

**Winnebago Presbytery
Stated Meeting
September 15, 2009
First Presbyterian Church, Wabeno, WI**

CONVENING THE MEETING

The meeting convened with worship in the sanctuary of the First Presbyterian Church in Wabeno, Wisconsin. Worship was led by Commissioned Lay Pastors Dennis and Wendy Mannering. Other worship participants were the Rev. Craig Alwin, Commissioned Lay Pastors Lin Wittmann and Fred Wadsworth. Worship included the celebration of Holy Communion.

Following worship, the Moderator, CLP Dennis Mannering, declared a quorum present and called the meeting to order at 10:30 a.m.

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	
Edward Esler		X	
Robert Everhard		X	
Timothy Fulop		X	
Robert Goebel			X
Clifford Haskins	X		
Donald Heeringa		X	
Richard Hill		X	
Don Houdeshell	X		
Paul Huxtable	X		
Gail Irwin	X		
Roy N. Johnson		X	
William Kamke		X	
Donald King	X		
Cynthia Little	X		
Michael Lukens	X		
John Lyford		X	
Richard Manny	X		
Richard Marcy			X
Craig Mansur			X
Peter Markey	X		
Paul Martin	X		
Patricia Matthew		X	
Julie Meadows		X	
Richard Moore	X		
Sarah Moore-Nokes	X		
Joy Nelson-Jeffers	X		
Barbara Peterson		X	
Susan Phillips	X		
William Plank		X	
Rebecca Proefrock		X	
Mara Liz Rivera	X		
Lucille Rupe	X		
Matthew Sauer	X		
JoAnn Schoblaski	X		
Rachel Reeves Schwab		X	

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<u>Roll Call</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Edward Slusser	X		
Ted Sperduto	X		
Lois Swanson		X	
Wilfred Tabb			X
Marcia Thomas	X		
Ted Tromble	X		
Charles Valenti-Hein			X
Sara Ver Burg	X		
Colin Webster		X	
Tom Willadsen		X	
Tom Williams	X		
Janet Wolfe	X		
Wright, Stephen A.H.		X	
Margaret Zedan			X
Susan Zencka	X		

08/01 It was VOTED to excuse those so listed.

Churches Represented

Abbotsford	Excused
Amberg	Not Represented
Aniwa	Not Represented
Appleton	Not Represented
Arpin	Not Represented
Athelstane	Bonney Reese
Crivitz	Not Represented
De Pere	Diane Betz and Alan Gemer
Fond du Lac	Jim Hubbard
Gleason	Calvin Patterson
Green Bay First	Don Kisela
Green Bay Preble Park	Judy Nighorn
Green Bay Wequiock	Not Represented
Kiel	Not Represented
Kimberly	Not Represented
Lakewood	James Mathe
Laona	Mike Mentz
Manitowoc	Theo Lynne Hoffman
Marinette	Pat Pottratz
Marshfield	Don Zais
Melnik	Ruth Prochazka
Merrill	Kay Smith
Neenah	Howard Kidd and Gina Struensee
New Franken	Not Represented
Oconto	Charles Nick
Omro	Not Represented
Oshkosh	Not Represented
Pembine	Not Represented
Pickett	Not Represented
Schofield	Not Represented
Shawano	Ed Moede
Sheboygan	Keith Rowe
Stevens Point	David Arey
Wabeno	Nancy Symes
Wausau	Mary Sperduto
Wausaukee	Not Represented
Weyauwega	Excused
White Lake	Not Represented
Wild Rose	Not Represented
Winneconne	Bette Hoytink

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09/51 It was VOTED to excuse those so listed.

Commissioned Lay Pastors: Max Ballard, Richard Kreager, Cheryl Lepak, Dennis Mannering, Wendy Mannering, Fred Wadsworth, Jess Wakefield, Lin Wittmann
Warren Kraft - Excused

Council Members: Barbara Goldthwaite, Barbara Jordanger, and Jan Nelson

Presbytery Committee Members: Barbara Boehler, Winifred Drape, Anne Dropp, Dave Grinsel, and Pam Schroeder

Visitors:

Athelstane	Chuck Fick and Farrel Maule
Kiel	Thomas Lefeber
Lakewood	Lois Peek
Laona	Cindy Hart and Linda Mentz
Wabeno	Lori Brooks

Presbytery Staff: Nancy Barczak

Corresponding Members

09/52 It was VOTED to seat Commissioned Lay Pastor Alyson Janke, the John Knox Presbytery, the Rev. Joseph Stanley (HR), Mackinac Presbytery, as Corresponding Members.

Early Leave

09/53 It was VOTED to grant early leave to the Rev. Susan Phillips, the Rev. Richard Moore, the Rev. Craig Alwin, the Rev. Matt Sauer, Elders Howard Kidd, Gina Struensee, Theo Hoffman, Ruth Prochazka and Charles Nick.

09/54 It was VOTED to adopt the docket as distributed.

REPORT ON ARRANGEMENTS: CLP Wendy Mannering welcomed everyone to the church and noted the arrangements for the day. It was reported that all three churches of the Parish were hosting the meeting. Laona had provided staffing for registration, Lakewood members were responsible for the morning coffee and refreshments, and the Wabeno members prepared the noon lunch.

INTRODUCTION OF NEW ELDERS AND VISITORS: First time elder commissioners and visitors were introduced from DePere First United and Kiel First.

APPROVAL OF MINUTES

09/55 It as VOTED to approve the minutes of the May 12, 2009 minutes with the correction that the Rev. Sid Bouldin was in attendance and that Elder Jess Wakefield was the Commissioner from Covenant Community.

STATED CLERK'S REPORT

Dr. Lukens reported the Decision and Order of the General Assembly Permanent Judicial Commission (10 August 2009) in *Wolfe v Winnebago Presbytery*. Remedial Case 219-04: Synod PJC 2009-1)

09/56 It was VOTED to record in the Permanent Presbytery Minutes the Decision and Order of the General Assembly Permanent Judicial Commission in the case: *Wolfe v. Winnebago Presbytery*. Remedial Case 219-04; Synod PJC 2009-1)

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The Preliminary Order of the Permanent Judicial Commission of the Synod of Lakes and Prairies (7 April 2009) in the case: *Wolfe v Winnebago Presbytery*: Complaint 2009-2 was reported by the Clerk.

09/57 It was VOTED to record in the Permanent Presbytery Minutes the Preliminary Order of the Permanent Judicial Commission of the Synod of Lakes and Prairies (7 April 2009) in the case: *Wolfe v Winnebago Presbytery*: Complaint 2009-2.

The Clerk reported that notice of Dr. Wolfe's appeal of the Synod PJC Preliminary Order was received from the Synod PCJ on 19 May 2009. The Synod has not yet set a date for a hearing before the full Synod PJC or asked for response. The matter continues before the Synod PJC.

Dr. Lukens reported the sites for the 2010 Presbytery meetings have been finalized. They are: February 13 – DePere First United, May 11 – Marshfield First, September 14 – Fond du Lac First, and November 13 – Neenah First.

The Clerk informed presbyters that the Moderator intends to announce a Called special Meeting of Presbytery for 13 November 2009.

CONSENT AGENDA

The consent agenda was presented for consideration. No items were removed from the agenda.

09/58 It was VOTED to approve the consent agenda as presented.

Committee on Preparation for Ministry

- 1. That the Rev. Margaret Zedan (Interim Pastor, Trinity UCC, Brookfield) and Elder Nick Smith (Wausau First) be elected as readers/graders for ordination exams for 2010; and that the Rev. Susan Phillips, (Pastor, Shawano First) be elected as an alternate reader.**

Finance Committee

- 1. That Presbytery receive the report of the committee for inclusion in the minutes of this meeting.**

Committee has requested and received proof of insurance coverage from congregations with the exception of: Green Bay Preble Park, Green Bay Wequiock, Pembine and Shawano.

- 2. That the report on outstanding congregational loans be received and included in the minutes of this meeting.**

Congregational Loan Information
Winnebago Presbytery
Reported August 2009

ARPIN, FIRST

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1997/99 It was VOTED that the Arpin Session be allowed to proceed with the addition and remodeling project up to \$244,475, subject to the approval of the Finance Committee.

Subsequently, the Finance Committee authorized (6/98) loan applications to the General Assembly and synod for the building program totaling \$150,000.

Lending Institution: GA Accessibility
Date Received: March 1999
Outstanding Balance: \$11,351.92
As of 6/30/2009

Amount: \$30,000
Interest Rate: 3%
Final Payment Due: April 2014

Lending Institution: Synod Lakes & Prairies
Date Received: March 1999
Outstanding Balance: \$32,032.05
Extended As of 6/30/2009

Amount: \$75,000
Interest Rate: 6% Reduced to 5%
Final Payment Due: April 2009 –
May 2009

DEPERE, FIRST UNITED

2006/43 It was VOTED to concur in the request of the congregation of the First United Presbyterian Church of DePere, WI to mortgage the church's properties described as:

Assessor's subd. Of SW cor S64*13'E 78.9 ft 102.62 ft to beg cont lot 16 N64*15'W 240 ft to 415.4 ft S 25*37'W 44.59 ft ESFR – Depere Prt Lot 16 com N89*55'E 890.3 ft N26*2'E N26*2'E 454 ft to NE cor NW cor Lot 16 TH S15*5'W S64*15'E 160.44 ft to beg. End of Desc. Assessors subd of ESFR & Ex J24210-53 DePere lot 16 EX 338 D 240 End of Desc. Assessor's Subd of PC 30-31 As com Insectn W line N N64*W 248.34 ft alg N line 116.06 ft to POB TH cont. N64*0'W 120 ft to E Line N13*30'E 106.60 ft th ESFR DePere Prt Lot 9 Desc Webster & N Line Lot 9 th Lot 9 th S19*47'30"W S19*47'30"W 108.77 ft TH Waubaunqua Trail TH S64*E 133.79 ft to POB. End of Desc. Assessor's sub ESFR DePere 372 d 520 & EX 373 D 329 & Lot 9 EX 361 D 405 & EX Ex 739 R 416. End of Desc.

for an amount up to \$1.4 million, at an interest rate not to exceed 7.8% for a term of five years, in order to fund additions and renovations to the church properties. It is understood that at the end of the five year period, the remaining balance will be refinanced, with the terms of that financial agreement to be authorized by the Presbytery at that time.

Lending Institution: PILP.
Date Received:
Outstanding Balance: \$431,689.44
As of 6/30/09

Amount: \$450,000
Interest Rate: 6.5%
Final Payment Due: 20 yrs

WABENO, FIRST

2008/07 It was VOTED to concur with the request of the Wabeno Church and the Forest Larger Parish in its application to the Presbyterian Church Mortgage Loan Program:

The Presbytery of Winnebago (a "Corporation") of the Presbyterian Church (U.S.A.) having received and reviewed the loan application of the First Presbyterian Church of Wabeno, a member in good standing of this Presbytery, approved the loan application and guarantees the repayment of principal and interest on the loan to the Presbyterian Church (U.S.A.), A Corporation ("CLP") in an amount not to exceed \$90,000. The officers of the Presbytery Corporation as listed on the attached Affidavit/Certificate of Incumbency marked Exhibit "A" are authorized to sign a Guaranty Agreement for this loan as agents of the Presbytery Corporation.

The Synod of Lakes and Prairies approved a \$40,000 loan and the Presbyterian Loan Program approved a \$50,000 loan.

Lending Institution: Synod
Date Received: 11/08

Amount: \$40,000
Interest Rate: 5.5%

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Outstanding Balance: \$39150.12
As of: 6/25/09

Final Payment Due: 11/01/28

Lending Institution: PILP
Date Received: 11/17/08
Outstanding Balance: \$48,731.01
As of: 6/25/09

Amount: \$50,000
Interest Rate: 5%
Final Payment Due: 11/25/23

MARSHFIELD, FIRST

2002/60 It was VOTED to grant permission to Marshfield First Presbyterian Church to seek loans not to exceed \$1.7 million through the Associated Bank, the synod and the General Assembly, for the church building project on the 9.2 acres of property described as:

Lot One (1) of Wood County Certified Survey Map No. 6936, (recorded in Volume 24 of Survey Maps on page 36), being part of the NE-1/4 of the NE-1/4 of Section 12, T25, R2 East, City of Marshfield.

Lending Institution: FPC Notes Program
(owed to members)
Date Received: Varies
Outstanding Balance: \$406,969.94
As of 6-24-09

Amount: Up to \$700,000
Interest Rate: 2.75% – 5.25% (varies)
Final Payment Due: varies

OMRO, FIRST

2003/34 It was VOTED to concur with the request of the First Presbyterian Church, Omro, to obtain a commercial loan of \$600,000 for the church building project on the 15 acres of property described as:

Lot 2 of CERTIFIED SURVEY MAP NO. 5014 recorded in Volume 1 of Certified Survey Maps on Page 5014 as Document No. 1183717; being part of the South 1/2 of the North East 1/4 of Section 7, T18N, R15E, and of the North East 1/4 of the South East 1/4 of Section 7, T18N, R15E, and of Lot 49, North of Fox River according to the Plat of Outlots, and of Lot 1 of Certified Survey Map No. 2466 filed in Volume 1 of Certified Survey Maps on Page 2466 as Document No. 785737, all in the City of Omro, Winnebago County, Wisconsin.

The loan rate through the First National Bank of Berlin, Omro Branch, is 4.99% for first year, 5.5% for an additional 2 years, and thereafter at market rate for a maximum of 20 years.

Lending Institution: First National Bank of Berlin
Date Received: July 14, 2003
(original)
Outstanding Balance: \$207,569.40
As of 7-21-09

Amount: \$600,000
Interest Rate: 1st yr 4.99%; 2&3 yr 5.5%
Final Payment Due: July 10, 2010
Renegotiated 7/06 at 7.25%

Renegotiated 7/08 at 5.85%

SCHOFIELD, COVENANT COMMUNITY

2006/44 It was VOTED to concur in the request of the congregation of the covenant community Presbyterian Church of Schofield, WI 50 mortgage the church's properties described as: CSM No 4047, Vol. 15, page 45 for an amount up to \$1.4 million, at an interest rate not to exceed 7.95% for a term of 20 years, in order to fund additions and renovations to the church building.

Lending Institution: Associated Bank
\$1,290,000

Amount: \$1,240,000 & \$50,000 =

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Date Received: Sept. 17, 2007
Outstanding Balance: \$1,263,822.00
As of 6-24-09

Interest Rate: 6.99%
Final Payment Due: March 30, 2012

WEYAUWEGA, FIRST

1997/146 It was VOTED to approve the proposed loan applications by First Presbyterian Church, Weyauwega, up to \$130,000 as documented in their financial plan for a proposed addition to and remodeling of their church building. The loans in the amounts of:

\$100,000 at 6% from General Assembly Loan Program
\$ 30,000 at 3% from General Assembly for Handicap Accessibility.

Property Description: "Lots 1,2,14,15 and 16 in Block 11 of the Plat of the Village (now City) of Weyauwega according to the recorded plat thereof. Also a piece or parcel of land bounded by a line commencing on the North line of Sumner Street at the Southeast corner of Lot 14 in Block 11 of the Plat of the Village (now City) of Weyauwega, according to the recorded plat thereof, and running thence North 120'; thence East 32'; thence South 120'; thence West 32' to the place of beginning."

Lending Institution: GA Handicap Accessibility
Date Received: October 1998
Outstanding Balance: -0-

Amount: \$30,000
Interest Rate: 3%
Final Payment Due: October 2013

LOAN SATISFIED 3-4-2009 (Letter on file in church file at Presbytery Office)

WINNECONNE, FIRST

09/41 It was VOTED to grant permission for First Presbyterian Church, Winneconne, to seek financing through General Assembly for an amount not to exceed \$50,000 at a 5% rate for twenty years in order to purchase the property at 16 South Third Avenue, Winneconne, WI for no more than \$115,000. The property is described as:

Lot Eight (8) and the South Forty (40) feet of Lot Nine (9) of Block Eleven (11) in the plat of WINNECONNE, in the Village of Winneconne, Winnebago County, Wisconsin, excepting therefrom the West Fort-six (46) feet of said Lot Nine (9) and also excepting therefrom the South Twenty-six and Two Hundred Seventy-eight Thousandths (26.278) feet of said Lot Eight (8). Tax Key Number: 191-0131.

Lending Institution: PILP
Date Received:
Outstanding Balance:

Amount: \$50,000
Interest Rate: 5%
Final Payment Date: 08/25/24

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**Grants Allocation Committee**

1. To approve the revised Small Church Grant Policy and Application Form (Appendix A).

**Committee on Ministry**

3. Committee recommends Presbytery receive the Annual Lay Ministry Review Report (Appendix B).
4. Committee recommends Presbytery receive the 2009 Terms of Call Report (Appendix C).

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5. **Committee recommends that Presbytery authorize CLP Warren Kraft to officiate at the Sacrament of the Lord's Supper during the 100<sup>th</sup> National Jamboree of the Boy Scouts of America, July 26-August 4, 2010 at Fort A. P. Hill, Virginia.**
6. **Committee recommends renewal of the Commission for Elder Max Ballard and Elder Dennis Mannering to serve the homebound members of the former Grace Presbyterian Church for three years, effective October 31, 2009.**
7. **Committee recommends renewal of the Commission between Elder Fred Wadsworth and First Presbyterian, Pembine and Amberg United Presbyterian for three years, effective September 30, 2009, pending the receipt of a Child Protection/Sexual Offender Policy.**
8. **Committee recommends renewal of the Commission between Elder Cheryl Lepak and First Presbyterian, Kiel and Salem Plankroad UCC for three years, effective October 15, 2009, pending receipt of a Child Protection/Sexual Offender Policy from Kiel First.**

### **NOMINATING COMMITTEE**

The committee moderator, Barbara Goldthwaite presented the slate of nominees for General Assembly Commissioners and Alternates and Youth Advisory Delegate and alternate.

The Moderator called for nominations from the floor; none were received.

**09/59 It was VOTED to elect the Rev. Susan Zencka (Stevens Point Frame) and Elder Mary Ellen Keller (Lakewood First) as Commissioners to the 219<sup>th</sup> General Assembly in Minneapolis; and to elect Elder Marianna Berbert (Oshkosh First) as the Youth Advisory Delegate.**

**09/60 It was VOTED to elect the Rev. Randy Argall (Green Bay First) and Elder Anneliese Waggoner (DePere First United) as alternate commissioners to the 219<sup>th</sup> General Assembly; and to elect Elder Ethan Hollenberger (Winneconne First) as youth advisory delegate alternate.**

The name of the Rev. Margaret Zedan was placed in nomination to serve a second term (2010-2013) as Synod Commissioner. There were no other nominations from the floor.

**09/61 It was VOTED to elect the Rev. Margaret Zedan as Synod Commissioner to serve a second term.**

Ms. Goldthwaite presented the slate of nominees for presbytery officers before the body. No other nominations were forthcoming.

**09/62 It was VOTED to elect the Rev. Marcia Thomas (Abbotsford First) Moderator for a one year term, Elder Jeanne Nymoen (Appleton Memorial) Vice Moderator for a one year term, Elder Bob Merriam (Neenah First) Treasurer for a three year term, and the Rev. Michael Lukens (Green Bay) Stated Clerk for a three year term.**

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### **RESOURCE AND PROGRAM COORDINATING TEAM**

Elder Judy Nighorn reported that 30 people from Winnebago Presbytery attended the 2009 Synod School this summer at Buena Vista University.

Elder Gina Struensee reported that 21 people had registered for the 24-Hour Retreat sponsored jointly by Winnebago and Milwaukee Presbyteries. She also encouraged folks to register the youth for the Fall Camp coming up October 28-31.

The Rev. Ted Sperduto reminded presbyters that every congregation is encouraged to pay their fair share of the group CCLI and CVLI license fees that the Presbytery purchases each year.

The Rev. Richard Manny reported that the Rev. Diego Higuera, Urabá Presbytery will be in the United States during the month of October as part of the PC USA International Peacemaker Program. He will be in Winnebago October 3-8; presbyters were encouraged to attend one of the planned events.

### **COMMITTEE ON PREPARATION FOR MINISTRY**

**09/63** It was VOTED to receive the committee report that the annual consultation with Inquirer Brita Hansen (Stevens Point) was conducted and she continues in that status and that annual consultations were held with lay pastor students Jessica Harrison (Winneconne) and Rosangela Berbert (Oshkosh).

### **PRESBYTERIAN WOMEN**

Elder Jan Nelson reported that the 13<sup>th</sup> Annual Fall Retreat will be held October 2-3, 2009 at Pine Lake Camp. The theme is "Let Music Fill This Place" and the leader will be Judy Bond.

### **CHILD PROTECTION POLICY**

The Rev. Sarah Moore-Nokes presented a revised Presbytery Child Protection Policy for approval.

It was MOVED to amend Section V by deleting the phrase "such as email" from the second bullet point and adding a third point to read: "is copied to a second adult."

**09/64** It was VOTED to adopt the Child Protection Policy as presented but to refer the amendment back to Presbytery Council for its recommendation.

#### **CHILD PROTECTION POLICY PRESBYTERY OF WINNEBAGO September 2009**

##### **I. STATEMENT OF PURPOSE AND POLICY**

The Presbytery of Winnebago believes it is called by God to provide and maintain a safe, nurturing environment for all children, youth under the age of 18, and vulnerable adults while in its care during any Presbytery sponsored or cosponsored event. A commitment to this call includes preventing the following types of inappropriate conduct:

- Physical Abuse, including any unwanted touch, any physical contact intended to coerce or do harm, any hitting or touching in anger.

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- Emotional/Verbal Abuse, including insults, name calling, belittling remarks, unfavorable comparisons with other children or youth, shaming, deliberately causing fear, or using speech to hurt.
- Leadership Abuse, including using scripture, church authority or one's position of power to coerce, control, harm or shame.
- Sexual Abuse, which is defined as any abuse against a child that is sexual in nature. The behavior may or may not involve touching. Sexual contact or interaction between an adult and a child is always considered forced and abusive whether or not consented to by the child.

For the protection of our children, *all persons under the supervision of the presbytery* who are working directly with children, youth and vulnerable adults, whether paid or volunteer, at any Presbytery of Winnebago sponsored or cosponsored events are subject to the provisions of this policy. Therefore, all such persons are required to:

- receive presbytery training materials to increase their sensitivity to the prevention of any form of abuse to and protection of children, youth, and vulnerable adults
- complete volunteer/employment applications including consent to background screening
- sign the presbytery's "Covenant for Leaders"

## II. SELECTING AND SCREENING VOLUNTEERS AND STAFF

It is the policy of the Presbytery of Winnebago that all leaders working with or supervising minors during any presbytery-sponsored or co-sponsored activities and programs must satisfactorily complete an application form and criminal background check authorization.

Adult Volunteers (at least 21 years of age)

Procedures:

- A cover letter, application form, background check authorization, and a copy of the Covenant for Leaders will be provided to all potential staff and volunteers by the presbytery staff person responsible for administration of the program.
- Forms must be completed and returned by the deadline set by the Planning Team or committee responsible for the program or event at which the applicant seeks to serve.
- All forms will be reviewed by the presbytery staff member assigned to the event and at least one other person (usually a member of the Planning Team or committee responsible for the event). The reviewers, using the information at their disposal, will decide whether or not the applicant will be approved.
- Persons not approved will be so notified in writing.
- Completed forms and related confidential information will be kept in confidential files in the Presbytery office.
- Approval will apply for the calendar year in which it was made, and for the next two calendar years. After that period, the applicant must reapply.
- No person shall be exempt from these procedures.

Young Adult Volunteers (ages 18-20)

- Young adult volunteers must be at least age 18
- Young adult volunteers will be screened as specified above.
- Young adult volunteers must be under the supervision of an Adult Volunteer

At all times, the Presbytery of Winnebago reserves the right to determine who shall serve.

## III. TRAINING

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The presbytery will provide training materials on the importance of protecting children and youth from abuse and the specific provisions of the presbytery's policy. Training will include but is not limited to receiving the presbytery's policies and forms related to child protection and receiving and watching the appropriate training video.

Additional training may be required for specific events. The presbytery reserves the right to require additional training for both volunteers and employees.

#### **IV. SUPERVISION OF VOLUNTEERS AND STAFF**

In addition to careful screening procedures and training for all children/youth workers, the presbytery will provide for supervision of all persons with responsibility for children and/or youth at presbytery sponsored or cosponsored events and activities. This is for the protection not only of the children and youth in our care, but also for the persons working with them. This supervision will take the following forms:

##### **Designation of a "Supervisor"**

At each event during which there are programs or activities for children or youth, the presbytery will recruit and/or designate an adult to supervise the children and youth activities and leadership. Ordinarily this person will be the one to whom reports of alleged abuse will be made and who will initiate the official reporting process. It is the responsibility of this supervisor to be familiar with the details of the program design and plans and to know what is happening within classes, workshops, or other groupings of children and/or youth.

##### **Two Adult Rule**

There should be at least two adults working with each group of children or youth. In those cases when older youth are part of the care-giving team for children, an adult must always be present with the group. Insofar as possible, no one should be left alone, one on one, with a child or youth. The only exception to this two-adult policy would be in a situation in which the contact occurs in a public place and other persons are in and out of the areas where the adult is working with children or youth. The presbytery is committed to providing adequate personnel for all events so that this rule may be maintained.

##### **Parental Permission**

The presbytery will seek parental permission for children and youth to participate in any presbytery sponsored or cosponsored event during which the children or youth will be under the care of someone other than the parents.

#### **V. DIGITAL COMMUNICATION**

It is recommended that digital communication between adults and minors be limited to communication that:

- pertains to events sponsored by the presbytery
- can be archived (such as email or chat session saved to an online account) or public (such as a social networking site where information can be viewed by more than one party)

#### **VI. TRANSPORTATION**

Transportation to and from presbytery sponsored events is the responsibilities of the families. No minors will be transported by presbytery staff or volunteers during the course of an event except in case of emergency.

#### **VII. REPORTING ALLEGATIONS AND INCIDENTS**

Anyone who has knowledge or suspicion that inappropriate conduct has occurred should report it immediately to the Supervisor of the Children or Youth Program or the Event Staff person. When an individual reports an incident or allegation, that person should refrain from engaging in questioning the alleged victim so that the appropriate investigative procedures may be followed.

##### **Preliminary Steps**

The person observing and reporting an incident of alleged inappropriate conduct should first:

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1. Secure the safety of the child/youth. This may include an immediate call to emergency services as deemed necessary.
2. Secure the safety of others and stabilize the environment in which the incident occurred. Under no circumstances should a reporter who has responsibility for a group of children or youth leave them unsupervised in order to report an incident. Seek help from other caregivers who are close at hand.

#### **Internal Reporting**

The following procedure should be used to report the incident to the appropriate supervisors or staff at the event:

1. Reporter reports orally to his/her immediate supervisor, the alleged offender's supervisor, or to the Event Staff if the supervisor is less accessible at the time of the incident or the time of reporting. If the reporter is an event participant and not someone providing leadership, it is appropriate to report directly to the Event Staff. Event Staff is the member of the presbytery staff or the presbytery delegated volunteer assigned to and onsite at the event.
2. Supervisor reports the allegation/incident to the Event Staff.
3. Event Staff:
  - a. investigates the facts of the incident/allegation.
  - b. prepares the official Incident Report Form.
  - c. initiates the response to the allegation and incident.
  - d. reports to presbytery office and/or presbytery attorney regarding insurance or legal implications, if deemed necessary.
  - e. contacts parents or responsible adults as soon as feasible.

#### **Reporting to Child Protection or Other Civil Authorities**

The specific definition of a "mandatory reporter" varies from state to state according to its relevant law. Ordinarily, these definitions could be extended to include those who have responsibility for the care of children and youth. The presbytery recognizes that it has a moral, if not legal, obligation to exercise the care evidenced in Christ's invitation to the little children to "come to him." Therefore, when the investigation of an incident or allegation confirms that the incident or allegation is consistent with what would require reporting to civil authorities, the event staff will do so. If the incident is such that it poses an immediate or imminent threat to the safety of the child or youth, any person witnessing the incident may report it to the appropriate authorities. All incidents so reported should also be reported to the supervisor and/or event staff as soon as possible. Training for all children and youth leaders will include appropriate procedures for reporting and how to contact appropriate civil authorities if it should become necessary.

#### **Record Maintenance**

A confidential record will be kept on file in the presbytery office that a report of suspected abuse or neglect was made. This notation will include the name of the event or activity and the staff person to whom the report was made, the date and time that the report was made, and the names of the persons making that report. Nothing confidential will be included in this notation.

### **VIII. RESPONSE TO ALLEGATIONS AND INCIDENTS**

The presbytery recognizes that we have an obligation to respond to a number of individuals and audiences, depending on the facts of the particular allegation/incident. The presbytery also affirms that any response decision is at the sole discretion of the event staff person in consultation with the committee responsible for the event and in the best interest of the event. A determination of an unfounded accusation may nonetheless result in a leader being asked to relinquish their leadership responsibility and/or to leave the event if such separation is deemed in the best interests of the event and its participants.

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The following guidelines shall apply as the Event Staff and committee or Planning Team determines the appropriate response:

To victim(s):

1. Determine need for and provide appropriate care for and follow up on immediate needs of the victim(s).

To the accused:

1. Remove the accused from leadership, at least temporarily, until the investigation of facts is completed.
2. Report of an allegation is not a presumption of guilt and, therefore, appropriate care will be exercised to provide the accused with an opportunity to be heard.
3. The supervisor of the event shall determine the next steps regarding the accused's further participation in and presence at the event.
4. The committee responsible for the event may recommend pursuance of any further disciplinary action needed (e.g. calling the police, Child Protection Agency, Presbytery Sexual Misconduct Response Team, or the accused's governing body of jurisdiction.)

To parents or responsible adults:

1. Share the facts of the incident, the committee's actions, and provide care and follow up as appropriate.

To the Event:

1. Event staff or committee/planning team member reports the facts of the incident to a plenary of event participants as necessary and appropriate, exercising appropriate pastoral care for the victim, the accused, and the other event participants.

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### **GRANTS ALLOCATION COMMITTEE**

The committee moderator, Elder Pam Schroeder reported that a Small Church Grant in the amount of \$6,978 for manse repairs and renovations following basement flooding was approved for the Forest Larger Parish.

The committee approved 2009 Emerging Needs Grants for the Children's Counseling Program of the Samaritan Counseling Center (\$2,500), Fox Valley Warming Shelter ((\$2,200), and Manitowoc First Community Dinners (\$200).

The committee also approved \$2,000 from the Presbytery's designated Peacemaking Offering Fund for Safe Haven, a domestic abuse support center in Shawano.

A list of recommendations for 2010 local mission grants funding was presented for information; the final recommendations will be presented with the proposed budget in November.

### **PRESBYTERY COUNCIL**

The Moderator turned the gavel over to the Vice Moderator, Marcia Thomas, so he could present the Council report.

Mr. Mannering reported that congregational health and wholeness was chosen by the Council as the theme for the 2010 Presbytery meetings. The Samaritan Counseling Center of the Fox Valley will conduct the four-part series over the course of the year.

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The Moderator presented a slate of nominees for the Presbytery's Nominating Committee. The Vice Moderator called for additional nominations from the floor; there were none.

**09/65 It was VOTED to elect Elder Jean Schneider (DePere First) to a second term and the Rev. Tom Willadsen (Oshkosh First) to a first term.**

### **RECESS FOR LUNCH**

The Moderator offered grace before recessing the meeting for lunch prepared by the members of the Wabeno congregation.

### **RECONVENING THE MEETING**

The Moderator called the meeting to order at 1:00 p.m.

### **SPEAK OUT**

- The Moderator announced that the Rev. Susan Phillips had an article published in the September 21/28, 2009 issue of Presbyterian Outlook magazine.
- Wild Rose Presbyterian will be hosting a Gymanfu Ganu on September 20.
- The Omro community garden was very successful and presbyters are invited to the September 27 golf outing to benefit the building fund of the church.
- Shawano First and the Rev. Susan Phillips are celebrating the 10 anniversary of their ministry together.
- Oconto is holding its 114<sup>th</sup> Chicken Pie Dinner on October 14<sup>th</sup>. Their hand bell choir is available to play at churches in the presbytery; they are an example of how small churches can also have hand bell choirs.
- The Winneconne church thanked presbytery for the Genesis Grant they received in 2005. It has enabled them to design and develop a website as part of their outreach ministry program. Visit them at [www.winchurch.org](http://www.winchurch.org). The last Saturday in August, the church hosted its first annual block party. Even though the weather was cold for August, they had 40-50 people who were not related to the church community in attendance.
- Julie Goransen, Inquirer Under Care of this presbytery, began a yearlong internship with the Abbotsford Church. Marcia Thomas encouraged congregations to "go green" for communion by purchasing cup trays that allow the glass Communion cups to be washed in the dishwasher.
- Arpin held a very successful Vacation Bible School this year with 27 children in attendance; the average Sunday worship attendance is 25. It was also noted that Marcia Thomas celebrates a birthday on September 16.
- The Wabeno Thrift Store, partially funded with Presbytery mission dollars, is open until 4 pm. Presbyters were invited to stop by. On Monday September 28, Rudy Gatlin and

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friends, including the Northwoods Quintet and the Presbyterian Puppet Choir, will be in Wabeno.

### **FINANCE COMMITTEE**

**09/66 It was VOTED to concur with the request of the First Presbyterian church Green Bay to sell property at 2476 Longtail Beach Lane, Suamico, WI described as :**

*Lots Two (2), Three (3) and Twenty-two (22) of Longtail Beach Assessors Plat, and Government Lot 3, Section 25, T25N, R20E, except Longtail Beach Plat, except 258 Deeds 592, except 982 Records 503, and except any part in Assessors Plat of Longtail Beach, all in the Town of Suamico,(now Village of Suamico) Brown County, Wisconsin.*

The church received this bequest of real property through a trustee deed granting First Presbyterian Church, Green Bay, Wisconsin an undivided 75% interest and the Bay Lakes Council of Boy Scouts of America an undivided 25% interest. Both parties have agreed to sell the property and divide the proceeds.

The property has been listed at \$299,900. The church's portion of the proceeds will be placed in the reserves and/or endowment fund.

**This action is contingent upon congregational approval of the sale (September 13, 2009).**

The Rev. Richard Manny called attention to two papers dealing with safe handling of money at local churches. He encouraged sessions to review the methods currently used to make certain best practices are in place.

The 2010 initial budget requests were presented for information (Appendix D). Mr. Manny pointed out it represents requests from the various units of presbytery. It comes with no recommendation from the Finance Committee at this time.

He noted that the committee has requested the Personnel Committee to look once again at the recommendation for a 0% staff salary increase and that they address presbytery about the recommendation at the November meeting.

### **DIRECTIONAL TASK FORCE**

Elder Barbara Jordanger reported for the task force. She invited presbyters to break into small groups to consider and respond to the questionnaire, and return them to any member of the task force today or by September 21.

#### **Questions for September 15 Presbytery Meeting**

The Task Force greatly appreciates the 24 ministers and 13 sessions who responded to our survey. Now we have a new set of questions. Please consider them in small groups at the Presbytery meeting and submit written answers to any member of the Task Force or the Presbytery Office no later than September 21.

Dennis Mannering, chairman; Barbara Jordanger, secretary; Anne Dropp, Barbara Goldthwaite, Barry Johnson, Richard Manny, Judy Nighorn, Ted Sperduto

1. We hope to continue to support and strengthen the ministries of our congregations and our church leadership. Currently, based on the survey response, the presbytery staff members have played a strong role at three key points in the life of our churches: pastoral transitions, conflict, and celebrations. Are there other occasions when you would appreciate the presence and partnership of the presbytery?

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2. Winnebago seeks to continue a strong partnership with our churches. Like other presbyteries, it is likely we will be doing so with fewer staff and a stronger volunteer network. In what aspect of the presbytery's ministry/mission would you be willing to assume an additional/stronger role? Examples: Committees: Finance, COM, CPM, Nominating, Program & Resource, Finance; Task Groups: Fall Youth Camp, Global Mission Partnership, Heifer Project Lambing Weekend, Christian Educators.
3. As staff hours are diminished, what responsibilities should be maintained by staff and which responsibilities could be redirected to volunteers?

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ACCESSIBILITY IN OUR CHURCHES

Elders John Gregg and Joanne Sisler, members of the Wabeno Church, gave a presentation about remodeling, renovations and installation of an elevator in their church. The remarks included the background of how they reached the decision to move forward, stories of the many things that hadn't been considered and comments from church members – those who had been in favor of the changes as well as those who thought they hadn't wanted the changes.

EXECUTIVE PRESBYTER REPORT

The Rev. Lucy Rupe asked presbyters to share with someone near them something their church has done to increase accessibility; and she encouraged presbyters to consider the question, "What does our church building say about us as the body of Christ?"

ASSOCIATE EXECUTIVE PRESBYTER REPORT

The Rev. Sarah Moore-Nokes reminded presbyters that we all have easy access to food and water; however there are many throughout the world that don't. Heifer International provides wonderful educational opportunities surrounding these issues. One of them is the Women's Lambing Weekend. This spring ten women from Winnebago Presbytery went to Arkansas to participate. This coming spring it is hoped a second group will travel, but a volunteer coordinator is still needed. Anyone interested should speak to Sarah.

COMMITTEE ON MINISTRY

Elder Wendy Mannering reported committee actions on behalf of the Presbytery in the months since the May meeting:

- A. Appointed the Rev. Nelson Craig (HR) Moderator of the First Presbyterian Church, Weyauwega, effective August 1, 2009.
- B. Approved the dissolution of the pastoral relationship between Memorial Presbyterian Church and the Rev. Charles Valenti-Hein, effective October 31, 2009. All financial obligations will be met by May 31, 2010. Mr. Valenti-Hein will become a minister member-at-large of Winnebago Presbytery.
- C. Transferred the Rev. Joseph Ripley to Milwaukee Presbytery, effective August 18, 2009. Mr. Ripley was received by Milwaukee Presbytery on June 16, 2009.
- D. Transferred the Rev. Scott Marrese-Wheeler to the John Knox Presbytery, effective August 18, 2009. Mr. Marrese-Wheeler was received by John Knox Presbytery on June 11, 2009.

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- E. Triennial visits have been completed with Abbotsford, Amberg, Arpin, Omro, Oshkosh, Pembine, and Pickett.
- F. A six-month review was conducted the Commissioned Lay Pastor Lina Wittmann at Athelstane and Wausaukee.
- G. A nine-month review was conducted with Commissioned Lay Pastor Cheryl Lepak at First Presbyterian Church, Kiel, and Salem Plankroad UCC, Plymouth.
- H. The Rev. Randy Argall conducted the annual lay pastor continuing education event on May 30, 2009. The focus of this year's class was John Calvin.
- I. The following churches HAVE NOT submitted Child Protection and/or Sexual Offender Policies to Presbytery: Amberg and Pembine.

09/67 It was VOTED to commission Elder Max Ballard, DePere First United, as lay pastor to serve with Elder Phil Kinzel, Melnik, as the ministry team for the Melnik Presbyterian Church as follows:

CLP Ballard:

--Pulpit supply two/three times per month (depending on number of Sundays/special services in a given month) to include preaching, sacraments and moderating the Session. Other responsibilities may include pastoral and/or hospital calls, officiate at weddings, conduct funeral services, and coordinate special services such as Thanksgiving, Advent, etc.

--His compensation will be \$125 each pulpit supply, plus mileage; \$25/hour to moderate; and \$20.80 (2008) per hour for additional responsibilities, plus mileage.

--Pulpit supply two/three times per month and responsibilities in coordination with the Session and Mr. Ballard.

--\$125 each pulpit supply, plus mileage; and \$16.64 (2008) per hour for additional responsibilities, plus mileage.

Session and the ministry team will coordinate the monthly schedule.

09/68 It was VOTED to approve a 2% increase in presbytery minimum pastoral salaries. The 2010 required minimum for fulltime calls if a manse is provided will be \$33,964 and \$44,212 if there is no manse. The minimums are guidelines for all existing pastoral positions and mandated for all new fulltime calls.

SESSION RECORD REVIEW

The Stated Clerk reported that cluster meetings for training and the review of Session minutes and records have been scheduled as follows:

- Saturday, October 10 – Shawano First – 10 am – 12 pm
- Tuesday, October 23 – Oshkosh First – 1 – 3 pm
- Thursday, October 15 – Wausau First – 10 am. – 12 pm
- Saturday, October 17 – Green Bay First – 10 am. – 12 pm

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Dr. Lukens indicated that if there are any sessions in need of a leather bound minutes book or insert pages, there are two surplus volumes available.

NEW AND MISCELLANEOUS BUSINESS

09/69 It was VOTED to authorize the Rev. Susan Phillips to officiate at a service of Holy Communion during the Fall Youth Camp, October 28-31, 2009 at the Lions Camp in Rosholt, Wisconsin.

NEXT PRESBYTERY MEETINGS

Presbyters were reminded that there will be a Called Special Meeting of Presbytery on the evening November 13, 2009 at First Presbyterian Church, Merrill, in order to hear a report and recommendation from the Committee on Ministry. The official notification and details will be sent soon.

The stated (scheduled) meeting of Presbytery will be the following day, November 14, 2009, also at Merrill First Presbyterian.

ADJOURNMENT WITH PRAYER

09/70 It was VOTED to adjourn the meeting at 3:00 p.m.

The Moderator, Dennis Mannering, closed the meeting with prayer, lifting up the many joys and concerns raised during the course of the day.

Respectfully submitted,

Nancy Barczak
Associate for Administration

Michael B. Lukens
Stated Clerk

Appendix A: Small Church Grant Policy
Appendix B: 2009 Lay Ministry Annual Review
Appendix C: 2009 Terms of Call Report
Appendix D: 2010 Initial Budget Request
Appendix E: Council Minutes (August 25, 2009)