

**Commission Charge**  
for an Administrative Commission  
of the Highlands Presbytery of New Jersey  
for the First Presbyterian Church of Ogdensburg

*For everything there is a season, and a time for every matter under heaven:  
a time to be born, and a time to die;  
a time to plant and a time to pluck up what is planted.*  
Ecclesiastes 3:1-2

*Jesus said, "I am the resurrection and the life.  
Those who believe in me, though they die, will live;  
and everyone who lives and believes in me will never die."*  
John 11:25-26

After many years of fruitful ministry, the Session of the First Presbyterian Church of Ogdensburg , after consulting with the COM liaison and the Presbytery Leader , has requested the Presbytery of the Highlands assist them in the transition to dissolution as a congregation.

Therefore, acting on behalf of the Presbytery, with gratitude for the faithful witness of this congregation and with confidence in God's grace, the Administration and Coordinating Team appoints an Administrative Commission with the following responsibilities:

- To work with the Session to conclude the affairs of the First Presbyterian Church of Ogdensburg and, at an appropriate time, to assume original jurisdiction.
- To assist the session and congregation with the sale of the church property to the North Star theatre company and to assist in the development of a use of property agreement.
- To provide for the continuing spiritual and pastoral care of the remaining members of the congregation, assisting them to find a new church home and ensuring that letters of transfer are issued to other congregations as appropriate, within a period of one year following dissolution.
- To dissolve the First Presbyterian Church of Ogdensburg following the *completion of the tasks for the Commission.*

- At the appropriate time, to take possession of all real and corporate property and funds of the Ogdensburg Presbyterian Church, along with financial records and inventories of equipment, and to oversee the transfer of ownership of all real property and accounts to the Presbytery.
- At the appropriate time, to ensure that bills are paid, the property is maintained and secured, and adequate insurance coverage remains in place, if needed.
- Following the last worship service, to take possession of all minutes, rolls, registers and other records of the Session and congregation and to make arrangements for those having historical value to be transferred to the Stated Clerk of the Presbytery so they may be deposited in the archives of the Presbyterian Historical Society in Philadelphia.
- To consult with the Session regarding requests members of the congregation may have regarding the disposition of equipment, memorials and other property, honoring such requests whenever reasonable and possible; however, the Commission shall have sole discretion with respect to the granting of such requests.
- To assert the claim of the Presbytery to any property of the First Presbyterian Church of Ogdensburg not known at this time, or to property or funds which may be received by reason of the congregation being named as the beneficiary of a will or trust not known at this time.
- To discern, in consultation with the Committee on Ministry and the Administrative Coordinating Team of the Presbytery, the future use of the real property, and, if necessary to carry out the sale the property.
- To complete any additional tasks necessary to close the corporation of the church.
- To work with the Session to ensure that the ministry and faithful history of the First Presbyterian Church of Ogdensburg are suitably celebrated in a service of worship.

In undertaking these actions, the Administrative Commission shall be sensitive to the memory, heritage and concerns of the members of the

Ogdensburg Presbyterian Church.

The quorum of the Administrative Commission shall be a majority of its members.

The Administrative Commission shall report its progress to the Presbytery at least bi-annually. The Commission's final report to the Presbytery shall include the following elements:

- a. A brief sketch of the congregation's history, lifting up the highlights and giving thanks for its ministry.
- b. A report of the process and actions the Commission has taken.
- c. A full accounting of the transfer of members, including the names of those still remaining on the roll so the Stated Clerk can thereafter keep the roll.
- d. A full accounting of the distribution of the congregation's assets.

## Appendix

*Book of Order G-3.0109b, Administrative Commissions*

*Administrative commissions are designated to consider and conclude matters not involving ecclesiastical judicial process, except that in the discharge of their assigned responsibilities they may discover and report to the designating [presbytery] matters that may require judicial action by the [presbytery].*

*Functions that may be entrusted to administrative commissions include, but are not limited to....visiting particular...congregations...reported to be affected with disorder, and inquiring into and settling the difficulties therein...*

*A commission of presbytery, synod, or General Assembly shall be composed of ruling elders and ministers of the Word and Sacrament in numbers as nearly equal as possible and sufficient to accomplish their work. A quorum of any commission shall be established by the designating [presbytery] but in no case shall be less than a majority of its members (except as limited by D-5.0204)....*

Approved October 29, 2024

*A commission shall keep a full record of its proceedings and shall submit that record to the [presbytery] for incorporation into its records. Actions of a commission shall be regarded as actions of the [presbytery] that created it. A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee.*

*The decisions of an administrative commission shall be reported to the clerk of the designating [presbytery], who shall report it to the [presbytery] at its next stated meeting. A [presbytery] may rescind or amend an action of its administrative commission in the same way actions of the [presbytery] are modified.*

*When an administrative commission has been designated to settle differences within a particular organization...it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue.*

#### *Book of Order G-4.0203 Church Property Held in Trust*

*All property held by or for a congregation, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a congregation or of a higher council or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.).*

#### *Book of Order G-4.0205 Property of a Dissolved or Extinct Congregation*

*Whenever a congregation is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).*