

COMMITTEE ON MINISTRY REPORT



National Capital
PRESBYTERY
MISSIONAL · PASTORAL · PROPHETIC

NATIONAL CAPITAL PRESBYTERY

September
2019

COMMITTEE ON MINISTRY REPORT

The Committee on Ministry – (COM) supports National Capital Presbytery’s (NCP) responsibilities for the care, oversight, and accountability for ministers of word and sacrament and certified Christian educators. These include examining, receiving, and dismissing minister members; offering encouragement and support to teaching elders and educators; seeking healthy relationships between pastors and congregations; and helping congregations secure appropriate pastoral leadership and educators in times of transition.

The work is carried out by five teams of elected teaching and ruling elders – Care, Congregational Transitions, Examinations, Ministry Relations, and Specialized – The COM Coordinating Commission provides oversight. COM’s responsibilities derive from the Book of Order, G-3.0306 and G-3.0307. For information on the Committee or to review COM documents including the work of each team, policies and procedures, visit: www.thepresbytery.org – pull down documents tab and then select Committee on Ministry. Always feel free to contact the COM Administrator, Colette Ramm at: cramm@thepresbytery.org, Direct Line: 240-514-5351.

Received/Introduction to the Presbytery -

- 1) **Billy Kluttz** – Associate Pastor, Church of the Covenant Presbyterian Church
- 2) **Rev. Mary Austin** – Pastor/Head of Staff, Gaithersburg Presbyterian Church.
- 3) **Chauncey Handy** – Specialized Ministry
- 4) **Rev. Dwight Peace** – Minister member at-large
- 5) **Rev. Elizabeth G Walker** – Honorably Retired
- 6) **Rev. Samuel Ko** – Minister member at-large

Entrance Examination Report -

- 7) **Rev. Patrick McElwain (Geneva PC)** – Sustained the successful examination of the Rev. Patrick McElwain, incoming Pastor/Head of Staff at Geneva Presbyterian Church and subsequent recommendation he be received as a minister member in National Capital Presbytery. [CTC 9/5/19]
- 8) **Rev. Mary Austin (Gaithersburg)** – Sustained the successful examination of the Rev. Mary Austin, incoming Pastor/Head of Staff at Gaithersburg Presbyterian Church and subsequent recommendation she be received as a minister member in National Capital Presbytery. [CTC 9/5/19]
- 9) **Rev. Samuel Ko** - Sustained the successful examination of the Rev. Samuel Ko and subsequent recommendation he be received as a minister member at large in National Capital Presbytery. [CTC 9/5/19]
- 10) **Billy Kluttz (Church of the Covenant)** – Sustained the successful examination of Billy Kluttz, incoming Associate Pastor at Church of the Covenant Presbyterian Church and subsequent recommendation he be received as a minister member in National Capital Presbytery upon ordination. [CTC 9/5/19]

- 11) **Rev. George Jacob Bolton (Westminster Alexandria VA)** – sustained the successful examination of the Rev. George Jacob Bolton, incoming Associate Pastor at Westminster Presbyterian Church in Alexandria VA and subsequent recommendation he be received as a minister member in National Capital Presbytery. [CTC 9/5/19]
- 12) **Chauncey Handy** – sustained the successful examination of Chauncey Handy and subsequent recommendation he be received as specialized minister member in National Capital Presbytery upon ordination. [COM 8/27/19]
- 13) **Rev. Yeonik Park (Korean PC Rockville MD)** – sustained the successful examination of the Rev. Yeonik Park, incoming Senior Pastor at Korean Presbyterian Church in Rockville MD and subsequent recommendation he be received as minister member in National Capital Presbytery. [CTC 9/5/19]
- 14) **Rev. Dwight Peace** – sustained the successful examination of the Rev. Dwight Peace and subsequent recommendation he be received as minister member at large in National Capital Presbytery. [COM 9/11/19 evote]
- 15) **Rev. Kenneth Brandt** – sustained the successful examination of the Rev. Kenneth Brandt and subsequent recommendation he be received as minister member at large in National Capital Presbytery. [COM 9/11/19 evote]
- 16) **Rev. Paul Smith** – waived the examination of the Rev. Paul Smith, Honorably Retired minister member from New York City Presbytery and recommended candidate for membership in National Capital Presbytery. This is in accordance with the newly implemented policy of the Committee on Ministry to grant a waiver for entrance examination under certain criteria to Honorably Retired ministers seeking membership into National Capital Presbytery. [COM 8/27/19]
- 17) **Rev. Stephen Sapp** – waived the examination of the Rev. Stepehn Sapp, Honorably Retired minister member from Tropical Florida Presbytery and recommended candidate for membership in National Capital Presbytery. This is in accordance with the newly implemented policy of the Committee on Ministry to grant a waiver for entrance examination under certain criteria to Honorably Retired ministers seeking membership into National Capital Presbytery. [COM 8/27/19]
- 18) **Rev. Elizabeth G. Walker** – waived the examination of the Rev. Elizabeth G. Walker, Honorably Retired minister member from Chicago Presbytery and recommended candidate for membership in National Capital Presbytery. This is in accordance with the newly implemented policy of the Committee on Ministry to grant a waiver for entrance examination under certain criteria to Honorably Retired ministers seeking membership into National Capital Presbytery. [COM 8/27/19]
- 19) **Rev. David McNeilly** – waived the examination of the Rev. David McNeilly, Honorably Retired minister member from New Hope Presbytery and recommended candidate for membership in National Capital Presbytery. This is in accordance with the newly implemented policy of the Committee on Ministry to grant a waiver for entrance examination under certain criteria to Honorably Retired ministers seeking membership into National Capital Presbytery. [COM 8/27/19]

Contracts and Terms of Call Agreements -

- 20) **Ashburn:** Affirmed the evote taken on June 17, 2019, approving the renewal of the Interim Pastor Contract between the Rev. David Emery and the Session of Ashburn Presbyterian Church, for a period of six months beginning 19 June 2019. [CTC 9/5/19]
- 21) **Burke:** Affirmed the evote taken on June 14, 2019 approving the Temporary Supply Pastor contract between the Rev. Jay Click and the Session of Burke Presbyterian Church, for a period of three months beginning 17 June 2019. [CTC 9/5/19]
- 22) **Church of the Covenant:** Concurred with the evote taken on June 18, 2019 approving the following requests from the Church of the Covenant Presbyterian Church, Arlington VA, in connection with Billy Klutz to:
- (i) Approve Billy Klutz as the candidate for Associate Pastor for Community Music and Arts at the Church of the Covenant Presbyterian Church, Arlington VA
 - (ii) Grant permission to the Pastoral Nominating Committee and Session of the Church of the Covenant Presbyterian Church, Arlington VA to move directly to the consideration of Billy Klutz to fill the newly created position of Associate Pastor for Community Music and Arts beginning 1 August 2019. [CTC 9/5/19]
- 23) **Fairfax:** Approved the request to grant a waiver to the congregation of Fairfax Presbyterian Church in accordance with the "**Policy on Changes in Pastoral Roles Within a Congregation**," in order for the Revs. Henri G. Brinton and Yena Hwang to begin the process of considering changing positions to co-pastors. [CTC 9/5/19]
- 24) **Gaithersburg:** Approved the Terms of Call Agreement between the Rev. Mary Austin and the congregation of Gaithersburg Presbyterian Church, to serve as Pastor/Head of Staff beginning 3 September 2019. [CTC 9/5/19]
- 25) **Gaithersburg:** Approved the termination of the Interim Pastor relationship of the Rev. Jay Losher and the Session of Gaithersburg Presbyterian Church as approved by both parties. Contract terminated on the 15th of August 2019. The Rev. Jay Losher has been dismissed to Shenandoah Presbytery and has accepted the position of interim pastor at Massanutten Presbyterian Church. [CTC 9/5/19]
- 26) **Gaithersburg:** Approved the request of Gaithersburg Presbyterian Church to hold the installation service for the Rev. Mary Austin during worship service on Sunday, September 24, 2019. [CTC 9/5/19]
- 27) **Geneva:** Approved the Terms of Call Agreement between the Rev. Patrick McElwaine and the Congregation of Geneva Presbyterian Church to serve as Pastor/Head of Staff beginning 1 July 2019. [CTC 9/5/19]
- 28) **Hermon:** Approved the termination of the Stated Supply Pastor relationship of the Rev. Ruth Everhart and the Session of Hermon Presbyterian Church as approved by both parties. Contract terminated on the 2nd of September 2019. [CTC 9/5/19]

- 29) **Immanuel:** Approved the request of Immanuel Presbyterian Church to begin the process of moving the Rev. Susan Graceson from a temporary to an installed position in accordance with the "**Policy on Changes in Pastoral Roles Within a Congregation.**" [CTC 9/5/19]
- 30) **Kirkwood:** Affirmed the evote taken on July 22, 2019, granting permission to the congregation of Kirkwood Presbyterian Church to form a Pastor Nominating Committee in accordance with the [Book of Order](#) and with the policies of National Capital Presbytery. [CTC 9/5/19]
- 31) **Korean PC Rockville:** Approved the Terms of Call Agreement between the Rev. Yeonik Park and the congregation of Korean Presbyterian Church in Rockville MD to serve as Pastor/Head of Staff beginning 1 November 2019. [CTC 9/5/19]
- 32) **New York Avenue:** Approved the Interim Pastor contract between the Rev. Heather Shortlidge and the Session of New York Avenue Presbyterian Church for a period of one year beginning 17 September 2019. [CTC 9/5/19]
- 33) **PALS:** Approved the renewal of the Stated Supply Pastor contract between the Rev. Jo Ann Staebler and the Board of Presbyterian and Lutheran Services (PALS) Church for a period of six months beginning 1 July 2019 through 31 December 2019. [CTC 9/5/19]
- 34) **Takoma Park:** Approved the renewal of the Interim Pastor contract between the Rev. James Reisner and the session of Takoma Park Presbyterian Church for a period of six months beginning 1 October 2019. This contract is renewable until the next installed pastor has been called. [CTC 9/5/19]
- 35) **United Christian Parish, Reston:** Affirmed the evote taken on June 21, 2019 approving the request of United Christian Parish, Reston to begin the process of moving the Rev. Elisabeth Williams from a temporary to an installed position in accordance with the policies of National Capital Presbytery on "**Moving a Stated Supply Pastor to a Called and Installed Pastor Position.**" [CTC 9/5/19]
- 36) **United Christian Parish, Reston:** Approved the preliminary Terms of Call between the Rev. Elisabeth Williams and the congregation of United Christian Parish, Reston as part of the process of moving the Rev. Beth Williams from a temporary to an installed position. Approved a motion for Presbytery to approve the exception to policy at the September meeting. [CTC 9/5/19]
- 37) **Vienna:** Affirmed the evote taken on June 7, 2019 granting permission to the congregation of Vienna Presbyterian Church to call a Congregational meeting for the purpose of electing a Pastor Nominating Committee, in accordance with the [Book of Order](#) and with the policies of National Capital Presbytery. [CTC 9/5/19]
- 38) **Warner Memorial:** Approved the Interim Pastor contract between the Rev. Leslieanne Braunstein and the session of Warner Memorial Presbyterian Church for a period of one year effective 1 September 2019. [CTC 9/5/19]

39) Westminster -Alexandria: Approved the Terms of Call between the Rev. George Jacob Bolton and the congregation of Westminster Presbyterian Church, Alexandria VA to serve as Associate Pastor for Christian Formation beginning 6 October 2019. [CTC 9/5/19]

40) Wheaton Community Church: Concurred in the decision of the Wheaton Community Congregation AC to sever the pastoral relationship between the Rev. Choi and WCC as of 8 October with his last day of service to the congregation being September 29, 2019. [CTC 9/5/19]

Pastor Nominating Committees -

41) Kirkwood: Granted permission to the congregation of Kirkwood Presbyterian Church to call a Congregational meeting for the purpose of electing a Pastor Nominating Committee, in accordance with the [Book of Order](#) and with the policies of National Capital Presbytery. [CTC 7/22/19 evote]

42) Vienna: Granted permission to the congregation of Vienna Presbyterian Church to call a Congregational meeting for the purpose of electing a Pastor Nominating Committee, in accordance with the [Book of Order](#) and with the policies of National Capital Presbytery. [CTC 6/7/19 evote]

Dissolution/Termination of Pastoral Relationship/Honorably Retired Status –

43) Burke: Concurred with the dissolution of the co-pastoral relationship between the Revs. Meg and Jarret McLaughlin and the congregation of Burke Presbyterian Church effective the 16th of June 2019. This action was taken upon the request of the Revs. Meg and Jarret McLaughlin and with the concurrence of the congregation of Burke Presbyterian Church as determined by a duly called congregational meeting held on the 16th of June 2019. They have both been dismissed as of 1 August 2019, to New Hope Presbytery. [CTC 9/5/19]

44) Honorably Retired – Granted the Rev. Dan Duggan Honorably Retired status, effective June 18, 2019 [COM 8/27/19]

Laboring Out of Bounds -

45) Motion: Granted permission for Rev. Minh Towner to labor outside the bounds of National Capital Presbytery as Civil Chaplain of the Synod of New South Wales and the Australia Capital Territory. [COM 8/27/19]

Parish Associate

- No Report

Validated Ministry –

46) Motion - Validated the ministry of Chauncey Handy as a teacher in Methodist Course of Study School, pending his successful completion of all exam requirements to be received by the National Capital Presbytery. [COM 6/18/19]

47) Motion - Validated the ministry of Blair Moorehead as Director of Mission and approved her for ordination pending successful completion of all exam requirements to be received by the National Capital Presbytery. [COM 8/27/19]

48) Motion: Validated the ministry of Rev. Todd Sutton, Chaplain at National Presbyterian School. [COM 8/27/19]

49) Motion: Validated the ministry of Rev. Mark Griener in Pastoral Acupuncture and Wellness. [COM 8/27/19]

Housing Allowance -

50) PMA – Approved the housing allowance of Rev. Sterling Morse of 15,580.00. [COM 8/27/19]

51) PMA - Approved housing allowance of Rev. Denise Anderson of 27,600.00. [COM 8/27/19]

Healthy Boundaries Schedule -

52) Healthy Boundaries Dates and Venues:

- **October 15, 2019** - Lewinsville
- **November 6, 2019** – Gaithersburg

To register online go to: <https://thepresbytery.org/events/19-healthy-boundaries-schedule-and-registration/>

Committee on Ministry Updates –

COM Rosters –

COM Coordinating Commission

- Stephen Smith-Cobbs, MWS (Chair)
- Joan Erickson, RE (Vice-Chair)
- Lyman Smith, MWS, Specialized
- Harriet Hopkins, RE
- Wayne Blaser, MWS
- Mick Burns, MWS
- Aaron Fulp-Eickstaedt, MWS
- Shelby Etheridge Harasty, MWS

Care Team

- Wayne Blaser, MWS, HR (Chair)
- Fay Acker, MWS, At Large
- Chien-Di Hung, MWS
- Lisa Larsen, MWS, At Large
- Nancy Bolyan Clark, MWS, HR
- Rick Snyder, MWS, HR
- Charles (Chuck) Booker, MWS

Ministry Relations Team

- Aaron Fulp-Eickstaedt, MWS (Chair)
- Juli Wilson-Black, MWS
- Roy Howard, MWS
- Rose Wayland, MWS
- Eirc Forsyth, MWS
- Lisa Miller, RE
- Nancy Neal, MWS, Specialized
- Catherine McCollough, MWS, Specialized

Congregational Transitions Commission

- Lyman Smith, MWS, Specialized (Co-Chair)
- Harriet Hopkins, RE (Co-Chair)
- Vacant
- Vacant
- Mike Volpe, RE
- Brian Mickle, MWS
- Paul Dornan, RE
- Beth Williams, MWS
- MaryAnn McKibben Dana, MWS, At Large
- Priscilla Andre-Colton, Certified Educator

Exam Team

- Michaels (Mick) Burns, MWS (Chair)
- Susan Graceson, MWS (Vice-Chair)

Specialized Ministry Team

- Shelby Etheridge Harasty, MWS (Chair)
- Marian (Mimi) Stevenson, RE
- Leonard Sirbaugh, MWS, HR
- Vacant
- Larry Golemon, MWS, Specialized
- Katie Strednak Singer, MWS

COM Policy on Honorably Retired Minister joining NCP

The Commity on Ministry at National Capital Presbytery has adopted a new policy aimed to welcome Honorably Retired ministers from other Presbyteries into NCP without undergoing the required entrance examination. The policy is applicable for Honorably Retired candidates who meet the following criterias:

- (i) **Good standing,**
- (ii) **clear executive to executive check**
- (iii) **not seeking compensated positions**

EXECUTIVE SUMMARY OF 2020 CHANGES IN COMPENSATION AND PERSONNEL POLICIES FOR PASTORS

In 2006, National Capital Presbytery adopted its Compensation and Personnel Policies for Pastors (the Policy). The full text of the Policy is available here (www.thepresbytery.org) and below. Elements of the Policy change annually. The key changes are described below as guidance to churches developing or reviewing terms of call.

Annual Cost of Living Adjustment

The Presbytery provides congregations with a suggested percentage increase in the financial terms of call based on the increase in cost of living. For 2020 the cost of living percentage increase is 1%. This increase is applied to the total of the cash salary and housing allowance. While the cost of living is a good benchmark, it should not be used as the sole factor. Other considerations such as experience, length of service, and ratios to other staff members might also be considered.

Equity Allowance

Pastors living in church owned manses shall receive an equity allowance. The minimum equity allowance for 2020 is \$6,650. For further information on paying equity allowances, please contact Colette Ramm at cramm@thepresbytery.org or call 240-514-5351

Minimum Effective Salary for Board of Pensions Example*

The Policy establishes a minimum effective salary for pastors. For terms of call in calendar year 2020 (Jan. 1 – Dec. 31, 2020). Minimum salaries are based on geographic locations to consider the widely varying housing costs within our Presbytery. To find the minimum salary for a specific congregation contact the Administrator to the Committee on Ministry or make use of the excel sheet located on the Presbytery website here to calculate the amount.

Total Minimum Compensation Example**

Based on a congregation located in zip code, 20735 this is an example of the total minimum compensation (which includes the required Board of Pensions Dues and FICA) for a pastor in calendar year 2020 is:

Salary and Housing	\$78,852.80
BOP Dues (37%)	\$29,175.54
FICA (7.65%)	<u>\$ 6,032.24</u>
TOTAL (Estimated with a \$2,760 3br monthly rent.)	\$114,060.68

Minimum Hourly Rate (less than 20 hours per week)

The minimum hourly rate for a pastor is based on the full-time salary which would be in effect for the geographical location. This rate is divided by 2080 hours to find the minimum hourly rate for a congregation. Minimum hourly salaries already include BOP and other benefits. No additional provisions need be made for contractual agreements of less than 20 hours per week.