



Presbytery of Des Moines

REV. PHILIP W. BARRETT, GENERAL PRESBYTER & STATED CLERK
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May 11, 2009

CALL TO THE 476th STATED MEETING

The 476th Stated Meeting of the Presbytery of Des Moines will be held on Tuesday, May 19, 2009, at the Park Avenue Presbyterian Church in Des Moines, Iowa. Directions and a map to the church are included in this packet.

As most of you know by now, we will be offering the afternoon and evening meeting again. **Please do not arrive before 1:00 p.m.** The people preparing the materials and process for registration, and those preparing the refreshments, will not be ready until then. **The Presbytery will convene at 2:00 p.m.**

The *Proposed Docket* is enclosed, along with items for information and action. Commissioners should bring these to the meeting. Limited copies are available at the meeting for visitors only.

As has happened in our previous meetings, much of our “usual” business will be handled in what is called a “consent agenda” process. This means we can handle – in one action – votes to approve or adopt actions or recommendations that do not require debate or conversation. Only items included in this *Call Packet* will be included in the *Consent Agenda*. The proposed *Consent Agenda* appears following the *Proposed Docket* in this packet. You will notice that the reports contain a letter designation with parts of them having numbers for easy identification.

A recent addition to our *Orientation Time* is the Budget and Finance Committee’s offering a “Budget Orientation” for those interested in learning more or talking about our budget. Look for room signs.

As you look at the Proposed Docket, you will see that we will hear from lots of different groups and committees. It will be a meeting full of variety. The major theme presentation will be about the process of calling a pastor. We will have the opportunity to share experiences and receive information around tables. We will also be sharing in the powerful experience of Commissioning Lay Pastors. Worship will include celebrating the Lord’s Supper around tables. The offering will go to Presbytery Mission. We will also hear a person report from our Designated Mission Co-Worker in El Salvador, Kathy Mahler, as she will be with us for the day. We will also hear from the Regional Representative from the Board of Pensions, Doug Kelly. And, as I said, we will hear or experience a variety of other things too.

The *Minutes of the January 17 Stated Meeting* were distributed to ministers and commissioners in March. Please remember to bring these to the meeting. You may download them for printing by going online to www.presbyteryofdesmoines.org. Again, extra copies are at a minimum.

Meeting Format: Under our structure and style of operating in our Presbytery, meetings do not have business as the central focus and purpose for our gathering. Worship, dialogue and fellowship are primary reasons for meeting. Worship and dialogue will play an important part in this particular

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meeting. There is still business – after all, we cannot be Presbyterians if we do not have business – but much of our meeting time is more conversational than parliamentary in nature. It will help our meetings to be carried on in this kind of spirit if members and commissioners come expecting such a spirit to be present.

As you look at the *Proposed Docket*, you will see that this meeting does not begin until 2 p.m. and lasts until approximately 8 p.m. A full meeting is standard in our structure and design. We meet as a Presbytery only four times per year, so all of our meetings are “all day.” All of the items on the docket require Presbytery attention or fit in with what we have said we want to have happen at our meetings.

Another thing to note as you look at the *Proposed Docket* is that, as usual, it is full. We have a variety of activities and actions that keeps the time moving quickly so we can complete our business by 8:00 p.m. We encourage each commissioner and minister member to be present for the entire meeting. Avoidable late arrivals and early leavings are discourteous to those presenting reports and rob other people of the opportunity to share in work and ministry with those not present.

Participation Guidelines: For a variety of reasons, some members of our Presbytery have asked who may participate in discussions during a Presbytery meeting. *Guidelines for Participation in Presbytery Meetings*, is a helpful guide and is located at the end of this packet.

A reminder about how we handle “Joys and Concerns;” instead of mixing announcements with items for prayer, we now have an announcement time for publicity items after lunch. Prayer joys and concerns will be shared during worship time.

Child Care: Those needing child care should call the Park Avenue Presbyterian Church by Noon on Friday, May 15 to let them know, 515-282-8309. You should bring a bagged meal for your child. Milk will be provided.

A/V Equipment: The church has a LCD projector, laptop computer and a screen for projection in sanctuary. The Presbytery has available for use a LCD projector and a laptop computer. **If you need A/V equipment of any kind, contact the Presbytery Office immediately to reserve the equipment for your presentation.**

We will continue the registration process of having **all** attendees sign in. **Remember:** Congregations are not excused from having an elder in attendance. If you plan to bring extra visitors, please call the church to let them know. In case of bad weather, call the Presbytery Office at 515-276-4991, for information about any time, location or date changes.

I look forward to being with all of you on Tuesday, May 19.



Philip W. Barrett, Stated Clerk

Enclosures

PROPOSED DOCKET**May 19, 2009**

1:00 p.m.	Registration Begins Coffee and Fellowship	
1:30	Orientation of “First Timers” Budget Orientation	Becky Diebold Pat Aksamit
2:00	Convene Presbytery I – Report of the Stated Clerk	David Endriss Phil Barrett
2:30	E – Coordinating Council	Ray Peters
2:35	B – Professional Care and Development Committee	Leland Smith
2:40	K-1 – Designated Mission Co-Worker to El Salvador	Kathy Mahler
2:45	P-2 – Board of Pensions Representative	Doug Kelly
2:50	S – Stewardship and Mission Interpretation Committee	Sandy Wagener
3:00	D – Budget and Finance Committee	Pat Aksamit
3:05	H – Personnel Committee	Robert Burnett
3:15	K – Social Ministries Task Force	Nancy Lister-Settle
3:25	K-3 – Khadamat Sudaniya	Phil Barrett
3:30	L – Camping/Youth Ministries Task Force	Dennis Britson
3:40	J – General Presbyter	Phil Barrett
3:50	Announcements	
4:00	Call Process Conversations	Tim Maxa
5:15	Move to Sanctuary	
5:25	C – Committee on Preparation for Ministry	David Stipp-Bethune
5:30	A – Congregational Care and Development Committee	Tim Maxa
5:50	Worship	
6:55	Other Business/Adjournment	
7:00	Dinner	
8:00	Adjourn	

Map to Park Avenue Presbyterian Churches in Des Moines, Iowa:

Driving Directions: The Park Avenue Presbyterian Church is located at 3120 S.W. 9th St., in Des Moines, and is on the west side of the street.

- **From the North and East:** Take Interstate-235 west to downtown Des Moines. Take KeoWay Exit, ramp is on the right. Take a left onto KeoWay, go west five blocks, keep to the right and split off on to 9th Street. Take 9th Street south, crossing over the viaduct and heading to the south side of Des Moines on S.W. 9th St. to the Park Avenue Presbyterian Church on your right. The parking lot is west of the church in the back.
- **From the West:** Take Interstate-235 east to downtown Des Moines. Take KeoWay Exit, ramp is on the right. Take a right onto KeoWay, go west five blocks, keep to the right and split off on to 9th Street. Take 9th Street south, crossing over the viaduct and heading to the south side of Des Moines on S.W. 9th St. to the Park Avenue Presbyterian Church on your right. The parking lot is west of the church in the back.
- **From the South:** Take Interstate-35 north to IA-Hwy 5 South. Take Exit 68 right, going east for approximately 5 miles to S.W. 9th Street/IA Route 63. Take Exit 96 (ramp is on the right) and turn left, on to S.W. 9th St. and go 4 miles and the Park Avenue Presbyterian Church will be on your left.

Parking: The church parking lot is located behind the church and there is street parking available. If you park on South Howard Street, you may enter through the south door on the street side of the building.

Building Accessibility: The Park Avenue Presbyterian Church is fully handicap accessible.

CONSENT AGENDA

May 19, 2009

D Budget and Finance Committee

- D-3 Financial Statement
- D-4 Restricted Funds

E Coordinating Council

- E-A-5 Reviewed January Presbytery Meeting
- E-A-6 Planned May Presbytery Meeting
- E-A-7 Initial Plans for August Presbytery Meeting
- E-A-8 Tasked committees with developing a plan

I Stated Clerk's Report

- I-I-7 Reports Filed and Correspondence Sent
- I-I-8 Submission of Presbytery Biennial Nonprofit Report
- I-R-4 Payments of Per Capita Assessment
- I-R-5 Dismiss Installation Commission
- I-R-9 Approve Ankeny Records

E – COORDINATING COUNCIL REPORT

May 19, 2009

The Coordinating Council of the Presbytery of Des Moines met on Thursday, April 23, 2009, at Calvin Community in Des Moines.

The Council took the following actions:

E-A-5 Reviewed the January 17, 2009, Stated Meeting of the Presbytery.

E-A-6 Planned the May 19, 2009, Stated Meeting of the Presbytery to include a focus on the pastoral call process, some models and opportunities for churches as pastors come and go.

E-A-7 Made initial plans for the August 15, 2009, Stated Meeting of the Presbytery with reports from the summer camping programs and a presentation from the Stewardship and Mission Interpretation Committee.

E-A-8 Tasked the Stewardship and Mission Interpretation and Budget and Finance Committees with developing a plan to address the Presbytery's budget situation, to implement such a plan and keep the Council informed about the plan and its progress.

The Council presents the following Recommendation to the Presbytery:

E-R-1 That the following persons be elected as Moderator of the listed entities for 2009:

SOCIAL MINISTRIES TASK FORCE

Elder Nancy Lister-Settle (Dallas Center, First)

CROSS MINISTRIES TASK FORCE

Elder Mary Kay Barker (West Des Moines, Covenant)

The Council hopes to have other names and positions to present at the May 19 Meeting of the Presbytery.

The Council presents the following item for information:

E-I-2 The Council has received the resignation of the Rev. Mary Beth Mardis-LeCroy as Moderator of the Worship Task Group for the rest of 2009. She will remain as a member. The Council is currently discerning and recruiting candidates for the position.

Respectfully Submitted,
Elder Ray Peters, Coordinating Council Moderator

I – REPORT OF THE STATED CLERK

May 19, 2009

I present the following items of information to the Presbytery:

- I-I-7 All reports have been filed with the Synod of Lakes and Prairies and the General Assembly as of this date, and all correspondence received on behalf of the Presbytery has been assigned, referred or answered. This includes the required Annual Reports of the Presbytery to the General Assembly and the report to the Office of the General Assembly of the results of the Presbytery's voting on the Proposed Amendments to the Constitution of our denomination.
- I-I-8 I have submitted the Presbytery's Biennial Report of a Nonprofit Corporation to the Secretary of State of the State of Iowa.

I present the following recommendations for adoption:

- I-R-4 That the following churches be granted permission to pay their 2009 Per Capita Assessment in monthly, quarterly or other installments:

Atlantic, First	Greenfield, First	Winterset, First
Des Moines, First	Newton, First	
Earlham, First	Windsor Heights, Windsor	

- I-R-5 I have received the report of the Commission to Install the Rev. Richard Harbart as Pastor of the Douglas Avenue Presbyterian Church, Des Moines. I recommend that the Commission be dismissed with our thanks.
- I-R-6 The Presbytery has received and invitation from the First Presbyterian Church of Earlham to meet in that church for the November 10, 2009, Stated Meeting of the Presbytery. I recommend that we accept this invitation.
- I-R-7 I have received the Report of the Presbytery Committee on Representation to the Synod of Lakes and Prairies detailing its work in 2008. I recommend that we receive this Report.
- I-R-8 The Synod of Lakes and Prairies reviewed the following Stated Meeting Minutes of our Presbytery:
January 19, 2008; May 20, 2008; August 16, 2008; and November 11, 2008, (pages 2,222-2,346) and approved them with one exception:
The Stated Clerk's Annual Report on Ministers Laboring Outside the Bounds of the Presbytery was not recorded.
I recommend that the Presbytery respond to this omission by watching to see that this Report is made to the August 15, 2009, Stated Meeting of the Presbytery, and if it is not, to prepare appropriate punishment (such as tar and feathers) for the Stated Clerk.
- I-R-9 That the Session Records of the Ankeny Presbyterian Church be approved with exception.

Respectfully Submitted,
Philip W. Barrett, Stated Clerk
Presbytery of Des Moines, PC(USA)

GUIDELINES FOR PARTICIPATION IN PRESBYTERY MEETINGS

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

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

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

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

PARLIAMENTARY PROCEDURES AT-A-GLANCE

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

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