



Called Special Meeting • Thursday, August 15, 2024, 7:00 p.m.
Virtual Meeting on Zoom
Section II – Agenda and Reports

Agenda

The purposes of this special meeting are to receive a report from the Commission on Ministry regarding Minimum Compensation for 2025 and act on their recommendation.

- 6:45** Pre-meeting Preparation and Instructions for Hybrid Meeting TE Jess Cook
- 7:00** Call to Order and Opening Prayer RE Cherry Peters, Moderator
- 7:10** Initial Business TE Janet James, Moderator Mission Council
- Adoption of Agenda
- 7:15** Commission on Ministry Kelly-Ann Rayle
- Minimum Compensation 2025
- 7:30** Closing Prayer RE Cherry Peters, Moderator

Meet Today's Leadership

Rev. Jess Cook: POJ Zoom Host; Interim Pastor, Westminster, Richmond; Organizing Pastor, Every Table

Ruling Elder Steve Hicks: Parliamentarian; Mitchells

Rev. Janet James: Mission Council Moderator; Pastor; Gayton Kirk

Ruling Elder Barry Parks: Temporary Stated Clerk, POJ; Westminster, Charlottesville

Ruling Elder Cherry Peters: POJ Moderator; Second, Richmond

Rev. Kelly-Ann Rayle: Commission on Ministry Moderator

Rev. Joseph Taber: COM Administration and Pastoral Care Subcommittee Moderator

Presbytery of the James

Commonly Used Acronyms

Denomination-wide

PC(USA)	Presbyterian Church (U.S.A.)
BOC	<i>The Book of Confessions</i>
BOO	<i>Book of Order</i>
BOP	Board of Pensions
CLC	Church Leadership Connection
FDN	Presbyterian Foundation
OGA	Office of the General Assembly
PDA	Presbyterian Disaster Assistance
PEVA	Presbytery of Eastern Virginia
PHS	Presbyterian Historical Society
PILP	Presbyterian Investment and Loan Program
PMA	Presbyterian Mission Agency
POAMN	Presbyterian Older Adult Ministries Network
PW	Presbyterian Women

Presbytery of the James

APC	Administration & Pastoral Care Committee (a committee of COM)
ARC	Anti-Racism Committee
COM	Commission on Ministry
CON	Committee on Nominations
COR	Committee on Representation
CREC	Commissioned Ruling Elder Committee (a committee of COM)
CPM	Committee on Preparation for Ministry
CPR	Church and Pastor Relations Committee (a committee of COM)
Exams	Examinations Committee (a committee of COM)
IAG	Investment Advisory Group (a committee of the Tr)
LCT	Leadership Connections Team (8 underlying ministries)
MAST	Mission & Service Team (5 underlying ministries)
MC	Mission Council
NWCT	New Worshiping Communities Team (incl. Immigrant Communities)
Personnel	Personnel Committee of the Mission Council
PJC	Permanent Judicial Commission
SDOP	Self-Development of People (a ministry under MAST)
SMA	Synod of the Mid-Atlantic
SPR-TF	Strategic Plan Review Task Force
Tr	Trustees (of the Corporation)
TRC	Transitional Relations Committee (subcommittee of the COM)

Rules for Presbytery Meetings

The Stated Clerk is available to assist anyone with the rules of order, proper motions to make to accomplish their purpose, and wording of motions. Please do not hesitate to seek help if needed.

1. Silence all electronic devices.
2. If you are attending in person, please do not log into the Zoom meeting. This will help maintain the proper internet bandwidth necessary to conduct the meeting.
3. If you are attending via Zoom, please mute your link until you are called upon to speak by the Moderator.
4. To seek recognition:
 - a. In person, go to the microphone and wait to be recognized by the Moderator.
 - b. Via Zoom, use the Raise Your Hand function and wait to be recognized by the Moderator.
 - c. Via phone, press *9 and wait to be recognized by the Moderator.
5. If you are attending via Zoom, do not use the Chat feature as a means of debating the motion.
6. Should you wish to make a motion, fill out a motion form found at the registration table and near the microphone. When you have completed your motion form, present it to the Stated Clerk. If you are on Zoom, use the motion form from the POJ website in the meeting information section and email it to the Stated Clerk—statedclerk@presbyteryofthejames.org. If possible, please present to the Stated Clerk prior to making your motion.
7. Debate on all debatable motions shall be limited to 3 minutes and 1 time per person.
8. The vote count will be tallied by the Zoom administrator and the Stated Clerk, with the results presented to the Moderator for announcement of the outcome.
9. Minutes of the meeting will be read and approved by a committee of four individuals who are known to have attended the meeting. These individuals will be selected by the Stated Clerk from two regions on a rotating basis. The Stated Clerk will report on the minutes at the next presbytery meeting.

A Brief Guide and Reference Sheet to *Robert's Rules of Order*

Robert's Rules of Order is a guide for conducting meetings and making decisions. In order for the Presbytery to carry out its responsibilities in the most fair and orderly fashion, it is helpful for teaching and ruling elders to understand the rules of order which will be followed. Familiarity with the *Book of Order* is very helpful and, where our constitution is silent, we have the following:

“Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except when it is in contradiction to this Constitution. Councils may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.” [*Book of Order*, G-3.0105]

With this in mind, the following brief overview of parliamentary procedure is provided for you. It will serve as the basis for the handling of the Presbytery's business. Your familiarity with and attention to these basic rules of order will be most appreciated.

Precedence Order	Description	Second Required?	Debatable?	Amendable?	Vote Required?
Main Motions					
1	Main (Principal) - to present a recommendation for consideration by the body	No – if coming from a committee Yes – if coming from the floor	Yes	Yes	Majority
Subsidiary Motions In order of precedence					
2	Postpone indefinitely	Yes	Yes	No	Majority
3	Amend - substituting, inserting, striking out, or striking out and replacing	Yes	Yes	Yes, but only one at a time	Majority
4	Refer / Commit to a Committee	Yes	Yes	Yes	Majority
5	Postpone - to a subsequent meeting	Yes	Yes	Yes	Majority
6	Limit or Extend Debate	Yes	No	No	2/3 vote
7	Call for the Previous Question - to end debate	Yes	No	No	2/3 vote
8	Lay on the table until later in the meeting - to take up more urgent business	Yes	No	No	Majority
Privileged Motions					
9	Order of the Day	No	No	No	Chair decides
10	Question of Privilege	No	No	No	Chair decides
11	To Recess	Yes	No	Yes	Majority
12	To Adjourn	Yes	No	No	Majority
13	To Fix a Time to adjourn	Yes	No	Yes	Majority
Incidental Motions					
	Point of order	No	No	No	Chair decides
	Request for Information	No			
	Parliamentary Inquiry	No	No	No	No vote taken
	Question a Voice Vote	No	No	No	No vote taken
Other Motions					
	Reconsider - can only be made by a person on the prevailing side and for a decision of the same day	Yes	Yes - if the motion being reconsidered is debatable)	No	Majority

NOTE – the above list does not include all possible motions or actions included in *Robert's Rules of Order*.

Report of the Commission on Ministry

Presbytery of the James Salary Study

There are two important considerations when setting minimum terms of call for Ministers of Word and Sacrament and certified Christian Educators in our Presbytery. The first is how much churches can reasonably afford, and the second is how much Ministers and Certified Christian Educators need in order to do their ministry effectively in the contexts to which God has called them. COM has a duty to balance these two factors in setting minimum compensation for the bounds of its Presbytery. We are charged with weighing the needs of all and coming up with a solution that reflects the joy and justice of the gospel.

In years gone by, the “Effective Salary” has been the benchmark by which we made this judgement. For the past few years, the minimum effective salary has mostly kept pace with the Social Security Cost of Living Adjustment (COLA), which is expected to be at 2.7%. For 2025, raising the minimum Effective Salary from \$52,000 to \$53,404 would fit that prior pattern.

This year, however, the changes from the Board of Pensions “Season of Renewal” program have complicated that choice. Next year, there will be five different plans from which to choose, each with a different total cost to church.

	Minimum Effective Salary	SECA	BoP Pension Dues	BoP Medical Dues	Total Cost to Church*
2024 Minimum	\$52,000	\$3,978	\$5,200	\$15,080	\$77,258
Member only	\$52,000	\$3,978	\$5,200	\$8,320	\$70,498
Transitional Plan	\$52,000	\$3,978	\$5,200	\$17,160	\$79,338
Member and Children	\$52,000	\$3,978	\$5,200	\$17,270	\$79,448
Member and Spouse	\$52,000	\$3,978	\$5,200	\$19,320	\$81,498
Member and Family	\$52,000	\$3,978	\$5,200	\$28,920	\$91,098

*Total cost includes the Presbytery Minimum of \$1,000 for Continuing Education and Book Expenses

With a variance of more than \$20,000 between the highest and lowest option, even a small change to “Effective Salary” can have a huge impact on the finances of a congregation. A 2.7% increase in Effective Salary would only give the Minister or Certified Christian Educator around an extra \$100 a month, but would cost a church choosing the Transitional Plan over \$4,000 more than the previous year. This difference will only widen as the years go on.

With this variance in cost, it seems that Effective Salary is now a less effective benchmark for just compensation for Ministers and Certified Christian Educators. Every Minister or Certified Christian Educator has different needs. Every church has different ability. With the variety of options, COM recommends that Effective Salary, SECA allowance, and Board of Pensions Dues all be considered together, so that Ministers, Certified Christian Educators and congregations can collaborate on

putting those funds where they are most needed by the Minister or Certified Christian Educator. We also recommend that the total of those amounts be no less than \$72,000.

We arrived at the \$72,000 amount by starting with the 2.7% expected COLA to the effective salary, adding the other named costs, and rounding up to the nearest thousand. This recommendation reflects a \$4,258 reduction in cost to church from the current minimum.

	Effective Salary	SECA (7.65% of Effective Salary)	Pension (10% of Effective Salary)	Medical Insurance (Varies from 16%-33%)	Total
2024 Minimum	\$52,000.00	\$3,978.00	\$5,200.00	\$15,080.00	\$77,258.00
Member Only	\$53,872.00	\$4,121.21	\$5,387.21	\$8,619.53	\$72,000.00
Transitional Plan (2025)	\$47,792.90	\$3,656.16	\$4,779.29	\$15,771.66	\$72,000.00

The rationale behind keeping Mileage and Professional Development/Continuing Education separate is that, in theory, those are investments from which the church more directly benefits, rather than being part of the care given to the Minister or Certified Christian Educator so they can devote themselves to leadership of the congregation.

2025 MINIMUM COMPENSATION CRITERIA FOR THE PRESBYTERY OF THE JAMES

- I.** THE PRINCIPLES FOR COMPENSATION FOR MINISTERS OF THE WORD AND SACRAMENT AND CERTIFIED CHRISTIAN EDUCATORS ARE AS FOLLOWS:
 - A.** Scripture, in several places affirms that those who labor for the Gospel “deserve their wages” (Luke 10:4-7; 1 Corinthians 9:14; I Timothy 5:17).
 - B.** The Minister or Certified Christian Educator is a skilled person with great responsibility who studied and trained extensively to fulfill their calling, as required by the church.
 - C.** Principles of justice and fairness are to be honored and emphasized. The compensation should appear reasonable, just, and fair to the leaders of the congregation, to a majority of the members of the congregation, to the Minister or Certified Christian Educator, to their spouses and to the Presbytery.
 - D.** Remuneration for services rendered by the Minister or Certified Christian Educator should be in line with the income levels of the area in which their ministry takes place.
 - E.** Minimum compensation is established as a way of defining the minimum value of a full-time call, requiring no more than entry-level skills of a newly ordained Minister or Associate Minister, or a newly certified Christian Educator. Additional skills, education, experience, responsibilities, etc., should be used to factor in additional compensation.
 - F.** For the peace, unity, and effectiveness of the church, general acceptance of this principle is recommended as the Minister or Certified Christian Educator works to fulfill the mission of the church as defined in The Great Ends of the Church (Book of Order 2019-2023 F-1.0304).

II. THE MINIMUM REQUIRED ELEMENTS OF A CALL ARE:

A. Compensation

1. Cash Salary
2. Housing, Utilities, and Furnishings Allowance (ministers only) OR
3. With a Manse:
 - a) Utilities and Furnishings Allowance (ministers only) AND
 - b) Manse Rental Value, at least 30% of sum of 1 and 3a (ministers only).

B. Benefits

1. Pension and Major Medical Dues (Varies by plan)
2. Fifty percent of Self-Employment Tax (SECA)

C. Compensation + Benefits must be at least \$72,000

D. Leave

1. 4 weeks vacation
2. 2 weeks study leave
3. Sabbatical Leave in accordance with Presbytery Policy
4. Family Medical Leave, in accordance with the Book of Order

E. Professional Expenses

1. Auto/travel Reimbursement
2. Continuing Education and Book Allowance (Minimum \$1,000)

2025 TERMS OF CALL WORKSHEET FOR CHURCHES WITH FULL-TIME MINISTERS OF THE WORD AND SACRAMENT AND CERTIFIED CHRISTIAN EDUCATORS

I. Effective Salary

A. Cash Salary

\$ _____

B. Housing, Utilities and Furnishings Allowance (ministers only) OR

\$ _____

C. With Manse

1. Utilities and Furnishings Allowance (ministers only) AND

\$ _____

2. Manse Rental Value, at least 30% of sum of 1 and 3a (ministers only)

\$ _____

Effective Salary Subtotal: \$ _____

II. Benefits

A. Board of Pensions Income Protection Dues (10% of Effective Salary)

\$ _____

B. Board of Pensions Medical Coverage Dues:

1. If “Congregational Pastor’s Package” (16% of Effective Salary+Dependent Costs)

\$ _____

2. If “Transitional Pastor’s Participation,” (33% of Effective Salary)

\$ _____

C. Fifty percent of Self-Employment Tax (SECA), (7.65% of Effective Salary)

\$ _____

Benefits Subtotal: \$ _____

Compensation Subtotal (Minimum \$72,000): \$ _____

III. Leave

A. Vacation (four weeks minimum)

B. Study Leave (two weeks minimum) _____

C. Sabbatical, in accordance with Presbytery Policy _____

D. Family Medical Leave (twelve weeks minimum) _____

IV. Professional Expenses

A. Auto/travel Reimbursement (at IRS rate) _____

B. Continuing Education and Book Allowance (\$1,000 minimum) _____

\$ _____

C. Other Professional Expenses and Allowances (If applicable) _____

\$ _____

Professional Expenses Subtotal (minimum \$1,000) \$ _____

Total Cost to Church (Compensation + Professional Expenses) \$ _____