



**PRESBYTERY OF YUKON**  
**Ministry Commission Report to Presbytery**

**DELEGATED ACTIONS TAKEN BY THE**  
**MINISTRY COMMISSION (MC)**  
**ON BEHALF OF THE PRESBYTERY OF YUKON**

**FROM FEB. 2, 2024 TO AUGUST 13, 2024**

**RECOMMENDED FOR ACTION BY THE PRESBYTERY OF YUKON**

The MC voted to recommend that the Presbytery of Yukon vote on the following three questions at the February 9–10, 2024 stated meeting [Feb 8, 2024\*]:

- Whether to allow the MC to approve, on behalf of the presbytery, the examination of and to receive Ministers of the Word and Sacrament transferring from other Presbyteries.
- Whether to allow the MC to authorize ruling elders to administer the sacraments when requested by the local session.
- Whether to allow the MC appoint session moderators if there is no installed pastor or if the installed pastor is unable to invite another moderator, or if session is without a moderator for reasons of vacancy or inconvenience.

**DELEGATED ACTIONS TAKEN BY THE MINISTRY COMMISSION ON BEHALF**  
**OF THE PRESBYTERY OF YUKON.**

**MINIMUM TERMS OF CALL FOR 2024**

No Changes to the minimum terms of call were made during this time. See Appendix A for the 2024 minimum required terms of call for full-time installed pastors in the Presbytery of Yukon.

***Terms of Call for Installed Pastors***

The MC approved the following 2024 Terms of Call for Installed Pastors (details in Appendix B)

- Revs Tim and Leisa Carrick with United Protestant Presbyterian Church [Feb. 8, 2024]
- Rev. Matthew Schultz with First Presbyterian Church, Anchorage [Feb. 8, 2024], and as amended with the addition of 12 weeks of Family Leave [May 23, 2024]
- Rev. Seung Hyun Yoo with First Korean Presbyterian Church, Anchorage [Feb. 8, 2024]
- Rev. Luke Jones with Jewel Lake Parish, Anchorage [May 23, 2024]

The MC instructed the Stated Clerk to remind churches that did not list family leave in the terms of call for installed pastors that the Presbytery of Yukon and the Book of Order (G-2.0804) require up to 12 weeks of paid Family Medical Leave per year be granted to called and installed pastors. Family Leave is defined as leave to accommodate the birth, foster placement, or adoption of a child; leave to provide care to an ill or disabled family member; and leave to heal following a loss or tragic event.

***Covenant agreements***

The Ministry Commission approved the following 2024 Covenant Agreements (details in Appendix C).

\* A date in brackets is the date of the Ministry Commission meeting at which an action was taken

- **Immanuel PC** session's contract with **Rev. Ellen Johnson-Price** as part-time supply pastor for one year. [Feb. 8, 2024]
- **New Hope PC** session's contract with **Commissioned Pastor (Commissioned Ruling Elder) Matthieu Tinkelenberg** as part-time supply pastor for one year. [Feb. 8, 2024]
- **University Community PC** session's contract with **Rev. Erika Bergh** as part-time supply pastor for one year [July 23, 2024]
- **Utqiagvik PC** session's contract with **Rev. Charley Brower** as half-time supply pastor for one year. [Feb. 8, 2024]

## **MINIMUM TERMS OF CALL FOR 2025**

**Minimum Effective Salary.** Approved the minimum effective salary for full-time service for supply and called-and-installed pastors as \$65,500. Effective salary for part time service may be pro-rated. [August 13, 2024].

**Family Leave:** 12 weeks of required paid family leave will apply to supply pastors as well as called and installed pastors. [August 13, 2024]

The entire minimum terms of call for 2025 should be available by October 1, 2024.

## **MINISTERS**

*Reviewed and Approved Member-at-Large Status for:*

- Rev. Kiyong Seo [Feb. 8, 2024]
- U.S. Air Force Chaplain, Rev. Jennifer Pottinger [Feb. 8, 2024]
- Rev. Johan Shin [Feb. 8, 2024]

*Approved retirement for:*

- Rev. Joseph Reid on March 23, 2024 [March 22, 2024]

*Approved transfer of membership for:*

- Rev. Andrew Lemlyn from Mission Presbytery [August 13, 2024]

## **COMMISSIONED PASTORS (CPS)**

Approved recommissioning of the following CPs (also known as Commissioned Ruling Elders) for three years:

- Mathieu Tinkelenberg [Feb. 8, 2024].
- Marjorie Poggas [May 23, 2024]

## **CHURCHES**

- Contingent on correction of a few issues, approved **Trinity PC's** Ministry Discernment Profile to advertise on the PC(USA) Church Leadership Connection for a **Youth Pastor** to serve both Trinity PC and Jewell Lake Parish, [Apr. 9, 2024].

## **ADMINISTRATIVE COMMISSIONS (AC)**

- First Korean Presbyterian Church of Anchorage (FKPC): Added members Rev. Tim Carrick and CP Joseph Brock and accepted resignation from CP Debbie Melton. Rev. Seong Hyun Yoo (moderator) and Elder Steve Bang of FKPC remain on the AC. The MC continues to seek more AC members. [May 23, 2024]

## **OTHER ACTIONS**

***Required Training:*** Approved a letter titled **Misconduct Prevention Training Requirements** and asked the Presbytery Leadership Team (Executive Board) to also approve the letter. The letter explains to all Presbytery members that they must obtain sexual misconduct prevention and child sexual abuse prevention training, as required by Book of Order G-3.0106, and provides various ways to do so. [May 23, 2024]. Implementation will take place if the Presbytery Executive Board also approves the letter.

***Exam Readers:*** Elected Elder Ron Illingworth [July 23, 2024] and Rev. Andrew Lemlyn [August 13, 2024] as readers to evaluate ordination exams the week of October 7-11, 2024

## **MISCELLANEOUS INFORMATION**

1. The MC will invite Presbytery of Yukon commissioners to MC meetings at which examination of Ministers of Word and Sacrament transferring from other Presbyteries occur and provide their written statements of faith. [Feb. 8, 2024]
2. After each meeting, the MC will post an updated list of MC actions on the Presbytery website. [Feb. 8, 2024]
3. The MC agreed that Rev. Ellen Johnson-Price will attend the Board of Pensions conference in April [Feb. 8, 2024].

## APPENDIX A.

### 2024 MINIMUM TERMS OF CALL FOR FULL-TIME INSTALLED PASTORS IN THE PRESBYTERY OF YUKON

- **Minimum effective salary** for full-time service in 2024 is \$60,690. The Board of Pensions defines full-time service as 35 hours a week or more. Effective salary for part time service may be prorated. Minimum effective salary for full-time service in 2024 is calculated as follows:
  - \$46,684 plus manse/utilities value of \$14,006, resulting in an effective salary of \$60,690**OR**
  - An effective salary of \$60,690 divided appropriately between cash salary and housing allowance.

In addition to the minimum effective salary, other minimums shall include:

- **Board of Pensions (BOP) pastors' participation plan:** Includes PPO medical coverage for family, defined benefit pension plan, death & disability plan, temporary disability plan. Pastors' participation dues rate as a percentage of effective salary, is 39%.
- **Vacation** - 4 weeks annually (does not accumulate).  
For bush pastors, every second year an additional 2 weeks' vacation and reimbursement for a round trip by published cheapest airfare to Seattle for pastor and immediate family who reside in the manse/housing. Bush pastors are those who reside at and serve congregations located on other than a year around road or scheduled rail transportation system.
- **Study leave (continuing education) benefits**  
2 weeks each year plus \$1,500 each year of reimbursable costs (may accumulate for a 3-year maximum of six weeks. May not be used at the end of the call.
- **Moving expenses**
  - A. Moving to calling church in the Presbytery of Yukon
    - 1. Cost of transportation for family from place of residence to calling church.
    - 2. 3,000 lbs. of household goods & 2,000 lbs. of books moved at the most economical rate available.
  - B. Moving from calling church in the Presbytery of Yukon
    - 1. The lesser of:
      - a. The equivalent of cost of transportation for family to Seattle.
      - b. Half the cost of moving to the new location.
    - 2. The lesser of:
      - a. 3,000 lbs. of household goods & 2,000 lbs. of books moved to Seattle at the most economical rate available.
      - b. Half the cost of moving 3,000 lbs. household goods & 2,000 lbs. of books moved to the new location.
  - C. The moving and transportation costs for leaving may be prorated during the first three years in the Presbytery of Yukon.
- **Worker's Compensation** – full coverage
- **Medical Leave** – 14 days
- **Family Leave** – up to 12 weeks paid family medical leave. Family Leave is defined as leave to accommodate the birth, foster placement, or adoption of a child; leave to provide care to an ill or disabled family member; and leave to heal following a loss or tragic event.

## APPENDIX B

### 2024 TERMS OF CALL APPROVED FOR INSTALLED PASTORS

**Revs. Leisa & Tim Carrick** - United Protestant, Palmer (1/2 time each) (Terms shown are for each co-pastor.)

|  | <u>2023</u>        | <u>2024</u>     |
|--|--------------------|-----------------|
| Annual Cash Salary .....   | \$32,042           | \$32,042        |
| Manse Valuation (rounded off to nearest dollar).....                 | \$9,613            | \$9,613         |
| Professional Expense Reimbursement (auto, books, other).....         | \$1,900            | \$4,300         |
| Board of Pensions Pastors’ Participation Plan Coverage               | Required           | Required        |
| Family Dental Insurance.....   | Yes                | Yes             |
| Vision Eyewear.....  | Yes                | Yes             |
| Retirement Savings Plan Contributions – .....Match 3% of Salary..... | Match 3% of Salary |                 |
| Vacation Time .....  | 5 weeks            | 5 weeks         |
| Study Leave Time/Reimbursement <sup>1</sup> .....                    | 2 weeks/\$2,000    | 2 weeks/\$2,000 |
| Sick Leave (accumulative) <sup>2</sup> .....                         | 1 day/month        | 14 days         |
| Family Medical leave (required) .....                                | Up to 12 weeks     |                 |

<sup>1</sup>may not be used at end of call, may accumulate up to 6 weeks  
<sup>2</sup>may accumulate up to 90 days

**Rev. Seong Hyun Yoo** – First Korean Presbyterian Church, Anchorage.

|   | <u>2023</u>     | <u>2024</u>     |
|---|-----------------|-----------------|
| Annual Cash Salary .....  | \$36,000        | \$36,000        |
| Manse Valuation (rounded off to nearest dollar).....              | \$24,000        | \$12,000        |
| Professional Expense Reimbursement (auto, gas, books, other)..... | \$1,500         | \$2,000         |
| Board of Pensions Pastors’ Participation Plan Coverage            | Required        | Required        |
| Family Dental Insurance.....                                      | Yes             | Yes             |
| Vision Eyewear.....   | Yes             | No              |
| Vacation Time .....   | 4 weeks         | 4 weeks         |
| Study Leave Time/Reimbursement .....                              | 2 weeks/\$1,000 | 2 weeks/\$1,500 |
| Sick Leave (accumulative) .....                                   | 14 days         | 14 days         |

**Rev. Matthew Schultz** – First Presbyterian Church, Anchorage.

|  | <u>2023</u>     | <u>2024</u>     |
|--|-----------------|-----------------|
| Annual Cash Salary .....                               | \$38,390        | \$38,398        |
| Housing Allowance.....                                 | \$47,500        | \$47,500        |
| Discretionary Fund.....                                | \$500           | \$500           |
| Board of Pensions Pastors’ Participation Plan Coverage | Required        | Required        |
| Family Dental Insurance.....                           | Yes             | Yes             |
| Vacation Time .....                                    | 4 weeks         | 4 weeks         |
| Study Leave Time/Reimbursement <sup>1</sup> .....      | 2 weeks/\$1,500 | 2 weeks/\$1,500 |
| Sick Leave (accumulative).....                         | 14 days         | 14 days         |

<sup>1</sup>may not be used at end of call, may accumulate

## APPENDIX C.

### 2024 COVENANT AGREEMENTS APPROVED FOR PASTORAL CARE

**Immanuel PC** session's contract with **Rev. Ellen Johnson-Price** as part-time supply pastor for one year. [Feb. 8, 2024]

#### **Effective Salary**

- A. Total Compensation equals \$62,700 per year.
  - 1. Housing Allowance = \$39,600 per year
  - 2. 403(b) Contribution = \$12,000 per year
  - 3. Cash Salary = \$5,400 per year
  - 4. Minister's Choice Benefits with Presbyterian Board of Pensions = \$5,700 per year (10% of "effective cash salary" which is #1-3)
- B. Vacation- Four weeks paid vacation per year. Unused vacation time cannot be cashed out at the end of the year, nor can any be carried over from year to year. If this one-year covenant is not extended for additional years, any unused time is lost. Session must approve this leave.
- C. Continuing Education (CE)- Two weeks paid time for CE per year, and \$1,500 Study Leave allowance per year. If unused in the year, the CE time and allowance are banked for the next year for no more than a 3-year accumulation. If this one-year covenant is not extended for additional years, any unused time and allowance are lost. CE time and allowance must be presented to and approved by the Session at least 30 days in advance.
- D. Medical Leave- 14 days (at which time Temporary Disability becomes available)
- E. Paid Family Medical Leave (FML) - Up to 8 weeks (per event) of paid FML may be granted if a significant life event happens to the employee or an immediate family member. Session must approve this leave. Significant life events are, but are not limited to: death or debilitation of an immediate family member, significant health condition of the employee or an immediate family member, employee divorce or dissolution, etc.

**New Hope PC** session's contract with **Commissioned Pastor (Commissioned Ruling Elder) Matthieu Tinkelenberg** as part-time supply pastor for one year. [Apr. 9, 2024]

#### **Effective Salary**

Housing Allowance \$30,000

#### **Reimbursable Expenses (by voucher)**

Mileage Reimbursement \$1,500  
Education Allowance \$1,000

#### **Other**

Vacation Leave 2 weeks/year  
Study Leave To be determined  
Worker's Compensation Required

**Wasilla First PC** session's contract with **Rev. Andrew Lemlyn** as Interim Pastor for one year [Apr. 9, 2024].

- A. Total Salary Compensation equals \$80,000 per year,
  - a. Agreed-upon portion allocated to housing allowance.
- B. Vacation 5 weeks paid vacation per year.
- C. Milage Reimbursement \$1,500
- D. Education Allowance \$1,500
- E. Study Leave 2 weeks

- F. Moving Expenses Up to \$4,000 in moving expenses.
- G. Travel back to the lower 48 states will be discussed with session, if needed.

**University Community PC** session’s contract with **Rev. Erika Bergh** as part-time supply pastor for one year [July 23, 2024]

**Effective Salary**

|                    |   |
|--------------------|---|
| Cash Salary        | \$1,775.00 per month                          |
| Housing            | \$900.00 per month                            |
| Retirement Account | \$1,000.00 per month pre-tax                  |
| <b>Total</b>       | <b>\$3,675.00 per month for 25 hours/week</b> |

**Expenses paid**

Continuing education \$1,500 of reimbursable costs.

**Other**

Vacation – 4 weeks per year, including 4 Sundays

Holidays – 6 paid holidays: New Year’s, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. When a holiday occurs on the weekend, the nearest work day will be the holiday instead, with the exception that Christmas Eve Day may not be taken for Christmas Day. Easter Monday may be taken as a holiday in compensation for extra duties during Holy Week

Study leave – 2 weeks per year (including 2 Sundays). Leave may accumulate to 6 weeks, but may not be used at the end of the call

Medical Leave – 14 days

Family Leave – 3 weeks paid and 9 weeks of unpaid family medical leave. Family Leave is defined as leave to accommodate the birth, foster placement, or adoption of a child; leave to provide care to an ill or disabled family member; and leave to heal following a loss or tragic event.

Worker’s Compensation – Full coverage

**Utqiagvik PC** session’s contract with **Rev. Charley Brower** as half-time supply pastor for one year [January 8, 2024].

**Effective Salary**

Cash Salary \$40,000

**Expenses paid**

Travel to Utqiagvik from his residence in performance of his duties

Church cell phone and internet

Discretionary fund \$500

Use of church vehicle, gas, and maintenance

**Other**

Paid Sick Leave: 10 days initially, with additional sick leave accumulating a rate of 1 day per month, up to a total of 90 days.

Vacation Leave 1 week every other year

Worker’s Compensation Required