



Presbytery of Des Moines

REV. PHILIP W. BARRETT, GENERAL PRESBYTER & STATED CLERK
E-MAIL: PBY1@QWEST.NET

May 13, 2008

CALL TO THE 472nd STATED MEETING

The 472nd Stated Meeting of the Presbytery of Des Moines will be held on Tuesday, May 20, 2008, at the First and United Presbyterian Churches of Newton, Iowa. The business meeting will be held in the First Presbyterian Church. Lunch and some other activities will be held in the United Presbyterian Churches. Directions to the churches are contained in a map included in this packet.

Because of the way plans for the day fall together, registration will begin at 8:30 a.m. **Please do not arrive before 8:30.** The people preparing the materials and process for registration, and those preparing the coffee and rolls, will not be ready until then. **The Presbytery will convene at 9:30 a.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.

The theme for our time together, centers around older adult ministries. The Rev. Carla Gentry, a minister member of the Heartland Presbytery, will be our keynote speaker. Carla has been active in activities and ministries to and with older adults, and has a Master of Science degree in Social Gerontology. There will also be representatives and displays from several of the Presbyterian care facilities from around the state. In addition, we will be voting on a new covenant arrangement with Calvin Community in Des Moines.

The Minutes of the *January 19 Stated Meeting* were distributed to commissioners and members last month. Please remember to bring these to the May 20 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. 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

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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 lasts until approximately 3:25 p.m. Knowing that a majority of those attending will be traveling a long distance, the Council has worked very hard to plan a docket that will allow for adjournment at an early enough time to allow for the travels home. A full day's 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 and 3:25 will be on us before we know it. 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.

A Special Note: The Worship Task Group would like to include lots of musicians in our worship time. Bring an instrument (portable) along that you play. We will be singing four hymns: *Amazing Grace* (E Major), *How Great Thou Art* (G Major), *When I Survey the Wondrous Cross* (D Major), and *What A Friend We Have in Jesus* (D Major). Come and plan to participate in this unique worship opportunity.

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 piece explaining this 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: This will be provided at First Presbyterian Church. Call 641-792-2790 to sign up. Reservations must be made before Noon on Friday, May 16. Please provide a sack lunch for each child. Milk is provided.

A/V Equipment: The First Presbyterian Church has available for use a LCD projector, large screen, one flat screen monitor with a DVD player built in. United Presbyterian Church has a laptop computer and a LCD projector. Another video projector and laptop computer can be made available. **If you need A/V equipment of any kind, contact the Presbytery Office immediately to reserve the equipment.**

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 message info.

I look forward to being with all of you on Tuesday, May 20.



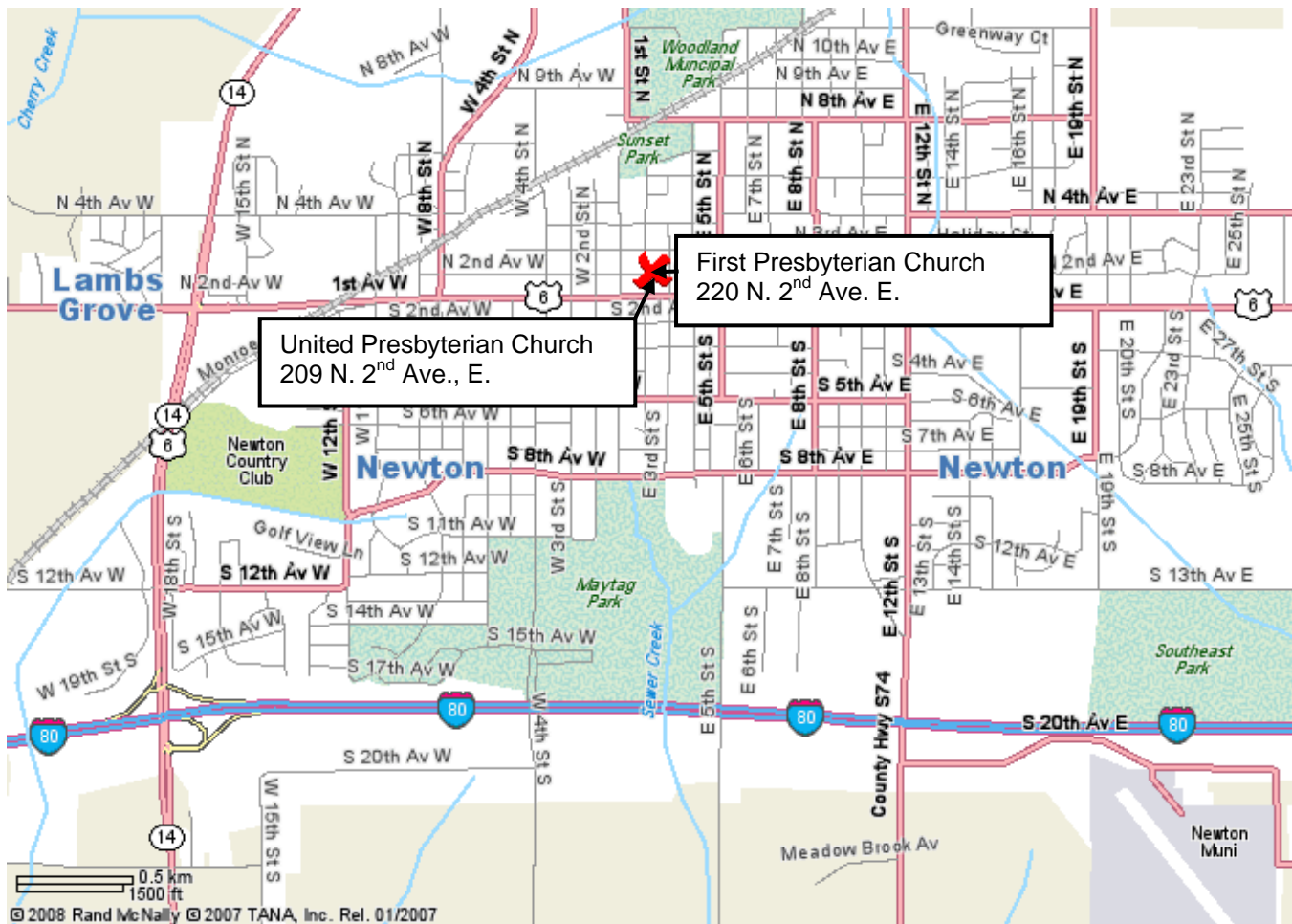
Philip W. Barrett, Stated Clerk

Enclosures

PROPOSED DOCKET**May 20, 2008**

8:30 a.m.	Registration Begins Coffee and Fellowship	
9:00	Orientation of “First Timers” Budget Orientation	Rev. David Endriss Elder Pat Aksamit
9:30	Convene Presbytery I – Report of the Stated Clerk	Elder Ray Peters Rev. Phil Barrett
10:00	U-2 – Older Adult Ministries Presentation and Conversation	Elder Darlene Shepherd and Rev. Carla Gentry
10:45	U-5 – Covenant with Calvin Community R – PW Moment	Eldred Kingery
10:55	Worship	
12:00 p.m.	Lunch	
1:10	Announcements	
1:20	P-1 – Commissioning of General Assembly Commissioners	
1:30	L – Camping/Youth Ministries Task Force	Elder Dennis Britson
1:40	K-3 – Social Ministries Task Force/Khadamat Sudaniya R – PW Moment	Rev. David Madsen Elder Emily Seeger
1:55	C – Committee on Preparation for Ministry	Rev. David Stipp-Bethune
2:05	165 th Anniversary History Tidbits	
2:15	B – Professional Care and Development Committee	Elder Leland Smith
2:20	H – Personnel Committee	Rev. Robert Burnett

	R – PW Moment	Elder Emily Seeger
2:25	A – Congregational Care and Development Committee	Rev. Ann Rouse
2:35	K – Social Ministries Task Force	Elder Nancy Lister-Settle
2:45	J – Report of the General Presbyter	Rev. Phil Barrett
2:55	E – Coordinating Council	Rev. Kate Stangl
3:05	Other Business	
3:25	Adjourn Meeting	

Map to First and United Presbyterian Churches in Newton, Iowa:

Driving Directions: The First Presbyterian Church is located at 220 N. 2nd Ave., E., and is on the north side of the street. The United Presbyterian Church is located at 209 N. 2nd Ave., E., and is on the south side of the street.

- **From the West:** Take Interstate-80 east to Newton. Take Exit 164, bear right onto US-6 (IA-Hwy 14 N). Go north approximately 1.2 miles. Take a right on US-6 E (1st Ave., W), go approximately 1.2 miles to E 2nd St. N. Take a left and go one block to N. 2nd Ave., E. Take a right and you'll immediately see the First Presbyterian Church on your left and United Presbyterian Church on your right.
- **From the East:** Take Interstate-80 west to Newton. Take Exit 164, go right on US-6 (IA-Hwy 14 N). Go north approximately 1 mile. Take a right on US-6 E (1st Ave., W), go approximately 1.2 miles to E 2nd St. N. Take a left and go one block to N. 2nd Ave., E. Take a right and you'll immediately see the First Presbyterian Church on your left and United Presbyterian Church on your right.

Parking: Parking is available in the lots of both churches and on the streets.

Building Accessibility: Both churches are handicap-accessible. An elevator entrance on the west side of the First Presbyterian Church building, is easily available from the front entrance.

CONSENT AGENDA

May 20, 2008

C Committee on Preparation for Ministry

C-A-1 Certification of Candidate Brian Diebold

D Budget and Finance Committee

D-I-3 Income Statement

D-I-4 Restricted Funds

E Coordinating Council

E-A-6 Reviewed January Meeting Minutes

E-A-7 Directions to Transformation Team

E-A-8 Planned May 20 Presbytery Meeting

E-A-9 Initial plans for August 18 Presbytery Meeting

E-A-10 Election of Rev. Mary Beth Mardis-LeCroy

I Stated Clerk's Report

I-I-8 Reports filed and correspondence handled

I-I-9 Elections to Calvin Community Board

I-I-10 Resignation of Elder Jim Kreitzinger (who passed away Feb. 14)

I-I-11 Rev. Carla Gentry laboring outside bounds

I-I-12 Rev. Lynn Williams unable to serve

C – COMMITTEE ON PREPARATION FOR MINISTRY (CPM)**May 20, 2008**

The Committee presents the following item for information:

- C-I-2 The Committee on Preparation for Ministry is responsible for working with those wishing to explore and prepare for ministry as Ordained Ministers of the Word and Sacrament or Commissioned Lay Pastors, and their home congregations. We currently have a small number of inquirers, candidates, and CLPs in training. Congregations throughout the Presbytery are especially encouraged to consider who might make a good candidate for these forms of ministry. If you have someone you believe could be “called” to these forms of ministry, please contact the committee. Committee members and the moderator are also available to speak with Sessions about the preparation process.
- C-I-3 The Presbytery of Des Moines elected three ordination exam readers at our November 2007 meeting; Elders Becky Diebold (Ottumwa, First), Mary Lou Briles (Des Moines, Park Avenue) and Rev. David Stipp Bethune (Des Moines, Park Avenue), participated in the Chicago Reading Group March 2-6, 2008. The following table indicates the statistical results in terms of number of exams read/graded.

Chicago Reading Group Statistics

	# Pass	# Fail	% Fail	Total Graded	3rd Readings	Total Readings
OT Bible Exegesis	69	45	39.5	114	40	268
Theology	86	39	31.2	125	46	296
Worship	156	54	25.7	210	71	491
Totals	311	138	30.7	44.9	157	1055

The Committee presents the following action that was taken:

- C-A-1 The Committee on Preparation for Ministry has certified Candidate Brian Diebold “ready for examination for ordination, pending a call,” as a result of conducting a Final Assessment of his readiness to begin ordained ministry on March 8, 2008. Brian has completed all of the requirements of G-14.0450 of the current *Book of Order* and all requirements adopted by the Presbytery of Des Moines from the 2005-2007 *Book of Order* adopted at our last meeting.

The Committee presents the following recommendation for referral:

- C-R-3 The Committee on Preparation for Ministry wishes to refer to Presbytery’s Coordinating Council that the issues related to “Call to Ministry,” “Church Vocations,” and “Preparation for Ministry” as appropriate topics for future themes for Presbytery meetings.

Respectfully Submitted,
Rev. David Stipp-Bethune, Moderator

D – BUDGET AND FINANCE COMMITTEE REPORT

May 20, 2008

Income Statement

January 1, 2008 – March 31, 2008

	Current Month	Current Year-to-Date	Annual Budget	% of Budget	Prior Year-to-Date
Income					
Total Per Capita	\$12,328.70	\$167,897.68	\$265,221.00	63.30	\$170,802.00
Presbytery General Mission	\$0.00	(\$21,360.57)	\$146,615.00	(14.57)	(\$3,469.00)
Synod Support Staff Salaries	\$0.00	\$6,666.66	\$40,000.00	16.67	\$10,000.00
Hunger Action Enabler Income	\$0.00	\$0.00	\$3,000.00	0.00	\$3,000.00
Interest Income	\$62.59	\$263.24	\$2,000.00	13.16	\$294.00
Investment Income	(\$44,147.52)	(\$44,147.52)	\$35,000.00	(126.14)	\$0.00
Miscellaneous Income	\$0.00	\$3,177.00	\$0.00	0.00	\$5,662.00
Total Revenues	(\$31,756.23)	\$112,496.49	\$491,836.00	22.87	\$186,289.00
Expenses					
Governance Expense					
Committee Preparation Ministry	\$101.40	\$240.57	\$2,000.00	12.03	\$443.00
Stewardship & Mission Interpretation	(\$141.50)	(\$141.50)	\$1,900.00	(7.45)	\$0.00
Permanent Judicial Commission	\$28.46	\$28.46	\$1,000.00	2.85	\$0.00
Budget & Finance	\$0.00	\$0.00	\$100.00	0.00	\$0.00
Nominating	\$0.00	\$0.00	\$150.00	0.00	\$0.00
Personnel	\$0.00	\$0.00	\$75.00	0.00	\$0.00
Sexual Misconduct Response Team	\$0.00	\$0.00	\$50.00	0.00	\$0.00
GA Per Capita	\$0.00	\$56,875.17	\$56,875.00	100.00	\$60,754.00
Synod Per Capita	\$0.00	\$46,069.87	\$46,070.00	100.00	\$48,373.00
Subtotal	(\$11.64)	\$103,072.57	\$108,220.00	95.24	\$109,570.00
Administrative Expense					
Moderator's Expense/Task Groups	\$0.00	\$0.00	\$300.00	0.00	\$0.00
Administrative Commissions	\$0.00	\$0.00	\$250.00	0.00	\$0.00
Presbytery Meetings	\$0.00	\$0.00	\$200.00	0.00	\$0.00
General Presbyter to General Assembly	\$317.39	\$317.39	\$2,000.00	15.87	\$0.00
Commissioner Orientation	\$0.00	\$0.00	\$100.00	0.00	\$0.00
Stated Clerk's Expense	\$0.00	\$0.00	\$50.00	0.00	\$50.00
Communication	\$50.00	\$50.00	\$1,590.00	3.14	\$0.00
Insurance	\$0.00	\$0.00	\$5,300.00	0.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$1,500.00	0.00	\$0.00
Subtotal	\$367.39	\$367.39	\$11,290.00	3.25	\$50.00

D – BUDGET AND FINANCE COMMITTEE REPORT continued...

	Current Month	Current Year-to-Date	Annual Budget	% of Budget	Prior Year-to-Date
Extension of Ministries					
Transformation Team**	\$194.91	\$194.91	\$1,000.00	19.49	\$1,630.00
Social Ministries Task Force	\$0.00	\$0.00	\$2,000.00	0.00	\$100.00
El Salvador Mission Assoc-Benefits	\$0.00	\$0.00	\$8,400.00	0.00	\$0.00
Hunger Action Enabler & Broken Bread	\$344.93	\$344.93	\$5,500.00	6.27	\$474.00
CROSS Ministries	\$5,000.00	\$20,000.00	\$60,000.00	33.33	\$18,333.00
Older Adult Ministries	\$0.00	\$250.00	\$1,050.00	23.81	\$0.00
Camping	\$0.00	(\$1,500.00)	\$5,000.00	(30.00)	\$150.00
Youth Ministries	\$0.00	\$0.00	\$1,000.00	0.00	(\$663.00)
Resources	\$87.35	(\$795.92)	\$300.00	(265.31)	(\$73.00)
Women's Advocacy Task Force	\$0.00	\$0.00	\$100.00	0.00	\$0.00
Subtotal	\$5,432.28	\$18,299.01	\$83,350.00	21.95	\$18,321.00
Support of Local Ministries					
Congregational Care & Development	\$433.00	\$540.71	\$2,500.00	21.63	\$318.00
Resourcing Workshops	\$0.00	\$0.00	\$1,000.00	0.00	\$0.00
Professional Care & Development	\$148.45	\$378.80	\$3,750.00	10.10	\$1,449.00
<u>Regional Partnerships</u>					
Southeast	\$0.00	\$0.00	\$500.00	0.00	\$0.00
East	\$0.00	\$0.00	\$0.00	0.00	\$0.00
DM West/Northwest	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Southwest	\$0.00	\$0.00	\$5,000.00	0.00	\$3,000.00
West	\$0.00	\$0.00	\$1,000.00	0.00	\$0.00
South Central	\$0.00	\$0.00	\$200.00	0.00	\$0.00
DM Two Rivers	\$105.32	\$153.99	\$3,750.00	4.11	\$251.00
Coordinating Council	\$0.00	\$0.00	\$150.00	0.00	\$45.00
Worship	\$0.00	\$0.00	\$100.00	0.00	\$0.00
Bills & Overtures	\$0.00	\$0.00	\$50.00	0.00	\$0.00
Contingency	\$0.00	\$0.00	\$500.00	0.00	\$0.00
Presbytery Office	\$3,122.29	\$6,354.68	\$41,610.00	15.27	\$5,643.00
Presbytery Staff	\$17,718.13	\$37,272.27	\$213,745.00	17.44	\$34,825.00
Subtotal	\$21,527.19	\$44,700.45	\$273,855.00	16.32	\$45,531.00
Total Expenses	\$27,315.22	\$166,439.42	\$476,715.00	34.91	\$173,472.00
Net Income	(\$59,071.45)	(\$53,942.93)	\$14,121.00	356.74	\$12,817.00

**** Funds taken from Colfax Money Market.
Transformation Team Expenses are not added in to totals.**

D – BUDGET AND FINANCE COMMITTEE REPORT continued...**Presbytery of Des Moines
Restricted Funds**

as of March 31, 2008

New Covenant Funds**McCahon Fund**

Annual income can be used for grants for small churches (under 150) for one-time needs. Unused income to be reinvested each year in the trust.	\$41,630.81
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Swan Fund

Interest earnings used for seminary student's assistance.	\$19,158.57
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Albia Sale

To be used for the assistance of small churches in the Presbytery.	\$29,829.16
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Camping Fund – Knox Knolls

$\frac{3}{4}$ of interest earnings used for the camping program.	\$337,950.51
$\frac{1}{4}$ of interest earnings used for Presbytery causes.	

Walther Fund

To be used for scholarship aid for physically or mentally challenged youth and/or children in need.	\$19,790.42
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Colfax Fund

To be used for Church Development with interest to be placed in Colfax Fund Money Market.	\$49,712.47
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First American Bank – Urbandale**Pastor Emergency Fund Savings**

Short-term loans for pastors.	\$878.18
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Colfax Fund Money Market

To be used for church development.	\$5,907.11
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Colfax Fund

To be used for Church Development with interest to be placed in Colfax Fund Money Market.	\$49,712.47
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E – COORDINATING COUNCIL REPORT

May 20, 2008

The Coordinating Council of the Presbytery of Des Moines met on Thursday, April 10, 2008, at Calvin Community in Des Moines.

The Council took the following actions:

- E-A-6 Reviewed the January 18, 2008, Stated Meeting of the Presbytery.
- E-A-7 Directed the Transformation Team to recruit a group of no more than six people from across the presbytery to work on a possible future vision for the presbytery and report to the Council on its progress.
- E-A-8 Planned the May 20, 2008, Stated Meeting of the Presbytery to include a focus on older adult ministries and to invite the Rev. Carla Gentry (Heartland Presbytery) to provide a presentation on the subject.
- E-A-9 Made initial plans for the August 16 Stated Meeting of the Presbytery to include Reports from General Assembly, summer camps and Synod School, celebrations Regarding candidates and Commissioned Lay Pastors, and a time to visit the White Oak Church.
- E-A-10 Elected the Rev. Mary Beth Mardis-LeCroy as a member of the Worship Task Group and Moderator of that group.

The Council presents the following recommendation for adoption:

- E-R-1 That the offering received during worship at the May 20 Stated Meeting of the Presbytery go to the Denise England Fund.

Respectfully Submitted,
Rev. Kate Stangl, Moderator

I – REPORT OF THE STATED CLERK

May 20, 2008

- I-I-8 All reports have been filed with the Synod of Lakes and Prairies and the General Assembly of this date. This includes the required annual presbytery reports. Also, all correspondence received on behalf of the Presbytery has been assigned, referred or answered.
- I-I-9 The Synod of Lakes and Prairies has notified the Presbytery of elections of persons to the Board of Calvin Community.
- I-I-10 Elder Jim Kreitzinger (Des Moines, Douglas Avenue) resigned from the Congregational Care and Development Committee, Class of 2007. Not long after submitting his resignation, Jim passed away Feb. 14, 2008. This information has been referred to the Nominating Committee.
- I-I-11 The Heartland Presbytery has granted the Rev. Carla Gentry, a minister member of that Presbytery, permission to labor outside its bounds as she is the theme presenter for our meeting today.
- I-I-12 The Rev. Lynn Williams, (Grimes, First), has notified the Presbytery that he will not be able to serve as the Alternate Clergy Commissioner to General Assembly this year. The Presbytery will have to determine what to do about this as the short notice does not allow the Nominating Committee to recruit a replacement.

I present the following recommendations for adoption:

- I-R-5 That the 2008 Per Capita Assessment for the Windsor Presbyterian Church be figured on a lower number than the previous year's Annual Report indicated due to the number of members who left the church during the attempt by some members to have the church leave the denomination.
- I-R-6 The Investigating Committee formed by the Presbytery to investigate allegations against a minister member of the Presbytery has submitted its report. The Committee will not be filing any charges. I recommend that we receive the report and dismiss the Committee with thanks.
- I-R-7 The Committee on Representation has submitted its annual report. I recommend that it be received.

Respectfully Submitted,
Rev. Philip W. Barrett, Stated Clerk

U-5 – COVENANT BETWEEN PRESBYTERY OF DES MOINES AND CALVIN COMMUNITY

I. PARTIES

The first party to this Covenant is Calvin Community (Calvin). The second party is the Presbytery of Des Moines of the Presbyterian Church (U.S.A.) (Presbytery).

II. PURPOSE

The purpose of this covenant is to define a relationship between Calvin and the Presbytery. This covenant will include the legal definitions of the parties to the covenant and the respective responsibilities of Calvin and the Presbytery. The covenant will provide the basis for mutual understanding and trust of the ministry each brings to the communities it serves.

III. HISTORY

Calvin started as a dream of Dr. C.T.R. Yeates, Senior Minister of Westminster United Presbyterian Church. His vision of quality elder care was shared by representatives of the local churches within the Presbytery of Des Moines, including Ankeny, Central, Clifton Heights, Colfax, Cottage Grove, Covenant, Douglas Avenue, First, Union Park, Westminster, Windsor, Scotch Ridge and St. Paul. The dream became a reality when Calvin was opened for residents in 1965.

IV. LEGAL DEFINITIONS AND CONSIDERATIONS

1. Legal Definitions:

- a. Calvin is a section 501(c)(3) not-for-profit corporation chartered under the laws of the State of Iowa.
- b. The Presbytery is a governing body of the Presbyterian Church (U.S.A.).

This covenant affirms that the Presbytery in no way assumes any legal or financial responsibility for Calvin and that Calvin in no way assumes any legal or financial responsibility for the Presbytery.

V. ARTICLES OF AGREEMENT

1. Commitments by Calvin:

Calvin covenants and agrees:

To continue to serve as a ministry of the Presbyterian Church USA. In all its activities and relationships, it will seek to embody and exemplify the compassionate love of God as revealed in Jesus Christ:

- a. To provide service and support to persons without regard to race, religion, color, creed, sex, national origin or disability. Residents who by reason of depletion of their assets become unable to pay appropriate rates for services will be assisted within the limits of available resources through the benevolence programs of Calvin.
- b. To make an annual presentation or written report to the Presbytery as agreed upon by both parties.

- c. Calvin will be available to consult with local churches that desire to provide non-institutional outreach senior services.
- d. Calvin will provide periodic educational, leadership and advocacy programming to the Presbytery concerning aging related issues.
- e. Calvin will keep churches within the Presbytery informed of potential facility and programmatic developments by Calvin in the communities served by such churches.
- f. Calvin will serve as a resource for the Presbytery and its various constituents on issues and concerns of the elderly.

2. Commitments by the Presbytery:

The Presbytery covenants and agrees:

- a. To support the mission of Calvin as a part of the overall mission of the Presbytery. The Presbytery recognizes that there are various alternative choices to reach this objective. This support may or may not be in the form of monetary donations, but will include all of the communication vehicles of the Presbytery.
 - b. That the Presbytery Executive or his or her designee shall be invited to serve as an ex-officio member of the Board of Directors of Calvin without vote.
 - c. To assist Calvin in its mission interpretation and promotion through the Presbytery's various communication channels.
 - d. To schedule a time on the Presbytery docket of its Annual Meeting to allow opportunity for a Calvin representative to present an annual report to the Presbytery. This report may be included in the comprehensive report presented by the members of the Presbytery.
 - e. Inform Calvin when any changes are made in the Presbytery that may affect provisions of this Covenant. The Presbytery shall then recommend to Calvin and the Presbytery any amendments necessary to continue the covenant relationship in a changed situation.
 - f. The Presbytery will encourage its churches to be supportive of Calvin's mission including assistance with Bible studies, worship services, musical programs, etc.
 - g. The Presbytery will assist in the dissemination of information regarding Calvin (e.g., literature tables at Presbytery meetings, mailing lists of churches and clerks of session);
 - h. The Presbytery will encourage congregants to pursue volunteer opportunities with Calvin.
3. Covenant Arrangements:
- a. This Covenant and any approved appendices shall become effective upon approval by the governing bodies of each of the parties, and when incorporated into the official minutes of each of the parties.
 - b. This Covenant may be used in the promotion of each of the Parties. The Covenant may be used as information for prospective residents, families and friends of Calvin.

4. Term of Covenant:

This Covenant shall continue in full force and effect indefinitely until terminated. Either party may terminate this Covenant agreement by sixty (60) days written notice to the other party. Termination may be with or without cause. Termination of this Covenant shall terminate all rights granted and all obligations assumed under the terms of this Covenant.

This document supersedes any prior written or oral agreements between the parties and will be effective when the Covenant is approved by the parties as set forth above.

The foregoing Covenant was approved by the BOARD OF DIRECTORS OF CALVIN at a meeting of the Board on _____, 2008.

Signed _____

Wendell Harms, Chairperson
Calvin Community Board of Directors

The foregoing Covenant was approved by the PRESBYTERY OF DES MOINES at a meeting of the Presbytery on _____, 2008.

Signed _____

Phil Barrett, General Presbyter
Presbytery of Des Moines

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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