

LEADERSHIP TEAM
(Board of Directors/Board of Trustees)
2020 MINUTES

January 14, 2020 Special/Called Meeting.....	1
February 27, 2020 Regular Meeting	4
March 11, 2020 Special/Called Meeting.....	7
April 28, 2020 Special/Called Meeting.....	11
June 8, 2020 Special/Called Meeting.....	15
July 30, 2020 Special/Called Meeting	18
August 25, 2020 Special/Called Meeting	21
September 22, 2020 Regular Meeting.....	27
November, 17, 2020 Special/Called Meeting	31

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Special Teleconference Meeting
January 14, 2020

CONVENE

Leadership Team Chair Ellen Johnson-Price, convened the teleconference with prayer at 7:03 pm. Introductions were made for the benefit of the invited guest.

ROLL

Members Present: Commissioned Pastors (CP) Joseph Brock and Beulah Nowpakahok; Revs. Ellen Johnson-Price and Henry Woodall (also serves as the clergy commissioner to Synod); ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk Ruling Elder (RE) Sharon Rayt

Members Excused/Absent: Rev. Piper Cartland, CP Paul Bodfish, REs Jan Burger (also serves as the elder commissioner to Synod), Bob Christensen, Clyde Kaneshiro, and Molly Pederson

Guest: Jill Ramsey, coordinator of the Mental Health First Aid training

A quorum was not reached in accordance with presbytery bylaws in that a majority of voting members were not present.

DISCUSSION

In the absence of a quorum, official actions will be taken via electronic voting.

- **February 28-29, 2020 Winter Stated Meeting planning** (meeting hosted by First Anchorage PC)
 - Mental Health First Aid Training – Friday, all day. Trainer Jill Ramsey was invited to discuss the logistics of the training to be offered. The training will create a safe place for a subject matter which often times does not get discussed.
 - **Format:** two groups, with approximately 30 in each group; two instructors per group. Discussion is more difficult if groups are much larger than 30. Individuals will be assigned to groups, as identified on their name tags.
 - **Space requirements:** Two rooms, each with enough room for around 30 folks and adequate space to allow for some moving around. The fellowship hall and chapel (if available) are preferred over the sanctuary, which does not provide the flexibility needed for the training.
 - **Content:** substance abuse issues and mental health, including risks, causes, behaviors, dispelling myths, etc. The spiritual component will be addressed. Hands on action plans will be taught on how to recognize what is happening, signs and symptoms, and action steps people can take. Attendees will be able to transfer this information to their own personal lives, not just in the church setting.
 - **Registration:** Jill will need an approximate attendance count several days in advance, to give her sufficient time to prepare materials. Curt Karns reported that key people associated with Intergenerational Arctic Ministries (e.g., Ida Olemaun, Molly Pederson, David Matthews, etc.) should be invited to attend. Each attendee will receive a certificate via email. Names and email addresses of attendees will be made available to the trainers. The national certification is for a period of three years. The training would satisfy requirements for individuals needing continuing education credits.
 - **Time requirements:** A typical day runs from 8:30 – 5:00 with a break for lunch and a 15-minute break in the morning and afternoon. Even with Presbytery convening at 9:00 am and recessing as we normally do between 5:30 and 6:00, there should be sufficient time to complete the training.

- **Technology:** Ellen will connect Jill with Matt Schultz and Britt Johnston about the technology available for each room setting. A screen or blank wall and access to power will be needed for Power Point presentations. Jill has a projector and wireless speakers to bring if needed.
- **Presbytery docket:**
 - **Friday**
 - Dispense with morning worship. Convene the Friday session with prayer and the reading of the theme verse which goes along with the training. We should do as little as we can on Friday morning to make the meeting official.
 - Keep the Friday evening communion worship service, including the reading of the necrology. Ellen Johnson-Price suggested that the service be a more meditative, prayerful service.
 - **Saturday**
 - Morning Worship
 - Elder Reports: encourage folks to keep them short.
 - Bingle Camp: 10-15 minutes
 - Native Ministries
 - Ministry Commission: 2 examinations (candidacy, presbytery membership)
 - Regional Meetings: schedule for 2 hours, but with an awareness that the length of the meeting may have to be reduced if time is running short.
 - [Nominations and elections for officers, etc.]. Not announced at the teleconference.
 - Plan and announce that an adjourned teleconference meeting may have to be scheduled if all business is not done. Agenda items to be considered at a teleconference meeting should be identified ahead of time.
- **Suggested Theme Verse** (to be voted upon electronically/text): **Philippians 4:4 – 7**

“Rejoice in the Lord always; again I will say, Rejoice. Let your gentleness be known to everyone. The Lord is near. Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.” (NRSV)
- **Suggested Elder Report Questions** (to be voted upon electronically/text):
 - What is your congregation rejoicing about?
 - What are any anxieties you would like to bring to God in prayer?
- **Presbytery Finances**

Curt Karns introduced a proposal which would provide Intergenerational Arctic Ministries (IAM) with a temporary, \$40,000 interest-free loan out of presbytery’s Synod Building Sale Fund, if approved. IAM has a real cash flow problem. IAM now has 10 employees and is not able to make payroll. IAM still owes \$15,000 for last year. IAM has plenty of funds, but funds are held by the Arctic Slope Community Foundation which will not pay IAM expenses outright, but only on a reimbursable basis. Money has been juggled to make it work, by not reimbursing presbytery for Curt’s and the presbytery’s administrative assistant’s work on IAM. Curt has been in contact with the North Slope Borough mayor’s office about the problem. A Borough mediator will work with the foundation to help resolve the issue, but it will take a couple months for the issue to be fixed. Vote on the proposal will be done electronically or via text.

NEXT LEADERSHIP TEAM MEETING

The Leadership Team will meet face-to-face at First Presbyterian Church in Anchorage on Thursday, February 27th from 4:00 pm – 6:30 pm. Dinner will follow the meeting.

Presbytery of Yukon Leadership Team
January 14, 2020 teleconference

ADJOURN

The meeting adjourned at 8:14 pm with Beulah Nowpakahok leading in the closing prayer.

A handwritten signature in black ink, appearing to read "Sharon Rayt", with a long horizontal flourish extending to the right.

Sharon Rayt
Stated Clerk

PRESBYTERY OF YUKON
Leadership Team (Board of Directors) Regular Meeting
First Presbyterian Church, Anchorage
February 27, 2020

CONVENE

Leadership Team Co-chair Ellen Johnson-Price convened the meeting with prayer at 4:20 pm in the church's fellowship hall annex.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Elders Jan Burger, Bob Christensen, Molly Pederson, CP Beulah Nowpakahok; ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Stated Clerk elder Sharon Rayt,

Members Absent/Excused: Elders CP Paul Bodfish, Joseph Brock, Clyde Kaneshiro

A quorum was declared in accordance with presbytery bylaws in which a majority of voting members were present.

CLERK'S REPORT

Minutes

- Minutes of the October 10, 2019 regular meeting were **APPROVED**, as distributed.
- Notes from the January 14, 2020 special meeting were provided for information purposes. There was no quorum at the January meeting.

Electronic Voting Report

- The LT **APPROVED** allocating approximately \$2,700 to send Henry Woodall to the Faith Trust Institute's boundaries training, scheduled for March 3-4, 2020 in Chicago and to direct Mary Kron, along with a Leadership Team co-chair to determine the source of these funds. [Dec. 18., 2019]
- The LT **APPROVED** the recommendation to designate Philippians 4:4 - 7, as the theme verse for the Winter 2020 Presbytery Meeting.
"Rejoice in the Lord always; again, I will say Rejoice. Let your gentleness be known to everyone. The Lord is near. Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus." (NRSV) [Jan. 16., 2020]
- The LT **APPROVED** the recommendation that elder commissioners answer the following questions during their elder reports at the February 28-29, 2020 Winter Stated Presbytery Meeting: [Jan. 16, 2020]
 - What is your congregation rejoicing about?
 - What are any anxieties you would like to bring to God in prayer?
- The LT **APPROVED** Intergenerational Arctic Ministries (IAM) short-term \$40,000 interest-free loan, to be taken out the Synod Building Sale Fund. [Jan. 16, 2020]

Rationale as presented in Curt Karn's email request:

At the moment, IAM has 10 employees, and other monthly bills, which IAM must first pay, and then ask for reimbursement from already approved grants. IAM has plenty of money in the grants but, in pure bureaucratic nonsense, that money is only available for reimbursement, which requires having thousands

of dollars in our account upfront to pay the bills, before asking for reimbursement. Unfortunately, the only money IAM has is this same grant money, which is only for reimbursements!!!

So far, the Arctic Slope Community Foundation (ASCF), who administers the grants, has not been willing to give IAM part of the funds as reserves to use in paying the bills in the first place. As a result, payroll was two weeks late this month, as IAM waited for reimbursements from previous expenses. The way IAM has been able to make this work has been by not reimbursing the presbytery. Currently there is approximately \$15,000 owed to the presbytery which, as I said, remains unpaid so that IAM has some cash in its account to meet payroll.

There is a long-term solution. Much of the grant money originally came from the North Slope Borough. The NSB Mayor's office is therefore working with IAM to get some of that money freed from the ASCF's bureaucratic rules, to be available in a way that will solve the cash flow problem. However, ASCF is in the process of changing its CEO, and so no changes are happening, probably, until that change is complete--maybe a couple more months.

FINANCIAL REPORT: Mary Kron

- Income for presbytery causes is down this year.
- The Fairbanks Korean PC paid the remainder of the loan they owed presbytery.
- Income received in 2019 exceeded the amount expected in 2019.

PRESBYTERY DOCKET:

- Land Acknowledgment: No one from the Dena'ina tribe was available on such short notice, so host pastor Rev. Matt Schultz will make the announcement.
- Docket Additions: Rob Hagan (guest reports); Bingle Camp; Yukon Presbyterians for Earth Care announcement.
- March 21st was designated as the date for an adjourned meeting, if necessary to complete remaining docketed business.

OLD BUSINESS

- Travel Reimbursement Guidelines: Joseph Brock volunteered to update the guidelines, which were adopted in October, 2004.
- Manual of Administrative Procedures and Operations: The stated clerk has done preliminary work by deleting/updating provisions so they are in sync with presbytery's structure and bylaws. Joseph Brock and Sharon Rayt will make further refinements before bringing an updated document to the Leadership Team for consideration.
- Workplace safety policy: The stated clerk has typed up the draft recommendations proposed by Curt Karns and Mary Kron and will email it to the Leadership Team for its consideration.
- Combined local boundaries training and clergy retreat: The Presbytery will join with the Lutherans (ELCA) for boundaries training April 22-23, 2020 in the Anchorage area. Motion was **APPROVED** to fund the event with the \$5,000 budgeted for the clergy retreat, and with the remainder to come from the Earl Jackman or Transformation grant funds. It will be up to the Ministry Commission to determine whether boundaries training will be required for the clergy and lay pastors.

Presbytery's clergy and lay pastors will likely gather for a clergy retreat on April 21st. Henry Woodall offered First Wasilla PC as the site of the retreat, unless First Anchorage PC is willing to host.

NEW BUSINESS

- **Carbon offsetting for presbytery related and mission trips:** Since the Office of the General Assembly offers the carbon offset option, it has been suggested that carbon offsetting be an option when people register online for presbytery meetings. In carbon offsetting, companies plant trees as a way of pulling carbon out of the air. There is a charge for carbon offsetting, but a group could raise money to offset the cost. Danna Larson has asked about reputable carbon offset companies, and it is possible that the national church will have that information.
- **Fall 2020 Presbytery Meeting:**
 - Theme: Motion **APPROVED** that Christian Education be the focus of the fall meeting. Events might involve a book fair, outside speaker, and training for commissioned pastors (CP), elders, deacons, moderators, teachers, and those mentoring elders and CPs. Elder reports could focus on identifying materials the churches are using.
 - Location: Piper Cartland reported that Eagle River PC is open to hosting presbytery when the earthquake renovation project has been completed, either in October or February, with the hope of having a big party in conjunction with the presbytery meeting.

According to Henry Woodall, First Wasilla PC will be celebrating its 75th anniversary in 2021 and would be open to hosting presbytery in 2021.

- **“Disenfranchisement” of non-members in congregations**

There was lengthy discussion on how to include these people more in the life of the church.

EXECUTIVE PRESBYTER REPORT

Curt Karns distributed a chart which gave a thumbnail sketch of the exec’s travel, churches visited across the presbytery, and personal days away in 2019.

ADJOURNMENT

The meeting adjourned at 6:38 pm with Molly Pederson leading in the closing prayer.



Sharon Rayt
Stated Clerk

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Called Teleconference Meeting
March 31, 2020

CONVENE

Leadership Team Co-chair Ellen Johnson-Price convened the teleconference with prayer at 10:01 am.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Commissioned Pastors Paul Bodfish and Joseph Brock; elders Lucy Apatiki, Dennis Berry, Bob Christensen, Debbie Melton, Molly Pederson; ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk elder Sharon Rayt, and Synod commissioner elder Jan Burger

All members were present. A quorum was declared.

CLERK'S REPORT

Minutes: Minutes of the Leadership Team's February 27, 2020 regular meeting were **APPROVED**, as distributed.

Electronic Polling Results

The LT **APPROVED** presbytery's new contract with Intergenerational Arctic Ministries, retroactive to March 1, 2020 – February 28, 2021.

CORPORATE BUSINESS

- In keeping with state statute and presbytery's bylaws, the Leadership Team (Board of Directors) elected corporation officers to serve until officers are again elected in the spring of 2021: Ellen Johnson-Price as President; Dennis Berry as Vice-President, Sharon Rayt as Secretary, and Joseph Brock as Treasurer.
- Approved the corporation's document signing resolution.
BE IT RESOLVED, that Ellen Johnson-Price, the President; Dennis Berry, the Vice-President; Sharon Rayt, the Secretary; or Joseph Brock, the Treasurer, is authorized and empowered on behalf of the corporation:
 - *To sign any and all documents, conveyances, earnest money agreements, escrow instructions, closing statements, mortgages, hypothecations, promissory notes and any such other instruments in writing of whatsoever kind or nature that may be deemed necessary and proper to sell, convey, mortgage, encumber and manage any property owned by the Corporation;*
 - *To sign a guarantee of repayment of principal and interest as required by lenders on loans of PCUSA churches within the bounds of the Presbytery of Yukon*
 - *To affix the corporate seal thereto as may be required.*

FINANCES – Mary Kron, Financial Secretary

- Presbytery received \$100,000 in undesignated funds from the Synod of Alaska/Northwest and additional funds which carry restrictions.
- The \$200,000 received from the M.J. Murdock grant for the new Gambell church building has been applied to the Hillcrest Loan Fund, which was tapped to pay for church construction costs.
- Annual evaluation of the *Distribution of Investment Earnings Policy*:

Motion **APPROVED** to increase the interest rate from 1.54% to 2.0% and remove the designated 'Immersion Fund' which had been used up, from the list of policy designated funds. The policy was **APPROVED AS AMENDED**:

Based on the consideration of the following goals:

1. *An adequate reserve is kept to insulate against market loss.*
2. *Some funds need to be "inflation proofed" or we have an obligation for a grant to receive interest.*
3. *Long term, we hope to be able to help fund operations with earnings from investments*

The following funds receive monthly interest at the rate of the highest interest Mission Development Certificate held (2%, effective March 31, 2020).

- *Hillcrest Loan Fund*
- *Property Maintenance and Insurance Fund*
- *Lay Leadership Training (Earl Jackman)*
- *Internship Fund (Mathes)*
- *Heiserman Grant*
- *Morris Evangelism Fund Grant*
- *Merchant Fund Grant*

The Undistributed CF Earnings and the Gains minus fees Funds be combined to form one reserve against market loss. All earnings and gains not distributed to the above funds to go into this fund until it reaches 15% of the monies invested in the market.

PERSONNEL

• **Administrative Assistant position:**

Fredrika Prince's last day was March 19th, two weeks past the end of her six-month probation period. Fredrika lacked many of the skills necessary for the job and has enrolled in a training program set to begin on March 23rd.

With the approval of the Personnel committee, the exec has temporarily contracted with former presbytery administrative assistant, Melissa O'Malley through the family computer business, to do much of the admin work, until the current pandemic winds down and the exec can figure out how to interview and train a replacement. Melissa will work from 10 – 2 on Mondays and Friday, and an hour or so on other weekdays after she gets home from work. The \$25/hour rate is the same rate presbytery pays the family business Mountainside Solutions for maintaining the presbytery's website.

• **Adoption of Workplace Safety Policy**

Motion to adopt the proposed policy as drafted by Curt Karns and Mary Kron was **APPROVED**. The policy applies not only to presbytery employees, but also work teams in the villages.

'The safety and health of employees is an important business consideration for the presbytery. No employee will be required to do a job that they consider unsafe. The presbytery will attempt to comply with all applicable OSHA workplace safety and health requirements and maintain occupational safety and health standards.

The Presbytery pledges to do the following:

- *Strive to achieve the goal of zero accidents and injuries.*
- *Attempt to provide mechanical and physical safeguards where ever they are necessary.*
- *Enforce presbytery safety and health rules and require employees to follow the rules as a condition of employment.*

- *Investigate accidents to determine the cause and prevent similar accidents.*

Managers, supervisors, and all other employees share responsibility for a safe and healthful workplace.

- *The Leadership Team (LT) is accountable for preventing workplace injuries and illnesses. The Leadership Team will consider all employee suggestions for achieving a safer, healthier workplace. The LT also will keep informed about workplace safety-and-health hazards and regularly review the presbytery's safety and health program.*
- *Supervisors are responsible for supervising and training workers in safe work practices where ever practical.*
- *Supervisors should enforce presbytery rules and ensure that employees follow safe practices during their work.*
- *Employees are expected to immediately report hazards, unsafe work practices, and accidents to supervisors, and wear required personal protective equipment, if necessary.'*

NEW BUSINESS

- Stewardship Committee chair Bob Christensen presented the committee's recommendations pertaining to financial support during the COVID-19 pandemic.
 1. That all churches with paid employees apply for a Paycheck Protection Program loan as soon as possible. The federal, \$2 trillion CARES (Coronavirus Aid, Relief, and Economic Security) Act, with its Paycheck Protection Program, is a great opportunity for small businesses and non-profits, including churches, to keep staff on the payroll. Borrowers who do not lay off workers or reduce the pay of employees may be eligible to have the loan forgiven. Loan recipients will be eligible for loan forgiveness for an 8-week period after the loan's origination date, in the amount equal to the sum of the following costs incurred during that period: payroll costs, mortgage interest, rent, and church utility payments. Recommendation was **APPROVED**.
 2. That presbytery provide technical support to churches applying for loans. Recommendation was **APPROVED**. Diana Rotkis, Joseph Reid, and Mary Kron make up the support team.
 3. That presbytery provide financial aid to churches during the pandemic in accordance with the following parameters:
 - a. That churches use their February, 2020 income as the standard for determining monthly shortfalls;
 - b. That churches will need to show that they have applied their own reserves;
 - c. That presbytery support will not cover the needs covered under the CARES Act unless the church can make a case for it (e.g., they were too late in applying for a loan);
 - d. That presbytery will provide 50% of the shortfall for each month during the crisis.The Leadership Team **APPROVED** the recommendation in principal and directed the Stewardship Committee to work out the details for consideration by the LT in the future, and that the final report be considered at an upcoming presbytery meeting.
 4. That presbytery provide grants for new ministry aimed at providing aid to people in need during the COVID-19 crisis. Motion was amended to include the following provision: that grant requests for up to \$5,000 would be reviewed and decided by the Leadership Team, and grants greater than \$5,000 would require the approval of the presbytery. Motion as amended was **APPROVED**.

5. That the Leadership Team schedule a presbytery meeting for the purpose of allowing churches to delay payments on their Hillcrest Loan. University Community PC has specifically requested that they be allowed to delay making loan payments for the new three months. Recommendation was **APPROVED**.

- Presbytery Endowment Proposal – Bob Christensen
For the next two years, that the presbytery would allocate funds received from our permanent endowment (\$24,000) to pay stipends for Gambell Presbyterian Church leaders. The funds could extend to Savoonga and other communities. Elder Christensen reported that the Presbyterian Foundation is interested in marketing the ministry of the Gambell Presbyterian Church nationwide.

Discussion ensued. The proposal needed further work before it will be considered by the Leadership Team. Presbytery approval would be required, as we would be changing how interest from the endowment is spent. Motion **APPROVED** to add this item to the call of presbytery, with the understanding that it could be pulled from the agenda if the way was not clear.

Motion to call a special meeting of the presbytery for Thursday, April 16, 2020 at 7:00 pm was **APPROVED**

- Pt. Hope Youth Congress Request
The group is seeking an endorsement and funding of the event from various groups and denominations. The congress will be a week-long conference for a select group of students from Alaska and nuclear impacted countries. The goal is to empower young Alaskans with the leadership skills necessary to build an enduring statewide movement that can bring Alaska-specific concerns and insights into the ongoing efforts of national and international organizations dedicated to the global elimination of nuclear weapons. The congress is tentatively scheduled for August 17-21 at the Sitka Fine Arts Camp. Motion to endorse the event & designate \$100 from the peacemaking fund was **APPROVED**.

NEXT MEETING

The Leadership Team will meet via video/teleconference on April 13, 2020 at 7:00 pm. The agenda will include reviewing the church financial aid recommendation and endowment interest proposal.

ADJOURNMENT

The meeting adjourned at 12:16 pm with Piper Cartland leading in the closing prayer.



Sharon Rayt
Stated Clerk

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Called Video/Teleconference Meeting
April 28, 2020

CONVENE

The video/teleconference opened with prayer at 2:03 pm, with co-chair Molly Pederson serving as moderator.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Commissioned Pastor Joseph Brock; elders Lucy Apatiki, Dennis Berry, Bob Christensen, Debbie Melton, Molly Pederson; ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron Stated Clerk elder Sharon Rayt, and Synod commissioner elder Jan Burger

Members Absent: Commissioned Pastor Paul Bodfish

A quorum was declared.

AGENDA

- The meeting was called to approve guidelines for churches wanting to re-open during the pandemic. Sessions will be required to formulate their own mitigation plan before re-opening, and any plan must comply with the most recent state health mandate. It was the consensus of the Leadership Team that if any session decides to gather for in-person worship, the session will be required to submit its mitigation plan to the presbytery on the Friday before the first gathering, for the purpose of assuring presbytery that an approved plan is in place. The Leadership Team emphasized that it is not advocating for the re-opening of churches.

At its meeting on Monday, Presbytery's executive leadership developed a proposed list of questions for sessions to consider when developing a mitigation plan. Curt Karns drafted a proposed email to send to church moderators and clerks of session and sought the advice of presbytery's attorney, whose guidance will be included in the email to sessions:

- Each church must create a COVID-19 mitigation plan as a formal document and be prepared to hand it to a health official if asked.
- Each church must collect contact information from all who attend, and all present must agree to contact the pastor or another specifically-named individual, should they get sick with the virus. The pastor, or other named person, will then contact the City Health Department to allow contact tracing.
- Each church needs to consider transportation to and from church events -- social distancing in the sanctuary does nothing if everyone comes in the same car. Older, and other at-risk persons, are especially at risk in such situations, even though they are particularly in need of transportation. To repeat: such persons should not be put into a car with people from a different household.
- Each church needs to post a sign at the entrance indicating that persons showing ANY signs of illness must not attend - ANYONE with compromised immunity, ongoing health issues, respiratory, or heart problems of any kind must likewise be told that they **MUST NOT ATTEND**.
- Everyone needs to understand that when counting the 20 people - the total includes the staff, pastors, volunteers, etc. in attendance.

The Leadership Team added to the list of proposed questions and identified other resource documents [Attachment N (State Mandate 016) and two mitigation plan examples, one from a Presbyterian church in the lower 48 and the other provided by the attorney] to send to churches. Motion to email moderators and clerks of session with the amended list of questions (attached) and resource documents was **APPROVED**.

- Receive status reports:
 - Gambell stipend proposal: During a telephonic meeting with Curt Karns and Bob Christensen, the Gambell session concurred with the proposal approved by the presbytery at its April 16, 2020 special meeting.
 - Bingle Camp: The Board has been meeting on a regular basis and decided not open the camp through the month of June. The camp may possibly open up for family camp activities; thus far one family has requested use of the camp. Work on upgrading camp facilities by a volunteer work team remains tentative.

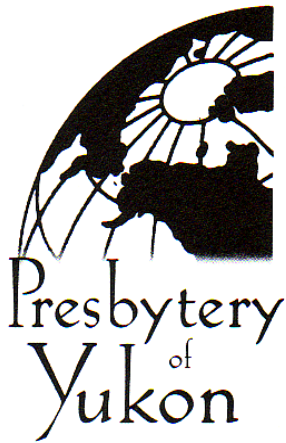
ADJOURN

The meeting adjourned at 3:20 pm with Piper Cartland leading in the closing prayer.

A handwritten signature in black ink, appearing to read 'Sharon Rayt', with a long horizontal flourish extending to the right.

Sharon Rayt
Stated Clerk

Attachment A



616 W. 10th Avenue
Anchorage, AK 99501

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www.pbyukon.org

Formulating the First Phase of A Bounce-Back Plan for Gatherings:

Presbytery Leadership Team Questions For Church Sessions

The governor's office is allowing church gatherings within certain restrictions. Among those restrictions is a requirement for each church to approve a COVID-19 Mitigation Plan. The presbytery's Leadership Team is asking church sessions to seriously consider whether gathering for worship or other events is wise. We believe church sessions will begin gathering at different times, depending on the situation in their own local context.

If your church session wishes to allow gatherings again, the church session must officially vote to approve the plan (see *Book of Order 3.0201 a, and c*). The Presbytery's Leadership Team asks you to send your plan to the presbytery office before you implement it, in order that we may be assured that you have a Covid-19 Mitigation Plan which you intend to follow. Please use the following questions as appropriate to guide you in planning your design.

1. Is your plan compliant with the most recent state mandates (See Mandate 011 for online services, and Attachment 016-N for face-to-face gatherings)?
2. Has session approved the plan?
3. Are there many people in your community in the at-risk category? How does that affect your planning?
4. How will you communicate clearly that deciding to stay home is an appropriate and respected decision?
5. What is the air circulation situation in your building/sanctuary?
6. What is your plan in case someone present later tests positive for the virus?
 - a. If it is the pastor or worship leader, what alternate leadership plans will you use until that person is well or out of quarantine?
 - b. Whoever it is, what follow up plan will you have in place?
 - i. Will you ask local health officials for their guidance, and follow their recommendations?
 - ii. Or what other safety protocols will you follow?
7. How will you provide for hand sanitizing stations?
 - a. Will people be encouraged to cleanse hands only before entering, or also before exiting?

Rev. Dr. Curt Karns
Executive Presbyter

Sharon Rayt
Stated Clerk



For Consideration: April 28, 2020

- b. Can you procure the hand sanitizer and paper towels required?
8. How will you arrange for social distancing?
9. Given the social distancing regulations, how will you plan for assisting someone, should they suffer a medical emergency like a stroke, heart attack or coronavirus emergency?
- a. Will you ask local emergency personnel for guidance on how to do this in your community?
 - b. Other?
10. The state requires use of masks (Attachment N). What will you do if someone arrives without a mask?
- a. Have a clean one ready to provide for them?
 - b. Other?
11. It is difficult to sanitize every page in Bibles/hymnals. What alternate plan will you use?
- a. All printed in disposable bulletins?
 - b. Projection on a screen?
 - c. Other?
12. Singing together requires much more social distancing (10 feet or more) than other events, because singing, and other deep breathing activities, aerosol-izes the germs, allowing them to travel farther in the air.
(Please see <https://www.cnn.com/2020/04/01/us/washington-choir-practice-coronavirus-deaths/index.html>, regarding a Presbyterian choir that infected 45 people at rehearsal).
- a. Will you include singing in worship?
 - b. If so, what guidance will you offer to keep people safe? Here are some options:
 - i. Soloist or other music leaders only, standing apart from the congregation, while the congregation does not sing?
 - ii. Seating all congregants more than 10 feet apart?
 - iii. Other?
13. What will you do if extra people arrive, putting the total count of people present higher than the maximum allowed by the latest state mandate (20 people in the room, or 25% of capacity, whichever is less)?
14. Virus remain viable for 72 hours. If the room will be used again within 72 hours, how will you sanitize doorknobs, bathrooms, seats, etc., between gatherings?
15. How will you deal with the sacraments of baptism and communion (Note: congregants cannot eat or drink through masks)?
16. What kind of plan, will you provide for other activities in your church building, whether church groups, renters, or events from outside community organizations?
17. What is your policy for weddings or funerals?

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Called Video/Teleconference Meeting
June 8, 2020

CONVENE

Leadership Team co-chair Ellen Johnson-Price convened the video/teleconference with prayer at 10:10 am.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Commissioned Pastor Joseph Brock; elders Lucy Apatiki, Dennis Berry, Bob Christensen, Debbie Melton, Molly Pederson; ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk elder Sharon Rayt, and Synod commissioner elder Jan Burger

Members Absent: Commissioned Pastor Paul Bodfish

A quorum was declared in that a majority of voting members were in present.

CLERK'S REPORT

Minutes of the Leadership Team's April 28, 2020 called meeting were **APPROVED**, as amended.

FINANCES

Ministry Grant Requests:

- First Presbyterian Church, Wasilla - \$3,000
The church supports or has supported several local ministries which feeds children and youth. These ministries use volunteers to cook, prepare and distribute meals to children and youth through remote locations, a drive through location and a supper club/café located in one of the ministries.

This grant proposal is asking for additional funds which will help in this time of special need. The church is seeking \$3,000 to be shared equally among three groups: **My House** which feeds homeless youth, **Mat-Su Food Bank** which feeds child and youth through their Food 4 Kids program, and **Kids Cupboard** which also feeds youth and children in the community.

First Wasilla's request for \$3,000 was **APPROVED**. Funds to be taken out of the Covid-19 Ministries Grants' Fund, which was funded by a \$7,500 grant from Presbyterian Disaster Assistance.

- Bingle Memorial Camp - \$4,500
The camp has curtailed most of its operations this summer because of the pandemic. The camp board would like to offer the camp facilities to family groups. Meals would be provided while maintaining distancing and proper sanitation. A family could stay a few days or a week depending on their needs and camp capacity. To do this the Board plans to ask the families for a donation, but the camp would require additional funds to pay for the food, staff and supplies needed for this program. The Bingle Camp Board is seeking a \$4,500 grant which should cover most of the above-mentioned costs. This is in addition to the \$20,000 designated for the camp in the presbytery budget and which pays for general camp expenses. The \$4,5000 grant request was **APPROVED**, with funds to be taken out of the Hansen Camp Fund [\$487.64] and the remainder from the Armenta Merchant Fund (for small congregations and missions in Alaska).

Intergenerational Arctic Ministries (IAM)

In a May 20th letter to the presbytery, Intergenerational Arctic Ministries co-executive Curt Karns reported that IAM would be unable to honor its end of the contract with the presbytery for the current contract year. As the contract contains a 30-day notice exit clause, IAM wishes to leave the contract on June 19.

IAM expects to receive a grant (\$300,000) soon from the North Slope Borough for half of its budgeted needs for 2020. With those funds, IAM will be able to pay their contract obligation through March 31 of this year. However, the economic downturn caused by the COVID pandemic, has led the Arctic Slope Regional Corporation to announce it would not be supporting 501(c)(3) corporations. This eliminates 50% of IAM's projected funding for 2020.

In light of these circumstances, IAM requests that the presbytery forgive the fees for supporting the compensation for Co-executive Curt Karns from April 1 - June 18. IAM would still pay all the fees for an administrative assistant through the end of 2020.

Curt expects IAM to pay the remaining 2019 expenses (except technology) and 2020 first quarter payroll expenses and plane tickets. The Paycheck Protection Program grant will cover Curt's salary for two months during the second quarter.

Mary Kron reported that there are other unpaid expenses for IAM from 2018 and 2019 which cannot just be zeroed out. Motion to support IAM by forgiving the following receivables and taking the money out of special funds, as designated was **APPROVED**.

- 2018 receivables. Designated fund: Armanta Merchant Fund
- 2019 technology installation expenses for Wainwright and Atkasuk. A grant was not received for these expenses, but it was thought that the villages would pay these expenses. No funds have been received by the villages to cover this expense. Designated fund: Synod Development grant.

PERSONNEL COMMITTEE

Even though IAM staff is on half salary for this year, presbytery has been paying Curt a full salary. The Paycheck Protection (PPP) Program grant requires Curt to remain at the same salary level through June. Given that presbytery is looking at a major revenue shortfall this year, the exec suggested that his salary and retirement be cut in half for the last half of the year, so presbytery will only be paying what it had budgeted. Basically, Curt will be volunteering for IAM and working for the presbytery.

- **Potential forgiveness of IAM's portion of the exec's salary from April – June.**
Only one month's worth of forgiveness will be necessary because the PPP grant covers two months of the exec's salary. The exec recused himself from the remainder of discussion/vote, and IAM Board President Molly Pederson recused herself from the vote. Motion **APPROVED** to forgive IAM for their contractual obligation for the exec's salary through June 18th and to pay Curt out of one of Synod's unrestricted funds.
- **Recommended terms of call for the Executive Presbyter, for the period July 1 – December 31, 2020.**
The exec stressed that he desires to continue to work with IAM as a volunteer. Presbytery would be subsidizing his salary for IAM. According to federal regulations, an employee cannot be in an exempt position below a certain salary, the amount of which was tripled this year. Therefore, reducing Curt's salary by half will require that he keep a time sheet and be paid overtime.

Prior to the contract with IAM, the exec was working 10 out of 12 months or 83% of the time. Motion **APPROVED** to recommend that presbytery compensate Rev. Curt Karns at 83% of his current compensation for the second half of 2020. This action comes with the understanding that Curt would be working approximately 50% of the time for presbytery and 50% of the time for IAM. Ellen Johnson-Price asked the exec, Mary Kron, and Sharon Rayt to work with the Personnel Committee in refining Curt's terms of call in accordance with the Leadership Team's recommendation to presbytery.

If Intergenerational Arctic Ministries plans to continue paying administrative expenses and Curt's non-salary expenses, it will be necessary for IAM to draft a new letter of agreement or contract with presbytery.

SET DATE FOR CALLED MEETING OF PRESBYTERY

On motion of presbytery moderator Piper Cartland, a special meeting of presbytery will be scheduled for Monday, June 29th at 7:00 pm to vote on the exec's changes in terms of call and other business included in the call to the meeting.

ADJOURN

The meeting adjourned at 11:54 am with Henry Woodall leading in the closing prayer.

A handwritten signature in black ink, appearing to read "Sharon Rayt", with a long horizontal flourish extending to the right.

Sharon Rayt
Stated Clerk

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Called Video/Teleconference Meeting
July 30, 2020

CONVENE

Leadership Team co-chair Ellen Johnson-Price convened the video/teleconference with prayer at 10:05 am.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Commissioned Pastor Joseph Brock; elders Lucy Apatiki, Dennis Berry, Bob Christensen, Debbie Melton, Molly Pederson; ex-officio, nonvoting members: Synod commissioner elder Jan Burger, Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk elder Sharon Rayt

Members Absent: Commissioned Pastor Paul Bodfish

A quorum was declared in that a majority of voting members were in present.

CLERK'S REPORT

Minutes of the Leadership Team's June 8, 2020 called meeting were **APPROVED**, as amended.

EXECUTIVE PRESBYTER'S REPORT: Curt Karns

- Churches: Around the presbytery, some churches are being innovative during the pandemic, while others have been hit hard. Kaktovik PC, Atkasuk Chapel, and Olgonik PC are not holding any type of worship services, virtual or otherwise. New Hope is struggling financially; but Utqiagvik seems to be doing fine financially.

Some village churches lack leadership, with no functioning session. In Nuiqsut, only one member remains on session. Native Ministries (NM) leadership (elder Paul Bodfish, elder Connie Irrigoo, Rev. Britt Johnston, and the exec) are scheduled to brainstorm ideas. Henry Woodall and Lucy Apatiki asked to be included in the conversation. NM may bring a proposal to presbytery asking that an Administrative Commission be appointed to serve as a session.

- Exec's role: Even though Curt has resigned as Intergenerational Arctic Ministries co-exec, Curt is willing: 1) to fill in until a replacement is hired and 2) to work on facilitating 12 step programs for the villages. The money promised from the North Slope Borough has not come through, but the expense reimbursement problem with the Arctic Slope Community Foundation has been ironed out.

Curt was thanked for his communication efforts with the churches and leadership during the pandemic.

FINANCIAL REPORT

- Mary Kron answered questions about the June 2020 financial report.
- Bingle Camp presbytery grant status: Board president Henry Woodall previously asked if presbytery would hold off distributing the funds until the board could determine if the family camp program would proceed as planned. Now that the season has nearly ended, the board is working to determine how much grant money will be needed. A few families participated in the family camp program.

- Paycheck Protection Program (PPP) loan forgiveness: The Small Business Administration has changed the time frame over which entities are allowed to spend the money, but it is not known if presbytery can pick its own time frame. First National Bank has not responded to our inquiry, but may be waiting until it hears back as to whether congress passes the automatic forgiveness bill for PPP loans [under \$150,000.]

OLD BUSINESS

- Support for financially struggling congregations: Now that congregations have expended PPP funds, some congregations, such as New Hope find themselves struggling financially. The Budget and Finance committee has yet to receive an official request for financial assistance from the church council (session). Bob Christensen has had three conversations with New Hope leaders about the importance of updating the church's website, especially in regards to giving.

The Presbyterian Foundation has a four-part seminar series about best practices for churches. Bob is drafting a letter to our churches, thanking the churches and the people for their stewardship, highlighting the mission we are doing together, addressing the uncertainties which have financial implications, and ending with a spiritual message.

Given that presbytery has limited financial resources, it would be helpful to get a financial snapshot of each congregation before acting on New Hope's request for financial assistance. The Leadership Team co-chairs and clerk will send out a letter to members of presbytery and clerks of session: 1) informing presbytery members about changes to the fall presbytery meeting and 2) asking sessions to submit a snapshot of their financial health.

- Travel guidelines: Joseph Brock in consultation with Mary Kron, presented recommendations to presbytery's outdated policy. Discussion ensued; comments seemed to prefer a softer version. Motion to refer it back to the committee until the next Leadership Team meeting was **APPROVED**.

NEW BUSINESS

Fall stated meeting of presbytery: With the pandemic not abating, the Leadership team co-chairs, in consultation with the exec and stated clerk, recommended that presbytery meet virtually for its fall meeting. Discussion ensued.

- Format: Motion to move the fall stated meeting to an online platform only, with the platforms to be determined, was **APPROVED**.
- Dates: Motion that presbytery meet the week of October 5 – 12th for its fall stated meeting was **APPROVED**.
- Planning subcommittee assignments:
 - a. Schedule/docket/business – broadly speaking, what will the meeting look like, how many days, etc.? Joseph Brock, Ellen Johnson-Price, Debbie Melton, Sharon Rayt
 - b. Fellowship – Henry Woodall will co-opt others
 - c. Technology – Dennis Berry volunteered to ask First Presbyterian Elder Scott Gruhn if he would be willing to help figure out the technology needed.
 - d. Financial – Dennis Berry, Bob Christensen, Mary Kron
 - e. Worship – Piper Cartland offered to head up worship planning, with the exec's help. Henry Woodall offered to lead a worship service. Piper recommended that serious conversations about what worship looks like and how to reach out and invite churches, should wait until the general presbytery schedule has been worked out.

Other LT members not in attendance during the discussion will be asked where they could help in the planning. The presbytery exec would serve as a floater between subcommittees

NEXT MEETING

The LT will meet for its next meeting on Tuesday, August 25th at 7:00 pm.

ADJOURN

Molly Pederson led in the closing prayer at 11:53 am.

A handwritten signature in black ink, appearing to read 'Sharon Rayt', with a long horizontal flourish extending to the right.

Sharon Rayt
Stated Clerk

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Called Video/Teleconference Meeting
August 25, 2020

CONVENE

Leadership Team co-chair Ellen Johnson-Price convened the zoom video/teleconference with prayer at 7:08 pm.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; elders Lucy Apatiki, Dennis Berry, Bob Christensen, Debbie Melton, Molly Pederson; ex-officio, nonvoting members:

Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk elder Sharon Rayt

Members Absent: Commissioned Pastors Paul Bodfish and Joseph Brock; ex-officio member Synod commissioner elder Jan Burger

Guests: Deacon Scott Gruhn, First Anchorage Presbyterian Church

A quorum was declared in that a majority of voting members were in present.

CLERK'S REPORT

Minutes of the Leadership Team's July 30, 2020 called meeting were **APPROVED** as distributed.

AGENDA

- **Fall stated meeting of presbytery**

- Scheduling/format planning

The scheduling subcommittee and technology advisor Scott Gruhn presented their recommendations for holding the virtual event (attached). Motion to adopt the following presbytery schedule and technology platforms was **APPROVED**:

- Monday, October 5 @ 7:00 pm:
 - **Opening worship** via Facebook Live and YouTube: 45 min – 1 hour in length, with a 15-minute prelude time for people to log on.
 - **Convene for presbytery meeting** via Zoom: expectations, instructions for meeting virtually, first set of elder reports, fellowship time, General Assembly reports
 - Tuesday, October 6 from 7:00 – 9:00 pm via Zoom: **Regional meeting: Road system**
 - Wednesday, October 7 from 7:00 – 9:00 pm via Zoom: **Regional meeting: Native Ministries**
 - Friday, October 9, 7:00 – 9:00 pm via Zoom: **Presbytery meeting**
 - Intro time for people to log on and try out technology
 - Housekeeping business (approve minutes, introduce guests, etc.)
 - Committee on Representation
 - Nominating Committee – Part I (report only)
 - Elder reports
 - Fellowship time
 - Bylaw changes
 - Ministry Commission

- Saturday, October 10, 1:00 – 4:00 pm via Zoom: **Presbytery meeting**
 - Nominating Committee – Part II (nominations/elections)
 - Regional meeting reports
 - 2021 Budget
 - Offering of talents
 - Presbyterian Foundation presentation
 - Elder reports
- Sunday, October 11
 - 10:00 am: **Reconvene for final presbytery session** via Zoom: final elder reports, Executive Presbyter report, other business
 - 11:00 am: **Closing worship** via Facebook Live and YouTube: To include recognition of Richard Mauer's ordination and possibly Debbie Melton's commissioning.
- Financial Discussion – Bob Christensen
 - Budget discussion/vote: 20 – 30 minutes
 - One-hour Presbyterian Foundation video on strategies for churches during the pandemic.
- Fellowship – Henry Woodall
 - Several short (5-10 minute) presentations
 - One longer period of time for the 'offering of talents' (e.g., sewing, beadwork, singing, instrumental gifts, etc.)
- Worship – Piper Cartland
 - Worship services do not need to be hosted solely by two churches, but could include participants from multiple sites in the Presbytery using Scott Gruhn's Vmix software.
 - It was the **CONSENSUS** of the Leadership Team that all churches be invited to participate in the closing worship service.
 - Decision on the offering will be left up to the worship planning group.
- Technology – Scott Gruhn

Scott is willing to provide technology assistance for the opening worship service and meeting sessions, and would be available to assist with the closing worship service, only if his home church chooses to participate in Sunday's worship service. Points of discussion not addressed in the technology recommendations:

 - Presbytery does not have its own YouTube channel, but it may be possible to use another church's channel to air the live worship services, e.g., University Community PC.
 - Scott will be able to provide the technical support from Anchorage even if worship services are hosted from remote locations.
 - A short break should be scheduled after Monday's worship service, to enable folks time to log on to the Zoom platform. Do the same, but in reverse for Sunday's closing worship service.
- Scripture theme verse and elder question(s): Motion to adopt the following theme verse and questions for elders was **APPROVED**.
 - Theme verse: Romans 1:11 – 12
'I long to see you so that I may impart to you some spiritual gift to make you strong, that is, that you and I may be mutually encouraged by each other's faith.' (NIV)
 - Elder questions:
 - How are you staying connected?

➤ What would you say to encourage us?

○ Other considerations

- Schedule a practice session prior to presbytery, to include the presbytery moderator and moderator-elect, stated clerk, Scott Gruhn and meeting participants who may unfamiliar with the technology, to test out the voting, etc.
- With inadequate internet service, Saint Lawrence Island (SLI) elders will be at a disadvantage in that they will only be able to listen in. Lucy Apatiki will check with the school as to whether the school's internet can be used. If that is not possible, presbytery should consider offering SLI elders the opportunity to participate via a combination of video and teleconferencing, by flying presbytery elders to either Nome or Anchorage for the Friday – Sunday sessions. It was suggested that a Gambell session elder, Lucy, Ellen Johnson-Price, presbytery exec and stated clerk meet to discuss travel possibilities.
- Include in the call to the meeting, an invitation for churches to participate in Sunday's presbytery worship service. Session action would be required.
- Be diligent about checking for quorum during the business part of the meeting, as attendance is not likely to be consistent amongst the various blocks of time.
- The ELCA has scheduled the joint judicatory boundaries training for Oct. 6 – 8th during the daytime, but the training should not conflict with the presbytery meeting.

• **Support for Financially Struggling Congregations - Mary Kron**

New Hope Church has asked presbytery for financial assistance in the amount of \$53,000 to help pay the pastor and secretary's wages and upcoming bills. The church never responded to a request for more information. Bob Christensen, Dennis Berry, and Mary Kron met to discuss the request. Only four churches responded to our request for a financial update, and with none of the four appearing to be in need, the sub-committee recommended that presbytery:

- give New Hope Church \$3,150/month to pay the pastor's salary and housing for the remainder of the year and
- defer mortgage payments and interest accumulation, beginning September 1st for the rest of the year.

Motion was amended to include informing the Alaska United Methodist Conference about our action and inviting them to participate in this venture to help New Hope Church.

If the recommendation is approved, the Leadership Team would require that the church provide monthly financial reports and a plan for continuing into the future. This is not meant to preclude New Hope Church for asking for more if they can document a need and show they have a long-term plan.

Motion as amended was **APPROVED**. That portion of the motion deferring mortgage payments and interest accumulation for the rest of the year, will require the action of presbytery. The finance group was thanked for their work.

Mary reported that the \$3,150/month will be run through the budget. Any budget shortage for this year will come out of the Synod Disbursement Fund. New Hope Church hopes to repay the funds, if possible.

• **Travel Guidelines:** Postponed

• **Amendments to the bylaws**

The pandemic and resultant social gathering restrictions has made us acutely aware that presbytery's bylaws require more flexibility. The clerk also pointed out that it will be necessary to amend the bylaw provision addressing vacancies on the Leadership Team (AKA Board of Directors), as it is not

in compliance with state statute. According to the bylaws, amendments may only be considered at stated meetings of the presbytery. The clerk will compile a list of proposed amendments for presbytery to include in the call to October's presbytery meeting.

- **Leadership Co-chair vacancy/appointment**

Molly Pederson submitted her resignation as co-chair for personal reasons but is willing to serve until a replacement is found, but no later than the fall presbytery meeting. Her term ends at the Winter 2023 stated meeting. Ellen Johnson-Price extended appreciation to Molly for her partnering in leadership. The Leadership Team, which has the responsibility to fill the vacancy, will seek a willing and qualified candidate. According to state statute, the individual appointed to fill a vacancy on the board, shall serve the remainder of the term of the person they are replacing.

NEXT MEETING

The LT will meet for its next meeting via Zoom on Tuesday, September 22nd at 7:00 pm. This meeting will serve as the meeting normally held just prior to the stated meeting of presbytery.

ADJOURN

Molly Pederson led in the closing prayer at 9:02 pm.

A handwritten signature in cursive script, appearing to read 'Sharon Rayt', with a long horizontal flourish extending to the right.

Sharon Rayt
Stated Clerk

Presbytery of Yukon
Meetings October 5 - 12, 2020
Technology for Online Meetings

Scott Gruhn
Deacon, First Presbyterian Church of Anchorage
Phone or texts: 907-632-8626
Email: sgruhn@alaskan.com

1) Recommendation:

a) Hold meetings and votes via Zoom.

- i) Zoom requires people to download the Zoom software.
- ii) The “host” of the meeting would need to purchase a Zoom account for around \$15 per month. The free version allows multiple-person calls to be only 40 minutes long.
- iii) Votes can be held using the “chat” capability. I have heard Zoom allows people to vote using a vote or poll feature, but I’ve never seen that feature. Perhaps it’s available on a more expensive version of Zoom than the \$15/month version I use.

b) Hold worship services via Scott Gruhn’s vMix software.

- i) These would be aired live on either Facebook or YouTube or both.
- ii) How many worship services would we be doing?
- iii) When would those services be held? I have flexible work hours, but I would need to be careful about what I commit to.

c) You can find examples of what the services can look like on the First Presbyterian Church of Anchorage’s Facebook or YouTube pages. We stream live simultaneously to both every Sunday:

- i) <https://www.facebook.com/First-Presbyterian-Church-of-Anchorage-Alaska-152768168262144>
- ii) <https://www.youtube.com/channel/UCafQzvG2fjPnzDcFEJiTA4g>

2) Technical specifics for Facebook:

- a) For me to broadcast live on the Presbytery of Yukon’s Facebook page, I would need to be made an administrator (not just a moderator).
- b) Facebook is handy because people can comment live if they wish.
- c) Our church has found that many people who don’t use Facebook (particularly the elderly) have a hard time understanding how to scroll down to where the live stream is playing, and others find it distracting to see comments popping up during worship. That’s why we broadcast in both venues at the same time.

3) Technical specifics for YouTube:

- a) At Presbytery’s choice, the worship services can be made public, or they can be private so only those with the link can participate.
 - i) For our elderly, public services seem to be easier to find on YouTube than on Facebook; we just provide a link to the Presbytery YouTube channel. That link can be provided days in advance and wouldn’t change.
 - ii) For private services on YouTube, it seems a unique link would have to be sent out about half an hour before each service, which could make it more difficult for people to find it.
- b) Presbytery’s YouTube channel does not look current.
 - i) <https://www.youtube.com/channel/UCLip10rxK97QvgQrMGBG00Q?app=desktop>
 - ii) Does anyone still know the password?
 - iii) It took us a few weeks to get YouTube to accept my live streaming. If we decided to use YouTube, we would want to start the process well in advance. I’ve heard, but never verified, that YouTube requires a channel to have 100 followers before they enable live streaming. I would be happy to test that if we have a password to the channel.

4) Technical specifics for vMix live streaming software:

- a) I would want a written Order of Worship for each service. I can follow you if you decide to do a couple things out of order, but it's really helpful if I know the anticipated order up front.
- b) My software, vMix, can handle up to three live video calls. Consider one or more of these being the primary worship leader(s).
 - i) Any two of the calls can chat back and forth with each other seamlessly. There's usually a delay of about 0.3 seconds.
 - ii) To participate in the live calls, a person needs:
 - (1) A link from me
 - (2) A strong internet connection
 - (a) I recommend minimum of 15 MBPS download and upload speed, which you can test by going to <https://www.gci.com/speedtest/> and hitting the big "GO" button.
 - (b) The connection needs to be steady, too. Some wifi can be steady, but it's always more reliable to have a computer directly connected to the internet with a CAT5, CAT5e, or CAT6 ethernet cable (looks like a phone cord clip connector at the end of the cable).
 - (3) Either Apple Safari or Google Chrome
 - (4) The ideal antivirus software is Microsoft Defender. There's an Apple antivirus that works, too. Most other antivirus software won't allow your computer to connect to the vMix call.
 - (5) A webcam (laptops are ideal, but smart phones also work).
 - (6) We would need to test the connection several days before the service to make sure everything works seamlessly. For the primary worship leader(s), we would want to test that connectivity weeks beforehand.
 - iii) I can have a title of the speaker slide across the bottom of the screen, like you often see in TV news shows when they interview someone.
- c) My vMix software can handle dozens of pre-recorded videos.
 - i) At the very least, I strongly recommend a prelude and postlude as well. If desired, I can easily copy those from previous worship services at First Pres Anchorage, and I can have a countdown during the prelude to indicate when the prelude will conclude.
 - ii) Offertories could display a link to a site for online giving.
 - iii) Other videos could be announcements or greetings or reports from various locations.
- d) vMix can allow slide shows, narrated live, narrated pre-recorded, or not narrated. These pictures can take up the whole screen or, if desired, a smaller portion so the live narrator can still be seen.
- e) vMix can stream slides from PowerPoint presentations. Just tell me one length of time you'd like each slide shown for.
- f) I can put up a link to Menti.com, where questions, prayer requests, or reactions can be provided in real time by those watching.
 - i) We can display all responses publicly in the live stream when the time comes, as an overlay while the live-call leader keeps talking (or reads the items aloud).

5) Help with preparing videos:

- a) I have some very nice video-editing software, so if someone wants to send me a recording and some photos, I can put them together.
 - i) If you want to be on-camera for a while before I switch to a slide, feel free to say "next slide" in the middle of your talk. I can snip out the words "next slide" and make it look nice and streamlined.
 - ii) If you make a mistake during recording, just say, "oops, let me say that again," and just keep going. I can snip out that sort of thing, too. That should make it easier; you won't need to keep re-recording till everything is perfect.
 - iii) Make sure I get the videos several days in advance so I have time to get all the preparations done.

PRESBYTERY OF YUKON
Leadership Team (Board of Directors)
Regular Meeting
September 22, 2020 Minutes

CONVENE

Leadership Team co-chair Rev. Ellen Johnson-Price convened the video/teleconference meeting with the opening prayer at 7:06 pm.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Commissioned Pastor Joseph Brock; elders Lucy Apatiki, Dennis Berry, Bob Christensen, Debbie Melton; ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk elder Sharon Rayt, and Synod commissioner elder Jan Burger

Members Excused/Absent: Commissioned Pastor (CP) Paul Bodfish and elder Molly Pederson

Guests Present: Deacon Scott Gruhn, First Presbyterian Church, Anchorage

A quorum was declared.

CLERK'S REPORT – Elder Sharon Rayt

- **Minutes** of the Leadership Team's August 25, 2020 called meeting were **APPROVED**, as amended.
- **Report of electronic voting:** As less than a majority responded to an email voting request, the Leadership Team voted again on the following recommendations.
 - Affirm elder Olivia Cabinboy's decision to cancel worship and in-person funerals in Nuiqsut, except for gravesite services. The church no longer has a functioning session, and there is no Administrative Commission (AC) to assist. The only session member remaining in the village was uncomfortable making a unilateral decision on how to proceed during COVID restraints. Motion **APPROVED**.
 - Request that Native Ministries or a subset thereof, consider serving as an Administrative Commission for the Kuukpik PC and other churches without fully functioning sessions. This recommendation is in lieu of a Ministry Commission recommendation requesting that presbytery appoint an AC for only Kuukpik PC. The Native Ministries region is aware of the proposal and will consider a recommendation to present to presbytery at its upcoming meeting. Motion **APPROVED**.
- **Correspondence:** The office received notice from the North Slope Borough (NSB) that the religious exemption for the following properties will be removed beginning in tax year 2021, because the properties are currently not in compliance with Alaska statute 29.45.030(a)(3) and the North Slope Borough's Municipal Code 3.25.60(b) 'properties used exclusively for nonprofit religious purposes . . .'
 - Plat 87-13 Blk 16 Lot 7A (544 Main St.), Wainwright, property ID: R-002-061-02
 - Plat 85-1 Tract D (2031 B Barter Ave), Kaktovik, property ID: R-011-111-04
 - Plat 86-18 Blk 9 Lot 8 (430 Contact Rd), Anaktuvuk Pass; property ID: R-043-171-05

Church manses are located on the aforementioned lots. The manse in Kaktovik is rented to the North Slope Borough School District for teacher housing, and the manse in Wainwright is rented to

a construction company. The manse in Anaktuvuk Pass is unoccupied. Chapel in the Mountains youth director Derrick Zuk will move into the manse after electrical work has been completed.

The Borough's decision(s) may be appealed. Appeals must be received within 30 days of the late of the letter.

- Wainwright: There was a **CONSENSUS** that the decision not be appealed and that we pay taxes on the property. The clerk of session has been asked to provide the presbytery with a copy of the lease. According to Mary Kron, the Olgonik PC receives all of the rental proceeds. Presbytery will require some of the rental money to pay the property tax. Motion that the property tax be prorated depending on which party receives the rental income, was **APPROVED**.
- Anaktuvuk Pass: Motion **APPROVED** to appeal the borough's decision because the manse is not currently occupied and will serve as the youth director's rent-free residence.
- Kaktovik: The church has asked us to keep their half of the rental proceeds. Commissioned Pastor Darlene Matz's travel expenses to Kaktovik are taken out of the church's portion. When those funds are depleted, her expenses will be taken out of presbytery's half. There is no provision in the lease as to which party is responsible for property taxes. There was a **CONSENSUS** that presbytery ask the borough if it would restore the exemption as part of the NSB's support of the school.

The presbytery exec will draft two letters to the North Slope Borough before the appeal deadline.

FINANCIAL REPORT – Elder Bob Christensen

- **August 2020 Financial Report** was distributed.
- **Stewardship Committee recommendations for presbytery consideration:**
 - Delaying the Gambell stipend until January 1, 2021 and putting the \$12,000 back into the 2020 budget. Rationale: January 1st is the beginning of the budgetary year. There was some discussion amongst church leaders as to whether they wanted a stipend, but session has taken no action, and there are only three months remaining in 2020. Recommendation was **APPROVED**.
 - That the money for CP Beulah Nowpakahok's four-wheeler, to be taken out of the 'Special Fund', which has over \$32,000. The four-wheeler is a tool which will allow Beulah to do her ministry work in Gambell. Recommendation was **APPROVED**.
- **2021 Proposed Budget Presentation**

The proposed budget is \$20,833 less than the 2020 budget. Major proposed changes include:

 - Making significant reductions or dropping amount to \$0, line items covering travel expenses. The committee made the assumption that travel will not be completely back to normal in 2021 because of the pandemic.
 - Adding an additional \$18,500 for technology, to fund technology improvement grants to churches.
 - Adding nearly \$19,000 to New Hope church to help pay pastoral support for the first six months. This continues presbytery's aid to the church which started this fall.
 - Continuing to pay the presbytery exec's package at the 80% level, which commenced July 1, 2020.
 - Reducing the amount paid to the Administrative Assistant, due to the cessation of work for Intergenerational Arctic Ministries (IAM).

- Designating \$5,000 for IAM to show our support for the ministry. The \$5,000 could be applied to remaining debts IAM has with presbytery. IAM hopes to be able to pay what is owed presbytery, but right now its funds are on hold.

The Leadership Team did not recommend any changes to the proposed budget. There was a **CONSENSUS** that significant budget reductions and additions be annotated in an effort to reduce the number of questions from the floor.

OLD BUSINESS

- **Appoint new Leadership Team co-chair**

Elder Jan Burger consented to serve as co-chair, class 2023, replacing elder Molly Pederson who resigned last month. Appointment was **APPROVED**.

- **Fall stated meeting of presbytery**

Docket: Time will be docketed after Monday's worship service to vote on amendments to presbytery's bylaws and proposed virtual standing rules. The budget will be presented, discussed and voted upon during the same session. Rev. Rob Hagan and Karl Mattison will need an hour for the Presbyterian Foundation presentation. Henry Woodall asked for 10 minutes on Friday for the Bingle Camp Report. For fellowship, 10 minutes will be required on Monday and Friday and 30 minutes for Saturday's talent show. There was a **CONSENSUS** that all business be concluded on Saturday, leaving Sunday devoted solely to worship. Debbie Melton's commissioning will be postponed until the February stated meeting.

- Co-hosting: Dennis Berry offered to serve as co-host for the Zoom presbytery meeting, along with Melissa O'Malley, Curt Karns, and the Stated Clerk. Co-hosts will be responsible for admitting participants from the waiting room, monitoring the chat function for anyone needing help, tracking votes or setting up a poll.
- Worship:
 - Opening Monday evening service:** Piper Cartland and Henry Woodall will lead the 15 - 20 minute Zoom service which will be devoted to scripture guided meditation, reflection, singing, and prayer.

Closing Sunday worship service: Scott Gruhn will stream the service from First Anchorage to Presbytery's Facebook page and First Anchorage's YouTube channel. Portions of the service will be live; others will be pre-recorded. A slide show of the various churches will be shown during the prelude. Various churches will participate in the service – Rev. Matt Schultz will offer the welcome, music will be provided by various churches, Rev. Joseph Reid will preach, Rev. Piper Cartland will lead the pastoral prayer, and a few select others will lead the call to confession, assurance of forgiveness, or give a brief reflection on scripture. An offering will be taken to support the ministry of the presbytery.

The village of Gambell is on lockdown due to a spate of Covid-19 cases, so it will not be possible for anyone in the village to watch the service via the internet at the local school. Scott Gruhn reported that Sunday's service will be recorded and downloaded onto a thumb drive which will be made available to churches and individuals without reliable internet.

- A practice session for the moderator, moderator elect, meeting hosts and anyone else not familiar with zoom, is scheduled for September 28th.

- **Travel guidelines**

Further discussion and action were postponed to a later time.

NEW BUSINESS

- **Proposed standing rules for virtual meeting**

Several amendments to the draft document were approved. Motion that presbytery adopt the proposed standing rules, as amended, was **APPROVED**.

- **Proposed Congregational Study for Savoonga and Gambell Presbyterian Churches**

The Leadership Team raised a number of questions, e.g. inconsistencies with the final report due date, terminology used, and interviewing techniques. The LT was supportive of the idea, but thought that the proposal should be modified and written in layman's language. The study was set to commence in October, but with Covid numbers increasing and travel limited, there was little likelihood that the study would commence as proposed. There was a **CONSENSUS** that action be postponed until after the fall presbytery meeting and the Leadership Team has had the opportunity to speak with the proposal's author Rev. Britt Johnston and a modified proposal has been presented.

ADJOURN

The meeting adjourned at 9:41 pm with elder Jan Burger leading in the closing prayer.

A handwritten signature in black ink, appearing to read 'Sharon Rayt', with a long horizontal flourish extending to the right.

Sharon Rayt
Stated Clerk

PRESBYTERY OF YUKON

Leadership Team (Board of Directors)

Special Meeting

November 17, 2020 Minutes

CONVENE

Leadership Team co-chair Rev. Ellen Johnson-Price convened the video/teleconference meeting with the opening prayer at 7:06 pm.

ROLL

Members Present: Revs. Piper Cartland, Ellen Johnson-Price, Henry Woodall; Commissioned Pastor Joseph Brock; elders Lucy Apatiki, Dennis Berry, Jan Burger, Bob Christensen, Debbie Melton; ex-officio, nonvoting members: Executive Presbyter Rev. Curt Karns, Financial Secretary Mary Kron, Stated Clerk elder Sharon Rayt,

Members Excused/Absent: Elder Connie Irrigoo

Guests Present: Rev. Britt Johnston

A quorum was declared.

CLERK'S REPORT

- **Minutes** of the Leadership Team's (LT) September 22, 2020 called meeting were **APPROVED**, as amended.
- **Native Ministries Administrative Commission (AC) status report:** The AC has begun the work assigned to it by the presbytery, in serving as the session of Kuukpik Presbyterian Church. At its organizing meeting, the AC appointed elder Connie Irrigoo as moderator, Rev. Britt Johnston as clerk, and elder Olivia Cabinboy as the church's treasurer. Minutes will be sent to the stated clerk, in an effort to keep the LT informed of any action.
- **Correspondence:** As it prepares to undertake a review of its insurance coverage, Trinity's session has asked if presbytery has set minimum coverage requirements for property/liability insurance. No one seemed to remember that presbytery had set minimum requirements, and if it had, it was many years ago. The stated clerk was asked to research categories of insurance offered by the Insurance Board and to send out for a vote a recommendation for minimum coverage.
- **North Slope Borough (NSB) Property Tax Status:** The exec followed up with the NSB property assessor's office. Tax exemptions will remain on the Anaktuvuk Pass property because the manse will be used for housing religious personnel and in Kaktovik because the manse is used for housing school personnel. As the church in Wainwright retains all of the proceeds from the manse rental, the Borough may allow the property exemption to remain because it seeks to support the local community.

FINANCIAL REPORT – Mary Kron

- The **October Financial Report** was reviewed.
- **New Hope Church:** The church has not submitted monthly financial reports or come up with a plan for the future, as requested when Presbytery started paying pastoral support to the church this fall. Mary will send a reminder to New Hope council moderator Matt Tinkelenberg and to Ron Illingworth. If no response is received, Bob Christensen will follow up. Six months' worth of

pastoral support is included in the 2021 presbytery budget, but Mary was asked to hold off sending January's pastoral support payment to the church until after the LT's January meeting.

OLD BUSINESS

- **St. Lawrence Island Study Proposal:** Britt Johnston answered questions about the proposal. After a lengthy Q & A period and discussion, the Leadership Team **APPROVED** the proposal. (Appendix A) Ellen Johnson-Price will notify Britt of the LT's action, and Lucy Apatiki will follow-up with details about getting the study started.

\$5,000 for the study was included in the 2020 budget, but since no work had been done, the \$5,000 was moved to the 2021 budget. There was a **CONSENSUS** that if any study funds are spent in 2020, the amount spent will be deducted from the amount budgeted in 2021.

- **Revised Travel Reimbursement Guidelines:** The 2004 guidelines were greatly pared down by Mary Kron and Joseph Brock. According to Joseph, they tried to make guidelines simple and realistic. The revised guidelines were **APPROVED** as presented (Appendix B). Mary and Joseph were thanked for their work.

NEW BUSINESS

- **2021 Budget Technology Grant Guidelines**
On the recommendation of the Stewardship Committee, the guidelines were **APPROVED** as presented:
 1. Grants greater than \$4,500 require the approval of presbytery; grants less than \$4,500 will be reviewed and approved by the Leadership Team, if the way be clear.
 2. All grant requests shall require the approval of session before being forwarded to the presbytery.
 3. Grant requests shall be directed to the stated clerk.
 4. Total maximum amount of money presbytery will fund for the *New Technology* line item is \$20,000 of which only \$18,000 will be available for grants. (\$2,000 can be used by the presbytery for administration, such as zoom costs, etc.)
 5. If additional grant requests come in, other grant funding sources may be available, as appropriate.

There was a consensus that we should recruit a tech person to review grant proposals before they are considered by the Leadership Team or presbytery, to ensure that the proposal is realistic. Those with the technology expertise include Scott Gruhn (First Anchorage) and Frank Damiano (Utqiagvik).

- **Fall Stated Meeting Evaluation**
 1. Overall, the Leadership Team made good choices. The meeting went rapidly because everyone was muted, and there was little discussion from the floor. If we seek more dialogue, breakout rooms are a possibility for future meetings. Even though there was not as much participation as we ordinarily would have, chats were happening on the side.
 2. It was a good decision to keep daily sessions shorter; 2 – 2.5 hours is ideal. Presentations are best done in a 3-hour session, as long as a break is scheduled.
 3. Closing Worship: Despite the technological glitch with Roy Nageak and Jennifer Pottinger's reflections and the inability to air the service on YouTube, the worship service went well. Many thought the service was wonderful; a sentiment shared by the congregations which chose to watch the service.

4. Lucy expressed gratitude for Matt Schultz's recognition of Indigenous Peoples Day.
5. Fellowship: The playtime was good and broke any tension.
6. What would anyone change?
 - a. Three to four sessions in a week is one too many. It was suggested that regional meetings be scheduled the week before presbytery. The change in the bylaws allows presbytery to be more flexible.
 - b. Possibly incorporate Communion into the winter 2021 meeting's worship service.

There was a consensus that the Leadership Team send out a short survey to presbytery meeting attendees to ascertain what did or did not go well. Piper Cartland and Ellen Johnson-Price will work together to draft a short survey.

- **Financial Secretary**

The exec announced that Mary Kron will retire as financial secretary as of December 31st. Curt Karns praised Mary for her decades of service, and members of the LT thanked Mary for her dedication. Mary offered to close the 2020 financial books.

- **Winter 2021 Stated Presbytery Meeting**

Given that the pandemic likely will not have abated by then, motion to meeting virtually the last week in February was **APPROVED**.

NEXT MEETING

The Leadership Team will meet via Zoom on Tuesday, January 12th at 7:00 pm.

ADJOURN

The meeting adjourned at 9:08 pm with Joseph Brock leading in the closing prayer.



Sharon Rayt
Stated Clerk

Appendices

- A: Saint Lawrence Island Congregational Study
- B: Presbytery Travel Reimbursement Guidelines

A Congregational Study for Savoonga and Gambell Presbyterian Churches

The purpose of this study is to review the lives/spirits of these two congregations and to make recommendations how to lift and strengthen them with available resources.

Staff for this work will be Ms. Lucy Apatiki (MSW) and Rev. Britt Johnston (Ph.D.).

The work will be carried out between October of 2020 and December 2021. Report and recommendations will be presented no later than October 1, 2021.

Evaluation and recommendations will be based upon the definition of the church as: “The practice of the love of Christ without being prejudiced against anyone.”

Observations will be tagged and coded according to the Mimetic Theory of René Girard.

The study will employ four methods: Literature Review, Records Review, Observation, and Interviews.

- *Literature Review.* Publications and studies about the church and their communities will be identified and read.
- *Records Review.* Session minutes, church registers, and presbytery documents will be read, with special attention to information on the history and spiritual life of the churches.
- *Observation.* To the extent possible during pandemic safety procedures, the churches will be visited by the two researchers, and their notes on their experience will be used as a data source.
- *Interviews.* A least six people from each community will be interviewed using a modified grounded theory approach. Grounded theory is especially appropriate where cross-cultural research is being done, because it minimizes the influence of researchers’ cultural biases. Mimetic theory likewise reduces bias by applying universal cultural principles as study categories.

Confidentiality will be protected so that no participant will be identifiable, either by reference or inference, in any public materials produced by the study. Exceptions may occur where explicit permission is given to use particular quotes.

Final report will be submitted to the Sessions of the respective congregations, along with authority to decide how they may be made public, with or without redactions.

Further details on study methods will become available as the study proceeds.

Sincerely,
Britt Johnston

**Presbytery of Yukon
Travel Reimbursement Guidelines**
(Approved by the Leadership Team on November 17, 2020)

A. Reservations/notification

1. Delegates should plan to attend the entire Presbytery meeting.
2. Air reservations need to be made as soon as possible, preferably no less than 21 days in advance.
3. Participants should notify the Presbytery office that they will need air reservations as soon as notice of the call to a meeting has been received. (Therefore, sessions/councils should select their delegate(s) before the call is to go out.)

B. Reimbursement

1. When Presbytery buys a ticket and the participant does not show up for the meeting without advance notice, they or their local church should take on responsibility for the cost of the ticket.
2. At Stated Meetings of Presbytery, there will be no reimbursement for local transportation, housing, or meals since these are provided to all attendees.
3. Mileage reimbursement should not exceed reasonable airfare costs.
4. Mileage rates are reimbursed to the extent approved by the IRS.
 - If attending Presbytery meetings is a part of the participant's job description, reimbursement will be at the business rate.
 - If attending Presbytery meetings is not part of the participant's job description, reimbursement will be at the charity rate.
5. It is recommended that committees and the Leadership Team adopt these travel guidelines for their use.

Original date of adoption: October, 2004
Revised: November 17, 2020