

MINUTES OF THE SYNOD OF LINCOLN TRAILS
Special Meeting
August 27, 2010

The Mission of the Synod of Lincoln Trails (PCUSA) is to develop, nurture and support leaders in partnership with our presbyteries and congregations, and to coordinate Presbyterian mission strategy within the Synod.

CALL FOR A SPECIAL MEETING

In accordance with G-12.0201 of the Form of Government, and under the provisions of the Standing Rules of the Synod of Lincoln Trails, Section III, paragraphs H, and I, Moderator Eddie Knox called a special meeting of the Synod for Friday, August 27, 2010, 11:00 a.m. EDT, 10:00 a.m. CDT. The meeting was requested by the following commissioners--at least three ministers and three elders representing three presbyteries:

Elder Mike Beaver – POV
Elder Gene Miller – PGR
Elder John Swick – SEI
The Rev. Christina Berry – BLK

The Rev. Bruce Haapalainen – WBV
The Rev. Laura Reason – WBV
The Rev. Katherine Rieder - WWV

PURPOSE OF THE MEETING

The purpose of the special meeting is for the Synod to receive and concur with report of the Standing Committee of Personnel regarding the position description and compensation for the office of Stated Clerk. This is the only business which may be transacted in this meeting (G-12.0201)

REQUIRED QUORUM

A quorum for the called meeting shall reflect the Synod's Standing Rules: four ministers and four elders representing at least three presbyteries.

Rationale for Special Conference Call Meeting:

The Standing Rules of the Synod require that a candidate for Stated Clerk be presented in October. Therefore, waiting until October to receive a report from the Personnel Committee is simply not feasible. And the Synod's mission 'imperatively demands' such action at this time (see note from Standing Rules Section III.)

Note from Standing Rules Section V – the Officers of Synod, Paragraphs D and E:

- D. At the October meeting in years divisible by two, the Stated Clerk shall be elected by Synod to a term of two years, renewable, to begin January 1st of the next year. When a vacancy occurs, it shall be filled in the same manner as staff vacancies, under the guidance of the Personnel Committee.
- E. All terms of office begin at the Annual Meeting of the Synod, except for the Stated Clerk.

Note from Synod Standing rules Section III – Meetings, Paragraph I:

- I. When the Synod's mission under the Word imperatively demands, a special meeting may be held by conference call.

Moderator Knox called the conference call meeting of the Synod to order with prayer at 11:03 a.m. Eastern (10:00 am Central) on Friday, August 27, 2010. The moderator, Stated Clerk Reverend S. Kim Leech, and a quorum of commissioners were present signified by roll call as indicated below. A quorum for a special meeting reflects the Synod's Standing Rules: four ministers and four elders representing at least three presbyteries.

ATTENDANCE

Present: Christina Berry MBLK, Eddie Knox MCHI, Nicholas Shargo ECHI, Jack Wilson ECHI, Richard Tindall MGRT, Gene Miller EGRT, Jan Wilkerson EOHV, Mitch Coggin MOHV, Mike Beaver EOHV, Laurie Williams MSEI, John Swick ESEI, Marylynn Boatright EWBV, Laura Reason MWBV, Bruce Haapalainen MWBV, Katherine Rieder MWWV, MaryMarg Karty EWWV.

Staff: David Crittenden, Marta Kramer, Kim Leech, Judy Lucas, Carol McDonald, Kristi Miller.

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E: elder; M: minister; AL: at large; CLP: commissioned lay pastor

BLK: Blackhawk Presbytery

OHV: Ohio Valley Presbytery

CHI: Chicago Presbytery

SEI: Southeastern Illinois Presbytery

GRT: Great Rivers Presbytery

WBV: Wabash Valley Presbytery

MWH: Midwest Hanmi Presbytery

WWV: Whitewater Valley Presbytery

ADOPTION OF DOCKET

PROPOSED DOCKET

Welcome, calling the meeting to order and Opening Prayer -- Moderator Eddie Knox
Establishment of Quorum -- by roll call of commissioners
Statement of Purpose for the Meeting -- Moderator Eddie Knox
Report of the Standing Committee on Personnel -- Bruce Haapalainen and Laura Reason
Background Information
Presentation of Motion
Discussion and Action
Declaration that no other business may come before the meeting -- Moderator Eddie Knox
Closing Prayer -- Moderator Eddie Knox

The distributed docket reflects the only business which may be transacted in this meeting (G-12.0201). Moderator Knox asked for a motion to approve the docket as distributed. M/S

ACTION: The Synod approved the docket as distributed.

SEATING OF CORRESPONDING MEMBERS

Moderator Knox asked for a motion to seat elder Pauline Rowles, member of the Standing Committee on Personnel as a corresponding member of the Synod. **M/S**

ACTION: The Synod approved the seating of the corresponding member.

**REPORT TO SYNOD
STANDING COMMITTEE ON PERSONNEL**

Rev. Bruce Haapalainen, moderator of the standing committee reported and moved adoption of the committee's recommendation.

Item for Synod Action:

That the Synod of Lincoln Trails receive, and endorse, the position description and terms of compensation for the office of Stated Clerk, class of 2012, as here presented by the Standing Committee on Personnel.

Note: Background and Additional Information follow the Position Description.

**SYNOD OF LINCOLN TRAILS
TITLE: STATED CLERK**

Position Established by Standing Committee on Personnel: May 20, 2010
Position Description Circulated to Personnel: June 17, 2010
Position Description Reviewed and Approved by Personnel Committee: 6/21/10
Shared with Synod July 24, 2010
Referred back to Personnel by Synod on July 24, 2010
Reviewed and Affirmed by Personnel on August 3, 2010
Submitted to Synod for concurrence/endorsement on August 27, 2010

ROLE AND PURPOSE

The Stated Clerk is a remunerated officer of the Synod who shall record the transactions of the Synod, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, when verified by the clerk, shall be evidence in any governing body of the church. (G-9.0203a)

SPECIFIC RESPONSIBILITIES

- to serve as a member of the Synod staff, as a remunerated officer
- to attend all meetings of the Synod - with responsibility for the minutes of each meeting
- to serve as parliamentarian for meetings of the Synod
- to serve as a member of the Synod Assembly Meeting Planning Team
- to provide support for the work of the Synod's Permanent Judicial Commission – including meetings, trials, hearings, and at least one (1) annual training event.
- to manage all correspondence to and from the Stated Clerk
- to work with commissioners and Co-Executives on oversight of the Synod's Standing Rules
- to organize and implement the annual review of Presbytery minutes
- to present the Synod's minutes for annual review
- other duties as requested – and as time permits

QUALIFICATIONS

The Stated Clerk shall be an Elder or Minister of Word and Sacrament and must be eligible for membership in a governing body within the Synod of Lincoln Trails (congregation or presbytery.) (G-9.0203b)

The Stated Clerk must be knowledgeable of, and experienced in utilizing and interpreting, the polity of the Presbyterian Church (U.S.A.)

In addition, the Stated Clerk shall demonstrate skills in organization, written and oral communication and in timely and accurate work production.

RELATIONSHIPS AND ACCOUNTABILITY

The Stated Clerk shall be nominated by the Synod’s Personnel committee for a two-year term. The specific tenure of the term shall be recorded in the minutes of the Synod at the time of election. The Stated Clerk is accountable to the Synod Assembly and is to work collegially with other Synod Staff. The Stated Clerk will receive administrative support from an Executive Assistant of the Synod.

COMPENSATION AND REVIEW

Salaried Compensation	\$ 7,200 annually
Travel	\$ 2,000 annually – by voucher
Professional Meetings	\$ 1,800 annually – by voucher
Other expenses	\$ 1,000 annually – by voucher

TOTAL \$12,000 annually

The expectation is that the work of the Stated Clerk can be accomplished in 20 hours per month. As a salaried and elected member of the staff, the Clerk is expected to monitor his/her time carefully. There is no provision for overtime pay. Some Saturdays will be required

The Clerk will engage in an annual conversation with the Synod’s Personnel Committee. Six months prior to the end of term, the committee will determine with the Stated Clerk if an additional term is to be offered.

Background Information:

From the Minutes of the Standing Committee on Personnel: May 20, 2010:

DISCUSSION OF POSITION/OFFICE OF STATED CLERK. The Committee discussed the office of the Stated Clerk of the Synod. The current Clerk’s term expires in December 2010. The Committee voted to make this position a salaried employee position rather than contract staff. Carol and Dave will put together a job description for the committee to review and approve. The position will have a two-year term – as specified by the Standing Rules. The position will be advertised until August 15 and applications will be due by September 15. The Committee will bring a candidate to the October Synod meeting – as specified by the Standing Rules. On June 10, Lisa Crismore and Laura Reason will meet with the current clerk to inform him of the changes in the position, as well as his ability to apply for the new position.

[Following the May 20 meeting of the Standing Committee, the position description was created, reviewed, and approved by the Standing Committee on Personnel. As requested and approved by Personnel, under Standing Rule K.2, the information was then circulated throughout the Synod and invitations to apply were sent to a group of individuals within the synod.]

From the minutes of the Standing Committee on Personnel: August 3, 2010:

The purpose of this committee meeting: Eddie Knox reviewed for the Standing Committee that at the Stated Meeting of the Synod on July 24, 2010, the stated clerk raised the question at the end of the meeting about the Personnel report. He questioned whether the hours provided for in the proposed job description for the Stated Clerk were adequate (and therefore the compensation), and whether the whole body had needed to approve the job description before it was circulated. The Synod referred back to

the Personnel Committee the job description and compensation for review, so it can be brought to the whole body again.

On July 30th, the current Stated Clerk, Kim Leech, contacted Carol McDonald and indicated he was not going to apply for the position.

A review of the responsibilities of the Synod Personnel Committee shows that the committee acted within its authority. However, we will honor the request of the Synod and review again the job description and proposed/compensation for the Stated Clerk and ask the Synod to concur with the recommendations of the Personnel committee. This will allow us to proceed to a timely election in October as required by the Standing Rules. This review occurred on August 3, 2010. It was the committee's decision to submit its original proposal to the Synod for endorsement.

Additional Information:

- *Laura Reason, minister commissioner member of the Standing Committee on Personnel made contact with the current Stated Clerk, Kim Leech – to speak with him about his concerns. She and the committee had hoped to speak with him prior to its August 3 meeting, but vacation schedules did not permit that. Kim offered to Laura, and thus to the Standing Committee, the following suggestions for the proposed position description: that under the heading "Specific Responsibilities," the following be added to bullet point #5 -- to provide **(guidance, counsel, and)** support for the work of the Synod's Permanent Judicial Commission – including meetings, trials, hearings, and at least one (1) annual training event. And that the following be added to bullet point #8 -- to organize and implement the annual review of Presbytery minutes **(and to provide support, resources, and guidance to the Stated Clerks of the Synod's Presbyteries.)***
- *By e-mail, the Standing Committee on Personnel received and reviewed these suggestions and offers them to the Synod as information.*
- *It is the Standing Committee's intention to honor Kim Leech at the October, 2010, meeting of the Synod. A special lunch will be provided.*

Additional Background Information:

I. The Role and Responsibility of the Standing Committee on Personnel

SOLT Standing Rules Section VII – Committees of the Synod

K. Standing Committee on Personnel

2. DUTIES AND RESPONSIBILITIES

- a) The Standing Committee on Personnel shall design and manage all of the Synod's processes for employing and supervising staff.

II. The election of the Stated Clerk:

SOLT Standing Rules Section V – the Officers of Synod

- D. At the October meeting in years divisible by two, the Stated Clerk shall be elected by Synod to a term of two years, renewable, to begin January 1st of the next year. When a vacancy occurs, it shall be filled in the same manner as staff vacancies, under the guidance of the Personnel Committee.
- E. All terms of office begin at the Annual Meeting of the Synod, except for the Stated Clerk.

Moderator Knox asked for any discussion or questions, with none the Synod was ready to vote.

Item for Synod Action:

That the Synod of Lincoln Trails receive, and endorse, the position description and terms of compensation for the office of Stated Clerk, class of 2012, as here presented by the Standing Committee on Personnel.

ACTION: The Synod approved by a unanimous vote to receive, and endorse, the position description and terms of compensation for the office of Stated Clerk, Class of 2012, presented by the Standing Committee on Personnel.

ADJOURNMENT

Moderator Knox asked for a motion to adjourn. **M/S**

Moderator Knox adjourned the meeting with prayer at 11:13 am Eastern (10:13 am Central).

The next scheduled stated meeting of the Synod is Friday, October 29, 2010 at First Presbyterian Church in Urbana, Illinois.

Respectfully submitted,

Rev. S. Kim Leech, Stated Clerk