

TENTATIVE AGENDA

Synod Assembly – May 6, 2017 Synod of Southern California and Hawaii New Presbyterian Church, Los Angeles

8:45 a.m.	Registration Opens	
9:30 a.m.	Opening Worship Installation of Synod Stated Clerk/Executive	Worship Team
	Welcome and Convene with prayer	Janice Takeda David Won
	Getting acquainted – Who is in the room?	
	Report of the Stated Clerk Declaration of Quorum Adoption of Agenda	
	Treasurer’s Report Introduction of Barry Peters December 31, 2016 Financial Statements	Bill Hughes
	Report from Presbytery of the Pacific	Linda Culbertson
	Report of the LAC+USC Medical Center Chaplaincy	
	Finance Committee Report Proceeds of Sale from Casa Blanca Property Synod Investment Portfolio	Jim Stueck
	Report from Los Ranchos Presbytery	
	Report of Comm. on Representation and Nominations	Martha Kadue
	Report from JPIC Work Group	Sunny Kang
	Report from San Diego Presbytery	
12:00 p.m.	LUNCH	
1:00 p.m.	Report from Santa Barbara Presbytery	
	Report from REPL	
	Report from Presbyterian Women of the Synod	Susan Skoglund

Report from Synod Commission of Assembly
Reallocation of Hanmi Congregational Partnering Funds

Maurice Caskey

Report from San Gabriel Presbytery

Report from San Fernando Presbytery

Randy Lovejoy

2:30 p.m. Adjournment

**SYNOD COMMISSION OF ASSEMBLY
Report to Synod Assembly May 2017
New Presbyterian Church – Los Angeles, CA**

The Synod Commission of Assembly has met twice since the last meeting of the Synod Assembly on November 5, 2016. Minutes of the meetings of December 10, 2016, and March 4, 2017, have been made available to commissioners on the Synod website. The significant actions are summarized below.

Trustees

Held the annual meeting of the corporation and elected the following officers according to the Synod Bylaws: December 10

- | | |
|--|-------------------|
| President and Commission of Assembly Moderator | RE Maurice Caskey |
| Stated Clerk and Corporate Secretary | TE Mark Hong |
| Treasurer | RE Bill Hughes |
| Synod Moderator | RE Janice Takeda |
| Synod Vice-Moderator | RE Susan Skoglund |

Property

Completed the sale of the property in the City of Riverside known as the Casa Blanca Home of Neighborly Services. The property was sold to the non-profit organization that has been providing services there for many years. December 10

Approved the sale of an undeveloped lot in Palmdale that had been owned by the now-dissolved congregation of the Antelope Valley Korean Presbyterian Church. December 10

Approved the marketing and sale of two church properties in San Gabriel Presbytery (in the cities of Pomona and Irwindale) where the Synod holds the titles, in lieu of transferring the properties to the presbytery. December 10

Financial Oversight

Reviewed the current set of financial statements. December 10
March 4

Approved a recommendation on the reallocation of the former Hanmi Presbytery's share of the Congregational Partnering Grants Fund (\$450,000), as directed by the Fall Assembly. This recommendation is December 10

presented as an action item at the end of this report.

Mission Grants

Congregational Partnering Grants

March 4

- Approved the request of San Gabriel Presbytery for a matching grant of \$16,666 for the First Presbyterian Church, Altadena for its congregational transformation project. This is the final installment of a \$50,000 awarded in 2013. It will be used for the period July 2017 through June 2018.

March 4

- Approved the request of Pacific Presbytery for a matching grant of \$10,000 for the First Presbyterian Church, Inglewood for the “Joshua Initiative,” which is designed to address the needs of the youth inside and outside of the church.

March 4

- Approved the request of Pacific Presbytery for a matching grant of \$7,500 for the Westminster Presbyterian Church, Los Angeles for its Remix Youth Academy Summer Arts Program. The purpose of the program is to engage youth, churched and un-churchd, in an environment where they can express themselves creatively and have an opportunity to process biblical themes in a group of peers.

March 4

- Approved the request of Pacific Presbytery for a grant of \$35,000 for “The Bridge at Union Church, Los Angeles.” The Bridge has become an important part of the redevelopment of Union Church and has expanded its ministry to a multi-ethnic, multi-generational, and multi-socioeconomic community of downtown professionals and artists while ministering with and to those in “skid row” and the existing historic English-speaking and Japanese-speaking congregational presence.

Interim Authority

Elected the following persons:

December 10

Commission of Assembly

TE Michael Wallman – White male from San Diego Presbytery

Polity and Records Committee – Class of 2018

RE Ed Paradis – White male from San Diego Presbytery

Presbyterian Camp and Conference Centers, Inc.

TE Jeya So – Asian female from San Diego Presbytery

Approved amendments to the budget as authorized by the 2016 Assembly. December 10
Personnel costs were reduced by \$56,600 and the approved draw from the
Wilshire Property Sales Reserve was reduced by \$55,200.

Personnel

Approved a revised version of the *Synod Policies and Procedures for the* March 4
Personal Safety and Protection of All which was prepared the Synod's
Polity and Records Committee. The policy applies to both staff members
and volunteers. A copy has been posted on the website with the other
assembly materials.

FOR ACTION

The Commission of Assembly moves that the Synod Assembly reallocate the \$450,000 that was reserved for Hanmi Presbytery to use for funding new church development or revitalization projects within the requesting presbytery in the following manner:

1. The Synod would retain \$240,000 to be used for ethnic Korean ministry development under the jurisdiction of the presbyteries of the Synod. Matching \$1 to \$1 grants [same as current Synod policy] would be provided based upon presbytery commitments.
2. The remaining \$210,000 would be evenly divided among the remaining seven presbyteries toward their existing balances for church development or revitalization projects.

SYNOD OF SOUTHERN CALIFORNIA AND HAWAII
COMMISSION OF ASSEMBLY
 14225 Roscoe Boulevard, Panorama City, California 91402
Saturday, December 10, 2016

CONVENE The meeting was called to order at 9:00 a.m. by Commission of Assembly Moderator Kristin Leucht.

ROLL Those present, absent (A), excused (E) and those attending via the internet or telephone (I) are indicated below:

LR-Los Ranchos, PA-Pacific, RS-Riverside, SB-Santa Barbara, SD-San Diego, SF-San Fernando, SG-San Gabriel; TE- Teaching Elder, RE-Ruling Elder; SMOD-Synod Moderator, SVMOD-Synod Vice Moderator, CoAC-CoA Chair/President, SC/SE-Stated Clerk/Synod Executive

Synod Officers

TE Kristin Leucht – CoAC - SF
 I RE Maurice Caskey - SMOD - SD
 RE Janice Takeda – SVMOD - SG
 RE Doska Ross – SC/SE - MK
 RE Bill Hughes – Treasurer - SB

Elected Assembly Members

RE Sue Currie - LR
 TE Sam Roberts - RS
 RE Jim Shepard - RS
 VACANT - SD

Diversity Members

E RE Elizabeth Hicks - PA
 E RE Hagar Benitez - LR
 TE David Won - PA

Presbytery Executives/Designees

RE Mickey Stueck – SB *
 TE Ken Baker - SF
 TE Michael Mudgett - SD
 TE Linda Culbertson - PA
 I TE Marilyn Gamm - RS
 TE Wendy Tajima - SG
 TE Forrest Claassan - LR

Also Present

RE Fried Wilson – Synod Staff
 Mr. David Suarez – Director of Finance
 RE Jim Stueck – Finance Chair
 TE Michael Wallman
 TE Mark Hong

*Designee

Opening Prayer TE Kristin Leucht opened the meeting with prayer.

REPORT OF THE STATED CLERK Stated Clerk Doska Ross presented a written report.

Quorum The Stated Clerk reported that a quorum was present, and the Chair declared that a quorum was present, a quorum being defined as 10 of the 19 members of the commission with at least 4 TE present, 4 RE present and 5 presbyteries represented.

Agenda It was VOTED to approve the agenda.

Approval of Minutes It was VOTED that the minutes of the Commission of Assembly meeting of September 17, 2016 be approved as distributed.

Corresponding Members and Visitors It was VOTED to seat corresponding members and to give them voice for the duration of the meeting: TE Mark Hong, Los Ranchos; RE Jim Stueck, Santa Barbara; and TE Michael Wallman, San Diego.

Election of Officers It was VOTED that the Synod Executive Commission recess as the SEC and convene as the Corporation of the Synod of Southern California and Hawaii to hold its annual meeting and to elect officers for 2017 as follows.

President and Commission of Assembly Chair	RE Maurice Caskey
Stated Clerk and Corporate Secretary	TE Mark Hong
Treasurer	RE Bill Hughes
Moderator	RE Janice Takeda
Vice-Moderator	RE Susan Skoglund

Bank Account Signers It was VOTED to add TE Mark Hong as a signer on the Chase Checking Account.

For Information

Casa Blanca Update

The \$535,000 sale has been completed! The Synod Finance Committee in the new year will recommend to the commission what should happen with the remainder of the proceeds.

Future meetings of the Commission of Assembly in 2017

Reminder that the dates approved are March 4, June 24, September 30, and December 9.

Synod Assembly Meetings in 2017

The approved 2017 Synod Assembly meetings are scheduled for May 6 and December 2.

Report from the Synod Permanent Judicial Commission

Teaching elder Michael Haggin, Los Ranchos, continues as Moderator; ruling elder Izar Martinez, Riverside, is clerk; and teaching elder Shelby Larsen, Pacific, serves as Vice-Moderator.

Since 2014 there has been one complaint still remaining against the Presbytery of Los Ranchos; this was being held in abeyance in the hope it would be settled. Instead, a second complaint was filed against the same presbytery concerning the same congregation. On June 10 the second complaint was dismissed; this allowed the original 2014 complaint to become moot. This dismissal has been appealed to the General Assembly Permanent Judicial Commission by the complainant. It is scheduled to be heard on February 24, 2017 in San Antonio.

In the meantime, complaints against San Diego and Los Ranchos presbyteries about other congregations leaving the denomination have been in process. The San Diego-related complaint (2016-R-3,

Locke et al v PSD) was dealt with at a trial on December 2, 2016. The full document is provided as Attachment 1.

The Synod PJC requested the GA PJC to take the Los Ranchos complaint (2016-R-2, *Regele et al v PLR*) on reference since the property of the congregation involved actually belongs to the synod. That request was denied by the GAPJC so this case is scheduled for trial on February 23, 2017.

Report from Hanmi Administrative Commission

The full report which went to the Synod Assembly in November is provided as Attachment 2. Transfer work of some remaining teaching elders is progressing. There are still two congregations that are awaiting transfer to Pacific Presbytery. We now are told to expect this work to be completed in February, 2017.

Civil Law Suit

At the September Commission of Assembly meeting the Stated Clerk reported that the Synod had been named in a law suit stemming from alleged sexual misconduct at the Carpinteria Church. Mediation took place in November, and the Synod has been dropped as a party in the case.

Report of Committee
on Representation
and Nominations

Sharon Wakamoto, Committee Co-Chair presented a written report.

The Committee on Representation and Nominations nominates the following two persons to fill vacant positions in Synod committees and commissions:

Commission of Assembly

TE Michael Wallman – White male from San Diego Presbytery

Polity and Records Committee – Class of 2018

RE Ed Paradis – White male from San Diego Presbytery

The Synod's Related Entity, **Presbyterian Camp and Conference Centers, Inc.**, has requested the approval of the following person to serve on its board:

TE Jeya So – Asian female from San Diego Presbytery

The Moderator asked for any nominations from the fall. Seeing none, the Commission VOTED to elect the three persons nominated by the committee.

Report of the
Moderator

The Moderator reported that the Synod officers working as the Personnel Committee have selected Barry Peters for the part-time position of Full Charge Bookkeeper. Barry has his own accounting firm, and was the consultant the Synod used to help with its transition

to the Quick Books Accounting System. He will begin officially on January 1, but will be working with David Suarez during December. He is a member of the Moorpark Presbyterian Church.

TREASURER'S
REPORT

Treasurer RE Bill Hughes presented the financial reports as of October 31, 2016. He reported that the collection of per capita is running about 25% less than budgeted. This is not unusual as several presbyteries wait until near the end of the year to remit all or a portion of their per capita. The report is made a part of these minutes as Attachment 3.

Bill also reported on the sale of the Casa Blanca property. The property was sold for \$535,000. Closing costs and legal fees connected with the negotiations for the sale total approximately \$100,000. The Finance Committee will be meeting in early 2017 to consider recommendations for the use of the net funds.

FINANCE
COMMITTEE

Committee Chair Jim Stueck reported for the committee.

2017 Budgets

The 2017 Synod budgets were approved by the Synod Assembly in its meeting of November 5, 2016 subject to proposed revisions in the personnel costs that will be submitted by the Personnel Committee to the Commission of Assembly for approval. The Personnel Committee met on November 29, 2016 and their recommendations are included in the revised 2017 budgets presented at this meeting and included in these minutes as Attachment 4.

The revisions made in the personnel costs consist of the following:

1. The position of incoming Synod Executive/Stated Clerk is presumed to be a called position of an ordained minister of the PCUSA therefore no FICA was computed.
2. An individual was hired as the Full Charge Bookkeeper with a salary package consisting of \$41,000 annual salary for an average of 29 hours per week, with pension, death and disability and study leave benefits. Medical coverage was declined by the person hired.
3. The position of Business Manager is a new position eliminating the current Office Manager/Meeting Coordinator position. The annual salary for this position is \$68,640 with full benefits. This position will absorb critical duties and responsibilities of the Director of Finance when he retires and some coordinating responsibilities with the Full Charge Bookkeeper position.

A contingency (see page 3 line #39) was also built into the budget for

\$5,000 for potential work by the retired Director of Finance with the Full Charge Bookkeeper.

The effects on the 2017 Budget are as follows:

1. The proposed revision in the 2017 operating budget reduced the personnel cost by \$56,600.
2. Consequently, the use of Wilshire Properties Sale Reserve funds was reduced by \$55,200 or 19.70% as compared with the 2016 approved use of the funds.

The Commission of Assembly then convened in an executive session and asked Mark Hong and Fried Wilson to excuse themselves and asked Jim Stueck and David Suarez to remain for the discussion.

After a time for discussion the Commission of Assembly adjourned the executive session and reconvened in open session. The Moderator reported that the Commission VOTED to approve the 2017 budgets as presented, but VOTED to increase the salary of the incoming Synod Executive/Stated Clerk to offset the cost of his SECA payments (see point #1 above).

Antelope Valley
Property

The Finance Committee recommends that the Commission of Assembly approve the sale of the property of the former Antelope Valley Korean Presbyterian Church that is now owned by the Synod for \$79,000. Furthermore, that Doska Ross, Synod Stated Clerk and Corporate Secretary and Finance chair Jim Stueck be authorized to work out the details of the sales contract and that Doska Ross, as corporate secretary, be authorized to sign the documents for the sale.

Background: This is an undeveloped parcel of land located in Palmdale that has been on the market for about one year. It was formerly owned by the Antelope Valley Korean Presbyterian Church. After the dissolution of the congregation and the closure of the Hanmi Presbytery, ownership passed to the Synod. The property has been listed for \$80,000 upon the advice of our realtor. The prospective buyer has made an all-cash offer of \$79,000 with standard contract terms and wants to close on the property by the end of the year.

It was VOTED to approve the sale and that Doska Ross, Synod Stated Clerk and Corporate Secretary and Finance chair Jim Stueck be authorized to work out the details of the sales contract and that Doska Ross, as corporate secretary, be authorized to sign the documents for the sale.

Report from PILP

Mickie Choi, PILP Loan Development Specialist, had sent a written report which is presented below.

The Synod currently has its McKee Fund invested in Presbyterian Investment and Loan Program (PILP) notes. This fund was designated by the donor to be used for a permanent church development fund. The value of these notes can be allocated to PILP loans as “compensating balances” which will result in interest rebates for the borrowing churches as they reach various levels of coverage – 20%, 35%, 50%, 75% and 100%.

As it stands now, \$574,775.00 is currently allocated as follows:

Los Ranchos	Anaheim Korean	\$ 97,917
Los Ranchos	Covenant – Costa Mesa	\$ 100,000
Riverside	Northkirk - Rancho Cucamonga	\$ 103,700
San Diego	Faith – San Diego	\$ 78,700
San Fernando	St. James - Tarzana	\$ 128,593
San Fernando	First - Burbank	\$ 65,865
Santa Barbara	All loans covered by notes from other investors except for church that may leave the denomination	\$ 0
Pacific	Current loan is covered by notes from other investors	\$ 0
San Gabriel	No outstanding PILP loans	\$ 0

As several loans have been paid off over the last year, the amount for potential future allocation is now \$584,383.

<u>Synod Investments</u>	
	-
Mission Market Funds Certificates	\$ 1,159,158.71
Total Investments in PILP	\$ 1,159,158.71
Total Investments Currently Designated/Allocated	\$ 574,775.00
Remainder for Potential Future Allocation	\$ 584,383.71

Mickie Choi has carefully reviewed and studied the outstanding loans and their allocated investments and suggests the following re-allocation for the maximum benefits for our congregations.

Los Ranchos	Anaheim Korean	\$ 3,701
Riverside	Northkirk - Rancho Cucamonga	\$ 97,420
Riverside	Grace - Temecula	\$ 200,269
San Fernando	Valley United – Granada Hills	\$ 259,276
San Fernando	St. James - Tarzana	\$ 23,717
	TOTAL	\$ 584,383

Questions were raised as to whether or not any of the other

congregations of the former Hanmi Presbytery (Anaheim being one) should be included on the list. In order to gain clarity on this issue, it was VOTED to refer this matter to the Finance Committee for further research.

**POLITY AND
RECORDS**

Committee member Forrest Claassan reported for the committee. The committee is presenting a revised version of the Synod Policies and Procedures for the Personal Safety and Protection of All. The document had been included in the mailing for this meeting and is made a part of these minutes as Attachment 5.

The Commission reviewed the policies and VOTED to approve the revised document.

Ideas were presented as to how the volunteers could be made aware of the policies since they are impacted as much by them as is Synod staff. This will need some additional thought as to how it might be done.

**New Worshiping
Community Grant
Application**

San Diego Presbytery has submitted a grant application to the denomination for a New Worshipping Community. It is for the Urban Life Southeast Missional Community. Acting Presbytery Executive Michael Mudgett spoke about this new community and its activities.

Since no Synod funding was requested, no action was required on the Commission's part. The commission members agreed that it was very educational to have these types of funding applications presented for information.

**HANMI EXECUTIVE
COMMISSION**

HEC Clerk David Won, presented a written report that addressed several proposed changes in the wording of a motion from the Congregational Partnering Grants Work Group. The motion was addressing the re-allocation of the funds that had been allocated to the Hanmi Presbytery. The Synod Assembly had voted to refer the recommendation to the Commission of Assembly to provide an opportunity for further review and instructed the Commission of Assembly to bring back a recommendation to the assembly at its spring meeting.

The report from the HEC is provided below in its entirety.

The Hanmi Executive Commission (HEC) is grateful for the opportunity to comment on this proposal impacting congregations formerly in the Hanmi Presbytery currently or in transition to geographic presbyteries.

The original motion is as follows:

Partnering Work Group moves that the Synod Assembly vote to

reallocate the \$450,000 that was allocated for Hanmi Presbytery to use for funding new church development or revitalization projects within the requesting presbytery in the following manner:

1. The Synod would retain \$240,000 to be used for ethnic Korean ministry development among Korean churches within presbyteries of the Synod. Matching \$2 to \$1 grants be provided based on presbytery commitments.
2. The remaining \$21,000 to be evenly divided among the remaining (7) presbyteries toward their existing balances for church development or revitalization projects.

HEC agrees with the motion in principle. We do offer several changes which we believe will provide clarity and be in line with the intent of the original motion.

We would change the bullet points to read as follows:

1. The Synod would retain \$240,000 to be used for ethnic Korean ministry development among Korean churches within presbyteries of the Synod. Matching \$1 to \$1 grants (same as current Synod policy) would be provided based on presbyteries commitments.
2. The remaining \$210,000 to be evenly divided among the remaining (7) presbyteries toward their existing balances for church development or revitalization projects.

We thank the Synod Assembly and the Commission of Assembly for this opportunity to be comment. We also want to thank you for your service to the Synod the past three years as your term comes to a close.

Yours in Christ,

Susan Skoglund
Moderator, Hanmi Executive Commission

End of Report

An amendment was presented and seconded to strike the words "among Korean churches" in section one so this would make New Worshiping Communities rather than just chartered congregations eligible for grants. Section one would now read;

1. The Synod would retain \$240,000 to be used for ethnic Korean

ministry development ~~among Korean churches~~ within presbyteries of the Synod. Matching \$1 to \$1 grants (same as current Synod policy) would be provided based on presbyteries commitments.

It was VOTED to approve the amendment.

A second amendment was presented and seconded in section one to strike "within" and replace it with "under the jurisdiction of the" so that section one would read:

1. The Synod would retain \$240,000 to be used for ethnic Korean ministry development ~~within~~ ***under the jurisdiction of the*** presbyteries of the Synod. Matching \$1 to \$1 grants (same as current Synod policy) would be provided based on presbyteries commitments.

It was VOTED to approve the second amendment in section one. Then it was VOTED to approve the motion as amended.

David Won then reported that the HEC had agreed to divide the remaining funds (approximately \$14,000) equally among the ethnic Korean congregations within the Synod so that each would receive a check for about \$14,000 before the end of the year.

RECOGNITION OF
THE MODERATOR

Doska Ross thanked Kristin Leucht for her three years of service to the Synod as Vice Moderator, Moderator, and President/Moderator of the Commission of Assembly.

REPORT OF THE
SYNOD EXECUTIVE

Doska reported that the next Southern California Christian Forum Gathering will be held on January 22, 2017, which is also World Prayer Day. The gathering is open to all who are interested. She encouraged those present to consider having those in their presbyteries and churches who are interested in ecumenical relations to get involved with the group. This group was formerly known as the Southern California Ecumenical Council and has received financial contributions from the Synod for many years.

Doska then spoke her six years at the Synod. She noted particularly how she had worked to improve the relationship between the Synod and the presbyteries which had not been good for many years. She noted that she had attended 110 presbytery meetings. She was also proud of the work that she and the members of the Hanmi Executive Commission had done in transferring the congregations of the former Hanmi Presbytery to their geographic presbyteries.

She also noted that David Suarez will be retiring from the staff after 14 years of service. Several of those present spoke about Doska's and David's service to the Synod.

Commission of Assembly, December 10, 2016

Panorama City, CA

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ADJOURNMENT The meeting was adjourned with prayer at 12:00 p.m.

Doska Ross, Stated Clerk

Fried R. Wilson, Journal Clerk

SYNOD OF SOUTHERN CALIFORNIA AND HAWAII
COMMISSION OF ASSEMBLY
 14225 Roscoe Boulevard, Panorama City, California 91402
Saturday, March 4, 2017

CONVENE The meeting was called to order at 9:00 a.m. by Commission of Assembly Moderator Maurice Caskey.

ROLL Those present, absent (A), excused (E) and those attending via the internet or telephone (T) are indicated below:

LR-Los Ranchos, PA-Pacific, RS-Riverside, SB-Santa Barbara, SD-San Diego, SF-San Fernando, SG-San Gabriel; TE- Teaching Elder, RE-Ruling Elder; SMOD-Synod Moderator, SVMOD-Synod Vice Moderator, CoAC-CoA Chair/President, SC/SE-Stated Clerk/Synod Executive

- | | |
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| <p style="text-align: center;"><u>Synod Officers</u></p> <p>RE Maurice Caskey – CoAC - SD
 RE Janice Takeda - SMOD - SG
 RE Susan Skoglund – SVMOD - RS
 TE Mark Hong – SC/SE - LR
 RE Bill Hughes – Treasurer - SB</p> <p style="text-align: center;"><u>Elected Assembly Members</u></p> <p>RE Sue Currie - LR
 E TE Sam Roberts - RS
 RE Jim Shepard - RS
 T TE Michael Wallman - SD</p> <p style="text-align: center;"><u>Diversity Members</u></p> <p>E RE Elizabeth Hicks - PA
 RE Hagar Benitez - LR
 TE David Won - PA</p> | <p style="text-align: center;"><u>Presbytery Executives/Designees</u></p> <p>E RE Mickey Stueck – SB *
 TE Ken Baker - SF
 E TE Michael Mudgett - SD
 TE Linda Culbertson - PA
 TE Marilyn Gamm - RS
 TE Wendy Tajima - SG
 E TE Forrest Claassen - LR</p> <p style="text-align: center;"><u>Ecclesiastical Chairs</u></p> <p>E RE Robert Parker - LR
 T RE Sharon Wakamoto - LR
 E TE Sylvia Karcher - RS</p> <p style="text-align: center;"><u>Also Present</u></p> <p>RE Fried Wilson – Synod Staff
 Mr. Barry Peters – Synod Staff</p> |
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*Designee

Opening Prayer RE Maurice Caskey opened the meeting with prayer.

Introductions Barry Peters, the Synod's the new full-charge bookkeeper was introduced to the group and then the others in attendance introduced themselves.

REPORT OF THE STATED CLERK Stated Clerk Mark Hong presented a written report.

Quorum The Stated Clerk reported that a quorum was present, and the Chair declared that a quorum was present, a quorum being defined as 11 of the 21 members of the commission with at least 4 TE present, 4 RE present and 5 presbyteries represented.

Agenda It was VOTED to approve the agenda as presented.

Approval of Minutes It was VOTED that the minutes of the Commission of Assembly meeting of December 10, 2016 be approved as distributed.

For Information

Election of Officers

At its December meeting the Synod Commission of Assembly recessed as the SEC and convened as the Corporation of the Synod of Southern California and Hawaii to hold its annual meeting and to elect officers for 2017 as follows.

President and Commission of Assembly Chair	RE Maurice Caskey
Stated Clerk and Corporate Secretary	TE Mark Hong
Treasurer	RE Bill Hughes
Moderator	RE Janice Takeda
Vice-Moderator	RE Susan Skoglund

Report from the Synod Permanent Judicial Commission

The ruling from the General Assembly PJC on the appeal of the case of *Dixie Lewellen v The Presbytery of Los Ranchos* (223-03) was received. Out of 20 errors, 2 were sustained and 1 was sustained in part, and the case was remanded for further proceedings. The decision is provided as Attachment 1.

Trial for Michael Regele, et al vs. Presbytery of Los Ranchos is scheduled on March 23, at Northminster Church in Diamond Bar.

Casa Blanca Update

The sale of the property was completed. It is up to the Finance Committee to communicate with Riverside Presbytery for fund distribution.

Antelope Valley Update

The Synod has run into some complications with the sale of the property, but the work is ongoing.

Property Transfer Update

The Synod is in the process of transferring the title of this property to New Presbyterian Church, which has repaid its loan from the PILP. The Presbytery of Pacific approved the transfer of the property to the congregation.

Hanmi Church Transfer Progress

The Presbytery of Pacific received Torrance First Presbyterian Church into membership on February 25. One last congregation, Korean United Presbyterian Church, is expected to be transferred at the May 20th meeting.

Future meetings of the Commission of Assembly in 2017

Reminder that the dates approved are June 24, September 30, and

December 9.

Synod Assembly Meetings in 2017

The next Assembly meeting will be May 6, 2017 at the New Presbyterian Church, located on 970 Virgil Avenue, Los Angeles. It will begin at 9:30 a.m. The fall meeting will be December 2 with the location to be announced later.

TREASURER'S
REPORT

Treasurer RE Bill Hughes presented the financial reports as of December 31, 2016. The report is made a part of these minutes as Attachment 2.

CONGREGATIONAL
PARTNERING
GRANTS WORK
GROUP

Work Group Chair Linda Culbertson presented a written report.

The Congregational Partnering Grant Work Group met on Friday, March 3, 2017, by conference call and is making the following recommendations after reviewing the grant proposals and receiving confirmation from the presbyteries of their support of the projects.

Recommendations #1

That the Commission of Assembly **approve** the request of San Gabriel Presbytery for a matching grant of \$16,666 for the First Presbyterian Church, Altadena for their congregational transformation project. (This is to be the final installment of the grant to be used July 2017-June 2018. San Gabriel Presbytery is also requesting that the full remaining balance be disbursed now since the church is using only the funds as covered by the grant for the project). See Attachment 3 for information on this grant.

It was VOTED to APPROVE Recommendation #1

Recommendation #2

That the Commission of Assembly **approve the** request of Pacific Presbytery for a matching grant of \$10,000 for the First Presbyterian Church, Inglewood for the "Joshua Initiative" designed to address the needs of the youth inside and outside of the church. See Attachment 4 for further details.

It was VOTED to APPROVE Recommendation #2

Recommendation #3

That the Commission of Assembly **approve** the request of Pacific Presbytery for a matching grant of \$7,500 for the Westminster Presbyterian Church, Los Angeles for their Remix Youth Academy Summer Arts Program. The purpose of the program is to engage youth, church and un-church, in an environment where they can

express themselves creatively and have an opportunity to process biblical themes in a group of peers. See Attachment 5 for further details.

It was VOTED to APPROVE Recommendation #3

Recommendation #4

That the Commission of Assembly **approve** the request of Pacific Presbytery for a grant of \$35,000 for "The Bridge at Union Church, Los Angeles". The Bridge has become an important part of the redevelopment of Union Church and has expanded its ministry to a multi-ethnic, multi-generational, and multi-socioeconomic community of Downtown professionals and artists while ministering with and to those in Skid Row and the existing historic English-speaking and Japanese-speaking congregational presence.

Pacific Presbytery made grants totally \$75,000 between 2015-2016 for continued development of The Bridge and two community outreach projects of Union Church. We have made an additional \$25,000 grant for the Bridge development for 2017 which expands the ministry to include intentional outreach to Latinos in the downtown area. Pacific Presbytery is requesting additional \$10,000 to their match for 2017 making the total request for \$35,000. See Attachment 6 for further details.

It was VOTED to APPROVE Recommendation #4

SAN GABRIEL PROPERTY REPORT

Presbytery Executive Wendy Tajima presented a written report on the proposed sale of the properties at 5661 Irwindale Avenue in Irwindale and 1170 Fremont Street in Pomona. Titles for both of these properties are in the name of the Synod.

Background:

San Gabriel Presbytery has been working with its churches and their future growth potential, or in some cases they have worked with churches whose ministries are ending. In the past few years, Divine Saviour Presbyterian Church (which was housed at 5661 Irwindale Avenue in Irwindale) and South Hills Presbyterian Church (which has been housed at 1170 Fremont in Pomona) have both been closed by the Presbytery.

The titles for both properties are held by the Synod. At its meeting of September 29, 2012, the Synod Executive Commission voted to transfer property it owned to the presbytery or to the congregation when possible. Problems with the property title and property description delayed any action on the transfer for Irwindale to Divine Saviour, or to Mideast Evangelical Church, to whom the Presbytery intended title to be transferred when Divine Saviour closed.

The Session of South Hills was overburdened its their existing responsibilities and was never in a position to take title of the Pomona property. On September 10, 2016, the Presbytery voted to close South Hills church, effective October 31, 2016.

The Presbytery has voted to market both Irwindale and Pomona properties. The proceeds for these properties will be put partially towards purchase of a Presbytery center in Temple City which will house Mideast Evangelical Church, Grace Taiwanese Presbyterian Church, a non-profit preschool, and the Presbytery's offices. One-third of the net proceeds of the sale of the Pomona property will be reserved for a new multicultural church that celebrates the traditions of the Black church, and of the legacy of South Hills in particular.

In order to facilitate the sale, San Gabriel Presbytery has asked that the property be sold directly by the Synod with the proceeds going to Presbytery. The Finance and Administration Committee of San Gabriel Presbytery will handle the details of the sale.

Recommended Actions:

1. Approve the sale of the property by the Synod for the benefit of the presbytery in lieu of transferring the property to the presbytery as approved on September 29, 2012.
2. Authorize Mark Hong as Synod Stated Clerk and Corporate Secretary to sign all documents for the sale.

Recommendation #1

It was VOTED to approve the sale of both properties by the Synod for the benefit of the presbytery in lieu of transferring the properties to the presbytery.

Recommendation #2

An amendment was made, seconded and approved to add the words "or any of the ecclesiastical and corporate officers" so the motion would read:

Authorize Mark Hong as Synod Stated Clerk and Corporate Secretary *or any of the ecclesiastical and corporate officers* to sign all documents for the sale.

It was VOTED to approve the motion as amended.

REPORT OF THE
SYNOD EXECUTIVE

TE Mark Hong provided the following report of the meetings he has attended during his first two months as Synod Stated Clerk and Executive.

DRAFT

He has attended five Presbytery Meetings - San Gabriel, Santa Barbara, San Diego, Pacific, and San Fernando. He also attended LEaD event in Riverside. On the same day, he hosted dinner for the co-Moderator, Rev. Jan Edmiston.

He has attended the following meetings and gatherings:

- Muslim & Making of America (sponsored by Guibord Institute, an interfaith group)
- Chaplaincy Consortium
- So. Cal Christian Forum meeting with staff
- So. Cal Christian Forum Worship (part of a worship team)
- Synod Executives Forum (held in Tucson)
- Monte Vista Grove Home Board Meeting
- Zephyr Point Conference Center Board Meeting (in Sacramento)
- Monte Vista Ground Breaking event
- Riverside EP Search Committee Meeting (twice)
- PCCCI Board Meeting
- Santa Barbara GDP Team Meeting
- Los Ranchos/Santa Barbara Pastors' Retreat
- Korean Presbyterian Coalition Meeting (twice)

DIALOGUES ON RACISM

Wendy Tajima reported that she has been having discussions with the Reverend Eric Law, Director of the Kaleidoscope Institute in Los Angeles, about holding dialogues on racism and anti-racism training. This would include hosting a one-day Synod-wide leadership training event to equip leaders for such dialogues. There was discussion of which group within the Synod would be best equipped to evaluate and organize this type of event. The group agreed that the best place to start would be at one of the periodic meetings of the presbytery executives.

PROPERTY MATTERS

As was reported earlier, New Presbyterian Church has repaid its PILP loan. The session has requested the title be transferred to the congregation and Presbytery of Pacific has approved the transfer. It has been the Synod's policy to transfer unencumbered congregational property to the presbytery or to the congregation if the presbytery so desires.

It was VOTED to transfer the property used by the New Presbyterian Church located at 970 North Virgil Avenue in Los Angeles to the congregation.

ADJOURNMENT

The meeting was adjourned with prayer at 11:20 a.m.

Mark Hong, Stated Clerk

Fried R. Wilson, Journal Clerk

SYNOD OF SOUTHERN CALIFORNIA AND HAWAII

Financial Narrative December 31, 2016

1) Summary of Operating Activity

	Actual	Budget	Variance
REVENUE:			
Per Capita / Other Revenue	152,239.71	167,800.00	(15,560.29) a)
Net Assets Released from Restriction	269,790.09	158,300.00	111,490.09 b)
Use of Wilshire Reserve	<u>280,170.00</u>	<u>280,170.00</u>	<u>0.00</u>
Total Revenue:	702,199.80	606,270.00	95,929.80
EXPENSES:			
Program Services	269,790.07	158,300.00	111,490.07 c)
Personnel Costs	335,453.83	337,300.00	(1,846.17)
Support Services	<u>128,922.85</u>	<u>110,670.00</u>	<u>18,252.85</u> d)
Total Expenses:	734,166.75	606,270.00	127,896.75
Net Change in Assets	<u>(31,966.95)</u>	<u>0.00</u>	<u>(31,966.95)</u> e)

- a) \$25k less investment revenue than anticipated - (capital gains) and less per capita received than budgeted for San Gabriel (\$3k), Santa Barbara (\$7k) and San Diego (\$14k) adjusted for the per capita reserve of \$29K
Use of Korean PC-Honolulu restricted funds to cover the reimbursement of expenses for Hawaii delegates for meetings of the Presbytery of the Pacific - \$8K more than budgeted
- b) Chaplaincy Consortium \$16K over budget - did not include San Fernando Share, Grants to Anchor City & Cyclical LA (\$9k over budget)
Gifts - Elias, Nicholl and Walters not budgeted (\$15K over budget), CARECEN grant (\$48K over budget), released \$25K REPL scholarship
- c) See b)
- d) Support Services higher due to higher legal fees than anticipated
- e) Change in Net Operating Assets - Net budget shortfall not covered by the Wilshire reserve

2) Chase Restricted Reserve Account @ 12 31 2016

	\$727,659.25
Undistributed Income from permanent funds	\$ 182,113.81
Undisbursed restricted donations, grants & special funds, REPL donation - line 8 page 2	\$ 98,171.81
Funds Held in Trust - Korean Thousand Oaks funds, Sale of Casa Blanca	\$ 425,745.98
Loan Payments Collected for Fund 22	\$ 18,721.16
Interest Earned	<u>\$ 2,906.49</u>
	<u>\$ 727,659.25</u>

The Synod of Southern California and Hawaii

Statement of Financial Position

As of December 31, 2016

		Balances	Balances	Variance	
		Dec 31, 2016	Dec 31, 2015	Increase (Decrease)	Explanation of Variances
	ASSETS				
1	10000 Cash & Cash Equivalents				
2	10100 Chase #786622956 - General	30,876.14	5,000.00	25,876.14	
3	10105 Union Bank #3460009668-General (closed in 2016))	0.00	23,668.91	(23,668.91)	Transferred to Chase-General Operating account in April, 2016
4	10106 Union Bank MM #3460016273-Restricted (closed in 2016)	0.00	895,330.98	(895,330.98)	Transferred to Chase-Restricted account in April, 2016
5	10107 Union Bank- MM Account-#3460017075-Restricted (closed in 2016)	0.00	6,440.68	(6,440.68)	Transferred to Chase-General Operating account in April, 2016
6	10110 Chase #3380085208 - Restricted	727,659.25	5,000.12	722,659.13	Transferred from Union Bank-Restricted in April, 2016. Includes
7	Total 10000 Cash & Cash Equivalents	758,535.39	935,440.69	(176,905.30)	the net proceeds from sale of Casa Blanca properties in November, 2016
	10200 Short Term Investments				
8	10210 One Year REPL CD	0.00	57,314.33	(57,314.33)	Transferred to Chase-Restricted Account for reinvestment later to New Covenant Funds (for Finance Committee recommendation)
9	10220 Presbyterian Investment & Loan Program	1,159,481.12	1,156,262.66	3,218.46	Interest earned during the period at .30% for 6 months and .55% for 1 year
10	Total 10200 Short Term Investments	1,159,481.12	1,213,576.99	(54,095.87)	
	Accounts Receivable				
11	11010 Per Capita Receivable	249,893.20	252,629.62	(2,736.42)	
12	11015 Allowance for Bad Debts	(244,541.48)	(244,541.48)	0.00	
13	11020 Accounts Receivable-Others	53,003.96	67,163.40	(14,159.44)	Advances to Casa Blanca Properties paid in Nov 2016
14	11030 Investment Income Receivable	20,368.61	22,449.19	(2,080.58)	
15	Total 11000 Accounts Receivable (A/R)	78,724.29	97,700.73	(18,976.44)	
	Total Accounts Receivable	78,724.29	97,700.73	(18,976.44)	
	Other Current Assets				
16	12000 Prepaid Expenses				
17	12100 Prepaid Insurance	1,936.69	1,908.49	28.20	
18	12200 Other Prepaid Expenses	531.88	1,938.10	(1,406.22)	
19	Total 12000 Prepaid Expenses	2,468.57	3,846.59	(1,378.02)	
20	Total Current Assets	1,999,209.37	2,246,718.41	(247,509.04)	

The Synod of Southern California and Hawaii

Statement of Financial Position

As of December 31, 2016

		Balances	Balances	Variance	
		Dec 31, 2016	Dec 31, 2015	(Decrease)	Explanation of Variances
	Other Assets				
	20000 Long Term Assets				
	21000 Notes Receivables/Mortgage Grants				
21	21100 Notes Receivable	1,130,133.78	1,140,955.13	(10,821.35)	Collections during the period
22	21200 Mortgage Grants	517,623.22	517,623.22	0.00	
23	21999 Allowance for Bad Debts	(572,642.92)	(572,642.92)	0.00	
24	Total 21000 Notes Receivables/Mortgage Grants	1,075,114.08	1,085,935.43	(10,821.35)	
	22000 Unrestricted Investments				
25	22100 Unrestricted Reserve	777,734.26	832,681.58	(54,947.32)	Mainly due to withdrawal of \$100,000 for capital campaign of MVGH
26	22200 Ecclesiastical Reserve	24,577.10	24,027.11	549.99	Increase in net assets value as of quarter ended 12/31/2016
27	22300 Oiko Credit	100,000.00	100,000.00	0.00	
28	Total 22000 Unrestricted Investments	902,311.36	956,708.69	(54,397.33)	
	23000 Unrestricted Investments- Council Assigned				
29	23100 New Covenant Trust Company	4,463,684.27	4,106,647.62	357,036.65	Increase in net assets value as of quarter ended 12/31/2016
30	23200 Morgan Stanley/Smith Barney	213,804.64	494,104.31	(280,299.67)	Due to withdrawal of funds approved to balance the 2016 budget
	Total 23000 Unrestricted Investments- Council Assigned	4,677,488.91	4,600,751.93	76,736.98	
	24000 Temporarily Restricted Investments				
31	24100 Church Development Fund	3,144,466.94	3,122,931.63	21,535.31	Increase in net assets value for YE 12/31/2016
32	24200 Southern California Foundation	183,301.16	174,855.85	8,445.31	Increase in net assets value for YE 12/31/2016
33	24300 Langlie Fund	22,476.87	21,441.29	1,035.58	Increase in net assets value for YE 12/31/2016
34	24400 Edwards Fund	19,147.06	18,264.88	882.18	Increase in net assets value for YE 12/31/2016
35	24500 Life Income Plans - Paid in Lump Sums	6,821.00	18,630.00	(11,809.00)	Termination of life income plans of Nicholl and Walters and conversion of
36	Total 24000 Temporarily Restricted Investments	3,376,213.03	3,356,123.65	20,089.38	life income plan of Berger to permanent fund
	25000 Permanently Restricted Funds				
37	25100 Pooled and Unitrust Funds	2,578,966.29	2,573,069.48	5,896.81	Increase in net assets value for YE 12/31/2016
38	25200 Life Income Plans - Est. Permanent Funds	17,651.00	19,610.00	(1,959.00)	Termination of life income plan for Dorothy Walters
39	Total 25000 Permanently Restricted Funds	2,596,617.29	2,592,679.48	3,937.81	
40	26000 Property Held for Investment	93,168.45	93,168.45	0.00	
	27000 Fixed Assets				
41	27100 Furniture and Equipment	35,195.91	35,322.05	(126.14)	
42	27200 Accumulated Depreciation	(31,735.90)	(30,601.94)	(1,133.96)	Depreciation for the period
43	Total 27000 Fixed Assets	3,460.01	4,720.11	(1,260.10)	
44	Total 20000 Long Term Assets	12,724,373.13	12,690,087.74	34,285.39	
45	Total Other Assets	12,724,373.13	12,690,087.74	34,285.39	
46	TOTAL ASSETS	14,723,582.50	14,936,806.15	(213,223.65)	

The Synod of Southern California and Hawaii

Statement of Financial Position

As of December 31, 2016

		Balances	Balances	Variance	
		Dec 31, 2016	Dec 31, 2015	Increase (Decrease)	Explanation of Variances
LIABILITIES AND EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
47	30000 Accounts Payable (A/P)	27,789.63	6,953.35	20,836.28	Paid Legal Bill - Kay Gustafson in Jan 17
48	Total Accounts Payable	27,789.63	6,953.35	20,836.28	
Other Current Liabilities					
31000 Short Term Liabilities					
49	31100 Accrued Expenses	3,110.44	2,908.48	201.96	
50	31200 Vacation / PTO Accrual	9,375.94	11,367.17	(1,991.23)	Use of study leave in November to attend the Mid Council Financial Network
51	31300 Flexible Spending Account	95.68	230.59	(134.91)	
52	31400 403-B Payable	3,340.00		3,340.00	
53	31500 Funds Held in Trust	425,413.48	610,174.73	(184,761.25)	
54	Total 31000 Short Term Liabilities	441,335.54	624,680.97	(183,345.43)	
55	Total Other Current Liabilities	441,335.54	624,680.97	(183,345.43)	
56	Total Current Liabilities	469,125.17	631,634.32	(162,509.15)	
57	Total Liabilities	469,125.17	631,634.32	(162,509.15)	
Equity					
40000 Net Assets					
58	41000 Unrestricted Net Assets	1,374,293.37	1,391,061.23	(16,767.86)	
59	42000 Unrestricted Net Assets - Council Designated	4,101,533.35	4,104,533.35	(3,000.00)	
60	43000 Temporarily Restricted Net Assets	6,203,288.69	6,597,325.04	(394,036.35)	
61	44000 Permanently Restricted Assets	2,629,903.01	2,839,931.56	(210,028.55)	
62	Total 40000 Net Assets	14,309,018.42	14,932,851.18	(623,832.76)	
63	Change in Net Assets	(54,561.09)	(623,832.76)	569,271.67	Change in net assets between 2015 and 2016. See also page 8, line #114
64	Total Equity	14,254,457.33	14,309,018.42	(54,561.09)	
65	TOTAL LIABILITIES AND EQUITY	14,723,582.50	14,940,652.74	(217,070.24)	

The Synod of Southern California and Hawaii
Statement of Activities
January - December 2016

	YTD Actual	YTD Budget	YTD Variance + (-)	Explanation of Variances	
	Revenue				
1	50110 Investment Revenue-General Use	4,038.83	29,500.00	(25,461.17)	Anticipated larger capital gain than was received
	52000 Per Capita				
2	52100 Per Capita - Los Ranchos	28,880.00	28,900.00	(20.00)	Fully collected
3	52110 Per Capita - Pacific	27,744.60	26,700.00	1,044.60	
4	52120 Per Capita - Riverside	11,419.20	11,400.00	19.20	Fully collected
5	52130 Per Capita - San Fernando	15,769.00	16,000.00	(231.00)	
6	52140 Per Capita - San Gabriel	17,000.00	20,300.00	(3,300.00)	Sent collection letter on July, 2016
7	52150 Per Capita - Santa Barbara	5,979.47	13,200.00	(7,220.53)	Sent collection letter on July, 2016
8	52160 Per Capita - San Diego	17,709.23	31,700.00	(13,990.77)	Sent collection letter on July, 2016
9	52170 Per Capita - Hanmi	3,606.20	5,400.00	(1,793.80)	
10	52990 Per Capita - Uncollectible		(29,000.00)	29,000.00	Computed at end of the year
11	Total 52000 Per Capita	128,107.70	124,600.00	3,507.70	
12	55180 Net Assets Released From Restriction-Restricted Revenue for Gen Use	19,485.39	11,200.00	8,285.39	Use of Korean PC-Honolulu restricted funds to cover the reimbursement of expenses of Hawaii delegates to the meetings of the Presbytery of the Pacific
13	54000 Miscellaneous Income	607.79	2,500.00	(1,892.21)	Decrease in oil prices
	55000 Net Assets Released from Restrictions - Program Services				
14	55100 Net Assets Released-Gift	66,107.11	51,500.00	14,607.11	
15	55110 Net Assets Released From Restriction-Chaplaincy	57,500.04	42,000.00	15,500.04	
16	55120 Net Assets Released From Restriction-JPIC	13,627.92	21,000.00	(7,372.08)	
17	55130 Net Assets Released From Restriction-REPL	59,097.02	24,300.00	34,797.02	
18	55140 Net Asset Released From Restriction-Bridges		3,000.00	(3,000.00)	
19	55150 Net Asset Released From Restriction-Congregational Partnering Grant	30,000.00	16,500.00	13,500.00	
20	55160 Net Asset Released From Restriction-Other Grant	43,458.00		43,458.00	
21	Total 55000 Net Assets Released from Restrictions - Program Services	269,790.09	158,300.00	111,490.09	See offsetting amounts in program services, page5, line #31
22	55170 Net Asset Released From Restriction-Wilshire Properties Reserve Fund	280,170.00	280,170.00	0.00	Full utilization of approved use of reserve as of 12/31/2016
23	Total Revenue	702,199.80	606,270.00	95,929.80	

The Synod of Southern California and Hawaii
Statement of Activities
January - December 2016

		YTD Actual	YTD Budget	YTD Variance + (-)	Explanation of Variances
EXPENSES					
61000 Program Services					
24	61100 Justice, Peace & Integrity of Creation	13,627.92	21,000.00	(7,372.08)	
25	61300 Chaplaincy Consortium	57,500.04	42,000.00	15,500.04	Budget does not include the share of San Fernando
26	61400 Congregational Partnering Grants	25,000.00	16,500.00	8,500.00	Grants to Anchor City and Cyclical LA not budgeted
27	61500 Gifts	66,107.09	51,500.00	14,607.09	Elias, Nicholl and Walters not budgeted
28	61600 Other Grants	48,458.00	0.00	48,458.00	CARECEN grant not budgeted
29	61700 Bridges	0.00	3,000.00	(3,000.00)	No grant request
30	REPL	59,097.02	24,300.00	34,797.02	REPL scholarship released=\$25,000
31	Total 61000 Program Services	269,790.07	158,300.00	111,490.07	
62000 Support Services					
62200 Personnel Costs					
32	62110 Salaries & Wages - Administrative	228,396.24	228,400.00	(3.76)	
33	62111 Salaries & Wages -REPL	6,492.72	6,500.00	(7.28)	
34	62120 Pension & Medical	80,160.48	79,950.00	210.48	
35	62130 FICA - Administrative	18,144.36	17,500.00	644.36	
36	62131 FICA - REPL	413.91		413.91	Not budgeted, new REPL coordinator with FICA
37	62140 Workers Compensation - Administrative	1,708.94	1,895.00	(186.06)	
38	62141 Workers Compensation - REPL	50.23	55.00	(4.77)	
39	62150 Study Leave	86.95	3,000.00	(2,913.05)	
40	Total 62200 Personnel Costs	335,453.83	337,300.00	(1,846.17)	
62300 Financial General & Administrative					
41	62310 Office Supplies	1,733.21	900.00	833.21	Purchase laser checks for new bank account, cost of toner for Samsung and Canon printers
42	62315 Postage & Delivery	281.79	400.00	(118.21)	
43	62320 Communication	8,646.60	8,200.00	446.60	Internet and phone charges
44	62325 Equipment Maintenance	128.52	600.00	(471.48)	
45	62330 Equipment Leases	7,357.36	7,400.00	(42.64)	
46	62333 Equipment Purchased	1,634.16	0.00	1,634.16	purchase of printer for REPL coordinator , New Clerk PC
47	62335 Rent Expense	1,620.00	1,650.00	(30.00)	
48	62340 Utilities	6,420.00	6,000.00	420.00	Increased by \$35/month for share in new alarm system
49	62345 General Liability & Property Insurance	2,004.00	2,000.00	4.00	
50	62350 Taxes, Licenses & Fees	320.69	220.00	100.69	Property tax on leased equipment
51	62355 Dues & Subscriptions	233.00	300.00	(67.00)	
52	62360 Mileage & Travel	9,860.37	12,000.00	(2,139.63)	
53	62400 Meeting Expenses	140.38	0.00	140.38	
54	62401 Meetings - G&A	597.56	100.00	497.56	Gift to Northminster PC for multiple meetings
55	62403 Meetings - Commission Of Assembly	3,972.24	800.00	3,172.24	Meeting cost of Synod Executive Search Committee for Synod Executive/Stated Clerk position

The Synod of Southern California and Hawaii
Statement of Activities
January - December 2016

	YTD Actual	YTD Budget	YTD Variance + (-)	Explanation of Variances	
56	62404 Meetings - Work Groups	288.85	600.00	(311.15)	
57	62405 Meetings - Polity & Records	398.12	300.00	98.12	
58	62406 Meetings - Committee on Representation & Nominations	497.48	300.00	197.48	
59	62407 Meetings - Permanent Judicial Commission	2,790.76	1,000.00	1,790.76	Hitching Litigation Services for transcript of judicial proceedings
60	62408 Meetings - Hanmi Executive Commission	1,253.33	4,000.00	(2,746.67)	Mos the HEC expenses are paid thru Korean PC-TO funds
61	62409 Meetings - Synod Assembly	2,872.74	3,200.00	(327.26)	
62	62410 Meetings - General Assembly Attendance	3,977.29	5,000.00	(1,022.71)	
63	62411 Meetings - Synod Moderator's Expenses		1,500.00	(1,500.00)	
64	Total 62400 Meeting Expenses	16,788.75	16,800.00	(11.25)	
65	62500 Audit Fee	15,750.00	16,000.00	(250.00)	
66	62510 Legal Fees	25,206.67	4,000.00	21,206.67	Mostly property related matters (Littlerock, Cleland, Divine Saviour, La Habra, Linda Vista and new PC)
67	62515 Bank Charges and Fees	259.46	1,000.00	(740.54)	Chase Bank does not charge bank fees
68	62520 Data Processing Fees	3,853.12	3,700.00	153.12	Flexible spending account fees
69	62550 Technical Support				
70	62551 Accounting Services	895.00	0.00	895.00	Train New Accounting Staff and Install QuickBooks
71	62552 Website Maintenance	3,000.00	3,000.00	0.00	
72	62553 Computer Hardware & Software Maintenance	1,127.28	2,300.00	(1,172.72)	
73	Total 62550 Technical Support	5,022.28	5,300.00	(277.72)	
	62750 Special Program Expenses				
74	62751 Presbytery of the Pacific - Reimbursement of Hawaii Delegates	5,000.00	5,000.00	0.00	
75	62752 Allocation to So California Christian Forum	9,999.96	10,000.00	(0.04)	
76	Total 62750 Special Program Expenses	14,999.96	15,000.00	(0.04)	
77	62800 Training Expenses	5,775.00	8,800.00	(3,025.00)	Training for Claassen, Cramer and Tajima
78	62810 Staff Support	372.07	300.00	72.07	
79	62990 Miscellaneous Expenses	655.84	100.00	555.84	Retirement Gift - D Suarez
80	61000 Total Financial General and Administrative	128,922.85	110,670.00	18,252.85	
81	Total 62000 Support Services	464,376.68	447,970.00	16,406.68	
82	Total 60000 Expenses	734,166.75	606,270.00	127,896.75	
83	Change in Net Assets - Operating	(31,966.95)	0.00	(31,966.95)	This is the budget shortfall as of 12/31/2016 not anymore covered by use of Wislhire Property Reserve fund since the reserved fund is fully utilized as of 12/31/2016 (see page 5, line 21

The Synod of Southern California and Hawaii
Statement of Activities
January - December 2016

	YTD Actual	YTD Budget	YTD Variance + (-)	Explanation of Variances
Other Restricted Revenue & Non-Budgeted Revenue (Expense)				
84 50115 Investment Revenue-Temporary Restricted-Pooled and Unitrust Funds	105,426.43			
85 50120 Revenue Reinvested-Church Development Fund	31,096.81			
86 50125 Revenue Reinvested-McKee Funds	3,218.46			
87 50130 Revenue Reinvested-Wilshire Properties Reserve Funds	29,712.19			
88 50135 Revenue Reinvested-Gen And Adm	4,571.79			
89 50140 Revenue Reinvested-Restricted Account	701.00			
90 50150 Revenue Reinvested - Langlie Fund	548.66			
91 50155 Revenue Reinvested - Edwards Fund	467.38			
92 50160 Reinvested Revenue - So Cal Foundation	4,474.41			
93 Total Revenue - Restricted Funds	<u>180,217.13</u>			
94 51600 Interest On Loans	25,358.25			
53000 Donations-Temporarily Restricted				
95 53100 REPL Donations	3,359.90			
96 53110 JPIC Offering	11,437.01			
97 Total 53000 Donations-Temporarily Restricted	<u>14,796.91</u>			
56000 Unrealized Gain (Loss) On Investment				
98 56100 Unrealized Gain (Loss) On Investment-Unrestricted Investments	44,548.88			
99 56110 Unrealized Gain (Loss) On Investment-Unrestricted Council Assigned Investments	327,344.84			
100 56120 Unrealized Gain (Loss) On Investment-Temporarily Restricted	70,311.12			
101 56130 Unrealized Gain (Loss) On Investment-Permanently Restricted Investments	(353.19)			
102 Total 56000 Unrealized Gain (Loss) On Investment	<u>441,851.65</u>			
103 62605 Other Grants	(113,500.00)			Grants to Monte Vista Grove Homes=\$100,000, WASC=\$2,500
104 62900 Depreciation	(1,872.60)			MidEast Evangelical PC=\$5,000,and Mission Fair of Santa Barbara=\$6,000
63000 Fund Transfer Out				
105 63100 Funds Transfer Out-Gift	(66,374.31)			
106 63110 Funds Transfer Out-Chaplaincy	(57,500.04)			
107 63120 Funds Transfer Out-JPIC	(13,627.92)			
108 63130 Funds Transfer Out-REPL	(59,097.02)			
109 63150 Funds Transfer Out-Congregational Partnering Grants	(46,458.00)			
110 63160 Funds Transfer Out-Other Grants	(27,000.00)			
111 63170 Funds Transfer Out-Wilshire Properties Reserve Fund	(280,170.00)			
112 63180 Fund Transfer Out-Restricted to Gen Fund	(19,218.19)			
113 Total 63000 Fund Transfer Out	<u>(569,445.48)</u>			
114 Change in Net Assets	<u>(54,561.09)</u>			

Synod of Southern California and Hawaii
SYNOD ASSEMBLY
May 6, 2017

REPORT OF THE STATED CLERK
Mark E. Hong

1. Declaration of a Quorum

For Action

The Clerk recommends that the moderator declare that a quorum is present if the following provisions are met:

Bylaws, Article IV, Structure, A. SYNOD ASSEMBLY, 9. Quorum

*A quorum of the Synod Assembly shall be **sixteen (16) commissioners**, at least **eight** of whom shall be **ruling elders** and at least **eight** of whom shall be **teaching elders**, representing at least **five presbyteries**.*

2. Adoption of the Agenda

For Action

The Clerk recommends adoption of the Agenda as distributed at this meeting.

3. Corresponding Members

For Action

The Clerk recommends seating any corresponding members who may be present after they have introduced themselves.

CONSENT AGENDA

The next group of items is recommended for approval as part of a consent agenda or omnibus motion, which provides for efficient action on items that are presumed to be routine and non-controversial. All items on the consent agenda can be approved with one motion. It is important to note that any one commissioner can request that any item be removed from the consent agenda. The request does not require a second. Questions for clarification about any item may be raised without removing it from the agenda, but if a commissioner wishes to debate any item on the consent agenda it should be removed from the consent agenda.

4. Appointment of Journal Clerk

For Action

The Clerk recommends approval of the appointment of Fried Wilson as Journal Clerk.

5. Minutes of the November 2016 Synod Assembly

For Action

The Clerk recommends approval of the minutes of the November 5, 2016 meeting of the Synod Assembly as included in the documents sent with the call to this meeting.

The following items are for informational purposes only:

6. The result of GAPJC decision on Lewellen v. Los Ranchos case heard on February 24, 2017

The clerk received the following order.

IT IS THEREFORE ORDERED that the Decision of the Permanent Judicial Commission of the Synod of Southern California and Hawaii be reversed and the case remanded for further proceedings consistent with this Commission's Decision.

IT IS FURTHER ORDERED that the Stated Clerk of the Synod of Southern California and Hawaii report this Decision to the Synod of Southern California and Hawaii at the first meeting after receipt, that the

Synod of Southern California and Hawaii enter the full Decision upon its minutes and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

IT IS FURTHER ORDERED that the Stated Clerk of the Presbytery of Los Ranchos report this Decision to the Presbytery of Los Ranchos at the first meeting after receipt, that the Presbytery of Los Ranchos enter the full Decision upon its minutes and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

7. Report of the Synod Permanent Judicial Commission (PJC) For Information

A trial was held on March 23, at Northminster Presbyterian Church in Diamond, Regele, et al. v. Los Ranchos. PJC made a decision to continue the case until a clarification is made as to the status of the title of La Habra property.

8. Permanent Judicial Commission Roster For Information

The Stated Clerk as required by the Book of Order at D-5.0206b reports the names of the following members of the Synod Permanent Judicial Commission whose terms have expired in the last six years.

<u>Class of 2015</u>	<u>Class of 2013</u>	<u>Class of 2011</u>
Rev. Rev. Daryl Fisher-Ogden	Paul Bang-uk Chun	Elder Jane D. Douglass
Elder Curtis McKee	Rev. Ann Hayman	Elder Patricia Niles
Elder Chuck Wakamoto	Elder Linda Therien	Elder Jean Vieten
		Elder Michael Williams

9. Report of the Hanmi Executive Commission For Information

The Commission's task is almost complete, as one remaining congregation, Korean United Presbyterian Church, located on Jefferson Ave, Los Angeles, is expected to be transferred to the Presbytery of the Pacific in May.

10. Report on Related Entities For Information

Among your documents today is a written report from the Zephyr Point Presbyterian Conference Center. It should be noted that starting in January, 2016 the Rev. John Moser from San Diego has been serving as ZP board president. Others from this synod who serve are Dae Jung, Paul Kim, Neal Nybo, Laura-Jean Slykhuis, and Jim Stueck. Thank you to all these who serve beyond our boundaries!

Also in today's documents is a written report from the Board of Presbyterian Camp and Conference Centers, Inc. (PCCCI). We want to thank Steve Miller, Carol Stanley, Bill Hughes, Bill White, Paul Knopf, Erin Thomas, Bob White, Jeya So, for their service on this board. Rick Harrison has announced his planned retirement and its search committee has begun its work.

11. Synod Assembly Meetings in 2017

Saturday, December 2, 2017 at an appropriate location

**SYNOD OF SOUTHERN CALIFORNIA AND HAWAII
SYNOD ASSEMBLY STATED MEETING
Shepherd of the Valley Presbyterian Church
Hacienda Heights, California
Saturday, November 5, 2016**

PLENARY I

CALL TO ORDER

The Synod of Southern California and Hawaii met in its 62th Stated Meeting on November 5, 2016, at Shepherd of the Valley Presbyterian Church in Hacienda Heights, California. The Moderator, Ruling Elder Maurice Caskey, called the meeting to order at 9:30 a.m. with prayer.

ATTENDANCE (By Presbytery, noting absences, excuses and vacancies)

Commissioners to do

(E = excused; A = absent; V = vacancy)

		<u>Presbytery</u>	
		<u>Los Ranchos</u>	
	Rev.	Forrest	Claassen
	Rev.	Michael	Haggin
	Rev.	Mark	Hong
	Ms.	Sue	Currie
	Mr.	Chuck	Wakamoto
	Ms.	Sharon	Wakamoto
		<u>Pacific</u>	
	Ms.	Martha	Kadue
	Mr.	Paul	Niberger
	Mr.	Cliff	O'Daniel
	Rev.	Martin	Garcia
E	Rev.	Catherine	Hughes
E	Rev.	Neal	Neuenschwander
	Rev.	Linda	Culbertson (Alternate)
		<u>Riverside</u>	
	Mr.	Jim	Shepard
	Ms.	Susan	Skoglund
E	Rev.	Christine	Dickerson

E	Rev.	Sam	Roberts
		<u>San Diego</u>	
	Rev.	Michael	Mudgett
	Rev.	Michael	Wallman
V	Rev.		
	Mr.	Ed	Paradis
	Mr.	Tom	Wickstrom
V	Mr/Ms		
		<u>San Fernando</u>	
	Ms.	Areta	Crowell
E	Ms.	Carol	Sherwood
	Rev.	Ken	Gardner
E	Rev.	Darrel	Meyers
		<u>San Gabriel</u>	
	Rev.	Wendy	Tajima
	Rev.	N'Yisrela	Watts-Afriyie
	Mr.	Steve	Salyards
	Ms.	Janice	Takeda
		<u>Santa Barbara</u>	
E	Mr.	Jim	Stueck
E	Ms.	Mickey	Stueck
	Rev.	Janet	Loughry
	Rev.	Suzanne	Malloy

Officers	
Mr. Maurice Caskey, Moderator	Ms. Doska Ross, Stated Clerk
Mr. Bill Hughes, Treasurer	

Corresponding Members	
Mr. David Suarez	Synod Finance Director
Mr. Fried Wilson	Synod staff

Those present to report and guests	
Ms. Hagar Benitez	Rev. Mickie Choi

Rev. Nick Warnes	Ms. Donna Misterly
Mr. Jaime Lazaro	

WELCOME

Synod Vice Moderator Janice Takeda, a member of Shepherd of the Valley, welcomed the Assembly to the church and briefly spoke about the church's ministries.

REPORT OF THE STATED CLERK – Part 1

Elder Doska Ross reported.

Declaration of a Quorum

The Clerk advised that a quorum was present and the Moderator declared a quorum present. A quorum as stated in the Bylaws, Article IV, Structure, A. Synod Assembly is as follows: *A quorum of the Synod Assembly shall be sixteen (16) commissioners, at least eight of whom shall be ruling elders and at least eight of whom shall be teaching elders, representing at least five presbyteries.*

Adoption of the Agenda

The Clerk recommended and the Assembly VOTED to adopt the Agenda.

Consent Agenda

1. Appointment of Journal Clerk

The Clerk recommends approval of the appointment of Fried Wilson as Journal Clerk.

2. Minutes of the May 2016 and July 2016 Synod Assembly

The Clerk recommends approval of the minutes of the May 2016 and July 2016 meeting of the Synod Assembly as included in the documents sent with the call to this meeting.

3. Resignations

The Clerk recommends that this resignation be accepted:

TE Art Ross from the Committee on Representation and Nominations, Class of 2018.

4. Synod Assembly Meetings in 2017

The Clerk recommends that the Synod Assembly meet in 2017 at these dates and places:

Saturday, May 6, 2017 at a place to be determined

Saturday, December 2, 2017 at a place to be determined

The Assembly VOTED to approve the consent agenda as presented.

The following items were reported for information.

Report of the Synod Permanent Judicial Commission (PJC)

In May I reported to you that there was one complaint still remaining against the Presbytery of Los Ranchos that had been held in abeyance in the hope it would be settled. Instead, a second complaint was filed against the same presbytery concerning the same congregation. That second complaint was dismissed by Synod PJC, allowing for the presbytery to rescind its original decision to transfer the congregation in question, thus making the first complaint moot. The decision to dismiss the complaint has now been appealed to the GAPJC and will be heard in February, 2017.

A complaint against San Diego Presbytery, again concerning the details of a congregation being transferred to ECO, is now in process and the trial will be held on December 2.

Permanent Judicial Commission Roster

The Stated Clerk as required by the Book of Order at D-5.0206b reports the names of the following members of the Synod Permanent Judicial Commission whose terms have expired in the last six years.

<u>Class of 2015</u>	<u>Class of 2013</u>	<u>Class of 2011</u>
Rev. Daryl Fisher-Ogden	Rev. Paul Bang-uk Chun	Elder Jane D. Douglass
Elder Curtis McKee	Rev. Ann Hayman	Elder Patricia Niles
Elder Chuck Wakamoto	Elder Linda Therien	Elder Jean Vieten
		Elder Michael Williams

Report of the Hanmi Executive Commission

Upon direction from the 221st General Assembly in Detroit, the members of this Administrative Commission have been appointed by the Synod Assembly Moderator, Jo Smith:

- Susan Skoglund, Moderator, Ruling Elder, Riverside Presbytery
- David Won, Clerk, Teaching Elder, former Hanmi Presbytery
- Ann Hayman, Teaching Elder, Pacific Presbytery
- Mark Hong, Teaching Elder, Los Ranchos Presbytery
- Jo Smith, Ruling Elder, Los Ranchos Presbytery
- Jim Stueck, Ruling Elder, Santa Barbara Presbytery

The Administrative Commission is reporting at today's meeting in a separate document.

Report of 2015 Audit Approval

The Secretary of the Corporation (the Stated Clerk) reports that the Synod Commission of Assembly, acting as the Trustees of the Corporation, received the report of the Independent Auditors for the year ending December 31, 2015 at the meeting of the CoA on September 17,

2016. The full 2015 Audit will be included in these minutes and is available for review upon request.

Report on Related Entities

Among your documents today is a written report from the Zephyr Point Presbyterian Conference Center. It should be noted that starting in January, 2016 the Rev. John Moser from San Diego has been serving as ZP board president. Others from this synod who serve are Dae Jung, Paul Kim, Neal Nybo, Laura-Jean Slykhuis, and Jim Stueck. Thank you to all these who serve beyond our boundaries!

Also in today's documents are written report from the Board of Presbyterian Camp and Conference Centers, Inc. (PCCCI) and Monte Vista Grove Homes. We want to thank Damon Green, Bill Hughes, Paul Knopf, Steve Miller, Carol Stanley, Kellie Thomson, Esther Shin, and Bill White for their service on the PCCCI board. We also extend thanks to the seven teaching elders from our presbyteries and the twelve members of our churches who currently serve on the Monte Vista Grove Homes Board.

As required by the Synod bylaws, the Clerk has received the Audit for 2015 from Zephyr Point Presbyterian Conference Center, from Monte Vista Grove Homes, and from Presbyterian Camp and Conference Centers, Inc. Those documents are available for viewing upon request.

REPORT OF THE COMMISSION OF ASSEMBLY

Moderator Caskey asked Vice-Moderator Janice Takeda to assume the Moderator's podium so that he could present the report of the Commission of Assembly on the absence of Council Chair Kristin Leucht. The full text of the report follows:

The Synod Commission of Assembly has met once in person and once via email since the last meeting of the Synod Assembly on April 16, 2016. Minutes of the meeting of September 17, 2016 have been made available to commissioners on the synod website and include the actions taken by the Commission. A summary of significant actions includes the following items that are reported for information.

Trustees

Reviewed and received the auditor's report for the calendar year 2015.

Property

Transferred title of the Linda Vista Presbyterian Church property to San Diego Presbytery and the title of Honolulu Korean Presbyterian Church property to the congregation at the request of Pacific Presbytery. Both transfers had been approved by earlier councils and were awaiting final approval from the presbyteries.

Financial Oversight

Reviewed the most current set of financial statements.

Approved the 2017 Proposed Synod Budgets to be forwarded to the Synod Assembly for its approval.

Approved the request from St. Paul's Presbyterian Church in Anaheim to suspend making its loan payments to the Synod for six months starting in September of 2016.

Mission Grants

Approved dividing the accumulated funds and future income from a small restricted camping fund between the two camps related to our Synod - PCCCI's Big Bear Conference Center and the Zephyr Point Conference Center in Lake Tahoe. The fund was given to benefit the former Pacific Palisades Conference Center, which was sold a number of years ago.

Approved a funding request of \$2,500 to the Winter All Staff Conference which focuses on support and education for mid council leaders.

Approved a grant of \$2,500 to San Fernando Presbytery for *Ciclivia La*, a Spanish language version of its Cyclical LA program. Several presbyteries are participating in a pilot project.

Approved a one-time grant of \$6,000 from the unrestricted Synod reserves to Santa Barbara Presbytery for its 2017 Mission Fair.

Approved one-time grant of \$5,000 from the Unrestricted Synod Reserves to the Mideast Evangelical Church (San Gabriel Presbytery) for its mission trip to Iraq in 2016.

Approved a grant request from the La Crescenta Presbyterian Church for \$1,500 to purchase three additional laptop computers for its Homework Time program. The money will be taken from the Elias Family Memorial Funds.

Approved the request of San Diego Presbytery to release the remaining \$25,000 from the Synod as matching for the G.A.'s portion of the New Worshiping Communities Growth Grant for Anchor City Church funded in July, 2016.

Interim Authority

Voted to confirm the election of Alicia Romo to the Monte Vista Grove Homes Board of Directors.

Appointed a three-member work group to bring a slate of nominees to the Synod Assembly to fill vacancies of the Committee on Representation and Nominations.

Allocated \$1 million of the Church Development Fund with New Covenant Funds to be used for a Synod version of Presbyterian Mission Agency's "Dream Grant Initiative." The details of this Synod Initiative along with application process will be completed to come before the November 5th Synod Assembly.

Personnel

Approved a newly edited job description for the Stated Clerk/Executive as well as job descriptions for two new positions – Synod Business Manager and Synod Full-Charge Bookkeeper. These two new positions would replace those of the Office Manager/Meeting Planner and Director of Finance. The Business Manager position would be full time while the Full-Charge Bookkeeper would be part-time for up to 29 hours per week.

Approved the recommendation of the Personnel Committee that the committee that the Synod continue to offer the same benefits in 2017 as it has in the past with the full costs of the Medical Plan paid by the Synod.

End of Report

TREASURER’S REPORT

Financial Audit for 2015

Treasurer TE Bill Hughes reported on the financial audit for 2015. The auditors gave the Synod a clean report that the financial statements present fairly, in all material respects, the financial position of the Synod of Southern California and Hawaii and that the changes in its net assets and its cash flows for the year in accordance with accounting principles generally accepted in the United States of America. Further, that they noted no transactions entered into by the Synod during the year for which there is a lack of authoritative guidance or consensus. The report is included in the minutes in Attachment 1.

Financial Statements for the Period ending September 30, 2016

He then reviewed the Financial Statement for the Period ending September 30, 2016. He noted that income from per capita is running below budget, but this is not unusual at this time of the year. These statements are made a part of these minutes as Attachment 2.

2017 Synod Budgets

Bill then presented a written report that is included in its entirety.

Recommendation to Approve the Proposed 2017 Budgets

That the Synod Assembly approve the proposed 2017 budgets, allowing the Commission of Assembly to make final adjustments in December as needed.

Background:

The proposed 2017 budget consists of two separate budgets:

Operating Budget: for 2017 = \$410,685, a \$37,285 decrease from \$447,970 in 2016

The synod per capita allocation for budget year 2017 shows an increase in per capita rate from \$2.60 to a recommended rate of \$2.85 per member. The allowance for doubtful per capita is based on the actual 2015 unpaid per capita.

The per capita allocation for Hanmi Presbytery was maintained in the budget with a recommendation to Hanmi Executive Commission (HEC) that this will be paid through the proceeds of the sale of the Korean Presbyterian Church – Thousand Oaks together with the balance unpaid for previous years.

The Director of Finance position is eliminated in the proposed 2017 budget and is recommended to be replaced by a Full Charge Bookkeeper. For budget purposes, this position is tentatively set at 73% (maximum of 29 hours per week) of the salary of Director of Finance with full benefits until such time that the Personnel Committee can recommend an appropriate salary for this position. In 2017, the medical benefits for teaching elders remain the same at 23% of the salary. A fixed amount based on family status will go into effect for other employees who are not teaching elders.

Restricted Funds Budget: for 2017 = \$175,400, a \$17,100 increase from \$158,300 in 2016

This budget focuses mainly on the interest and/or principal from restricted and permanent funds as well as restricted special funds and donations that fund various program services. These are explained in the Restricted Funds Budget next to each program. The 2017 budget is based upon previously approved grants and may increase as grant requests are received, reviewed, and approved in 2017.

Use of Wilshire Properties Sale Reserve Funds

The proposed 2017 Operating Budget includes the use of Wilshire Properties Sale Reserve funds amounting to \$243,785 (see page 2, line 18) to balance the budget. When these properties were sold in 2008, the intent was to create a fund that would provide the wherewithal into the indefinite future to replace the lost rental income from these properties and the Shared Mission Grant that was being discontinued by the denomination, which together totaled approximately \$293,000 annually at that time. In addition, income from that fund would be needed to cover the cost of leased office space and parking which was estimated at that time to be between \$60,000 and \$80,000 per year.

Beginning in April of 2014, this fund was invested with the PC(USA) Foundation in a balanced growth portfolio of fixed income and equity securities with a smaller portfolio that remains with Morgan Stanley. As of September 30, 2016, the funds in the Foundation were \$4,374,206.54 and the funds at Morgan Stanley were \$213,801.08 for a total of \$4,588,007.62.

End of Report

The Treasurer reviewed the personnel changes and the impacts on the salary budgets, then answered questions.

The Assembly VOTED to APPROVE the proposed 2017 budgets, allowing the Commission of Assembly to make final adjustments in December as needed. The budget is included in these minutes as Attachment 3.

CELEBRATION OF THE SERVICE OF DAVID SUAREZ

Bill Hughes then invited to Synod Finance Director David Suarez to come forward and spoke warmly about his fourteen years of service with the Synod and his accomplishments in the position. TE N'Yisrela Watts-Afriye who was on the Synod staff when David was hired spoke about how excited the staff was to have David hired. David will be retiring from the Synod as of December 31, 2016.

CICLICA LA PRESENTATION

Nick Warnes, Executive Director of Cyclical LA, along with Martin Garcia and Jaime Lazaro presented a proposal for the funding of a Spanish language version of the program to be called *Ciclica LA*.

Cyclical LA is a program initially begun by the Presbytery of San Fernando to further the ongoing lifecycle of starting new churches. The cycle moves forward as churches identify discerners who become starters who start churches, and the cycle repeats.

Their team identifies and supports discerning church starters, church starters and existing churches as they join the mission of God through the natural and historical lifecycle of starting new churches. This growing collective of leaders is an ecumenical community of innovators that share a common culture and set of practices created to thoughtfully start new churches across Los Angeles.

Several of the Latino leaders with our presbyteries met with Nick Warnes to consider adapting the Cyclical LA approach for a Spanish language version to be called *Ciclica LA*. Leaders from San Gabriel, Pacific, San Fernando and Los Ranchos Presbyteries have agreed to participate in a beta test of such a program. Estimated costs of starting and maintaining this program come to \$55,800. During and after the presentation there were a number of questions raised and answered about the proposed program. More information about the program is provided in Attachment 4.

A motion was made and seconded to provide one year of seed funding for *Ciclica LA* to be taken from Synod unrestricted funds in the amount of \$55,800 effective immediately and to nest the program at Northland Village under the supervision of Cyclical and San Fernando Presbytery. An amendment was made to strike unrestricted funds and replace that with Church Development Funds. The amendment was approved so that motion read as follows:

To provide one year of seed funding for *Ciclica LA* to be taken from Synod ~~unrestricted funds~~ unassigned Church Development Funds (Fund 22) in the amount of \$55,800 effective immediately and to nest the program at Northland Village under the supervision of Cyclical and San Fernando Presbytery.

The motion was approved as amended.

**REPORT OF THE COMMITTEE ON REPRESENTATION AND NOMINATIONS –
PART 1**

Committee co-chair RE Sharon Wakmoto presented the report of the committee. She called attention to the written report of the committee and the names to be placed in nomination. The election is scheduled for later in the assembly, but a review of the written report will give commissioners the opportunity to see where there are additional vacancies.

She also drew attention to the statistical report of the Synod committees and commissions that was prepared by the committee and which will be sent to General Assembly Committee on Representation. This report is included on the following pages.

At this point the Assembly was dismissed with prayer for lunch and will reconvene at 1:00 p.m.

Representation Report

Synod Assembly
November 5, 2016
Hacienda Heights, California
Page 12

Representation Report

DRAFT

PLENARY II

The moderator reconvened the Assembly at 1:00 p.m.

REPORT FROM THE SYNOD EXECUTIVE/STATED CLERK SEARCH COMMITTEE

Committee member TE Suzanne Malloy presented a written report in the absence of the chair RE Jim Stueck.

Proposed Action #1:

That the Synod of Southern California and Hawaii elect the Rev. MARK HONG to a three-year term as Synod Executive/Stated Clerk with the following terms of employment:

Base salary \$90,000

Benefits as provided in the Synod Personnel Policies, including participation in the Benefits Plan of the Board of Pensions, one month vacation, two weeks study leave, and Paid Time Off (PTO)

Mileage reimbursement at the current IRS approved rate

Background:

There are a number of steps that have been taken to lead to this recommendation.

The Synod Commission of Assembly as Trustees has responsibility, among others, for personnel and finance administration. The Commission has

- Approved the naming of a Staff Structure Task Force.
- Approved a newly edited job description for the Stated Clerk/Executive'
- Approved the recommendation of the Personnel Committee that the Synod continue to offer the same benefits in 2017 as it has in the past with the full costs of the Medical Plan paid by the Synod

The Synod Assembly, in electronic balloting from May 28 to June 4, elected a Search Committee for Synod Executive/Stated Clerk. On June 5, a motion was made and seconded, and later approved, to add an additional member (Latin/Hispanic) to the Search Committee to ensure equal representation.

Proposed Action #2:

That the Search Committee be dismissed with thanks and appreciation.

Background to the Report of the Search Committee

The search followed the Policy and Procedure of Search and Election for the Stated Clerk and Executive that was approved by Synod Assembly in 2001 and confirmed by the Synod Council in March 2010.

The members of the Search Committee were nominated by the Synod Nominating Committee and elected electronically in May and June of 2016. A specially called meeting of the Synod Assembly convened in July of 2016 to elect an additional member to the Search Committee for the purpose of diversity balance. The members are listed in the brochure, which is available at the registration table. There was at least one member from each presbytery and the membership of the committee mirrors the diversity of our Synod.

The Committee was challenged to search for a Synod Executive/Stated Clerk according to the position description drafted by the Staff Rationale Task Force and approved by Synod Council in March of 2010, and revised by the Synod Staff Structure Committee in June of 2016. The revised position description was approved at the same specially called Synod Assembly meeting in July of 2016.

At the Search Committee's first meeting on July 12, 2016, we developed a timeline and process for the search. The position was advertised and posted on ChurchLeadershipConnection on August 1, 2016, with applications due by the end of the month. We received twelve completed applications from a diverse group of applicants including elders and ministers, men and women, and persons of diverse racial and ethnic backgrounds. The committee met on September 6, 2016 to review these applications and selected five candidates for electronic interviews with the committee. Those interviews were conducted on September 21, 2016, resulting in a selection of three finalists. Final, in-person interviews were conducted on October 10 and 11. As required, we followed the synod's AAEO policies and procedures during the entire process.

After the final interviews, we agreed by consensus on our candidate, Rev. Mark Hong, whose name our committee enthusiastically places in nomination today. Our report, which is on the reverse of this page, details his terms of employment.

We are grateful for this grace-filled opportunity to serve! Our journey together provided both inspiration and validation that the Spirit weaves Holy Light into the fabric of this Synod.

End of Report

TE Mark Hong was introduced, spoke about his background and hopes for the Synod and then answered questions.

Action #1:

It was VOTED to ELECT TE Mark Hong to a three-year term as Synod Executive/Stated Clerk with the following terms of employment:

Salary:	\$40,000
Housing:	<u>50,000</u>
Total	\$90,000

Benefits as provided in the Synod Personnel Policies, including participation in the Benefits Plan of the Board of Pensions, one month vacation, two weeks study leave, and Paid Time Off (PTO)

Mileage reimbursement at the current IRS approved rate

Action #2

It was VOTED that the Search Committee be dismissed with thanks and appreciation.

CONGREGATIONAL PARTNERING GRANTS

TE Linda Culbertson, moderator of the Congregational Partnering Grants Work Group, presented the report.

The Partnering Grant Work Group met on October 27, 2016 via Conference Call, and have made four recommendations to the Synod Assembly for action

Recommendation #1

Partnering Grant Work Group moves that the Synod Assembly approve the request from Los Ranchos Presbytery for a matching grant of \$15,000 for the Boyle Heights Neighborhood Mission Hub project.

The Assembly VOTED to APPROVE this grant for the Boyle Heights Neighborhood Mission Hub Project.

Recommendation #2

Partnering Grant Work Group moves that the Synod Assembly approve the request from Los Ranchos Presbytery for a matching grant of \$20,000 for the “Shower Plus Ministry” of First Presbyterian Church of Garden Grove.

The Assembly VOTED to APPROVE this grant for the “Shower Plus Ministry”.

Recommendation #3

Partnering Grant Work Group moves that the Synod Assembly approve the request from Los Ranchos Presbytery for a matching grant of \$25,000 for Year 1 for “Cyclical Los Ranchos” as a process to establish and nurture New Worshiping Communities. The application request includes a matching grant of \$25,000 for Year 2. A project evaluation for Year 1 will be reviewed before Year 2 funding.

The Assembly VOTED to APPROVE this grant for Year 1 for “Cyclical Los Ranchos”.

Recommendation #4

Partnering Grant Work Group moves that the Synod Assembly **vote** to reallocate the \$450,000 that was allocated for Hanmi Presbytery to use for funding new church development or revitalization projects within the requesting presbytery in the following manner:

- The Synod would retain \$240,000 to be used for ethnic Korean ministry development among Korean churches within presbyteries of the Synod. Matching “\$2 to \$1” grants would be provided based on presbytery commitments.
- The remaining \$210,000 to be evenly divided among the remaining (7) presbyteries toward their existing balances of unused funds for church development or revitalization projects.

After some discussion and concerns from the Hanmi Executive Commission that they had been given no time to review this recommendation, the assembly VOTED to REFER this recommendation to the Commission of Assembly to provide an opportunity for further review. It was then VOTED to INSTRUCT the Commission of Assembly to bring back a recommendation to this assembly at its spring meeting.

REPORT OF RACIAL ETHNIC PASTORAL LEADERSHIP (REPL)

RE Hagar Benitez, Moderator of the Committee, reported that REPL awarded nine scholarships during the Spring and Fall cycles 2016.

Recipient	Presbytery	Seminary/Program	Amount
Jacky Yang (both cycles)	Pacific	Fuller/M.Div.	\$20,000
Diana Kim	Pacific	Fuller/M.Div.	10,000
Rosario del Pilar Orosco	Los Ranchos	Fuller/CRE	10,000
Stephen Lamar Robinson	Pacific	Fuller/M.Div.	8,000
Denise Diaab	Los Ranchos	SFTS/M.Div.	5,000
Juan Sarmiento	San Fernando	Louisville/D.Min.	1,000
Werner Rodrigo Ramirez	Los Ranchos	Princeton/M.Div.	5,000
TOTAL			\$59,000

REPORT OF THE POLITY AND RECORDS COMMITTEE

TE Forrest Claassen, a member of the committee presented the report:

The Polity and Records Committee and the Presbytery Stated Clerks met on October 10 to review presbytery minutes and records. The Polity and Records Committee members then met in the afternoon to work on a draft of the revised Synod Bylaws and to develop revised Sexual Misconduct and Child Protection Policies.

REVIEW OF RECORDS

The Polity and Records Committee RECOMMENDS that the following report of the Review of Records be approved and spread on the minutes of the meeting of the Synod Assembly.

Approve with exceptions:

Presbytery of Los Ranchos

- No report of Committee on Representation
- Presbytery of the Pacific
- No review of committee minutes
- Still working on Child Protection Policy
- No report of Committee on Representation
- Adoption and inclusion of the budget

Presbytery of San Diego

- No Child Protection Policy
- No review of committee minutes
- Per capita not forwarded to GA and Synod

Presbytery of San Fernando

- Copies of minutes presented, not the actual book
- Still working on Child Protection Policy

Presbytery of San Gabriel

- No review of Presbytery committees
- Still working on Child Protection Policy

Presbytery of Riverside

- No Child Protection Policy

The minutes of the Presbytery of Santa Barbara were not ready for review due to personnel changes at the presbytery over the last few months.

The Assembly VOTED to APPROVE the review of the records and spread the report on the minutes.

SYNOD BYLAWS

The Polity and Records Committee RECOMMENDS that the revised set of Synod Bylaws marked as ECCL – Report 1.5a be approved.

They reflect the following changes and additions.

1. The term of commissioners to the Assembly will now be three years rather than two years in order to bring them into line with the terms for the Ecclesiastical Committees and the Commission of Assembly.
2. Policies covering attendance by teleconference, teleconference voting and electronic voting were incorporated into Article IV. These policies were already force, but had not been incorporated in the Bylaws.
3. Legal language was updated for greater clarity.

The Assembly VOTED to APPROVE the revised set or Synod Bylaws as presented in the committee's report. The report is presented in the minutes as Attachment 6.

REPORT OF JUSTICE, PEACE and the INTEGRITY OF CREATION

Work Group member Cliff O'Daniel presented a written report that follows.

2016 JPIC Report

JPIC met faithfully every two months in 2016 to carry out its work. Our work in 2016 has been in two main areas. We organized the 2nd Annual Climate Crisis Conference and we provided grant funds to three projects that promoted values of JPIC.

2nd Annual Climate Crisis Conference:

The Second Climate Crisis Conference was held on October 8th at Solana Beach Presbyterian Church (San Diego Presbytery) and was attended by more than 150 people. Participants were mainly from San Diego area, but some came from as far as Sonoma, Los Angeles, Mountain View, and Davis. We had a dozen organizations staffing and displaying their ideas at tables and half dozen organizations featured the conference on their web sites. Our partnering organizations send out over 20,000 e-messages of the conference.

The conference's theme of Climate Change was discussed through the lenses of science, religion, politics, military, and economics by 10 different speakers. There were expert speakers from each of these areas who gave engaging talks about the most recent data and the next steps towards solutions.

Featured speakers included: a representative of Bishop Robert McElroy of the San Diego Diocese spoke on Pope Francis' Climate Encyclical. Dr. Lynne Talley, Distinguished Professor from Scripps Institution of Oceanography spoke on the impact of Climate Change on the oceans, Rear Admiral Len Hering (ret.), Executive Director of the Center for Sustainability spoke on Military Implications of Climate Change and Marshall Saunders, Founder of Citizens Climate Lobby spoke on Coastal Flooding.

We are planning the 3rd Annual Climate Crisis Conference in the Pasadena (San Gabriel Presbytery) area as several groups have already asked to co-sponsor that event with us. Some of the important information shared by speakers included:

- 1/3 of all food is wasted.
- We have two gyres of trash in the ocean - 2x size of Texas and we're still trying to decide whether or not to ban plastic bags?
- There are 400 cities in US that are past the point of no return with sea level rise. Miami is 4 ft. above sea level, it's all sand underneath.
- The average height of the Philippine Islands is 4 ft. There will be 12 million people homeless if sea levels rise over them. Where would they go?
- We throw out 40% of everything we grow, more than all of what Europe consumes.
- 70% of everything that is going into our waste stream is packaging.

Some Good News that was shared was:

- The Green economy already supports three times the number of jobs in the US than the oil industry, even though only it's only producing 13% of our energy.

- And you CAN make a difference, because every day, everything you do can have an impact on the future of our world.

The total expenditure of our budget was \$428.

Funded Projects:

Union Church: Pacific Presbytery. \$6,000

The Urban Garden Project at Union Church in Little Tokyo. Union Church purchased, and installed ten vertical garden towers and has harvested two successful seasons of produce. Union church members, members from our Presbytery, and local neighbors enjoyed the fruits (or vegetables, rather) of their labor. The garden became a means for several new people to become active in a ministry and become members of the church. The project received a grant from Netiya, a Jewish urban gardening non-profit foundation. This led to new interfaith partnerships and an invitation to speak about their ministry on a panel at their first annual symposium “Food, Faith, and Field in Action.” Through another partnership with San Gabriel High School, the project was invited to co-lead a workshop on urban gardening at Christian Community Development Association’s annual conference held here in LA in early September. Furthermore, the project raised \$2,500 towards their efforts, replenishing our seedling stock for future plantings. Future plans include reaching out to Little Tokyo Towers to forge a partnership to start a new ministry focused on holistic, healthy living that involves caring for and eating from the garden, reaching assisting other churches, synagogues, and non-profits to start similar gardens. Give LA, an urban gardening non-profit, is being formed to expand its ability to garner resources from foundations.

Mideast Evangelical Church: San Gabriel Presbytery. \$5,000

A team of ten members of Mideast Evangelical Church was scheduled to travel to northern Iraq (Kirkuk and Erbil) from October 26 to November 3, 2016, to lead spiritual revivals and reconciliation; work with families, especially children; and securing medical and cold-weather supplies. They have an excellent relationship with the pastor of the Presbyterian Church in Kirkuk; their ministry was published last winter in Justice Unbound. (The article can be found at: <http://www.pcusa.org/news/2016/1/4/hope-incarnated-church-iraq-syria-and-lebanon/>). Because of changes in the visa requirements they have had to postpone the trip until next year.

MEC’s commitment to the people of Kirkuk was evident what the group raised \$17,000 for a local church to purchase a bus to transport kids safely to the church run daycare in the middle of a lost city. Besides being an important mission activity, this project is a leadership development project. One of the young men who presented at the Synod Assembly, Nader Makar, was also YAAD at 2016 General Assembly. At GA he also made a presentation of their trip to the Middle East Caucus. Their approach to church—faithful, inclusive, missional, hope-filled, thoroughly Presbyterian, and appreciative of the gifts of all generations—has been a model for other churches. This project also received financial support from San Gabriel Presbytery member churches, and individuals, and Presbyterian Disaster Assistance provided funds for medical supplies.

United University Church: Pacific Presbytery. \$2,000

On Friday September 17th, a group of 6 Youth Interns and 6 young college kids from Kid City and their staff persons from the United University Church’s Peace Kids/Youth Leadership Program journeyed to the Sequoia National Park. This project enabled the young people who

had never been to a National Park, or camped before to spend a weekend among the largest trees in the world. They not only learned about how humans are a threat to the giant Sequoias, but they also planted new trees and moved logs to create barriers to protect the trees. This was a very spiritual trip for young people as they were awed by the majestic work of God and they came home with a great commitment to project God's creation.

End of Report

REPORT OF THE HANMI EXECUTIVE COMMISSION

Commission Moderator RE Susan Skoglund presented a written report which follows.

In Detroit, Michigan on June 20, 2014, the General Assembly of the Presbyterian Church (U.S.A.) approved the dissolution of the Presbytery of Hanmi; this went into effect at the close of GA business on June 21, 2014. The Synod of Southern California and Hawaii was directed to "create a new administrative commission that will include current members of Presbytery of Hanmi, to follow through with administrative work related to the dissolution of Presbytery of Hanmi and to oversee the transfer of Presbytery of Hanmi congregations and teaching elders to geographic presbyteries based upon the geographic presbyteries' individual criteria, or to supervise the gracious dismissal to another Reformed body of any Presbytery of Hanmi congregations that refuse to or cannot meet those geographic presbytery criteria, all to be accomplished before Dec. 31, 2014; and ...

"to assume jurisdiction over any pending judicial matters involving Presbytery of Hanmi. From March 29, 2014 forward, all of the legal expenses related to judicial matters related to Hanmi Presbytery will be paid by Hanmi Presbytery."

Acting on this direction, Assembly Moderator Jo Smith, in consultation with the Synod Stated Clerk, appointed an Administrative Commission known as the Hanmi Executive Commission (HEC); its members are Moderator Susan Skoglund, Ruling Elder from Riverside Presbytery, Teaching Elder Ann Hayman, Pacific; Teaching Elder Mark Hong, Los Ranchos; Ruling Elder Jim Stueck, Santa Barbara; Ruling Elder Jo Smith, Los Ranchos; and Teaching Elder David Won, former Stated Clerk of Hanmi Presbytery. This HEC met for the first time on July 16, 2014, with Doska Ross and Fried Wilson as staff.

The Hanmi Executive Commission has met more than 42 times in these last 27 months, taking actions for which a COM, a CPM, an executive council, a finance committee, and a personnel committee would normally be responsible. They have had to act to put at least four ACs in place to act as session in congregations where no session exists. They have sold property, searched for and called a pastor, dealt with conflicts in sessions, worked with an inquirer under care. For a number of months one HEC member actually moderated the session of a conflicted church that had no pastor. The HEC members' willingness to tackle very challenging situations and take difficult actions while also behaving pastorally and with care is quite awe-inspiring.

From the beginning, teams made up of more than 40 people who volunteered to assist in the transfer process met with the various sessions and congregations of the churches. They explained the transfer process, answered questions about going forward, served as go-

betweens with the presbytery involved. The dedication and love shown by these remarkable people is astonishing and deserves our deepest gratitude.

The 2013 General Assembly statistics listed 23 congregations in the Presbytery of Hanmi. These churches were transferred to the following geographic presbyteries:

To Los Ranchos: Korean Hope, New Praise, Korean Independent, Southern California Woori, Zion Central

To Pacific: The New PC, Hosanna, West PC of America, Eden, Hanmi of Hawaii

Two congregations are in the final process of being transferred to Pacific Presbytery: Korean United and Torrance First

To San Fernando: Han Yang

To San Gabriel: Glendale Korean

Three of the original 23 were, in reality, NCDs (Blessed, Santa Monica, Gwangyoung Beautiful). One Hanmi congregation each located within the bounds of Riverside (Palm Springs Korean), San Diego (Young Nak), San Fernando (Antelope Valle), and Santa Barbara (Thousand Oaks Korean) Presbyteries were found not to be viable as PCUSA churches and were dissolved. Two former Hanmi congregations, Hanwoory and Antioch, at their request, were dismissed to another Reformed body, both choosing to the Korean Presbyterian Church Abroad.

Of the 87 minister members listed in the 2013 statistics, 26 have had their membership transferred into a geographic presbytery thus far. Two additional transfers are pending. About 30 of the 87 were not able to be contacted and another 29 did not respond to repeated communications about transferring, so these 59 names are being removed from the rolls of PCUSA. This action will not negatively impact any potential pension benefits.

We extend our sincere thanks to presbyteries, the Hanmi Transfer Team members and all who supported this effort. Hanmi Executive Commission members especially want to thank Doska Ross and Fried Wilson for their excellent and constant support. The heartfelt prayer of Hanmi Executive Commission is that the former Hanmi congregations flourish in their geographic presbyteries. Our strong belief is that the presbyteries are strengthened and blessed by their inclusion.

End of Report

REPORT FROM PRESBYTERIAN INVESTMENT AND LOAN PROGRAM

TE Mickie Choi, PILP Development Specialist, showed a new video that provided a review of their products and highlighted projects that several congregations had undertaken with PILP financing. She also spoke about their “Restoring Creation” loan. These loans are available to qualifying congregations engaged in projects that make churches more energy efficient thus becoming better stewards of God’s creation. Projects that would qualify include high efficiency HVAC systems and water heaters, energy efficient lighting systems, solar panels and energy efficient roofing systems. These loans offer discounted interest rates and flexible loan terms.

REPORT OF THE COMMITTEE ON REPRESENTATION AND NOMINATIONS – PART 2

RE Sharon Wakamoto presented the report for the Committee.

The Committee recommends that the Assembly confirm the following succession as provided in the Synod’s Bylaws:

- The current Moderator, Maurice Caskey (SD), automatically becomes the Chair of the Synod Commission of Assembly.
- The current Vice-Moderator (SG), Janice Takeda, becomes the Moderator.

The Committee on Representation and Nominations places in nomination the following persons:

Vice-Moderator

Susan Skoglund, RS, Wf-RE

Susan Skoglund, member of First Presbyterian Church, San Bernardino, serves on the board of World Day of Prayer – USA. She has been moderator of the Presbytery of Riverside and currently serves as their chair of Nominations. A past Synod Representative to the Churchwide Coordinating Team of Presbyterian Women, she currently serves as Moderator of Presbyterian Women in our Synod. She is a member of the Hanmi Executive Commission. She is a widow with a daughter, 2 granddaughters, and 2 great grandchildren. She is a Texas native and a retired Senior Manager with the Internal Revenue Service.

POLITY AND RECORDS COMMITTEE

2017 Chair: Bob Parker

Class of 2018

Vacancy to be filled

Class of 2019

David Won, PA, Am-TE (2nd term)

Areta Crowell, SF, Wf-RE (2nd term)

Elizabeth Hicks, PA, Bf-RE (for one year only)

Currently Serving Members of Polity and Records (9 members)

Class of 2017

Robert Parker, LR, Wm-RE

Charles Rassieur, RS, Wm-TE

Mickey Stueck, SB, Wf-RE

Class of 2018

Forrest Claassen, LR, Wm-TE

Steve Salyards, SG, Wm-RE

Vacancy (SD)

PERMANENT JUDICIAL COMMISSION

Class of 2021

Bob Wendel, SG, Wm-TE

Currently Serving Members of the PJC (11 members)

Class of 2017

Mickie Choi, RS, Af-TE
Peter Hintzoglou, SF, Wm-TE
Larry Lindsay, SB, Wm-RE
Marie Castellano, SG, Wf-RE

Class of 2019

Michael Haggin, LR, Wm-TE
Shelby Larsen, PA, Wf-TE
Peter Lee, HM, Am-RE
Izar Martinez, RS, Hm-RE

Class of 2021

R. Winston Presnell, LR, Wm-TE
Gerry Tayler, SD, Wf-RE

RACIAL ETHNIC PASTORAL LEADERSHIP COMMITTEE

Class of 2019

Alfredo Delgado, LR, Hm-TE (1st term)
Debbie Law, RS, Wf-RE (1st term)
Vacancy to be filled

Currently Serving Members of the REPL Committee (no mandated number of members)

Class of 2017

Hagar Benitez, LR, Hf-RE
Steve Yamaguchi, SG, Am-TE
Martin Garcia, PA, Hm-TE

Class of 2018

Sharon Wakamoto, LR, Af-RE
Lois Hines, PA, Bf-RE

The Directors of the following three related entities are nominated by their respective nominating committees and approved by the Synod Assembly.

MONTE VISTA GROVE HOMES

Class of 2018

Ken Riley, SF, Wm-RE (1st term)
Al Boegh, SF, Wm-RE (1st term)

Class of 2019

Joanne Hinch, SG, Wf-RE (2nd term)
Rebecca Potter, SG, Wf-RE (2nd term)
Mariko Yanagihara, SG, Af-TE (1st term)
Janet Louie, SG, Wf-RE (1st term)
Wandy Jung, SG, Af-RE (1st term)

ZEPHYR POINT PRESBYTERIAN CONFERENCE CENTER, INC.

Class of 2019

Neal Nybo, LR, Wm-TE (2nd term)
Paul Kim, LR Am-RE (1st term)

PRESBYTERIAN CAMP AND CONFERENCE CENTERS, INC.

Class of 2019

Carol Stanley, RS, Wf-RE (2nd term)
Bob White, LR, Wm-RE (1st term)
Erin Thomas, RS, Wf-TE (1st term)

The Synod Commission of Assembly and its Nominations Work Group place in nomination the following names for the Committee on Representation and Nominations:

2017 co-chairs: Sharon Wakamoto and Sylvia Karcher

Class of 2019

Jim Shepard, RS, Wm-RE (2nd term)
Daniel Beteta, SF, Hm-TE (1st term)
Margarita Reyes, SG, Hf-TE (1st term)

Class of 2018

Frances Lin, SD, Af-RE

Currently Serving Members of CoRN (12 members)

Class of 2017

Martha Kadue, PA, Wf-RE
Paul Reeves, LR, Wm-TE
Sylvie Karcher, RS, Wf-TE
Sharon Wakamoto, LR, Af-RE

Class of 2018

Vacancy to be filled
Tom Wickstrom, SD, Wm-RE
Carole Wheeler, SF, Wf-RE
Suzanne Malloy, SB, Sf-TE

Individual Codes

A	Asian	m	Male
B	Black	f	Female
H	Hispanic	TE	Teaching Elder
ME	Middle Eastern	RE	Ruling Elder
N	Native American		
W	White		

Presbytery: LR - Los Ranchos; PA – Pacific; RS – Riverside;
SB - Santa Barbara; SD - San Diego; SF - San Fernando; SG - San Gabriel

End of Report

The Moderator invited nominations from the floor for any position. There being no nominations from the floor, it was VOTED to elect those nominated.

DRAFT

REPORT OF THE SYNOD EXECUTIVE

RE Doska Ross spoke briefly about her experiences over the past six years serving as the Synod Executive/Stated Clerk. She then thanked the people of the Synod for their support, their help and their service to her and to the Synod.

Synod Moderator Maurice Caskey then called for a motion to adjourn the assembly after the closing worship service. The motion was made, seconded and passed.

CLOSING WORSHIP, INSTALLATION, AND THE LORD'S SUPPER

Worship was conducted and the Lord's Supper was celebrated with the Rev. Mark Hong and the Rev. Wendy Tajima officiating. Moderator Maurice Caskey presided at the installation of RE Janice Takeda as 2017 Synod Moderator and RE Susan Skoglund as Synod Vice-Moderator. An offering was taken for the Presbyterian Disaster Assistance for their work with the victims of hurricane Matthew.

ADJOURNMENT

The meeting was adjourned with prayer at the close of worship at 4:30 p.m. on Saturday, November 5, 2016.

Fried R. Wilson, Journal Clerk

Doska Ross, Stated Clerk

COMMITTEE ON REPRESENTATION AND NOMINATIONS
Report to Synod Assembly May 2017
New Presbyterian Church - Los Angeles, CA

FOR ACTION

The Committee nominates **RE Pat Niles** of Los Ranchos Presbytery to fill a vacancy on the **Synod Permanent Judicial Commission** in the **Class of 2019**. She previously served on the Synod PJC in the Class of 2011 and has served as the Stated Clerk of Los Ranchos Presbytery.

CURRENT COMMITTEE MEMBERS (11 members)		
Class of 2017	Class of 2019	Class of 2021
RE Marie Castellano, SG - Wf	Vacant	TE Robert Wendel, SG - Wm
TE Mickie Choi, RS - Af	TE Shelby Larsen, PA - Wf	TE R. Winston Presnall, LR - Wm
TE Peter Hintzoglou, SF - Wm	RE Peter Lee, PA - Am	RE Gerry Tayler, SD - Wf
RE Larry Lindsay, SB - Wm	RE Izar Martinez, RS - Hm	

POLITY AND RECORDS COMMITTEE (P&RC)
Report to Spring Synod Assembly 2017
New Presbyterian Church, Los Angeles, California
May 6, 2017

FOR INFORMATION

The Polity and Records Committee met several times since the Fall 2016 Synod Assembly to complete its work on a revised Synod policy covering sexual misconduct and harassment as well as the protection of children and youth. The document, titled “**Policies and Procedures for the Synod of Southern California and Hawaii for the Personal Safety and Protection of All**”, was approved by the Commission of Assembly at its meeting of December 10, 2016 and applies to both Synod staff members and volunteers.

We encourage all commissioners and members of the committees and workgroups to read and be familiar with this document.

COMMITTEE MEMBERS		
Class of 2017	Class of 2018	Class of 2019
RE Robert Parker, LR - Wm	TE Forrest Claassen, LR - Wm	RE Elizabeth Hicks, PA - Bw
TE Charles Rassieur, RS - Wm	RE Steve Salyards, SG - Wm	TE David Won, PA - Am
RE Mickey Stueck, SB - Wf	RE Ed Paradis, SD - Wm	Areta Crowell, SF - Wf

**POLICIES AND PROCEDURES FOR THE SYNOD OF SOUTHERN CALIFORNIA
AND HAWAII
FOR THE PERSONAL SAFETY AND PROTECTION OF ALL**

By action of the Synod Assembly, the Synod of Southern California and Hawaii (the “Synod”) has adopted these policies and procedures concerning the personal safety and protection of those associated with the Synod relating to areas of sexual misconduct. Responsibility for maintaining and carrying out these policies and procedures rests with different committees and staff within this Synod. For example, personnel related matters shall be under the primary supervision and control of the Personnel Committee. As a result, every Synod representative and employee must take responsibility for familiarity with these policies and procedures, and the concerns reflected by them, to assure that these policies and procedures are adequately implemented throughout the life of the Synod.

Our Synod community depends on trust and civility. A willingness to recognize the dignity and worth of each person is essential to our mission. It is the responsibility of each person to respect the personal dignity of others. The Synod expects members of the Synod community to demonstrate a basic generosity of spirit that precludes expressions of sexual misconduct. The scope of this policy is not limited to the physical location of the Synod and relationships with other staff at that location. It includes contacts anywhere in connection with carrying out Synod responsibilities and relationship with employees, volunteers, and members of or participants with any Presbyterian Church (U.S.A.) bodies or entities. Violation of any of these policies not only damages the victim of the misdeeds, but is also likely to be damaging to the Synod as a whole.

These policies and procedures are to be read in conjunction with any other guidelines, policies and procedures, and other practices in place for the Synod. In particular, the Book of Order of the Presbyterian Church (U.S.A.) remains the primary governing document for the Synod. These policies and procedures are based, in part, upon the Sexual Misconduct Policy adopted by the 203rd General Assembly, and as that document may be subsequently amended, and will be interpreted in light of that policy. Further, the Synod’s general personnel policies and procedures shall also be applicable to all employment matters.

The Synod has several different legal and ethical obligations to provide protections to its employees and to its volunteers. In particular, these policies and procedures are designed to cover each of the following three distinct concerns: (1) sexual misconduct by clergy, elders, deacons, professionals with the Synod, and others in authority within the Synod (referred to in these policies and procedures as “Sexual Misconduct by Ordained Persons and Other Professionals”), (2) employee and volunteer concerns relating to sexual harassment and a safe working environment (referred to in these policies and procedures as “Employee Sexual Harassment”), and (3) compliance with appropriate child abuse prevention and reporting policies by any recipient of funds awarded by the Commission of Assembly and by own committees. These different legal and ethical obligations come from a variety of sources, and may each apply in different circumstances. These Policies and Procedures are designed to guide the officials of the Synod in response to concerns arising in any of these areas.

The Synod acknowledges the importance of each of these issues, and requires that each of its volunteers and each of its employees familiarize him/herself with the general parameters of each of these concerns:

1. **Sexual Misconduct by Ordained Persons and Other Professionals**. Issues may arise concerning sexual misconduct by ordained persons (clergy, elders, deacons) and other professionals in positions of authority within the Synod. This Synod's policies and procedures with respect to these matters are primarily notice and education procedures. The control of sexual misconduct by ordained persons and other professionals is always a matter of Presbyterian polity, while it may also give rise to potential civil or criminal liability. This policy is applicable in any circumstance in which an ordained person or another professional in a position of authority within the Synod is involved in an allegation of sexual misconduct. Entirely consensual conduct among adults where one or both may not be employees may still be governed by the policy concerning sexual misconduct by ordained persons and other professionals.
2. **Employee Sexual Harassment**. Issues may arise concerning sexual harassment among staff members. This Synod's policies and procedures with respect to these matters are a combination of personnel policies (like any other anti-discrimination personnel policy) and a staff education program. These policies and procedures assist the Synod in reducing the Synod's legal liability in a manner responsive to federal and state law issues applicable to all employment situations. This policy is applicable in any circumstance in which an employee or volunteer of the Synod is an alleged victim of sexual harassment. Any incident of employee sexual harassment may also involve the policy concerning sexual misconduct by ordained persons, if an ordained person or other person in authority is allegedly responsible for the harassment.
3. **Child Abuse Prevention and Reporting**. The Synod no longer manages any programs or projects that involve minors. It does, however, provide grants to groups that manage programs or projects that involve minors. Accordingly, it is appropriate for the Synod to assure, before approving any such grants, by requiring certification that the programs or projects to which funds may be given provide reasonable or necessary protections for minors, including mandatory reporting of knowledge of suspected child abuse, together with preventive practices such as employee and volunteer screening, training and supervision, and safety policies for running programs for the protection of children and youth. The child abuse reporting requirements are triggered by the age of the suspected victim - regardless of the identity of the suspected abuser and whether or not the abuser has any relationship whatsoever (as an ordained person, as any other professional in a position of authority, as an employee, as a congregant or otherwise) with the Synod or the entity to which funding is being provided (the "Funds Recipient").
 - A. Suspected child abuse may involve allegations against an ordained person or other professionals acting in a position of authority within the Funds Recipient. In such circumstances, the Fund Recipient's policy must provide an appropriate response,

including any civil law reporting requirements.

B. In other circumstances, the suspected child abuse may not involve allegations against any member of the Fund Recipient's staff or volunteers, but may be a matter of the Fund Recipient's staff or volunteers becoming aware of suspected child abuse, triggering only the legal requirement to report the suspected abuse.

These reporting requirements are state law imposed and became mandatory for pastors as of January 1, 1997. These reporting requirements have been mandatory for many years as to church-run preschools, grade schools and high schools, and apply as well in Sunday school and youth activity volunteer programs. The child abuse reporting law applies not only to behavior involving Fund Recipient staff or volunteers or occurring at the facilities or at Fund Recipient-related events (including formal and informal youth activities) - but any other reportable event of which a required reporter becomes aware. Thus, any pastor, any youth worker or school teacher could become aware of reportable information. While ordained persons, other professionals in positions of authority within the Funds Recipient, employees or congregants could be involved, the child abuse reporting obligations do not arise from ordination, employment, or membership with the Funds Recipient, but relate to separate civil law obligations.

Each of these areas is covered in detail separately below. Each Synod representative and employee is personally responsible for educating him/herself about the first two of these areas. Those Synod representatives and employees with specific designated responsibility in the following areas shall also take specific responsibility for obtaining detailed training with respect to these areas: (1) each Synod representative on the Personnel Committee shall be responsible for obtaining training in the prevention of and response to allegations of employee sexual harassment, (2) each Synod representative whose responsibilities include risk management shall be responsible for obtaining training in the filing and processing of insurance claims with respect to any such matter, and (3) each representative to the Synod Assembly shall be responsible for obtaining training in the implementation of the Synod's Sexual Misconduct Policy. Any request for funds must include a certification that the Funds Recipient has a child abuse prevention and reporting policy in compliance with these requirements.

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I. **SEXUAL MISCONDUCT BY ORDAINED PERSONS AND OTHER PROFESSIONALS**

I-A. **COVERAGE:** Sexual misconduct within the ministerial relationship occurs when someone in a ministerial role (clergy or lay) engages in sexual conduct or sexualized behavior with a member of the congregation, an employee, a student, or a counseling client in a ministerial relationship. The Synod has also included within its policies dealing with sexual misconduct actions by non-ordained professionals within the Synod acting within positions of authority. Misconduct includes acts such as giving an inappropriate gift, close physical contact uncomfortable to the recipient, and verbal behavior that may sexualize a relationship (such as innuendoes, suggestive comments, tales of sexual exploits, questions about intimate details, requests for sexual favors, and other inappropriate language or stories which create an intimidating, offensive, or embarrassing environment).

Misconduct may also include activity that appears to be entirely consensual, which the Presbyterian Church (U.S.A.) has determined may still be a violation of an ordained person's responsibilities. Consensual activity may violate the professional roles and boundaries that should be in effect, taking advantage of the vulnerability of a representative or client. Sexual misconduct within a ministerial relationship is a violation of professional ethics, an abuse of the authority difference between a person in a ministerial role and a member of his or her congregation or a client in a counseling relationship. The Synod has also determined that other professional relationships within the life of the Synod raise similar issues of violation of professional ethics and an abuse of the authority difference between a person in a professional capacity and those individuals participating in a program over which that person has authority. Such a participant cannot give meaningful consent to the personal relationship because of the power difference. In particular, individuals are likely to seek pastoral support - or support from others in a professional capacity within the Synod - at times of stress or crisis, when the individual is likely to be particularly vulnerable emotionally. Therefore, it is the responsibility of the person in the ministerial role or other professional capacity to maintain appropriate boundaries within the professional relationship.

I-B. **RESPONSE:** If any member of the Synod has reason to believe that an ordained person (clergy or lay), a Synod staff member, or other professional acting in a position of authority within the Synod has committed sexual misconduct, such person should immediately contact one of the Synod officers and/or a member of the Personnel Committee, as applicable. Each of these individuals is available to answer questions concerning this process. The Synod has trained personnel ready to listen to the accuser, the accused and other concerned members of the Synod; these personnel are prepared to provide support and assistance to each of these concerned persons, and to coordinate an appropriate response. The alleged victim should be encouraged to contact one of these persons and to file a written statement with the Stated Clerk of the Synod.

I-C. **JUDICIAL PROCESS:** The Book of Order governs any judicial process resulting from claims of sexual misconduct. The presbytery of membership has original

jurisdiction in disciplinary cases for Teaching Elders. The session of the church of membership has original jurisdiction in disciplinary cases involving Ruling Elders and other laypersons.

I-D. APPLICATION OF ADDITIONAL GUIDELINES: If the alleged victim is an employee of the Synod, compliance should also occur under the guidelines provided below in Section II on Employee Sexual Harassment.

I-E. PROTECTION OF THE SYNOD: Any allegation of sexual misconduct, whether against a minister, elder or deacon associated with the Synod or any other professional acting within a position of authority within the Synod, will be potentially damaging to the life and health of the Synod. In many cases, a synod and its employees and representatives are among the victims of the alleged abuse because of the disruptions of trust that may occur in the aftermath of allegations of such misconduct. This Synod process is designed to protect the interests of all of the potential victims of the alleged abuse. This process provides support and resources to a Synod and to those affiliated with it, to the extent that such support and resources are needed. While it may be necessary for the relevant presbytery or church session to assume responsibility for formal judicial process in any disciplinary case against someone affiliated with the Synod, the Synod supports the use of Synod personnel and volunteers during any preliminary complaint and investigation phase that may occur, in order to permit the Synod to benefit from the support and resources that can be made available through that process.

II. EMPLOYEE SEXUAL HARASSMENT

II-A. **POLICY:** The Synod does not tolerate harassment of any of the Synod's employees, representatives or others who come in contact with the Synod. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, color, sex, sexual orientation and identity, national origin, ancestry, citizenship status, marital status, pregnancy, childbirth and related medical conditions, age, medical condition (including cancer related or HIV/AIDS related), genetic information, political activities or affiliations, military or veteran status, handicap, disability (physical or mental), or status as a victim of domestic violence, assault, or stalking is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct. State law regards as actionable sexual harassment conduct which may not be intentionally negative - e.g. off-color jokes in the hearing of someone offended by them (even if the hearer does not speak up). These policies and procedures seek to promote sensitive and aware relations among all persons, both to protect the Synod from legal liability and to assure that all persons coming in contact with the Synod are treated with all due respect and consideration.

II-B. **LEGAL BASIS FOR PROHIBITION:** Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is included among the prohibitions. It is the policy of the Synod to maintain a workplace free from any form of sexual misconduct, including sexual harassment, by any employees or by any non-employee work contacts. Any form of sexual misconduct is unacceptable behavior within the Synod community and is subject to appropriate action, including disciplinary action as against a Synod officer or employee. Allegations of sexual misconduct will be fully and fairly investigated and corrective or disciplinary action, which may include dismissal from employment as to any employee and disciplinary complaint within the polity of the Presbyterian Church (U.S.A.) as to any Presbyterian Church (U.S.A.) member.

According to the United States Equal Employment Opportunities Commission (the "EEOC"), sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when (1) submission to that conduct is made either explicitly or implicitly a term of a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of that conduct; or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. It also is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about sexual harassment or discrimination against him or her or against another individual. Examples of conduct that would be considered sexual harassment or constitute retaliation are presented in the "Statement of Prohibited Conduct" below. These examples are provided to illustrate the kind of conduct proscribed by these Policies and Procedures. This list is not exhaustive. Sexual harassment includes not only overt mistreatment, but also more subtle conduct that create an uncomfortable working environment.

Sexual harassment is unlawful, and the prohibited conduct exposes not only the Synod, but also the individuals involved in the conduct, to significant liability under the law. Accordingly, the Synod's management is committed to vigorously enforcing its Employee Sexual Harassment Policy at all levels within the Synod. Employees should treat other employees with respect and dignity in a manner that does not offend the sensibilities of a coworker.

II-C. STATEMENT OF PROHIBITED CONDUCT: The Synod considers the following conduct to be illustrative of some of the conduct that violates the Synod's Employee Sexual Harassment Policy:

II-C-1. Physical: Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body, or impeding or blocking movement.

II-C-2. Verbal: Unwanted sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, sexually degrading comments, gender-loaded insults, graphic verbal commentaries about an individual's body, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct is unwelcome in his or her presence; preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex. Sexual harassment occurs if submission to any kind of sexual harassment is an explicit or implicit term or condition of employment, if submission to, or rejection of, sexually harassing behavior is used as the basis of employment or other personnel decisions affecting the recipient of the behavior, or if sexual harassment has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile, or offensive work environment.

II-C-3. Displays: Sexual or discriminatory displays or publications anywhere in the Synod by Synod employees, such as displaying pictures, posters, cartoons, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexual demeaning, or pornographic, or bringing into the Synod's environment or possessing any such material to read, display, or view at work, reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers and changing rooms). A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or customarily accepted for the accomplishment of routine work in and around the workplace and who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

II-C-4. **Retaliation:** Retaliation for sexual harassment complaints, such as disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and intentionally lying about, falsely denying, exerting pressure, or otherwise attempting to cover up conduct such as that described in any item above.

II-C-5. **Non-employees:** Additional situations in which non-employees may be involved, such as harassment of the Synod's employees in connection with their work by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken against violation of this policy by any non-employee. Harassment of our representatives or others who may come in contact with the Synod by our employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including immediate discharge. Each person's notification of the problem is essential to the Synod. The Synod cannot help resolve a harassment problem unless those in charge know about it. Therefore, it is each individual's responsibility to bring those kinds of problems to the Synod's attention so that the Synod can take whatever steps are necessary to correct the problem.

II-C-6. **Unprofessional Conduct:** Other prohibited personal behavior may also constitute a violation of these Policies and Procedures. Conduct is prohibited which may not otherwise fall within the legal definition of harassment, but nonetheless projects image problems for the Synod. All employees must conduct themselves in a professional manner. Unprofessional behavior in the workplace, such as sexual related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, or of a representative, and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

II-C-7. **Other Inappropriate Conduct:** Other acts of an inappropriate nature may also be prohibited. The illustrations stated above are not to be construed as an all-inclusive list of prohibited acts under these Policies and Procedures. Sexual harassment is unlawful and hurts other employees. Moreover, each incident of harassment contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex-based conduct have no legitimate purposes within the Synod. Accordingly, the employee who engages in that conduct should be and will be made to bear the full responsibility for that unlawful conduct.

II-D. SCHEDULE OF PENALTIES FOR MISCONDUCT: The following schedule of penalties applies to all violations of the Synod's Employee Sexual Harassment Policy, as explained in more detail in the Statement of Prohibited Conduct. When progressive discipline is provided for, each instance of conduct violating the policy moves the offending employee through the steps of disciplinary action. In other words, it is not necessary for an employee to repeat the same precise conduct in order to move up the scale of discipline. A written record of each action taken pursuant to the policy will be placed in the offending employee's and alleged victim's personnel files. The record will reflect the conduct or alleged conduct, the nature, scope, and findings of the investigation and the warning given or other discipline imposed. These steps of progressive discipline are in addition to any steps that may be applicable under Section I above, regarding Sexual Misconduct by Ordained Persons and Other Professionals, or as may be applicable under the Book of Order or other Personnel Policies of the Synod.

II-D-1. Assault: Any employee's first proven offense of assault or threat of assault, including assault of a sexual nature, will result in dismissal.

II-D-2. Other acts of harassment by coworkers: An employee's commission of acts of sexual harassment other than assault will result in non-disciplinary oral counseling on the alleged first offense that cannot be proven to the satisfaction of the Synod; written warning, suspension, or discharge on the first proven offense, depending on the nature or severity of the misconduct; and discharge for any subsequent offense.

II-D-3. Supervisors: A supervisor's commission of acts of sexual harassment (other than assault) with respect to any other employee under that person's supervision will result in non-disciplinary oral counseling on the alleged first offense that cannot be proven to the satisfaction of the Synod; final warning or discharge for the first proven offense, depending on the nature and severity of the misconduct; and discharge for any subsequent offense.

II-E. PROCEDURES FOR MAKING, INVESTIGATING, AND RESOLVING SEXUAL HARASSMENT AND RETALIATION COMPLAINTS:

II-E-1. Complaints: The Synod will provide its employees with convenient, confidential, and reliable mechanisms for reporting incidents of sexual harassment and retaliation. In the event that the alleged harasser is an ordained person or another professional in a position of authority with the Synod, the procedures described in Section I above regarding Sexual Misconduct of Ordained Persons and Other Professionals should be followed. All Synod officers and members of the Synod Personnel Committee should be aware of the policies and procedures regarding Sexual Misconduct of Ordained Persons and Other Professionals.

In addition, the Synod wishes to assure that there are individuals within or affiliates with the Synod who are designated as persons responsible for investigating alleged sexual harassment. Accordingly, the Synod will identify at least two persons, at least one of each gender, from time to time to serve as Investigative Officers for sexual harassment issues. The names, responsibilities, and phone numbers of each Investigative Officer will be routinely and continuously posted. The

Investigative Officers shall each receive appropriate training in handling sexual harassment complaints. The Investigative Officers may appoint "designees" to assist them in handling sexual harassment complaints. Persons appointed as designees shall not conduct an investigation until they have received training equivalent to that received by the Investigative Officers.

The purpose of having several persons to whom complaints may be made within the Synod as Investigative Officers is to avoid a situation in which an employee is faced with complaining to the person, or a close associate of the person, who would be the subject of the complaint. Complaints of acts of sexual harassment or retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. Anyone who has observed sexual harassment or retaliation should report it to a designated Investigative Officer. A complainant need not be limited to someone who was the target of harassment or retaliation.

II-E-2. Confidentiality: Only those who have an immediate need to know, including the Investigative Officers and/or his or her designee, the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses will or may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised (a) that all parties involved in a charge are entitled to respect, (b) that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided evidence in connection with a complaint is a separate actionable offense as provided in the schedule of penalties, and (c) that any such retaliation or reprisal should be reported immediately. This complaint process will be administered in a manner consistent with federal labor law when bargaining unit members are affected.

II-E-3. Investigations: Each Investigative Officer will receive thorough training about sexual harassment and the procedures under this policy, and will have the responsibility for investigating complaints or having an appropriately trained and designated Synod investigator do so. When a complaint is made, the Investigative Officer will have the duty of immediately bringing any sexual harassment and retaliation complaints to the confidential attention of the Synod Executive, and each other Investigative Officer (to the extent that each such individual is not the alleged harasser). The Investigative Officers will maintain a file on the original complaint and follow-up investigation. All complaints will be investigated expeditiously by a trained Synod Investigative Officer or his or her designee. The Investigative Officer will produce a written report which, together with investigation file, will be shown to the complainant on request within a reasonable time. The Investigative Officer is empowered to recommend remedial measures based on the results of the investigation, and the Synod Personnel Committee will promptly consider and act on that recommendation.

II-E-4. Cooperation: An effective sexual harassment policy requires the support and example of Synod personnel in positions of authority. Synod agents or employees who engage in sexual harassment or retaliation or who fail to cooperate with Synod-sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or

dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Synod employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

II-F. PROCEDURES AND RULES FOR EDUCATION AND TRAINING:

Education and training for all employees of the Synod together with Synod officers are critical to the success of the Synod's Employee Sexual Harassment Policy. The following documents will help the Synod meet its goals in this area: a letter to all employees describing the Synod's policy against sexual harassment from the Synod's Synod Executive, the Employee Sexual Harassment Policy, Statement of Prohibited Conduct, the Schedule of Penalties for Misconduct, and Procedures for Making, Investigating, and Resolving Sexual Harassment and Retaliation Complaints. These documents will be conspicuously posted in the Synod office. The statements must be clearly legible and displayed continuously. The Employee Sexual Harassment Policy will be sent to all employees under a cover letter from the Synod's Synod Executive. The letter will indicate that copies are available at no cost and how they can be obtained. The Synod's Employee Sexual Harassment Policy will also be included in the Synod's Employee Manual and General Synod Rules, which are issued in booklet form to each Synod employee. Educational posters using concise messages conveying the Synod's opposition to workplace sexual harassment will reinforce the Synod's policy statement; these posters should be simple, eye-catching, and graffiti resistant. Educational and training include the following components:

II-F-1. For all Synod employees: As part of general orientation, each recently hired employee will be given a copy of the letter from the Synod Executive and requested to read and sign a receipt for the Synod's policy statement on sexual harassment so that they are on notice of the standards of behavior expected. In addition, Synod representatives who have attended a training seminar on sexual harassment will explain orally, at least once each year at a staff meeting attended by all employees, the kinds of acts that constitute sexual harassment, the Synod's serious commitment to eliminating sexual harassment, the penalties for engaging in harassment, and the procedures for reporting incidents of sexual harassment.

II-F-2. For all employees: All persons employed at the Synod will participate on Synod time in annual seminars that will, among other pertinent topics, teach strategies for resisting and preventing sexual harassment. These seminars will be conducted by one or more experienced sexual harassment educators.

II-F-3. For all employees with supervisory authority over other employees: All supervisory personnel will participate in an annual training session on sex discrimination, a portion of which will be devoted to education about workplace sexual harassment, including training (with demonstrative evidence) as to what types of remarks, behavior, and pictures will not be tolerated in the Synod's workplace. The annual training session can be a training offered by one of the presbyteries within the Synod or another appropriate sponsoring organization. Each participant will be informed that they are responsible for knowing the contents of the Synod's Employee Sexual Harassment Policy and for giving similar presentations at meetings to employees.

III. POLICY STATEMENT AND GUIDELINES FOR CHILD ABUSE PREVENTION AND REPORTING AND FOR CHILD/YOUTH PROTECTION

III-A. **PURPOSE:** The purpose of this policy statement and guidelines is to establish that the Synod will not approve any application for a grant unless the grant recipient will have in place a program for the prevention of child abuse and for child/youth protection. This policy is to protect children and/or youth as well as people working with them. As applicable to the program or project, the policy shall also include appropriate provisions for protection from elder and dependent adult abuse.

III-B. **SCOPE:** The Synod no longer manages any programs or projects that involve minors. It does, however, provide grants to groups that manage programs or projects that involve minors. Accordingly, it is appropriate for the Synod to assure, before approving any such grants, through obtaining a certification that the programs or projects provide reasonable or necessary protections for minors, including mandatory reporting of knowledge of suspected child abuse, together with preventive practices such as employee and volunteer screening, training and supervision, and safety policies for running programs for the protection of children and youth. The child abuse reporting requirements are triggered by the age of the suspected victim - regardless of the identity of the suspected abuser and whether or not the abuser has any relationship whatsoever (as an ordained person, as any other professional in a position of authority, as an employee, as a congregant or otherwise) with the Synod or the entity to which funding has been provided (the "Funds Recipient"):

III-B-1. **Suspected child abuse alleged against ordained person or other professionals.** Suspected child abuse may involve allegations against an ordained person or other professionals acting in a position of authority within the Funds Recipient. In such circumstances, the Fund Recipient's policy must provide an appropriate response, including any civil law reporting requirements and shall also provide for appropriate compliance under the applicable sexual misconduct policy for accusations against ordained persons and other professionals within the church.

III-B-2. **Other suspected abuse.** In other circumstances, the suspected child abuse may not involve allegations against any member of the Fund Recipient's staff, but may be a matter of the Fund Recipient's staff becoming aware of suspected child abuse, triggering only the legal requirement to report the suspected abuse.

III-B-3. **Legal reporting requirements.** These reporting requirements are state law imposed and became mandatory for pastors as of January 1, 1997. These reporting requirements have been mandatory for many years as to church-run preschools, grade schools and high schools, and apply as well in Sunday school and youth activity volunteer programs. The child abuse reporting law applies not only to behavior involving Fund Recipient staff or occurring at the facilities or at Fund Recipient-related events (including formal and informal youth activities) - but any other reportable event of which a required reporter becomes aware. Thus, any pastor, any youth worker or school teacher could become aware of reportable information. While ordained

persons, other professionals in positions of authority within the Funds Recipient, employees or congregants could be involved, the child abuse reporting obligations do not arise from ordination, employment, or membership with the Funds Recipient, but relates to separate civil law obligations.

III-C. MINIMUM POLICY STANDARDS: Each Synod process through which funds may be awarded for a project or program in which a minor might be a participant (in any capacity, such as a volunteer or a person being served by the project or program) shall assure that any application will be accompanied by a certification that the Child Abuse Prevention and Reporting Policy of the Funds Applicant and the project or program guidelines meet at least the following minimum standards, with detailed procedures and guidelines in each area:

III-C-1. Screening process. A process for screening employees and volunteers anticipated to work with minors, which shall include a written application (including personal references), an interview process, and a process for checking the references given.

III-C-2. Record retention. Records of each such screening and reference checking process shall be maintained for at least seven (7) years after any such employee or volunteer last provided services to the Funds Applicants.

III-C-3. Periodic training. Periodic training about the policy for all employees and volunteers with any contact with minors involved in the program or project designed to inform such persons about the prevention of child abuse and in the proper reporting procedures should they suspect it.

- The objectives for the training session shall include: (a) providing a basic orientation to the facts about child abuse and the Funds Applicant, (b) presenting a rationale for the emphasis upon protecting young people from abuse, (c) describing policies governing ministry to children and youth, and (d) encouraging worker commitment to follow those policies.
- Every worker with children and youth (both paid and volunteer) should receive advance notice of a special mandatory training session to introduce and explain the policies and guidelines. Thereafter, on an on-going basis, regular training sessions (no less often than annually) shall be offered.
- The training should include discussions of the consequences of a single case of abuse, a church's vulnerability to child abuse happening within its programs, and the likelihood of legal suit against a church. Emphasis should be placed upon the fact that risk reduction is for the benefit of the child, the worker, and the Church. The Church's policies and guidelines should be distributed, with detailed review of (1) worker screening, (2) supervision and procedures, (3) reporting of suspected abuse, and (4) response to allegations of abuse.

III-C-4. **Project and program guidelines.** The project and program guidelines will assure that there are reasonable standards and guidelines for conduct required of all children and youth ministry leaders, teachers, sponsors and volunteer workers, whether they are paid staff or volunteers. The procedures shall be designed to prevent inappropriate activities and conduct that may be seen as sexual misconduct, and most importantly to provide good moral examples for children and youth involved in the program or project. In this age, when charges and allegations are easy to make, these procedures will also help protect the staff and volunteers from unfounded and potentially damaging accusations.

- All workers will be supervised and be accountable to an adult.
- A two adult rule assuring that two responsible adults are always involved (which could include a roving supervisor). This is particularly vital for adults taking a younger child to the restroom or assisting with change clothes. In no event should an activity involving minors occur without an adequate numbers of trained adults in attendance, and the children/youth participants should not be permitted to go off on their own. Each adult supervisor must understand that the adults' responsibility ends only when the event is over and everyone has left the adults' care and control.
- Any program or project involving off campus activities (whether day time or overnight) must include a written Medical Release and Hold Harmless Agreement. Planning must include adequate preparations for emergencies, including contingency plans for illness, injury, separated persons or other unfortunate situations. A "buddy system" should be employed for any activity where separation from the group is possible.
- Any work parties should include adequate training on unfamiliar tools and avoidance of allowing any youth to work on roofs, high ladders or other similar dangerous environments.
- Any water activity (swimming, boating, rafting) should include reasonable Lifeguard supervision, life vests where appropriate, and youth instruction on safe conduct and designated areas according to swimming ability.
- Prohibition of any private meeting between one adult (or minor) and another minor.
- A process for reporting any complaints or observations of inappropriate behavior to the event or activity leader, and then to a mandated reporter.
- Guidelines for retaining records about the suspected abuse.

III-C-5. **Response process and reporting obligations.** The Child Abuse Prevention and Reporting Policy will include an immediate, compassionate response process by the Funds Applicant to any suspected abuse and include processes for at least the following:

- By California statute, there is a mandatory reporting obligation for

suspected minor and elder and dependent adult abuse. An elder is sixty-five or older; a dependent adult is between the age of 18 and 64 with physical or mental limitations which restrict his or her ability to carry out normal activities or to protect his or her rights.

- The Child Abuse Prevention and Reporting Policy for the project or program will include the telephone number(s) for the county office responsible for accepting reports of suspicious activities for both suspected child abuse and suspected elder or dependent adult abuse.
- Each project or program will identify the mandated reporters associated with the Funds Applicant.
- All other employees and volunteers will understand the process by which suspected abuse is immediately brought to the attention of a mandated reporter.
- Such a mandated reporter shall make the appropriate governmental notice and shall have a process for documenting what is alleged.
- Each policy shall include a description of the circumstances under which an immediate 911 emergency call should be made, along with providing guidance as to when a police report of a suspected crime should be made.
- Each policy shall include guidelines for notifying any applicable insurance carrier of the allegations.
- Each policy shall include guidelines for assuring that any evidence is preserved for a possible police investigation.
- Each policy shall include guidelines for appropriate responses to media inquiries, including assuring that consultation with legal counsel occurs prior to any such communications.
- The privacy and dignity of both the accuser and the accused should be respected at all times to the extent reasonably practical.

**THE PERMANENT JUDICIAL COMMISSION
OF THE GENERAL ASSEMBLY
OF THE PRESBYTERIAN CHURCH (U.S.A.)**

Dixie Lewellen,)
Appellant/Complainant,)
v.)
Presbytery of Los Ranchos,)
Appellee/Respondent.)

DECISION AND ORDER
Remedial Case 223-03

Arrival Statement

This is an appeal to the General Assembly Permanent Judicial Commission (the "GAPJC" or "the Commission") from a June 10, 2016, Decision of the Permanent Judicial Commission of the Synod of Southern California and Hawaii (the "SPJC") granting the Presbytery of Los Ranchos's Motion to Dismiss.

Jurisdictional Statement

This Commission has jurisdiction, Appellant has standing to file this Appeal, the Appeal was properly and timely filed, and the Appeal states one or more of the grounds for appeal under D-8.0105.

Appearances

Jack Guiso appeared on behalf of Appellant. Michael E. Williams appeared on behalf of Appellee.

History

On July 23, 2013, the congregation of St. Paul's Presbyterian Church in Anaheim, California (St. Paul's), and Reverend William Halliday requested dismissal from the Presbyterian Church (U.S.A.) to the Covenant Order of Evangelical Presbyterians (ECO). The Presbytery of Los Ranchos (PLR) established a Joint Discernment Team (JDT). The JDT recommendation to Presbytery included the following actions: dismissing St. Paul's to ECO, repayment of Synod Loan of \$11,500, and dismissing Reverend Halliday to ECO. These recommendations of the JDT were adopted by Presbytery at its meeting on July 31, 2014. On September 15, 2014, several members of PLR filed a remedial complaint against Presbytery to the Synod regarding the terms of dismissal for several congregations, not including St. Paul's. (Bucklin v. Presbytery of Los Ranchos).

On November 19, 2015, Presbytery leadership brought a motion to rescind the July 31, 2014, action of Presbytery. Presbytery declared the motion "controversial," which triggered the

Presbytery's controversial issues policy that mandated that the motion would be considered no sooner than the next stated meeting. On February 25, 2016, the Presbytery voted to rescind the July 31, 2014, action.

On March 21, 2016, Appellant filed a complaint with the Synod of Southern California and Hawaii alleging that the action to rescind was irregular and unconstitutional. On May 5, 2016, Presbytery filed a motion to dismiss the complaint in its entirety. The SPJC granted that motion on June 10, 2016. Appellant filed the Notice of Appeal with the GAPJC on August 26, 2016.

Specifications of Error

Specification of Error No. 1: The SPJC erred procedurally in the following ways:

- a. *The SPJC manifested prejudice by not finding a disqualifying conflict of interest regarding the title to the property of a dismissed congregation held by the synod with an interest in retaining title (Appellant's Specification of Error No. 1). This specification of error is not sustained.*
- b. *The SPJC misconstrued the definition of a quorum and included ineligible attendees (Appellant's Specification of Error No. 2). This specification of error is not sustained.*
- c. *The SPJC misstated the action being considered/contested (Appellant's Specification of Error No. 3). This specification of error is not sustained (see Decision below).*
- d. *The SPJC issued contradictory findings on the jurisdictional question (Appellant's Specification of Error No. 4). This specification of error is not sustained.*
- e. *The SPJC hastened to a decision before evidence or testimony was received and disregarded Claimant's Amended Complaint (Appellant's Specification of Error No. 9). This specification of error is not sustained (see Decision below).*
- f. *The SPJC failed to issue timely invitation for Claimant to submit briefs in response to Motion to Dismiss (Appellant's Specification of Error No. 10). This specification of error is not sustained (see Decision below).*
- g. *The SPJC failed to comply with requirement that trials be conducted formally with full decorum (Appellant's Specification of Error No. 11). This specification of error is not sustained (see Decision below).*
- h. *The SPJC failed to consider and vote on each alleged irregularity (Appellant's Specification of Error No. 12). This specification of error is not sustained (see Decision below).*

Specification of Error No. 2: The SPJC erred in constitutional interpretation in the following ways:

- a. *The SPJC misconstrued the standard for summary dismissal and failed to base its determination solely upon the assumed truth of the facts alleged in the complaint, after a thorough examination*

of the record and opportunity for all parties to be heard (Appellant's Specification of Error No. 5). This specification of error is sustained (see Decision below).

- b. The SPJC elicited improper testimony on consultation with St. Paul's about dismissal (Appellant's Specification of Error No. 6). This specification of error is sustained (see Decision below).*
- c. The SPJC disregarded Claimant's allegation that Presbytery was not sufficiently informed when voting on the controversial issue of dismissal and not at all regarding transfer of property title (Appellant's Specification of Error No. 7). This specification of error is not sustained.*
- d. The SPJC refused Claimant the opportunity to be heard via opening statement, history, and interests in St. Paul's (Appellant's Specification of Error No. 8). This specification of error is not sustained (see Decision below).*
- e. The SPJC misconstrued the purpose and effect of a Stay of Enforcement in a remedial case which is intended solely to maintain the status quo until a decision on review is reached, not to allow parties time to amend or rescind their actions (Appellant's Specification of Error No. 13). This specification of error is sustained in part and not sustained in part (see Decision below).*
- f. The SPJC misconstrued the preconditions for rescinding an action when something has been done as a result of that action that cannot be undone (Appellant's Specification of Error No. 14). This specification of error is not sustained.*
- g. The SPJC misconstrued Robert's Rules of Order by rescinding an action that included the resignation of Reverend Halliday (Appellant's Specification of Error No. 15). This specification of error is not sustained.*
- h. The SPJC misconstrued the prerogative of the Presbytery of Los Ranchos unilaterally to decline further contest of *Bucklin v. Los Ranchos* (Appellant's Specification of Error No. 16). This specification of error is not sustained (see Decision below).*
- i. The SPJC misconstrued that the power to decide or rescind issues under judicial review resides with the higher council, not reserved to Presbytery (Appellant's Specification of Error No. 17). This specification of error is not sustained (see Decision below).*
- j. The SPJC accepted as true that an action under judicial review can be rescinded simply for convenience without applying the standard (Appellant's Specification of Error No. 18). This specification of error is not sustained.*

Specification of Error No. 3: *The SPJC erred by not applying civil law in the following ways:*

- a. *The SPJC accepted as true that Presbytery is not subject to civil law involving breach of contract (Appellant's Specification of Error No. 19). This specification of error is not sustained (see Decision below).*
- b. *The SPJC accepted as true that Presbytery is not subject to civil law involving timeliness of contract rescission (Appellant's Specification of Error No. 20). This specification of error is not sustained (see Decision below).*

Decision

In a case involving an appeal from a grant of a motion to dismiss, this Commission reviews the decision of the SPJC to determine if the dismissal was proper. In this case, the review led this Commission to focus on whether the complaint filed stated a claim upon which relief can be granted. In determining whether the Complaint states a claim upon which relief can be granted, the SPJC and this Commission must assume the truth of facts as alleged in the Complaint (*McKittrick v. Session of West End Presbyterian Church*, 2003, p. 272) and then determine whether those assumed facts warrant any relief.

Appellant alleges in Specification of Error 2e (Appellant's Specification of Error 13) that Presbytery's rescission of the July 31, 2014, action was irregular because Presbytery may have violated a judicial stay which had been entered in a case to which Presbytery was a party. Appellant's arguments are focused on D-3.0102, which states "[w]hen a case, either remedial or disciplinary, has been transmitted to a permanent judicial commission, the electing council shall take no further judicial action on the case." That provision, however, does not support Appellant's position because Presbytery is not the electing council for the SPJC.

Notwithstanding, both parties admit that there was a stay in place, although a copy of the stay was not in the record on appeal. This case was decided on the basis of a motion to dismiss and the record does not provide information on whether evidence was presented as to the content and extent of the stay. If the stay did prohibit the actions taken by Presbytery, a claim that warranted relief may have been stated. In the proper circumstances, the SPJC could overturn the actions of Presbytery. For these reasons, Specification of Error 2e (Appellant's Specification of Error 13) is sustained in part and not sustained in part.

Appellant further argues that the SPJC did not apply the appropriate standard of review. The decision of the SPJC after a hearing on Respondent's motion to dismiss states: "Finding the Respondent's arguments to be correct, the motion to dismiss is granted." In its motion to dismiss, Respondent argued that Complainant could not meet her burden of proof by the preponderance of the evidence, citing D-7.0402a. This provision applies to the standard of review in trials where both parties have an opportunity to present evidence. As set forth above, the standard of review on a motion to dismiss requires the facts in the complaint to be taken as true precisely because they are the only facts available to the permanent judicial commission in absence of a trial or other evidentiary-type hearing. Because the SPJC was required to assume the truth of the factual allegations cited in the Complaint, the SPJC erred by failing to find that the Complaint, on its face, stated a claim that Presbytery had committed an irregularity in rescinding an action governed by a judicial stay entered in another case. The SPJC erred by relying on Appellee's

contention that Appellant could not meet her burden of proof as that is not the appropriate standard of review for a motion to dismiss.

Appellant contends that testimony was improperly considered by the SPJC regarding the veracity of facts alleged in the complaint. Again, the appropriate standard of review for a motion to dismiss is to first assume that the facts alleged are true, and then determine whether any relief can be granted. As stated by this Commission in (*Hope, et.al. v. Presbytery of San Francisco* 2006, p. 363), "[i]n relying on matters outside the complaint, the SPJC not only violated the standard set forth in McKittrick but also improperly determined the merits of disputed factual allegations without the benefit of a trial. As this Commission reminded stated clerks and moderators of permanent judicial commissions in 1990, the Book of Order contains no constitutional provision permitting 'summary dismissal of any case' where there are disputed factual allegations that, if proved, would entitle the complainant to some relief. Under those circumstances, 'a dismissal is only appropriate after thorough examination of the record and opportunity for all parties to be heard' (*Minutes*, 1990, p. 139)." Appellant alleged that, during the hearing, Respondent denied a fact set forth in the Complaint. If true, this denial should have triggered the factual dispute required to defeat the motion to dismiss. That assessment is a matter for the SPJC to determine following any proceedings that occur on remand of this case to the SPJC.

The Complaint alleges that Appellant did not receive timely notice regarding the SPJC's procedure to hear Respondent's motion to dismiss. Fair notice is defined as "a short and plain statement of the matters at issue as identified by the commission and of the time and place for a hearing upon the matters at issue." (*Minutes* 2001, 149, 16.001-.012, Req. 01-1). The record shows these considerations were met by the SPJC, and no error is found regarding the opportunity to be heard on the motion to dismiss.

On appeal a permanent judicial commission may consider only those matters that were part of the trial or hearing on appeal by the lower permanent judicial commission. (*Congregation for Reconciliation v. Presbytery of Miami*, 2000, 580, 12.071). In this case, no transcript was included in the record regarding the hearing on Respondent's motion to dismiss. This Commission has found that whenever a lower permanent judicial commission conducts a hearing concerning a potential final disposition that might be the subject of a further appeal, it would be wise practice for a permanent judicial commission to create such a record, even though it is not specifically required by the Constitution. (*Session of Second Presbyterian Church of Tulsa v. Eastern Oklahoma Presbytery*, 2006, 217-5, 377). Inasmuch as a hearing on a motion to dismiss is a hearing concerning a potential final disposition that could be the subject of appeal, the transcript of the hearing could have been beneficial to the resolution of this case on appeal. In addition, the brevity and absence of rationale in the SPJC Decision did not serve the judicial process well.

Finally, Appellant has alleged that the SPJC erred in failing to address civil law matters raised in the complaint. This Commission has ecclesiastical jurisdiction (*See* F-3.0108, G-3.0102) as granted in D-5.0202, which states: "[i]n the cases transmitted to it, the permanent judicial commission shall have only the powers prescribed by and conduct its proceedings according to the Constitution of the Presbyterian Church (U.S.A.)." This provision of the *Book*

of Order precludes consideration of matters outside of those expressly granted to permanent judicial commissions.

Permanent judicial commissions have long-standing and broad authority to restate, group, consolidate, and summarize, but not omit, specifications of error presented in the appeal. A PJC may also consider those specifications of error set forth in briefs or at oral argument on appeal. This may be done for purposes of clarity or to eliminate redundancy. A PJC is not required, but rather encouraged, to provide rationale for each specification. (*Presbytery of Greater Atlanta v. Ransom* (2010, 219-02, 359, PC(USA)), *Bolton v. Alamance Presbyterian Church* (1995, 117, 11.053), *Congregation for Reconciliation v. Presbytery of Miami* (2000, 580, 12.071), and *Hope, et.al. v. Presbytery of San Francisco* (2006, 217-1, 455)). This Commission has chosen to restate and regroup the Specifications of Error presented on appeal for the purpose of clarity. It has given an explanation for those Specifications of Error that it determines are most pertinent to this Decision, and that provide guidance to lower councils. Given that the Commission has reversed and remanded the SPJC Decision, it does not find it necessary to give rationale for its rulings regarding the remaining Specifications of Error.

Order

IT IS THEREFORE ORDERED that the Decision of the Permanent Judicial Commission of the Synod of Southern California and Hawaii be reversed and the case remanded for further proceedings consistent with this Commission's Decision.

IT IS FURTHER ORDERED that the Stated Clerk of the Synod of Southern California and Hawaii report this Decision to the Synod of Southern California and Hawaii at the first meeting after receipt, that the Synod of Southern California and Hawaii enter the full Decision upon its minutes and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

IT IS FURTHER ORDERED that the Stated Clerk of the Presbytery of Los Ranchos report this Decision to the Presbytery of Los Ranchos at the first meeting after receipt, that the Presbytery of Los Ranchos enter the full Decision upon its minutes and that an excerpt from those minutes showing entry of the Decision be sent to the Stated Clerk of the General Assembly.

Absences and Non-Appearances

Commissioner Maurice Caskey was recused from this appeal and did not participate in the hearing or deliberations.

Concurring Opinion

The Synod Permanent Judicial Commission created a great deal of consternation among the parties and this Commission by failing to include any substantive basis in fact or law for its decision on the Motion to Dismiss. With no guidance as to the basis for the decision, SPJC left everyone twisting in the wind. Particularly, SPJC sat in a unique position to enlighten the litigants on the issue of the Stay issued. Presumably the Stay, which SPJC itself issued, was considered, but presume is all we can do without so much as a copy of the document. GAPJC received over 1500 pages of record. It heard extensive arguments about the Stay, yet the salient document was not available. Permanent commissions are the backbone of the disciplinary system of the PC (USA). It is essential that every council in the gradual system of review conceived by the Book of Order issue ruling in such a manner as that the appellate council can ascertain the basis of the lower council's decision. Without some findings coherently included in a decision, the reviewing council will have difficulty effectively doing its prescribed job.

Moreover, there are serious questions in the record about a potential conflict of interest on the part of the Synod. While we did not reach these issues in rendering our decision, potential conflict must be duly considered and there should never be any question that no conflict exists. The integrity of the judicial procedure for the church is at stake, and avoidance of even the appearance of any impropriety should be the standard.

Robin L. Roberts

Craig J. Lindsey

February 26, 2016

Certificate

We certify that the foregoing is a true and correct copy of the Decision of the Permanent Judicial Commission of the General Assembly of the Presbyterian Church (U.S.A.) in Remedial Case 223-03, Dixie Lewellen, Appellant v. Presbytery of Los Ranchos, Appellee, made and announced at San Antonio, TX, this 26th day of February, 2017.

Dated this 26th day of February, 2017.

Report to Synod Assembly from Presbyterian Women in the Synod

May 6, 2017

Registration forms are available on the Synod website for the Presbyterian Women in the Synod (PWS) summer conference. The conference will be July 7 – 9, 2017, at Chapman University in Orange, CA. Preceding the conference will be an 8 hour Disaster Assistance train the trainers session spanning from noon July 6 to noon July 7 specifically for Presbyterian Women. If you attend all 8 hours and are certified as trainers, Presbyterian Disaster Assistance will reimburse you for the cost. Room and board are available for both events. The conference will feature the author of the 2017-2018 Bible study Melissa Bane Sevier. She will provide an overview of the study on Hebrews. We are also pleased to welcome Carol Winkler our Churchwide Moderator (2015-2018) to the conference along with PW staff member Kathy Reeves. The Rev. Eugenia Gamble will be one of the workshop leaders and she will also lead us in worship.

The Rev. Jenny Mambu will represent our PWS on the Presbyterian Women's Global Exchange to Indonesia this fall. Jenny will be itinerating around the synod following the trip sharing her experiences and her knowledge of Indonesia and particularly the concerns of women and children. Please consider making a contribution to fund her trip. Contributions should be made by sending a check made out to Presbyterian Women to Pam Hodges at 8101 Dumbarton Ave. Los Angeles 90045. It would be helpful to indicate that is for the Global Exchange fund on the memo line.

We now have a newsletter, **Ripples**, that provides news of our activities and opportunities for participation in events around the Synod and with Churchwide. Please contact me at skoglunds@aol.com if you would like to be on the mailing list. Kelsey Law, our member at large for mission is the editor. She along with our churchwide synod representative, Anita Coleman, and Carol Valentine, our historian, have been working on improving our communications strategy and social networking presence.

PWS sponsored a World Day of Prayer (WDP) event for the first time. The featured country for this year's WDP is the Philippines. Having the largest Filipino congregation in our synod made this a really exciting event. The women of Calvary Presbyterian Church of Wilmington along with Pastor Eugene Orendain and his staff did an outstanding job in hosting the two services and decorating the sanctuary with flowers, clothing, textiles, baskets and various memorabilia from the islands. They also served refreshments featuring delicacies of their homeland. We hope to make the annual WDP service on the first Friday of March an annual event in our synod.

**Consortium for the Presbyterian Chaplaincy
at LAC + USC Medical Center
Report to Synod Assembly**

"The purpose of the Consortium for the Presbyterian Chaplaincy at LAC + USC Medical Center is to provide the structure to enable the presbyteries of Los Ranchos, Pacific, San Fernando and San Gabriel of the Presbyterian Church (U.S.A.) to commit resources to the governance and funding necessary to sustain the Presbyterian Chaplaincy at the Los Angeles County/University of Southern Californian Medical Center" Covenant (revised 10/20/09)

It was just over twelve years ago that four presbyteries serving the geographical area of Los Angeles County and the Synod agreed to covenant together to re-establish financial support and oversight to a Presbyterian chaplaincy at the LAC + USC Medical Center - a ministry which was formerly part of the budget of the Synod. The Presbyterian chaplaincy had a long and proud history of more than sixty years by that time, and Presbyterians were reluctant to abandon a vital ministry in support of the only full-time Protestant chaplain serving this hospital dedicated to serving a needy and largely uninsured population. In addition, the Synod held a large restricted fund in the Olmstead Trust with use restricted to chaplaincy services. The Reverend Estuardo Bazini-Barakat was called to the chaplaincy and served in that position for ten years. During that period, San Fernando presbytery ceased funding to the Consortium for a time. Estuardo transitioned out of the position to assume a new role at a neighboring hospital at the end of 2014. The Consortium convened a meeting with the executives of the four presbyteries to discuss the transition before embarking on a search for a new chaplain.

In late February, 2015 the Reverend Elizabeth Gibbs-Zehnder assumed the chaplaincy and immediately undertook additional Clinical Pastoral Education (CPE) training towards her full chaplaincy certification with support of the Consortium. With selection of Elizabeth, the decision was made to shift financial and "employer of record" responsibilities from Los Ranchos to Pacific Presbytery, where Elizabeth held membership. Beginning in 2015, additional monthly financial support from the Prichard family became part of the budget. During her initial year of service the Department of Spiritual Care valued Elizabeth's gifts for pastoral care as well as her valuable Spanish language abilities. Father Chris Ponnet and the Department of Spiritual Care entrusted Elizabeth with the critical role of Palliative Care Chaplain liaison. Elizabeth's success in the chaplaincy was complemented with news that San Fernando Presbytery would resume funding participation as a partner in the Consortium in 2016 with redevelopment funds returned to Synod.

In August, 2016 the Project Committee of the Consortium convened another meeting with the presbytery executives to consider the future and any necessary changes to the Covenant or the existing funding formula. The forecast at that time was that there would be sufficient funds through 2018. Available interest from the Olmstead Trust would be exhausted in that year, and the Synod contribution would need to be fulfilled with other restricted funds, an unused balance accumulating at Pacific Presbytery, additional fundraising or some combination of the above. No changes to the funding formula were suggested, even as an unused balance

accumulated as a result of a pattern of support established during the chaplaincy of Rev. Estuardo Bazini-Barakat.

Last month the Project Committee concluded its second annual review for Rev. Elizabeth Gibbs-Zehnder in cooperation with the LAC + USC Department of Spiritual Care. We were pleased to learn that she has successfully completed her fourth unit of Clinical Pastoral Education and will be interviewed for her chaplaincy certification in June. Throughout her two years of offering consistent quality pastoral care, the Project Committee has been very pleased with her important efforts to interpret her ministry within the participating presbyteries and with the Synod. The Project Committee voted a salary increase to Elizabeth, effective 4/1/17, even as it registered concern about Synod funding in 2018 and beyond.

Currently, the Project Committee of the Consortium consists of Rev. Susan Hermann (SF), Rev. Ann Mills (SG), Staci Ashby (LR) and Rev. Donald Smith (PA), committee chair. Synod Executive Mark Hong participates as an ex-officio member, offering critical updated information on Synod funds which currently represent 38% of funding for the chaplaincy.

Respectfully Submitted,

Rev. Donald L. Smith
Project Committee Chair
Consortium for the Presbyterian Chaplaincy
at LAC + USC Medical Center

Synod Executive Report to Synod Assembly

May 6, 2017

‘Drinking from a fire hydrant’-That phrase well expresses how I have felt at times during last four months, as I have served the role of the Synod Exec/Stated Clerk. Leaving behind 34 years of ministry in local congregation settings, where the bulk of the focus would solely be on the congregation, I quickly discovered my attention is pulled in many directions and I have to manage the challenge of juggling variety of issues at the same time.

However, I have received so many words of encouragement from the body of Christ in the synod and many individuals shared with me that they are praying for me. I have drawn strength from such support, which leads me to confirm that God, who has led me to where I am, is affirming His call through His people. I continue to thank God and all of you for allowing me the privilege of serving our synod. I also have come to deeply appreciate the committed work of Fried and Barry, as they utilize their God-given gifts to serve the synod.

I have inherited a legacy of good works left behind by my predecessor, Doska Ross, one of which is showing up and I have endeavored to show up.

During past 4 months, I have ‘shown up’ to the following:

Synod Execs Forum (met in Tucson)

Hosted dinner for the GA co-moderator, Jan Edmiston

10 presbytery meetings/conferences

Board meetings of Zephyr Point (met in Sacramento) and PCCCI

Chaplaincy Consortium meetings

A presbytery council meeting

Riverside EP Search Committee meetings (ongoing)

Hosted a luncheon at my house for a presbytery EP Gathering

So. Cal. Christian Forum meetings (ecumenical group)

New Stated Clerk Orientation in Louisville

Arranged a SPJC trial

Memorial service for Michael Haggin

And face-to-face meetings with numerous individuals

Several conference calls, and Zoom meetings.

I have had the pleasure of attending 10 presbytery meetings/conferences and I get a sense that our presbyteries are trying to put their difficult days behind and are trying to focus on the missions of the presbytery.

I will continue to 'show up' wherever my presence is requested and is helpful as I represent the synod.

Lastly, it is with sadness I report to you of the passing of Michael Haggin, who most recently served as the chair of SPJC and Ed Tanng, who served many years ago as the director of the Synod APC. As we return them to the Lord, we truly thank them for their faithful services for our synod.