



THE PRESBYTERY OF NORTHERN NEW YORK

PRESBYTERIAN CHURCH (U.S.A)

311 Franklin St Room B

Ogdensburg, NY 13669

Email: office@presbyteryofnny.org

www.presbyteryofnny.org

The mission of the Presbytery of Northern New York is to witness, with love, to Jesus Christ in word and deed. The Presbytery is called to inspire and support the growth of leaders and congregations in their ministry and mission for Christ.

January 2019

Dear Pastors/Moderators and Clerks of Session,

Greetings from the Stated Clerk

This packet is intended to be shared with your pastor/moderator, clerk of session, and treasurer(s). It is also posted on the presbytery website under the “resources” tab.

For Clerks of Session: - please return these to the office NO LATER THAN MARCH 1, 2019 (Note: They may be scanned and emailed if that is the most convenient means of submitting them.)

- Presbytery Directory Update
- Necrology Report
- Terms of Call/Pastoral Contract Form

For Pastors/Moderators (to be shared with session):

- Note from the Resource Presbyter
- Recently updated policies for Continuing Education & Sale/Purchase of Church Property

For Treasurers: Please copy and use the remittance form whenever sending financial transactions to the Presbytery. **IT IS VITALLY IMPORTANT THAT THE ADMINISTRATIVE COORDINATOR AND THE BOOKKEEPER KNOW EXACTLY WHAT EACH SUBMISSION IS INTENDED TO COVER.**

- 2019 Remittance Form for Per Capita, Mission, and Special Offerings
- 2019 Breakdown for Per Capita by church

Pieter Visscher

Rev. David Bennett
Resource Presbyter

William Young
Treasurer

Pieter Visscher
Stated Clerk

Mary McGreevy
Bookkeeper

Joan Merritt
Administrative Coordinator

Presbytery of Northern New York

Directory Information - 2019

Church Name: _____
Address: _____
Telephone: _____
e-mail: _____
Church Website _____
Worship Time _____
Sunday School Time _____
Session Meetings _____
Secretary's name _____
Pastor/ Temporary Supply: _____
Home Address _____
Telephone: _____
Email: _____

Clerk of Session 2018

Name: _____
Address: _____

Telephone: _____
E-mail: _____

Clerk of Session 2019 (if any Changes)

Name: _____
Address: _____

Telephone: _____
Email: _____

Receiving Treasurer:

Address: _____

Telephone: _____
E-mail: _____

Receiving Treasurer

Address: _____

Telephone: _____
E-Mail: _____

Disbursing Treasurer:

Address: _____

Telephone: _____
E-mail: _____

Disbursing Treasurer

Address: _____

Telephone: _____
E-Mail: _____

Elder Commissioner:

Address: _____

Telephone: _____
E-mail: _____

Elder Commissioner

Address: _____

Telephone: _____
E-mail: _____

Presbyterian Women:

Address: _____

Telephone: _____
E-mail: _____

Presbyterian Women:

Address: _____

Telephone: _____
E-mail: _____

NECROLOGY REPORT
Presbytery of Northern New York
311 Franklin Street Room B, Ogdensburg, NY 13669
Return to Presbytery Office by March 7, 2019
at address above OR via e-mail to office@presbyteryofnny.org

My Church: _____

1. **2018 Necrology Report**

Please list the elders who have passed on into the fullness of life eternal during 2018.

| Name of Elder | Date of Ordination | Date of Death |
|----------------------|---------------------------|----------------------|
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |

2019 Pastor Terms of Call

| | 2018 | 2019 |
|--|------|------|
| Effective Salary | | |
| Annual Cash Salary | | |
| Housing Allowance * | | |
| Utility Allowance ** | | |
| Deferred Compensation [403B Plan, IRA, etc.] | | |
| Un-vouchered allowances, Bonuses, Gifts, etc. | | |
| Other Allowances [SECA allowance in excess of 50% of obligation, medical deductible reimbursement] | | |
| Value of Manse [= fair market rental value and must be at least 30% of all other compensation reported above] | | |
| Total Effective Salary (TEF) [sum of above] | | |
| Benefits Dues [36.5% of TEF] | | |
| Other Compensation: | | |
| Auto Expenses (@IRS rate) | | |
| Business/Professional Expenses | | |
| Continuing Education Reimbursement (minimum of \$1600) | | |
| SECA Tax Allowance | | |
| Medical & Dental Plan Premiums/Deductibles | | |
| Other Allowances | | |

* Note: For churches of 100 members or fewer, the full time minimum cash salary for 2019 is \$35,692.31. If a housing allowance is provided (in lieu of a manse) the minimum is \$10,707.69 bringing the minimum total for total effective salary to \$46,400. For churches with more than 100 members, the full time minimum cash salary is \$37,923.08. If a housing allowance is provided (in lieu of a manse) the minimum is \$11,376.92 bringing the minimum total effective salary to \$49,300.

** If manse utilities are in the name of the church and are paid directly by the church, they are **NOT** included in a pastor's total effective salary.

STUDY LEAVE

Time (minimum is two full weeks including Sundays): _____

How much study leave was actually utilized in 2018? _____

Provide the study leave reimbursement for 2018: _____

Briefly describe your pastor's study leave experience in 2018:

How much study leave and reimbursement has your pastor accumulated as of December 31, 2018?

Cash: _____ Time: _____

When is it scheduled to be used? _____ (date)

VACATION Time in 2019 (minimum is 4 weeks) _____

DISABILITY AGREEMENT:

Does your congregation have a contractual arrangement for your pastor if she/he should become temporarily or permanently disabled? _____ YES _____ NO

Signatures: (required!)

Pastor

Clerk of Session

The Clerk of Session is responsible for submitting this document to the Presbytery Office **no later than Friday, March 1, 2019**. It is to be submitted to:

Presbytery of Northern New York
311 Franklin Street
Ogdensburg, NY 13669

Or it can be scanned and emailed to: nnypresbytery@gmail.com

2019 Temporary Supply Pastor Terms of Call

| | 2018 | 2019 |
|---|------|------|
| Effective Salary | | |
| Annual Cash Salary | | |
| Housing Allowance * | | |
| Deferred Compensation [403B Plan, IRA, etc.] | | |
| Un-vouchered allowances, Bonuses, Gifts, etc. | | |
| Other Allowances [SECA allowance in excess of 50% of obligation, medical deductible reimbursement] | | |
| Total Effective Salary (TEF) [sum of above] | | |
| Other Compensation: | | |
| Auto Expenses (@IRS rate) | | |
| Business/Professional Expenses | | |
| Continuing Education Reimbursement (minimum of \$1600) | | |
| SECA Tax Allowance | | |
| Medical & Dental Plan Premiums/Deductibles | | |
| Other Allowances | | |

* Note: For churches of 100 members or fewer, the full time minimum cash salary for 2019 is \$35,692.31. If a housing allowance is provided the minimum is \$10,707.69 bringing the minimum total for total effective salary to \$46,400.

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Presbytery of Northern New York
311 Franklin Street
Ogdensburg, NY 13669

Or it can be scanned and emailed to: nnypresbytery@gmail.com



PRESBYTERY OF NORTHERN NEW YORK

Rev. David Bennett
Resource Presbyter

Inspiring and supporting the growth of leaders and congregations in their ministry and mission for Christ.

January 2019

Dear Pastors, Elders and Church Leaders,

I wanted to include a note in this mailing to keep you all in the loop regarding the **Moving Forward Together Initiative that I have been leading the presbytery through**. As you may know, there are TWO PARTS to this initiative, one for the presbytery itself and one for individual churches.

The FIRST part has taken place during the last three presbytery meetings where I have **lead you all through a “shared decision making” process to discern what the future of our life together as a presbytery can and should look like**. Thank you to all who have participated, and I look forward to sharing the results at our Presbytery Annual Meeting on Tuesday, April 9th (location almost secured). In preparation for this meeting, I will be scheduling **three regional gatherings this winter for presbyters to respond to the preliminary results and give additional input**. You need not have participated in any of the first three movements to join in these gatherings. Dates and times will be shared soon. Details about the presbytery meeting location and these gatherings will be shared in the weekly “Across the Presbytery” newsletter and my periodic “Resource Connections” emails).

The SECOND part has been to **work with COM liaisons to offer several options for churches to work towards revitalization and redevelopment**. If you are unfamiliar with these options or would like to schedule a time to talk about them, please contact myself or your COM liaison and we would be happy to meet with you. So far four churches are ready or nearly ready to start the New Beginnings Process, three churches are using the Church Assessment Tool, and one church is using the session/pastor Coaching model. **The Church Assessment Tool has an additional option for churches with less than 35 worshipping on a Sunday** so if you or your church has found the options too expansive for your smaller-sized church, this is currently being tested in one church and I hope several others will too.

It is my sincere hope that this note finds your church in the midst of a good winter season. I look forward to interacting with many of you in the months ahead and please do reach out if I can be of assistance to you, your session, or your congregation.

Sincerely Yours,

Home Office: 21 Nolan Road, Ballston Lake, NY 12019 ~ (518) 930-8182 presbydavid@gmail.com
Presbytery Office: 311 Franklin Street, Rm B, Ogdensburg, NY 13669 ~ (315) 713-4343 office@presbyteryofnny.org
presbyteryofnny.org ~ [facebook.com/NNYPresbytery/](https://www.facebook.com/NNYPresbytery/)

PRESBYTERY OF NORTHERN NEW YORK
POLICY ON THE
CONTINUING EDUCATION OF MINISTERS

1. In order to assure the on-going continuing education of its pastors, the Presbytery of Northern New York shall not approve a call for pastoral services which does not provide for two weeks continuing education leave with pay per year, cumulative up to three years.
2. Each call for pastoral service shall include the following:
 - a. A minimum of two weeks per year for continuing education (including two Sundays) and a minimum monetary allowance which shall be designated annually by the presbytery.
 - b. For calls to less than full-time service, the minimum monetary allotment shall be prorated; the time allotment remains two weeks including two Sundays.
 - c. Funds from the continuing education allowance shall be remitted to the pastor upon the submission of vouchers for the expenses incurred.
3. Congregations are expected to make the continuing education time and allowance cumulative for up to three years.
 - a. In such cases there shall be a plan approved by the session and the pastor for using the time and funds.
 - b. Accumulated funds shall be deposited by the church treasurer before the end of each year in a separate account (to alleviate undue financial stress on the congregation when the time arrives to expend the funds).
 - c. The session should be apprised three months in advance of the pastor's intention to take accumulated continuing education leave.
4. Exceptions to the time limitations in 2 and 3 above may be allowed by agreement of the session and pastor, with the submission of a study plan and in consultation with the Commission on Ministry.
5. Congregations shall not be liable for continuing education time and funds which are not used within the designated time period (whether annual or cumulative).
6. Upon the dissolution of a pastoral relationship:
 - a. Annual study leave time and funds terminate on the effective date of the dissolution and may not be applied after that date.
 - b. If the minister moves to a new call or retires, he/she shall not be eligible to receive any accumulated continuing education allowance not used before the effective date of the dissolution.
7. General Guidelines

- a. Continuing education leave is defined as time away from the parish in order to participate in ongoing professional studies.
 - b. Two weeks means two weeks including two Sundays, but not more than two Sundays.
 - c. Continuing education may be taken in blocks of less than a full week. However, single-day events that do not require overnight travel shall not normally be considered as a part of continuing education leave, although registration fees may be reimbursed from continuing education funds.
 - d. The Commission on Ministry encourages pastors to take their continuing education leave away from the local church situation.
 - e. Pastors are encouraged to take their continuing education leave each year.
 - f. They are encouraged to take their leave in a group setting.
 - g. Pastors shall inform the session of their intention to take continuing education leave at least one month in advance.
 - h. Approval of self-guided study plans will require documentation to include: concept, plan, time frame, and bibliography.
 - i. If there are questions concerning the appropriateness of the continuing education leave, the final decision shall be that of the Commission on Ministry.
8. The Commission on Ministry stands ready to assist pastors and sessions in working out their continuing education plans.

Revised 11-29-2018

PRESBYTERY OF NORTHERN NEW YORK
POLICY ON THE
PURCHASE, SALE, ENCUMBERING OR LEASING CHURCH PROPERTY

The following procedures are to be followed when the Session of a congregation, acting as the Trustees or by recommendation of the congregation's Board of Trustees determines that the mission of the congregation necessitates the purchase, sale, encumbering or leasing of church property. Book of Order section G-4.02 should be reviewed by the Session as part of this decision-making process.

The following steps are to be followed:

1. The Session determines that the mission of the congregation necessitates the purchase, sale encumbrance, or mortgaging of property in the congregation's name, and calls a meeting of the congregation for its approval.
2. If the congregation approves, the trustees (which in many cases is the Session) requests initial approval of the Presbytery via the Stated Clerk who then submits the request to the Commission On Ministry for concurrence and to the Board of Trustees for their recommendation to the Presbytery. This submission will include a narrative explanation with rationale for taking such action, along with the financial basis for doing so, for their review and recommendation to the Presbytery (from each) whether to proceed.
3. If the Presbytery concurs, a formal application is prepared (appendix A). All pertinent information must be provided. This will take some time.
4. A second congregational meeting is called by the Session to give final approval for the purchase, sale or encumbrance of the property. The action must include the property description, the amount involved, the planned use of the property, and the source of the funds if for purchase or the use of the funds if for sale.
5. The completed application is submitted to the Stated Clerk who forwards it to the Board of Trustees for their final recommendation to the Presbytery. In particular, the application must include the sale or purchase price, the appraised value, the intended use of the property either as purchased or sold, the source of the funds if for purchase or the expected use of the funds if for sale. The Board of Trustees then makes a recommendation to the Presbytery which must approve the purchase, sale or encumbrance in writing. The presbytery must also approve the lease of property used for worship, or the lease of any other property leased for a period of more than five years.

Unless there is good reason not to pay to have an appraisal completed (e.g. the value of the property is judged to be low due to size, location, etc. such that paying for a professional appraisal would cut substantially into the proceeds), a property appraisal should be performed in order to ascertain a value at which to list the property. Likewise, an appraisal should be completed before property is purchased by a congregation, if one has not been secured by the seller.

6. The Supreme Court of New York State must approve the sale. The Session (or alternatively, by mutual agreement, the Buyer or Seller) will need a lawyer to obtain this permission.

Application to Mortgage, Sell, Lease or Otherwise Encumber Real Church Property

Church name: _____

Approval sought from presbytery to (please circle):

BUY SELL LEASE ENCUMBER

Date of Congregational approval: _____

Name of appraiser: _____

Amount of appraisal \$ _____ Date _____

Please attach a legal description of the property: a copy of the deed, a copy of a survey or provide the 911 property address

Name of attorney handling the matter: _____

Does this transaction impact on any responsibilities your congregation has to other presbytery groups, churches, or partnering bodies and if so, how? _____

Are there time restrictions under which negotiations are being conducted? If so, please advise:

_____.

Church's current indebtedness (please list):

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Please enclose financial statements for the last two years if there is indebtedness

Repayment Plan for any indebtedness:

Person conveying the information: _____ Date _____

Position in the congregation: _____

Send to: Stated Clerk, Presbytery of Northern New York, 311 Franklin Street, Ogdensburg, NY 13669



Remittance Form

The Presbytery of Northern New York
311 Franklin St Room B ~ Ogdensburg, NY 13669

Date _____

Church _____

PIN _____

Per Capita (Based on membership reported for 2017):

Members _____ @ \$25.00 \$ _____

(GA \$8.11; Synod \$4.10; Presbytery \$11.54)

Amount paid to date: \$ _____

Balance due: \$ _____

Enclosed payment: \$ _____

Total Per Capita \$ _____

Remaining balance: \$ _____

Salary Partnership: Optional \$1 per member to support small, rural churches needing assistance to meet minimum salary requirements for regular preaching/pulpit supply.

Pledge for 2019: \$ _____

Total SP enclosed \$ _____

General Mission: Unless specified, mission gifts are allocated (PNNY 51%, GA & Synod 24.5% each)

Pledge for 2019: \$ _____

Amount paid to date: \$ _____

We prefer the following allocation:

Balance due: \$ _____

(PNNY _____ GA _____ SYNOD _____)

Enclosed payment: \$ _____

Remaining balance: \$ _____

Total Mission \$ _____

Special Offerings:

One Great Hour of Sharing \$ _____

(remit 100% of offering)

Pentecost (Witness) \$ _____

(remit 60% of offering)

Peacemaking \$ _____

(remit 75% of offering)

Christmas Joy \$ _____

(remit 100% of offering)

Total \$ _____

Special Offerings \$ _____

Other Offerings (please specify project name & number):

_____ \$ _____

_____ \$ _____

Other Offerings \$ _____

Your Contact Information:

Total Payment \$ _____

Name: _____

Check # _____

Phone: _____ Email: _____

Mailing address: _____

⇒ **Please keep a copy of this form** for your records. Final remittances for 2019 must be postmarked by 1/5/20.
⇒ All checks should be made **payable to Presbytery of Northern New York** and mailed to above address.
⇒ **QUESTIONS?** Contact the Presbytery Office nnypresbytery@gmail.com 315-713-4343 or Bookkeeper Mary McGreevy mcgreevyenterprisesinc@gmail.com 315-244-2316

| 2019 Per Capita | | | | Breakdown | | |
|-------------------------------------|-------|------------|--------------|-------------|----------------|----------------|
| Church | Pin | 2017 Memb. | Total (\$25) | GA (\$8.95) | Synod (\$4.10) | PNNY (\$11.95) |
| Adirondack PC | 10064 | 11 | \$275 | \$98.45 | \$45.10 | 131.45 |
| Brasie Corners UPC of Macomb | 4282 | 6 | \$150 | \$53.70 | \$24.60 | \$71.70 |
| Canton Brick Chapel | 5847 | 11 | \$275 | \$98.45 | \$45.10 | \$131.45 |
| Canton First PC | 5846 | 98 | \$2,450 | \$877.10 | \$401.80 | \$1,171.10 |
| Chateaugay First PC | 5427 | 29 | \$725 | \$259.55 | \$118.90 | \$346.55 |
| Chaumont First PC | 5850 | 29 | \$725 | \$259.55 | \$118.90 | \$346.55 |
| Chazy PC | 5428 | 34 | \$850 | \$304.30 | \$139.40 | \$406.30 |
| Childwold Memorial | 226 | 12 | \$300 | \$107.40 | \$49.20 | \$143.40 |
| Crary Mills PC | 5852 | 22 | \$550 | \$196.90 | \$90.20 | \$262.90 |
| Dailey Ridge First PC | 10398 | 11 | \$275 | \$98.45 | \$45.10 | \$131.45 |
| Dexter First PC | 5853 | 54 | \$1,350 | \$483.30 | \$221.40 | \$645.30 |
| Evans Mills First PC of Leray | 5854 | 5 | \$125 | \$44.75 | \$20.50 | \$59.75 |
| Fort Covington First PC | 5433 | 28 | \$700 | \$250.60 | \$114.80 | \$334.60 |
| Gouverneur First PC | 5855 | 33 | \$825 | \$295.35 | \$135.30 | \$394.35 |
| Hammond PC | 5856 | 98 | \$2,450 | \$877.10 | \$401.80 | \$1,171.10 |
| Heuvelton Firt PC | 5863 | 22 | \$550 | \$196.90 | \$90.20 | \$262.90 |
| Lisbon United PC | 5861 | 43 | \$1,075 | \$384.85 | \$176.30 | \$513.85 |
| Mount Moriah PC | 11075 | 20 | \$500 | \$179.00 | \$82.00 | \$239.00 |
| Ogdensburg First PC | 5862 | 168 | \$4,200 | \$1,503.60 | \$688.80 | \$2,007.60 |
| Ogdensburg Stone PC | 5864 | 32 | \$800 | \$286.40 | \$131.20 | \$382.40 |
| Oxbow United PC | 5765 | 23 | \$575 | \$205.85 | \$94.30 | \$274.85 |
| Peru Community Church | 5440 | 211 | \$5,275 | \$1,888.45 | \$865.10 | \$2,521.45 |
| Plattsburgh First PC | 5442 | 202 | \$5,050 | \$1,807.90 | \$828.20 | \$2,413.90 |
| Potsdam First PC | 5866 | 146 | \$3,650 | \$1,306.70 | \$598.60 | \$1,744.70 |
| Rouses Point First PC | 5445 | 21 | \$525 | \$187.95 | \$86.10 | \$250.95 |
| Sackets Harbor United PC | 5868 | 64 | \$1,600 | \$572.80 | \$262.40 | \$764.80 |
| Saranac Lake First PC | 5446 | 111 | \$2,775 | \$993.45 | \$455.10 | \$1,326.45 |
| Scotch PC | 5859 | 71 | \$1,775 | \$635.45 | \$291.10 | \$848.45 |
| Theresa PC | 5870 | 67 | \$1,675 | \$599.65 | \$274.70 | \$800.65 |
| Tupper Lake United Community Church | 10072 | 22 | \$550 | \$196.90 | \$90.20 | \$262.90 |
| Waddington First PC | 5871 | 26 | \$650 | \$232.70 | \$106.60 | \$310.70 |
| Watertown First PC | 9543 | 393 | \$9,825 | \$3,517.35 | \$1,611.30 | \$4,696.35 |
| Watertown Korean PC | 11328 | 25 | \$625 | \$223.75 | \$102.50 | \$298.75 |
| Watertown Stone PC | 5875 | 80 | \$2,000 | \$716.00 | \$328.00 | \$956.00 |
| Western Adirondack PC | 10229 | 26 | \$650 | \$232.70 | \$106.60 | \$310.70 |
| | | 2254 | \$56,350 | \$20,173.30 | \$9,241.40 | \$26,935.30 |