

**Winnebago Presbytery Meeting
February 11, 2017
First Presbyterian Church
Shawano
8:30 a.m.**

- 8:30 am Registration and Gathering (Fellowship Room)
- 9:00 am Worship
- 10:15 am Constituting Presbytery
Formation of Roll & Registration Report
Excused Absences/Early Leave Requests
Corresponding Members Enrollment
Adoption of Docket
Welcome and Report on Arrangements
Introduction of New Elders & Visitors
- 10:25 am Stated Clerks Report
- 10:35 am Consideration of Amendments from General Assembly
- 11:15 am Speak Out Events – (e.g. church suppers, special workshop services, upcoming events)
- 11:25 am Mission Report (Susan Zencka, TE)
- 11:40 am Leadership Commission (Jeff Todd, RE)
- *12:00 pm Lunch
- 1:00 pm Speak Out Mission (sharing your congregations mission stories - 60 seconds or less!)
- 1:10 pm Presbyterian Women (Nancy Siewert RE)
- 1:15 pm Nominating Committee Report (Randy Argall, TE)
- 1:20 pm Finance Commission Report (Dan McCurdy, TE)
- 1:35 pm Administrative Commission (members of the Commission)
- 1:45 pm Personnel Committee Report (Warren Kraft, RE)
- 1:55 pm Commission on Ministry Report (Bob Johaneck, COM Coordinator)
- 2:10 pm Recognition of Service
- 2:15 pm New Business
- 2:30 pm Adjourn

*Order of the day

Winnebago Presbytery
Report of the Stated Clerk
Stated Meeting
11 February 2017
Shawano, Wisconsin

I. Records

- A. Minutes of Presbytery Stated Meeting: 12 November 2016
[Consent Agenda ?]
- B. Resignations: none

II. Reports

- A. Annual Reports for 2016 (ASR & CAQ)
- B. Necrology Report for 2016 (May Meeting)
- C. Session Records Review (March/April)

III. Recommendations

[None]

**Winnebago Presbytery
Stated Meeting
November 12, 2016
First Presbyterian Church, Oshkosh, WI**

CONVENING THE MEETING

The Moderator, Teaching Randy Argall, declared a quorum present and opened the meeting with prayer at 10:15 a.m. in the sanctuary of First Presbyterian Church, Oshkosh.

FORMATION OF THE ROLL AND REGISTRATION REPORT

The Stated Clerk announced the roll was being taken through the distributed registration sheet.

| Roll Call | Present | Excused | Absent |
|----------------------|----------------|----------------|---------------|
| Craig Alwin | X | | |
| Randal Argall | X | | |
| Thomas Beck | | X | |
| John Billings | | X | |
| Sid Bouldin | | X | |
| Marion Conditt | | X | |
| C. Nelson Craig | | X | |
| Robert Everhard | | X | |
| Luke Farwell | X | | |
| Meggan Farwell | | X | |
| James Gates | | X | |
| Michael Goodwin | | X | |
| Sam Hamilton-Poore | X | | |
| Terry Hamilton-Poore | X | | |
| Jack Harrison | X | | |
| Clifford Haskins | | X | |
| Nicholas Hatch | | X | |
| Donald Heeringa | | X | |
| Richard Hill | | X | |
| Paul Huxtable | X | | |
| R. Lee Jennings | X | | |
| Paul Jensen | X | | |
| William Kamke | | X | |
| Cynthia Little | X | | |
| Michael Lukens | X | | |
| John Lyford | | X | |
| Philip Lyon | | X | |
| Dan McCurdy | | X | |
| Rose McCurdy | X | | |
| Paul Martin | | X | |
| Patricia Matthew | | X | |
| Richard Moore | X | | |
| Sarah Moore-Nokes | X | | |
| Jon Nelson | | X | |
| Joy Nelson-Jeffers | X | | |
| Barbara Peterson | | X | |
| Susan Phillips | X | | |

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| | | |
|-------------------|---|---|
| William Plank | | X |
| Rebecca Proefrock | | X |
| Mara Rivera | | X |
| Matthew Sauer | X | |
| JoAnn Schoblaski | | X |
| Travis Shafer | X | |
| Edward Slusser | | X |
| Michael Spangler | | X |
| Ted Spurduto | X | |
| Lois Swanson | | X |
| Wilfred Tabb | | X |
| Marcia Thomas | X | |
| Sara Ver Burg | X | |
| Rachel Wann | X | |
| Colin Webster | | X |
| Tom Willadsen | X | |
| Janet Wolfe | X | |
| Margaret Zedan | X | |
| Susan Zencka | X | |

16/35 It was VOTED to excuse those so listed.

Churches/Eligible RE Commissioners Commissioner(s)

| | |
|--------------------------|---|
| Abbotsford (1) | Not Represented |
| Appleton (3) | Beth Lepinski |
| Arpin (1) | Not Represented |
| Athelstane (1) | Not Represented |
| De Pere (3) | Mark DeCleene, Scott McPherson |
| Fond du Lac (3) | Pedro Arellano, Barb Mitchell |
| Forest Larger Parish (2) | Pamela Schroeder, Larry Market |
| Gleason (1) | Not Represented |
| Green Bay First (2) | Not Represented |
| Green Bay Wequiock(1) | Not Represented |
| Kiel (1) | Not Represented |
| Kimberly (1) | Not Represented |
| Manitowoc (2) | Théo Lynne Hoffman, Cheryl Hanson |
| Marinette (2) | Not Represented |
| Marshfield (3) | Jim Aue, Don Zais |
| Melnik (1) | Ruth Prochazka |
| Merrill (1) | Not Represented |
| Neenah (5) | Susan Morrissey, Gina Struensee, Paul Yee |
| New Franken (1) | Not Represented |
| Oconto (2) | Margaret Dakins, Dean Reed |
| Omro (2) | Jeff King |
| Oshkosh (2) | Barbara Goldthwaite |
| Pickett (2) | Not represented |
| Schofield (3) | Not Represented |
| Shawano (2) | Cassy Cantwell, Ed Gryg |
| Sheboygan (1) | Robin Sherldon, Ann Grittinger, |
| Stevens Point (2) | Sandi McAdam, Brenda Breitner |
| Wausau (3) | Gene Davis |
| Wausaukee (1) | Not Represented |
| Weyauwega (1) | Not Represented |

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| | |
|----------------|-------------------------------|
| White Lake (1) | Not Represented |
| Wild Rose (1) | Not Represented |
| Winneconne (2) | Bette Hoytink, Rosemary Shade |

16/36 It was VOTED to excuse those so listed.

Commissioned Ruling Elders:

Phil Kinzel, Richard Kreager, Jess Wakefield, Alyson Janke, Warren Kraft, and Greg Braatz
Excused: Cheryl LePak, and Max Ballard

Leadership Commission Members:

Jeff Todd (Vice Moderator), Marilyn Paulson (Past Vice Moderator), Robert Johaneck, and Jennifer Zander
Excused:

Presbytery Staff: Kelly Acheson, and Leslie Gunter

Synod Staff:

Visitors:

| | |
|-----------|-----------------------------|
| Manitowoc | Ann DeMark |
| Oshkosh | Carmen Shaw, Suzette Curtis |
| Omro | Misti Andersen |
| Sheboygan | Gertrude Walsh, Keith Rowe |
| Wausau | Joni Todd |
| Wausaukee | JoAnn Proctor |

Early Leave: Travis Shafer, Margaret Zedan, Alyson Janke, and Matt Sauer

Corresponding Members: It was voted to approve to seat Commissioned Ruling Elder Alyson Janke (John Knox Presbytery) as corresponding member.

Adoption of the Docket:

16/37 It was VOTED to adopt the docket as printed and distributed.

Report on Arrangements: TE Tom Willadsen welcomed presbyters to the meeting.

Introduction of New Elders and Visitors: Ruling Elders and visitors were introduced and welcomed.

REPORT OF THE STATED CLERK

Records

- Minutes of Stated Meeting: September 10, 2016
- Resignation: [none]

Reports

- Presbytery Action on GA 222 (2016) Proposed Amendment: Directory for Worship [Amendment 16-H: www.winnebagopresbytery.org; tab to "2016 GA Follow-up"; then select "Amendment Booklet"]
- Presbytery Action on GA 222 (2016) Proposed Amendments: Form of Government [Scheduled for February 2017: Amendments 16.A – 16.G]

November 12, 2016

16/38 It was VOTED to approve the September 10, 2016 meeting minutes of the Presbytery.

Items for Information:

- Discussion opportunity for Proposed Amendments TBA
- Reports from churches re: Child Protection Policy
- Annual Statistical Report by Sessions (2016) online process www.winnebagopresbytery.org ; tab to "Office of Stated Clerk" and then select "Annual Statistical Reports Instruction Booklet" and further help at "Annual Statistical Instructional Memo."
- Wisconsin Department of Revenue charge (\$844.19) for fees (+ interest & penalty) re: property title transfers for the Crivitz, Amberg, and Pembine churches of Presbytery dismissed in 2013 to the Evangelical Presbyterian Church.
- Synod 2016 Review of Presbytery Minutes [motion attached]
- Revision of Presbytery's Manual of Administrative Operations [motion attached]

Items for Action:

A. Motion: To receive and place in the Minutes the report of the Stated Clerk of the Synod of Lakes and Prairies, approved at its meeting 2-4 October 2016, that the Minutes of Winnebago Presbytery for 2015 were reviewed and approved as follows: "WINNEBAGO: Minutes of February 14, 2015, May 4, 2015, June 9, 2015, September 15, 2015, and November 14, 2015 (pages 3292 – 3405): Approved without Exception."

16/39 It was VOTED to approve the motion as written.

B. Motion: To approve revisions to the Manual of Administrative Operations as distributed to Presbytery with the preparatory documents to this meeting and as attached to this motion in the Minutes.

16/40 It was VOTED to approve the revisions to the Manual of Administrative Operations.

TERRY GENTZ, GENTZ INSURANCE

Terry Gentz of Gentz Insurance was available to answer any questions regarding church insurance issues. Terry offered several tips on keeping church costs down and protecting churches for broken pipes. He explained the benefits of having sexual misconduct abuse policies in place for all churches.

AMENDMENT 16H

The Presbytery considered amendment 16H and had a lengthy discussion about changes to the Directory for Worship.

16/41 It was VOTED to approve the revisions to Amendment 16H.

SPEAK OUT

Attendees were given the opportunity to share with the Presbytery invitations to events (church suppers, holiday fairs, special worship services, etc.). Comments were limited to one minute.

MISSION REPORT (TE Susan Zencka)

Items for Information:

November 12, 2016

- Susan shared a letter from Sarah Henken regarding the defeated peace agreement in Colombia.
- Susan also shared that Rev. Luis Fernando Sanmiguel was a guest of the Leadership Commission meeting.
- Jeff Todd shared slides from the Rev. Luis Fernando Sanmiguel's visits around the Presbytery.

LEADERSHIP COMMISSION (TE Randy Argall, Moderator)

16/42 It was VOTED to approve the June 14, 2016 and October 1, 2016 meeting minutes of the Leadership Commission.

FINANCE COMMISSION (TE Matt Sauer, Moderator)

Items for Action:

1. Commission moves Synod Salary Support for 2016 and 2017 will be used to support Winnebago Presbytery salaries. This money is designated by the Synod and given to each Presbytery regardless of need or request. It is a decreasing amount and is not guaranteed beyond 2017.

16/43 It was VOTED to approve Salary Support from the Synod for 2016 and 2017 be applied to Winnebago Presbytery salaries.

2. Commission moves that the 2017 Presbytery portion of Per Capita to be \$22.20 (Synod \$5.30, GA \$7.50 total = \$35 per member)

16/44 It was VOTED to approve 2017 Per Capita at \$22.20 (Synod \$5.30, GA \$7.50 total = \$35 per member)

3. Commission moves that the 2017 Unified Mission Giving recommended percentages be set at Presbytery 70%, Synod 12% and General Assembly 18%.

16/45 It was VOTED to approve 2017 Unified Mission Giving percentages be set at Presbytery 70%, Synod 12% and General Assembly 18%.

4. Commission moves that the 2017 Presbytery Budget be approved with the understanding that additional changes may be made after Pledges are reached in March 2017. Any revision to the budget will be brought to Leadership Commission and Presbytery.

16/46 It was VOTED to approve 2017 Presbytery Budget with the understanding that additional changes may be made after Pledges are received in March 2017.

ITEMS FOR INFORMATION:

1. Finance Reports for September 2016 are attached.
2. The Finance Commission began a conversation with the Personnel Committee this fall to discuss staffing and budgeting in our current context of declining membership. As that conversation continues in the new year, the Finance Commission will bring these conversations to the Leadership Commission for more comprehensive consideration.

PRESBYTERIAN WOMEN (RE Ann Grittinger)

Items for Information:

- PW is standing in solidarity with Standing Rock Sioux Tribe in their effort to protect the waters of the Missouri and the Mississippi.

Calendar Items:

- Churchwide PW Gathering, August 2-8, 2018, Louisville, KY
- Synod PW Gathering, 2019, Ames, IA

ADMINISTRATIVE COMMISSION (TE Matt Sauer)

Items for Information:

- Lombard Peace Center is in its final stages with Fond Du Lac.
- Members report it has been a positive experience.
- A professional audit was conducted.
- The Personnel Committee is working with them to get policies and procedures in place.

NOMINATING COMMITTEE (RE Marilyn Paulson, Past Moderator)

Items for Action:

The Nominating Committee has extended calls to the following individuals to serve, and the committee is pleased to place the following names into nomination:

1. Synod Representative
 - Terry Hamilton-Poor, TE, Neenah First (3 year term)

16/47 It was VOTED to approve the nomination of RE Terry Hamilton-Poore as Synod Representative - unexpired term ending 12/31/19.

2. Commission on Ministry
 - Lee Jennings, TE, Forest Larger Parish (3 year term)
 - Joy Nelson-Jeffers, TE, Wausau First (3 year term)
 - Jack Harrison, TE, Fond du Lac First (3 year term)
 - Jess Wakefield, CRE, Merrill/Gleason (3 year term)
 - Ted Banholzer, RE, Covenant Community Presbyterian, Schofield (3 year term)

16/48 It was voted to approve the nomination of TE Lee Jennings, TE Joy Nelson-Jeffers, TE Jack Harrison, CRE Jess Wakefield and RE Ted Banholzer to fill the vacancies on Commission on Ministry - term ending 12/31/19.

3. Finance Commission
 - Dan McCurdy, TE, Weyauwega (3 year term)
 - Rachel Wann, TE, Wausau First (3 year term)

16/49 It was voted to approve the nomination of TE Dan McCurdy and TE Rachel Wann to fill the vacancies on the Finance Commission - term ending 12/31/19.

4. Synod Permanent Judicial Review (PJC)
 - Paul Huxtable, TE, Neenah First (6 year term)
 - Barbara Mitchell, RE, Fond du Lac First, (6 year term)

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16/50 It was voted to approve the nomination of TE Paul Huxtable and RE Barbara Mitchell to fill the vacancies on the Synod Permanent Judicial Review - term ending 12/31/22.

5. Personnel Committee
 - Susan Phillips, TE, Shawano (3 year term)
 - Marilyn Paulson, RE, Wausau First, (3 year term)

16/51 It was voted to approve the nomination of TE Susan Phillips and RE Marilyn Paulson to fill the vacancies on the Personnel Committee - term ending 12/31/19.

6. Session Records Review
 - Beth LeClaire, RE, Wausau First (3 year term)

16/52 It was voted to approve the nomination of RE Beth LeClaire to fill the vacancy on the Session Records Review Committee - term ending 12/31/19.

7. Judicial Investigative Pool
 - Tom Willadsen, TE, Oshkosh First (3 year term)
 - Cyndy Little, TE, Sheboygan First (3 year term)

16/53 It was voted to approve the nomination of TE Tom Willadsen and TE Cyndy Little to fill the vacancies on the Judicial Investigative Pool - term ending 12/31/19.

8. Ordination Examination Readers
 - Michael Patton, RE, Oshkosh First (2017)
 - Dan McCurdy, TE, Weyauwega First (2017)

16/54 It was voted to approve the nomination of RE Michael Patton and TE Dan McCurdy to fill the vacancies as Ordination Examination Readers - term ending 12/31/17.

PERSONNEL COMMITTEE (RE Warren Kraft)

Items for Information:

- The Personnel Committee met September 6 in Shawano to review, at the request of Finance Commission, staff compensation for 2017. Members of the Committee met with the Finance Commission on October 4 to continue the conversation, in anticipation of the Budget discussion during the Presbytery meeting.
- Several Committee members attended the daylong personnel training, "Stepping Up to Supervision for Governance Structures," led by Sarai Rice at the Pilgrim Center at Green Lake. The materials have also been distributed to members who were unable to attend.
- The Committee will have met on November 3 in Shawano to conduct its annual review of the Presbytery's employment policies and procedures. The Committee also met with Rev. Randy Argall, of Green Bay First, to begin revising the Presbytery's annual employee review process (which occurs generally in May.)

Items for Action:

1. MOTION: To designate the full 2017 compensation (\$16,953) of the Stated Clerk, the Rev. Michael B. Lukens, as Housing Allowance.

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16/55 It was voted to approve the 2017 compensation (\$16,953) of the Stated Clerk, the Rev. Michael B. Lukens, as Housing Allowance.

2. MOTION: To designate the 2017 compensation of the General Presbyter, the Rev. Sarah Moore-Nokes, as follows: \$56,500 as Salary and \$20,000 as Housing Allowance.

16/56 It was voted to approve the 2017 compensation of the General Presbyter, the Rev. Sarah Moore-Nokes, as \$56,500 to Salary and \$20,000 to Housing Allowance.

COMMISSION ON MINISTRY (Leslie Gunter, Staff)

Items for Information:

1. COM approved transfer of membership for Ellie Jarvie from Preble Presbyterian, Green Bay to Lake Edge United Church of Christ, Madison, WI.
2. COM appointed Jim Gates moderator of First Presbyterian, Marshfield session from October 2016 – March 2017.
3. At the request of General Assembly, COM has reviewed the status and confirmed membership in Winnebago Presbytery for the duration of her service, of Joy Nelson-Jeffers, ordained in the American Baptist Church, and affirmed that she continues to serve in a validated ministry on staff at First, Wausau.
4. COM approved the request of First Presbyterian, Winneconne and TE Mara Rivera to dissolve the pastoral relationship, and approved transfer of membership of TE Mara Rivera to Central Florida Presbytery upon their approval of her membership.
5. COM granted the Rev. Dr. Linda Morgan Clement, minister in good standing in the Presbytery of Muskingum Valley currently serving as chaplain at Lawrence University, be granted permission to labor inside the bounds of Winnebago Presbytery. She will pursue membership transfer to the presbytery in 2017.
6. COM approved dates of May 21-May 24 for pastors' retreat, beginning the afternoon of Sunday and ending at noon on Wednesday.
7. COM agreed to distribute the memo, "Ruling Elder Training and Ruling Elders Commissioned to Pastoral Service," as information to Presbytery.

Items for Action:

Commission recommends the following RE's, having successfully completed training on October 8, 2016, be commissioned to officiate communion in their own congregations, effective immediately and ending 12/31/17:

- Tom Lefeber of First Presbyterian, Kiel
- Gene Peplinski of First Presbyterian, Wausaukee
- Jerry Phillips of First Presbyterian, Wausaukee
- Luann Pohl of First Presbyterian, Athelstane

16/57 It was voted to approve RE Tom Lefeber, RE Gene Peplinski, RE Jerry Phillips and RE Luann Pohl be commissioned to officiate communion in their own congregations - term ending 12/31/17.

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- Commission recommends to Presbytery that RE Warren Kraft, First Presbyterian, Neenah, and Greg Braatz, Memorial, Appleton, be granted permission to celebrate communion at First Presbyterian, Winneconne, beginning November 13, 2016 and ending June 30, 2017.

16/58 It was voted to approve RE Warren Kraft and RE Greg Braatz permission to celebrate communion at First Presbyterian, Winneconne - 11/13/2016 - 6/30/2017.

NEW BUSINESS (Michael B Lukens, Stated Clerk)

Items for Action:

1. Presbytery voted to instruct the Moderator of Presbytery to appoint a Presbytery task group to study the changing situation in our communities concerning immigration and refugee issues and to provide recommendations to Presbytery for education, discussion, and action.

16/59 The motion was approved as presented.

2. Presbytery voted to approve a \$3,000 donation from the Peacemaking Fund to Standing Rock through the Synod Fund.

16/60 It was voted to approve donating \$3,000 from the Peacemaking Fund to Standing Rock through the Synod Fund.

ADJOURNMENT WITH PRAYER

The next presbytery meeting will be Saturday, February 11, 2017 at First Presbyterian Church, Shawano.

16/61 It was VOTED to adjourn the meeting at 2:50 p.m.

Respectfully submitted,

Kelly Acheson
Administrative Assistant

Michael B. Lukens
Stated Clerk

Appendix A: November 12, 2016 Presbytery Minutes

Proposed Amendments to the Constitution

Amendments to the
Book of Order

[CLICK HERE](#)

Mission Report
Report to Winnebago Presbytery
February 11, 2017

Items for Information:

The attached recommendation is the outcome of a two year review process for the Local Mission Grants program of the Presbytery. Susan Zencka (TE) will present information about the process of reviewing and rewriting the proposal. The action related to this proposal will come during the Leadership Commission report.

**Winnebago Presbytery
Local Mission Grants Program
Recommended Changes to Policies and Procedures
October 2016**

BACKGROUND: Jesus teaches, in Matthew 25 "...as you did it to one of the least of these, you did it to me." We are called to reach out to our neighbor with care and compassion. Through the mission funds contributed to Winnebago Presbytery by the member churches, and consistent with Christ's call to be good stewards over God's creation and generous with God's gifts, Winnebago Presbytery acknowledges and reaffirms its commitment to support congregations in their local mission efforts.

Since 1996, Winnebago Presbytery has distributed over \$800,000 in mission grants to 23 different congregations to support 83 distinct local mission projects. Seventeen congregations have received funds for multiple projects, while six have received one-time grants. Seven fairly large and active congregations account for over 2/3rds of all funds disbursed over the years.

Monies to support these grants derive from the presbytery's operating budget, which comes from per capita contributions and unified mission giving by the presbytery's 33 member congregations. Over the past several years, the number of congregations participating in mission giving, as well as the total amount given in mission dollars has declined considerably while the rest of the budget has not decreased. This has resulted in more competition in the budget for fewer funds available.

Since the year 2000, the presbytery membership has fallen by 39%. We are not the same organization that we were. We do not have the same access to resources that we used to. We cannot do and be everything that we would hope to do and be. The operating budget is not going to be expanding and we may be in a position where we need to make hard choices before long.

At the November 2014 Presbytery meeting, the Presbytery received a report from the Leadership Commission outlining the current situation. The report not only raised the issue of declining revenues and participation in the Unified Mission Pledge Fund, but also highlighted the fact that established operational parameters of the Local Mission Grant Program were not being complied with. It was noted that the majority of grant funds being disbursed each year was not going to one-time and start-up activities, as intended, but rather to ongoing expenses of local mission work, and this by a wide margin. To address both the revenue shortfall and the operational concerns raised by the report, a special Local Mission Grant task force was commissioned with the charge to study the issues and report back on recommendations no later than summer 2015.

In 2015, the Local Mission Grant Task Force recommended setting funding for local mission grants at 10% of the Unified Mission Pledge portion of the presbytery budget. This is not realistic. The Leadership Commission has agreed on a priority of leadership development in congregations and in the presbytery. To restrict 10% of the budget to Mission Grants is not consistent with either our financial realities, or this priority.

NEW PROPOSAL TO BE TAKEN TO THE LEADERSHIP COMMISSION IN OCTOBER, 2016

The following discussion represents the unanimous (consensus) findings and recommendations of the current Local Mission Task Group, who has been charged with implementing presbytery policy regarding local mission grants.. The changes from the current policy will be shown with ~~crossout~~ for text to be deleted, and **bold** for text to be added, with the exception of this paragraph, which is new.

1. Local Mission Task Group

Recommendations:

1A. The Leadership Commission, per its function as designated in the Presbytery Manual Section IV, part A, item 6, shall elect a representative local mission task group to administer and oversee the local mission grants program and to enhance awareness of local congregational mission work throughout the Presbytery.

The task group shall consist of five members, upon recommendation of the Nominating Committee and approval of the Leadership Commission, consisting of at least 2 teaching elders and 2 ruling elders; all members shall be from different churches. The task group will elect its own moderator. The task group will have the following functions:

1. Analysis of local mission need and requests for funding from churches and units of Presbytery;
2. Develop policies for the nature, focus, and distribution of funds;
3. Recommend to Presbytery funding of specific projects and programs [see 1B];
4. Promote ~~mission education and congregation participation in fund development for local mission efforts;~~ **awareness of local mission work being done by congregations through News and Notes, presbytery mission fairs, and other means.**
5. Report its work and recommendations to the Leadership Commission of Presbytery at least twice a year for review and transmission of its proposals to the Presbytery.

This task group is to work in collaboration with the Global Mission Task Group (**for purposes of reporting to** Leadership Commission) and-with the support and coordination of Presbytery staff.

1B: The Task Group shall ~~be empowered, employing reasonable analysis and decision-making processes, to determine from year to year what percentage of available funds shall be devoted to start-up (1-3 years), one-time, and ongoing projects (typically 3-5 years), provided that in no instance shall less than 25% of funds be devoted to start-up and one-time projects unless an exception has been requested from and granted by Leadership Commission.~~ **limit grant recommendations to new mission programs (funding only in the first or second year) or new projects of ongoing mission programs. Any unit (local church Session, combination of churches, administrative or program units of the presbytery) can apply on behalf of a particular mission, ministry, or project. Mission funds will be limited to mission projects that are undertaken by a unit, or in which the unit is a significant partner. Consideration will be given as to how the mission project functions to develop leadership capacity of the congregation.** Each year the grant awards will be approved by the Presbytery.

1C: ~~The Task Group shall be responsible for reporting to the Leadership Commission on an ongoing basis, but no less often than twice a year, on the activities of the Task Group and the local~~

~~mission projects of the churches in the Presbytery, with particular but not necessarily exclusive attention to those projects receiving funding. In such reporting, emphasis should be placed on interpretation and awareness-raising of the local mission projects and the needs they are addressing.~~

~~1D1C:~~ The Task Group shall further encourage congregational participation in Unified Mission Pledge giving using various interpretation and marketing methods ~~so as to reach~~ **with the goal of** 100% participation of the churches in the Presbytery.

~~1E1D:~~ In no instance shall less than ~~10%~~ **one percent** of the Presbytery portion of the Unified Mission Pledge fund revenues in any given year be made available for local mission grants to congregations. If, in a given year, the available funds are not disbursed, any undisbursed funds shall be put in a Local Mission Fund to be available for future years.

2. Criteria for Funding

Discussion: The Task ~~Force~~ **Group** finds that the current grant application processes and criteria are laudable, and need only minor tweaking and not wholesale revision. ~~The Task Force finds that additional emphases should be placed on capacity building, impact goals, evaluation, plans toward reaching self-sufficiency, and how the project extends God's promise on Earth.~~ The Task Group has flexibility in creating procedures and forms, and should **desires to** put the emphasis on efficiency and ease of application.

~~2A:~~ Grant applicants shall be required to cite sources of data or other compelling evidence that substantiates the need for the project; and to indicate the evidence base, if any, for the selected intervention. ~~If the project duplicates or is similar to other projects in the community, the applicant shall be required to justify the need for the additional resources. Ordinarily, funded projects will lie within or near the geographic boundaries of the presbytery.~~

~~2B:~~ Grant applicants shall be required to list at least 2 to 3 goals for the project, using SMART taxonomy (Specific, Measurable, Achievable, Realistic, Time-limited). [Example: An average of 80 homeless (or otherwise needy) individuals shall be provided a hot, nutritious and no-cost meal two Sundays per month, by September 30, 2015; and every Sunday, by December 31, 2015.]

~~2C:~~ Grant applicants will be required to describe in some detail the data collection and reporting methods they intend to employ. Successful grantees will be required to submit semi-annual progress reports in a format approved by the Local Mission Task Group, documenting achievement of stated goals, discussing obstacles encountered, and outlining plans for mid-course adjustments. ~~An evaluation plan needs to be built in to every project from the outset.~~

~~2D:~~ Grant applicants shall be required to show other resources, both monetary and in-kind, that will be devoted to the project, both current and planned.

~~2E:~~ Grant applicants shall be required to demonstrate their plans to reach self-sufficiency if the project intends to be ongoing. In such instances, applicants should clearly demonstrate how they will offset the reduction in Presbytery monetary support over a 3-5 year period.

~~2F~~: Grant applicants shall identify how members of the local congregation will be actively engaged in the planning, execution, and delivery of the project, how the project fulfills God's charge to his followers to "love and serve their neighbor," and how the local Session has embraced the project as a "corporate" endeavor, not simply an endorsement. In sum, the grant should foster the Presbytery's priority of developing servant-leaders.

The Mission Grant Task Group may seek further information from applicants regarding documentation of local need, plans for financial viability of the mission project, short and long-term goals for the project, other means of support for the project, and may use such information in deciding whether to award local mission grants.

**Leadership Commission
Report to Winnebago Presbytery
February 11, 2017**

Items for Action:

1. The Commission recommends the revised "Policies and Procedures of the Local Mission Grants Program" to Presbytery for its approval. (see Mission Report for documentation)
2. The Commission recommends to Presbytery the Rev. Rose McCurdy for a one year term (renewable) on the Nominating Committee.
3. The Commission recommends to Presbytery that the following people be elected to an Administrative Commission to proceed with the process of the closure of the Hope Presbyterian Church, White Lake. The Administrative Commission shall have the authority to implement the necessary provisions, except the final disposition of assets and property, which shall be recommended to Presbytery for action.

Susan Hawley RE, White Lake
Ted Sperduto TE, Wausau
George Houghton RE, Wausau
RE to be appointed by the Moderator of the Presbytery
TE to be appointed by the Moderator of the Presbytery

Items for Information:

1. The Immediate Past Moderator reported on the recruitment of persons to serve on a new Immigration task group, by action of Presbytery at its November 2016 meeting. The Commission VOTED to confirm the following five appointees by the Moderator of Presbytery:
 - TE Terry Hamilton-Poore (Neenah)
 - TE Tom Willadsen (Oshkosh)
 - RE Mary Ginnebough (Green Bay)
 - RE Daniel Crump (Marshfield)
 - RE Laurie McCulloch (Appleton)
2. Planning was announced for an event at the Green Bay First Church on personnel management within churches, featuring Sarah Rice as speaker, which will be open to all churches of the Presbytery. No date has been set.

3. The Commission entered into an assessment of the mission and function of Presbytery as a continuing discussion in the context of changing Presbytery membership, financial resources, and staffing considerations.
4. The Commission VOTED to send a questionnaire to the churches of Presbytery that seeks evaluation and assessment of preferred Presbytery meeting days and times, to be initiated by Susan Zencka and Dan McCurdy and implemented by the end of February
5. The Commission VOTED to continue the relationship with the East Central Synod Resource Center as a partner in ministry for the first half of 2017 and to authorize the Moderator of Presbytery to appoint a Presbytery representative from Partnership in Education (PIE) for participation in a review process for continuation beyond 31 May.

Calendar Items:

4PM and the May meeting of Presbytery April 30 – May 1, 2017 Registration is open!

Winnebago Presbytery
Leadership Commission
Minutes
January 24, 2017

The Moderator of Winnebago Presbytery, RE Jeff Todd, convened the Leadership Commission of Presbytery on 24 January 2017 at 9:30 a.m. in the offices of Presbytery in Neenah, Wisconsin.

Present:

| | |
|-------------------|--|
| Jeff Todd | RE, Moderator of Presbytery |
| Susan Zencka | TE, Vice Moderator of Presbytery |
| Randy Argall | TE, Immediate Past Moderator of Presbytery |
| Marilyn Paulson | RE, Nominating Committee |
| Warren Kraft | RE, Personnel Committee |
| Dan McCurdy | TE, Finance Commission |
| Robert JohaneK | RE, Commission on Ministry |
| Sarah Moore-Nokes | TE, General Presbyter [GP] |
| Kelly Acheson | Administrative Assistant [AA] |
| Leslie Gunter | Coordinator, Commission for Ministry |
| Michael Lukens | TE, Stated Clerk [SC] |

Excused: Robert Merriam, Jennifer Zander, Terry Hamilton-Poore, Nancy Siewert, and Greg Braatz.

Opening Devotions

The Commission opened its meeting with devotions led by Susan Zencka in a service of shared reading from the Sermon on the Mount and prayer.

Minutes of the Commission

Council **VOTED** to approve the Commission's Minutes from the 11 October 2016 and 6 June 2016 meetings (and corrections to attendance record: 6 June and 23 August).

Resignation of the Stated Clerk

The Moderator announced the resignation of the Stated Clerk, Michael Lukens, as will be reported later by the Personnel Committee. Dr. Lukens will conclude his long-term service to Presbytery, effective 31 December 2017. The Clerk spoke about his gratitude to the Presbytery for the shared ecclesial commitment and collegial enjoyment over many years. Yet, the desire for change is also strong, in order to focus more intensely on research and writing as well as the long-anticipated opportunity that he and his wife, Barbara, will have more time to spend living in Germany, especially Berlin, to which they are deeply attached.

Committee/Commission Reports

Commission on Ministry (JohaneK) reported on its 12 January meeting and recent interviews related to incoming members of Presbytery.

Personnel Committee (Kraft) reported on recent meetings focused primarily on staffing transitions and the task of reviewing staff position descriptions. The Committee is also involved in "succession planning," especially in relation to handling an emergency situation that might

mean staff-absence. The Committee anticipates bringing Personnel Policy recommendations to the February meeting of Presbytery.

Education task group (Paulson) reported on its review of the present work and future objectives of the Partners in Education (PIE).

Mission task group (Zencka) reported on the work of the group in revision of the report concerning the Local Mission Program, which comes before the Commission later in this meeting. There was also a report on the continuing efforts of the Colombia network of the PC(USA).

Presbyterian Women: no report

Synod Commissioners: no report. [However, the General Presbyter reported on the reception of a special Synod Grant of \$10,000 to be used as a health care subsidy for Commissioned Ruling Elders in the Presbytery.]

Nominating Committee (Paulson) reported that the Committee continues in recruitment efforts to fill committee/commission vacancies.

Finance Commission (McCurdy) reported that the January meeting was cancelled (weather concerns) and has been rescheduled for February.

Staff and Officer Reports

The General Presbytery reported several items: the healthy conclusion of the financial year with a positive balance; the development and distribution of a schedule packet that lists required congregational reports to Presbytery, in order to clarify both expectations and due dates; and the office building lease review and renewal process underway, as a cooperative process of the various tenants.

Stated Clerk reported on current work, focused on year-end reporting processes.

Moderator of Presbytery: no report.

The Immediate Past Moderator reported on the recruitment of persons to serve on a new Immigration task group, by action of Presbytery at its November 2016 meeting.

The Commission **VOTED** to confirm the following five appointees by the Moderator of Presbytery:

- TE Terry Hamilton-Poore (Neenah)
- TE Tom Willadsen (Oshkosh)
- RE Mary Ginnebough (Green Bay)
- RE Daniel Crump (Marshfield)
- RE Laurel McCulloch (Appleton)

Planning was announced for an event at the Green Bay First Church on personnel management within churches, featuring Sarai Rice as speaker, which will be open to all churches of the Presbytery. No date has been set.

Information was also shared about the continuing collaboration of the Green Bay First Church and the DePere First United Church, with a forthcoming joint Session retreat that will focus on the possibility of a shared mission project.

Commission on Ministry Coordinator reported on the growing list of churches that are in pastoral transition or change, on the increasing role of commissioned ruling elders as pastors in our smaller churches, and the planning for the pastors' retreat in May.

Administrative Assistant reported on preparation for the financial audit, the checklist packet that has gone out to all churches with the annual schedule of expected reports, and the project to digitize the Ruling Elder manual for easier distribution.

Old Business

The Commission considered the draft report: "Recommended Changes to Policies and Procedures" of the Local Mission Grants Program, intended for presentation to and consideration by Presbytery. The Moderator left the chair, replaced by a Past Moderator, Marilyn Paulson, in order to participate directly in this review.

The Moderator of the group, Susan Zencka, clarified the group's thinking about the merits of the substantial revisions from its earlier version that have been made and are being recommended, in light of several changes within the Presbytery. There was an extended discussion regarding these extensive revisions in the document, with comments about several of the specific changes, including a reduced percentage commitment from the Presbytery budget, the limit to new local mission projects, and the simplification of the funding criteria.

The questions raised were wide-ranging: e.g., does this revised policy fulfill the needs of those churches who are presently engaged in local mission? does it promote local mission among those churches that are presently non-participating? what effect is expected in the policy to support only new mission projects? do the revisions adequately reflect a "new reality" in the capability of Presbytery and still operate within the focus of Presbytery on leadership development? Overall, the Commission's conclusion was affirmative.

The Commission **VOTED** to recommend the revised "Policies and Procedures of the Local Mission Grants Program" to Presbytery for its approval.

The Commission considered nominations to Presbytery for the Presbytery Nominating Committee.

The Commission **VOTED** to recommend to Presbytery the Rev. Rose McCurdy for a three year term on the Nominating Committee.

New Business

1. The Commission entered into an assessment of the mission and function of Presbytery as a continuing discussion in the context of changing Presbytery membership, financial resources, and staffing considerations.
2. The Commission considered the current practice of Presbytery meetings exclusively on Saturdays, in terms of participation and effectiveness.

The Commission **VOTED** to send a questionnaire to the churches of Presbytery that seeks evaluation and assessment of preferred Presbytery meeting days and times, to be initiated by Susan Zencka and Dan McCurdy and implemented by the end of February.

3. The Commission reviewed the relation of Presbytery to the ELCA Resource Center (Appleton).

The Commission **VOTED** to continue the relationship for the first half of 2017 and to authorize the Moderator of Presbytery to appoint a Presbytery representative from Partnership in Education (PIE) for participation in a review process for continuation beyond 31 May.

4. The Commission discussed feedback from the November meeting of Presbytery (Oshkosh) and possible revisions in 2017. Concern was raised about sufficient facilities for the parallel meeting of confirmands from various churches.

The Commission **VOTED**, in light of the needs of the confirmation class activities at the November 2017 meeting of Presbytery, that Partnership in Education (PIE) assess the facility of the presently scheduled site for the November meeting (Weyauwega First) and recommend to the Commission if they think it would be preferable to move to a different Presbytery meeting location.

The Commission also discussed a reported concern about serving Holy Communion by intinction. No action was taken on this concern but there was a reminder that the host church needs to pay close attention to care of communion elements.

5. The Commission considered a request by the White Lake Hope Church for closure.

The Commission **VOTED** that the Moderator of Presbytery appoint five persons to form a task group to begin the closure process for the White Lake Hope Church and the Commission then recommend to Presbytery at its February meeting that it elect this task group as an administrative commission to proceed with the process of such closure with the authority to implement the necessary provisions, except the final disposition of assets and property, which shall be recommended to Presbytery for action.

At the next meeting of the Commission, opening devotions will be led by Dan McCurdy and closing prayer by Marilyn Paulson.

Closing Prayer and Adjournment

The Commission adjourned in prayer, led by the Moderator at 1:10 p.m.

Respectfully submitted,

Michael B. Lukens, Stated Clerk

Commission meets next 21 March 2017 at 9:30 a.m. in the Neenah offices of the Presbytery.

**Nominating Committee
Report to Winnebago Presbytery
February 11, 2017**

Items for Action:

1. The committee places in nomination Thomas Bayer RE, First United DePere for Board Member of United Church Camps Inc., a ministry partner of the Presbytery of Winnebago, for a three year term.
2. The committee place in nomination the following individuals as moderators of committees and commissions:
 - a. Warren Kraft RE, Moderator of the Personnel Committee
 - b. Dan McCurdy TE, Moderator of the Finance Commission
 - c. Bob Johaneck RE, Sue Buck RE, Co-Moderators of the Commission on Ministry

Moderators are elected annually for a period of one year.

Items for Information:

1. The committee seeks:
 - ruling elders interested in serving on the Commission on Ministry
 - teaching elders and ruling elders interested in reading ordination exams

**Personnel Committee
Report to Winnebago Presbytery
February 11, 2017**

Items for Action:

No items for action

Items for Information:

The Committee has been working on the following items – all of which will be presented to the Presbytery for consideration at the May 1, 2017 meeting. Documents will be available well ahead of time for review.

1. The Committee drafted a Succession Plan policy for the General Presbyter for possible inclusion in the Personnel Policies.
2. The Committee reviewed and updated the Winnebago Presbytery Personnel Policy Manual. Revisions are intended to incorporate current practices and procedures and are not intended to introduce substantive changes to the Manual.
3. The Committee is in the process of reviewing and rewriting position descriptions for the General Presbyter, Stated Clerk and COM Coordinator for incorporation into the Manual of Operations. Revisions are intended to incorporate current practices and expectations, in a format consistent with personnel strategies from “Stepping Up To Supervision” and are not intended to introduce substantive changes to the requirements of each position.
4. Conversation has begun to plan for the transition of Stated Clerk upon the December 31, 2017, retirement of Michael Lukens and to plan for the celebration of his service to Winnebago Presbytery and to the PC(USA)

Calendar Items:

1. The Committee will next meet on February 23 at Frame Memorial Presbyterian Church to continue planning for celebration of Michael’s service and for the transition in the Stated Clerk position, and to begin planning for May staff reviews.

**Commission on Ministry
Report to Winnebago Presbytery
February 11, 2017**

Items for Action:

1. The Commission recommends to Presbytery that Joann Cross (RE, Oshkosh) and Rosangela Berbert (RE, Oshkosh) be approved to preside at the table on March 1, 2017 at First Presbyterian Church Oshkosh.
2. Linda Morgan Clement, a PC(USA) teaching elder, has recently become the Dean of Spiritual and Religious Life at Lawrence University (statement of faith and biographical information attached). COM had the opportunity to exam her for membership at its meeting on 1/12/17 and is pleased to recommend to the Presbytery the following:
 - a. That Ms. Morgan Clement's position at Lawrence be a validated ministry of the Presbytery of Winnebago (the criteria of which are set forth in G-2.0503a) and
 - b. That we enroll Ms. Morgan Clement as a minster member of the Presbytery upon transfer from Muskingum Valley Presbytery.
3. First Presbyterian Church Manitowoc has been engaged in a process of exploring a shared ministry among three congregations (1 Presbyterian and 2 UCC) over the last year. In January they began working together under a Cooperative Ministry Agreement. For 2017, the three congregations will be served by two pastors – Matt Sauer, TE and Judine Duerwaechter, a UCC pastor and member of the Northeast Association of the UCC. COM met with the Rev. Duerwaechter on 2/2/17 and examined her for membership in the Presbytery as it relates to this position. The Commission makes the following recommendations:
 - a. The Commission recommends approval for the position of part-time co-pastor currently held by Judine Duerwaechter as a validated ministry of the Presbytery of Winnebago, the requirements of which are set forth in G 2.0503a for a the calendar year of 2017.
 - b. The Commission recommends the enrollment of Ms. Duerwaechter as a minster member of the presbytery (G 2.0506) for the calendar year of 2017 (G 2.0504b).

Rationale: The Cooperative Ministry will be reviewed by all three congregations in the fall and, at that time, a decision will be made as to whether to continue or not. COM will review and consider recommending renewal Ms. Duerwaechter's membership at the same time.

Items for Information:

1. Tom Williams, TE Milwaukee Presbytery is laboring inside the bounds of Winnebago Presbytery as Interim Minister at Peace UCC in Brillion, Wisconsin.
2. Leslie Gunter (staff), Marcia Thomas (TE) and Jess Wakefield (RE) attended the Synod of Lakes and Prairies Leadership Summit last week. The focus of the conference was bi-vocational ministry.
3. The Ruling Elder Mini Manual is available online – Go to www.winnebagopresbytery.org and click on the RESOURCES tab.

Upcoming Calendar Items:

The Presbytery will be holding a pastors retreat for all TEs and REs who are commissioned to pastoral service. The event will be held May 21, 2017 - May 24, 2017. The event will be held at St. Anthony's Retreat Center in Marathon City and will begin at 5pm and end at noon.