid 75% endowment. If the operating budget cannot be approved in balance, then the United Church's Session will decide how to adjust the use of the endowment income from the sale of the Brown Memorial Woodbrook property, to meet the goals of a balanced budget and mission support.

Govans owns and is responsible for a community cemetery, including a cremation garden, on its property; the Session of the United Church will continue this responsibility, unless and until this responsibility is accepted by another responsible entity. Brown Memorial Woodbrook has a columbarium on its property which will have to be closed and/or moved before the sale of the property. The Session of the United Church will undertake to build on the Govans property a columbarium similar to that of Brown Memorial Woodbrook if this is possible. Owners of niches in the Brown Memorial Woodbrook columbarium will be invited to have their interest in the columbarium transferred to the similar columbarium or cremation garden at Govans, or they may request the return of payments made and take responsibility for any cremains that have been interred at Brown Memorial Woodbrook.

Govans is incorporated in the State of Maryland under the corporate name "GOVANS PRESBYTERIAN CHURCH." Its Articles of Incorporation specify that the Session shall be the Trustees of the Corporation, and the Session of the United Church, as the legal successor of Govans Presbyterian Church, will be, upon merger, the Trustees of the Corporation. That corporation will be the corporate entity for the United Church, and will hold all of the assets and property, real and personal, of the United Church, except as provided in this paragraph. Brown Memorial Woodbrook is incorporated in the State of Maryland under the corporate names "BROWN MEMORIAL WOODBROOK PRESBYTERIAN CHURCH." Brown Memorial Woodbrook's Bylaws specify that elders in active service on the Session will be Trustees of the Corporation, and therefore the elders in active service on the Session of the United Church will be, upon merger, the Trustees of the Corporation. As soon as practical following the merger the Trustees of this corporation will transfer all assets to the corporation, "GOVANS PRESBYTERIAN CHURCH", except that it will retain title to the real estate owned by Brown Memorial Woodbrook church, and will arrange to sell such real estate on behalf of the United Church. Upon the sale of the property and the resolution of all issues relating to the property, and the payment of all debts of the corporation, the Trustees will transfer any remaining funds to the corporation, "GOVANS PRESBYTERIAN CHURCH," and then voluntarily dissolve as a corporation.

Except on matters that are specifically addressed in this Plan of Union, all of the policies previously adopted by the Sessions of Govans or Brown Memorial Woodbrook, and in effect at the time of union, will continue to be the policies of the



United Church, except as they may conflict, in which case they will no longer be in effect until the conflict is resolved by the Session of the United Church.

This Plan of Union shall be effective at 11:30 a.m., on December 3, 2017, provided that before that time it shall have been adopted and/or approved by:

The Session of the Govans Presbyterian Church, acting as the Session and as the Trustees of the Corporation;  
The Session of the Brown Memorial Woodbrook Presbyterian Church, acting as the Session and as the Trustees of the Corporation;  
The Congregation and Corporation of the Govans Presbyterian Church;  
The Congregation and Corporation of the Brown Memorial Woodbrook Presbyterian Church; and  
The Presbytery of Baltimore, Presbyterian Church (U.S.A.).

Brown Memorial Woodbrook and Govans, acting on behalf of the United Church, invite the Presbytery of Baltimore to conduct a Service of Union for the (new) Govans Presbyterian Church on Sunday, December 3, 2017, and at that time to install the Rev. Randall T. Clayton and the Rev. Thomas C. Harris as Co-Pastors of the (new) Govans Presbyterian Church.

The undersigned, through their respective Offices, enter on behalf of the Parties, to join in this Plan, and ask the blessing of God on this new faith mission.

\_\_\_\_\_  
Clerk of Session (date) \_\_\_\_\_  
Brown Memorial Woodbrook Presbyterian Church

\_\_\_\_\_  
Clerk of Session (date) \_\_\_\_\_  
Govans Presbyterian Church

\_\_\_\_\_  
Stated Clerk (date) \_\_\_\_\_  
The Presbytery of Baltimore

## Appendix H: Session Minutes Reviewed

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### LOG OF CHURCHES WITH SESSION MINUTES REVIEWED 2017

REVIEW IS INDICATED BY THE "1" IN THE COLUMNS THAT REFER TO THE YEARS

Church	2017	2016	2015	2014	2013	2012	2011
1. Trinity	2		1	1	1	1	1
2. Ark and Dove	1	1	1	1	1	1	
3. Babcock	1	1	1	1	1	1	
4. Barrelville	1	1	1	1	1	1	1
5. Bethel	1	1	1	1	1	1	1
6. Brown Park Avenue	1	1	1	1	1	1	1
7. Brown Woodbrook	1	1	1	1	1	1	1
8. Catonsville	1	1	1	1	1	1	1
9. Central	1	1	1	1	1	1	1
10. Christ Memorial	1	1	1	1	1	1	1
11. Christ Our Anchor	1	1				1	1
12. Christ Our King	1	1	1	1	1	1	1
13. Churchville	1	1	1		1	1	1
14. Covenant	1	1	1	1	1		1
15. Dickey Memorial	1	1	1	1	1	1	1
16. Faith	1	1	1	1			
17. Fallston	1	1	1		1	1	1
18. First, Annapolis	1	1	1	1	1	1	1
19. First, Bel Air	1	1	1	1	1	1	1
20. First, Cumberland	1	1	1	1	1	1	1
21. First, Frostburg	1	1	1	1	1		1
22. First, Howard County	1	1	1	1	1	1	1
23. First, Westminster	1	1		1	1	1	1
24. Good Shepherd	1	1	1	1	1	1	1
25. Govans	1		1	1	1	1	1
26. Granite	1	1	1	1	1		1
27. Grove	1	1	1		1		1
28. Hagerstown	1	1	1		1		1
29. Hamilton	1	1	1	1	1	1	1
30. Hancock	1	1	1				1
31. Harundale	1	1	1	1	1	1	1
32. Havenwood	1	1	1		1	1	1
33. Havre de Grace	1		1	1		1	1
34. Highland	1	1	1	1	1	1	1

<b>Church</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
35. Hope	1	1				1	1
36. Hunting Ridge	1	1	1	1	1	1	1
37. Kenwood	1	1	1	1	1	1	1
38. Knox	1	1	0				
39. Light Street	1	1	1	1	1		1
40. Madison Avenue	1	1	1	1	1		1
41. Maryland	1	1	1	1	1	1	1
42. Mount Hebron	1	1	1	1	1	1	1
43. Mount Paran	1	1	1	1	1	1	1
44. Northminster	1	1	1	1	1	1	1
45. Perry Hall	1	1	1	1	1	1	1
46. Prince of Peace	1	1	1	1	1	1	1
47. Roland Park	1	1	1	1	1	1	1
48. Saint Andrew (Williamsport)	1	1	1	1	1		1
49. Saint Andrew's (Mt. Airy)	1	1	1		1		1
50. Saint John United	1	1	1	1	1	1	1
51. Second	1	1	1	1	1	1	1
52. Springfield	1	1	1	1	1	1	1
53. Taneytown	1	1	1	1	1		1
54. Frederick	0	1	1		1	1	
55. Woods Memorial	0	1			1	1	1
56. Ashland				1	1	1	1
57. Cherry Hill		1	2			1	1
58. Chestnut Grove		1	1	1	1	1	
59. Emmitsburg		1	1		1	1	1
60. First and Franklin		1	1				1
61. Franklinville						1	1
62. Glen Burnie Korean							1
63. Grace		1	0				1
64. Hughes Memorial					1		1
65. Korean United							1
66. Lochearn			1				1
67. Towson		1	1		1	1	1

0 – have asked to bring minutes either to the office or to the next Presbytery Gathering for review

1 – minutes reviewed

2 – minutes reviewed, but with significant problems

## Appendix I: Timeline for Staff Rationale

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### Time Table - Staff Rationale

2013 – Personnel Committee submits to Presbytery a report concerning the creation of a Staff Rationale Team. The Presbytery's Manual required a Staff Rationale to be created by the Personnel Committee and approved by the Presbytery Council. The overriding concern of the Personnel Committee at that time was to align staff with the vision of the Presbytery.

2016- Cabinet appoints Staff Rationale Team

"The Personnel Committee has been at work on the staffing rationale, last updated 2012 to reflect current job descriptions and to tweak those job descriptions. The proposed rationale also suggests some more substantive changes in the programmatic staff job descriptions" (Cabinet minutes- August 24, 2016)

2016- August: Rev. Mary Gaut (Interim General Presbyter) prepares Staff Rationale recommendations changing the name of the Associate for Reconciliation, to the Associate for Missional and Community Engagement. The report also highlighted the greater need for specialized leadership (as opposed to a generalist position) in congregational transitions, development and redevelopment; also creating consistency in the employment status for the Associates.

2016- September: Jackie Taylor comes on board. Bill Nickels term extended until September 2017

2016-2017: Staff Rationale meets three times, recommending:

1. eliminating the Associate General Presbyter position
2. creating consistency in the employment status for Associates
3. creating the Associate for Congregational Vitality (to coincide with Bill Nickels term ending).
4. approving recommendation to put the Ministry Groups under Deb Milcarek's job description.

2017-March: Cabinet accepts recommendation from Staff Rationale Team and recommends title change (since Deb's changed) to Associate for Congregational Vitality.

# Appendix J: Position Description for Associate for Congregational Vitality

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## Presbytery of Baltimore - Position Description Draft

<b>Position</b>	<b>Associate for Congregational Vitality</b>
<b>Purpose</b>	<b>To take a leading role in implementing and breathing life in the Presbytery's vision and ministry plan and encourage, challenge and equip existing and new congregations to thrive.</b>

### Responsibilities

1. Serve as primary support for the Commission on Thriving Congregations.
2. Analyze and share the latest resources and models in congregational development and transformation within and beyond our borders
3. Work with and **coach congregations** in transition as they work on ministry assessments and strategic plans, encouraging and challenging congregations to seek more robust and transformative vision for their future.
4. Resource Ministry Groups, **both designated and those that are creating and implementing congregational transformation initiatives or New Worshipping Communities**
5. Research and recommend assessment tools for congregations and encourage leadership training for maximizing the effectiveness of such tools for congregational development and redevelopment
6. Network with groups and attend programs of the greater Church to gain new insights and approaches that will encourage congregations to thrive and enable the Commission to achieve its outcomes.
7. Other ministry related duties as assigned.

### Qualifications

1. Ordained PCUSA Teaching or Ruling Elder preferred or qualified member of the PCUSA.
2. **Demonstrated skills and expertise in successfully working with congregations in transformation, new church development and immigrant community development.**
3. A sense of enthusiasm and optimism in the possibilities for revitalization, growth and new church development within the Presbytery
4. Strong organizational development, group process and leadership development skills.
5. Ability to work collegially.
6. Strong written, verbal, social media and technological skills.
7. Commitment to mission of the Presbytery of Baltimore and the PCUSA .

**Relationships**

**The Associate for Congregational Vitality is employed by the Presbytery through the Personnel Committee in consultation with the General Presbyter.** The Associate reports directly to the General Presbyter.

**Evaluation**

An annual review of the performance of the Associate will be conducted by the Personnel Committee in consultation with the General Presbyter.