



Presbytery of Des Moines



Rev. Jim Koopman, Interim General Presbyter
David Hamilton, Stated Clerk

Email: jkoopman@dmpresbytery.org
Email: dhamilton@dmpresbytery.org

CALL TO THE 513th STATED MEETING

The 513th Stated Meeting of the Presbytery of Des Moines will be held on Saturday, August 18, 2018, at First Presbyterian Church in Grinnell. Directions and a map are included in this Call packet.

You will need to make reservations for lunch and indicate if you need child care during the meeting either by using the following website: <http://bit.ly/StatedMeetingAug18> or by contacting the Presbytery office by **5:00 p.m. on Wednesday, August 15**. If you do not make a lunch reservation, feel free to bring your lunch and join in gathering around meal tables. Beverages will be available. This will be the normal procedure for all Presbytery meetings going forward. Reservations taken prior to our meeting dates will give our host churches a better idea of how many to plan on for lunch. If you need childcare, please bring a sack lunch for your child. Reservations for child care and requests for excused absences can also be made through this website: <http://bit.ly/StatedMeetingAug18>

At this meeting, we will be examining Bernard K. Nti for ordination and installation as pastor of the First Presbyterian Church of Brooklyn and First United Presbyterian Church of Malcom, which form the Brooklyn/Malcom Presbyterian Parish. Stewardship and Mission Interpretation Committee will be introducing the General Mission Pledge program for 2019. Jim Koopman and the Leadership Council will be sharing with you progress in the development of Mission and Vision statements for the Presbytery. This will include a proposed Mission statement. We will break up into small groups to discuss the proposed Mission statement. Leadership Council will also recommend Presbytery approve a contract and position description for the Interim Executive Presbyter position. Other committees and task forces will update Presbytery on their activities. Prior to the meeting from 8:00 – 9:00 am, there will be a training session for Presbytery committee members to learn how to use the ZOOM video-conferencing system.

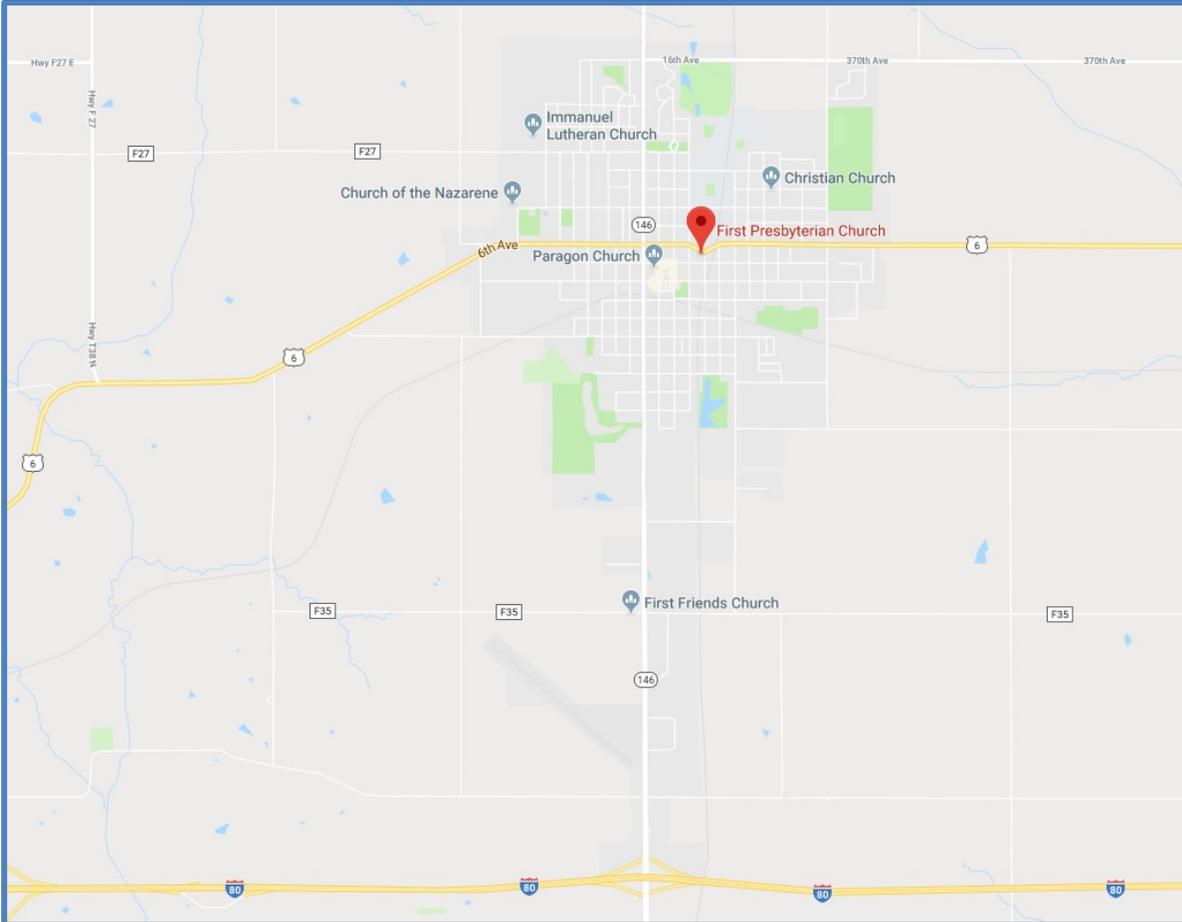
Ben O'Connell, our YAAD at this year's General Assembly meeting will be preaching at the opening worship service. The offering collected during worship will be used to support the Hunger Action Advocate program in the Presbytery.

Please bring the material included in this Call packet and the Minutes of the May 15, 2018 Presbytery meeting with you to the meeting because there will be only a few extra copies available for visitors. You may download and print these items from our website at: <http://bit.ly/PofDMStatedMeetings>.

In case of bad weather, call the Presbytery office for information about any changes in time, date, or location.

Looking forward to seeing all of you at First Presbyterian Church in Grinnell on Saturday, August 18.

Dave Hamilton, Stated Clerk

Map to First Presbyterian Church in Grinnell, Iowa:

Driving Directions: First Presbyterian Church is located at 1025 5th Avenue, Grinnell, Iowa. It is located on the south side of the Hwy 6.

On I-80:

- **From the west:** Take Exit 182 Grinnell/New Sharon. At end of ramp turn left at traffic light onto Hwy 146/ West Street. At the third traffic light turn right onto 1st Avenue. Go straight (east) and turn left at the third block onto Park Street (Mayflower Health Center on right hand side). Go straight (north) on Park Street to 5th Avenue. The Drake Library is on the right hand side. Turn right onto 5th Avenue. The church and the parking lot are on the left hand side.
- **From the east:** Exit 182 Grinnell/New Sharon. At end of ramp turn right onto Hwy 146/West Street. At the third traffic light turn right onto 1st Avenue. Go straight (east) and turn left at the third block onto Park Street (Mayflower Health Center on right hand side). Go straight (north) on Park Street to 5th Avenue. The Drake Library is on the right hand side. Turn right onto 5th Avenue. The church and the parking lot are on the left hand side.

On Hwy 6:

- **From the east:** Entering Grinnell there will be 2 lanes westbound. Stay in the left lane. You will see Grinnell College on the right. Cross over the railroad tracks and turn left onto State Street. The church and the parking lot are on the right hand side.

- **From the west:** Entering Grinnell there will be 2 lanes eastbound. Stay in the right lane. Turn right onto Spring Street (Fire Station is on corner). Go straight (south) one block and turn left onto 5th Avenue. Go straight (east) for four blocks (Park Street). The Drake Library is on the right hand side. Continue straight; the church and parking lot are on the left hand side.
- **From the south:** Traveling into town on Hwy 146, at the third traffic light turn right onto 1st Avenue. Go straight (east) and turn left at the third block onto Park Street (Mayflower Health Center on right hand side). Go straight (north) on Park Street to 5th Avenue. The Drake Library is on the right hand side. Turn right onto 5th Avenue. The church and the parking lot are on the left hand side.

Handicap Access:

- Handicap parking spaces available
- Automatic door opener into the building and into Fellowship Hall
- Handicap stalls in restrooms

Parking:

- Church parking lot
- Street
- Drake Library – corner Park Street and 5th Avenue.

GUIDELINES FOR PARTICIPATION IN PRESBYTERY MEETINGS

Meetings of our Presbytery are always special because it is a time for the Presbytery family to gather for conversations, business and fellowship. Many different people come to a Presbytery meeting for many different reasons.

When our Presbytery meets, we welcome and encourage participation. There are times; however, that participation is limited. Those times are ordinarily when our Presbytery is conducting its formal business. Because our Presbyterian structure calls for elected Commissioners to determine direction and act on business, only those who are elected Commissioners or are members of our Presbytery are allowed to participate in discussions or voting. Visitors and guests become observers of the process at that time.

At other times in our meetings, each person present is invited to participate in dialogues, conversations, or other activities. Such times include worship, special thematic presentations and small group discussions.

If you are not sure when you may participate in what is happening in the meeting, please talk to the Moderator or Stated Clerk individually.

PARLIAMENTARY PROCEDURES AT-A-GLANCE

| TO DO THIS | YOU SAY THIS: | MAY YOU INTERRUPT SPEAKER? | MUST YOU BE SECONDED? | IS THE MOTION DEBATABLE? | IS THE MOTION AMENDABLE? | WHAT VOTE IS REQUIRED? |
|--|---|--|-----------------------|---|--------------------------|--|
| Adjourn the meeting | "I move that we adjourn." | May not interrupt speaker | Must be seconded | Not debatable | Not amendable | Majority vote required |
| Recess the meeting | "I move that we recess until..." | May not interrupt speaker | Must be seconded | Not debatable | Amendable | Majority vote required |
| Complain about noise, room temp, etc. | "Point of privilege." | May interrupt speaker | No second needed | Not debatable | Not amendable | No vote required ³ |
| Suspend further consideration of something | "I move we table it." | May not interrupt speaker | Must be seconded | Not Debatable | Not amendable | Majority vote required |
| End debate | "I move the previous question." | May not interrupt speaker | Must be seconded | Not Debatable | Not amendable | Two-thirds vote required |
| Postpone consideration of something | "I move we postpone this matter until..." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| Have something studied further | "I move we refer this matter to a committee." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| Amend a motion | "I move that this motion be amended by..." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| Introduce business (a primary motion) | "I move that..." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| ¹ The motions or points above are listed in established order or precedence. When any one of them is pending, you may not introduce another that is listed below it. But you may introduce another that is listed above it. ² In this case, any resulting motion is debatable. ³ Chair decides | | | | | | |
| Object to procedure or to a personal affront | "Point of order." | May interrupt speaker | No second needed | Not debatable | Not amendable | No vote required, chair decides |
| Request information | "Point of information." | If urgent, may interrupt speaker | No second needed | Not debatable | Not amendable | No vote required |
| Ask for a vote by actual count to verify a voice vote | "I call for a division." | May not interrupt speaker ² | No second needed | Not debatable | Not amendable | No vote required unless someone objects ³ |
| Object to considering some undiplomatic or improper matter | "I object to consideration of this question." | May interrupt speaker | No second needed | Not debatable | Not amendable | Two-thirds vote required |
| Take up a matter previously tabled | "I move we take from the table..." | May not interrupt speaker | Must be seconded | Not debatable | Not amendable | Majority vote required |
| Reconsider something already disposed of | "I move we now (or later) reconsider our action relative to..." | May interrupt speaker | Must be seconded | Debatable if original motion is debatable | Not amendable | Majority vote required |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | May not interrupt speaker | Must be seconded | Not debatable | Not amendable | Two-thirds vote required |
| Vote on a ruling by the chair | "I appeal the chair's decision." | May interrupt speaker | Must be seconded | Debatable | Not amendable | Majority vote required |
| ¹ The motion, points, and proposals listed above have no established order of precedence. Any of them may be introduced at any time – except when the meeting is considering one of the top three matters listed in the above chart (motion to adjourn, motion to recess, point of privilege). ² But division must be called for before another motion is stated. ³ Then majority vote is required. | | | | | | |

Compiled by the Houston, Texas Chronicle – Used with permission

PROPOSED DOCKET**August 18, 2018**

| | | | |
|----------------|--|-------|--|
| 8:00 – 9:00 am | ZOOM Video-Conferencing Training | | David Endriss and Dwight Tomes |
| 8:30 | Registration Begins Fellowship and Refreshments | | |
| 8:45 | New Commissioner Orientation | | Don Stribling |
| 9:30 | Open Meeting Opening Prayer Statement of Quorum Approve Docket Appoint Parliamentarian Appoint Recording Clerk Approve Excused Absences Seat Corresponding Members Introduce First-Timers and Guests Approve Consent Agenda | | Midge Slater |
| 9:40 | Welcome by First Presbyterian Church | | Kirsten Klepfer |
| 9:45 | Worship | | Worship Task Group |
| 10:45 | Leadership Council Report #1 | p. 7 | Jim Koopman and Alex Thornburg |
| 12:00 Noon | Lunch | | |
| 1:00 | Announcements | | |
| 1:10 | Congregational Transition Task Force Report | p. 8 | Joyce Rash |
| 1:30 | Leadership Council Report #2 | p. 13 | Alex Thornburg |
| 1:40 | Stewardship and Mission Interpretation Committee Report | | Ken Rummer |
| 2:00 | Budget and Finance Committee Report | p. 18 | Sarai Rice |
| 2:05 | CROSS Ministries Report | p. 24 | Lisa Anderson |
| 2:10 | GA Commissioners Report | | Ben O’Connell, Alex Thornburg, and Sandy Wagener |
| 2:20 | Personnel Committee Report | | Ann Johnson |
| 2:30 | Nominating Committee Report | | Ann Polito |
| 2:35 | Property Committee Report | p. 26 | Dennis Day |
| 2:45 | Compassion, Peace and Justice Task Force Report | | Meghan Davis |
| 2:55 | Presbyterian Women of the Presbytery Report | p. 33 | Sharon Falck and Barbara Todd |

| | | | |
|------|--|-------|----------------|
| 3:05 | Older Adult Ministries Task Force Report | | Marcy Campbell |
| 3:10 | Congregational Health Task Force Report | | Marcy Campbell |
| 3:15 | Interim Executive Presbyter Report | | Jim Koopman |
| 3:20 | Stated Clerk Report | p. 34 | Dave Hamilton |
| 3:25 | Other Business | | |
| 3:35 | Adjournment and Benediction | | Midge Slater |

Other Reports Included in the Call:

| | |
|---|-------|
| Congregational Reconciliation Task Force Report | p. 35 |
| Sudanese Support Team Report | p. 36 |

CONSENT AGENDA

August 18, 2018

- Approve minutes of the May 15, 2018 Stated Meeting as distributed.

LEADERSHIP COUNCIL REPORT #1

August 18, 2018

On Monday, August 6, the Leadership Council met for a 5-hour retreat at Westminster Presbyterian church. The goal was to craft a draft Mission Statement and begin working on a Vision Statement. The Council is excited to offer the Presbytery a proposed Mission Statement. They worked very hard for this. Every word was carefully considered. The Council is asking the Presbytery to review the Statement and perhaps even approve it on August 18.

A Mission Statement answers the “Who” are we (what is the Presbytery’s unique identity); and “Why” are we here (what is the Presbytery’s Core and Compelling Purpose and Reason of being)?

Creating and providing the Presbytery this Statement is a part of the Big Picture process ending on May 21, 2019. The Council is presenting this for the Presbytery’s approval. The Council does not want in any kind of way to get out ahead nor do they want to move too slowly either.

The Council desires to continue the process of listening and discerning God’s direction. Therefore, the Council is asking the Presbytery to consider the following:

- Read the supporting documents the Council employed in the retreat.
- Read the Statement and pray over it.
- Gather your thoughts about the Statement.
- Take those thoughts to the August 18 meeting of the Presbytery.
- Participate in one of eight Listening Forum circles, for further listening, discussion, and discernment. The Listening Forums will meet for roughly 30-minutes, followed by each Forum reporting back to the Presbytery.
- If there is consensus, perhaps later in the day, the Presbytery might even be ready for a vote. A vote will help the Council to move the process forward with confidence.

Here is the proposed Mission Statement:

“Connecting and equipping pastors and congregations to live out the transforming grace of god”.

The Presbytery should be plenty proud of the Council’s work and they hope it will give clarity and inspire the Presbytery moving forward.

Included with the Call are three other documents attached to the official Call email:

- The Big Picture
 - The road map telling us the direction to go and showing where we are in visioning and strategic planning
- Presbytery Small Group Discussion Notes – May 15, 2018
 - Presbytery meeting small group discussions
- Listening Forum Notes – Summer 2018 – from 8 different sessions
 - Held in 8 different locations during June & July

Also used in this process were these documents:

- IEP Final Report – May 2018
- IEP Final Report Part 2 – May 2018

May God bless the Presbytery as it seeks to follow Christ in mission.

Sincerely, Jim Koopman, interim executive presbyter

CONGREGATIONAL TRANSITION TASK FORCE REPORT

August 18, 2018

The Task Force has taken the following actions:

- Approved the renewal of the stated supply contract between the Rev. Dr. Bob Cook and Union Park Presbyterian Church of Des Moines. At Rev. Cook’s request, this contract is for five months to get it coordinated with the calendar year.

Duties:

The pastor will be responsible to:

- Be the spiritual leader of the church.
- Moderate the Session and Congregational Meetings.
- Serve as Head of Staff.
- Lead worship and preach at regular Sunday services.
- Call on sick and home-bound.
- Administer the sacraments at mutually agreed upon times during the year.
- Lead new member classes.
- Work with committee chairs.
- Represent the church in dealing with outside organizations.
- Attend Presbytery meetings.
- Pray for the church.

The congregation and Session will be responsible to:

- Support the pastor in his ministry.
- Provide regular financial compensation according to the terms outlined below.
- Provide a commissioner to attend Presbytery meetings with the pastor.
- Provide a performance review to the pastor at least annually.
- Pray for the pastor during this contract period.
- Negotiate goals for the contract period.

Terms:

During the length of this agreement, the Pastor will be accountable to the Presbytery. It is understood that the Pastor will participate in any training/discussions sponsored and/or requested by Presbytery and will participate in an exit interview conducted by Presbytery.

- This Agreement may be terminated by either party (Session or Pastor) upon 30 days’ written notice.
- This agreement may be extended in one- to 12-month periods upon written notice to, and the approval of Presbytery.
- The Pastor is employed on a full-time basis.

Compensation:

Five month period to then have contract be on a calendar year basis.

Per Month

| | | | |
|------------------------|-------------------|--------------|--------------------|
| Cash salary | \$5,125.00 | (2.5% raise) | \$25,625.00 |
| Supplemental insurance | \$233.40 | (\$47 Dec.) | \$1,167.00 |
| Continuing Ed & Books | \$125.00 | | \$625.00 |
| Total | \$5,483.40 | | \$27,417.00 |

Contract is to be reviewed by the Personnel Committee in November, 2018 in preparation for the 2019 calendar year. Compensation is anticipated to remain the same at that time.

Other:

- Mileage: IRS Rate, not including commuting miles.
 - Four weeks’ paid vacation annually, including four Sundays.
 - Two weeks’ continuing education annually, including two Sundays.
- Approved the Terms of Call between the Rev. Jessica Paulsen and First Presbyterian Church of Corning beginning on a yet-to-be-determined date in October. The approved terms are as follows:

Terms of Call:

| | |
|-----------------|----------------------|
| Cash salary | \$28,500.00 |
| Utilities | \$4,800.00 |
| Manse Allowance | \$5,000.00 |
| Total | \$38,300.00 * |

\$38,300 x 30% = Manse Value \$11,490.00 non-cash
Effective salary: \$38,300 + \$11,490 = \$49,790.00

| | |
|-------------------------------------|----------------------|
| Effective Salary \$49,790 x 37% = | |
| Pension Benefit Plan Dues | \$18,422.30 |
| Dental | \$443.40 |
| Vision/Eyewear | \$46.68 |
| Total Board of Pensions Dues | \$18,912.68 * |

Employer 403b matching contribution: \$1,500.00 *

Reimbursable expenses

| | |
|----------------------|--------------|
| Auto (IRS Rate) | \$2,400.00 * |
| Continuing Education | \$1,500.00 * |
| Prof. Expenses | \$500.00 * |
| SECA Offset | \$3,694.19 * |

Continuing Education leave: 2 weeks that includes 2 Sundays
 Vacation leave: 4 weeks that includes 4 Sundays
 Mission work leave: 1 week that includes 1 Sunday
 Bereavement leave: 3 work days
 Parental leave: 6 weeks to include 6 Sundays plus any unused vacation days

| | |
|----------------------------------|--------------------|
| Total Cash Cost to Church | \$66,806.57 |
| Total package | \$78,296.57 |

Moving expense: while part of the \$3,000.00
 Terms of Call, it is a one-time expense
 and is not included in the above totals

Details of Terms of Call:

- For the purposes of the Terms of Call, immediate family is defined as parents, grandparents, siblings, spouse and/or children.
- Vacation leave is used to cover all vacation and sick days and may be used to care for immediate family. Any additional time beyond 4 weeks must be approved by the Session. A maximum of 10 days to include one Sunday of unused vacation leave may be carried over to the next year. Any additional vacation leave must be negotiated with the Session on a case by case basis.
- Bereavement leave - May be used upon the death of an immediate family member - 3 work days for each bereavement leave.
- Parental leave - May be used at the time of the birth or adoption of a child 6 weeks (36 work days to include 6 Sundays) plus any unused vacation leave
- Mission work leave - It is the desire of this church that our pastor be involved in the mission work of First Presbyterian Church, Corning - May be used to participate with members of this church on church sponsored mission trips
- Continuing Education Leaves - Unused days may accumulate up to 6 weeks (36 work days to include 6 Sundays} \$1,500 will be budgeted for this annually and can also accumulate up to a total of \$4,500.

All of the above leaves will be paid at full salary.

- Approved the Terms of Call for Bernard (Ben) K. Nti with the Brooklyn/Malcom Presbyterian Parish (First Presbyterian Church of Brooklyn and First United Presbyterian Church of Malcom) which will begin on September 1, 2018.

Mr. Nti will be examined at the August 18 Presbytery meeting of the Presbytery of Des Moines for the purpose of approving his ordination and installation at a yet-to-be-determined date. (Statement of Faith follows this contract.)

Duties:

The pastor will be responsible to:

- Be the spiritual leader of the church
- Moderate the session, Parish Council, and congregational meetings
- Lead worship and preach at Sunday Services (one service Memorial Day thru Labor Day) (2 services, week after Labor Day thru week before Memorial Day. Same service in Malcom & Brooklyn). Lead special worship events (Ash Wednesday – 2 services, Maundy Thursday, and Christmas Eve).
- Call on sick and homebound
- Work with administrative assistant and provide administrative leadership
- Officiate weddings, baptisms, and funerals
- Administer the sacraments according to parish schedule during the year
- Lead new member classes
- Advise committee chairs
- Attend Presbytery meetings
- Pray for the church

The congregations, sessions, and Parish Council will be responsible to:

- Support the pastor in his ministry
- Provide regular financial compensation according to the terms outlined below
- Provide a commissioner to attend Presbytery meetings with the pastor

- Provide a performance review to the pastor at least annually
- Pray for the pastor during this contract period
- Negotiate goals for contract period

Compensation:

| | |
|-----------------------------|-------------|
| Cash Salary | \$32,000.00 |
| Housing Allowance includes: | |
| Rent | \$12,000.00 |
| Utilities | \$6,000.00 |
| House phone | inc. |
| Cable | inc. |
| Total Effective Salary | \$50,000.00 |

| | |
|-----------------------------|-------------|
| Pension & Medical Insurance | \$18,500.00 |
| 37% of effective salary | |

| | |
|-------------------------------|------------|
| Continuing Education Expense | \$1,500.00 |
| Continuing Education time off | 2 weeks |
| Includes 2 Sundays | |

 May accumulate up to 3 years

 Continuing Education includes formal and informal training, attending leadership seminars and other approved efforts to improve Professional Abilities.

 Education Expense includes travel and books and is reimbursed by receipt.

| | |
|--------------------------------|---------|
| Vacation including Sundays | 4 weeks |
| Auto Reimbursement at IRS Rate | |

| | |
|-----------------------------|--------------------|
| Total Package | \$70,000.00 |
| Brooklyn Share – 70% | \$49,000.00 |
| Malcom Share – 30% | \$21,000.00 |

As in prior years, the compensation package currently in place remains intact until amended by the congregation and approved by Presbytery.

Statement of Faith

Bernard (Ben) K. Nti

I believe in One God who is eternally existent as Father, Son, and Holy Spirit. I believe God is the maker of all things both living and non-living. God is sovereign and controls all things through Jesus Christ, who holds all creation together. I believe Jesus shares the same substance with God, and also manifested in human form like a servant. Jesus dwelt among us and showed the glory of God the Father, full of grace and truth. I affirm Jesus’s virgin birth, sinless humanity, divine miracles, death on the cross, bodily resurrection and ascension and finally, returning in power and glory at the appointed time. I believe Jesus is now seated on the right hand of God interceding for all humanity. I believe in the Holy Spirit as the power of God who regenerates sinners and indwells God’s children. I believe the Holy Spirit testifies of the lordship of Jesus Christ and is God’s force and power poured out on all who believe, to guide, equip and empower for Christ-like living and service. I believe all human beings are created in God’s image. God created us to be in relationship with one another. I believe our human nature is corrupted by sin and as a result we have broken our relationship with God. I believe salvation

comes through Jesus Christ who renews and reconciles us to God. I believe the church is the body of Christ consisting of all true believers and Jesus Christ is the head of the church. I believe the church is responsible for the great commission of God to proclaim the good news and carry out the love of God as revealed through the life of Jesus Christ. I believe Jesus Christ provided the church with two sacraments which are Baptism and the Lord's Supper. I believe these sacraments are signs and seals of the covenant of grace. Baptism is a sign and seal of the forgiveness of sin, the gift of the Holy Spirit, new life in Christ, and incorporation into the body of Christ. Infants are also baptized because they too are included in the covenant of grace, which depends wholly on God's initiative and love. The Lord's Supper on the other hand is a sign and seal of continued communion with Christ and the church. I affirm the Bible as God's divine inspiration, truthfulness and authority in both the written words of the Old and New Testament given for interpretation and application for holy living.

Respectfully Submitted,
Joyce Rash, moderator (Des Moines, Union Park)

LEADERSHIP COUNCIL REPORT #2

August 18, 2018

The Council presents the following items of information to the presbytery:

- Alex Thornburg, David Kincaide, and Midge Slater met again with the Personnel Committee to explain the process that Leadership Council proposed for the remainder of Jim Koopman's time as our Interim Executive Presbyter.

The Council took the following actions since the last meeting of the Presbytery:

- There was discussion about the future of the Hunger Action Advocate program in the Presbytery and the need to match the grant received from General Assembly to fund this program. It was VOTED to dedicate the offerings from Presbytery meetings for the rest of 2018 and 2019 to help fund the Hunger Action Advocate program.
- Regional "Visioning Discussion and Planning" listening forums have been held. Jim Koopman conducted these sessions and Leadership Council members attended the sessions and served as note takers. A Leadership Council retreat was held August 7 to review the information received in these listening sessions.

The council recommends the following:

- Jan Scott, Shamaine Chambers King, and representatives from the Personnel Committee worked together to develop a contract and a position description for Jim Koopman to be in effect from July 1, 2018 through June 30, 2019. It is recommended that Presbytery approve the contract and position description. The proposed documents follow this report.

Respectfully Submitted,
Alex Thornburg, moderator (Clive, Heartland)

INTERIM EXECUTIVE PRESBYTER CONTRACT

Presbytery of Des Moines and Rev. James Koopman

This contract begins July 1, 2018 and expires June 30, 2019.

“The Purpose of the position is to be a Facilitator in Guiding the Presbytery so that all Voices will be heard in Discovering its Mission and in Helping the Presbytery Identify the Organization and Staffing Structures necessary to Execute that Mission. Further, the individual will Guide the Presbytery through Changes to its Mission, Organization, and Staffing.”

The position of Interim Executive Presbyter is a full-time position. This contract may be terminated by the interim executive or Presbytery of Des Moines by giving 45 days’ written notice. Robert Houser (facilitator), Ann Johnson, Shamaine Chambers King, and Alex Thornburg, representing the Leadership Council and Personnel Committee will serve as the review and support team for the Interim Executive measuring progress in achieving the goals of this contract.

The Interim Executive Presbyter has been retained to perform the duties set forth in the Job Description as set forth in the attachment and which may change from time to time as negotiated by the review and support team and Interim Executive Presbyter.

The Interim Executive Presbyter will work collaboratively with councils, boards, committees, commissions and task forces of the presbytery as they prepare for future mission and ministry; develop skills; and conduct the present and ongoing work of the presbytery. Special priority will be directed to the Leadership Council for the presbytery’s vision and mission strategy; the Budget and Finance Committee for its proposed 2019 budget; the Manual of Operations Task Force of the Leadership Council for the organizational chart and job descriptions for committees, councils, and task forces; and the Personnel Committee on a staff design; and with the all-Iowa presbytery committee.

The Interim Executive Presbyter will serve as head of staff, conducting reviews and establishing/maintaining personnel files for the presbytery. The Interim Executive Presbyter will work in a collaborative and professional way with the Stated Clerk of the presbytery.

As time permits the Interim Executive Presbyter will work with other committees, councils and task forces as they continue building relationships with congregations and address issues in the congregations of the presbytery. The Interim Executive Presbyter will not be expected to conduct ecumenical relationship responsibilities.

The review and support team (identified) will conduct regular reviews of the Interim Executive Presbyter’s work in leading the presbytery to achieve its mission and goals.

The interim executive presbyter will not be a candidate for the installed executive presbyter position.

Salary Package:

| | |
|-----------|-------------|
| Salary | \$83,730.00 |
| Benefits | \$28,778.60 |
| Prof Exp | \$400.00 |
| Cont. Ed. | \$1,500.00 |
| Travel | \$6,600.00 |

Signature of the Stated Clerk: _____

Date: _____

Signature of the Interim Executive Presbyter: _____

Date: _____

Signature of the Presbytery Moderator: _____

Date: _____

INTERIM EXECUTIVE PRESBYTER POSITION DESCRIPTION

“The Purpose of the position is to be a Facilitator in Guiding the Presbytery so that all Voices will be heard in Discovering its Mission and in Helping the Presbytery Identify the Organization and Staffing Structures necessary to Execute that Mission. Further, the individual will Guide the Presbytery through Changes to its Mission, Organization, and Staffing.”

The position of Interim Executive Presbyter is a full-time position. This contract may be terminated by the interim executive or the Presbytery Des Moines by giving 45 days’ written notice. Robert Houser (facilitator), Ann Johnson, Shamaine Chambers King, and Alex Thornburg, representing the Leadership Council and Personnel Committee will serve as the review and support team for the Interim Executive measuring progress in achieving the goals of this contract.

Resources Available to fulfill the position:

The presbytery will provide a portion of the lap top computer, cell phone, half of the Wi-Fi, office staff, an office, travel expenses and the support/review team.

Duties in order of their priority:

1. Work collaboratively with councils, boards, committees, commissions and task forces of the presbytery as they prepare for future mission and ministry; develop skills; and conduct the present and ongoing work of the presbytery.
 - a. Work with the Leadership Council on its vision and mission strategy
 - b. Actively resource the Budget and Finance Committee to present a proposed 2019 budget through the Leadership Council to the November meeting of presbytery.
 - c. Actively resource the Manual of Operations Task Force of the Leadership Council to present a working draft organizational chart with job descriptions for committees, councils and task forces by the February 19, 2019 presbytery meeting with a final proposal for the May 21, 2019 presbytery meeting.
 - d. Actively resource the Personnel Committee to present a working draft staff design by the November 2018 presbytery meeting with a final proposal for the February 2019 presbytery meeting.
2. Work with the presbytery to continue to review presbytery policies and procedures in order to more accurately reflect its mission.
3. Serve as head of staff, conducting reviews and establishing/maintaining personnel files for the presbytery.
 - a. Work in a collaborative and professional way with the stated clerk
4. As time permits work with committees, councils and task forces as they continue building relationships with congregations and address issues in the congregations. In an effort to develop presbytery leaders work with congregations should always be done teamed with a member of the appropriate council, committee or task force.
5. Work with the Synod of Lakes and Prairies as requested by the synod and approved by the personnel committee.

Accountability and Review

The interim executive presbyter will be accountable to the Presbytery through the temporary review identified above. September 2018 – a review of

- a. Draft of the mission statement
 - b. Completion of the consultation with LeaderWise
 - c. Conducting Listening Forums
 - d. Prompt return (24-36 hours) of phone calls and emails
1. November 2018
 - a. Presentation of final mission statement for action
 - b. Crafting of Vision statement
 - c. Presentation of proposed 2019 budget
 - d. Presentation and discussion of Core Values
 - e. Prompt return of phone calls and emails
 2. February 2019
 - a. Presentation of Vision statement for action
 - b. Presentation of draft Manual of Operations
 - c. Presentation of proposed staff design with job descriptions
 - d. Presentation of Goals and Strategic Plan
 - e. Presentation for final action on the Manual of Operations
 - f. Prompt return of phone calls and emails
 3. April 2019
 - a. Progress on staff design with job descriptions
 - b. Presentation of plans for orientation with councils, committees, and task forces to the new Manual of Operations
 - c. Plans for separation and recognition of service
 - d. Prompt return of phone calls and emails

BUDGET AND FINANCE COMMITTEE REPORT

August 18, 2018

Presbytery Report

Presbytery of Des Moines
For the period ended June 30, 2018



Prepared by
Corwin, Reichter & Company, PC

Prepared on
July 23, 2018

Table of Contents

| | |
|--|---|
| Statement of Financial Position | 3 |
| YTD Actuals vs Annual Budget Summary | 5 |
| A/R Aging Summary | 6 |
| A/P Aging Summary | 8 |

Statement of Financial Position

As of June 30, 2018

| | As of Jun 30, 2018 | As of Jun 30, 2017 (PY) | Total Change |
|---|-----------------------|-------------------------|-----------------------|
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1000 Checking | 899,713.25 | 232,886.78 | 666,826.47 |
| 1105 Money Market | 69,072.07 | 6,221.71 | 62,850.36 |
| Total Bank Accounts | 968,785.32 | 239,108.49 | 729,676.83 |
| Accounts Receivable | | | |
| 1200 Accounts Receivable | 165,112.34 | 197,921.43 | -32,809.09 |
| Total Accounts Receivable | 165,112.34 | 197,921.43 | -32,809.09 |
| Other Current Assets | | | |
| 1220 Allowance for Uncollectible Accounts | -13,000.00 | | -13,000.00 |
| 1250 Undeposited Funds | 170.00 | 0.00 | 170.00 |
| 1280 Inventory Asset | 5,099.71 | 7,185.12 | -2,085.41 |
| 1290 Prepaid Expenses | 2,100.00 | | 2,100.00 |
| 1300 Investments | 456,084.56 | 571,188.35 | -115,103.79 |
| Total Other Current Assets | 450,454.27 | 578,373.47 | -127,919.20 |
| Total Current Assets | 1,584,351.93 | 1,015,403.39 | 568,948.54 |
| Fixed Assets | | | |
| 1510 Office Equipment | 22,143.64 | 24,032.59 | -1,888.95 |
| 1520 Real Estate - Buildings | 337,422.76 | 337,422.76 | 0.00 |
| 1530 Real Estate - Land | 64,732.00 | 64,732.00 | 0.00 |
| 1590 Accumulated Depreciation | -79,857.58 | -70,574.77 | -9,282.81 |
| Total Fixed Assets | 344,440.82 | 355,612.58 | -11,171.76 |
| Other Assets | | | |
| 1380 Contract Receivable | 0.00 | 724,356.57 | -724,356.57 |
| Total Other Assets | 0.00 | 724,356.57 | -724,356.57 |
| TOTAL ASSETS | \$1,928,792.75 | \$2,095,372.54 | \$ -166,579.79 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2000 Accounts Payable | 89,975.93 | 69,325.16 | 20,650.77 |
| Total Accounts Payable | 89,975.93 | 69,325.16 | 20,650.77 |
| Credit Cards | | | |
| 2120 Credit Card | 749.01 | 2,326.27 | -1,577.26 |
| Total Credit Cards | 749.01 | 2,326.27 | -1,577.26 |
| Other Current Liabilities | | | |
| 2130 Easter Lake Daycare Deposit | 6,500.00 | 6,500.00 | 0.00 |
| 2200 Accrued Property Taxes | 44,216.70 | 48,160.00 | -3,943.30 |
| 2210 Deferred Grant Revenue | 10,000.00 | 0.00 | 10,000.00 |

| | As of Jun 30, 2018 | As of Jun 30, 2017 (PY) | Total Change |
|---|-----------------------|-------------------------|-----------------------|
| 2300 Trust Funds | 30,459.71 | 31,024.64 | -564.93 |
| Total Other Current Liabilities | 91,176.41 | 85,684.64 | 5,491.77 |
| Total Current Liabilities | 181,901.35 | 157,336.07 | 24,565.28 |
| Long-Term Liabilities | | | |
| 2114 Real Estate Note Payable | 0.00 | 156,559.04 | -156,559.04 |
| Total Long-Term Liabilities | 0.00 | 156,559.04 | -156,559.04 |
| Total Liabilities | 181,901.35 | 313,895.11 | -131,993.76 |
| Equity | | | |
| 3100 Net Assets, Unrestricted | 1,456,226.93 | 1,573,726.46 | -117,499.53 |
| 3500 Net Assets, Temporarily Restricted | 134,370.49 | 100,123.87 | 34,246.62 |
| 3900 Net Assets, Permanently Restricted | 15,000.00 | 15,000.00 | 0.00 |
| 3998 Retained Earnings | 0.00 | 0.00 | 0.00 |
| Net Revenue | 141,293.98 | 92,627.10 | 48,666.88 |
| Total Equity | 1,746,891.40 | 1,781,477.43 | -34,586.03 |
| TOTAL LIABILITIES AND EQUITY | \$1,928,792.75 | \$2,095,372.54 | \$ -166,579.79 |

YTD Actuals vs Annual Budget Summary

January - June, 2018

| | Actual | Budget | over Budget | Total % of Budget |
|-----------------------------------|---------------------|----------------------|---------------------|----------------------|
| REVENUE | | | | |
| 4000 Total Per Capita | 279,746.58 | 281,400.32 | -1,653.74 | 99.41 % |
| 4002 Synod Support Staff Salaries | 8,200.98 | 11,000.00 | -2,799.02 | 74.55 % |
| 4004 Presbytery General Mission | 66,570.90 | 75,000.00 | -8,429.10 | 88.76 % |
| 4008 H.A.E. Income | 3,000.00 | 3,000.00 | 0.00 | 100.00 % |
| 4020 Interest Income | 423.22 | | 423.22 | |
| 4024 Investment Income | 6,160.97 | 1,875.00 | 4,285.97 | 328.59 % |
| 4028 Contract Interest Income | 6,624.20 | 56,640.00 | -50,015.80 | 11.70 % |
| 4100 Designated Gifts | 4,315.00 | | 4,315.00 | |
| 4200 Property Related Income | 40,950.00 | 81,900.00 | -40,950.00 | 50.00 % |
| 4300 Youth Mission Revenue | 3,480.10 | 5,625.00 | -2,144.90 | 61.87 % |
| 4400 Coffee | 21,710.09 | | 21,710.09 | |
| 4500 Our Sister Parish | 97,011.65 | | 97,011.65 | |
| 4700 Compassion, Peace & Justice | 437.14 | | 437.14 | |
| 4810 Misc Product Sales | 331.02 | | 331.02 | |
| Total Revenue | 538,961.85 | 516,440.32 | 22,521.53 | 104.36 % |
| COST OF GOODS SOLD | | | | |
| 4900 Cost of Goods Sold | 16,354.03 | | 16,354.03 | |
| Total Cost of Goods Sold | 16,354.03 | 0.00 | 16,354.03 | 0.00% |
| GROSS PROFIT | 522,607.82 | 516,440.32 | 6,167.50 | 101.19 % |
| EXPENDITURES | | | | |
| 5100 Governance Expenses | 64,579.42 | 109,583.79 | -45,004.37 | 58.93 % |
| 5200 Administrative Expense | 27,063.39 | 50,250.00 | -23,186.61 | 53.86 % |
| 5300 Office Expense | 17,836.72 | 33,150.00 | -15,313.28 | 53.81 % |
| 5500 Personnel | 109,143.73 | 204,579.60 | -95,435.87 | 53.35 % |
| 6000 Designated Expenses | 838.00 | | 838.00 | |
| 6100 Extension of Ministries | 26,360.10 | 60,250.00 | -33,889.90 | 43.75 % |
| 6200 Support of Local Ministires | 4,498.40 | 15,250.00 | -10,751.60 | 29.50 % |
| 6300 Youth Mission Expenses | -562.02 | | -562.02 | |
| 6400 Coffee Expenses | 4,495.65 | | 4,495.65 | |
| 6500 OSP Expenses | 75,676.68 | | 75,676.68 | |
| 6600 First Arabic Exp | 3,841.12 | | 3,841.12 | |
| 6700 CP&J Expenses | 1,141.80 | | 1,141.80 | |
| 8200 Easter Lake | 42,749.42 | 87,100.00 | -44,350.58 | 49.08 % |
| 8300 New Sharon Property | 121.91 | 2,240.00 | -2,118.09 | 5.44 % |
| 8400 Ottumwa EE Property | 3,529.52 | 6,400.00 | -2,870.48 | 55.15 % |
| Total Expenditures | 381,313.84 | 568,803.39 | -187,489.55 | 67.04 % |
| NET OPERATING REVENUE | 141,293.98 | -52,363.07 | 193,657.05 | -269.84 % |
| NET REVENUE | \$141,293.98 | \$ -52,363.07 | \$193,657.05 | -269.84 % |

A/R Aging Summary

As of June 30, 2018

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|---|-----------|--------|---------|---------|-------------|-----------|
| Adair First Presbyterian Church 2407 | 900.00 | | | | | 900.00 |
| Allerton United Presbyterian Church | 2,300.00 | | | | | 2,300.00 |
| Ankeny Presbyterian Church | 16,013.92 | | 270.00 | | | 16,283.92 |
| Atlantic First United Presbyterian Church | 4,888.80 | | | | | 4,888.80 |
| Audubon First Presbyterian Church | 4,830.72 | | | | | 4,830.72 |
| Brooklyn First Presbyterian Church | | | | | 3,481.60 | 3,481.60 |
| Brown, Shamus | | -10.00 | | | | -10.00 |
| Carlisle Scotch Ridge Presbyterian Church | 1,286.68 | | | | | 1,286.68 |
| Centerville First Presbyterian Church | 1,300.00 | | | | | 1,300.00 |
| Clive Heartland Presbyterian Church | | | | | 14,956.81 | 14,956.81 |
| Corning First Presbyterian Church | 6,285.76 | | | | | 6,285.76 |
| Creston First Presbyterian Church | | | | | 4,246.64 | 4,246.64 |
| Creston Platte Center Presbyterian Church | 1,575.96 | | | | | 1,575.96 |
| Dexter First Presbyterian Church | 1,419.00 | | | | | 1,419.00 |
| DM Douglas Avenue Presbyterian Church | 600.16 | | | | | 600.16 |
| DM First Arabic Presbyterian Church | 250.00 | | | | | 250.00 |
| DM First Presbyterian Church | 2,708.40 | | | | | 2,708.40 |
| DM Fort Des Moines Presbyterian Church | 26.88 | | | | | 26.88 |
| DM Highland Park Presbyterian Church | 990.00 | | | | | 990.00 |
| DM Park Avenue Presbyterian Church | 2,418.63 | | | | | 2,418.63 |
| DM Westminster Presbyterian Church | 23,152.66 | | | 208.00 | | 23,360.66 |
| Dyer, Betty | 5.00 | | | | | 5.00 |
| Earlham First Presbyterian Church | 2,095.20 | | | | | 2,095.20 |
| First Unitarian | 94.00 | | | | | 94.00 |
| Greenfield First Presbyterian Church | 2,044.92 | | | | | 2,044.92 |
| Grimes First Presbyterian Church | 4,180.64 | | | | | 4,180.64 |
| Grinnell First Presbyterian Church | 5,499.88 | | | | | 5,499.88 |
| Guthrie Center First Presbyterian Church | 1,000.00 | | | | | 1,000.00 |
| Hartford Community United Presbyterian Church | 50.00 | | | | | 50.00 |
| Indianola Trinity United Presbyterian Church | 9,068.04 | | | | | 9,068.04 |

Presbytery of Des Moines

6

6/6

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--|---------------------|-----------------|-----------------|-----------------|--------------------|---------------------|
| Johnston St Paul Presbyterian Church | | | | | 7,180.80 | 7,180.80 |
| Lenox United Presbyterian Church | 1,625.00 | | | | | 1,625.00 |
| Malcom First United Presbyterian Church | | | | | 1,436.16 | 1,436.16 |
| Monroe Presbyterian Church | 2,125.16 | | | | | 2,125.16 |
| Mount Ayr United Baptist-Presbyterian Church | 1,653.76 | | | | | 1,653.76 |
| Newton United Presbyterian Church | 3,275.04 | | | | | 3,275.04 |
| Oskaloosa First Presbyterian Church | 4,250.00 | | | | | 4,250.00 |
| Ottumwa First Presbyterian Church | | | | | 6,223.36 | 6,223.36 |
| Ottumwa Westminster Presbyterian Church | 1,200.00 | | | | | 1,200.00 |
| Perry First Presbyterian Church | 979.20 | 100.00 | | | | 1,079.20 |
| Rogers, Linda | | | | | -12.00 | -12.00 |
| Sandy, Betty | | 80.00 | | | | 80.00 |
| Sigourney First Presbyterian Church | | | | | 1,566.72 | 1,566.72 |
| Wakonda Christian | 47.00 | | | | | 47.00 |
| WDM Covenant Presbyterian Church | 8,279.68 | | | | | 8,279.68 |
| Windsor Heights Windsor Presbyterian Church | 4,564.16 | | | | | 4,564.16 |
| Winterset First United Presbyterian Church | 2,400.00 | | | | | 2,400.00 |
| TOTAL | \$125,384.25 | \$170.00 | \$270.00 | \$208.00 | \$39,080.09 | \$165,112.34 |

7

A/P Aging Summary

As of June 30, 2018

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--------------------------------|--------------------|-------------------|-------------------|---------------|---------------|--------------------|
| Betty Dyer | | 1,000.00 | | | | 1,000.00 |
| Cleaning Time | | 106.00 | | | | 106.00 |
| Corwin, Reichter & Company, PC | 2,360.90 | | | | | 2,360.90 |
| Des Moines Water Works | 505.59 | | | | | 505.59 |
| Don Jones Construction | 150.00 | | | | | 150.00 |
| Helen Mapes | | 59.91 | | | | 59.91 |
| Maurice Dyer | 251.00 | | | | | 251.00 |
| MidAmerican Energy (CMW) | 859.72 | | | | | 859.72 |
| MMIT | 794.57 | | | | | 794.57 |
| Office Depot Business Credit | 146.34 | | | | | 146.34 |
| Pastoral House | 454.95 | | 1,535.70 | | | 1,990.65 |
| PCUSA (Per Capita) | 6,926.26 | | | | | 6,926.26 |
| PCUSA Box 643751 | 50,189.78 | | | | | 50,189.78 |
| Schenker, Inc | | 897.02 | | | | 897.02 |
| Scott Jones | 294.50 | 258.28 | | | | 552.78 |
| Synod of Lakes and Prairies | 23,185.41 | | | | | 23,185.41 |
| TOTAL | \$86,119.02 | \$2,321.21 | \$1,535.70 | \$0.00 | \$0.00 | \$89,975.93 |

CROSS MINISTRIES REPORT

August 18, 2018

*1,600 Filled Backpacks for Low and No Income Families!
Making a difference one act of service at a time!*



On Saturday, August 4, CROSS held our 26th Annual Back to School Giveaway for at-risk kids. Providing new backpacks filled with grade appropriate school supplies and story books is our most popular annual event! This year thanks to a grant from Delta Dental and BWA we were able to include a full-size tube of toothpaste and a toothbrush for every child. Above are a couple of photos of volunteers, some of whom were kids helping other kids less fortunate. How awesome is that!

Special thanks to Joyce Hoffman (Heartland) for scheduling volunteers, Laura Taylor-Lloyd (Heartland) for ordering the supplies, Dwight Tomes (Windsor) for serving as our primary photographer (*FYI: the good photos are his*), the Two River Partnership for an evening of pizzas while unpacking supply boxes and setting up tables, CROSS staff person David Moore and Westminster Summit Intern Kathryn Ikeda for their extra work, Boy Scout Troop 85 for many hours of labor, and to the more than 150 Presbyterians and community folks who volunteered their time to load and unload supplies, fill and distribute backpacks.

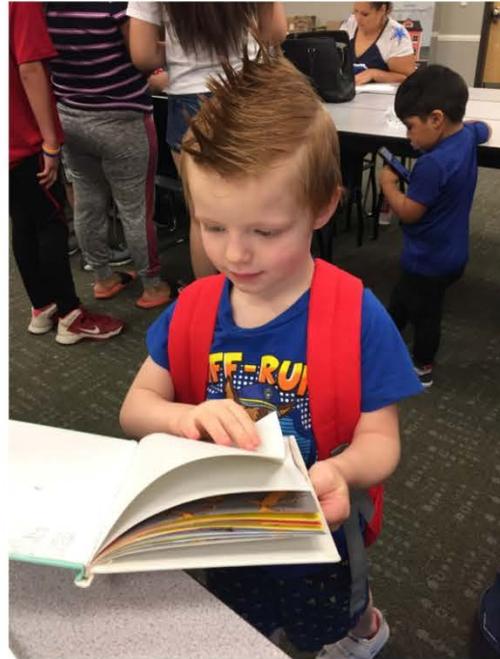
Additional thanks to Polk County River Place for allowing us the use of the building, to the Polk County Sheriff's Department for sending officers to provide community relations during the event, to *Variety, the Children's Charity* for their donation of \$5,000 toward the cost of the supplies, to the Clive Library for donating

hundreds of books, and to Channels 5 and 8 News for covering the event.



Thank you also to all who donated financially and for this amazing team effort to make a difference in the lives of 1,600 children!

A few of the reasons we do what we do at CROSS . . .



. . . at the end
of the day it's all
about the children!



PROPERTY COMMITTEE REPORT

August 18, 2018

The Property Committee is working on some matters that may be ready for Presbytery's consideration at the August 18th meeting. Those are:

- A resolution to accept a purchase agreement regarding the 3-acre parcel at Easter Lake; and
- A resolution to approve the sale of the East End Presbyterian Church.

The committee hopes to present an updated status of those matters at the August 18 meeting (as well as any appropriate resolutions). Current information about those items and comments about New Sharon Presbyterian are below:

EASTER LAKE — negotiating sale / purchase of 3-acre parcel with Color My World. Following this report is the purchase agreement that will be considered by the Property Committee at its August 14th meeting. A proposed purchase agreement was presented to Color My World on April 21 and the purchase agreement is the result of negotiations since that time. This was received July 26. In part, the proposed purchase agreement calls for a purchase price of \$650,000; is subject to a special use permit being obtained to allow a stand-alone day care (zoning issue); provides a \$10,000 credit to the buyers as an offset against the purchase price to allow them to replace air conditioning &/or heating units; requires removal of Presbytery's property in the church building and garage; requires Presbytery to repair/replace certain windows; and is subject to Presbytery approval.

OTTUMWA, EAST END — a charitable organization in Ottumwa is interested in acquiring the property for a shelter for homeless individuals. Whatsoever You Do, Inc. is the organization interested in the property. It has obtained a conditional use permit to allow the property to be used as a temporary shelter for the homeless and is evaluating the maintenance, repairs and alterations needed to convert the property to the intended use. An offer is expected after that process has been completed. The Property Committee has expressed a desire to at least recover costs and expenses since the congregation was dissolved. That amount is about \$12,000. The following is from an email from the director of Whatsoever You Do, Inc.:

“One thing I would like to express is, that it is our plan to leave the sanctuary intact as place of reverence and worship. We are a Christian organization and do not want to lose that aspect. We do not want to change anything about it, other than a few minor repairs. I would also like to have a wall in the foyer with information regarding the East End Presbyterian Church, in honor of the many years that it resided in the building. Former church members are always welcome (during our open hours) to stop in and sit in their old place of worship. We also plan on getting ahold of the State Historical Society and see if they would possibly help us to get it on the register. This building has a lot a history, and we would like to preserve what we can!”

NEW SHARON FIRST — no action taken regarding redemption. As previously reported, this property was sold at tax sale in 2015 and Presbytery's right of redemption expired at the end of July. Cost to redeem would have been about \$11,000. After consideration by the committee and consultation with legal counsel, no action to redeem was taken. This is consistent with the position expressed in the addendum to the property committee's report at the May Presbytery meeting.

Respectfully Submitted,
Dennis Day, moderator (Grinnell, First)

| |
|--|
| Prepared by: R. Michael Hayes, Belin McCormick, P.C., 666 Walnut Street Suite 2000, Des Moines, IA 50309, 515-243-7100 |
|--|

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (hereinafter "Agreement") is made this ____ day of _____, 2018, by and between **BOYER & BOYER , LLC** , an Iowa limited liability company ("**Buyer**") and **THE PRESBYTERY OF DES MOINES OF THE PRESBYTERIAN CHURCH (U.S.A.)**, an Iowa non-profit corporation, or other owner of record ("**Seller**"), of the below described real estate.

1. **PURCHASE OF PROPERTY AND IMPROVEMENTS.** Buyer hereby agrees to buy, upon and subject to the terms and conditions set forth in this Agreement, the parcel of real estate located in the City of Des Moines, Polk County, Iowa, locally known as 2900 Easter Lake Drive, and legally described as follows (hereinafter referred to as the "Land"):

The North 380 feet of the South 430 feet of the West 1,000 feet of the Northeast ¼ of the Northeast ¼ of Section 25, Township 78 North, Range 24 West of the 5th P.M., now included in and forming a part of the City of Des Moines, Polk County, Iowa.

The sale of the Land shall be together with all improvements and fixtures located thereon, together with any easements and servient estates appurtenant thereto, and subject to (a) any zoning and other applicable ordinances; (b) any covenants of record; (c) any easements of record; and (d) any liens or encumbrances, if any, created by Boyer & Abernathy, LLC, d/b/a Color My World Child Care and Preschool ("Color My World"), or anyone claiming by, through or under Color My World , while Color My World was a tenant of the Property.

The Land together with the above-referenced improvements, fixtures and appurtenances shall hereinafter be referred to as the "Property".

2. **PURCHASE PRICE.**

The purchase price shall be \$650,000.00, payable as follows:

- A) Buyer shall pay \$10,000.00 upon the execution of this Agreement by both parties, to be held in trust by Seller's legal counsel in a non-interest bearing trust account, payable to Seller upon closing and credited against the purchase price.
- B) Buyer shall pay the balance to Seller, plus or minus prorations or other credits in good funds at Closing.

3. **INSPECTION PERIOD.** Buyer shall have a period ending on August 8, 2018 ("Inspection Period") in which to perform due diligence suitable to Buyer on the Property, including without limitation, surveys, audits, tests, physical and title examinations, appraisals and inspections, including without limitation, environmental and engineering audits. Seller will give Buyer and its authorized representatives access at reasonable times to the Property for the purpose of making such inspections. Buyer will give Seller advanced notice of any such inspections and Seller may have a representative at such inspection. On or before the end of the Inspection Period, Buyer shall:

- A) Notify Seller, in writing, if it has determined, based upon its due diligence, not to purchase the Property, in which case this Agreement shall become null and void and of no further force and effect and neither party shall have any responsibility to the other except as specified in any provision of this Agreement that, by its terms, shall survive such

termination, and the earnest money held by Seller's legal counsel shall immediately be returned to Buyer; or

- B) If Buyer does not notify Seller by the end of the Inspection Period, in writing, of its intent to terminate this transaction, then this Agreement shall remain in effect and the parties shall proceed to closing in accordance with this Agreement.

Buyer's determination as to whether to so notify Seller of its intent to terminate this Agreement shall be in Buyer's sole and subjective discretion. Should Buyer close this transaction, Buyer shall be acquiring the Property "as is" and "with all faults."

Buyer shall protect, defend, indemnify and hold Seller harmless from all claims, liabilities, damages, costs and expenses (including, but not limited to, reasonable attorney's fees, witness fees, and court costs) arising from any death or injuries to persons or damage to property or any mechanic lien claims arising from the entry onto the Property for purposes of inspections and the work performed by Buyer or its agents in conducting any such inspections of the Property, including any environmental testing of the property allowed under Section 13 below. This covenant shall survive the termination of this Agreement and shall survive Closing.

4. **CONDITIONS PRECEDENT TO CLOSING.** In addition to any other contingencies set forth in this Agreement, Seller's obligation to sell the Property is subject to its receipt of approval to do so from the governing body of the Des Moines Presbytery by no later than August 22, 2018. Seller agrees in good faith to seek such approval. Seller shall promptly provide Buyer a written copy of the decision of the Des Moines Presbytery approving or disapproving this sale.

In addition to any other contingencies set forth in this Agreement, Buyer's obligation to purchase the Property is subject to Buyer obtaining a Special Use Permit from the Des Moines Zoning Board of Adjustment to allow for Daycare, Childcare, Preschool or other similar business to continue to operate on the Land acceptable to Buyer by no later than August 22, 2018. If Buyer is unable to obtain a Special Use Permit for the Land as described herein, Buyer may, at its sole discretion, terminate this Agreement by giving Seller written notice as provided in paragraph 22. Seller agrees to cooperate with Buyer in Buyer's seeking such Special Use Permit, including executing an application therefore.

5. **CLOSING.** Closing shall occur on the last to occur of (i) within ten (10) days after the approval by Buyer's attorney of title to the Property as marketable in accordance with the requirements of Paragraph 9 below, and subject only to the matters referenced in Paragraph 1 above, (ii) October 1, 2018, or (iii) on such other date after October 1, 2018 as is mutually agreed to by the parties in writing (hereinafter referred to as "Closing"). Adjustment of interest, rents, utilities, and other charges attributable to Seller's possession are to be made as of Closing. Unless the parties agree in writing on a different method to allocate utility costs, Seller shall terminate utility services as of the date of Closing and shall pay all bills for such services ending as of that date and Buyer shall arrange to have all utility services transferred into its name effective as of the day of Closing and shall pay all utilities thereafter.
6. **DOCUMENTS TO BE DELIVERED BY SELLER AT CLOSING.** At or prior to the Closing, Seller shall deliver to Buyer any of the following which may be applicable to the Property:
- A) Warranty Deed to Buyer in recordable form conveying good and marketable title in fee simple to the Property, improvements and fixtures, subject only to the matters set forth in Paragraph 1 above, together with a Declaration of Value and Groundwater Hazard Statement.

- B) All other documents affecting title to and/or possession of the Property and necessary or desirable to transfer the same to Buyer or to cure any title defects under Iowa law or practice.
 - C) A closing statement containing calculations of prorations mutually acceptable to Buyer and Seller.
7. **REAL ESTATE TAXES.** Seller shall pay all real estate taxes that are liens on the Property for prior fiscal years and all those that are due and payable in the fiscal year in which possession is given to Buyer. The Seller shall pay its prorated share, based upon the date of Closing, of the real estate taxes due and payable in the fiscal year following Closing. The prorated amount shall be based upon the last-known actual taxes payable. Buyer shall pay all subsequent real estate taxes.
8. **SPECIAL ASSESSMENTS.** Seller shall pay, in full, all special assessments that are certified as liens on the public record as of the date of Closing. Any preliminary or deficiency assessment which cannot be discharged by payment shall be paid through an escrow account with sufficient funds to pay such liens when payable, with any unused funds returned to Seller. All charges for solid waste removal, sewage and water that are attributable to Seller's possession shall be paid by Seller.
9. **ABSTRACT OF TITLE.** Seller, at its expense, shall within 20 days of its acceptance of this Agreement promptly obtain an abstract of title to the Property continued through the date of Seller's acceptance of this Agreement, and shall deliver the same to Buyer's attorney, Mark J. Parmenter, Lederer Weston Craig PLC, 118 Third Avenue SE, Suite 700, P.O. Box 1927, Cedar Rapids, Iowa 52406 for examination. The abstract shall show merchantable title to the Property in Seller in conformity with this Agreement, the land title law of the State of Iowa and the Iowa Title Standards of the Iowa State Bar Association, and shall not disclose any covenants, easements or other matters which would make the Property unacceptable for Buyer's intended purpose. The abstract shall become the property of Buyer when the purchase price for the Property is paid in full. Seller shall pay the cost of any additional abstracting title work due to any act or omission of Seller, including transfers by death of Seller or Seller's assigns. Seller agrees to make every reasonable effort to promptly perfect the title in accordance with the opinion of Buyer's attorney so that upon conveyance, title shall be deemed marketable in compliance with the terms of this Agreement. If any objections to title cannot be cured by Seller by Closing, Buyer may either accept title with such defects or terminate this agreement and receive back all refundable earnest money plus interest accrued thereon.
10. **SURVEY.** During the Inspection Period, Buyer may at its expense obtain an as-built survey of the Property. If the survey, as certified by a registered land surveyor, shows any encroachments violations of zoning ordinances, setback lines or other rules or regulations governing the location of buildings or easements, or defects in access or other matters which would impair the use of the Property for Buyer's intended purpose, such matters shall be treated as title defects, and the Seller shall make every reasonable effort to correct such defects or otherwise satisfy Buyer that such defects will not unreasonably affect the value or use of the Property for its intended purpose. If any such objections cannot be so cured by Seller by Closing, Buyer may either accept title with such defects or terminate this Agreement and receive back all refundable earnest money, plus interest accrued thereon.
11. **INSURANCE.** Seller agrees to maintain, until the date of Closing, existing casualty insurance policies insuring the property against loss by fire, tornado and other causalities customarily

covered by extended coverage on all buildings and improvements now or hereafter placed on said property to the date of possession. Seller shall bear the risk of loss or damage to the property occurring prior to possession. In the event of a casualty causing substantial damage to the improvements on the property before the date of possession, Buyer shall have the right to rescind the contract or, proceed to Closing and receive any insurance proceeds. Buyer shall be responsible to obtain all insurance on the property from and after the date of Closing.

12. **CARE AND MAINTENANCE OF THE PROPERTY.** Except as provided in paragraph 11 above and subject to Color My World's current lease of the Property and to any damage caused to the Property by Color My World while in occupancy as a tenant prior to the date of Closing, Seller shall preserve the Property in its present condition and deliver it intact at the time of Closing to the Buyer. Buyer shall take the Property subject to any damage caused by Color My World while it was a tenant prior to Closing.
13. **ENVIRONMENTAL CONSIDERATIONS.** Buyer, at its expense, shall have the option, during the Inspection Period, to have a Phase I environmental study performed (in the customary manner in the community of Des Moines, Iowa) of the Property by an engineering or other firm acceptable to Buyer. Buyer is entitled to determine in its reasonable discretion, that the Phase I Environmental Study reports that there is no apparent or likely contamination of the Property by any Hazardous Substance.

If Buyer determines that any Phase I environmental study conducted reports that the Property is or may be contaminated by any Hazardous Substance, Buyer may have a Phase II environmental audit performed at Buyer's expense. If either the Phase I or Phase II audits reveal the existence of Hazardous Substances on the Property, Seller upon receiving notice thereof from Buyer shall have ten days in which to give notice to Buyer as to whether it will or will not take all necessary actions at its expense to remediate the Hazardous Substance from the Property. If Seller agrees to such remediation, the closing shall be delayed until such remediation has been completed and approved as completed by any governmental authority from which such approval is required. If Seller declines to undertake such remediation, Buyer may at its option terminate this Agreement and receive back from Seller all earnest money.

For purposes of this provision, "Hazardous Substance" means any hazardous or toxic substance, material or waste, which is or becomes regulated by any local government, the State of Iowa, or the United States Government. It includes, without limitation, any material or substance that is (i) defined as a "Hazardous Substance" or "Hazardous Waste" under Chapter 455B, Iowa Code; (ii) petroleum or petroleum products; (iii) asbestos; (iv) designated as a "Hazardous Substance" pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC Section 1321); (v) defined as a "Hazardous Waste" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, 42 USC Section 6901 et seq. (42 USC Section 6903); (vi) defined as a "Hazardous Substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 USC Section 9601 et seq. (42 USC Section 9601); or (vii) defined as a "Regulated Substance" pursuant to Subchapter IX, Solid Waste Disposal Act (regulation of underground storage tanks), 42 USC Section 6991 et seq.

14. **PERSONAL PROPERTY.** The sale of the Property does not include any of the personal property of Seller currently located on the Property, except for the following:

All property that integrally belongs to or is part of the Property, whether attached or detached, such as light fixtures, shades, rods, blinds, automatic garage door openers and transmitter units, windows, plumbing fixtures, water heaters, water softeners (if not

rented), automatic heating equipment, air conditioning equipment, wall-to-wall carpeting, mirrors attached to walls or doors, electrical service cables, shelving, and existing landscaping.

Seller shall, at its own expense, remove all of the remainder of its personal property not included in the sale from the Property prior to Closing.

15. **REMEDIES.** If, as a result of Seller's default, Seller fails to fulfill this Agreement, Buyer shall have the right to have all refundable payments, and/or to proceed by action at law or in equity, including without limitation specific performance, and if Seller is found liable Seller agrees to pay Buyer's costs and reasonable attorneys' fees thereof, and a receiver may be appointed. If Buyer fails to fulfill this Agreement, Seller may forfeit the same as provided in Chapter 656 of the Code of Iowa, and all payments made herein plus interest shall be forfeited. Seller may also proceed by action at law or in equity, and if Buyer is found liable Buyer shall pay all of Seller's costs and reasonable attorneys' fees, and a receiver may be appointed.
16. **NO REAL ESTATE BROKER.** Seller and Buyer each hereby represent and warrant to each other that neither Seller nor Buyer has retained any broker or finder in connection with the Property or this transaction. If any broker, agent, salesman or finder claims a commission, fee or other compensation in connection with this transaction, then the party through who such claim arises will indemnify, defend, and hold harmless the other party for any loss or damage caused by such claim. The terms of this Section shall survive the Closing and any termination of this Agreement.
17. **ASSIGNMENT.** Buyer shall not assign this Agreement without Seller's prior written consent.
18. **USE OF PURCHASE PRICE.** At the time of Closing, funds of the purchase price for the Property may be used to pay delinquent taxes and other liens, and to acquire outstanding interests, if any, of others in the Property.
19. **CONTRACT BINDING ON SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns.
20. **TIME OF THE ESSENCE.** Time is of the essence in the performance of this Agreement.
21. **CONSTRUCTION.** Words and phrases shall be construed in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.
22. **NOTICES.** All notices and other communications required or permitted to be given hereunder shall be in writing and shall be mailed by certified or registered mail, postage prepaid, addressed as follows:

IF TO SELLER:

The Presbytery of Des Moines of the Presbyterian Church (U.S.A.)
2400 – 86th Street, Suite 20
Des Moines, Iowa 50322
Attention: David Hamilton, Stated Clerk

IF TO BUYER:

Boyer & Boyer, LLC
906 NW Cypress Avenue
Ankeny, Iowa 50023
Attention: Blake Boyer

- 23. **WINDOWS.** Seller, at Seller’s expense, shall complete the following work on the windows in the Building prior to Closing:
 - A) Seal and varnish the windows in the Moonbeam room, the Sunshine room, the Seashells room and the Seascapes room;
 - B) Replace 2 windows in the School Age room and 1 window in the Rainbow room, including sealing and varnishing those windows;
 - C) Replacing all missing locks and cranks on the other windows in the Rainbow room and on the windows in the Explorers room and fix any inoperable mechanisms on those windows.

- 24. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the Buyer and Seller, and there are no other terms, conditions, promises, undertakings, statements or representations, express or implied, concerning the sale contemplated by this Agreement.

- 25. **LEASE AGREEMENT.** Seller and Color My World entered into a Lease Assignment and Assumption Agreement in August 2015. A copy of the Lease Assignment and Assumption Agreement is attached hereto and marked as Exhibit “A” and made a part of this Agreement. Pursuant to the Lease Assignment and Assumption Agreement, the term of the lease ended on December 31, 2015 with a right to renew the Lease Agreement for four (4) additional one (1) year periods ending on December 31, 2019. Color My World has exercised three (3) of the one (1) year options to renew the Lease Agreement. A copy of the Lease Agreement (the “Lease”) is attached hereto and marked as Exhibit “B” and made a part of this Agreement. At Closing, Seller shall assign and transfer to Buyer and Buyer shall assume from Seller, all of Seller’s right, title and interest as landlord under the Lease and to the rental deposit of \$6,500.00, plus interest earned thereon (but less any amount, if any, of such rental deposit and interest thereon, to which Seller is entitled under the Lease due to any default by Color My World occurring prior to Closing).

- 26. **HEATING/AIR CONDITIONING.** Seller agrees to give Buyer a credit in the amount of \$10,000.00 at Closing to be utilized by Buyer to replace the existing Heating/Air Conditioning system servicing the building.

BOYER & BOYER, LLC, Buyer

By: _____
Blake Boyer, Member

By: _____
Jane Boyer, Member

The Presbytery of Des Moines of the Presbyterian Church (U.S.A.), Seller

By: _____
David Hamilton, Stated Clerk

(3044282.1)

PRESBYTERIAN WOMEN OF THE PRESBYTERY REPORT

August 18, 2018

Twelve women from the Presbytery of Des Moines journeyed to Louisville, Kentucky to participate in the Churchwide Gathering of Presbyterian Women from August 1-5, 2018. The theme for the Gathering was Isaiah 60:1 *Arise and shine your light has come...*

Using this theme and the **Purpose of the Presbyterian Women** as the foundation, all of the plenary and educational sessions the participants were immersed in looking at new opportunities for serving our Lord and Savior, Jesus Christ.

Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit we commit ourselves:

- ***To nurture our faith through prayer and Bible Study***
Beyond Should: Cultivating prayer and Self Care in our busy lives guided the participants in ways to pray and how we can determine what is best way for them to live their lives as God wants them to.
 The author of each of the next three Horizon's Bible Studies 2018-2019: God's Promise: I Am With You; 2019-2020 Love Carved in Stone: A Fresh Look at the Ten Commandments and 2020-2021 To You They Cried: Reclaiming Lament spoke to the entire gathering and then taught classes on how the material could be used in the circles.
- ***To support the mission of the church world-wide***
 One session looked at the changing face of mission and how that impacts mission as we knew it in the past. Participants in the PW USA Mission Experience to the San Francisco Bay Area and the Global Exchange to Indonesia related their impressions and experiences. The mission partners from Korea, Nigeria, the Mid-East and Latin America participated in many of the sessions.
- ***To work for Justice and Peace***
 Issues related to immigration, asylum; violence against women and children in Africa; racism and gun violence were presented in workshops. Over 300 women participated in a walk for Justice and Peace on the streets of Louisville.
- ***To build and inclusive caring community of women***
 Jyung In (Jenny) Lee was installed as the first Korean Moderator of the PW Churchwide Coordinating Team. Sessions such as *Gratitude Can Lead to Compassion; Intergenerational Trauma: The Past is Present and Lessons in Laughter* helped women develop relationships with those they met in those sessions.

That strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

The **Fall Connection** of the Des Moines Presbytery PW will be held on October 13. Details concerning this gathering will be coming soon.

If you do not have a PW in your church, we would like to have the name of a woman we could contact about PW events. Please let the Presbytery Office know who we could contact.

Respectfully, Submitted,
 Sharon Falck, moderator (Oskaloosa, First)

STATED CLERK REPORT

August 18, 2018

Since the last Presbytery meeting, I have reviewed the minutes of the following churches:

Knoxville, First
Windsor Heights, Windsor

The following churches have not yet made arrangements for their minutes to be reviewed:

| | |
|------------------------|------------------|
| Bedford, United | LeRoy, First |
| Carlisle, Scotch Ridge | Monroe |
| Deep River, United | Sigourney, First |
| Diagonal United | |

I have received the following resignations from positions or committees of Presbytery:

Jan Scott, member of Leadership Council
Cheryl Ritter, member of Budget and Finance Committee

I recommend that Presbytery receive Rev. Nancy Profit as a member of Presbytery from the Presbytery of Missouri River Valley. Nancy is Honorably Retired and has joined the Worship Task Group. Presbytery of Missouri River Valley has approved her transfer.

Host churches are needed for 2019 Presbytery meetings. If your church would be willing to host a Presbytery meeting, please contact me.

Respectfully Submitted,
Dave Hamilton, stated clerk

CONGREGATIONAL RECONCILIATION TASK FORCE REPORT

August 18, 2018

The Congregational Reconciliation Task Force has been meeting regularly. Dave Hamilton also participates regularly with our task force. John Sprole will be our representative to the ZOOM training so that we will be able to use that technology.

We work with congregations that are having conflict or difficulties with which they would like assistance. When we receive an inquiry or referral we contact appropriate persons to determine who to visit with to begin to understand in what way assistance is needed. We are currently re-evaluating our procedures to be more inclusive regarding who may make referrals.

Our CRTF is always available to you if you are having problems and would like help. You may contact the CRTF moderator, the Presbytery Office, or get contact information from the Presbytery website: <http://bit.ly/PofDMCRTF>.

One of our goals is to meet with all church sessions to discuss the document *Guidelines for Peacemaking Though More Effective Governance*. You may find this document here: <http://bit.ly/PofDMCRTF>. We are planning to explore the feasibility of holding some group meetings with several churches in an area meeting together.

Our moderator participates in the MOM meetings to share information with other task force members and to collaborate when needed. Also, please remember that there are workshops and trainings available to your session or congregation as listed in the back of the *Guidelines* Document.

Task Force members are:

- RE Lola Peters, moderator (Ankeny)
- TE Bob Houser (HR)
- TE Jane Martinez (Ottumwa, Westminster)
- RE Joanne Page (Des Moines, Union Park)
- TE Sarai Schnucker Rice (DMARC)
- RE John Sprole (West Des Moines, Covenant)

Respectfully Submitted,

RE Lola Peters, moderator (Ankeny)

rlp405@msn.com (Please put CRTF in the subject line when you contact me by email)

515-249-9182

SUDANESE SUPPORT TEAM REPORT

August 18, 2018

August 2018 Report to the Presbytery from The Sudanese Support Team, First Arabic Presbyterian Church and the Arabic Outreach Center

We celebrate Ekram's ordination!

On June 2, Ekram Kachu was ordained as a Minister of Word and Sacrament, and installed as pastor of First Arabic Presbyterian Church. Members of her congregation, as well as the Sudanese Support Team and other guests from the presbytery, were on hand for the joyful worship service, which was followed by a dinner, fellowship and festivities. Ekram's long and difficult journey to ordination began in Sudan and continued in Lebanon, South Sudan, Egypt, and finally the United States. Despite rules that barred women from ordination in her homeland, and language issues in the U.S., Ekram persevered with faith and courage and finally attained her goal!



Summer Arabic Classes begin at the Arabic Outreach Center

In early July, the Arabic Outreach Center (AOC) again began offering Arabic language classes to children of Arabic speaking immigrants and refugees (and anyone else who would like to learn). The classes, which focus on Arabic language skills and cultural traditions, help keep the young people connected to the homeland and heritage of their parents.



Photos, top to bottom:

- + Ekram Kachu, left, serves Communion at her ordination.
- + Ekram and Shamaine Chambers King at Ekram's ordination.
- + Students line up for Arabic language classes at the AOC.
- + Arabic language students in class.