

**The 23rd Stated Meeting of
The Presbytery of the Highlands of New Jersey
November 11th, 2025**

*(to be approved at the 24th Stated Meeting of
The Presbytery of the Highlands of New Jersey)*

The Body of Christ, A Call to Gather

The Presbytery of the Highlands of New Jersey of the Presbyterian Church (USA) held its 23rd Stated Meeting on November 11, 2025, on the ZOOM platform.

The Moderator, Teaching Elder Chad Rodgers (Validated), called the meeting to order at 7:00 PM and led the opening prayer.

INTRODUCTORY ITEMS

The Moderator introduced the Zoom Meeting Process. The voting process will be explained at the time voting takes place.

FORMATION OF THE ROLL

The roll was formed as Commissioners logged onto the meeting. Resource Staff/Stated Clerk, Rev. Dr. Steven H. Shussett, certified that a quorum was present.

<u><i>Congregation</i></u>	<u><i>Teaching Elder (TE)</i></u>		<u><i>Ruling Elder (RE)</i></u>	
Allamuchy, Panther Valley	Rev. James Vespoli	E		V
Alpha	Vacant	V		V
Andover	Rev. Pamela Osborne	P	Sandra Wozniak	P
Basking Ridge (3)	Rev. Dennis Jones	P	Joan Eichhorn	P
	Rev. Dr. Maureen Paterson	P	Roger Greenway	P A
Bedminster, Lamington	Scott Stolte	P	Bisham Singh	P
Belvidere	Rev. Dr. Pamela Szurek	P		A
Blairstown	Rev. David Harvey	P	Elizabeth Topolski	P
Boonton	Rev. Nathaniel Fryer	P	Meg Meyer	P
Bound Brook (2)	Vacant	V	Jamie Breeding	P
			Tom Montville	P
Branchville	Adrienne Poissant	P	Karen Opilla	P
Califon, Fairmount	Rev. Mike Atzert	P	Sherry Cameron	P
Califon, Lower Valley	Rev. Tex Culton	E	Warren Newman	P
Cedar Knolls, Hildale Park	Rev. Ross Lang	P		A
Chatham Township (3)	Rev. Thomas Brown	P	Bob Eisenhardt	P
			Carolyn Smith	P A
Chatham, Ogden Memorial	Rev. Kathi Heath	P		A
Chester	Rev. Christopher Scrivens	A	Jean Perry	P

Clinton	Rev. Tracey Henry	P		A
Delaware	Vacant	V		A
Delaware, 1st Oxford	Vacant	V		A
Denville, Union Hill	Rev. Timothy Clarkson	P	John Ware	P
Dover, First Memorial	Rev. Alan Schaefer (HR)	E		A
East Hanover, Kitchell	Rev. Hannah Allred	A		A
Flanders (2)	Rev. Cliff Acklam	A	Lois Steward	P A
Flemington (3)	Rev. Amy Lincoln	E	Patience Anderson Jamie Evans	P P A
Florham Park, Calvary	Rev. Carie Stanley	P	Becky Tate	P
Franklin (2)	Rev. Julie Raffety	P	Connie Cholminski	P A
Frenchtown (2)	Rev. Emily McCachren	A	Tonya Reese	P A
Gillette, Meyersville	Rev. Stefanie Muntzel	A		A
Hackettstown (2)	Rev. Erin Hayes-Cook	A		A A
Hampton, Musconetcong Valley	Stephanie Farley, CRE	P	Tom Fisher	P
Hillsborough, TAFPC	Rev. Eric Lai	P		A
Lambertville	Vacant	V	Phillip McCloughan	P
Lambertville, 2nd English	Vacant	V		A
Long Valley	Rev. Heather Morrison Yaden	P		A
Long Valley, Highlands	Rev. Robin Burton Palmer	P	Ruth Babula	P
Madison (2)	Rev. Carol Howard	A	Becky Moody	P A
Martinsville, Seed & Sanctuary	Rev. Lisette Gonzalez-Sosa	A		A
Mendham	Rev. Scot McCachren	P	Van Buchanan	P
Milford	Rev. Dr. Linda Erkert-Bullock	A		A
Milford, Alexandria	Rev. Nicholas Hatch	P	Lainey Johns	P
Milford, Holland Bible	Rev. Geoff Stanley	A		A
Mine Hill	Vacant	V	Debbie Hooper	P
Morris Plains	Rev. Donald Brown	P	Sue McManus-Spidell	P
Morristown (3)	Rev. Daniel Vigilante Rev. Audrey Webber	A P	Craig Barth	P A A
New Vernon	Rev. William Stone	P	Donna Miller	P
Newton	Rev. Michael Cuppett	P		A
Newton, Yellow Frame	Rev. Michael Nelms	P		A
Oak Ridge (2)	Rev. Dr. Christopher Doyle	A	Dave McDonald	P
Parsippany	Rev. Donald Bragg	P		A
Phillipsburg, Harmony	Vacant	V		A
Phillipsburg, Pilgrim	Vacant	V	Debra McGuiness	P
Pittstown, Bethlehem	Rev. Linda Gaden	P		A
Pluckemin	Rev. Ian Rankine	A		A

Port Murray, Rockport	Rev. Jeff Walters	P	Bob Barry	P
Ringoes, 1st Amwell	Vacant	V	Lois Riggs	P
Ringoes, Kirkpatrick	Rev. Dr. Barbara Booth-Jarmon	P	Debra Neri	P
Ringwood (2)	Rev. Arlene Romaine	A		A A
Rockaway (2)	Rev. Ryon Herin	P	Lillian Blair Vivian Santos	P P
Somerset	Rev. Nancy Nalepa-Skibo	P	Tom Hauck	P
Sparta (2)	Rev. Robin Miller Curras	P	Teresa Scheri	P A
Stanhope	Rev. Pamela Osborne	P	Carol Barry	P
Stewartsville (2)	Rev. Stephen Choi	A	Denise DeMasi	P A
Stewartsville, Old Greenwich	Rev. Mary Beth Mardis-Lecroy	A		A
Stirling	Rev. Stefanie Muntzel	A	Joyce Koenig	P
Stockton	Rev. David Snyder	A		A
Succasunna (2)	Rev. Timothy Clarkson	P		A A
Sussex	Rev. Barry Young	A	Rich Hayzler	P
Titusville	Vacant	V	Kristine Schmidt	P
Wantage, Beemerville	Rev. Barry Young	A		A
Warren, Trinity United	Rev. Amy Sandlin	P		A
Washington	Rev. James Scovell	A	Dorothy Decker	P
West Milford	Rev. Dr. Christopher Doyle	A		A
Wharton	Rev. Sarah Green	E		A
Wharton, Berkshire Valley	Vacant	V	Sharon Bates	P
Wharton, Hungarian	Vacant	V		A
Whippany	Rev. Sarah Cairatti	A		A

Teaching Elders Engaged in a Validated Ministry

Rev. Dr. Edwin Aponte (<i>Dean and Professor — Drew University</i>)	P
Rev. Joanne Miller	E
Rev. Christine Davies	A
Rev. Lissette Gonzalez Sosa (<i>Seed + Sanctuary</i>)	A
Rev. John C. Kile	A
Rev. Jeanne Radak (<i>Presbytery Leader – Highlands Presbytery</i>)	P
Rev. Chad Rodgers (<i>Director of Activities - Johnsonburg Camp & Retreat Center</i>)	P
Rev. Dr. Steven Shussett, Stated Clerk (<i>Highlands Presbytery</i>)	P
Rev. Dr. Angella Son (<i>Professor – Drew University</i>)	A
Rev. Caroline Unzaga	P

Members at Large

Rev. Peter Billings	A
Rev. M. Elizabeth Blythe	A
Rev. Justin Choi	P
Rev. Courtney Cromie	A
Rev. Dan Dorrow	A
Rev. Jin Hee Han	E

Rev. Merideth Mueller-Bolton	A
Rev. Hayley O'Connor	A
Rev. Gail Pendleton	A
Rev. Annie Tsai	A

Honorably Retired (HR)

Rev. Peter Amerman	E
Rev. Janice Ammon	E
Rev. Jeff Archer	E
Rev. Nancy Asbury	E
Rev. Barbara Aspinall	P
Rev. Charles Baier	E
Rev. Joicy Becker-Richards	E
Rev. Robert Beringer	E
Rev. George Blank	E
Rev. Sally Campbell	E
Rev. Cynthia Crowner	E
Rev. William Culton	E
Rev. James D'Angelo	E
Rev. Judith Dean	E
Rev. Ron deGroot	E
Rev. Richard Dole	E
Rev. Birda Ferguson	E
Rev. Guy Ferguson	E
Rev. Dr. Janet Fishburn	E
Rev. Mervin Fry	E
Rev. Peter Gregory	E
Rev. Dr. Elizabeth Hall	E
Rev. Dr. Edward Halldorson	E
Rev. David Hengerer	E
Rev. Dr. Jefferson Hatch	E
Rev. Kathryn Henry	E
Rev. Jean Holmes	E
Rev. Herbert Huffmon	E
Rev. Alden Johnson	E
Rev. Harold Johnson	E
Rev. Eugenia Johnston	E
Rev. Philip Jones	E
Rev. Steven Kengeter	E
Rev. Heup Young Kim	E
Rev. Unzu Lee	E
Rev. Tony MacNaughton	P
Rev. Peter Magnan	E
Rev. Donna McDaid	E
Rev. Fred Milligan	P
Rev. James Morris	E
Rev. Elizabeth Morrison	E
Rev. Szabolcs Nagy	E
Rev. Linda Owens	E
Rev. Barbara Peters	E

Rev. John Potter	P
Rev. Donald Prytherch	E
Rev. Bronc Radak (<i>serving Rockport</i>)	P
Rev. Jack Roan	E
Rev. Lorrie Rowland-Skinner	E
Rev. Diane Ruffle	E
Rev. Alan Schaefer (<i>serving Dover</i>)	E
Rev. Bruce Schundler	E
Rev. Sherman Skinner	E
Rev. Sarah Taylor	E
Rev. Charles Thompson	E
Rev. Alfred Tisdale	E
Rev. Jacquelynn Van Vliet	P
Rev. John Verser	E
Rev. Deirdre Greenwood White	E
Rev. David Young	P
Rev. Dr. Nancy Young	P

Ruling Elders by Virtue of Office

Elder Sue Cail, Community Presbyterian Church of Ringwood, Past Moderator	P
Elder Wendy Doidge, Presbyterian Church in Morristown, Past Moderator	P
Elder Lisa Gray, Old Greenwich Presbyterian Church, Stewartsville, Past Moderator	P
Elder Alec Jain, Presbyterian Church of Morris Plains, ACC Member	P
Elder Jane MacDonald, First Presbyterian Church of Newton, Presbyterian Women	P
Elder Joe Martinoni, First Presbyterian Church of Rockaway, Past Moderator	P
Elder Rich Rubin, Presbyterian Church in Morristown, ACC Member	P
Elder Pete Peterson, Clinton Presbyterian Church, ACC Co-Moderator	P
Elder Mel Prestamo, Long Valley Presbyterian Church, Past Moderator	P
Elder Donna Rahmann, Fairmount Presbyterian Church, Califon, CPM Co-Moderator	P

Others in Attendance

Sonja Gaertner, Office Manager & Attendance Clerk, Presbytery of the Highlands	P
Hildy Benjamin, Presbyterian Church of Morris Plains	P
Diane Halper, United Presbyterian Church in Flanders	P

Total in Attendance – 109

~ Sonja Gaertner, Attendance Clerk – The Presbytery of the Highlands of NJ

ENROLLMENT OF CORRESPONDING MEMBERS AND GUESTS

There were none.

EXPLANATION OF UNANIMOUS CONSENT

The Stated Clerk explained Unanimous Consent before the Moderator presented the following:

ITEMS FOR UNANIMOUS CONSENT:

ADOPTION OF AGENDA

The Agenda was adopted by **UNANIMOUS CONSENT**.

ADOPTION OF THE CONSENT AGENDA

The Consent Agenda was adopted by **UNANIMOUS CONSENT**.

SC-1

Approve the minutes of the Presbytery meeting held September 9, 2025.

SC-2

Approve excuses for the Presbytery meeting of November 11, 2025.

SC-3

Receive the report of the Administration and Coordinating Commission.

SC-4

Receive the report of the Church Development Team.

SC-5

Receive the report of the Commission on Ministry.

SC-6

Receive the report of the Committee on Preparation for Ministry.

SC-7

Receive the report of the Nominating Committee.

SC-8

Receive the report of the Property and Insurance Team.

SC-9

Receive the report of the Young Leader Formation Team.

SC-10

Receive the final report of the Administrative Commission for the Oxford Second Presbyterian Church.

SC-11

Receive the final report of the Administrative Commission for the Presbyterian Church of Morris Plains.

SC-12

Receive the Imbalance Correction for November 11, 2025 effective January 1, 2026.

ACC-1

The ACC reviewed the following descriptions, making minor edits and formatting updates, and recommends Presbytery approval:

- Nominating Committee
- Youth and Young Leader Formation Team
- Officers of the Presbytery – Position Descriptions
- Committee on Representation

- Presbytery Permanent Judicial Commission

ACC-2

The ACC reviewed the following ACC-related team descriptions, making editorial updates, realignments, and formatting revisions, and recommends Presbytery approval:

- Finance, Budget, and Property Team
- Funds Development Team
- Worship Team
- Presbytery Meeting Planning Team (formerly the Executive Team)
- New Jersey Presbyterian Insurance Partnership Team

ACC-3

The ACC recommends that the Presbytery approve the proposed revisions to the Blair Academy Bylaws as presented.

COM-12

The COM reviewed, edited, formatted and recommends for approval an updated version of Pastoral Relationships in the Presbytery of the Highlands.

COM-13

The COM reviewed, edited, formatted and recommends for approval the Ethical Standards for Ministers of Word and Sacrament policy for the Presbytery of the Highlands.

STATED CLERK'S REPORT

The Stated Clerk's Report was adopted by **UNANIMOUS CONSENT**.

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SC-10

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SC-11

Receive the final report of the Administrative Commission for the Presbyterian Church of Morris Plains.

Items for Action:

None.

Items to Report:

SC-12

On September 10, 2025, the Stated Clerk submitted the overture regarding Administrative Leave to the Office of the General Assembly.

SC-13

On October 17, 2025 the 2024 minutes of the Presbytery of the Highlands of NJ were approved without exception.

INVITATION TO DIGITAL ANNOUNCEMENTS

Assuming the gavel, Presbytery Vice-Moderator, Teaching Elder Ryon Herin (Rockaway), invited participants to place their announcements in the Chat Function. He then welcomed the following new ruling elder commissioners:

INTRODUCTION OF NEW RULING ELDER COMMISSIONERS

Rob Eisenhardt, Presbyterian Church of Chatham Township
Dennis Morgan, First Presbyterian Church of Berkshire Valley
Tom Fisher: Musconetcong Valley Presbyterian Church (Hampton)

COMMISSION ON MINISTRY

Taking the gavel, Moderator Rodgers invited Commission on Ministry Co-Moderator Jacqui Van Vliet (HR) to the podium.

EXAMINATION OF ADRIENNE POISSANT, CANDIDATE FOR THE FIRST PRESBYTERIAN CHURCH OF BRANCHVILLE

MOTION: that Adrienne Poissant be approved for ordination and installation as pastor for the First Presbyterian Church of Branchville by Highlands Presbytery NJ.

Ms. Poissant was given the opportunity to introduce herself before the floor was opened to questions. Included in the examination was a question concerning her commitment to principles of inclusion, as newly required by the Book of Order.

MOVED AND CARRIED to arrest the examination, and the candidate left the room.

Representatives of the First Presbyterian Church of Branchville were invited to speak to the call and did so.

MOVED AND CARRIED to approve Adrienne Poissant for ordination and installation. Rev. Van Vliet then prayed over Adrienne.

MOTION: that the Presbytery of Philadelphia ordain Adrienne Poissant on behalf of The Presbytery of the Highlands of NJ. Passed by **UNANIMOUS CONSENT**.

INTRODUCTIONS OF NEW PASTORAL RELATIONSHIPS

After the moderator turned the gavel over to the Vice-Moderator, Rev. Van Vliet was asked to introduce the following new Pastors and Pastors in new positions:

The Rev. Robin Miller Currás, First Presbyterian Church of Sparta

The Rev. Nathaniel Fryer, First Presbyterian Church of Boonton

The Rev. Erin Hayes-Cook, Installed Pastor, First Presbyterian Church of Hackettstown

The Rev. Jeff Walters, Covenant Supply Pastor, Rockport Presbyterian Church, Port Murray

DIGITAL ANNOUNCEMENTS

The Vice-Moderator read the Digital Announcements that were collected from the chat. He then returned the gavel to the Moderator.

IF ANY ANNOUNCEMENTS ARE SUBMITTED VIA EMAIL, SONJA WILL INSERT

ADMINISTRATION AND COORDINATING COMMISSION

DISCERNMENT REPORT

Moderator Rodgers invited Presbytery Leader Jeanne Radak (TE) to update the Presbytery on the progress made toward implementing the Discernment Report. This includes updating and aligning existing policies and documents, preparing and training new and existing entities of the Presbytery (commissions, committees, and teams), and discussion on how and when we gather in the near future.

DOCUMENT REVIEW

Moderator Rodgers invited Ruling Elder Peterson (Clinton), Co-Moderator of the ACC, to present the following for review and/or vote (see attachments). After inviting discussion, the following motion was made by the ACC:

MOTION: to approve the following new or updated team and commission descriptions:

Congregational Vitality and Discernment Team (formerly Church Development)

Innovation, Adaptive, and Transformative Ministry Team (a new team)

Commission on Preparation for Ministry and Leadership Development (with the added function of leadership development for Presbytery).

Adopted by **UNANIMOUS CONSENT**.

BYLAWS CHANGES, as initially presented at the September Presbytery meeting, were presented again for consideration and vote. There being no discussion, the bylaws changes were **MOVED AND CARRIED**.

PROPOSED OVERTURES TO THE GENERAL ASSEMBLY

Moderator Rodgers invited Stated Clerk Steve Shussett to present two overtures to the Presbytery, for consideration to send to the General Assembly (see attachments).

Proposed Overture — Preventing Conflicting Ordinations

Recommendation

To amend G-2.0407 as follows:

The Presbytery of the Highlands of New Jersey overtures the 227th General Assembly (2026) of the PC(USA) to amend Book of Order G-2.0407 **to prevent conflicting ordination to any body not under the authority of Constitution of the Presbyterian Church (U.S.A.), by amending G-2.0407, Book of Order to read:**

(Text to be added is [in brackets and underlined]. Text to be deleted is [in brackets and struck through.]

G-2.0407 Renunciation of Jurisdiction

When a ruling elder or deacon submits to the clerk of session a written statement renouncing the jurisdiction of this church, the renunciation shall be effective upon receipt. When a ruling elder or deacon persists in work disapproved by the session, the session shall consult with him or her and shall give notice of its disapproval. If, after having been provided opportunity for consultation and upon written notice of its disapproval, the ruling elder or deacon persists in the work, the session may then conclude that the ruling elder or deacon has renounced the jurisdiction of this church.

[When a ruling elder or deacon accepts or continues an ordination of any character not under the authority of Constitution of the Presbyterian Church (U.S.A.), the session shall consult with him or her concerning the officer's intent, its possible conflict with the Constitution of the Presbyterian Church (U.S.A.), and whether the officer's commitment to the promises of ordination and to the confessions of the church are in question. If not satisfied by the consultation, the session shall give written notice of its disapproval. If, after having been provided opportunity for consultation and upon written notice of its disapproval, the ruling elder or deacon persists in the work, the session may then conclude that the ruling elder or deacon has renounced the jurisdiction of this church.]

Renunciation of jurisdiction shall remove the ruling elder or deacon from membership and ordered ministry and shall terminate the exercise of the ministry. The renunciation shall be reported by the clerk of session at the next meeting of the session, which shall record the renunciation, delete the name of the ruling elder or deacon from the appropriate register, and take such other administrative actions as may be required by this Constitution.

Following discussion, the proposed overture was **MOVED and CARRIED** for submission to the General Assembly

Proposed Overture — Paid Administrative Leave

Recommendation

The Presbytery of the Highlands of New Jersey overtures the 227th General Assembly (2026) of the PC(USA) to do the following:

“1. Direct the Moderator(s) of the General Assembly, in consultation with the Office of the Stated Clerk and the General Assembly Committee on Representation, to appoint a team of no less than twelve and no more than fifteen ruling and teaching elders to review the implications of D-7.0902b which mandates that administrative leave be paid leave.

“2. Direct the team to make a final report of their work to the 228th General Assembly (2028), along with a policy that preserves the due process rights of all ministers of the Word and Sacrament accused of misconduct, while addressing the financial implications placed upon churches and/or presbyteries in such a situation.

There being no discussion, the proposed overture was **MOVED AND CARRIED** for submission to the General Assembly

NOMINATIONS TO THE NOMINATING COMMITTEE

ACC Co-Moderator Peterson then presented the ACC’s nominations to the Highlands Presbytery’s Nominating Committee.

Class of 2028

- Rev. Birda Ferguson (A) (HR)
- Rev. Dr. Nancy Young (A) (HR)

Nominations from the floor were requested; none were made.

MOTION: to approve the slate of nominees. Passed by **UNANIMOUS CONSENT**

PRESENTATION OF THE 2026 BUDGET

ACC Co-Moderator Peterson presented the 2026 Budget (see attachments).

After inviting discussion, the following action was taken:

MOVED AND CARRIED to approve the 2026 Budget.

FINAL REPORT OF THE ADMINISTRATIVE COMMISSION FOR THE OXFORD SECOND PRESBYTERIAN CHURCH

Teaching Elder Kathi Heath (Ogden Memorial), Member of the Administrative Commission for the Oxford Second Presbyterian Church, moved approval of the final report (see attachments), including the following recommendations:

the sale of the property, after accounting for expenses and revenues: \$383,000.00

Allocations:

- | | |
|--------------------------------------|-----------|
| a. Family Promise | \$100,000 |
| b. Special Resourcing/Revitalization | \$200,000 |

(a fund that supports initiatives fostering new life and creative ministries within the Presbytery's congregations);

- c. Hillsborough Fund \$83,000
(for development of grants for Congregational Collaborative Mission partnerships)

MOTIONS from the AC:

- AC-1 The Presbytery of the Highlands asserts all claims to any property of the Oxford Second Presbyterian Church 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 will or trust not known at this time.
- AC-2 After significant investment in improving the state of the property prior to its sale, the remaining amount from the proceeds of the sale of the property, after accounting for expenses and revenues (\$383,000.00) be allocated in accordance with recommendations from the AC and the Budget and Finance Committee as follows:
- a. Family Promise of Warren County - \$100,000;
 - b. Special Resourcing/Revitalization - \$200,000 (a fund that supports initiatives fostering new life and creative ministries within the Presbytery's congregations); and
 - c. Contribution to the Hillsborough Fund for development of grants for Congregational Collaborative Mission partnerships - \$83,000
- AC-3 with its assigned mission completed, we request that the Administrative Commission be dissolved, with thanks.

MOVED AND CARRIED

NOMINATING COMMITTEE

Moderator Rodgers invited Nominating Committee Moderator Barbara Aspinall (HR) to present the slate of nominees for 2026.

Nominations for 2026

Nominations from the floor were requested for each slate; none were made. Each slate was approved as presented by **UNANIMOUS CONSENT**.

Nominating Committee (including elections held by the Presbytery earlier in this meeting)

The Nominating Committee of the Presbytery of the Highlands of New Jersey is responsible for identifying, discerning, and nominating individuals to fill elected positions within the Presbytery. The team prioritizes diversity and inclusivity, ensuring broad representation by gender, age, race, ordination status, and geographic region. Typically composed of six members serving three-year terms, the team actively seeks and engages potential leaders, consults with the Committee on Representation, and works to maintain the health and vitality of the Presbytery's leadership across its ministries.

Class of 2026

- Rev. Barbara Aspinall (B) (HR) (Moderator)
- Elder Alec Jain, (A) (Morris Plains/Presbyterian)

Class of 2027

- Elder Paula Benson (A) (Long Valley/Highlands)
- **Vacant**

Class of 2028

- **Rev. Birda Ferguson (A) (HR)**
- **Rev. Dr. Nancy Young (A) (HR)**

Administration and Coordinating Commission

Purpose

The Administration and Coordinating Commission exists to coordinate the work of the Presbytery, steward its resources, communicate its mission, and provide administrative and spiritual leadership. Through collaboration, planning, and oversight, the ACC Commission helps guide the Presbytery's ongoing journey of faith, service, and governance.

- Class of 2026
 - Elder Rich Rubin (A) (Morristown/Presbyterian)
 - Rev. Stefanie Muntzel (A) (Stirling/First & Meyersville/Presbyterian) (**Co-Moderator**)
 - Rev. David Harvey (B) (Blairstown/First) (Co-Moderator)
 - Past Moderator - Rev. Chad Rodgers (Johnsonburg Staff)
- Class of 2027
 - Rev. Michael Cuppett (A) (Newton/First)
 - **Rev. Scot McCachern (A) (Mendham/First)**
 - Rev. Hannah Allred (A) (East Hanover/Kitchell)
 - Moderator – Rev. Ryon Herin (Rockaway/First)
- Class of 2028
 - **Elder Alec Jain (B) (Morris Plains/Presbyterian)**
 - **Elder Ruth Babula (A) (Long Valley/Highlands)**
 - **Elder John Crozier (A) (Boonton/First)**
 - Vice Moderator – Elder Donna Rahman (Califon/Fairmount)
- **Presbytery Women – Vacant**

Church Vitality and Transformative Ministry Team

The purpose of the Congregational Vitality and Discernment Team is to:

- Understand and embrace the current story: Help congregations and new worshipping communities recognize and celebrate their present ministry context.
- Discern and shape future ministry narratives: Guide congregations in imagining and implementing new ministry directions that align with God's mission.

- Faithfully conclude ministry seasons: Support congregations in closing ministry chapters with integrity when a season of active ministry ends.
- Provide resources and practical ideas: Equip congregations to carry out their ministries effectively in their unique contexts.

Class of 2026

- Elder Betsy Engelhardt (A) (West Milford/Presbyterian)
- Rev. Sarah Green (A) (Wharton/United)
- Rev. Merideth Mueller-Bolton (B) (HR)

Class of 2027

- **Rev. Carie Stanley, (B) (Florham Park/Calvary) (Co-Moderator)**
- Rev. Nicholas Hatch (B) (Milford/Alexandria)

Class of 2028

- **Elder Herb Ryder (A) (Basking Ridge/Presbyterian)**

Commission on Preparation for Ministry and Leadership Development (CPM)

The purpose of the CPM is to accompany and oversee individuals as they discern and prepare for ministry, ensuring spiritual maturity, theological depth, and a clear sense of call in accordance with the Book of Order and the Presbytery's CPM Manual of Operations. The Commission also promotes leadership development opportunities for those serving in various forms of ministry across the Presbytery.

Class of 2026

- Rev. Dr. Christopher Doyle (A) (Oak Ridge/Presbyterian & West Milford/Presbyterian) Co-Moderator
- Rev. Kathi Heath (A) (Chatham/Ogden Memorial) Co-Moderator

Class of 2027

- **Elder Mel Prestamo (A) (Long Valley/Presbyterian)**
- Rev. Linda Gaden (A) (Pittstown/Bethlehem)

Class of 2028

- **Rev. Pamela Osborne (A) (Stanhope/First & Andover/Presbyterian)**
- **Elder Ken Nickel (A) (Boonton/First)**

Permanent Judicial Commission

The purpose of the Permanent Judicial Commission is to uphold the Constitution of the Presbyterian Church (U.S.A.) by interpreting and applying the rules of church discipline. The PJC ensures that all matters of judicial process are handled with integrity, impartiality, and pastoral sensitivity, reflecting both the justice and mercy of God.

Class of 2027

- Elder Jamie Evans (Flemington/Presbyterian) Co-Clerk

- Rev. David Harvey (Blairstown/First) Co-Moderator
- Rev. Linda Gaden (Pittstown/Bethlehem)
- **Vacant**

Class of 2029

- Rev. Peter Magnan HR
- Rev. Fred Milligan HR
- Elder Jack Felch (Stewartsville/Old Greenwich)
- Rev. Tom Brown (Chatham/Presbyterian)

Class of 2031

- **Elder John Ware (Denville/Union Hill)**
- **Elder Pete Peterson (Clinton/Presbyterian)**
- **Vacant**
- **Vacant**

Roster of Former Members of the Presbytery Permanent Judicial Commission

Those whose Terms have Expired in the Past Six Years (D-3.0602b)

Class of 2023

- Rev. Dr. Jefferson Hatch HR
- Elder Alec Jain (Morris Plains/Presbyterian)
- Rev. Dennis Jones (Basking Ridge/Presbyterian)
- Elder Ray Smickle (Belvidere/United)

Class of 2025

- Rev. Barbara Aspinall HR
- Elder Donna Keoppel (Boonton/First)
- Elder Stuart Ours (Washington/First)
- Elder Mel Prestamo (Long Valley/Presbyterian)

Commission on Ministry

The purpose of the Commission on Ministry is to provide ongoing nurture and oversight for all Ministers of Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders serving within the Presbytery, as well as to care for the congregations and the relationships between pastors and congregations. The COM seeks to foster healthy, faithful, and effective ministries that serve the glory of God and the well-being of the Church.

Class of 2026

- **Elder Joe Martinoni (B) (Rockaway/First) for one additional year, with the Presbytery's approval**
- **Vacant**
- Rev. Cliff Acklam (A) (Flanders/United)
- Elder Jerry Chandler (B) (Newton/First)

- Elder Betty Darcy (B) (Morristown/Presbyterian)
- Rev. Jacqui Van Vliet (B) (HR) Co-Moderator
- Elder Carol Skidmore (B) (Basking Ridge/Presbyterian)
- Rev. Dr. Maureen Paterson (B) (Basking Ridge/Presbyterian)

Class of 2027

- **Rev. Amy Lincoln (A) (Flemington/Presbyterian)**
- **Elder Nancy Rubin (A) (Morristown/Presbyterian)**
- Rev. Carol Howard (A) (Madison/Presbyterian)
- Elder Craig Barth (A) (Morristown/Presbyterian)
- Rev. Daniel Vigilante (A) (Morristown/Presbyterian)
- Rev. Robin Curras (A) (Sparta/First)
- Elder Lisa Gray (A) (Stewartsville/Old Greenwich)
- Rev. David Young (B) HR Co-Moderator
- Rev. Tim Clarkson (A) (Denville/Presbyterian & Succasunna/First)
- Rev. Tom Brown (A) (Chatham/Presbyterian)

Class of 2028

- **Rev. Emily McCachern (A) (Frenchtown/Presbyterian)**
- **Rev. Amy Sandlin (A) (Warren/Trinity United)**
- **Rev. Heather Morrison Yaden (B) (Long Valley/Presbyterian)**
- **Elder Sue Cail (A) (Ringwood/Community Presbyterian)**
- **Elder Pete Peterson (A) (Clinton/Presbyterian)**
- **Vacant**
- **Vacant**
- **Vacant**

Corporation Officers

- President of Corporation – Rev. David Harvey
Term: ACT Moderator
- Secretary of the Corporation – Rev. Dr. Steven Shussett
Term: Elected Stated Clerk
- Treasurer - Elder Becky Moody (2024 - 2029)

Moderator and Vice Moderator

2026 – Rev. Ryon Herin – Moderator

2026 – Elder Donna Rahmann – Vice Moderator

Stated Clerk

Rev. Dr. Steven Shussett (2025-2027)

Term: 3 year term

Blair Academy Consultation Team

Class of 2026

- Elder Owen Newson (B) (Stanhope/First)
- **Rev. David Young (A) (HR)**

Class of 2027

- Erica Wulster (A) (Blairstown/First)
- Rev. Julie Raffety (A) (Franklin/First)

Class of 2028

- **Rev. Amy Lincoln (A) (Flemington/Presbyterian)**
- **Ann Bain (B) (Branchville/First)**

Committee on Representation

The purpose of the Committee on Representation is to:

- Advise the Presbytery regarding the implementation of the principles of unity and diversity.
- Advocate for the full inclusion and representation of diverse voices in leadership roles and decision-making bodies.
- Consult on the employment of personnel in accordance with the principles of equity and inclusivity, as outlined in *F-1.0403* of the Book of Order.
- Create space for honest engagement with issues of diversity, inclusivity, and racism, promoting transformation in how the Presbytery lives into its identity as a diverse and unified body.

Class of 2026

- Rev. Bill Stone (A) (New Vernon/First) **Co-Moderator**
- Elder Bisham Singh (A) (Bedminster/Lamington)

Class of 2027

- Elder Marie Knapp (B) (Milford/Alexandria)
- Rev. Erin Hayes-Cook (B) (Hackettstown/First) **Co-Moderator**

Class of 2028

- **Rev. Audrey Webber (A) (Morristown/Presbyterian)**
- **Elder Alec Jain (A) (Morris Plains/Presbyterian)**

Young Leader Formation Team

The purpose of the Young Leader Formation Team is to:

- Promote opportunities for spiritual growth and leadership development among youth and young adults.
- Facilitate meaningful connections, programs, and events that form and empower young leaders.
-
- Support a network of ministry leaders committed to youth and young adult ministry across the Presbytery

Class of 2026

- **Rev. Nathaniel Fryer (A) (Boonton/First)**
- **Rev. Lissette Gonzalez-Sosa (A) (Martinsville/Sanctuary + Seed)**

Class of 2027

- **Mae Martella (A) (Morris Plains/Presbyterian)**
- Joann Willans (B) (Whippany/First)

Class of 2028

- **Elizabeth Monkemeier (A) (Chatham/Presbyterian)**
- **Katie Balboni (A) (Basking Ridge/Presbyterian)**

Johnsonburg Staff – Vania Stevenson

Innovative, Adaptive, and Transformative Ministries Team

The purpose for Innovative, Adaptive, and Transformative Ministries Team is to:

- Establish a Think Tank/Incubator that fosters innovation and creates space for adaptive and imaginative ministry development.
- Explore and propose creative approaches to mission, stewardship, leadership, and the use of physical and spiritual resources.
- Equip congregational leaders and pastors with the tools, insights, and vision needed to faithfully navigate changing contexts and emerging opportunities.
- Report regularly to the Presbytery and the Administration & Coordinating Commission (ACC) on progress, ideas, and recommended next steps.
- Present a comprehensive plan for the development of a Center for Innovation by November 2026

Class of 2026

- **Rev. Mary Beth Mardis-LeCroy (A) (Stewartsville/Old Greenwich)**
- **Laura Choi (A) (Stewartsville/Presbyterian)**

Class of 2027

- **Rev. Dr. Tracey Henry (A) (Clinton/Presbyterian)**
- **Adrienne Poissant (A) (Branchville/First)**

Class of 2028

- **Scott Stolte (A) (Bedminster/Lamington)**
- **Rev. Sarah Caraitti (A) (Whippany/First) (Co-Ordinator)**

Synod Commissioners for Special Synod Assembly 2025

- **Rev. Stephen Choi (Stewartsville/Presbyterian)**
- **Rev. David Harvey (Blairstown/First)**
- **Elder Lisa Gray (Stewartsville/Old Greenwich)**
- **Elder Donna Rahmann (Califon/Fairmount)**

Synod Mission and Ministry Commission – January 2026 – October 2026

- **Elder Joe Martinoni – Special Term – (Rockaway/First)**

Blair Academy Trustees

Class of 2029

- **Rev. Jeanne Radak (Presbytery Leader)**
- **Elder Susan Johnson (Chester/Community Presbyterian)**

Class of 2026

- **Rev. Barbara Aspinall HR**

General Assembly Commissioners Elections

According to G-3.0501 “Composition and Responsibilities,” Highlands Presbytery is eligible to elect two ruling elders and two teaching elders to the General Assembly in June 2026. Presbyters were asked to consider electing a slate that reflects the rich diversity of voices and experiences within the Presbytery of the Highlands.

It was **MOVED AND CARRIED** that the following persons be elected to serve as Commissioners to the 227th General Assembly (2026):

Ruling Elders

Elder Jeanne Perry (Chester/Community)

Elder Bisham Singh (Lamington/Bedminster)

First Alternate: Elder David "Pete" Peterson (Clinton/Presbyterian)

Ministers of Word and Sacrament

Rev. Michael Cuppett (Newton/First)

Rev. Linda Gaden (Bethlehem/Pittstown)

MOTION: to allow the Administration and Coordinating Commission to elect a Young Adult Advisory Delegate to 227th General Assembly (2026). **MOVED and CARRIED.**

WORSHIP

Worship was led by members of the Property and Insurance Team: Ruling Elders Ken Nickel (Boonton), Alan Ford (Bethlehem), Doug Smith (Basking Ridge), and Teaching Elders Scot McCacheren (Hilltop Church) and Steve Shussett, with the liturgy provided by Ryon Herin. Music was provided by Jim Wynne, Director of Music Ministries, First Presbyterian Church of Mendham (Hilltop Church), and the sermon was preached by Moderator Rodgers.

INSTALLATION OF 2026 MODERATOR AND VICE-MODERATOR OF THE PRESBYTERY OF THE HIGHLANDS OF NEW JERSEY

Rev. Ryon Herin (Rockaway) and Ruling Elder Donna Rahmann (Fairmount) were installed as 2026 Moderator and Vice-Moderator, respectively. Moderator Chad Rodgers presided.

NEW BUSINESS

There was no new business.

ADJOURNMENT

A motion to adjourn was carried by **UNANIMOUS CONSENT.**

Moderator Rodgers closed the meeting with prayer at 10:01 PM.

Attested:



Steven H. Shussett, Stated Clerk

Recording Secretary: Jamie Evans (Flemington)

ATTACHMENTS:

ADMINISTRATION AND COORDINATING COMMISSION REPORT

September 9, 2025

Items for Consent Agenda:

The Administration and Coordinating Commission (ACC) makes the following recommendations for inclusion on the Presbytery's consent agenda:

ACC-1

The ACC reviewed the following descriptions, making minor edits and formatting updates, and recommends Presbytery approval:

- Nominating Committee
- Young Leader Formation Team
- Officers of the Presbytery – Position Descriptions
- Committee on Representation
- Presbytery Permanent Judicial Commission

ACC-2

The ACC reviewed the following ACC-related team descriptions, making editorial updates, realignments, and formatting revisions, and recommends Presbytery approval:

- Finance, Budget, and Property Team
- Funds Development Team
- Worship Team
- Presbytery Meeting Planning Team (formerly the Executive Team)
- New Jersey Presbyterian Insurance Partnership Team

ACC-3

The ACC recommends that the Presbytery approve the proposed revisions to the Blair Academy Bylaws as presented.

Items for Action:

The Administration and Coordinating Commission (ACC) presents the following recommendations for Presbytery approval:

ACC-4

The ACC reviewed and updated the following committee and team descriptions, including the creation of new teams and the realignment of existing responsibilities:

- Church Vitality and Discernment Team
- Innovation, Adaptive, and Transformative Ministry Team (*newly created, as recommended in the Discernment Report*)
- Commission on Preparation for Ministry and Leadership Development

ACC-5

That the Presbytery approve Overture #2 – Preventing Conflicting Ordination.

- Rationale: This amendment affirms the Reformed principle that deacons, ruling elders, and teaching elders share in the parity of ordered ministry within the PC(USA). While teaching elders are already subject to provisions regarding ordination outside the denomination, no such process currently exists for ruling elders or deacons. As it has become more common for church officers to seek outside or online ordinations for weddings or other events, this amendment provides sessions with a clear and consistent process for consultation and discernment when such situations arise, ensuring that all ordered ministries remain accountable to the Constitution of the PC(USA).

ACC-6

That the Presbytery approve Overture #3 – Regarding Paid Administrative Leave.

- Rationale: The Presbytery of the Highlands of New Jersey affirms the importance of due process and supports the 2024 General Assembly amendment requiring paid administrative leave; however, the amendment provides no guidance for churches or presbyteries on how to manage the significant financial implications of such leave. Because salaries and benefits can be substantial, and temporary pastoral coverage adds additional cost, the overture proposes creating a team to explore and develop clear policies and processes. This team would address questions including what constitutes paid leave, the duration of payments through investigations and appeals, responsibilities when allegations arise from a previous ministry, and the scope of leave beyond sexual misconduct. The goal is to ensure that due process is upheld while protecting the financial sustainability of congregations and presbyteries.

ACC-7

Nominations:

The ACC recommends the following individuals for election to the Presbytery Nominating Committee:

- Class of 2028
 - Rev. Nancy Young, HR
 - Rev. Birda Ferguson, HR

Items for Report:

From the October 28, 2025 meeting:

The Administration and Coordinating Commission (ACC) reports the following actions and updates from its October meeting:

ACC-8

The Rev. Scott Decaro resigned from the ACC following his call to a position outside the presbytery.

ACC-9

The ACC reviewed the September Presbytery meeting.

ACC-10

The Finance and Budget Team presented the *Statement of Activities* and *Balance Sheet* as of September 30. The team reported that income and expenses remain consistent with the approved budget plan.

ACC-11

The ACC approved the team's recommendation for the Presbytery to become an institutional member of the New Jersey Coalition of Religious Leaders.

ACC-12

The ACC approved moving forward with the 2026 Budget as presented at the September Presbytery meeting.

ACC-13

The Personnel Committee reported that the Communications Coordinator position description has been distributed and that interviews will be scheduled in early November.

ACC-14

The ACC concurred with the Oxford Second Commission's recommendations for the use of proceeds from the sale of the Oxford Second property.

ACC-15

Approved the redefinition of the Hillsborough Fund.

ACC-16

Approved the concept of a new Legacy Fund to support outward-facing projects developed by congregations. Further development of the fund will continue.

ACC-17

Approved the establishment of a New Covenant Trust Legacy Fund to serve as the foundation for grant projects, with initial funding from the East Hanover and Oxford Second property sales.

ACC-18

Approved a \$1,000 contribution to Presbyterian Disaster Assistance in support of the *Church Safety and Security Program* scheduled for November 1, 2025, at Chester Church.

ACC-19

2026 Presbytery Meeting Dates:

- Tuesday, February 24, 2026 – 7:00 p.m., via Zoom
- Tuesday, May 12, 2026 – Time TBD, Hybrid at Johnsonburg (Communion)
- Tuesday, September 15, 2026 – Time TBD, Hybrid at Johnsonburg (Communion)
- Tuesday, November 17, 2026 – 7:00 p.m., via Zoom

ACC-20

The Stated Clerk reported that *Overture #1 Regarding Administrative Leave*, approved at the September Presbytery meeting, has been submitted.

ACC-21

The Presbytery Leader announced that all commissions, committees, and teams will meet in person during January and February for orientation and training, guided by their respective descriptions and the Discernment Report.

Church Name	Per Capita	Paid	Balance	Percentage Paid
Alexandria First Presbyterian Church	5,742.00	5,655.00	87.00	98.48%
Amwell Second Presbyterian Church	1,783.50	1,783.50	-	100.00%
Andover Presbyterian Church	1,261.50	1,261.50	-	100.00%
Basking Ridge Presbyterian Church	26,317.50	26,317.50	-	100.00%
Beemerville Presbyterian Church	2,653.50	-	2,653.50	0.00%
Bethlehem Presbyterian Church	3,567.00	3,567.00	-	100.00%
Bound Brook Presbyterian Church	12,441.00	12,441.00	-	100.00%
Calvary Presbyterian Church	4,654.50	-	4,654.50	0.00%
Clinton Presbyterian Church	10,831.50	5,415.75	5,415.75	50.00%
Community Presbyterian Church, Chester	7,264.50	2,073.00	5,191.50	28.54%
Community Presbyterian Church, Ringwood	6,394.50	4,785.59	1,608.91	74.84%
Delaware Presbyterian Church	348.00	348.00	-	100.00%
Fairmount Presbyterian Church	5,437.50	3,959.86	1,477.64	72.83%
First Memorial Presbyterian Church	3,741.00	3,741.00	-	100.00%
First Presbyterian Church Of Berkshire Valley	2,088.00	2,088.00	-	100.00%
First Presbyterian Church Of Blairstown	5,133.00	5,133.00	-	100.00%
First Presbyterian Church of Boontoo	5,133.00	5,133.00	-	100.00%
First Presbyterian Church Of Branchville	7,786.50	6,270.80	1,515.70	80.53%
First Presbyterian Church Of Franklin	4,176.00	1,540.50	2,635.50	36.89%
First Presbyterian Church Of Hackettstown	8,917.50	2,849.62	6,067.88	31.96%
First Presbyterian Church Of Hanover	1,218.00	-	1,218.00	0.00%
First Presbyterian Church Of Lambertville	4,132.50	-	4,132.50	0.00%
First Presbyterian Church Of Mendham	12,093.00	6,046.50	6,046.50	50.00%
Milford Presbyterian Church	2,088.00	-	2,088.00	0.00%
First Presbyterian Church Of New Vernon	11,919.00	11,919.00	-	100.00%
First Presbyterian Church of Newton	6,220.50	5,220.50	1,000.00	83.92%
First Presbyterian Church Of Ogdensburg	435.00	-	435.00	0.00%

First Presbyterian Church Of Oxford At Hazen	565.50	565.50	-	100.00%
First Presbyterian Church Of Rockaway	6,003.00	-	6,003.00	0.00%
First Presbyterian Church Of Sparta	9,178.50	6,883.89	2,294.61	75.00%
First Presbyterian Church Of Stanhope	4,350.00	-	4,350.00	0.00%
First Presbyterian Church Of Stirling	1,827.00	704.00	1,123.00	38.53%
First Presbyterian Church Stockton	1,044.00	1,044.00	-	100.00%
First Presbyterian Church Of Succasunna	6,655.50	6,655.50	-	100.00%
First Presbyterian Church Of Sussex	3,915.00	978.75	2,936.25	25.00%
First Presbyterian Church of Titusville	4,002.00	-	4,002.00	0.00%
First Presbyterian Church Of Washington	8,395.50	-	8,395.50	0.00%
First Presbyterian Church Of Whippany	7,569.00	5,676.75	1,892.25	75.00%
Flemington Presbyterian Church	16,921.50	14,101.30	2,820.20	83.33%
Frenchtown Presbyterian Church	7,830.00	3,915.00	3,915.00	50.00%
Highlands Presbyterian Church	1,696.50	1,696.50	-	100.00%
Hildale Park Presbyterian Church	3,741.00	2,805.75	935.25	75.00%
Holland Presbyterian Church	1,566.00	-	1,566.00	0.00%
Hungarian Presbyterian Church	696.00	696.00	-	100.00%
Kirkpatrick Mem Presbyterian Church	2,740.50	1,500.00	1,240.50	54.73%
Kitchell Memorial Presbyterian Church	2,392.50	2,392.50	-	100.00%
Lamington Presbyterian Church	7,830.00	-	7,830.00	0.00%
Long Valley Presbyterian Church	11,788.50	11,788.50	-	100.00%
Lower Valley Presbyterian Church	5,568.00	4,176.00	1,392.00	75.00%
Meyersville Presbyterian Church	2,001.00	-	2,001.00	0.00%
Mine Hill Presbyterian Church	609.00	609.00	-	100.00%
Musconetcong Valley Presbyterian Ch.	1,087.50	-	1,087.50	0.00%
Oak Ridge Presbyterian Church	2,610.00	2,337.50	272.50	89.56%
Ogden Memorial Presbyterian Church	2,479.50	1,859.62	619.88	75.00%
Old Greenwich Presbyterian Church	11,484.00	6,699.00	4,785.00	58.33%

Panther Valley Ecumenical Church	2,436.00	1,200.00	1,236.00	49.26%
Parsippany Presbyterian Church	6,220.50	1,244.10	4,976.40	20.00%
Pilgrim Presbyterian Church	4,393.50	-	4,393.50	0.00%
Pluckemin Presbyterian Church	7,351.50	7,351.50	-	100.00%
Presbyterian Church in Harmony	6,568.50	929.00	5,639.50	14.14%
Presbyterian Church In Morristown	33,930.00	28,010.42	5,919.58	82.55%
Presbyterian Church Of Chatham Twp.	25,273.50	16,849.50	8,424.00	66.67%
Presbyterian Church Of Madison	7,395.00	7,395.00	-	100.00%
Presbyterian Church Of Morris Plains	11,136.00	5,000.00	6,136.00	44.90%
Rockport Presbyterian Church	1,044.00	1,044.00	-	100.00%
Somerset Presbyterian Church	3,741.00	1,258.75	2,482.25	33.65%
Stewartsville Presbyterian Church	5,916.00	4,437.00	1,479.00	75.00%
Taiwanese/American Fellowship Presbyterian Church	3,654.00	3,654.00	-	100.00%
Trinity United Presbyterian Church	609.00	609.00	-	100.00%
Union Hill Presbyterian Church	2,653.50	1,990.14	663.36	75.00%
United First PC Amwell Presbyterian Church	1,566.00	1,566.00	-	100.00%
United Presbyterian Church Of Alpha	2,436.00	262.50	2,173.50	10.78%
United Presbyterian Church Of Belvidere	3,784.50	-	3,784.50	0.00%
United Presbyterian Church Of Flanders	6,394.50	3,197.25	3,197.25	50.00%
West Milford Presbyterian Church	3,610.50	2,707.92	902.58	75.00%
Wharton United Community Church	957.00	717.75	239.25	75.00%
Yellow Frame Presbyterian Church	7,612.50	-	7,612.50	0.00%
	449,007.00	284,058.51	164,948.49	63.26%

Presbytery of the Highlands, NJ
Statement of Activities for ACT 2

Date Range: Jan 1st 2025 - Sep 30th 2025 | Includes Open Transactions | Filtered by: Core Account

Accounts	Actual	Budget	Budget	Annual
	Jan 01, 2025 - Sep 30, 2025	Jan 01, 2025 Sep 30, 2025	Over/Under Jan 01, 2025 - Sep 30, 2025	Budget % Used Jan 01, 2025 Sep 30, 2025
Revenues				
Per Capita				
140100 Current Year Per Capita	231,831.18	336,755.25	(104,924.07)	51.63 %
140101 CY Uncollected Per Capita	0.00	(60,615.72)	60,615.72	0.00 %
140200 Prior Year Per Capita	6,009.03	0.00	6,009.03	0.00 %
Total Per Capita	237,840.21	276,139.53	(38,299.32)	64.60 %
Missional Giving				
PRESBYTERY Missional Giving				
140132 Undesig Presbytery Missional Giving	6,050.00	20,250.00	(14,200.00)	22.41 %
Total PRESBYTERY Missional Giving	6,050.00	20,250.00	(14,200.00)	22.41 %
Total Missional Giving	6,050.00	20,250.00	(14,200.00)	22.41 %
Interest Revenue				
140510 Interest	265.61	225.00	40.61	88.54 %
Total Interest Revenue	265.61	225.00	40.61	88.54 %
Other Revenue				
Reserve Draw				
140899 Chesnutt Fund Draw	0.00	6,235.47	(6,235.47)	0.00 %
140999 Presby Operating Reserve	0.00	183,739.50	(183,739.50)	0.00 %
Total Reserve Draw	0.00	189,974.97	(189,974.97)	0.00 %
Endowment Income				
140997 Endowment Income	7,052.32	6,493.50	558.82	81.45 %
Total Endowment Income	7,052.32	6,493.50	558.82	81.45 %
Misc Revenue				
140450 Mat'l on behalf of Churches	1,621.75	0.00	1,621.75	0.00 %
140480 Background Checks for Churches	3,246.00	0.00	3,246.00	0.00 %
140490 Vanco fee offset given	42.79	0.00	42.79	0.00 %
140520 PW Foundation Interest	2,229.83	0.00	2,229.83	0.00 %
Total Misc Revenue	7,140.37	0.00	7,140.37	0.00 %
Total Other Revenue	14,192.69	196,468.47	(182,275.78)	5.42 %
Total Revenues	\$ 258,348.51	\$ 493,083.00	(\$ 234,734.49)	39.30 %
Expenses				
Administration				
Admin				
150022 Fees- NCT Investment Account	1,195.08	0.00	(1,195.08)	0.00 %
150111 Master Liability Insurance	8,556.46	2,078.28	(6,478.18)	308.79 %
150112 Umbrella Insurance Policy	2,027.00	849.75	(1,177.25)	178.91 %
150113 Worker Comp Insurance Policy	1,628.00	900.00	(728.00)	135.67 %
150114 Cyber Liability Insurance	525.57	300.00	(225.57)	131.39 %
150115 Management Liability Insurance	0.00	138.00	138.00	0.00 %
150116 FSA Admin fees	35.10	0.00	(35.10)	0.00 %
150220 Fees	1,308.98	1,237.50	(71.48)	79.33 %

Accounts	Actual Jan 01, 2025 - Sep 30, 2025	Budget Jan 01, 2025 Sep 30, 2025	Budget Over/Under Jan 01, 2025 - Sep 30, 2025	Annual Budget % Used
				Jan 01, 2025 Sep 30, 2025
150230 Presbytery Fin Review Fees	6,750.00	4,875.03	(1,874.97)	103.85 %
Total Admin	22,026.19	10,378.56	(11,647.63)	159.17 %
Facilities				
150120 Supplies	3,271.83	1,125.00	(2,146.83)	218.12 %
150130 Postage	407.13	487.53	80.40	62.64 %
150140 Communication	4,032.96	3,750.00	(282.96)	80.66 %
150150 Equipment	2,402.04	3,750.00	1,347.96	48.04 %
150160 Utilities	4,690.47	4,500.00	(190.47)	78.17 %
150170 Condo Association Dues	13,680.00	12,450.00	(1,230.00)	82.41 %
150190 Software & Technology	5,078.94	4,920.00	(158.94)	77.42 %
150210 Cleaning Services	1,620.00	1,650.00	30.00	73.64 %
150240 Facilities Repairs & Improvements	75.00	750.00	675.00	7.50 %
Total Facilities	35,258.37	33,382.53	(1,875.84)	79.21 %
Compensation				
Presbytery Leader/EP				
151300 PL Salary	48,267.00	48,267.00	0.00	75.00 %
151301 PL Housing	32,512.50	32,512.50	0.00	75.00 %
151310 PL Professional Expense	1,691.81	3,750.00	2,058.19	33.84 %
151330 PL Pension/Medical	29,444.40	29,444.22	(0.18)	75.00 %
151340 PL Continuing Education	884.00	1,500.00	616.00	44.20 %
151350 PL Travel	1,393.30	4,500.00	3,106.70	23.22 %
151380 PL SECA	6,179.94	6,130.53	(49.41)	75.60 %
Total Presbytery Leader/EP	120,372.95	126,104.25	5,731.30	71.59 %
Financial Administrator				
151410 FA Salary	16,844.04	50,532.03	33,687.99	25.00 %
151411 FA 403b	3,031.92	9,096.03	6,064.11	25.00 %
151420 FA Social Security/MED	1,288.62	3,865.50	2,576.88	25.00 %
151430 FA Group Term Life	30.00	90.00	60.00	25.00 %
151440 FA Continuing Education	0.00	225.00	225.00	0.00 %
151450 FA Travel	624.58	562.50	(62.08)	83.28 %
Total Financial Administrator	21,819.16	64,371.06	42,551.90	25.42 %
Office Manager				
151510 OM Salary	42,371.16	34,667.28	(7,703.88)	91.67 %
151511 OM 403b	7,626.78	6,239.97	(1,386.81)	91.67 %
151520 OM Social Security/MED	3,182.59	2,652.03	(530.56)	90.01 %
151530 OM Group Term Life	90.00	90.00	0.00	75.00 %
151540 OM Continuing Education	0.00	225.00	225.00	0.00 %
151550 OM Travel	1,009.75	225.00	(784.75)	336.58 %
Total Office Manager	54,280.28	44,099.28	(10,181.00)	92.31 %
Resource Staff/Stated Clerk				
151710 RSS/SC Salary	36,402.84	36,402.75	(0.09)	75.00 %
151712 RSS/SC Housing	21,510.72	21,510.72	0.00	75.00 %
151713 RSS/SC Pension/Medical	24,902.82	24,903.00	0.18	75.00 %
151714 R&SC SECA	4,430.34	4,430.25	(0.09)	75.00 %
151740 RSS/SC Continuing Ed	1,262.95	1,125.00	(137.95)	84.20 %
151750 RSS/SC Travel	1,581.89	1,500.00	(81.89)	79.09 %
151751 RSS/SC Professional Expense	155.91	0.00	(155.91)	0.00 %
Total Resource Staff/Stated Clerk	90,247.47	89,871.72	(375.75)	75.31 %
Financial Administrator 2				

Accounts	Actual Jan 01, 2025 - Sep 30, 2025	Budget Jan 01, 2025 Sep 30, 2025	Budget Over/Under Jan 01, 2025 - Sep 30, 2025	Annual Budget % Used
				Jan 01, 2025 Sep 30, 2025
151010 Financial Administrator 2 Salary	29,333.38	0.00	(29,333.38)	0.00 %
151020 Financial Administrator 2 Social Security/ MED	2,114.41	0.00	(2,114.41)	0.00 %
151030 Financial Administrator 2 GTL	70.00	0.00	(70.00)	0.00 %
151031 Financial Administrator 2 Medical Insurance	4,680.00	0.00	(4,680.00)	0.00 %
151040 Financial Administrator 2 Continuing Education	295.00	0.00	(295.00)	0.00 %
Total Financial Administrator 2	36,492.79	0.00	(36,492.79)	0.00 %
Total Compensation	323,212.65	324,446.31	1,233.66	74.71 %
Total Administration	380,497.21	368,207.40	(12,289.81)	77.50 %
Presbytery Teams				
Administrative Coordinating Team				
150201 ACT - Committee Expense	1,865.68	1,500.00	(365.68)	93.28 %
150206 ACT - Presbytery Meetings	2,142.49	3,000.00	857.51	53.56 %
152021 ACT- Vice-Moderator Training	0.00	750.00	750.00	0.00 %
152024 ACT - Discernment Process	3,300.87	1,500.03	(1,800.84)	165.04 %
152310 Johnsonburg Camp & Conference Ctr	22,600.00	22,500.00	(100.00)	75.33 %
154110 Worship Committee Expense	500.00	1,125.00	625.00	33.33 %
Total Administrative Coordinating Team	30,409.04	30,375.03	(34.01)	75.08 %
Committee on Ministry				
150221 COM Committee Expenses	542.50	375.00	(167.50)	108.50 %
152225 COM Boundary Training	(379.00)	1,875.00	2,254.00	(15.16 %)
152240 COM Conferences & Retreats	2,211.73	2,250.00	38.27	73.72 %
Total Committee on Ministry	2,375.23	4,500.00	2,124.77	39.59 %
Committee on Prep for Ministry				
150231 COPM Committee Expenses	0.00	75.00	75.00	0.00 %
152360 COPM Career Counseling	1,266.67	749.97	(516.70)	126.67 %
Total Committee on Prep for Ministry	1,266.67	824.97	(441.70)	115.15 %
Youth Development				
154260 Triennium	13,879.35	4,500.00	(9,379.35)	231.32 %
155260 Workshops/Training	1,140.36	1,500.00	359.64	57.02 %
Total Youth Development	15,019.71	6,000.00	(9,019.71)	187.75 %
Church Development				
154440 Workshops	0.00	1,500.00	1,500.00	0.00 %
154450 Exploring Online Community	0.00	2,250.00	2,250.00	0.00 %
Total Church Development	0.00	3,750.00	3,750.00	0.00 %
Total Presbytery Teams	49,070.65	45,450.00	(3,620.65)	80.97 %
Missional Partners				
Per Capita Paid to GA				
153010 Per Capita Paid TO GA	65,640.32	73,962.72	8,322.40	66.56 %
Total Per Capita Paid to GA	65,640.32	73,962.72	8,322.40	66.56 %
Per Capita Paid to Synod				
153020 Per Capita Paid TO SYNOD	17,504.07	19,723.50	2,219.43	66.56 %
Total Per Capita Paid to Synod	17,504.07	19,723.50	2,219.43	66.56 %
Shared Missional Support -Syn/ GA				
153120 Shared Missional Support - SYNOD	1,800.00	1,800.00	0.00	75.00 %

Accounts	Actual	Budget	Budget	Annual
	Jan 01, 2025 - Sep 30, 2025	Jan 01, 2025 Sep 30, 2025	Over/Under Jan 01, 2025 - Sep 30, 2025	Budget % Used Jan 01, 2025 Sep 30, 2025
Total Shared Missional Support -Syn/ GA	1,800.00	1,800.00	0.00	75.00 %
Total Missional Partners	84,944.39	95,486.22	10,541.83	66.72 %
Other Expenses				
150520 PW Foundation Interest	2,229.83	0.00	(2,229.83)	0.00 %
Total Other Expenses	2,229.83	0.00	(2,229.83)	0.00 %
Total Expenses	\$ 516,742.08	\$ 509,143.62	(\$ 7,598.46)	76.12 %
Net Total			(\$ 258,393.57) (\$ 16,060.62) (\$ 242,332.95)	1,206.66 %

CHURCH DEVELOPMENT TEAM REPORT

November 11, 2025

Items for Consent Agenda:

None.

Items for Action:

None.

Items to Report:

CDT-1

The Presbytery Discernment Process and its impact on CDT – CDT met with Jeanne during our September meeting to discuss, share ideas and do some visioning for “reimagining” church development. At our October meeting, the team looked over the proposed committee descriptions and shared our thoughts for the development of:

**Congregational Vitality and Discernment Team and
Committee for Innovation, Adaptive, and Transformative Ministries**

CDT-2

New Grant Program: Who is my neighbor? No requests received.

CDT-3

Sanctuary and Seed: CDT has ongoing communication with Lissette. Congratulations on their one-year anniversary.

CDT-4

CDT hosted a book study over the summer: "[Becoming a Future-Ready Church: 8 Shifts to Encourage and Empower the Next Generation of Leaders](#)” Sarah Green led the weekly conversations.

CDT-5

CDT hosted a webinar on Thursday, Oct 2 at 7:00 presented by Ray Jones: Director of the PC(USA)’s Office of [Theology, Formation & Evangelism](#) on – What is the Missional Church? A video recording should be available on the Highlands Presbytery website.

CDT-6

CDT is currently overseeing five churches in transition that are or should be participating in the Turn the Page discernment study.

Respectfully Submitted by,

Rev. Carie Stanley – chair of CDT

COMMISSION ON MINISTRY REPORT – PART 1

November 11, 2025

For the Consent Agenda:

None.

Items for Action:

None.

Items to Report:

From the October 7, 2025 meeting:

COM-1

The following pastors have joined the Church Triumphant

- Rev. Dr. David C. Lawrence, Honorably Retired, died 9/29/2025
- Rev. Scott K. Bohr, Pastor, Presbyterian Church in Harmony, died 9/29/2025
- Rev. William L. Davis, Honorably Retired Pastor Emeritus, Fairmount Presbyterian Church, Califon, died 10/4/2025

COM-2

Preaching Workshop for Elders was held on September 11,18 and 25.

COM-3

Ordination and Installation Commission for Scott Stolte, Lamington Presbyterian Church, Bedminster, November 23, 2025 at 4pm was approved.

- Rev. Chad Rodgers - Moderator
- Rev. Ryon Herin - First Presbyterian Church of Rockaway
- Rev. Carol Howard – Presbyterian Church of Madison
- Rev. Robin Miller Curras - First Presbyterian Church of Sparta
- Elder Bob Wittpenn - Lamington Presbyterian Church, Bedminster
- Elder Trisha Hayes - Long Valley Presbyterian Church

COM-4

Appointed Rev. Amy Sandlin moderator of the Presbyterian Church in Harmony.

COM-5

Appointed Rev. Jacqui Van Vliet as moderator for special congregational meeting at First Presbyterian Church of Boonton.

COM-6

Approved a grant request for \$1500 from the Clergy Care Fund for a pastor's emergency medical expenses.

COM-7

Approved the following Terms of Call between:

- Rev. Nathaniel Fryer and First Presbyterian Church of Boonton
- Adrienne Poissant and First Presbyterian Church of Branchville
- Rev. Dr. Barbara Booth Jarmon and Kirkpatrick Memorial Presbyterian Church, Ringoes
- Rev. Jeff Walters (ELCA) and Rockport Presbyterian Church, Port Murray

COM-8

Approved the pastoral transition of Rev. Erin Hayes-Cook from designated pastor to pastor at First Presbyterian Church of Hackettstown.

COM-9

Approved the Part Time Covenant Supply position description between Rev. Dr. Barbara Booth Jarmon and Kirkpatrick Memorial Presbyterian Church, Ringoes.

COM-10

Approved Interim Pastor Position description for Bound Brook Presbyterian Church.

COM-11

Approved the Dissolution Agreement and Separation Ethics Agreement between Rev. Linda Owens and Bound Brook Presbyterian Church

COMMISSION ON MINISTRY REPORT – PART 2

November 11, 2025

For the Consent Agenda:

COM-12

The COM reviewed, edited, formatted and recommends for approval an updated version of Pastoral Relationships in the Presbytery of the Highlands.

COM-13

The COM reviewed, edited, formatted and recommends for approval the Ethical Standards for Ministers of Word and Sacrament policy for the Presbytery of the Highlands.

Items for Action:

None.

Items to Report:

From the November 4, 2025 meeting:

COM-14

The Rev. Donald P. Scott, Honorably Retired, joined the church triumphant on October 3, 2025 at his home in Washington State. He retired as the interim pastor at First Presbyterian Church of Franklin (Newton Presbytery) in 2000.

COM-15

Approved the request from Mountain Laurel Presbytery to transfer the Rev. Scott DeCaro as he begins the position of Stated Clerk.

COM-16

Approved the 2025 Terms of Call Spreadsheet. The spreadsheet is not included in published documents because it contains personnel information. It is available upon request by contacting the presbytery office.

COM-17

Approved granting Rev. Byron Leasure permission to serve as moderator of the United Presbyterian Church of Alpha starting January 1, 2026. Rev. Leasure is a member of Presbytery of Philadelphia.

COM-18

Approved the validated ministry request from Ben Willans, Certified Candidate for ministry, Highlands Presbytery. Ben is serving as Health and Social Care Chaplain for NHS Highland, Highlands Region, Scotland.

COM-19

Reviewed, edited, formatted and approved the following COM documents

- Guidelines for Entrance Exams
- Rubric for Pastoral Responsibilities

COM-20

Approved the following 2026 Terms of Calls between:

- Rev. Timothy Clarkson and Union Hill Presbyterian Church, Denville & First Presbyterian Church of Succasunna.
- Rev. Dr. Barbara Booth-Jarmon and Kirkpatrick Memorial Presbyterian Church, Ringoes.

COM-21

Approved the 2026 Session exemption request from the First Presbyterian Church of Stockton.

COM-22

Reviewed the Part-time Parish Associate agreement between Rev. Edwin Aponte and the Session of the Presbyterian Church of Chatham Township.

COM-23

Approved the Call of the Rev. Nathaniel Fryer and First Presbyterian Church of Boonton. The congregation unanimously voted to approve on October 19, 2025.

THE PRESBYTERY OF THE HIGHLANDS OF NJ
IMBALANCE CORRECTION FOR November 11, 2025

Effective January 1, 2026

The Book of Order, G-3.0301, states:

“The presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and ministers of the Word and Sacrament within that district. The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of ministers of the Word and Sacrament and ruling elders. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G- 3.0103. Ruling elders elected as officers of the presbytery shall be enrolled as members during the period of their service. A presbytery may enroll, or may provide by its own rule for the enrollment of, ruling elders during terms of elected service to the presbytery or its congregations.”

The recommended imbalance correction is based on the following information:

Teaching Elder Members

Members as of 10/31/2023	131
Temporary Members	6
Non-resident Members	<23>
TOTAL RESIDENT TEACHING ELDERS	114

Ruling Elder Commissioners

Administration and Coordinating Commission Members

Alec Jain	
David Peterson	
Richard Rubin	5

Committee/Team Chairs

Donna Rahmann (CPM)	2
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Past Presbytery Moderators not serving on ACC or a Committee Moderator

Matt Allen	
Paula Benson	
Sue Cail	
Wendy Doidge	
Alan Ford	
Lisa Gray	
Joe Martinoni	
Margaret Meyers	
Ken Nickel	
Mel Prestamo	
Michael Young	10

Commissioned Ruling Elders

Stephanie Farley	1
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<i>Certified Christian Educator</i>	0
<i>One Commissioner Elected by Each Church Session</i>	76
<i>Additional Elected Commissioners by Church Size & attendance</i>	20
TOTAL RULING ELDER COMMISSIONERS	114

Churches Entitled to Additional Ruling Elder Commissioners

<u>Church</u>	<u>Total Commissioners</u>
Basking Ridge	3
Chatham	3
Flemington	3
Morristown	3
Bethlehem	2
Bound Brook	2
Branchville	2
Flanders	2
Franklin	2
Hackettstown	2
Lamington	2
Long Valley	2
Newton	2
Ringwood	2
Rockaway	2
Sparta	2

**Please note that the proposal to redress the imbalance is designed to get ruling elder commissioners to stated meetings. It is evaluated annually. Churches who routinely fail to send the additional commissioners that they are allotted under the proposal may not be granted additional commissioners when the imbalance proposal is re-evaluated next year.*

Commission on Preparation for Ministry Report

November 11, 2025

Items for Consent Agenda

None.

Items for Action

None.

Items for Report:

From the September 22, 2025 meeting:

CPM-1

Laura Choi (Candidate): At her annual consultation on September 22, after examination, a motion was made, seconded and passed that Laura be certified ready to receive a call. Laura will continue her chaplaincy at Morristown Medical Center for now.

CPM-2

Jessica Fisher is certified ready to receive a call, but per her request, her current status is 'on hold.' Policy language needs to be updated and more specific about guidelines/limitations/timelines regarding a person's 'on hold' status.

CPM-3

Ben Willans (Candidate): Ben's Annual Consultation will be held in October. At that time, if the way be clear, he will be certified ready to receive a call. Ben plans to pursue a validated ministry through Highlands Presbytery as the Health and Social Care Chaplain for NHS Highlands (Scotland).

CPM-4

Patricia 'Tricia' Hayes (Aspirant for CRE): Tricia completed her field ed at Chester and is currently taking CPE at Morristown Medical Center. Because of her wide and varied experiences at Long Valley and her success at Chester, CPM voted to waive the requirement for a year-long field ed. Accordingly, Tricia's consultation was moved up to December 8; and if the way be clear at that meeting, she will be certified ready to receive a call.

From the October 13, 2025 meeting

CPM-5

Benjamin Willans (Candidate): At Ben's Annual Consultation, and after examination, a motion was made, seconded and passed that Ben be certified ready to receive a call. Ben will work with Steve and COM to pursue a validated ministry as a chaplain in Scotland.

CPM-6

Patricia 'Tricia' Hayes (CRE Aspirant): Tricia's Annual Consultation will be conducted on December 8. At that time, if the way be clear, she will be certified ready to receive a call.

CPM-7

Joseph Martinoni (CRE Aspirant): Joe's Annual Consultation is scheduled to take place at the November 10 meeting.

Respectfully submitted,
Kathi Heath and Chris Doyle, CPM Co-Moderators

Nominating Committee Report

November 11, 2025

NOMINATIONS for 2025

The Nominating Committee of the Presbytery of the Highlands of New Jersey is responsible for identifying, discerning, and nominating individuals to fill elected positions within the Presbytery. The team prioritizes diversity and inclusivity, ensuring broad representation by gender, age, race, ordination status, and geographic region. Typically composed of six members serving three-year terms, the team actively seeks and engages potential leaders, consults with the Committee on Representation, and works to maintain the health and vitality of the Presbytery's leadership across its ministries.

Nominating Committee as NOMINATED by ACC

Class of 2026

- Rev. Barbara Aspinall (B) (HR) (Moderator)
- Elder Alec Jain, (A) (Morris Plains/Presbyterian)

Class of 2027

- Elder Paula Benson (A) (Long Valley/Highlands)
- **Vacant**

Class of 2028

- **Rev. Birda Ferguson (A) (HR)**
- **Rev. Dr. Nancy Young (A) (HR)**

Administration and Coordinating Commission

Purpose

The Administration and Coordinating Commission exists to coordinate the work of the Presbytery, steward its resources, communicate its mission, and provide administrative and spiritual leadership. Through collaboration, planning, and oversight, the ACC Commission helps guide the Presbytery's ongoing journey of faith, service, and governance.

- Class of 2026
 - Elder Rich Rubin (A) (Morristown/Presbyterian)
 - Rev. Stefanie Muntzel (A) (Stirling/First & Meyersville/Presbyterian) (**Co-Moderator**)
 - Rev. David Harvey (B) (Blairstown/First) (Co-Moderator)
 - Past Moderator - Rev. Chad Rodgers (Johnsonburg Staff)
- Class of 2027
 - Rev. Michael Cuppett (A) (Newton/First)
 - **Rev. Scot McCachern (A) (Mendham/First)**
 - Rev. Hannah Allred (A) (East Hanover/Kitchell)

- Moderator – Rev. Ryon Herin (Rockaway/First)
- Class of 2028
 - **Elder Alec Jain (B) (Morris Plains/Presbyterian)**
 - **Elder Ruth Babula (A) (Long Valley/Highlands)**
 - **Elder John Crozier (A) (Boonton/First)**
 - Vice Moderator – Elder Donna Rahman (Califon/Fairmount)
- **Presbytery Women – Vacant**

Church Vitality and Transformative Ministry Team

The purpose of the Congregational Vitality and Discernment Team is to:

- Understand and embrace the current story: Help congregations and new worshiping communities recognize and celebrate their present ministry context.
- Discern and shape future ministry narratives: Guide congregations in imagining and implementing new ministry directions that align with God’s mission.
- Faithfully conclude ministry seasons: Support congregations in closing ministry chapters with integrity when a season of active ministry ends.
- Provide resources and practical ideas: Equip congregations to carry out their ministries effectively in their unique contexts.

Class of 2026

- Elder Betsy Engelhardt (A) (West Milford/Presbyterian)
- Rev. Sarah Green (A) (Wharton/United)
- Rev. Merideth Mueller-Bolton (B) (HR)

Class of 2027

- **Rev. Carie Stanley, (B) (Florham Park/Calvary) (Co-Moderator)**
- Rev. Nicholas Hatch (B) (Milford/Alexandria)

Class of 2028

- **Elder Herb Ryder (A) (Basking Ridge/Presbyterian)**

Commission on Preparation for Ministry (CPM)

The purpose of the CPM is to accompany and oversee individuals as they discern and prepare for ministry, ensuring spiritual maturity, theological depth, and a clear sense of call in accordance with the Book of Order and the Presbytery’s CPM Manual of Operations. The Commission also promotes leadership development opportunities for those serving in various forms of ministry across the Presbytery.

Class of 2026

- Rev. Dr. Christopher Doyle (A) (Oak Ridge/Presbyterian & West Milford/Presbyterian) Co-Moderator
- Rev. Kathi Heath (A) (Chatham/Ogden Memorial) Co-Moderator

Class of 2027

- **Elder Mel Prestamo (A) (Long Valley/Presbyterian)**
- Rev. Linda Gaden (A) (Pittstown/Bethlehem)

Class of 2028

- **Rev. Pamela Osborne (A) (Stanhope/First & Andover/Presbyterian)**
- **Elder Ken Nickel (A) (Boonton/First)**

Permanent Judicial Commission

The purpose of the Permanent Judicial Commission is to uphold the Constitution of the Presbyterian Church (U.S.A.) by interpreting and applying the rules of church discipline. The PJC ensures that all matters of judicial process are handled with integrity, impartiality, and pastoral sensitivity, reflecting both the justice and mercy of God.

Class of 2027

- Elder Jamie Evans (Flemington/Presbyterian) Co-Clerk
- Rev. David Harvey (Blairstown/First) Co-Moderator
- Rev. Linda Gaden (Pittstown/Bethlehem)
- **Vacant**

Class of 2029

- Rev. Peter Magnan HR
- Rev. Fred Milligan HR
- Elder Jack Felch (Stewartsville/Old Greenwich)
- Rev. Tom Brown (Chatham/Presbyterian)

Class of 2031

- **Elder John Ware (Denville/Union Hill)**
- **Elder Pete Peterson (Clinton/Presbyterian)**
- **Vacant**
- **Vacant**

Back Bench for PJC

Those whose Terms have Expired in the Past Six Years (D-3.0602b)

Class of 2023

- Rev. Dr. Jefferson Hatch HR
- Elder Alec Jain (Morris Plains/Presbyterian)
- Rev. Dennis Jones (Basking Ridge/Presbyterian)
- Elder Ray Smickle (Belvidere/United)

Class of 2025

- Rev. Barbara Aspinall HR
- Elder Donna Keoppel (Boonton/First)
- Elder Stuart Ours (Washington/First)
- Elder Mel Prestamo (Long Valley/Presbyterian)

Commission on Ministry

The purpose of the Commission on Ministry is to provide ongoing nurture and oversight for all Ministers of Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders serving within the Presbytery, as well as to care for the congregations and the relationships between pastors and congregations. The COM seeks to foster healthy, faithful, and effective ministries that serve the glory of God and the well-being of the Church.

Class of 2026

- **Elder Joe Martinoni (B) (Rockaway/First)**
- **Vacant**
- Rev. Cliff Acklam (A) (Flanders/United)
- Elder Jerry Chandler (B) (Newton/First)
- Elder Betty Darcy (B) (Morristown/Presbyterian)
- Rev. Jacqui Van Vliet (B) (HR) Co-Moderator
- Elder Carol Skidmore (B) (Basking Ridge/Presbyterian)
- Rev. Dr. Maureen Paterson (B) (Basking Ridge/Presbyterian)

Class of 2027

- **Rev. Amy Lincoln (A) (Flemington/Presbyterian)**
- **Elder Nancy Rubin (A) (Morristown/Presbyterian)**
- Rev. Carol Howard (A) (Madison/Presbyterian)
- Elder Craig Barth (A) (Morristown/Presbyterian)
- Rev. Daniel Vigilante (A) (Morristown/Presbyterian)
- Rev. Robin Curras (A) (Sparta/First)
- Elder Lisa Gray (A) (Stewartsville/Old Greenwich)
- Rev. David Young (B) HR Co-Moderator

Class of 2028

- **Rev. Emily McCachern (A) (Frenchtown/Presbyterian)**
- **Rev. Amy Sandlin (A) (Warren/Trinity United)**
- **Rev. Heather Morrison Yaden (B) (Long Valley/Presbyterian)**
- **Elder Sue Cail (A) (Ringwood/Community Presbyterian)**

- **Elder Pete Peterson (A) (Clinton/Presbyterian)**
- **Vacant**
- **Vacant**
- **Vacant**

Corporation Officers

- President of Corporation – Rev. David Harvey
Term: ACT Moderator
- Secretary of the Corporation – Rev. Dr. Steven Shussett
Term: Elected Stated Clerk
- Treasurer - Elder Becky Moody (2024 - 2029)

Moderator and Vice Moderator

2026 – Rev. Ryon Herin – Moderator

2026 – Elder Donna Rahmann – Vice Moderator

Stated Clerk

Rev. Dr. Steven Shussett (2025-2027)

Term: 3 year term

Blair Academy Consultation Team

Class of 2026

- Elder Owen Newson (B) (Stanhope/First)
- **Rev. David Young (A) (HR)**

Class of 2027

- Erica Wulster (A) (Blairstown/First)
- Rev. Julie Raffety (A) (Franklin/First)

Class of 2028

- **Rev. Amy Lincoln (A) (Flemington/Presbyterian)**
- **Ann Bain (B) (Branchville/First)**

Committee on Representation

The purpose of the Committee on Representation is to:

- Advise the Presbytery regarding the implementation of the principles of unity and diversity.

- Advocate for the full inclusion and representation of diverse voices in leadership roles and decision-making bodies.
- Consult on the employment of personnel in accordance with the principles of equity and inclusivity, as outlined in *F-1.0403* of the Book of Order.
- Create space for honest engagement with issues of diversity, inclusivity, and racism, promoting transformation in how the Presbytery lives into its identity as a diverse and unified body.

Class of 2026

- Rev. Bill Stone (A) (New Vernon/First) **Co-Moderator**
- Elder Bisham Singh (A) (Bedminster/Lamington)

Class of 2027

- Elder Marie Knapp (B) (Milford/Alexandria)
- Rev. Erin Hayes-Cook (B) (Hackettstown/First) Co-Moderator

Class of 2028

- **Rev. Audrey Webber (A) (Morristown/Presbyterian)**
- **Elder Alec Jain (A) (Morris Plains/Presbyterian)**

Young Leader Formation Team

The purpose of the Young Leader Formation Team is to:

- Promote opportunities for spiritual growth and leadership development among youth and young adults.
- Facilitate meaningful connections, programs, and events that form and empower young leaders.
-
- Support a network of ministry leaders committed to youth and young adult ministry across the Presbytery

Class of 2026

- **Rev. Nathaniel Fryer (A) (Boonton/First)**
- **Rev. Lissette Gonzalez-Sosa (A) (Martinsville/Sanctuary + Seed)**

Class of 2027

- **Mae Martella (A) (Morris Plains/Presbyterian)**
- Joann Willans (B) (Whippany/First)

Class of 2028

- **Elizabeth Monkemeier (A) (Chatham/Presbyterian)**
- **Katie Balboni (A) (Basking Ridge/Presbyterian)**

Johnsonburg Staff -

Innovative, Adaptive, and Transformative Ministries Team

The purpose for Innovative, Adaptive, and Transformative Ministries Innovation Team is to:

- Establish a Think Tank/Incubator that fosters innovation and creates space for adaptive and imaginative ministry development.
- Explore and propose creative approaches to mission, stewardship, leadership, and the use of physical and spiritual resources.
- Equip congregational leaders and pastors with the tools, insights, and vision needed to faithfully navigate changing contexts and emerging opportunities.
- Report regularly to the Presbytery and the Administration & Coordinating Commission (ACC) on progress, ideas, and recommended next steps.
- Present a comprehensive plan for the development of a Center for Innovation by November 2026

Class of 2026

- **Rev. Mary Beth Mardis-LeCroy (A) (Stewartsville/Old Greenwich)**
- **Laura Choi (A) (Stewartsville/Presbyterian)**

Class of 2027

- **Rev. Dr. Tracey Henry (A) (Clinton/Presbyterian)**
- **Adrienne Poissant (A) (Branchville/First)**

Class of 2028

- **Scott Stolte (A) (Bedminster/Lamington)**
- **Rev. Sarah Caraitti (A) (Whippany/First) (Co-Ordinator)**

Synod Commissioners for Special Synod Assembly 2025

- **Rev. Stephen Choi (Stewartsville/Presbyterian)**
- **Rev. David Harvey (Blairstown/First)**
- **Elder Lisa Gray (Stewartsville/Old Greenwich)**
- **Elder Donna Rahmann (Califon/Fairmount)**

Synod Mission and Ministry Commission – January 2026 – October 2026

- **Elder Joe Martinoni – Special Term – (Rockaway/First)**

Blair Academy Trustees

Class of 2029

- Rev. Jeanne Radak (Presbytery Leader)
- Elder Susan Johnson (Chester/Community Presbyterian)

Class of 2026

- Rev. Barbara Aspinall HR

General Assembly Commissioners Elections

As you cast your votes please keep in mind that we can send only two ruling elders and two teaching elders to the General Assembly in June 2026. We ask that you consider electing a slate that reflects the rich diversity of voices and experiences within the Presbytery of the Highlands.

Elder Nominees

Elder Alec Jain (Morris Plains/Presbyterian)

Elder David “Pete” Peterson (Clinton/Presbyterian)

Elder Jeanne Perry (Chester/Community)

Elder Bisham Singh (Lamington/Bedminster)

Ministers of Word and Sacrament Nominees

Rev. Michael Cuppett (Newton/First)

Rev. Linda Gaden (Bethlehem/Pittstown)

Rev. Lissette Gonzalez-Sosa (Martinsville/Sanctuary + Seed)

You can review each nominee's application on the Presbytery webpage at

<https://highlandspresbytery.org/2025/11/05/nominations-for-2026-general-assembly/>

Property and Insurance Team Report

November 11, 2025

Items for Consent Agenda:

None.

Items for Action:

None.

Items to Report:

P&I-1

Proposed Union Hill Lease to Iglesia Dios Provera

After reviewing the proposed lease, P&I approved moving forward with its submission to ACC and/or Presbytery, subject to its final completion, recommended attorney review, and the approval of the finalized lease document by the Session of Union Hill Presbyterian Church, Denville.

Youth Leader Formation Team Report

September 9, 2025

The Young Leader Formation team is working on plans for our annual Family Spirituality Day, which will take place in early March of 2026. We are working on finalizing the date and theme. Watch for more information coming out soon. Please consider joining us to plan this event and encouraging families from your congregation to participate!

For the past two years we have had an enthusiastic gathering of families at Johnsonburg for the Family Spirituality Day. Through hands on exploration, games, singing, conversations and crafts, activities and moments of quiet listening, we have encouraged families to consider ways to weave simple spiritual practices into everyday family life to nurture awareness of God in their midst. We have invited children and families to consider how God is calling them to live out their faith in practical ways.

Our next Young Leader Formation Team meeting will be Friday, December 5, 2025 at 9 am.

If you are interested in joining the YLF team, please contact Steve Shussett. We would love to welcome you!

FINAL REPORT OF THE ADMINISTRATIVE COMMISSION FOR THE OXFORD SECOND PRESBYTERIAN CHURCH

November 11, 2025

An Administrative Commission was established to facilitate the sale of the property, which included the church, chapel/fellowship hall and the manse, at 65 Washington Avenue, Oxford, NJ 07863 formerly known as the Oxford Second Presbyterian Church. The AC, chaired by the Rev. Kathi Heath and served faithfully by George Bradlau, Rev. Dr. Pamela Szurek, Rev. Scott Bohr, and with much assistance from Liz Hutchinson and Sonja Gaertner, met semi-regularly, as needed, to keep things moving forward. This was a difficult property to sell based on its current poor condition and on the deed restriction which required the sale be to a non-profit or church. At the time the property went on the market, Family Promise was still operating in the manse but left eventually. Our realtor, Janice Troyer, was a great asset in guiding the AC as to how to make the facility more sellable and went above and beyond to make this sale possible. The AC also greatly appreciates the assistance and guidance of Steve Shussett and Jeanne Radak over the many obstacles that presented themselves. With the services of Alan Lowcher, Esq., and much back and forth over the terms of the sale, the sale of the property to the Church of God (Seventh Day), a NJ nonprofit Corporation, was finally concluded on September 10, 2025 for \$525,000.

With thanksgiving, the AC is grateful that this lengthy process of selling the property has been successfully completed. As listed above, so many people helped to make this possible, especially Liz and Sonja whose patience knew no bounds. We are grateful for all of the people who in one way or another faithfully hoped, believed, and finally experienced success. The Church of God also felt truly blessed to have found this property and are boundlessly enthusiastic about this new ministry opportunity.

Acknowledging the responsibility of being stewards of the legacy of over 250 years of this disbanded congregation known as the Oxford Second Presbyterian Church, given the status of the church and the property at this time in the hands of new owners, and that all transactions regarding the sale have been completed, the AC respectfully recommends to the Presbytery that:

The Presbytery of the Highlands asserts all claims to any property of the Oxford Second Presbyterian Church 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 will or trust not known at this time.

After significant investment in improving the state of the property prior to its sale, the remaining amount from the proceeds of the sale of the property, after accounting for expenses and revenues (\$383,000.00) be allocated in accordance with recommendations from the AC and the Budget and Finance Committee as follows:

- a. Family Promise - \$100,000;
- b. Special Resourcing/Revitalization - \$200,000 (a fund that supports initiatives fostering new life and creative ministries within the Presbytery's congregations); and
- c. Contribution to the Hillsborough Fund for development of grants for Congregational Collaborative Mission partnerships - \$83,000

With its assigned mission completed, we request that the Administrative Commission be dissolved, with thanks.

Respectfully Submitted,
Rev. Kathi Heath and the Members of the Administrative Commission

Final Report of the Administrative Commission for the Presbyterian Church of Morris Plains

November 11, 2025

Members of the Administrative Commission: Rev. William Stone, Rev. Nancy Nalepa-Skibo, Rev. Robin Palmer-Burton, Carl Woodward

This Administrative Commission (AC) was formed in October of 2023 to investigate allegations of financial impropriety, personnel concerns, and conflict between staff and parents of the Joyful Noise Nursery School (JNNS) and the session and minister of PCMP.

Members of the AC met with the session as a whole, and held multiple additional meetings with Rev. Don Brown, elders on the finance personnel teams. We also interviewed the former preschool director, and conducted interviews with the teachers of JNNS. Additionally, a member of the commission conducted a review of financial records and spoke with both current and former bookkeepers and treasurers.

We are grateful for the service of this church's session, and the time and information they have shared with the Administrative Commission. We are also grateful to Pastor Donald Brown for his openness, and the sincerity with which he undertook to resolve the conflicts and issues that had arisen.

In January of 2024, after a significant investment of time and energy meeting with the various parties involved, the Administrative Commission submitted a report outlining the salient issues, and next steps required of the session and pastor at PCMP. These included creating a manual of operations, improving transparency and communication between the session and the preschool, and developing a clear structure and process for employees to make requests to the church (for maintenance, and personnel concerns).

We are glad to report that a meeting between Revs. Stone and Brown confirmed that all of the items outlined in the January '24 report have been addressed. The relationship between the preschool and church staff and session is improving. The structure and policies of the church have been more clearly outlined and organized in a manual of operations. It is our hope that the good work this group has done will continue to bear fruit.

The session is very supportive of their minister, and appears to more fully appreciate the importance of maintaining a healthy and well structured relationship with the Joyful Noise Nursery School (both staff and parents).

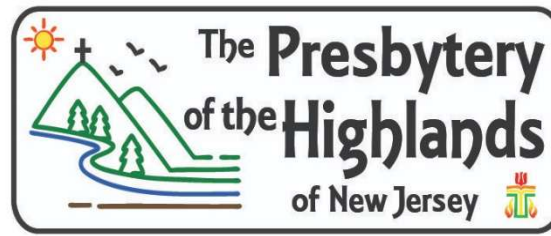
It was also the hope of the Administrative Commission that its work would strengthen the bond between PCMP and the Presbytery. We were not entirely successful on this front, in part because some elders viewed the AC as unneeded and unwanted interference, and in part due to a lack of timely and clear communication by the AC to the session and pastor.

We continue to hold the congregation, staff and leaders of PCMP in our prayers. Having fulfilled our designated responsibilities, the Administrative Commission respectfully requests it be dismissed.

Finance, Budget and Property Team

Work Team of the

Administration and Coordinating Commission



Introduction:

The Finance, Budget and Property Team provides comprehensive oversight and guidance for the Presbytery's financial, Budget, and property. This unified team ensures faithful stewardship of resources through sound financial practices, property oversight, legal compliance, and insurance and investment management. The team works to support congregations, protect Presbytery assets, and advance the mission and ministry of the Presbytery of the Highlands of New Jersey.

Purpose:

The FBP Team is charged with the following:

- Overseeing all financial operations, policies, and procedures of the Presbytery.
 - Managing and monitoring the Presbytery's property and real estate matters, including purchases, sales, leases, and inspections. Includes consulting with administrative commissions appointed to work with church dissolutions.
 - Supporting congregations in navigating complex property and financial challenges.
 - Providing transparency, accountability, and strategic planning in the Presbytery's fiscal and property matters.
 - Conducting or referring to the ACC and/or Presbytery all constitutional matters regarding the properties of the Presbytery's churches.
-

Membership:

- The FBP Team shall consist of at least 4 members - more can be invited
- At least two members shall be from the Administration and Coordinating Commission
- The Presbytery Treasurer shall serve as a member of the team.
- Additional members may be appointed based on relevant experience in finance, property, legal, or insurance matters.

- Staff support shall be provided by the Presbytery Leader and the Financial Administrator or designee.
-

Position Description and Responsibilities:

Members of the FBP Team are entrusted with the following responsibilities:

Financial Management and Oversight

- Develop and propose an annual operating budget in consultation with staff.
- Provide accurate and regular financial reports to the Presbytery and ACC.
- Monitor compliance with financial protocols and review use of restricted/dedicated funds.
- Maintain and update financial policies and procedures.
- Review findings from the annual audit or financial review and recommend necessary actions.
- Prepare and present an annual financial report on the health and management of Presbytery resources.

Property Oversight

- Manage Presbytery-owned property and office spaces.
 - Review and approve transactions related to church properties, including purchases, sales, rentals, and leases.
 - Conduct manse and building inspections as needed.
 - Support congregations with property challenges, including historic preservation grants and emergency capital loans.
 - Communicate legal guidance related to property matters in coordination with appropriate counsel.
-

Commissioned Responsibilities:

The Presbytery Commission the FBP Team with the authority to take the following actions **if the ACC is not available to act :**

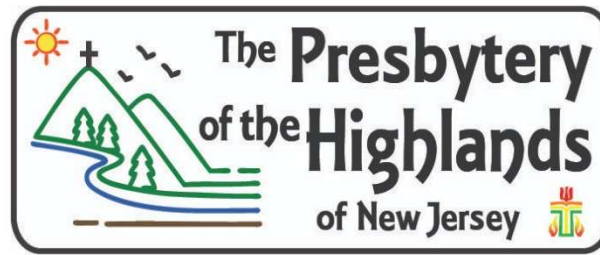
- Approve Emergency Capital Loans up to \$10,000 to congregations, contingent on available funds and in compliance with the Emergency Capital Loans policy.
- Approve Lease Agreements between congregations and non-church organizations in compliance with G-4.0206b.

All actions taken by the FBP Team shall be reported at the next stated ACC meeting.

This integrated team supports the Presbytery's commitment to transparency, good governance, and faithful stewardship, ensuring that all financial and property decisions serve and strengthen its ministries and mission.

Funds Development Team

*Work team of the Administration and
Coordinating Commission*



Introduction

The Funds Development Team serves as a strategic leadership body within the Presbytery of the Highlands of New Jersey, dedicated to ensuring long-term financial sustainability and stewardship. This team explores innovative funding models, cultivates opportunities for giving, and partners with others to support the Presbytery's ability to carry out its mission in a changing financial landscape.

Purpose

The purpose of the Funds Development Team is to:

- Create and implement a long-range financial sustainability plan for the Presbytery.
 - Develop measurable benchmarks to guide responsible use of reserves and proactive fund development.
 - Experiment with and evaluate creative strategies for generating revenue and increasing giving.
-

Membership

- Membership shall include individuals with experience or interest in stewardship, fundraising, financial planning, or nonprofit development.
 - Members are appointed by the Administration and Coordinating Commission
 - The size of the team may vary based on current needs and initiatives but should be sufficient to support diverse perspectives and skills.
 - A moderator will be appointed by the ACC to coordinate the team's work.
-

Position Description and Responsibilities

Members of the Funds Development Team are responsible for:

1. Strategic Financial Planning

- Chart a five- and ten-year sustainability roadmap for the Presbytery.
- Develop and monitor financial benchmarks, particularly regarding use of reserves and new revenue streams.

2. Innovation and Experimentation

- Explore and test creative funding models that align with the Presbytery's mission and evolving ministry context.

3. Giving and Revenue Generation

- Design and implement giving campaigns, donor engagement strategies, and alternative revenue initiatives.
- Promote a culture of generosity across the Presbytery, including among congregations, individuals, and ministry partners.

4. Collaboration and Support

- Work closely with other Presbytery teams and committees to align fund development with strategic goals and program needs.

5. Investments and Asset Stewardship

- Oversee Presbytery Investments according to the adopted Investment Policy
- Ensure investments align with the mission and ethical standards of the Presbytery

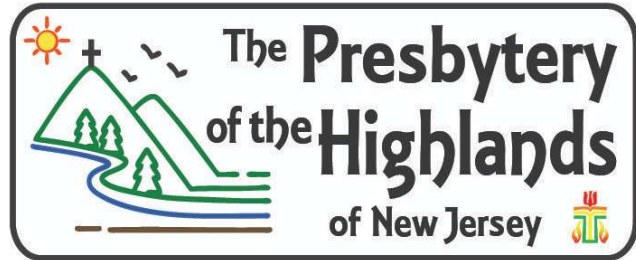
6. Accountability and Reporting

- Report regularly to the Administration and Coordinating Commission, providing updates, proposals, and progress reports at each stated ACC meeting.

The Funds Development Team plays a critical role in ensuring that the Presbytery of the Highlands of New Jersey is equipped with the financial resources and sustainability strategies necessary to support its mission well into the future.

Worship Planning Team

*Work team of the Administration and
Coordinating Commission*



Introduction

The Worship Planning Team supports the spiritual life of the Presbytery of the Highlands of New Jersey by creating meaningful worship experiences that reflect the unity, diversity, and mission of the Church. Grounded in the Reformed tradition and responsive to the Spirit's movement, the team crafts worship that nurtures, inspires, and calls the Presbytery into faithful service.

Purpose

The purpose of the Worship Planning Team is to:

- Plan and implement worship for all stated meetings of the Presbytery.
 - Coordinate and lead special worship services as requested by the Presbytery or the Administration & Coordinating Commission (ACC)
 - Ensure that worship services reflect theological depth, liturgical excellence, and the rich diversity of the Presbytery.
 - Provide input on worship-related budget needs for the following year.
-

Membership

- The Worship Planning Team shall consist of at least 3 to 5 members.
 - At least two members shall be drawn from the ACT.
 - Resourcing staff will assist in support and planning.
 - Additional members may be co-opted as needed based on worship focus or expertise.
 - The Moderator of the Worship Planning Team shall be appointed annually by the ACC co-moderators.
-

Position Description and Responsibilities

Members of the Worship Planning Team are responsible for:

1. Worship Leadership and Planning

- Plan, prepare, and implement worship services for stated presbytery meetings.
- Develop liturgy, select music and preachers, and coordinate all worship elements in collaboration with staff and volunteers.

2. Special Services

- Design and lead special worship services at the direction of the Presbytery or ACC (e.g., installation services, memorial services, or thematic worship gatherings).

3. Budget and Resourcing

- Prepare and submit an annual worship budget proposal to the ACC moderators for inclusion in the Presbytery's planning process.

4. Accountability and Collaboration

- Report to the ACC and the Presbytery Meeting Planning
- Collaborate with the Stated Clerk, Presbytery Leader, and other relevant staff for worship logistics and implementation.

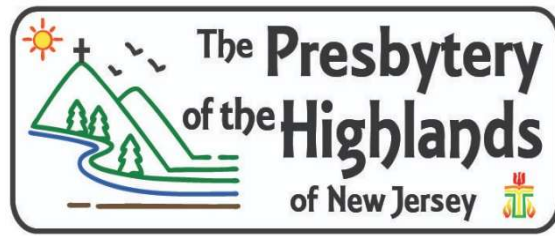
5. Meetings

- Meetings will be convened by the Worship Planning Team Moderator as needed in preparation for Presbytery meetings or special services.

The Worship Planning Team ensures that the worship life of the Presbytery is vibrant, inclusive, and grounded in the shared call to glorify God and serve Christ's Church.

Presbytery Meeting Planning Team

Work team of the
Administration and Coordinating Commission



Introduction

The Presbytery Meeting Planning Team functions as a workgroup of the Administration and Coordinating Commission (ACC), charged with planning and executing the stated meetings of the Presbytery. This team ensures that Presbytery gatherings are thoughtfully structured, logistically sound, and spiritually meaningful, reflecting the mission and values of the Presbytery.

Purpose

The purpose of the Presbytery Meeting Planning Team is to:

- Set and prepare the agenda for all stated meetings of the Presbytery.
 - Coordinate the logistics necessary to conduct effective and engaging hybrid (in-person and online) and online meetings.
 - Recommend meeting schedules, start times, and budget allocations to the ACC.
 - Oversee the implementation of meeting plans in collaboration with staff and relevant teams.
-

Membership

The Presbytery Meeting Planning Team shall be composed of:

- **Moderator of the Presbytery**
- **Vice Moderator of the Presbytery**
- **Moderator(s) of the ACC**
- **Stated Clerk**
- **Presbytery Leader**

This team brings together the key officers and leaders responsible for the governance, coordination, and facilitation of Presbytery gatherings.

Position Description and Responsibilities

Members of the Presbytery Meeting Planning Team are responsible for:

1. Agenda Planning and Preparation

- Set the agenda and select agenda items for all stated meetings of the Presbytery.
- Oversee the preparation and ensure clarity of all reports and business items.

2. Logistics and Implementation

- Plan and coordinate logistics for hybrid Presbytery meetings, including platform setup, physical arrangements, and technical requirements.
- Plan and coordinate logistics for online Presbytery meetings
- Conduct a walkthrough of the agenda and meeting flow in advance of each meeting.

3. Budget and Scheduling Recommendations

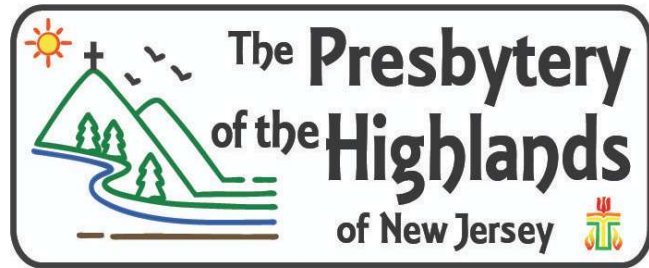
- Recommend to ACC the proposed annual budget for presbytery meetings.
- Propose the annual calendar of Presbytery meetings, including start times and formats, for ACC review and approval.

4. Meeting Rhythm

- Meet at least one month prior to each stated Presbytery meeting to plan and finalize the agenda.
- Meet shortly before each Presbytery meeting for a full walkthrough of the meeting logistics and order of business.

New Jersey Presbyterian Insurance Partnership

Work Team of the
Administration and Coordinating
Commission



Introduction

The New Jersey Presbyterian Insurance Partnership is a collaborative effort among the Presbyteries of New Jersey to ensure that congregations and presbyteries receive the most effective and comprehensive insurance coverage available. By working together as a statewide partnership, participating presbyteries can secure better rates, enhanced protection, and shared expertise in risk management and insurance matters.

Purpose

The purpose of the New Jersey Presbyterian Insurance Partnership is to provide improved and cost-effective insurance coverage for Presbyterian congregations throughout New Jersey through a master policy and group purchasing arrangements. The Partnership also serves as a resource for congregations by providing information, guidance, and education related to church insurance, liability, and risk management.

Membership

The Partnership team is composed of two representatives from each Presbytery in New Jersey, ensuring broad input, shared experience, and collaboration across the state.

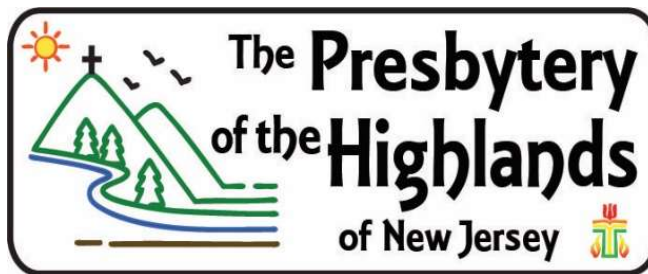
Responsibilities

The Insurance Partnership team shall:

- Conduct annual reviews of all insurance policies and recommend reasonable modifications as needed.
- Ensure appropriate and sufficient coverage for Presbytery operations, congregations, and properties.
- Approve and oversee insurance-related matters in accordance with the *Book of Order* and Presbytery policy.
- Provide information and support to congregations regarding insurance requirements, claims, and risk management practices.

- Collaborate with insurance providers to maintain favorable terms and consistent coverage for all participating entities.
- Communicate regularly with presbyteries to share updates, resources, and best practices in church insurance and risk mitigation.

Pastoral Relationships in the Presbytery of The Highlands of NJ



Introduction

Our Book of Order tells us that “Christ calls the Church into being, giving it all that is necessary for its mission in the world, for its sanctification, and for its service to God. Christ is present with the Church in both Spirit and Word.” *(F-1.0202)* “Christ alone rules, calls, teaches, and uses the Church as he wills exercising his authority by the ministry of women and men for the establishment and extension of God’s new creation.” *(G-2.0101)*

Throughout human history God has called leaders to and from the faith community to lead the people of God. Abraham and Sarah, Moses, David, Andrew, Peter, James, Mary, Martha Paul, Lydia, and Timothy, just to name a few, were called to lead the people of God. Each leader was called to use his or her particular gifts in unique ways and at the same time these leaders had common purpose and focus of teaching the faithful and equipping the saints for the work of the ministry. (Eph 4:12)

As the Presbytery of The Highlands, we recognize that God continues to call men and women to mission and ministry in unique ways and at the same time with common purpose and focus to teach the faithful and equip the saints for the work of the ministry. We express this recognition of God’s call to leaders through the following pastoral relationships:

Pastoral Relationships Prior to March 1, 2021

Pastoral Relationship categories and COM/Presbytery agreements from Newton, portions of New Brunswick, Elizabeth and Palisades are exempted from policies stated in this document as long as the relationship between the pastor and the session/congregation continues. All new pastoral relationships from March 1, 2021 forward shall adhere to this policy/guidelines.

Installed Pastoral Relationships Defined

The installed pastoral relationships are pastor, co-pastor, and associate pastor. A teaching elder may be installed in a pastoral relationship for an indefinite period or for a designated term determined by the presbytery in consultation with the congregation and specified in the call. *(G-2.0504a)*

An installed pastoral relationship indicates that the call process between the congregation, pastor and presbytery has been completed with a public recognition of the new leadership.

When Teaching Elders are called as pastor, co-pastor, or associate pastor of a congregation, they are to be responsible for a quality of life and relationships that commends the gospel to all persons and that communicates its joy and justice. *(G- 2.0504)*

Installed Pastor or Associate Pastor (101 & 103)

The Installed Pastor is called by the congregation following a search process by a congregationally elected Pastor Nominating Committee.

Installed Designated Pastor (191)

A Designated Pastor is called by the congregation following a search process by the congregationally elected Pastor Nominating Committee. The process begins with a consultation with the Commission on Ministry which leads to the recommendation that the congregation search for a Designated Pastor Relationship.

When a Minister of Word and Sacrament is installed to a full or part time designated term, the term shall be for not less than two nor more than four years. The call is renewable anytime during the last six months of the term and cannot be changed or dissolved except by consent of the presbytery, at the request of the pastor or at the request of the church by action of the congregation. Following the designated term and in consultation with the presbytery through the Commission on Ministry (hereafter "COM") the designated pastor may be called by the congregation as the installed pastor for an indefinite period. *(G-2.0504)*

TYPES of INSTALLED PASTOR POSITIONS

(Called to position through the congregation)

Pastor - 101

A Minister of Word and Sacrament may be installed in a full time or part time pastoral relationship for an indefinite period (or for a designated term). The pastor's responsibilities are defined in **G-2.0504**.

Associate Pastor - 103

A Minister of Word and Sacrament may be installed in a full time or part time associate pastoral relationship for an indefinite period (or for a designated term) when a congregation determines that its strategy for mission and ministry requires an additional pastor(s). The duties of the associate pastor and the relationship between the associate pastor(s) of the congregation shall be determined by the session with the approval of the presbytery. The relationship of the associate pastor to a congregation is not dependent upon that of a pastor. *The associate pastor is ordinarily not eligible to be the next installed pastor of that congregation. (G-2.0504a)*

Co-pastor – 101 or 103

A Minister of Word and Sacrament may be installed as a full or part time co-pastor for an indefinite period of time (or for a designated term). When a congregation has two pastors serving as co-pastors, and the relationship of one of them is dissolved, the other may remain as pastor. *(G-2.0504a)*

Designated Pastor or Associate Pastor – 191 or 193

A Minister of Word and Sacrament may be installed in a full time or part time pastoral relationship for a designated time.

Bi-vocational pastor – Pastor or Associate Pastor 101 or 103

A Minister of Word and Sacrament may serve as a bi-vocational pastor. A bi-vocational pastor is a person who has another occupation alongside serving in a pastoral relationship to a particular church. This can be a secular position or another type of validated ministry. In the past, the title “tentmaker” was used. A bi-vocational pastor may serve in an installed or covenant pastoral relationship.

Shared Pastor Position – Pastor or Associate Pastor or Designated Pastor (Installed or Covenant)

From time to time, congregations may determine that their strategies for mission open them up to considering sharing pastoral services with a neighboring Presbyterian or Formula of Agreement congregation. Following consultation with the COM and after a period of discernment led by representatives of the appropriate presbytery team, the sessions of the particular congregations may seek the approval of COM to call for congregational meetings to assess the level of support for a shared pastoral relationship. Upon a simple majority vote of each of the congregations, they shall then elect Pastor Nominating Committees (PNCs) to work together in creating Ministry Discernment Profiles (MDPs) to be approved by COM.

In the instance of looking for a Covenant Supply Shared Pastor, the process is similar.

Following the approval of the MDPs the PNCs shall work in tandem toward the discernment of shared pastoral leadership.

Covenant Pastoral or Supply Pastoral Relationships (called through the Session)

When a church is without an installed pastor it may seek pastoral services by establishing a covenant pastoral relationship with the assistance of COM and the Presbytery Leader. Such covenant/Supply pastoral relationships may be established with a Minister of Word and Sacrament, or a Commissioned Ruling Elder as follows:

Transitional Pastor / Interim Pastor or Associate Pastor – 105

A minister with training in transitional/interim ministry maybe be called by the session to serve as transitional/interim pastor. The transitional/interim pastor prepares the congregation for its relationship with the next installed pastor.

Normally the Session writes a position description and preliminary terms of call which become the basis for COM recruitment of Transitional/Interim Pastors. The COM interviews potential candidates, does reference checks and the entrance interview before determining whether to forward candidates to the congregation’s search committee or to the transitional/interim search committee. With the assistance of the COM liaison, the search committee does its own reference checking, listens to a sermon(s) and decides which candidate to present to session. Session votes to extend a covenant to the transitional/interim pastor. Terms are negotiated and the transitional/interim pastor begins at a mutually agreeable date. All terms of the covenant are approved by COM prior to the starting date of the transitional/interim pastor. A candidate certified ready for ordination may be

considered for transitional/interim position after consultation with the candidate's Committee on Preparation for Ministry (CPM) and the Presbytery of the Highlands COM.

The transitional/interim pastor shall not be eligible for the Installed Position. In addition, Highland Presbytery requires Transitional/Interim Pastors to present certification of completing specialized training.

Covenant Supply Pastors (Pastor, Assoc. Pastor, Co-Pastor, Bi-Vocational Pastor) 108

A minister may serve as a Covenant Supply Pastor. The Covenant Supply Pastor provides pastoral leadership when a congregation does not intend to conduct a search for an installed pastor or is not capable of conducting a search as determined through consultation with session and COM. The process is similar to the process for transitional/interim pastors except the Covenant Supply Pastor does not have to present evidence of interim training, though such training would be an asset. A Covenant Supply Pastor agreement is written for a year, renewable annually. The Covenant Supply Pastor, in consultation with the session and COM leadership, shall determine goals and objectives for the congregation and report annually on the progress of the goals and objectives. First call Pastors are often eligible for consideration for covenant supply positions.

When the ministry of the Covenant Supply Pastor and the church thrive to such an extent that a review of the pastoral relationship is warranted, the Supply Pastor may become the permanent, installed pastor, upon the call of the congregation and concurring 2/3 vote of the presbytery.

Bridge Pastor or Bridge Interim Pastor - 108

On occasion, a minister may serve as a short-term Bridge Pastor. Ordinarily this position involves a contract of 3-6 months, which may be renewed. This pastoral relationship is supportive when there has been trauma in the congregation or when the transitional timeline looks short (i.e. the next pastor is identified, but cannot move for a while; the interim has left a few months before a new pastor is identified; there is a sudden loss of pastoral services, etc.)

OTHER CATEGORIES for Ministers of Word and Sacrament

Honorable Retired Pastors – 299

A Retired pastor is a minister who has completed their service to the church and wishes to no longer engage in active ministry in a church or validated ministry. (See Retired Pastors Policy).

Members at Large (MAL) – 797

A member-at-Large is a minister of the Word and Sacrament who has previously been engaged in a validated ministry, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria of G-2.0503a. A minister of the Word and Sacrament may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all the criteria for a validated ministry due to family responsibilities or other individual circumstances recognized by the presbytery. A member-at-large shall comply with as many of the criteria in G-2-0503a as possible and shall actively participate in the life of a congregation. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of member-at-large shall be reviewed annually. (G-2.05b)

Commissioned Ruling Elder - 107

A Commissioned Ruling Elder (CRE) is a salaried or volunteer ruling elder interested in lay ministry, affirmed by his or her session, and trained and commissioned by the Presbytery of the Highlands to pastoral service in a particular parish or congregation in the presbytery. Normally, a CRE provides pastoral leadership in congregations that are unable to secure pastoral leadership from an ordained teaching elder because of congregational size, geography, finances or language. CREs may also be commissioned to serve specialized ministries such as immigrant or emerging ministries. A CRE is not an ordained Minister of Word and Sacrament but is commissioned only to a particular congregation in The Presbytery of the Highlands and may not provide pastoral leadership or services outside of that commission or after the commission ends. As part of his or her commission, the COM will establish whether a CRE is authorized to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages. This commission shall also specify the terms of service, which shall not exceed three years but may be renewed. The presbytery, through the COM, shall review the CRE commission at least bi-annually.

Validated Ministry

see Validated Ministry policy

A Validated Ministry is normally a ministry outside of the ordinary congregational life that meets the criteria expressed in the Book of Order and by the guidelines of The Highlands Presbytery. It shall be a ministry that serves others, aids others and/or enables the ministry of others. The Ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.

Validated Ministries may cover the following

Presbytery or Synod Council positions – (300s) including Presbytery Leader, Stated Clerk, Staff or Missionary

General Assembly and other PCUSA Positions (400s) – including CEO, Staff, Field Staff and Mission Coworker

Ecumenical, another denomination, or non-Denominational organizations positions (500s) including Pastor, Associate Pastor, Temporary Pastor or Staff

Educational Institutional Positions (600s) – Pastor, Chaplain, Staff, Faculty, Student

Serving other institutions (700 to 703) – including Pastor/Chaplain, Administrator, Staff

Military Services – Chaplains (741 – 771)

Other Validated Ministries (791) as classified by the Presbytery.

The Presbytery Validated Ministry Policy offers details and process.

Pulpit Supply

A pulpit Supply may be a Minister of Word and Sacrament or ruling elder or candidate for ordination. The Pulpit Supply list includes candidates under care of the Presbytery of the Highlands whom CPM has approved to preach. It also includes ruling elders of the Presbytery who are trained to preach beyond their own congregational setting. A Pulpit Supply, as the name suggests, ordinarily provides worship leadership on a one-time basis for a particular church. The list of pulpit supply leaders is available through the presbytery office. COM has determined that criminal background checks shall be completed and on file for all those on the Highlands Presbytery's Pulpit Supply List. In addition, those on the Pulpit Supply list shall have no more than two complaints from two different churches about their service as pulpit supply. Honoraria for pulpit supply and moderating sessions and meetings of congregations are set annually by the COM. The COM has authorized the Presbytery Leader to determine the Pulpit Supply list.

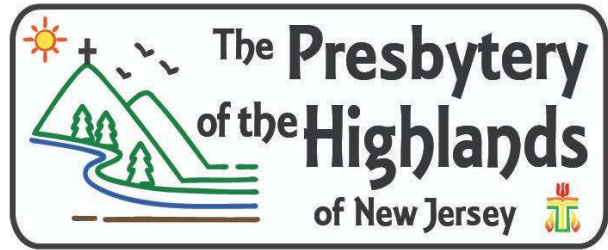
Student Pastor

On occasion a seminary student may be available to serve in a temporary/part-time position with a congregation outside of the seminary field education structure. This may be a student who needs additional field education experience or an internship. The student pastor position will be a joint project between the congregation, COM and CPM. The student will not be allowed to moderate session or officiate the sacraments or weddings. Each situation will be adapted to fit what is needed by the congregation and the student. All students will have a supervisor appointed by either the COM or CPM.

Parish Associate

A parish associate is a teaching elder who is retired or one who is in a validated ministry but does not have a pre-existing relationship with a particular congregation. The parish associate relationship is established by the session, in consultation with the COM. This position is normally without remuneration and does not require the approval of the presbytery.

**LIFE TOGETHER IN THE
COMMUNITY OF FAITH:
Standards of Ethical Conduct for Ordained
Ministers of Word and Sacrament in the
Presbytery Church (USA)**



As an ordained minister in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

Section 1

I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry.

Therefore, I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service.
2. Be honest and truthful in my relationships with others.
3. Be faithful, keeping the covenants I make and honoring marriage vows.
4. Treat all persons with equal respect and concern as beloved children of God.
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal.
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs.
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

Section 2

I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry.

Therefore, I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love.
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries.
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold.
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry.

5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others.
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights.
9. Refrain from incurring indebtedness that might compromise my ministry.
10. Be a faithful steward of and fully account for funds and property entrusted to me.
11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family.
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry.
13. Participate in continuing education and seek the counsel of mentors and professional advisors.
14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor.
15. Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery.
16. Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and
17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

Section 3

I will participate as a partner with others in the ministry and mission of the Church universal.

Therefore, I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry.
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

Addendum to Ethical Standards #11 – Clarification

Purpose:

In response to several inquiries, conflicts, and instances of confusion, the Commission on Ministry

has added this addendum to clarify Ethical Standard #11. This clarification addresses appropriate limits for honoraria and other financial-related matters.

11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family.

- Appropriate Honoraria for weddings, funerals, and similar occasions is \$500 or less.
- Loans from church members or other individuals, other than family members, are never appropriate.
- Gifts from individual church members valued at \$500 or more is not appropriate; gifts from individual church members to curry special favor and/or exert undue influence are never appropriate regardless of value; solicitation of gifts by ministers is never appropriate.
- Personal Business Endeavors, that are not normally associated with pastoral ministry, should not distract the pastor from his/her/their pastoral responsibilities nor target the congregation for financial support.
- Ethical practice is that pastors should not provide fee-based services for on-going counseling treatment or certified spiritual direction sessions to members of the church community. Pastors should refer individuals or couples to licensed professional counselors as soon as possible if on-going treatment is deemed necessary.
- It is not appropriate for a pastor to serve as an executor of a member's estate, in those cases where there are no other options, you must advise the Committee on Ministry.
- Any issues, concerns, or questions about the limits of this policy are to be directed to the COM liaison or presbytery leader or stated clerk.

Addendum and clarification to the Ethics Policy for the Presbytery of the Highlands of New Jersey Section II, 4. Avoid conflicts of interest that might compromise the effectiveness of my ministry.

Our Presbyterian polity is built on a foundation of underlying trust. Our Book of Order states:

G-1.0102 The Fellowship of the Congregation The polity of the Presbyterian Church (U.S.A.) presupposes the fellowship of women, men, and children united in covenant relationship with one another and with God through Jesus Christ. The organization rests on the fellowship and is not designed to work without trust and love.

Elected members and appointed resource staff persons, in their election or appointment, are trusted to uphold the expectations of the presbytery; the presbytery affirms its trust and expectation that each member will follow their conscience and act in accordance with the scripture, the Book of Order, and their best discernment of the guidance of the Holy Spirit. Presbytery, therefore, instructs all persons called to ministry within the Presbytery of the Highlands of New Jersey “to conduct all matters so that conflict of interest and exploitation are avoided.”¹

Members shall avoid conflicts of interest, potential conflicts of interest, and situations that give the appearance of a conflict of interest.

A conflict of interest exists when a person in a decision-making process has an interest, direct or indirect, that could reasonably be expected to compromise their judgement, decisions, or actions. Any concern regarding conflict of interest may be directed to the moderator of the group to which they are involved, or the presbytery stated clerk.

It is proposed that “one should abstain from voting in any matter where s/he has direct personal interest not common to the rest of the assemblage.”²

¹ Presbytery of Mid-Kentucky Standards of Ethical Conduct, paragraph 2.

² Roberts Rules of Order, 45.4

Approved by Presbytery of the Highlands March 2024

CERTIFICATION OF ADHERENCE

THE POLICY ON STANDARDS OF ETHICAL CONDUCT

The Presbytery of the Highlands

I, (print name) _____,

certify that I have received and read the Presbytery of the Highlands **Standards of Ethical Conduct** that I am aware of the standards of the Presbytery, and that I will make a sincere, good-faith effort to comply with this policy.

Signed

Date

Please return signed form to The Presbytery of the Highlands of New Jersey, 390 Route 10 West, Randolph, NJ 07869 or send scanned signed copy to office@highlandspresbyterynj.org

Bio - Adrienne Poissant

I was born and raised in Media, Pennsylvania. I was baptized in the local Catholic Church where my parents were married and attended Catholic education classes throughout elementary and middle school.

We stayed in the same town my whole life and I did not move away until college, where I attended Gettysburg College. I entered my freshman year as a political science major with the intent of working for the government upon graduation, but a bout of homesickness caused me to participate more fully in the Catholic student group on campus. At the same time, I began reading my Bible more consistently and started reading other books on theology and church history. As I learned more about my faith, I realized I wasn't really Catholic, as I did not hold the beliefs the Catholic Church held.

I began to do research into other denominations and while I was doing that, my cousin gave birth to a baby girl and I was invited to attend her baptism at a Presbyterian Church in my hometown. I loved the experience of the service and once I did some more research, I realized much of my beliefs were reformed in nature. I started attending Sunday worship regularly and became a full member of the congregation in 2021.

During 2021, I experienced a week of extreme headaches that led me to being admitted into the ICU for a blood clot in my brain. I was hospitalized for a week and during this time, I had to rely heavily on my faith and grapple with what it means to be a Christian during difficult times. Despite the overwhelming experience, one of the first things I did once out of the hospital was apply to enroll at Princeton Theological Seminary.

While at seminary, I became involved in the student government, serving as clerk my second year and moderator my final year. I also found myself fascinated by church history and Reformed theology. Many of my favorite classes at seminary were taught by Prof. Dirk Smit on reformed worship and ecumenical relations.

I completed my first field education at Morrisville Presbyterian Church and my second year at Dutch Neck Presbyterian Church. In the summer of 2024, I completed a unit of CPE at the Main Line Hospital system with a cohort that included a Muslim, a Jew, and a Catholic. At seminary, I also had the opportunity to travel to the UK with seminary students to meet with Christians there and talk about the future of worship and youth ministry.

When I graduated seminary, I was notified that I received the Parish-Pulpit Fellowship, allowing me to travel to other parts of the world for the purpose of being exposed to other cultures and bringing what I learned back to my congregation. I took my first trip this summer, exploring Switzerland, Germany, and the Czech Republic. I plan to go to Japan this January, with a third trip to a currently unknown destination penciled in for the summer of 2026.

Statement of Faith – Adrienne Poissant

I believe in the Triune God; God the Father, the creator of the universe; God the Son, Jesus Christ, who redeems creation; and God the Spirit, who gives us life and sustains us. I believe that no aspect of the Trinity should receive primacy over the others. All three have been in communion with each other since the beginning and shall remain as one for eternity. God is a God of love and a God of justice, acting and moving in ways humanity may never understand.

Humanity was created to be in communion with the Triune God, but through our sin, both collective and individual, we have created a separation between ourselves and God's love. No one on earth is free from sin. To reconcile humanity with God, God became human in the form of Jesus Christ.

Jesus Christ was both fully human and fully God, born of Mary. On earth, he healed, taught, called for repentance, and proclaimed the Gospel to all people. He was arrested and crucified by Roman imperial powers. He was buried and after three days, rose from the dead, releasing the hold death has on him and on all of creation.

Through his death, Jesus Christ paid the price of our sins and brought us into reconciliation with God. This act was done out of pure, selfless love and not because humanity deserved it. This salvation is a freely given gift from God. By confessing the truth that Jesus Christ is Lord, we receive the gift of God's grace and are justified.

We know that Jesus Christ is Lord and has redeemed the world because of the revelation given to us through Scripture. The books of the Bible have been passed down by our ancestors in our faith and are our best source to understand the life and works of the prophets and of Jesus Christ.

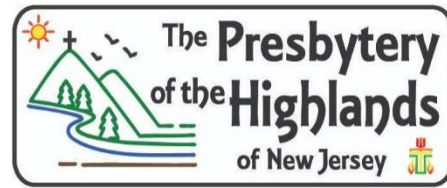
While the Bible teaches us true things about God, it was written by humans at a specific time and place. Therefore, we must read the Bible critically, with historical context in mind, while trusting in the power of the Holy Spirit to point us to the incarnation of God through Jesus Christ.

When we truly believe in the good news of the Gospel, our lives must change. The love and grace shown to us by God through Jesus Christ has justified us and we are called to live holy lives. By showing God's love to others, regardless of who the other is, we are then sanctified. This is the purpose of the church, to be God's hands in this world. The church is meant to act on behalf of God, relying on the wisdom of the Bible and the power of the Holy Spirit to teach others and guide them to live in accordance to God's will.

Baptism and the Lord's Supper are both visible signs and gifts of God's love and grace for us administered by the church. Only these sacraments were instituted by Jesus Christ and through them, the Holy Spirit works to reconcile us to God even more. Through baptism, we are entered into a covenant with God, a covenant that is remembered every time we receive communion.

At an unknown time in the future, the world will come to an end and Jesus Christ will return to judge the living and the dead and to usher in God's kingdom. Heaven and earth as we know it shall pass away and those who have been saved shall enjoy eternal peace with each other and with God. It is not for us to know who is saved and who is not, but we may hope that all people may be reconciled to God.

Congregational Vitality and Discernment Team Presbytery of the Highlands of New Jersey



Introduction

The Congregational Vitality and Discernment Team of the Presbytery of the Highlands of New Jersey accompanies congregations and worshipping communities in discovering, shaping, and faithfully living into their God-given stories. Whether a congregation is experiencing growth, transformation, or concluding its ministry, the team provides spiritual, strategic, and practical support to guide ministry development and discernment.

Purpose

The purpose of the Congregational Vitality and Discernment Team is to:

- Understand and embrace the current story: Help congregations and new worshipping communities recognize and celebrate their present ministry context.
 - Discern and shape future ministry narratives: Guide congregations in imagining and implementing new ministry directions that align with God's mission.
 - Faithfully conclude ministry seasons: Support congregations in closing ministry chapters with integrity when a season of active ministry ends.
 - Provide resources and practical ideas: Equip congregations to carry out their ministries effectively in their unique contexts.
-

Membership

The team consists of six members, elected by the Presbytery and organized into three classes of two, serving staggered terms to ensure continuity.

Additional individuals may be co-opted as needed to provide specialized input or support based on specific congregational contexts or projects.

Position Description and Responsibilities

Members of the Congregational Vitality and Discernment Team are called to serve in a collaborative, strategic, and spiritually grounded manner. Responsibilities include:

1. Assist congregations and new worshipping communities in discerning their story
 - Encourage, challenge, and nurture congregations engaged in redevelopment, revitalization, or transformation.
 - Provide resources and learning opportunities to support discernment and growth.

- Partner with the Commission on Ministry (COM) during transitions by:
 - Offering oversight and guidance through the Discernment Process using Turn the Page Discernment Process .
 - Collaborating with interim pastors, congregations, facilitators, and COM liaisons.
 - Reviewing and approving final discernment documents.
- Provide leadership and accountability in the development and support of new worshiping communities.

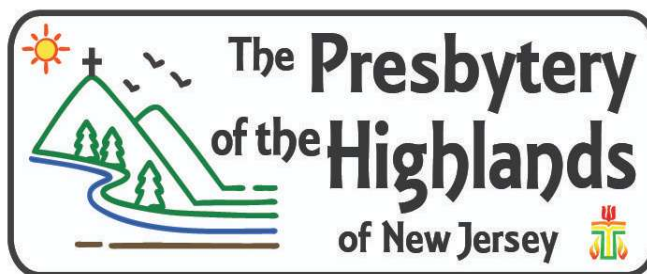
2. Support congregations in shaping their future story

- Assist congregations in developing strategic ministry plans that reflect their unique context and vision.
- Facilitate leadership development opportunities for ruling and teaching elders.
- Encourage engagement with justice and social concerns relevant to each congregation's context.
- Promote the integration of missional practices into congregational life and outreach.
- Provide access to resources, programs, and learning opportunities that support ongoing growth and ministry innovation.

3. Assist Congregations in using their assets for ministry in new ways and finding ways to share the discoveries of assets.

- Create workshops and events to assist congregations in determining and discerning their assets for ministry
- Collaborate with presbytery staff to establish avenues for sharing the stories of congregations

**Innovation, Adaptive, and
Transformative Ministries Team**
*Presbytery of the Highlands of
New Jersey*



Introduction

The Innovation, Adaptive, and Transformative Ministries team is a strategic initiative of the Presbytery of the Highlands of New Jersey designed to equip and prepare our faith communities for a new season of ministry. Rooted in the belief that the Holy Spirit is actively calling the Church into creative and transformative expressions of mission, this team serves as an incubator for innovative thinking, bold experimentation, and future-focused planning.

Purpose

The purpose of the Committee for Innovation is to:

- Establish a Think Tank/Incubator that fosters innovation and creates space for adaptive and imaginative ministry development.
 - Explore and propose creative approaches to mission, stewardship, leadership, and the use of physical and spiritual resources.
 - Equip congregational leaders and pastors with the tools, insights, and vision needed to faithfully navigate changing contexts and emerging opportunities.
 - Report regularly to the Presbytery and the Administration & Coordinating Commission (ACC) on progress, ideas, and recommended next steps.
 - Present a comprehensive plan for the development of a Center for Innovation by November 2026
-

Membership

The Innovation, Adaptive and Transformative Team will be:

- **Nominated by the Nominating Committee**, in consultation with ACC, and approved by the Presbytery no later than November **2025**.
 - The team will begin with 6 members, 3 classes of two each and will be adjusted as needed for the fall nominating cycle in 2026.

- **Diverse in composition**, with members representing a wide range of experiences, backgrounds, and congregational contexts.
 - Empowered by the ACC to receive **appropriate resources and support** for its work.
-

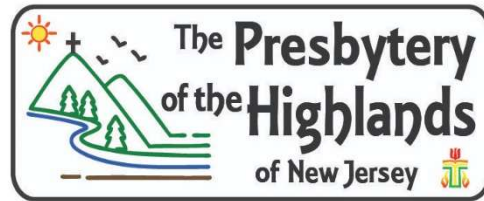
Position Description and Responsibilities

Members of The Innovation, Adaptive and Transformative Team will:

- **Participate in a Think Tank/Incubator environment**, offering ideas and collaborating to foster innovative ministry approaches.
 - **Leverage existing Presbytery and congregational assets** to envision and implement future ministry opportunities.
 - **Explore creative mission strategies**, particularly those related to the faithful use and transformation of church buildings and other resources.
 - **Design learning opportunities** for congregational leaders and pastors, including workshops, retreats, and resource-sharing, to support innovation in their local ministries.
 - **Report regularly to both ACC and the Presbytery** on initiatives, developments, and recommendations.
 - **Collaborate closely with Congregational Vitality and Discernment Team** on projects, events, initiatives and trainings
 - **Develop and present a strategic plan** for a permanent Center for Innovation no later than the November 2026 Presbytery meeting
-

The team responsibilities will be evaluated in the fall of 2026 and adjusted as needed.

Commission on Preparation for Ministry and Leadership Development (CPM)



Introduction

The Commission on Preparation for Ministry and Leadership Development (CPM) serves on behalf of the Presbytery to nurture, guide, and support those discerning a call from God to serve as Teaching Elders, Commissioned Ruling Elders or Certified Educators. The Commission provides spiritual care, guidance, oversight, and accountability throughout the process of preparation for ministry and leadership within the church.

Purpose

The purpose of the CPM is to accompany and oversee individuals as they discern and prepare for ministry, ensuring spiritual maturity, theological depth, and a clear sense of call in accordance with the Book of Order and the Presbytery's CPM Manual of Operations. The Commission also promotes leadership development opportunities for those serving in various forms of ministry across the Presbytery.

Responsibilities

The Commission on Preparation for Ministry and Leadership Development is commissioned by the Presbytery to:

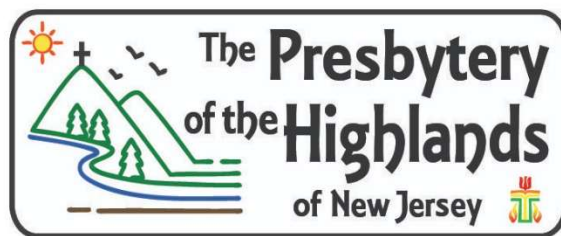
- Oversee and guide inquirers and candidates for the office of Minister of Word and Sacrament, as specified in the *Book of Order* and the *Manual of Operations*.
- Oversee and guide Ruling Elders discerning a call to serve as Commissioned Ruling Elders (CREs).
- Oversee and guide educators discerning a call to serve as a Certified Christian Educator.
- Support and assist sessions in fulfilling their responsibilities to those under care who are seeking ordination as Ministers of Word and Sacrament, certification in Christian Education, or commissioning as Ruling Elders.
- Conduct required examinations and interviews, and present inquirers to the Presbytery at the appropriate stages of their preparation.
- Conduct examinations and interviews for candidates certified as ready to receive a call and approve them as ready to begin service.
- Examine and approve the credentials of ministers transferring from other denominations, ensuring alignment with Presbyterian standards, theology, and polity.

- Collaborate with Presbytery staff to provide leadership training for church officers, educators, and Commissioned Ruling Elders.

Structure

The Commission on Preparation for Ministry and Leadership Development consists of three classes, with two members in each class. Membership includes both Ruling Elders and Ministers of Word and Sacrament, ensuring balanced representation, collegiality, and shared discernment in the Commission's work.

Proposed Changes to the Bylaws for the
Presbytery of the Highlands of NJ
*Additions at 2.3, 2.4, and 2.7 identified by bold or
strikethrough*



ARTICLE 1

Organization and Mission

- 1.1 Name and Organizational Structure: The Presbytery of the Highlands of New Jersey (hereinafter the “Presbytery” or the “Corporation”) is a nonprofit Corporation organized and existing under the laws of incorporation of the State of New Jersey under the provisions of the Title 16 Statute.
- 1.2 Bounds: The Presbytery is the corporate expression of the Presbyterian Church (U.S.A.) and consists of all the churches and teaching elders located in Hunterdon, Morris, Sussex and Warren Counties, Somerset County excluding Kingston and North Plainfield, and in Passaic County, the towns of West Milford, Ringwood, Bloomingdale, Wanaque, and Pompton Lakes, New Jersey.
- 1.3 Tax Status and Purpose: The Presbytery is an organization formed exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
- 1.4 Function: The Constitution of the Presbyterian Church (U.S.A.), *Robert’s Rules of Order, Newly Revised* (the most recent edition), and the Bylaws and the Manual of Operations shall be the effective rules of procedure for the Presbytery. The role and responsibilities of the Presbytery are detailed in the Book of Order, of the Presbyterian Church (U.S.A.).
- 1.5 Interpretation: These Bylaws shall be interpreted, to the extent possible, to maintain consistency with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto. To the extent these Bylaws cannot be interpreted in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto, the Constitution of the Presbyterian Church (U.S.A.) shall control the proceedings of the Presbytery.

ARTICLE II

Membership and Meetings

- 2.1 Membership: Membership in the Presbytery shall be consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A) and the Presbytery’s Manual of Operations.
- 2.2 Roll: The roll of the Presbytery shall consist of all minister members of the Presbytery and each of the member congregations.
- 2.3 Each ruling elder elected moderator or vice moderator shall be enrolled as a member of the Presbytery for his/her term of office, **and ordinarily thereafter while holding membership in a church within the Presbytery.** Ruling elders elected to the Administration and Coordination Team, or moderator of a Standing Committee shall be enrolled as a member of Presbytery for her/his term of office. Certified Christian Educators who meet the provisions of the Book of Order shall be enrolled as members of the Presbytery.
- 2.4 **Quorum: The quorum for stated and special meetings of the Presbytery shall be eight minister member commissioners and eight ruling elder commissioners, for a total of sixteen commissioners, representing eight different congregations.**

- 2.5 Meetings: The Presbytery shall hold at least quarterly stated meetings with the time, date, and place to be set by the Administration and Coordinating Team. Announcement of the meeting and its location and the agenda shall be sent to churches at least two weeks prior to the meeting. All business appropriate to the Presbytery may be conducted at a stated meeting.

Special Meetings: A special meeting of the Presbytery shall be called under the following conditions: The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elder members and two ruling elders, the ruling elders representing different churches. Should the moderator be unable to act, any three teaching elders and three ruling elders, the ruling elders representing different churches, may call a special meeting. The Synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each teaching elder and to the session of every congregation. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted.

- 2.6 Electronic Meetings: Electronic meetings of the Presbytery shall be conducted under the provisions in the Presbytery Manual of Operations:
- 2.7 Manual of Operations: The Manual of Operations shall define the membership, terms, and responsibilities of all elected and appointed bodies of the Presbytery. ~~The Manual of Operations may be amended by the majority vote of the members at a stated meeting or at a special meeting called for such purpose.~~

ARTICLE III

Officers

- 3.1 The Officers of the Presbytery shall be Moderator, Vice-Moderator, Stated Clerk, and Treasurer. The specific responsibilities and terms of these officers are detailed in the Constitution of the Presbyterian Church (U.S.A.), *Robert's Rules of Order, Newly Revised* (the newest edition), and/or the Manual of Operations of the Presbytery.
- 3.2 Moderator: The Moderator is elected for a term of one year and presides at all meetings of the Presbytery.
- 3.3 Vice-Moderator: The Vice-Moderator is elected for a term of one year. In the event of resignation or death the Vice-Moderator shall assume the office and serve out the remainder of that term and shall be eligible to be elected for a full term as moderator. The Vice-moderator may preside at meetings of the presbytery at the invitation of the moderator.
- 3.4 Stated Clerk: The Stated Clerk is elected by the presbytery as specified by the terms described in the Manual of Operations.
- 3.5 Treasurer: The Treasurer must be a ruling elder or minister. The Treasurer is elected for a term specified by the terms described in the Manual of Operations.
- 3.6 Officers of the Corporation: Officers of the Corporation shall be the President, Secretary, and Treasurer. All officers shall be elected by the Presbytery for a term as specified in the Bylaws or Manual of Operations.

ARTICLE IV

Teams, Committees and Entities of the Presbytery

- 4.1 The mission and ministry of the Presbytery shall be carried out by teams, committees, and entities as required by the Constitution of the Presbyterian Church (U.S.A.), the Bylaws, and/or Manual of Operations. As specified in these Bylaws, teams, committees, and entities of the Presbytery may be commissioned to carry out specific

responsibilities on behalf of the Presbytery. The Manual of Operations provides specific details on how ministry and mission of teams and committees are carried out in the Presbytery.

- 4.2 Teams, committees, and entities: In accordance with the Book of Order the Presbytery shall maintain a Permanent Judicial Commission and a Committee on Representation. Various Teams and Commissions will provide the required functions of the Presbytery. Delegation of Presbytery powers to Teams or Commissions will be noted in their descriptions in the Manual of Operations.
- 4.3 The Presbytery may create or eliminate additional teams, committees, and entities as it deems appropriate. Provision for establishing and organizing teams and committees is described in the Manual of Operations.

ARTICLE V

Nominations and Elections

- 5.1 The Committee on Representation shall be consulted to ensure that nominees represent the diversity of the Presbytery.
- 5.2 The Nominating Committee shall nominate persons to all elected positions except for the Nominating Committee, the Treasurer, the Stated Clerk, and the staff of the Presbytery. These elections will follow the process as listed in the Manual of Operations.
- 5.3 If an elected commissioner to the Synod or General Assembly is unable to serve, an alternate Minister , ruling elder, or Young Adult Advisory Delegate (YAAD) is not available, and a stated meeting of the Presbytery will not occur prior to the scheduled meeting of the Synod or General Assembly, the Nominating Committee shall, in consultation with the Moderator and the Stated Clerk, select another commissioner to attend.
- 5.4 The Presbytery , as specified in the Manual of Operations, shall nominate persons to serve on the Nominating Committee.

ARTICLE VI – AMENDMENTS

6.1 These Bylaws may be amended, subject to the laws of the state of New Jersey and the Constitution of the Presbyterian Church (U.S.A.), by approval of the Presbytery at any stated or special meeting called for this purpose at which a quorum is present, by a two- thirds majority of those present and voting, provided that a full reading of the proposed changes or a printed distribution of the same shall have been given at the previous stated meeting at which a quorum was present. These Bylaws may not be amended contrary to or so as to not include the provisions of the Constitution of the Presbyterian Church (U.S.A.). or in violation of the laws of the state of New Jersey

Proposed Overture — Preventing Conflicting Ordinations

Recommendation

To amend G-2.0407 as follows:

The Presbytery of the Highlands of New Jersey overtures the 227th General Assembly (2026) of the PC(USA) to amend Book of Order G-2.0407 **to prevent conflicting ordination to any body not under the authority of Constitution of the Presbyterian Church (U.S.A.), by amending G-2.0407, Book of Order to read:**

(Text to be added is [in brackets and underlined]. Text to be deleted is [in brackets and struck through.]

G-2.0407 Renunciation of Jurisdiction

When a ruling elder or deacon submits to the clerk of session a written statement renouncing the jurisdiction of this church, the renunciation shall be effective upon receipt. When a ruling elder or deacon persists in work disapproved by the session, the session shall consult with him or her and shall give notice of its disapproval. If, after having been provided opportunity for consultation and upon written notice of its disapproval, the ruling elder or deacon persists in the work, the session may then conclude that the ruling elder or deacon has renounced the jurisdiction of this church.

[When a ruling elder or deacon accepts or continues an ordination of any character not under the authority of Constitution of the Presbyterian Church (U.S.A.), the session shall consult with him or her concerning the officer's intent, its possible conflict with the Constitution of the Presbyterian Church (U.S.A.), and whether the officer's commitment to the promises of ordination and to the confessions of the church are in question. If not satisfied by the consultation, the session shall give written notice of its disapproval. If, after having been provided opportunity for consultation and upon written notice of its disapproval, the ruling elder or deacon persists in the work, the session may then conclude that the ruling elder or deacon has renounced the jurisdiction of this church.]

Renunciation of jurisdiction shall remove the ruling elder or deacon from membership and ordered ministry and shall terminate the exercise of the ministry. The renunciation shall be reported by the clerk of session at the next meeting of the session, which shall record the renunciation, delete the name of the ruling elder or deacon from the appropriate register, and take such other administrative actions as may be required by this Constitution.

Rationale

The parity of ordered ministry is a pillar of Reformed theology, expressed throughout the Constitution of the Presbyterian Church (U.S.A.).

In the “Confessional Nature of the Church Report” and “The Assessment of Proposed Amendments to the Book of Confessions,” both preambles to Part I of the Constitution, ordination is used to refer to the offices of “ordained ministers, elders, and deacons.” Additionally, The Westminster Confession of Faith refers to “the ordination vow of ministers, ruling elders, and deacons, as set forth in the Form of Government” (6.191).

In the Book of Order, Part 2 of the Constitution, references include such citations as “The Church’s ordered ministries described in the New Testament and maintained by this church are deacons and presbyters (ministers of the Word and Sacrament and ruling elders)” (G-2.0102), and that these persons can be “ordained only by the authority of a council” (F-3.0207).

Deacons, ruling elders, and teaching elders are understood to have been “called to exercise special functions in the church, as having been given “suitable gifts for their various duties” (G-2.0104). The parity between these three is demonstrated in, but not exclusive to, the following:

- All are congregational decisions, electing ruling elders and deacons, and calling teaching elders (who must also be elected by the Presbytery);
- All are to be “prepared, examined, ordained, and installed,” (although admittedly this happens with different degrees of rigor and thoroughness);
- In the Book of Order, ordination questions for deacons, ruling elders, and teaching elders are identical except for the last question, which is “unique to that order of ministry” (G-2.0102);
- hands are laid upon all being ordained to ordered ministry;
- the composition of the session, to the degree that both ruling elders and teaching elders are defined with the single term “Presbyter” (G-2.0102);
- it is possible for both ruling elders and teaching elders to moderate councils above the session, and to represent the Presbyterian Church (U.S.A.) in ecumenical relationships;
- ruling elders can be authorized as Commissioned Ruling Elders, thus assuming responsibilities ordinarily assigned to teaching elders.

This parity can be confusing to ecumenical partners who have a more singular understanding of ordination, that only the equivalent of a minister of Word and Sacrament can be ordained. Despite this confusion, that can stall or threaten ecumenical relationships, the PC(USA) has maintained its theological position.

That confusion also extends to many within the PC(USA), as many in the denomination will express sentiments such as “I’m only an elder” (or deacon), as if in comparison to a Minister of Word and Sacrament, their ordination was somehow lacking or less than rather than different.

Despite this general parity, however, teaching elders are bound in one particular respect that differs from the deacon and ruling elder.

G-2.0509 Renunciation of Jurisdiction

“When a minister of the Word and Sacrament accepts or continues membership of any character in another denomination, except as provided in this Constitution, the presbytery shall record the fact and delete the minister of the Word and Sacrament’s name from the roll.”

This means that any teaching elder who would obtain an ordination outside the authority of the PC(USA) is, in effect, renouncing the jurisdiction of the PC(USA), and at the very least subject to Committee on Ministry inquiry. This does raise questions for the other two ordered ministries, for whom the proposed addition lacks parallel.

Teaching Elders are unlikely to seek an additional ordination, given that they already hold this unique status in American church and culture. The word “culture” is used here, because in the PC(USA) the authority of the teaching elder is actually quite limited, and now accessible to ruling elders commissioned to particular service. There are civil alternatives to presiding at a wedding, and

no credential is necessary for presiding at a funeral. It is a cultural understanding that any ordination is necessary to preside at either of these important moments.

To the argument that a ruling elder who has obtained an ordination beyond the Constitution of the PC(USA) has simply become an “affiliate member,” G-1.0403 reads

An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.

Ordination obtained for these purposes, especially weddings, is increasingly common, yet its theological implications far less known; it would not be surprising that an officer brought before a session might be unaware of these. They simply want to be a part of a loved one’s wedding, and believe that an “ordination” beyond that granted by God through the PC(USA) is necessary.

For this reason, the proposed overture recommends calls for consultation, communication, and the session’s discernment of an appropriate action.

The Decision shall be recorded in the Minutes of the meeting, and if applicable, the officer will be removed from office, their name deleted from the appropriate roll, and other administrative actions shall be taken as may be required by this Constitution, including public communication of such a renunciation (per G-2.0509).

For those concerned with how this amendment might be implemented, the following process is provided:

Upon learning that there is potentially a conflict of ordination, the session shall address the matter with that officer in the course of a stated or special session meeting. The purpose of the meeting will be to determine the officer’s intention concerning the conflicting ordination, and whether that intention is in conflict with this Constitution.

The session shall then vote on the necessity of that officer
demonstrating renunciation of that conflicting ordination;
and/or
reaffirming baptismal and ordination vows, in front of the congregation or the session.

The Decision shall be recorded in the Minutes of the meeting, and if applicable, the officer will be removed from office, their name deleted from the appropriate roll, and other administrative actions shall be taken as may be required by this Constitution, including public communication of such a renunciation (per G-2.0509).

Note: The addition of the proposed paragraph would also be appropriate for any person under care in the ordination process, to prevent obtaining an ordination beyond that of this Constitution. Such persons, however, are not the subject of this proposed amendment.

Proposed Overture — Paid Administrative Leave

Recommendation

The Presbytery of the Highlands of New Jersey overtures the 227th General Assembly (2026) of the PC(USA) to do the following:

“1. Direct the Moderator(s) of the General Assembly, in consultation with the Office of the Stated Clerk and the General Assembly Committee on Representation, to appoint a team of no less than twelve and no more than fifteen ruling and teaching elders to review the implications of D-7.0902b which mandates that administrative leave be paid leave.

“2. Direct the team to make a final report of their work to the 228th General Assembly (2028), along with a policy that preserves the due process rights of all ministers of the Word and Sacrament accused of misconduct, while addressing the financial implications placed upon churches and/or presbyteries in such a situation.

Rationale

As of July 4, 2025, the 226th General Assembly (2024) amendment specifying that administrative leave be paid took effect.

The Presbytery of the Highlands of New Jersey agrees that due process is a value of the highest order, and finds the rationale provided by the amendment’s authors sound. On this, there is no disagreement.

What the action did not do, however, is provide guidance or a process by which churches and/or presbyteries might adequately respond to a situation that could prove devastating financially.

By this overture, a team would be created to fully explore the implications of D-7.0902b, and in so doing, provide a process that can both uphold the value of due process, and at the same time not threaten the financial sustainability of a church or presbytery.

Considerations

1. There are churches and presbyteries where salary and benefits can exceed \$100,000 annually.
2. Paid leave would be in addition to the costs of having a temporary pastoral relationship for which similar compensation is required.

Questions in Need of Answers

With this overture, the Presbytery of the Highlands of New Jersey asks the following questions, in hope that the proposed team can provide policy guidance and process.

1. Does “paid administrative leave” include both salary and benefits?
2. What if the situation leads a presbytery to request short-term disability but pastor refuses?
3. When on disability, a person gets a percentage of their salary. Should there be a percentage payment in cases of paid administrative leave, rather than the entirety?
4. How is the timeline for paid leave defined? An Investigating Committee can take up to a year to file charges (D-7.1102), unless secular charges have been filed, in which case there is a six-month extension (D-7.1501). Even without secular charges, appeals to the synod and General

Assembly Permanent Judicial Commission's can take as long as two years to complete. Is the leave paid through the entire process?

5. Does paid administrative leave end with the initial Decision of a Permanent Judicial Commission? If the relationship is not dissolved at that point, what happens during appeal?
6. What if the allegation arises from a previous church context? That is, when a pastor new to Setting B is charged with misconduct in Setting A years before. (This is not a hypothetical situation but one this Presbytery is seeking to resolve at the time of this writing.) If it is an allegation of sexual misconduct, the Presbytery would put the teaching elder on paid administrative leave, but would it be paid by Setting B, where there were no allegations, or Setting A, which has already dissolved the relationship?
7. It has been suggested that a conflicted relationship between pastor and congregation that is going on "too long" (not defined) can be dissolved before any Decision is rendered, for the purpose of allowing the church to move forward. Is this correct, and what is the process and policy to do this?
8. Conversely, what are the implications of dissolving what proves to be an innocent pastor's relationship with the congregation, when the driving factor is the expense of paid leave? Especially concerning would be a dissolution under the guise of "failure or being unable to perform," when it is a matter of the church being unable to pay throughout the process.
9. As currently found and understood by the General Assembly Permanent Judicial Commission (see 2024-02), D-7.0902 and any discussion of administrative leave is restricted. The GAPJC wrote that when

determining administrative leave, the fact that this is placed under section D-7.09,
"ALLEGATIONS OF SEXUAL ABUSE," and the historic restriction on administrative leave to cases of alleged sexual abuse complicates a presbytery's authority...

The Presbytery of the Highlands has submitted a separate overture concerning the limited scope of administrative leave. Whether or not the scope of administrative leave is broadened, questions arise:

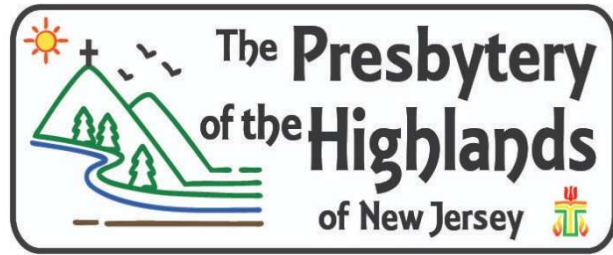
- a. If administrative leave remains solely a matter of sexual misconduct, what if disciplinary charges are filed for financial malfeasance or anything other than sexual misconduct? Administrative leave (by whatever name) might be needed, for example, to provide for the pastor's care or because trust between pastor and congregation has been fractured. Due process would demand that the pastor be paid if they are on involuntary leave. As written and placed in the Book of Order, however, that person would not be paid, despite the desire for due process, as the allegation is not sexual misconduct.
- b. One case of sexual misconduct is one too many, but it is a narrow scope of allegations. If the understanding of administrative leave is broadened to encompass other allegations of misconduct or malfeasance, what might be the relatively rare occurrence of being placed on administrative leave for sexual misconduct (but sadly never rare enough) could suddenly be applicable to many more situations where paid enforced leave would be necessary, putting many more churches and presbyteries at risk.
- c. Regarding D-7.0905 PRESBYTERY POLICIES ON ADMINISTRATIVE LEAVE
"Nothing in this section shall preclude a presbytery from establishing its own rules for administrative leave or other restrictions on a minister's service."

Would a presbytery have the authority to establish its own rules for paid administrative leave or other restrictions on a minister's service, or would any such authority be restricted to allegations of sexual misconduct (per 24-02)?

Conclusion

The Presbytery of the Highlands of New Jersey believes that due process should be afforded all persons, and recognizes that unpaid leave puts a person in a very vulnerable position. At the same time, however, the implications of paid administrative leave are not addressed in this recent amendment to the Constitution of the Presbyterian Church (U.S.A.). The denomination can only benefit from a thorough evaluation of the matter, and the development of policy and process appropriate to it.

Presbytery of the Highlands Nominating Team



Introduction:

The Nominating Team of the Presbytery of the Highlands of New Jersey serves a vital role in identifying and equipping leaders for service within the Presbytery. Committed to inclusive representation and alignment with the Presbytery's mission, the team ensures that commissions, teams, and elected offices are filled with individuals whose gifts and passions support the church's witness and ministry.

Purpose:

The Nominating Team is charged with identifying, discerning, and nominating individuals to fill all vacancies in elected positions within the Presbytery, as defined in the Manual of Operations. With intentionality toward diversity and equity, the team works to ensure broad representation across gender, age, race, ordination status, and geographic region, in accordance with the principles of participation and inclusivity set forth in the Book of Order.

Membership:

The Nominating Team ordinarily consists of six members, identified by the Administration and Coordinating Commission and elected by the Presbytery. Membership shall include a balanced representation of:

- Teaching Elders and Ruling Elders
- Non-ordained members of congregations
- Individuals of diverse ages, genders, and backgrounds
- Persons from across the geographic and demographic spectrum of the Presbytery

Members serve three-year terms with the possibility of renewal for one additional term. A quorum for meetings is 50% of the membership.

Position Description:

Members of the Nominating Team are responsible for:

- **Identifying Leadership Gifts:** Actively and creatively seek out individuals whose skills, experience, and passion align with the needs of Presbytery commissions, teams, and offices.

- **Engaging Potential Nominees:** Initiate contact with potential nominees to discuss opportunities for service, assess interest and availability, and report back to the team chair.
- **Nominating Individuals:** Formally nominate individuals to fill all vacancies in elected positions as outlined in the team descriptions within the Manual of Operations.
- **Consultation with the Committee on Representation :** Engage in regular consultation (at least annually) with the Committee on Representation to ensure that nominations reflect the diversity and inclusivity goals of the Presbytery.

Members of the Nominating Team serve with the understanding that their work is critical to the ongoing health and vitality of the Presbytery, enabling strong and representative leadership across its ministries.

2026 BUDGET CREATION WORKSHEET

9/2/2025 Version

Mission & Ministry withdrawal 5.5% of
(7/31 balance plus \$1.5 million from East Hanover)

\$6,270,952.00

Target withdraw rate 4% of Chesnutt Acct (7/31/25)

\$221,024.00

Assumptions 9,705 Number of Members
\$44.00 Per Capita Rate
11% of Total Revenue to IUA
4% of Total Revenue to Synod
18% Uncollectible Per Capita
2.7% Ordained Staff
2.7% Ordained Staff
2.7% Non Ordained Staff

Proposed

Accounts	2025 Budget	2026
Revenues		
Per Capita		
140100 Current Year Per Capita	449,007	427,020
140101 CY Uncollected Per Capita	-80,821	-76,864
140200 Prior Year Per Capita	-	-
140300 Future Year Per Capita	-	-
Total Per Capita	368,186	350,156
Missional Giving		
PRESBYTERY Missional Giving		
140132 Undesig Presbytery Missional Giving	27,000	20,000
Total PRESBYTERY Missional	27,000	20,000
Giving Interest Revenue		
140510 Interest	300	
Total Interest Revenue	300	0
Other Revenue		
Reserve Draw		
140899 Chesnutt Fund Draw	8,314	8,840
140999 Presby Operating Reserve	244,985	344,902
Total Reserve Draw	253,300	353,742
Endowment Income		
140997 Endowment Income	8,658	10,594
Total Endowment Income	8,658	10,594
Misc Revenue		
140490 Vanco fee offset given	-	-
Total Misc	-	-
Revenue Total Other	261,958	364,336
Revenue		
Total Revenues	657,444	734,493
Expenses		
Administration		
Admin		
150111 Master Liabililty Insurance	2,671	2,704
150112 Umbrella Insurance Policy	1,133	1,336
150113 Worker Comp Insurance Policy	1,200	1,654
150114 Cyber Liability Insurance	400	528
150115 Managment Liability Insurance	184	255
150116 FSA Admin fees	100	250
150220 Fees/Payroll fees	1,650	1,650
150230 Presbytery Fin Review Fees	6,500	6,800
Total Admin	13,838	15,177
Facilities		
150120 Supplies	1,500	2,200
150130 Postage	650	650
150140 Communication	5,000	5,500
150150 Equipment	5,000	5,500
150160 Utilities	6,000	6,700
150170 Condo Association Dues	16,600	16,600
150190 Software & Technology	6,560	7,000
150210 Cleaning Services	2,200	2,200
150240 Facilities Repairs & Improvements	1,000	1,000
Total Facilities	44,510	47,350

Compensation

Presbytery Leader/EP

151300 PL Salary	64,356	66,094
151301 PL Housing	43,350	44,520
151310 PL Professional Expense	5,000	5,000
151330 PL Pension/Medical	39,259	47,237
151340 PL Continuing Education	2,000	2,000
151350 PL Travel	6,000	6,000
151380 PL SECA	8,174	8,462
Total Presbytery Leader/EP	168,139	179,313

Financial Administrator

151410 FA Salary	67,376	53,404
151411 FA 403b	12,128	9,613
151420 FA Social Security/MED	5,154	4,085
151430 FA Group Term Life	120	120
151440 FA Continuing Education	300	1,000
151450 FA Travel	750	
Total Financial Administrator	85,828	68,222

Office Manager

151510 OM Salary	46,223	63,295
151511 OM 403b	8,320	11,393
151520 OM Social Security/MED	3,536	4,842
151530 OM Group Term Life	120	120
151540 OM Continuing Education	300	300
151550 OM Travel	300	
Total Office Manager	58,800	79,949

Resource Staff/Stated Clerk

151710 RSS/SC Salary	48,537	49,847
151712 RSS/SC Housing	28,681	29,455
151713 RSS/SC Pension/Medical	33,204	37,272
151714 R&SC SECA	5,907	6,066
151740 RSS/SC Continuing Ed	1,500	1,500
151750 RSS/SC Travel	2,000	2,000
151751 RSS/SC Professional	-	-
Expense Total Resource Staff/Stated Clerk	119,829	126,142

Communications Coordinator

CC Salary		42,900
CC 403b		7,722
CC Social Security/MED		3,282
CC Group Term Life		120
CC Continuing Education		300
Total Communications Coordinator		54,324

Staff Travel

2,000

Total Compensation 432,596 509,950

Total Administration 490,944 572,477

Presbytery Teams

Administrative Coordinating Team

150201 ACT - Committee Expense	2,000	2,000
150206 ACT - Presbytery Meetings	4,000	4,500
152021 ACT- Vice-Moderator Training	1,000	1,000
152024 ACT - Discernment Process	2,000	0
152310 Johnsonburg Camp & Conference Ctr	30,000	30,000
154110 Worship Committee Expense	1,500	1,500
Total Administrative Coordinating Team	40,500	39,000

Committee on Ministry		
150221 COM Committe Expenses	500	400
152225 COM Boundary Training	2,500	2,500
152240 COM Conferences & Retreats	3,000	3,000
15xxxx COM Background Check		200
Total Committee on Ministry	6,000	6,100
Committee on Prep for Ministry		
150231 COPM Committee Expenses	100	100
152360 COPM Career Counseling	1,000	1,500
Total Committee on Prep for Ministry	1,100	1,600
Youth Development		
154250 Young Leadership Development	-	-
154260 Triennium	6,000	6,000
155260 Workshops/Training	2,000	2,000
Total Youth Development	8,000	8,000
Church Development		
154440 Workshops	2,000	2,500
154450 Exploring Online Community	3,000	2,500
Total Church Development	5,000	5,000
Total Presbytery Teams	60,600	59,700
Missional Partners		
Per Capita Paid to GA		
153010 Per Capita Paid TO GA	98,617	80,794
Total Per Capita Paid to GA	98,617	
Per Capita Paid to Synod		
153020 Per Capita Paid TO SYNOD	26,298	29,380
Total Per Capita Paid to Synod	26,298	
Shared Missional Support -Syn/ GA		
153120 Shared Missional Support - SYNOD	2,400	
Total Shared Missional Support -Syn/ GA	2,400	
Total Missional Partners	127,314	110,174
Total Expenses	678,858	742,351
Net Total	-21,414	-7,858



BYLAWS
OF THE
BLAIR ACADEMY
BOARD OF TRUSTEES
AS OF
October 2025

BYLAWS OF BLAIR ACADEMY

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BYLAWS OF BLAIR ACADEMY

Adoption at the June 23, 1953, Meeting of the Corporation

With the amendments adopted at the following meetings:

May 21, 1957; November 24, 1958; June 21, 1960; June 8, 1965; November 2, 1977; June 9, 1981; November 4, 1981; May 12, 1989; September 12, 1995; June 12, 1998 (*ratified by the Presbytery of Newton, September 29, 1998*); June 11, 1999; May 11, 2001; November 12, 2002 (*ratified by the Presbytery of Newton, November 12, 2002*); April 24, 2004 (*ratified by the Presbytery of Newton, May 11, 2004*); October 27, 2007 (*ratified by the Presbytery of Newton, November 13, 2007*); May 9, 2009 (*ratified by the Presbytery of Newton, June 2009*); May 5, 2013; October 30, 2020 (*ratified by the Presbytery of Newton, which became the Presbytery of the Highlands on March 1, 2021*); June 9, 2023 (*ratified by the Presbytery of the Highlands of New Jersey, September 9, 2023*); and January 27, 2024 (*ratified by the Presbytery of the Highlands of New Jersey, March 25, 2025*); October 25, 2025 (*ratified by the Presbytery of the Highlands of New Jersey, November 11, 2025*)

**ARTICLE I
BOARD OF TRUSTEES**

**Section 1
PREAMBLE**

The affairs of Blair Academy (“Blair”), a college preparatory school and a non-profit charitable corporation under the laws of the State of New Jersey, shall be administered by a Board of Trustees consisting of not fewer than fifteen (15) nor more than thirty-three (33) members.

Blair maintains a strong and enduring relationship with the Presbyterian Church (U.S.A.), in accordance with the principles as set forth in the Covenant between Blair Academy and the Presbytery of Newton dated September 12, 1995, which Covenant and any future amendments are incorporated herein by reference. Blair does not discriminate among applicants for admission or employment on the basis of race, religion, gender, sexual orientation, national origin, ethnic origin or impairment, and is an equal opportunity employer.

**Section 2
ELECTION OF TRUSTEES**

Candidates for membership on the Board of Trustees shall be reviewed and recommended for nomination by the Governance Committee and elected by the Board no less than annually at a meeting for a term of three years. The membership shall be divided into three classes of approximately equal size so that the terms of approximately one-third shall expire each year. The Presbytery of the Highlands of New Jersey shall nominate, and the Board of Trustees shall elect, three of the members of the Board of Trustees. One member of the Alumni Association Board of Governors may be elected, with the right to vote, to the Board.

When there are less than the maximum number of Trustees, additional Trustees may be elected at any meeting of the Board for irregular terms expiring at the end of one or two years, in order best to balance the size of the three classes of Board members. The Governance Committee shall review and nominate candidates for election as members of the Board.

By vote of the Board, any regularly elected member of the Board who has served at least fifteen years may be elected an Emeritus Trustee with the right to attend all meetings and serve on committees in an advisory capacity, but may not vote.

The Board may elect to the Board as an Honorary Trustee any person who, in the opinion of the Board, has demonstrated loyalty and service to the School. Such Honorary Trustees shall have the right to attend all meetings of the Board and serve on committees in an advisory capacity, but may not vote.

A Trustee (excluding the Head of School, Emeritus and Honorary) may serve for only two successive terms. Exceptions to this limitation may be made when it is deemed necessary to ensure continuity of leadership, but then only upon a two-thirds vote of the Trustees in attendance at a given meeting.

Section 3

INDEMNIFICATION

- a. Blair shall indemnify any present or former Trustee, Officer, Member of the Presbytery, employee or agent of Blair, to the fullest extent possible against judgments, fines, penalties, amounts paid in settlement and reasonable expenses, including attorney's fees, actually and necessarily incurred by such person relating to their conduct as a Trustee, Officer, Member of the Presbytery, employee or agent of Blair, except that the mandatory indemnification required by this sentence shall not apply (i) to a breach of the duty of loyalty to Blair; (ii) for acts or omissions not in good faith or which involve misconduct or violation of the law; (iii) for a transaction from which such person derived an improper personal benefit; or (iv) against judgments, penalties, fines and settlements arising from any proceeding by or in the right of Blair, or against expenses in any such case, where such person shall be adjudged liable to Blair. In addition, no such indemnification shall be required with respect to any settlement or other non-adjudicated disposition of any threatened or pending action or proceeding unless Blair has given its prior consent to such settlement or other disposition;
- b. Blair shall indemnify any person, as above provided, in connection with an action by or in support of Blair to procure a judgment in its favor, if the Board of Trustees determines by an affirmative vote of a majority of the Board of Trustees, in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such portion of the settlement amount and expenses as the Board of Trustees deems proper. The decision of the Board of Trustees shall be final and shall not be modified unless found by a Court of competent jurisdiction to have been arbitrary or capricious;
- c. Blair may advance or promptly reimburse upon request any person entitled to indemnification hereunder for all expenses, including attorney's fees, reasonably incurred in defending any action or proceeding in advance of the final disposition thereof upon receipt of any undertaking by or on behalf of such person. Any advances shall be contingent upon the express understanding that all such advances shall be repaid if such person is ultimately found not to be entitled to indemnification or, where indemnification is granted, to the extent the expenses so advanced or reimbursed exceed the amount to which such person is entitled, provided, however, that such person shall cooperate in good faith with any request by Blair that common counsel be utilized by the parties or an action or proceeding who are similarly situated unless to do so would be inappropriate due to actual or potential differing interests between or among such parties;

- d. Nothing herein shall limit or affect any right of any person otherwise than hereunder to indemnification or expenses, including attorneys' fees, under any statute, rule, regulation, certificate of incorporation, bylaw, insurance policy, contract or otherwise;
- e. In the event that Blair shall have made advances in accordance with this article and a Trustee or Officer is ultimately found liable for any violation of their fiduciary duty to Blair, then in that event Blair shall be immediately reimbursed by such person for such amounts so advanced;
- f. Service on the Board of Trustees of the Corporation, or as an officer, employee or agent thereof, is deemed by this Corporation to have been undertaken and carried on in reliance by such persons on the full exercise by the Corporation of all powers of indemnification which are granted to it under this article and the New Jersey Nonprofit Corporation Act as amended from time to time. Accordingly, the Corporation shall exercise all of its powers whenever, as often as necessary and to the fullest extent possible, to indemnify such persons. Such indemnification shall be limited or denied only when and to the extent provided above unless the New Jersey Nonprofit Corporation Act or other applicable legal principles limit or deny the Corporation's authority to so act. This article and the indemnification provisions of the New Jersey Nonprofit Corporation Act (to the extent not otherwise governed by controlling precedent) shall be construed liberally in favor of the indemnification of such persons;
- g. Any indemnification under this section, unless ordered by a court, may be made by Blair only as authorized in a specific case:
 - 1. By the Board of Trustees acting by a quorum consisting of Trustees who are not parties to such an action or proceeding upon a finding that the Trustee has met the standard of conduct set forth in the first paragraph of this bylaw; or,
 - 2. If such a quorum is not obtainable or, even if obtainable, a quorum of disinterested Trustees so directs, by the Board of Trustees upon the opinion in writing of independent legal counsel that indemnification is proper in the circumstances because the standard of conduct set forth in the first paragraph of this bylaw has been met by such Trustee;
- h. Blair shall have the power to purchase and maintain insurance to indemnify Blair for any obligation which it incurs as a result of the indemnification of Trustees under the provisions of this section, to indemnify Trustees in instances in which they may be indemnified by Blair under the provisions of this section, and to indemnify Trustees in instances in which they may not otherwise be indemnified by Blair under the provisions of this section, provided that, in this latter case, all legal requirements be met with regard to the contract of insurance; and
- i. This section shall, in no event, be construed to authorize any act of self-dealing within the meaning of §4941 of the Internal Revenue Code of 1986, as amended (the "Code"), any other act expressly prohibited by the Code or the New Jersey Nonprofit Corporation Law or any other applicable law.

Section 4 CONFLICT OF INTEREST

Blair Trustees have a continuing fiduciary duty of loyalty and care in the management of the School. The purpose of this Section is to protect the Corporation's interests when it is considering taking an action or entering into a transaction that might benefit the Private Interests of a Trustee, an Officer or a Board Committee member. "Private Interests" include situations in which the Trustee, Officer or Board Committee member, or a member of that person's immediate family, household member, business or employer (a) stands to gain a financial benefit from an action the Corporation may or may not take or a transaction the Corporation is considering, or (b) has a personal interest that impairs or could be seen to impair, the independence or objectivity of the Trustee, Officer or Board Committee member.

Any Trustee, Officer or Board Committee member having any potential Private Interest in an action, contract or other transaction with Blair, whether or not the same is coming before the Board or Board Committee for authorization, approval, consideration or ratification, shall give prompt, full and frank disclosure of their interest to the Chair of the Board or Committee prior to its acting on such action, contract or transaction. Upon such disclosure, it shall be presented to the Committee or the Executive Committee of the Board, which shall determine, at such time as the disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or could reasonably be construed to exist. If the Committee determines that such a conflict exists or could reasonably be construed to exist, such Trustee shall not vote on, nor use their personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such action, contract or transaction. Such Trustee may be counted in determining the existence of a quorum at any meeting wherein the action, contract or transaction is under discussion or is being acted upon. The minutes of the Board or Board Committee shall reflect the disclosure made, the determination with respect thereto, and where applicable, the Trustee's abstention from voting and participation at any meeting where the matter was discussed and/or acted upon.

If there was no disclosure or knowledge at a meeting of the Board of Trustees or Board Committee at which an action, contract or transaction was authorized which is found to benefit the Private Interests of a Trustee, Officer or Board Committee member, Blair may void the action, contract or transaction unless the party or parties thereto establish affirmatively that the action, contract or transaction was fair and reasonable as to Blair at the time it was authorized by the Board or Committee and it is thereafter ratified and affirmed by an affirmative vote of the majority of the Board of Trustees or the Board Committee. The final decision shall not be reversed or modified unless found by a Court of competent jurisdiction to have been arbitrary or capricious.

ARTICLE II MEETINGS

Section 1 ANNUAL MEETING

The annual meeting of the Board shall be held each year during the spring at Blair Academy in Blairstown, New Jersey, at such hour as designated by the Chair.

Section 2 ELECTION OF OFFICERS, ATTORNEY, AND AUDITOR

The Board, at its Annual Meeting, shall elect its officers, attorney and its auditor to serve for a period of one year until their successors are elected and qualify.

Section 3 REGULAR MEETINGS

- a. The other regular meetings of the Board shall be held at such time and place as shall be designated from time to time by the Chair, the intention being to hold at least two regular meetings of the Board each year, including the Annual Meeting, and more as may be desirable. The regular meetings may be scheduled for a two-day period in order to conduct committee meetings on the first day and a full Board meeting on the second day.

- b. Meetings other than the Annual Meeting may be held at such place, other than Blairstown, as the Chair may determine. The Board, by a majority vote of those present, whether or not there shall be a quorum present, may adjourn any meeting to another time and place.
- c. Notice of all regular meetings of the Board of Trustees shall be given by electronic mail or equivalent means at least 10 days in advance.

Section 4 SPECIAL MEETINGS

Special meetings of the Board may be called from time to time by the Chair, and shall be called by the Chair or Secretary upon the written request of seven Trustees, providing that the express purpose, time and place of the special meeting shall be stated in a written notice sent to all Trustees by electronic mail or equivalent means not less than three days before the date set for the meeting and providing further that no business shall be transacted at a special meeting, except such as shall be indicated in the written notice thereof.

Section 5 QUORUM

A quorum for the transaction of business shall in no case be less than one-third of the entire Board at the annual or a regular meeting and shall be a majority at a special meeting. Teleconferencing or other forms of virtual attendance shall be permitted.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 1 OFFICERS

Officers of the Board shall consist of a Chair, who shall also be President, one or more Vice Chairs, who shall also be Vice Presidents, a Secretary and a Treasurer, who shall be elected at each Annual Meeting to serve for a period of one year or until their respective successors are elected. The Board may appoint an Assistant Secretary and an Assistant Treasurer. The Secretary, Assistant Secretary, Treasurer and Assistant Treasurer need not be members of the Board. They may be employees of the Academy. By vote of the Board, a former Chair of the Board who served as Chair for at least fifteen years may be elected as a Chair Emeritus with the right to attend, without a vote, all Board and Board Committee meetings.

Section 2 DUTIES

Duties and responsibilities of officers are as follows:

- a. Chair – The Chair of the Board shall preside at all meetings of the Board; appoint chairpersons and members of all standing and non-standing committees, and, so far as possible, direct the work of such committees; enforce order and observance of these bylaws; and perform such other duties as may be assigned by the Board. The Chair shall have the power on behalf of the Board of Trustees to perform all acts, execute and deliver all documents, including checks, contracts and other instruments, and take all steps deemed necessary or desirable in order to effectuate the actions and policies of the Board and/or its Executive Committee. The Chair of the Board shall serve as Chair of the Executive Committee and be an ex-officio member, with vote, of all committees of which the Chair is not otherwise a member.

- b. Vice Chair – The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair, and such other duties as the Chair may assign.
- c. Secretary – The Secretary shall see that the minutes of all meetings of the Board are recorded; see that all notices are duly given in accordance with the provisions of these bylaws, or as required by law; see that the seal of Blair is affixed to all documents, the execution of which is duly authorized in accordance with the provisions of these bylaws; oversee the custody of the records and of the seal of Blair; and, in general, perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Chair or by the Board.
- d. Assistant Secretary – The Assistant Secretary shall, in the absence of the Secretary, perform the duties of the Secretary and such other duties as may be assigned to them by the Secretary or Chair.
- e. Treasurer – The Treasurer shall be the principal financial officer of Blair and shall be responsible for the supervision and control of the accounts and financial records. The Treasurer shall assure that Blair’s financial records are audited annually by Blair’s auditing firm.
- f. Assistant Treasurer – The Assistant Treasurer shall, in the absence of the Treasurer, perform the duties of the Treasurer and such other duties as may be assigned to them by the Treasurer or the Chair.

**Section 3
HEAD OF SCHOOL**

The Head of School shall be elected by a majority of the entire Board of Trustees at a meeting called for that purpose. The Head of School shall serve at the pleasure of the Board, but may not be removed except by the affirmative vote of a majority of the entire Board at a meeting called to consider the matter. The Head of School compensation and emoluments shall be as determined by the Executive Committee of the Board. Subject to the Board’s direction, the Head of School shall administer the affairs of the School and shall have full power and authority as to the employment and discharge of faculty and employees; the acceptance and dismissal of students; and the conduct, discipline and management of the School; and have such other powers and duties as the Board may from time to time specify, all in accordance with the letter and spirit of those general and specific guidelines to be established by the Board.

The Head of School shall be an ex-officio member of the Board of Trustees with the right to vote. The Head of School shall also be an ex-officio member of the committees of the Board of Trustees with the right to vote. The powers, duties and authority of the Head of School shall at all times be subject to the action and decision of the Board of Trustees.

**Section 4
TERMS OF OFFICE**

Each officer shall hold office for the term for which they are elected or appointed and until their successor has been elected or appointed and qualified. The Board, with or without cause, may remove any officer at any time. Removal of an officer without cause shall be without prejudice to their contract rights, if any, and the election or appointment of an officer shall not of itself create contract rights. Any Trustee may resign at any time by giving written notice to the Chair of the Board or the Secretary. The resignation shall take effect at the time specified by the Trustee and, the acceptance of the resignation is not necessary to make it effective. Any vacancy in the Board will be filled by a person receiving a majority vote of the Board. Any Trustee so elected will hold office for the remaining term of that Trustee or until their successor is duly elected and qualified.

ARTICLE IV

AMENDMENTS

Section 1

These bylaws may be amended; either at any regular meeting by a majority vote of the number of members present, provided at least thirty days' previous notice in writing of the proposed amendments has been given; or at any meeting by three-fourths of all members of the Board present voting in the affirmative. Any amendment is subject to the written consent of the Presbytery of the Highlands of New Jersey, Presbyterian Church (U.S.A.).

ARTICLE V DEFINITION AND PROCEDURE

Section 1 BOARD

Wherever the word "Board" occurs in these bylaws, it shall be interpreted to mean the voting members of the Board of Trustees of Blair Academy.

Section 2 ORDER OR PROCEDURE

All matters of order or procedure not covered in these bylaws shall be decided in accordance with Henry M. Robert's "Rules of Order."

ARTICLE VI ACTIONS OF TRUSTEES WITHOUT A MEETING

Section 1 REQUIRED OR PERMITTED ACTIONS

Any action required or permitted to be taken pursuant to authorization voted at a meeting of the Board or any committee thereof may be taken without a meeting if, prior or subsequent to the action, at least seventy-five (75%) percent of all members of the Board or of the committee, as the case may be, consent thereto in writing and the written consents are filed with the minutes of the proceedings of the Board or committee.

Section 2 CONSENTS

The consents shall have the same effect as a unanimous vote of the Board or committee for all purposes and may be stated as such in any document.

ARTICLE VII COMMITTEES

Section 1 ESTABLISHMENT

The Executive Committee shall consist of committee Chairs and Board Officers, and it may also include up to two other Trustees selected by the Chair. Either the Board Chair or a majority of the entire Board may appoint from among the Trustees the committees which are more particularly described in Section 3 herein, or other

committees, each of which shall have at least one or more Trustees as members. Any and all actions of any and all committees are expressly subject to approval by the Board.

Section 2 EXECUTIVE COMMITTEE

The Executive Committee shall have all of the authority of the Board between meetings of the Board, except that neither it nor any other committee shall:

- a. Make, alter, or repeal any bylaw of Blair;
- b. Elect or appoint any Trustee, or remove any officer or Trustee; or
- c. Amend or repeal any resolution previously adopted by the Board.

Periodically, but not less frequently than every three (3) years, the Executive Committee shall review the performance of the Head of School and annually determine their compensation unless otherwise agreed upon. All actions of the Executive Committee shall be reported to and ratified by the full Board at its next meeting.

Section 3 COMMITTEES

The Advancement Committee, Budget Committee, Buildings and Grounds Committee, Covenant Committee, Diversity, Equity and Inclusion Committee, Education and School Life Committee, Governance Committee, Investment Committee and Risk Committee, and such other standing or special committees as the Board may constitute from time to time, shall each have all the authority of the Board necessary to carry out their scope of responsibilities and as may be expressly delegated by the Board.

The duties and responsibilities of the committees shall be as follows:

- a. Advancement Committee – The Advancement Committee shall be responsible for organizing, planning and conducting fundraising campaigns for Blair, including but not limited to major capital campaigns, the Blair annual fund, endowment and planned giving. It may, with the approval of the Board, employ professional consultants and other assistance and expend such funds as are deemed necessary.
- b. Budget Committee – The Budget Committee shall:
 1. Supervise the preparation of an operating budget for Blair for submission to the Board for its approval at the spring meeting;
 2. Subject to Board approval, employ an independent accounting firm to audit the accounts of Blair, including Blair’s endowment, and to submit the audited accounts to the Board for acceptance;
 3. Report at each meeting concerning the Treasurer’s reports to the Committee;
 4. Supervise the handling of all Blair insurance;
 5. Review the draft form 990 before it is filed with the Internal Revenue Service;
 6. Generally supervise the finances and financial matters of Blair; and
 7. Select a 403(b) Fiduciary Subcommittee for the purpose of implementing and overseeing the School’s 403(b) Plan, its Investment Policy Statement and to review compliance with the Investment Plan Statement, such Subcommittee to include no less than one Trustee member of the Budget Committee.

At least one independent (not employed by the School) Board member who has audit and financial experience shall serve on the Budget Committee. Independent members of the Budget Committee shall meet in executive session with the auditor, at least once per year.

- c. Buildings and Grounds Committee – The Buildings and Grounds Committee shall supervise the maintenance and improvement of Blair’s buildings and grounds. It shall formulate plans for new construction, remodeling and alteration of existing buildings, periodically (e.g., during strategic planning initiatives) review and update the campus master plan, recommend to the Board major buildings-and-grounds projects, and represent the Board in relationships with architects, engineers and contractors. It may expend all monies appropriated by the Board for its use and make emergency expenditures, subject to approval of the Board.
- d. Covenant Committee – The Covenant Committee shall meet with the Presbyterian Blair Consultation Committee in accordance of the terms of the Covenant between Blair Academy and the Presbytery of the Highlands of New Jersey.
- e. The Diversity, Equity and Inclusion Committee – The Diversity, Equity and Inclusion Committee shall be responsible for providing Trustee oversight, support and engagement around Blair's diversity, equity and inclusion efforts, including areas of focus and goals articulated in Blair's Strategic Plan, *All In*. Those areas include employee, Trustee and student diversity, DEI-related programs and services and efforts to sustain and enhance a community culture that promotes the dignity, belonging and safety of all at Blair.
- f. Education and School Life – The Education and School Life Committee shall:
 - 1. Serve as a forum to inform and educate the full Board regarding issues related to the School’s educational mission—both in and out of the classroom; and
 - 2. Promote opportunities for regular communication between the Trustees and groups of students, faculty and staff.
- g. Governance Committee – The Governance Committee shall:
 - 1. Review and recommend all nominees for vacancies in the membership of the Board and recommend nominees for the offices of Chair, Vice Chair, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and attorney;
 - 2. Maintain liaison with the Academy’s alumni and parents concerning the election of Board members;
 - 3. The Committee or its duly designated appointee shall coordinate all contacts between prospective Board members and the Board with respect to Board membership;
 - 4. Be responsible for the orientation of new Board members and for regular evaluation of Board functioning;
 - 5. Periodically review the bylaws and committee structure and recommend changes to the full Board;
 - 6. Periodically review the bylaws and committee structure of the Board of Governors and International Board of Governors and recommend changes as appropriate; and
 - 7. Periodically evaluate the process used by the Executive Committee to review the performance and determine the compensation of the Head of School.
- h. Investment Committee – The Investment Committee shall:

1. Carry out the policy of the Board with respect to the investment of Blair’s endowment and other investment assets, with full power to authorize and delegate authority with respect to the purchase and sale of securities and other investment assets by Blair;
 2. Regularly review the policy of the Board with respect to the investment of Blair’s endowment and other investment assets and recommend any material changes in this policy when it determines that such changes are desirable;
 3. Employ or terminate investment managers for Blair’s endowment and other investment assets;
 4. Monitor and evaluate the performance of Blair’s investment managers; and
 5. Supervise the management of all trust funds under Blair’s control.
- i. Risk Committee – The Risk Committee shall be responsible for providing oversight and guidance around enterprise risk management, including:
1. Assessing the internal and external risk environment;
 2. Identifying and prioritizing key risks;
 3. Overseeing strategies and activities to mitigate those risks;
 4. Ensuring the relevant processes, systems and structures are in place; and
 5. Promoting an organizational culture where employees are empowered to elevate concerns and manage risk.

Section 4
ADDITIONAL COMMITTEES

The Board, by resolution adopted by a majority of the entire Board, may:

- a. Establish any committee;
- b. Appoint one or more Trustees to serve as alternate members of any committee, to act in the absence or disability of members of any committee with all the powers of the absent or disabled members;
- c. Abolish any committee at its pleasure; and
- d. Remove any Trustee from membership on a committee at any time, with or without cause.

Section 5
REPORTS

Actions and/or recommendations taken at a meeting of any committee shall be reported to the Board at its next meeting following the committee meeting for approval.

Section 6
QUORUM

A quorum of any committee shall be a majority. Teleconferencing or other means of forms of virtual attendance shall be permitted.

Section 7
MISCELLANEOUS

Board members may attend any committee that they are not a member of provided the committee chair has not closed the meeting.

ARTICLE VIII ASSOCIATIONS

Section 1

There shall be an Alumni Association Board of Governors and International Board of Governors; there may also be a Parents' Association of Blair Academy. The Alumni Association Board of Governors and International Board of Governors may elect from their membership, subject to the approval of the Governance Committee and ratification by the Board of Trustees, one member of the Board of Trustees. The bylaws of the Alumni Association Board of Governors and International Board of Governors shall be subject to the approval of the Board of Trustees.

REPORT OF THE COVENANT COMMITTEE

May 12, 1995

The idea of a redefinition of the corporate relationship between Blair Academy and the Presbytery of Newton originated approximately thirty years ago. As a result of a special committee appointed by the Presbytery of Newton in the early 1960s, a number of changes have been made in the Charter of the School and in the Bylaws of Blair Academy. Similar changes were made in the various definitions of relationships between Presbyterian colleges and independent secondary schools and the Presbyterian governing bodies to which they were related. During these past thirty years, many changes have taken place in corporate relationships so that all except a few "mission" educational institutions now have covenant relationships with Presbyterian governing bodies. The governing bodies are no longer the corporations of the schools.

One year ago, Blair and the Presbytery began to develop a Covenant-type relationship document. The Presbytery appointed The Rev. John Helgeson, The Rev. Charles Ringe, The Rev. Thomas Sheffield, The Rev. James Speer, and The Rev. Heather Morrison Yaden to serve on a joint Covenant Committee. The Board of Trustees appointed The Rev. Peter Amerman, The Rev. Dr. James Chesnutt, Mr. T. Chandler Hardwick, Mr. Alfred S. Dally, Sr., The Rev. Theodore S. Meth, Mr. Dennis Peachey, and Mr. James Youngelson to serve. The Rev. Helgeson moved from the Presbytery but did have significant input at the first meeting of the Committee. The full Committee has met twice, and a drafting sub-committee has prepared proposals for consideration. A study was done of the covenants between a number of colleges and the governing bodies to which they relate.

Due to the wording of the deeds of John I. Blair, we have not been able to follow the customary redefinition of relationships. We do believe that the proposal we are presenting for your action does meet the intentions and needs of both Blair Academy and the Presbytery of Newton. It is essential that the Presbytery comply with certain provisions of those deeds of John I. Blair. The Presbytery may not "abandon," "fail to keep up," or "fail to maintain careful oversight" of the School. There is, however, no requirement that the members of the Presbytery of Newton be the voting members of the Blair Academy Corporation along with the Trustees and certain officers of the School.

Mr. Meth prepared a concise statement in order to understand what the Covenant we are proposing does: "The Covenant represents the end of control by the Presbytery of the fiscal and administrative aspects of Blair's operations. It also represents the retention of rights in Presbytery to elect Trustees to the Board, and

to veto changes in the Corporation's Bylaws and Charter. It is on balance, a functional strengthening of the means for the Presbytery's oversight, while eliminating duties which were not, in practice, substantive."

Under the provisions of Section C of the proposed Covenant, the Board of Trustee members become the sole voting members of the Blair Academy Corporation. In accordance with the rules governing changes in the Bylaws of Newton Presbytery, the action of the Covenant and the necessary Blair Academy Bylaws changes will have a first reading on June 13, 1995, and be finally acted upon at the September 12, 1995, meeting of Newton Presbytery.

The Covenant Committee recommends that the Board of Trustees of Blair Academy approve the proposed Covenant Between Blair Academy and the Presbytery of Newton. The Covenant Committee further recommends that the Board of Trustees recommend to the Blair Academy Corporation the following Bylaws amendments:

1. Article I, Meetings. Paragraph 1, Meetings of the Corporation.

Delete the present first sentence. Substitute it for the following new first sentence: "The Corporation, whose members consist of the Board of Trustees, the Headmaster, and the Treasurer, will hold its annual meeting in conjunction with the regular May meeting of the Board of Trustees."

Amend the fourth sentence by deleting the word "fifteen" and substituting it for the word "sixteen."

The entire paragraph will then read:

"1. Meetings of the Corporation. The Corporation, whose members consist of the Board of Trustees, the Headmaster, and the Treasurer, will hold its annual meeting in conjunction with the regular May meeting of the Board of Trustees. Members will be given at least ten days' notice of the time and place of the annual meeting. At the call of the President of the Corporation, at the request of two members, or at the call of the Chairman of the Board of Trustees, the Corporation may also hold special meetings when members have five days' notice in writing. Sixteen members will constitute a quorum for the transaction of business at any meeting."

2. Article II, Trustees. Paragraph 1, Number of Trustees.

Delete the sentence and substitute it for the following:

"1. Number of Trustees. The Board of Trustees of the Academy will number no more than thirty-three regular members. Three members of the Board shall be selected by the Presbytery of Newton. The other members of the Board of Trustees may be selected without reference to their affiliation with the Presbyterian Church (U.S.A.)."

3. Article III, Officers. Paragraph 1, Officers of the Corporation.

Delete the final sentence of the paragraph which now reads:

"The President will be a member of the Presbytery of Newton of the

Presbyterian Church (U.S.A.).”

4. Article IV, Committee of the Board of Trustees. Paragraph 1, Executive Committee remains as it is. Paragraph 3, Additional Members, should be deleted as it is no longer relevant.
5. Article V, Amendments. Paragraph 1, Amendment of Bylaws.

Add to the present sentence the phrase “subject to the written consent of the Presbytery of Newton, Presbyterian Church (U.S.A.).” The sentence would read as follows:

“1. Amendment of Bylaws. These Bylaws may be amended by a two-thirds vote of the members of the Corporation subject to the written consent of the Presbytery of Newton, Presbyterian Church (U.S.A.).”

Respectfully submitted,
The Rev. Dr. James H. Chesnutt /s/

COVENANT
BETWEEN BLAIR ACADEMY AND THE PRESBYTERY OF NEWTON
September 12, 1995

PREFACE

BLAIR ACADEMY, initially known as Blair Hall, commenced operations in 1848 in a building donated by John I. Blair to the trustees of the Presbyterian Church and two citizens; the following year the original owners gifted the school to the Presbytery of Newton, under the name of Blair Presbyterial Academy.

In 1869, the Main Building of Blair Academy was erected and a start made toward creating a capital fund from various donors, the most generous of whom was John I. Blair, who, by Deeds of Trust, on March 28, 1876, again on April 8, 1881, and finally on April 24, 1884, gave investment securities which totaled \$178,000, subject to certain terms of those trusts.

Blair Academy was incorporated as a not-for-profit corporation by an Act of the New Jersey Legislature on April 21, 1898, and reincorporated under Title 15, N.J.S.A. on September 8, 1928, in order to reflect the day-to-day management of the business of the Academy by a Board of Trustees, rather than by the Corporation. That charter was amended on July 12, 1957, and again on October 16, 1981. At all relevant times, Blair’s constitution has accorded with the provisions of Section 501(c)(3) of the Internal Revenue Code. Its capital fund now exceeds \$29,000,000. Its legal governance and ownership is in the Blair Corporation.

Throughout the years, the Presbytery of Newton has maintained oversight of the management of Blair Academy and of the successful efforts of its Board of Trustees to enlarge and strengthen the School, to keep it responsive to the changing educational needs of secondary school students, and to increase its endowment so as to guarantee the perpetuation of its program.

The parties to this covenant believe that their relationship should be more carefully delineated in a Covenant, so as to reflect current practice and to meet and augment the respective needs, goals and mission of the Presbytery of Newton and of Blair Academy in the future. To that end, the Mission Council of

Presbytery and the Board of Trustees of the Academy appointed persons to a special committee, whose work is reflected in this document.

COVENANT

- A. The Presbytery of Newton hereby defers to the Board of Trustees of Blair Academy legal control of the Corporation and with it, all responsibility and power as to the administration, operation, and governance of Blair Academy, including the investment and utilization of its funds, subject to the provisions of this Covenant hereinafter set forth.
- B. The Board of Trustees of Blair Academy accepts that legal control, responsibility, and power, and covenants to use same solely for the operation and furtherance of an independent school of high standards and achievement in Blairstown, New Jersey.
- C. The Presbytery of Newton shall, at the forthcoming 1995 annual meeting of the Corporation, elect the then elected and serving members of the Blair Academy Board of Trustees as a self-perpetuating corporate body, and as the sole members of Blair Corporation.
- D. The Presbytery of Newton shall create a permanent Blair Consultation Committee to ensure that oversight of the actions of the Corporation is maintained and that the terms of this Covenant are fulfilled.
- E. The Board of Trustees, acting as the Blair Academy Corporation, shall promptly and efficiently make available to said Committee all annual financial statements, fully audited; the minutes of all meetings of the Board of Trustees; and all other documentation reasonably requested by the Blair Consultation Committee, which, on its part, shall diligently consider same and make appropriate report to the Presbytery of Newton.
- F. All actions of the Board of Trustees shall be deemed to be actions of Blair Corporation, the charter and bylaws of which may not be amended, however, except by the written consent of the Presbytery of Newton.
- G. The said Blair Consultation Committee and the Board of Trustees of Blair Academy shall, at least annually, consult as to programs, meetings, joint activities, scholarships, publications, and interests consistent with the two institutions' respective activities and missions.
- H. The Presbytery of Newton shall nominate, and the Board of Trustees shall elect, three persons to serve as members of the Blair Board of Trustees, to exercise all the rights, powers and duties of a Trustee, and to make such report to Presbytery and especially to its Blair Consultation Committee, as those persons may believe is necessary to carry out the terms of this Covenant and thereby to maintain oversight of the actions of the Blair Academy Corporation.
- I. The Board of Trustees of Blair Academy, now and as to the future after the terms of this Covenant have gone into effect, shall indemnify and hold harmless the Presbytery of Newton, its members and its affiliate bodies, as to all debts, liabilities, and all causes of action or claims arising out of the operation of Blair Academy, and shall defend them in any legal actions to which they may be named relative to the operation of Blair Academy.

J. This Covenant may be amended only by the joint action of the parties to this Covenant.

EXECUTION

Attest:

Dennis W. Peachey, Secretary

L.S.
Thomas C. Sheffield, President,
Blair Academy Corporation

Attest:

Tony Macnaughton, Moderator,
The Presbytery of Newton

L.S.
Charles L. Ringe, Stated Clerk
The Presbytery of Newton

CERTIFICATE OF INCORPORATION OF BLAIR ACADEMY

Dated: September 8, 1928

The original, of which this is a copy, was received in the Clerk's Office of the County of Warren, N.J., on the 17th day of September 1928, at 9:28 o'clock, a.m. and Recorded in Book – 6 – of Corporations for said County on pages 59, etc.

The undersigned desiring to associate themselves into a corporation other than for pecuniary profit, pursuant to an act of the Legislature of the State of New Jersey, entitled "An Act to Incorporate Associations not for Pecuniary Profit," approved April 21, 1898, and the several supplements thereto and acts amendatory thereof, hereby certify:

1. The name or title by which such corporation is to be known in law is BLAIR ACADEMY.
2. The purpose for which the corporation is formed is to conduct a school or academy or institution of learning of high order for young men and boys in which they may receive elementary, preparatory, academic, scientific, industrial, business, military, normal, physical, religious and other forms of training and education essential to a sound and thorough preparation for the best colleges, professional and technical schools and business life.

The objects and purposes of the corporation are fundamentally charitable and educational, and it shall not be conducted for profit or gain to any corporation or individual; a further object of the corporation is to give the sons of Presbyterian Ministers an opportunity to obtain a thorough education at a moderate expense.

In the event of the receipts for tuition being greater than the expenditures necessary to conduct the school at any time, such excess shall be used for the general repair and improvement of the grounds and the buildings comprising the school, the replacement and repair of equipment and machinery used in conducting the school contained in the buildings; the erection of new buildings and furnishing the same; purchasing new machinery and equipment and generally improving the school and the lands

belonging to it and the buildings standing thereon and the contents therein and providing free scholarships.

3. The place where the school or academy is to be located is in the Town of Blairstown, County of Warren and State of New Jersey. The location of the principal office in this state is in the Town of Blairstown, County of Warren and State of New Jersey, and the name of the agent in charge thereof upon whom process may be served is Charles H. Breed.
4. The number of the trustees of the corporation shall be fifteen, providing, however, that the number may be increased or diminished to a number of not less than seven, at any time by a majority vote of the members of the corporation. A majority of the trustees shall always be members of the Presbytery of Newton, five of whom shall be ministers, and the Pastor of the First Presbyterian Church in Blairstown shall be ex-officio one of the trustees and president of the Board.

The names and residences of the trustees selected who shall hold office at the pleasure of the members are:

Rev. John M. Waddell	Blairstown, N.J.
Dr. Wm. H. Vail	141 Second Ave. Newark, N.J.
Charles L. Overstreet	Stewartsville, N.J.
C. Ledyard Blair	24 Broad Street New York City
Rev. Clarence W. Rouse, D.D.	Newton, New Jersey
Rev. James W. Martyn, Ph.D.	Hackettstown, N.J.
J. Insley Blair	Tuxedo Park, N.Y.
William W. Roe	Newton, N.J.
Wayne Dumont	Paterson, N.J.
George H. Dayton	202 Lewis Street New York City
Jehiel G. Shipman	24 Commerce Street Newark, N.J.
Chester D. Heywood	70 Winter Street Worcester, Mass.
DeWitt C. Carter	Blairstown, N.J.
Ralph Decker	Sussex, New Jersey
Rev. Norman MacQueen	Washington, N.J.

5. The members of the corporation shall be limited for all time to the present members of the Presbytery of Newton and their successors, the present Board of Trustees or Managers of the school named as trustees of the corporation, and their successors and the Headmaster and executive officers of the school and their successors.
6. The business of the corporation shall be conducted by the trustees, who shall be elected by the members or the corporation at any regular or special meeting and who shall hold office at the pleasure of the members. The members of the corporation shall pass by-laws for the management of the corporation and their regulation of its affairs.
7. The duration of the corporation shall be perpetual and shall have such powers as are conferred by law.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this eighth day of September Nineteen Hundred and Twenty-eight.

(Signed)

J.M. Waddell	(LS)
William H. Vail	(LS)
Charles L. Overstreet	(LS)
C. Ledyard Blair	(LS)
Clarence W. Rouse	(LS)
James W. Martyn	(LS)
J. Insley Blair	(LS)
William W. Roe	(LS)
Wayne Dumont	(LS)
George H. Dayton	(LS)
Jehiel G. Shipman	(LS)
Chester D. Heywood	(LS)
DeWitt C. Carter	(LS)
Ralph Decker	(LS)
Norman McQueen	(LS)

The Original Copy includes notarization of all above signatures.

AMENDED CERTIFICATE OF INCORPORATION
OF
BLAIR ACADEMY
July 12, 1957

The undersigned, trustees of the corporation Blair Academy, desiring to continue said corporation under an amended Certificate of Incorporation pursuant to an act of the Legislature of the State of New Jersey entitled "An Act to Incorporate Associations not for Pecuniary Profit," and acts amendatory thereof, hereby certify:

1. The name or title by which such corporation is to be known in law is BLAIR ACADEMY.
2. The purpose for which the corporation is formed is to conduct a school or academy or institution of learning of high order for young men and boys in which they may receive elementary, preparatory, academic, scientific, industrial, business, military, normal, physical, religious and other forms of training and education essential to a sound and thorough preparation for the best colleges, professional and technical schools and business life.

The objects and purposes of the corporation are fundamentally charitable and educational, and it shall not be conducted for profit or gain to any corporation or individual; a further object of the corporation is to give sons of Presbyterian ministers an opportunity to obtain a thorough education at a moderate expense.

In the event of the receipts for tuition being greater than the expenditures necessary to conduct the school at any time, such excess shall be used for the general repair and improvement of the grounds and the buildings comprising the school, the replacement and repair of equipment and machinery used in

conducting the school contained in the buildings; the erection of new buildings and furnishing the same; purchasing new machinery and equipment and generally improving the school and the lands belonging to it and the buildings standing thereon and the contents thereof and providing free scholarships.

3. The place where the school or academy is to be located is in the Town of Blairstown, County of Warren and State of New Jersey. The location of the principal office in this state is in the Town of Blairstown, County of Warren and State of New Jersey, and the name of the agent in charge thereof upon whom process may be served is James M. Howard, Jr.
4. The number of the trustees of the corporation shall be fifteen, provided, however, that the number may be increased or may be diminished to not less than seven at any time by a majority vote of the members of the corporation. The members of the Board of Trustees shall be individuals, either clerical or lay, selected by members of the corporation from either within or without the Presbytery of Newton, except that five of such trustees shall be ministers of the Gospel and three shall be elders, all selected from the Synod of New Jersey of the Presbyterian Church, or its successors. In the event that the number of trustees is increased or diminished, the aforesaid ratio of eight to fifteen shall be proportionately maintained. The remaining members of the Board of Trustees may be selected without restriction or reservation as to their residence or domicile.
5. The President of the Board of Trustees shall be selected by the board from among its own members free and clear of any other restriction.
6. The members of the corporation shall be limited for all time to the present members of the Presbytery of Newton and their successors, the present Board of Trustees or Managers of the school named as trustees of the corporation, and their successors, and the Headmaster and executive officers of the school and their successors.
7. The business of the corporation shall be conducted by the trustees, who shall be elected by the members of the corporation at any regular or special meeting and who shall hold office at the pleasure of the members. The members of the corporation shall pass by-laws for the management of the corporation and the regulation of its affairs, and such by-laws may contain provisions for their amendment by a two-thirds vote of the members of the corporation present at any regular or special meeting or by a two-thirds vote of the members of the Board of Trustees present at any regular or special meeting of the board, provided the amendments do not conflict with the provisions of the Certificate of Incorporation, as amended, of the corporation or the deeds of trust of John I. Blair and wife, as amended.
8. The duration of the corporation shall be perpetual and it shall have such powers as are conferred by law.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 12th day of July 1957.

/s/ Harold E. Davis (L.S.)
President

/s/ F. Ernest Rea (L.S.)
Secretary

STATE OF NEW JERSEY

: SS.:

COUNTY OF WARREN

On the 12th day of July 1957, personally appeared Harold E. Davis and F. Ernest Rea President and Secretary, respectively, of BLAIR ACADEMY, the corporation named in and which executed the foregoing amended Certificate of Incorporation, who being by me duly sworn, according to law, did depose and say: That the above amended Certificate of Incorporation was submitted to a duly convened meeting of the members of the corporation, the Presbytery of Newton; that its adoption, execution, recording and filing was authorized in accordance with the By-Laws of the corporation by not less than a majority vote at said meeting.

/s/ Theodore W. Dawes
Notary Public of New Jersey
My Commission Expires
August 16, 1960

(Notarial Seal)

RESTATED CERTIFICATE OF INCORPORATION
OF
BLAIR ACADEMY
November 9, 2001

The undersigned, trustees of the corporation Blair Academy, desiring to continue said corporation under an amended and restated Certificate of Incorporation pursuant to an act of the Legislature of the State of New Jersey entitled "An Act to Incorporate Associations not for Pecuniary Profit," (N.J.S.A. 15A:1-1, *et seq.*) and acts amendatory thereof, hereby certify:

1. The name or title by which such corporation shall continue to be known in law is BLAIR ACADEMY.
2. The purpose for which the corporation is formed is to conduct a secondary school or academy of learning of high order for young men and women which is charitable and educational, and it shall not be conducted for profit or gain to any individual or entity.
3. The current registered office of the corporation is located at 2 Park Street in the Township of Blairstown, County of Warren and State of New Jersey, and the name of the current registered agent upon whom process may be served is Dennis Wm. Peachey.
4. The number of the trustees of the corporation shall be not less than fifteen nor more than thirty-three, provided however, that the number may be increased or may be diminished at any time by a majority vote of the Board of Trustees of the corporation.
5. The names and addresses of the current Board of Trustees are as set forth on Schedule "A" annexed hereto.
6. The officers of the corporation shall be elected by the Board of Trustees.
7. The business of the corporation shall be conducted by the Trustees, who shall be elected by the Board of Trustees at any regular or special meeting and shall hold office at the pleasure of the members, or until their successors are elected. The Board of Trustees shall adopt bylaws for the management of the

corporation and the regulation of its affairs. The bylaws may contain provisions for their amendment by a three-fourths (3/4) vote of the members of the corporation present at any regular or special meeting, provided the amendments do not conflict with the provisions of the Certificate of Incorporation, the deeds of trust of John I. Blair and wife, or the Covenant between Blair Academy and the Presbytery of Newton dated September 12, 1995, and any future amendments thereto.

8. The duration of the corporation shall be perpetual and it shall have all powers as are conferred by law.
9. The assets of this corporation are irrevocably and permanently dedicated to charitable and educational purposes. Upon the dissolution of the corporation, its assets shall be distributed to an organization or organizations, organized and operated exclusively for charitable, educational or religious purposes that is tax exempt under Section 501(c)(3) of the Internal Revenue Code of 1954. That organization shall be the Presbytery of Newton, Presbyterian Church (U.S.A.) or its successor, provided it qualifies as a distributee under this article. No part of the assets or property of this corporation shall be distributed to any persons, including but not limited to any Trustees, Officers or employees of the Corporation, either for the reimbursement of any sums donated or contributed by any such person or for any other purpose, it being the intent in the event of dissolution of this Corporation, where it ceases to carry out the purposes of the Corporation, that the property and assets then owned by the Corporation shall be devoted to the following non-profit charitable purposes: Educational, Charitable and Religious.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 9th day of November, 2001.

_____(L.S.)
William R. Timken, Chairman of the Board

_____(L.S.)
Dennis Wm. Peachey, Secretary

STATE OF NEW JERSEY :
: SS CERTIFICATE PURSUANT TO N.J.S.A. 15A:9-5 COUNTY OF

WARREN :

On the 9th day of November, 2001, personally appeared John C. Bogle and Dennis Wm. Peachey, Chairman and Secretary, respectively, of BLAIR ACADEMY, being duly sworn upon their respective oaths, do hereby certify:

1. The name of the corporation is Blair Academy;
2. The corporation under the amended and restated Certificate does not have members;
3. The restated Certificate of Incorporation was adopted by the Board at a meeting duly called for and held on November 9, 2001. At the said meeting, 20 of the existing and authorized thirty-three (33) Trustees were present. Of those present, 20 voted in favor and 0 voted against.
4. The restated Certificate of Incorporation shall become effective upon the date of the filing with the Secretary of State.

William R. Timken, Chairman of the Board

Dennis Wm. Peachey, Secretary /s/

Craig U. Dana, Esq.
Attorney At Law of the State of New Jersey